


**FY 2010  
TENNESSEE ROADSCAPES GRANT PROGRAM**



**Renaissance  
Ashland City**

Landscaping funded by  
Tennessee Roadscapes Grant

*Awarded by Governor Phil Bredesen*

**INSTRUCTION BOOKLET AND APPLICATION**

**DEADLINE FOR SUBMITTALS:  
4:00 PM, September 17, 2010**



**State of Tennessee Department of Transportation  
2010 ROADSCAPES GRANT**

**GENERAL INFORMATION**

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The Tennessee Roadscapes Grant is a program developed as part of the Tennessee Department of Transportation's (TDOT) Tennessee Roadscapes initiative. This grant program uses a dedicated portion of the State's Transportation Enhancement funds, which are provided by the Federal government to each state. The Roadscapes Grant is an opportunity for qualifying city and county governments and community groups to partner with TDOT to develop landscaping projects within **state and federally maintained rights-of-way**. Roadscapes Grant funds may be used for:

- Community gateways and entry corridors
- Interstate and highway interchanges
- Highway crossroads
- Scenic vistas and overlooks
- Streambank/Wetland restoration
- Exotic/Invasive plant removal
- Native plant restoration
- Viewshed/Landscape enhancement
- Points of interest (e.g., historic sites, park entrances)

Applications may be submitted by local governments (cities or counties) or commissions established by local governments. TDOT will only contract with a local government or local commissions. However, private and civic organizations may also submit an application if the project is sponsored by a local governmental body. Private and civic organizations are encouraged to work with local governmental agencies to develop project applications. Examples of potential private and civic partners include garden clubs, chambers of commerce and development organizations, beautification boards, local nurseries, universities/colleges and local businesses, to name a few. Local governments will be required to establish a Project Manager, who will act as the main point of contact for the project.

If you are within one of the state's eleven (11) metropolitan areas, you must contact your Metropolitan Planning Organization (MPO). The projects will require endorsement by the appropriate MPO before they can be implemented. MPO endorsement is not necessary for application. Contact information for the state's MPOs can be found on page 16. Applicants should also contact their Regional Planning Organization (RPO). The projects will *not* require endorsement by the RPO, but notification should be given to the appropriate RPO. A map of the state's RPOs and contact information can be found on page 17.

Roadscapes Grants that are awarded funding are subject to the Davis-Bacon Act (Predetermined Minimum Wage). In addition, if the total project cost exceeds \$500,000, then the Roadscapes Grant is subject to the Disadvantaged Business Enterprise (DBE) goals. For assistance in this matter, you may contact the TDOT Civil Rights Division at (615) 741-3681 or visit the website at <http://www.tdot.state.tn.us/civil-rights/index.htm>.

Applications will be accepted through **September 17, 2010**. Applications received later than **4:00 pm** on **September 17, 2010** will not be considered for funding in the current year. Applicants must submit one (1) bound copy and twelve (12) unbound copies of the application.

The original bound application and the extra twelve (12) unbound copies should be submitted to:

Shawn Bible, Beautification Coordinator  
Tennessee Department of Transportation, Environmental Division  
Suite 400, James K. Polk Building  
505 Deaderick Street  
Nashville, Tennessee 37243-0333  
Phone: (615) 532-3488 Fax: (615) 532-5995  
Email: [Shawn.A.Bible@tn.gov](mailto:Shawn.A.Bible@tn.gov)

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**ELIGIBLE ROADSCAPES ACTIVITIES**

Applications must be landscaping projects within **state and federally maintained rights-of-way**. To receive Roadscapes Grant funds, projects must be one or more of the following:

**Community Gateways and Entry Corridors**

This category applies to landscape construction projects that enhance the entrance or transportation corridor to a community. These are projects at a single entry point into a community, such as an interstate interchange, a roadway intersection, a linear corridor leading into a community, or a point along the roadway as one enters a community. These projects serve as welcoming landscapes and create a sense of arrival.

**Interstate and Highway Interchanges**

These are projects that seek to enhance the overall visual impact of interstate and highway interchanges. These landscapes can be a gateway into a community or one of multiple entry points into a community that need landscaping to reduce the scale of the overall roadway system. These landscapes create a much more pleasant visual experience for tourists and residents alike.

**Highway Crossroads**

Highway crossroads provide a unique opportunity for landscape enhancements where motorists travel at a slow speed. These projects can combine a variety of small scale plant materials and trees and create a more appealing visual experience.

**Scenic Vistas and Overlooks**

The enhancement of scenic vistas and overlooks along roadways is a vital part of the Roadscapes program. Such enhancements can be made with the introduction of new plant materials or the removal of overgrown plants and exotic plants to open up and improve views. Other improvements can include updating landscaping around interpretive signs and repairing walls and fences that are part of the existing landscape.

**Points of Interest** (e.g., historic sites, park entrances)

There are numerous historic markers, reference points and entry points to state historic areas and/or state parks located along Tennessee's interstates and state highways. These are important reference points for motorists, and improving the landscape around these elements is important in aiding motorists to locate these elements. Projects that improve the landscape, including new signage, signage restoration, new walls and fencing, as well as the removal of overgrown and/or invasive plant materials, are important goals of this program.

**Exotic/Invasive Plant Removal**

The removal of exotic and invasive plant materials, which are listed on the Tennessee Exotic Pest Plant Council's (TN-EPPC) list, improves the visual quality of Tennessee's interstates and highways. These projects include removal and treatment to allow native plants to return naturally in an area or the planting of native species after the exotic plants have been removed.

**Native Plant Restoration**

These projects include the establishment of native plant meadows and woodland settings to reduce mowing and create more variety in the medians and shoulders of the state's roadways. Native plant restoration projects can be linear in character along an entry corridor to a community, or may be associated with a specific site along a roadway, such as a historic marker, highway crossroads or interchange.

**Viewshed/Landscape Enhancement**

These projects combine many of the previously discussed Roadscapes categories to improve the view that one sees from the roadway. These projects are found in the background of the motorists' views. These landscapes are often the result of elevated views from the roadway into a valley or stream corridor, or elevated views to bluffs or hillsides. These plantings are developed to offer contrast to foreground landscapes, which are found directly adjacent to the roadway shoulder.

**Streambank/Wetland Restoration**

Stream bank and wetland restoration projects include landscapes that help to control runoff from roadways, reduce erosion and prevent pollutants associated with roadways from entering streams or wetlands. The projects can include site grading, installation of erosion control and bank stabilization

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treatments, and the installation of landscapes that create a functional natural system and enhance the visual quality of the views from the roadway.

**PROJECT FUNDING**

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The minimum grant award is \$10,000, and the maximum grant award is 20 percent of the year's total available grant funds. **For the 2010 grant cycle, the maximum grant award is \$120,000.**

The Tennessee Roadscapes Grant is a reimbursable program for construction-related expenses. Grant applicants fund 20 percent of their project, and TDOT funds the remaining 80 percent. TDOT will allow up to \$1,500 of grant preparation costs to be used as part of the 20 percent matching share. Preliminary engineering fees may also be used as part of the match if they are incurred after TDOT issues authorization to proceed. Any consulting firms whose services are used for preliminary engineering or construction must have been chosen in accordance with TDOT consultant selection procedures.

The successful applicant will be required to complete many activities **BEFORE** authorization to proceed with the construction phase is given. A list of these activities can be found on page 4. Once construction activities are authorized, the recipient will be required to pay 100% of the expenses incurred and then seek reimbursement for the 80% federal share of all eligible construction costs. Reimbursement will be provided based on the submission of itemized invoices and copies of both the front and back of the cancelled checks paying the same. These billings will be accepted no more than monthly. Whereas the recipient may work with private organizations and individuals in carrying out the project, the local government agency remains responsible for the project. This responsibility includes repayment of funds distributed should such repayment be determined necessary.

**Cost Increases**

The sponsor is responsible for any cost in excess of that awarded initially. Sponsors should carefully control cost increases and overruns as they may jeopardize completion of the project. If a grant recipient makes the decision not to complete a project, they must reimburse all federal expenditures to the Tennessee Department of Transportation.

**Changes in Project Scope**

Sponsors cannot make changes in design or scope without TDOT's written approval. **Unapproved changes may prohibit the reimbursement of funding.**

**TDOT and FHWA Recognition**

The project sponsor is required to acknowledge the Tennessee Department of Transportation and the Federal Highway Administration for their participation in the project in any news releases or other promotional material for the project. A sign identifying the FHWA and TDOT Roadscapes Grant Program as providing funding for the project will be required.

**EVALUATION CRITERIA**

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The TDOT Roadscapes Advisory Council will review, score and rank applications and prepare a report of all projects eligible for funding based on, but not limited to, the following criteria:

- Economic, community, cultural, aesthetic and environmental benefits
- Community support and involvement
- Project budget and cost effectiveness
- Project feasibility
- Contribution to litter abatement
- Relation of the project to existing, proposed and future state and local transportation plans
- Post-construction maintenance plan

Other factors to be considered throughout the review process include projects that contribute to a wide geographic distribution of available funds as well as projects that serve a range of community populations, from a small town to a large metropolis. TDOT staff will also score the applications and review the project plans to ensure compliance with safety and design standards. Each project will be scored and ranked, and qualifying projects will be submitted to the Commissioner for final review and selection.

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**REVIEW PROCESS AND ADMINISTRATION**

**NOTE: ANY WORK DONE PRIOR TO THE NOTICE TO PROCEED, INCLUDING THE ADVERTISEMENT OF BIDS, WILL NOT BE ELIGIBLE FOR REIMBURSEMENT AND MAY JEOPARDIZE FUNDING FOR THE REMAINDER OF THE PROJECT.**

Once project selections are made, the Commissioner of Transportation will provide written confirmation of the funds awarded as well as documentation detailing the various responsibilities of the sponsor. The sponsor will be required to sign and date a certification that they have read and understand the requirements and submit the certification to the Beautification Coordinator. The Beautification Coordinator will follow-up with an implementation contract. 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 Roadscapes Grant Program requires the completion of several activities prior to the actual initiation of construction. These activities include, but are not limited to:

- Signing of the implementation contract;
- License agreement;
- Secure Right-of-Way Access Permit from Regional Traffic Engineer;
- TDOT Environmental Clearance;
- Transportation Improvement Plan (for projects under the jurisdiction of an MPO);
- Title VI, AA/EEO compliance, DBE Goal Participation Guarantee;
- **Receipt of Notice to Proceed.**

When the local agency has completed all the federal requirements, the Beautification Coordinator will send the local agency a notice advising that they are free to proceed with the construction phase of the project. **DO NOT BEGIN ANY WORK PRIOR TO RECEIPT OF THE NOTICE TO PROCEED.**

**PROJECT POLICIES AND GUIDELINES**

Special policies and guidelines apply to certain project components. Guidelines and regulations are offered for:

- **Signage**

Signage guidelines can be found in the Manual on Uniform Traffic Control Devices' (MUTCD) *English Standard Highway Signs Book, 2004 Edition*. This document can be found on the Federal Highway Administration's (FHWA) website at <http://mutcd.fhwa.dot.gov>.

For additional information about signage standards and requirements, contact Joseph Sweat (TDOT Highway Signs) by phone (615-532-3431), or by email at [joseph.sweat@tn.gov](mailto:joseph.sweat@tn.gov).

- **Safety and Design** (e.g., clear zones, sight triangles, right-of-way access, etc.)

Applicants should refer to the following publications for information regarding roadway and roadside design standards:

- *Roadway Design Guidelines*, TDOT
- *A Policy on Geometric Design of Highways and Streets* (the 'Green Book'), American Association of State and Highway Transportation Officials (AASHTO)
- *Roadside Design Guide*, AASHTO
- *Highway Capacity Manual*, Transportation Research Board's
- *Roadscapes Landscape Design Guidelines*, TDOT

Applicants should review TDOT's Standard Drawings Library. Copies of the TDOT Standard Drawings books may be obtained from the TDOT Library (615-741-2330), or found on TDOT's website at: [http://www.tdot.state.tn.us/Chief\\_Engineer/engr\\_library/stdrlib.htm](http://www.tdot.state.tn.us/Chief_Engineer/engr_library/stdrlib.htm).

- **Plant Materials**

Restrictions have been made on the use of certain plant materials. Plants that have been identified by the Tennessee Exotic Pest Plant Council (TN-EPPC) as Rank 1 – Severe Threat are prohibited. Plants listed as Rank 2 – Significant Threat are not prohibited, but use of these plants is discouraged. These lists can be found on TN-EPPC's website at: [www.tneppc.org](http://www.tneppc.org).

Restrictions also apply in regard to outdoor advertising. Plant materials, at both installation and

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maturity, may not obstruct the view of existing outdoor advertising (e.g., billboards, signage, etc.). Applicants should review TDOT's Vegetation Control Program and the Rules and Regulations for Vegetation Control. This information can be found on TDOT's website at: <http://www.tdot.state.tn.us/environment/beautification/vegetation.htm>. Additional information related to suggested plant species for the State of Tennessee can be found in the Roadscapes Landscape Design Guidelines.

### **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

Use the following instructions to complete the requirements for each section of the application.

#### **Section A – Roadscapes Activity**

Please check all of the Roadscapes activities that apply to this project.

#### **Section B – Project Description**

Include project name, project location, scope of work, purpose and compatibility with existing and future projects. Describe why this project is needed in your community. Is the project innovative? If so, how? In planning your project, talk with your Regional Horticulturist (see State Contacts, page 14), landscape architects, landscape designers, landscape contractors and other appropriate individuals.

Include a color-coded map showing the project location (with road names, a north arrow and labeled project area), photographs, plans, drawings or sketches that show your design intent for the project. The project map **MUST** indicate the location of the right-of-way lines. Right-of-way information can typically be found through a community's public works department, planning department and/or tax assessor's office. Applicants should also include the average daily traffic count(s) (see Web Resources, page 15). If necessary, a maximum of three (3) 24" X 36" folded plans may be submitted. All other plans and support graphics should be no larger than 11" X 17".

Applicants **MUST** include a list of all planting materials, including names (common or scientific), size, plant spacing at time of installation and quantity of plants to be used. Restrictions have been made on the use of certain plant materials. Plants that have been identified by the Tennessee Exotic Pest Plant Council (TN-EPPC) as Rank 1 – Severe Threat are prohibited. Plants listed as Rank 2 – Significant Threat are not prohibited, but use of these plants is discouraged. These lists can be found on TN-EPPC's website at: [www.tneppc.org](http://www.tneppc.org). Suggested plant species can also be found in the Roadscapes Landscape Design Guidelines.

#### **Section C – Project Background**

Provide a description of what has been done on the project to date. This includes, but is not limited to, previous planning efforts, design work, public meetings, fundraising efforts and previous phases of the project.

#### **Section D – Project Budget**

List a schedule of itemized activities and the cost of each. Include labor costs, supplies and materials, and other direct costs. Also, include a line item for 10% contingency allowance. An accurate and precise budget will help define the scope of work proposed in your project. When planning your budget, talk with landscape architects, landscape designers, engineers, contractors and other appropriate individuals. Funds cannot be augmented. Please note that the application review and approval process can take six months with most projects not proceeding to construction for an additional six months to one year. Please adjust your budget accordingly and verify your calculations. **Cost overruns are the responsibility of the local agency.**

All projects will require a Construction Engineer Inspector (CEI). These services should be calculated at 10% of the total project cost and included as a line item in the budget. TDOT also requires a 2% department oversight line item. Both of these items are included in the budget template.

Indicate total project costs, including the local match, the requested grant funds and other sources of funding. **A letter verifying that matching funds are available must be signed by the highest ranking official of the local agency and attached to this section of the application.**

Do not include grant preparation or preliminary engineering fees (drawings, plans, survey, environmental permitting, etc.) in your totals when you calculate the total estimated construction costs.

**Figures need to be rounded to the nearest whole dollar.**

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**Section E – Project Maintenance Plan and Costs**

Please indicate the project sponsor's willingness to be a party to a maintenance agreement for this project. (Note: The maintenance must be assumed by the project applicant. Failure to assume responsibility for maintenance will render the application ineligible). TDOT will require the project to be in place and maintained for a period of not fewer than ten (10) years. To ensure the appropriate upkeep of this investment, applicants must submit maintenance plans, including budgets, and agreements for the projects listed on the application.

Explain the plan for maintaining the project, including the source of funding and who will oversee long-term maintenance. Include an estimated annual maintenance cost. If the applicant is awarded a Roadscapes Grant, a maintenance agreement must be submitted for the project.

**Section F – Community Involvement, Support and Commitment**

Describe the community involvement, support (local, statewide, legislative) and commitment for the proposed project and attach any available documentation or letters. Be sure to address, at a minimum, the following: Is the project consistent with the local and regional land use and transportation plans? Do community groups with a specific interest in these types of projects support the project? Were public meetings held to address project issues? Was public input used in the development of the project? Does the project help support (or is it supported by) other community projects? If public meetings or input sessions have been conducted, please provide proof. Examples of support documents include letters from the community and/or community leaders, newspaper articles, public survey results, and meeting dates, locations and sign-in sheets.

Projects that are within the boundaries of a Metropolitan Planning Organization (MPO) will require the endorsement of the appropriate MPO before they can be implemented. MPO 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 G – Economic Benefits**

Describe in as much detail as possible the economic benefits of this project to the surrounding community. Describe in as much detail as possible the proposed improvement to the quality of life. Define sustainability of this project or the project's long-term worth. How will the project benefit in future years?

**Section H – Environmental Benefits**

Describe in as much detail as possible the environmental benefits of the project. Does the project enhance or mitigate the location's existing environmental conditions? What does the project do to enhance or preserve wildlife habitat? Have measures been taken to provide a low-maintenance landscape? Does the project include recycled materials? What measures have been taken to support the state's litter abatement program?

**Section I – Other Direct and Indirect Project Benefits**

Discuss what the direct and indirect benefits of the project will be other than those described in Sections G and H. These include cultural and aesthetic improvement benefits, such as screening unpleasant views, reclaiming brownfields, etc.

**Section J – Project Implementation/Timeline**

Indicate if this project is ready for project funding (has any of the implementation strategy been completed – design, environmental documentation, etc.). Also, describe the project's implementation plan, including a project schedule, construction start date and anticipated completion date. Include what steps will be required to fully implement the project. Please list all active Roadscapes Grant and Transportation Enhancement projects contracted through the local agency. Include the project description, federal project number, personal identification number (PIN), current status and estimated completion date.

**Section K – Environmental Checklist**

Complete the attached preliminary checklist. If you have any questions regarding any of the information in this section, please contact Jim Ozment, TDOT Environmental Planning Office, 505 Deaderick Street, Suite 900, James K. Polk Building, Nashville, TN 37243, phone: (615) 741-5373 or via email at jim.ozment@tn.gov.

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**ROADSCAPES GRANT CHECKLIST**

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

This checklist is to be used by applicants to assist in assembling the application package. Be sure to carefully read all directions in the grant package in order to fill out the application properly. Make sure all items below are checked (if applicable) and **include this checklist with your submittal.**

- Completed and Signed Application Form**  
(must be signed by highest elected official of local agency)
- A. Roadscapes Activity** (select one or more)
- B. Project Description Narrative**
  - Project map (**must** include right-of-way lines, labeled project area, north arrow, road names)
  - Plant schedule with detail information of plants to be used (Refer to Section B)  
(no plants from TN-EPPC's Rank 1 – Severe Threat list)
- C. Project Background Narrative**
- D. Project Budget**
  - Letter verifying matching funds, signed by highest elected official of local agency
- E. Project Maintenance Plan and Costs Narrative**
  - Source of funding for maintenance
  - Cost of annual maintenance
- F. Community Involvement, Support and Commitment Narrative**
  - Letter of endorsement from MPO coordinator (*if applicable*)
  - Support documentation (*if applicable*)
- G. Economic Benefits Narrative**
- H. Environmental Benefits Narrative**
- I. Other Direct and Indirect Project Benefits Narrative**
- J. Project Implementation/Timeline Narrative**
  - Project schedule (construction start and completion date)
  - Active Transportation Enhancement and Roadscapes Grant information (*if applicable*)
- K. Environmental Checklist**

FOR TDOT USE ONLY									
Application Complete	YES	NO	TDOT Region	1	2	3	4		
Project Eligible	YES	NO	Population Category	A	B	C	D	E	
Project Category	_____								

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Resubmittal with updated information

Year of original application \_\_\_\_\_

**PROJECT INFORMATION**

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Project Name and Location (include city and county): \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

TDOT Region: (*circle one*)      1      2      3      4

Community Population: (*circle one*)

under 10,000      10,001-25,000      25,001-50,000      50,001-75,000      75,000+

Is the project within an MPO boundary? (*circle one*)      Yes      No

*If yes, please attach letter of endorsement to Section F of the application.*

**APPLICANT/SPONSOR INFORMATION**

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Applicant Name: \_\_\_\_\_

Applicant is: (*circle one*)      City Government      County Government      Local Government Commission

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT MANAGER INFORMATION**

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Local governments will be required to establish a Project Manager, who will act as the main point of contact for the project.

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**OTHER PARTICIPANTS**

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If the local government has partnered with a private organization/community group, expects to subcontract any work (other than by competitive bidding), or if the project is to be maintained by a group other than the local government, please provide the following information. (If more than one, please attach a separate sheet.)

Organization Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Summary of Organization's Role in Project: (Provide details in Section B, *Project Description*)

\_\_\_\_\_

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**FUNDING**

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**Total Construction Cost:** \$ \_\_\_\_\_ (100%)  
(**EXCLUDING** grant preparation and preliminary engineering fees. Refer to Item D – Project Budget Worksheet)

**Federal Funds Requested:** \$ \_\_\_\_\_ (80%)

**Local Match:** \$ \_\_\_\_\_ (20%)

Source(s) of Applicant's Matching Funds: \_\_\_\_\_

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**GRAND TOTAL of All Project Costs** (**INCLUDING** grant preparation and preliminary engineering fees)

\$ \_\_\_\_\_

**CERTIFICATION OF PROJECT SPONSOR**

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I hereby certify that, to the best of my knowledge, the information submitted with this application is accurate and that funds are available for the local share of the project as described herein.

Signature: \_\_\_\_\_  
City or County Mayor

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NOTE: THE HIGHEST ELECTED OFFICIAL OF A LOCAL AGENCY MUST SIGN THIS APPLICATION. SIGNATURES OF LOCAL AGENCY DEPARTMENT HEADS WILL NOT BE ADEQUATE.**

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**NOTE: Use *Instructions for Completing the Application* on page 5 for and more detailed description and the full requirements of each section. Use additional sheets as necessary.**

**A. ROADSCAPES ACTIVITY**

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Check all that apply:

- Community gateways and entry corridors
- Interstate and highway interchanges
- Highway crossroads
- Scenic vistas and overlooks
- Points of interest (e.g., historic sites, park entrances)
- Exotic/Invasive plant removal
- Native plant restoration
- Viewshed/Landscape enhancement
- Streambank/Wetland restoration



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**E. PROJECT MAINTENANCE PLAN AND COSTS**

Is the Local Agency willing to be a party to a maintenance agreement for this project?

Yes                       No

Describe the Maintenance Plan for this project, including annual maintenance cost.

**F. COMMUNITY INVOLVEMENT, SUPPORT AND COMMITMENT**

For Metropolitan Areas with populations over 50,000, has the Metropolitan Planning Organization (MPO) endorsed the project? (If yes, please attach a letter from the MPO coordinator that endorses this project, if available).

Yes                       No

Describe the support (local and statewide) and commitment for the proposed project and attach any available documentation.

**G. ECONOMIC BENEFITS**

What are the economic benefits of this project to the surrounding community? How does this project contribute to the improvement to the quality of life in your community? How will the project benefit in future years?

**H. ENVIRONMENTAL BENEFITS**

Does the project enhance or mitigate the location's existing environmental conditions? Does the project enhance or preserve wildlife habitat? Have measures been taken to provide a low-maintenance landscape? Does the project include recycled materials? What measures have been taken to support the state's litter abatement program?

**I. OTHER DIRECT AND INDIRECT PROJECT BENEFITS**

In addition to the benefits described in Sections G and H, what other benefits (e.g., cultural, community, aesthetic) will the project provide?

**J. PROJECT IMPLEMENTATION/TIMELINE**

Do you have an implementation plan for your project?

Yes                       No

What are the steps necessary to complete this project? When will it be ready for construction and what is the anticipated completion date?

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**K. ENVIRONMENTAL CHECKLIST**

THIS IS ONLY A PRELIMINARY REVIEW. If the project is selected, the sponsor will be required to complete detailed environmental documentation required under the National Environmental Policy Act (NEPA) and obtain the environmental clearance before certifying right-of-way or beginning construction.

Please indicate adverse impacts the project is expected to cause. If no adverse impacts are involved, check "No." If adverse impacts are anticipated or unknown, check "Yes" and explain below.

<b>Yes</b>	<b>No</b>	<b><u>Social</u></b>	<b>Yes</b>	<b>No</b>	<b><u>Cultural</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Neighborhoods	<input type="checkbox"/>	<input type="checkbox"/>	Parks/public lands
<input type="checkbox"/>	<input type="checkbox"/>	Economic	<input type="checkbox"/>	<input type="checkbox"/>	Historical/archeological sites
<input type="checkbox"/>	<input type="checkbox"/>	Churches/Institutions	<b>Yes</b>	<b>No</b>	<b><u>Physical</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Cemeteries, graves or tombstones	<input type="checkbox"/>	<input type="checkbox"/>	Noise
<input type="checkbox"/>	<input type="checkbox"/>	Significant natural features	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous waste site
<b>Yes</b>	<b>No</b>	<b><u>Natural</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	Underground storage tanks
<input type="checkbox"/>	<input type="checkbox"/>	Farmlands	<input type="checkbox"/>	<input type="checkbox"/>	Solid waste sites
<input type="checkbox"/>	<input type="checkbox"/>	Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	Construction/utilities
<input type="checkbox"/>	<input type="checkbox"/>	Floodplain	<input type="checkbox"/>	<input type="checkbox"/>	Energy/mining resources
<input type="checkbox"/>	<input type="checkbox"/>	Endangered species	<b>Yes</b>	<b>No</b>	<b><u>Permits Required</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Wildlife and/or wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	Section 404 Permit
<input type="checkbox"/>	<input type="checkbox"/>	Streams, rivers or lakes			
<input type="checkbox"/>	<input type="checkbox"/>	Air quality			

If you answered "Yes," please describe the anticipated impacts below. Describe methods to be employed to reduce these adverse impacts. Attach additional pages if necessary.

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**\*\*CONTACT INFORMATION AND RESOURCES TO COMPLETE APPLICATION\*\***

**STATE CONTACT INFORMATION**

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**Beautification Coordinator**

Shawn Bible.....shawn.a.bible@tn.gov.....(615) 532-3488

**Environmental Documentation**

Ann Andrews.....ann.andrews@tn.gov..... (615) 741-5373

**Certification of Historic Properties**

State Historic Preservation Office (SHPO)... Patrick.McIntyre@tn.gov.....(615) 532-1550

**ADA Coordinator**

Margaret Mahler.....margaret.z.mahler@tn.gov.....(615) 741-4984

**Highway Signs**

Joseph Sweat.....joseph.sweat@tn.gov.....(615) 532-3431

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**Region 3 Horticulturist**

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**WEB RESOURCES**

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<b>Code or 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">www.fhwa.dot.gov</a>
<b>National Register of Historic Places</b>	<a href="http://www.nps.gov/nr/">http://www.nps.gov/nr/</a>
<b>National Trust for Historic Preservation</b>	<a href="http://www.nationaltrust.org">www.nationaltrust.org</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>Keep America Beautiful</b>	<a href="http://www.kab.org">www.kab.org</a>
<b>Scenic America</b>	<a href="http://www.scenic.org">www.scenic.org</a>
<b>National Scenic Byways Program</b>	<a href="http://www.bywaysonline.org">www.bywaysonline.org</a>
<b>Tennessee Exotic Pest Plant Council</b>	<a href="http://www.tneppc.org">www.tneppc.org</a>
<b>Tennessee State Parks</b>	<a href="http://www.state.tn.us/environment/parks/">www.state.tn.us/environment/parks/</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 Roadscapes website</b>	<a href="http://www.tdot.state.tn.us/roadscapes">www.tdot.state.tn.us/roadscapes</a>
<b>TDOT Vegetation Control Program</b>	<a href="http://www.tdot.state.tn.us/environment/beautification/vegetation.htm">www.tdot.state.tn.us/environment/beautification/vegetation.htm</a>
<b>TDOT Project Planning Division (Average Daily Traffic data)</b>	<a href="http://www.tdot.state.tn.us/projectplanning/adt.asp">http://www.tdot.state.tn.us/projectplanning/adt.asp</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>

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**MPO TRANSPORTATION PLANNING COORDINATOR CONTACT INFORMATION**

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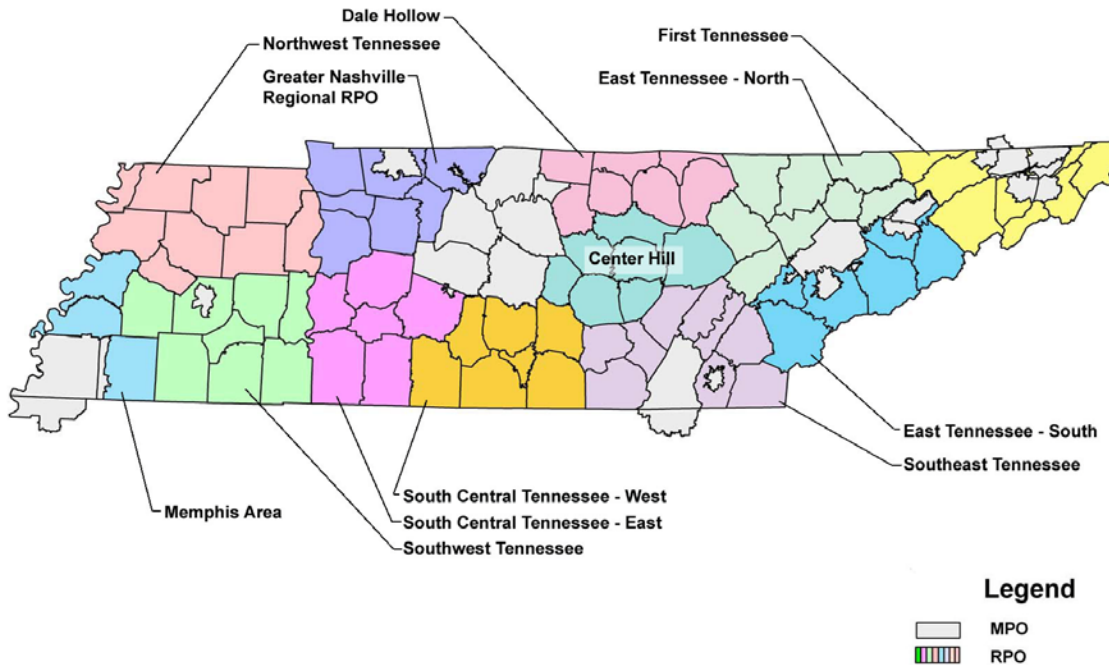
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**RPO TRANSPORTATION PLANNING COORDINATOR CONTACT INFORMATION**

**12 RPO PLANNING AREAS**



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**Dale Hollow**

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**DEVELOPMENT DISTRICTS**

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**East Tennessee Development District**

*Counties: Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Union*

PO Box 249  
Alcoa, Tennessee 37701  
Phone: (865) 273-6003 Fax: (865) 273-6010  
<http://www.discoveret.org/etdd/>  
Terry Bobrowski – Executive Director                      Email: tbobrowski@etdd.org

**First Tennessee Development District**

*Counties: Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington*

207 N. Boone Street, Suite 800  
Johnson City, Tennessee 37604  
Phone: (423) 928-0224 Fax: (423) 928-5209  
<http://ftdd.org/>  
Susan Reid – Executive Director                      Email: Sreid@ftdd.org

**Greater Nashville Regional Council**

*Counties: Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Trousdale Williamson, Wilson*

501 Union Street, 6<sup>th</sup> Floor  
Nashville, TN 37219  
Phone: (615) 862-8828                      Fax: (615) 862-8840  
[www.gnrc.org](http://www.gnrc.org)  
Sam Edwards – Executive Director                      Email: sedwards@gnrc.org

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**Memphis Area Association of Governments**

*Counties: Fayette, Lauderdale, Shelby, Tipton*

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Suite 410  
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Phone: (901) 729-2871 ext. 100 Fax: 901.729.4107  
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**Northwest Tennessee Development District**

*Counties: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, Weakley*

P.O. Box 963  
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Martin, TN 38237  
Phone: (731) 587-4213 or 1-800-750-6866 Fax: (731) 587-4587  
<http://www.nwtdhrra.org/>  
John A. Bucy – Executive Director Email: John.Bucy@nwtddd.org

**South Central Tennessee Development District**

*Counties: Coffee, Franklin, Bedford, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne*

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<http://www.sctdd.org>  
Jerry Mansfield – Executive Director Email: jmansfield@sctdd.org

**Southeast Tennessee Development District**

*Counties: Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie*

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Chattanooga, Tennessee 37402  
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**Southwest Tennessee Development District**

*Counties: Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy, Madison*

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Phone: (731) 668-7112  
[www.swtddd.org](http://www.swtddd.org)  
Joe W. Barker – Executive Director Email: jwbarker@swtddd.org

**Upper Cumberland Development District**

*Counties: Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, White*

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Phone: (931) 432-4111 Fax: (931) 432-6010  
<http://www.ucdd.org>  
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**GLOSSARY AND ACRONYMS**

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**AA** – Affirmative Action

**AASHTO** – American Association of State Highway & Transportation Officials

**Acquisition** - The act or process of acquiring fee title or interest other than fee title of real property.

**Americans with Disabilities Act of 1990 (ADA)** - Federal law which requires accessible public transportation services for persons with disabilities, including complementary or supplemental paratransit services in areas where fixed route transit service is operated. ADA also pertains to facilities along highways, trails, sidewalks, and other public settings.

**Brooks Act** - Legislation which requires engineering and design consultant contracts funded with Federal funds to use qualification-based selection procedures, which disallow price as a factor in the selection process.

**CDBG** – Community Development Block Grant

**Categorical Exclusion (CE)** - A technical exclusion for projects that do not individually or cumulatively result in significant environmental effects; such projects are not required to prepare environmental documentation (environmental assessment or environmental impact statement). See *National Environmental Policy Act*.

**CFR** – Code of Federal Regulations

**Clear Zone** – The total roadside border area starting at the edge of the traveled way, available for safe use by errant vehicles. The unobstructed, relatively flat area beyond the edge of the traveled way that allows a driver to stop safely or regain control of a vehicle that leaves the traveled way.

**Competitive Bidding** - The process whereby construction projects are required to be advertised and awarded to the lowest responsible and responsive bidder through open bidding, unless use of an eligible force account is more cost effective. See *Force Account*.

**Construction Phase** - The project development phase which includes advertising the project, awarding the contract, and performing the actual construction.

**Davis-Bacon Act (Predetermined Minimum Wage)** - The act which requires the minimum prevailing wage to be paid to all workers on Federal-aid highway projects that exceed \$2,000. This requirement does not apply, however, to certain enhancements projects and *force account* work performed by State highway agency forces and under its direct control. See *Force Account Work*.

**DBE** – Disadvantage Business Enterprise

**DD** – Development District

**DOT** - Department of Transportation

**EA** – Environmental Assessment

**Easement** - The right granted by a property owner to a third party to make limited, specified use of the owner's property.

**EEOC** – Equal Employment Opportunity Commission

**EIS** – Environmental Impact Statement

**Eligibility** - The criteria established by the FHWA by which a project qualifies for Enhancements funding. In determining eligibility, the FHWA has stipulated that a project must be one or more of the twelve Enhancements activities, and be related to surface transportation. States may have additional eligibility requirements.

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**Environmental Clearance** - The process whereby a project must conform to the National Environmental Policy Act (NEPA), the National Historic Preservation Act (Section 106), and Section 4(f) of the U.S. DOT Act, and other relevant Federal and State environmental laws.

**Environmental Mitigation** - reducing the impact of transportation on the environment, such as diverting highway runoff away from adjacent ecosystems.

**EPA** – Environmental Protection Agency

**Evaluation Committee** - A committee generally composed of the Roadscapes Advisory Council and TDOT specialized, technical and executive-level staff responsible for evaluating candidate projects to receive Roadscapes funding. The selection committee may also include other State agency technical or executive staff and Governor's Office representatives.

**Evaluation Process** - The steps of evaluation a project must go through between formal application and the approval of funding.

**FHWA** - Federal Highway Administration

**Federal Share** - The portion of the project cost funded by the Federal Government. These Federal funds are normally *matched* with State and/or local government funds to make up the total cost of the project. The Federal portion, or share, is 80 percent for most projects. See *Matching Funds*.

**FONSI** – Finding of no Significant Impact

**Force Account Work** - The design and/or construction of a project performed by a public agency's own work forces.

**FY** – Fiscal Year

**GIS** – Geographical Information System

**GPS** – Global Positioning System

**Historic Significance** - The characteristics which make a project eligible for the National Register of Historic Places.

**HM** – Historical Marker

**HPP**- High Priority Project

**Implementation Plan** - A plan required for candidate projects which includes a schedule of project activities and a budget.

**In-Kind Contributions** - Allowable (chargeable) costs of a project contributed by other governmental entities or private parties, and includes donations of cash, materials, and (voluntary) contribution of professional services and labor.

**ISTEA** - The Intermodal Surface Transportation Efficiency Act, passed in 1991 by Congress, authorized the Transportation Enhancements program and made \$2.8 billion in TE funds available to States through the FHWA through 1998.

**LF** – Linear Feet

**LM** – Log mile

**Matching Funds (Local Funding Share)** - The percentage of non-Federal funds required for almost all Roadscapes programs on a project-by-project basis to match a Federal contribution. The standard ratio is a 20 percent match from state and local sources, with a Federal share of 80 percent. See *Federal Share*.

**MBE** – Minority Business Enterprise

**MBE/WBE** – Minority Business Enterprise/Women Business Enterprise

**MM** – Mile marker

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**MPO** – Metropolitan Planning Organization

**Multi-modal** - many different modes of transportation promoted in a single project or infrastructure, such as an active train station that also houses bus transportation and is located along a trail route.

**MUTCD** - Manual on Uniform Traffic Control Devices for Streets and Highways

**NBIS** – National Bridge Inspection Standards

**National Environmental Policy Act (NEPA)** - The Federal law which requires that every Federal agency prepare a detailed report evaluating environmental impacts and alternatives to the proposed action, prior to approving a major Federal action which could significantly affect the quality of the human environment. The environmental clearance required of Federal-aid projects may take a variety of forms: Environmental Impact Statement (EIS), Environmental Assessment (EA), Finding of No Significant Impact (FONSI), and Categorical Exclusion (CE).

**National Historic Preservation Act of 1966 (NHPA), Section 106** - This section requires Federal agencies to consider the potential effects of a project on a property that is listed in, or eligible for, the National Register of Historic Places. If an initial review identifies any effects, the Federal agencies must consult with the State Historic Preservation Officer, the Advisory Council on Historic Preservation to consider ways to mitigate the harm.

**Nomination** - The process by which a local agency submits an application for a candidate project to the State DOT for consideration. In most States, the nominating entity must be a public agency with tax-bearing authority.

**NR/NRHP** – National Register of Historic Places

**NTEC** – National Transportation Enhancement Clearinghouse

**NTP** – Notice to Proceed

**Obligation** - the second step in the TE funding process; the formal commitment by the FHWA of a specified amount of funding for a particular TE project; usually made when project or project phase is ready to begin billable work.

**Overmatch** - The share of State or local matching funds (or in-kind value) brought to a project that is over and above the required State/local share.

**PCC** – Project Completion Certification

**PE** – Preliminary Engineering

**PIN** – Project Identification Number

**Plans, Specifications and Estimates (PS&E)** - The documentation submitted by the project sponsor that must receive State DOT approval before Federal funds can be obligated to proceed with contract letting and project construction.

**Preliminary Engineering Phase** - The project development phase that includes preparation of environmental and construction documentation, such as plans, specifications, and cost estimates.

**Preservation** - The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site.

**Project** - An undertaking to develop, implement, or construct a particular transportation enhancement at a specific location or locations.

**Rail-trail** - A multi-use trail sited within an abandoned railroad corridor, or along an active rail line, and used for recreation and transportation purposes.

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**Rehabilitation** - The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

**Restoration** - The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

**Right-of-Way (ROW)** - A linear corridor of land used for transportation or other facilities such as highways, roads, streets, railroads, trails, light-rail, utilities, etc.

**ROD** – Record of Decision

**RTA** – Regional Transportation Authority

**RTE** – Regional Traffic Engineer

**SASHTO** – Southern Association of State Highway & Transportation Officials

**Section 4(f) of the U.S. Department of Transportation Act** - Section 4(f) resources consist of publicly owned parks, recreation areas, wildlife and waterfowl refuges, and national, state, or local historic sites. FHWA cannot approve a project that uses land from a Section 4(f) resource unless it determines that no feasible and prudent alternative exists. If that finding is made, all efforts must be made to minimize harm. Courts have interpreted "use" to mean any substantial impairment of the significance even where there is no physical use.

**Section 404** - Section 404 of the Clean Water Act establishes a program to regulate the discharge of dredged and fill material into waters of the United States, including wetlands. Activities in waters of the United States that are regulated under this program include fills for development, water resource projects (such as dams and levees), infrastructure development (such as highways and airports), and conversion of wetlands to uplands for farming and forestry.

**Selected Project** - A project which has been awarded Enhancements funding, and which will be included in the Statewide Transportation Improvement Program (TIP).

**SHPO** – State Historic Preservation Office

**Soft Match** - The value of activities outside the project scope but directly related to the project which are credited toward the non-federal share of a project.

**SOW** – Scope of Work

**SR** – State Route

**STIP** – Statewide Transportation Program

**STP** – Surface Transportation Program

**Supporters** - One or more individuals, partnerships, associations, private corporations, or public authorities recommending a particular project and committed to its development, implementation, construction, maintenance, management, or financing.

**Surface Transportation** – All elements of the intermodal transportation system including water transport. TE funds cannot be used for military or aviation related projects.

**T.C.A./TCA** – Tennessee Code Annotated

**TCSP** – Transportation Community System Preservation

**TDOT** - Tennessee Department of Transportation

**TEA-21** - Transportation Equity Act for the 21st Century, passed by Congress in 1998, re-authorized and expanded many provisions of ISTEA, including Transportation Enhancements and provided an additional \$3.6 billion for TE through 2003.

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**TE or TEA** - Transportation Enhancements or Transportation Enhancement Activities, they are the 12 activities eligible for TE funding.

**THC** – Tennessee Historical Commission

**TIP** – Transportation Improvement Plan

**Title VI** – Title VI was enacted as part of the civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

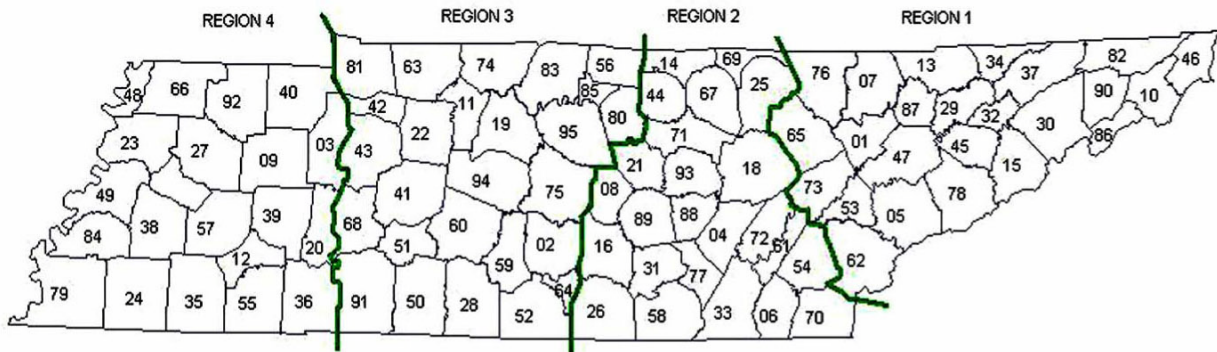
**TWC** – Tennessee Wars Commission

**USDOT** – United States Department of Transportation

**WBE** – Women Business Enterprise

**Wildlife Undercrossings** – Culverts or paths under roads and bridges that reduce habitat loss and fragmentation.

**MAP OF TDOT REGIONS**



01 Anderson	15 Cocke	29 Grainger	43 Humphreys	57 Madison	71 Putnam	85 Trousdale
02 Bedford	16 Coffee	30 Greene	44 Jackson	58 Marion	72 Rhea	86 Unicoi
03 Benton	17 Crockett	31 Grundy	45 Jefferson	59 Marshall	73 Roane	87 Union
04 Bledsoe	18 Cumberland	32 Hamblen	46 Johnson	60 Maury	74 Robertson	88 Van Buren
04 Blount	19 Davidson	33 Hamilton	47 Knox	61 Meigs	75 Rutherford	89 Warren
06 Bradley	20 Decatur	34 Hancock	48 Lake	62 Monroe	76 Scott	90 Washington
07 Campbell	21 DeKalb	35 Hardeman	49 Lauderdale	63 Montgomery	77 Sequatchie	91 Wayne
08 Cannon	22 Dickson	36 Hardin	50 Lawrence	64 Moore	78 Sevier	92 Weakley
09 Carroll	23 Dyer	37 Hawkins	51 Lewis	65 Morgan	79 Shelby	93 White
10 Carter	24 Fayette	38 Haywood	52 Lincoln	66 Obion	80 Smith	94 Williamson
11 Cheatham	25 Fentress	39 Henderson	53 Loudon	67 Overton	81 Stewart	95 Wilson
12 Chester	26 Franklin	40 Henry	54 McMinn	68 Perry	82 Sullivan	
13 Claiborne	27 Gibson	41 Hickman	55 McNairy	69 Pickett	83 Sumner	
14 Clay	28 Giles	42 Houston	56 Macon	70 Polk	84 Tipton	



**County Outline Map  
With County Numbers,  
Names & TDOT Regions**