



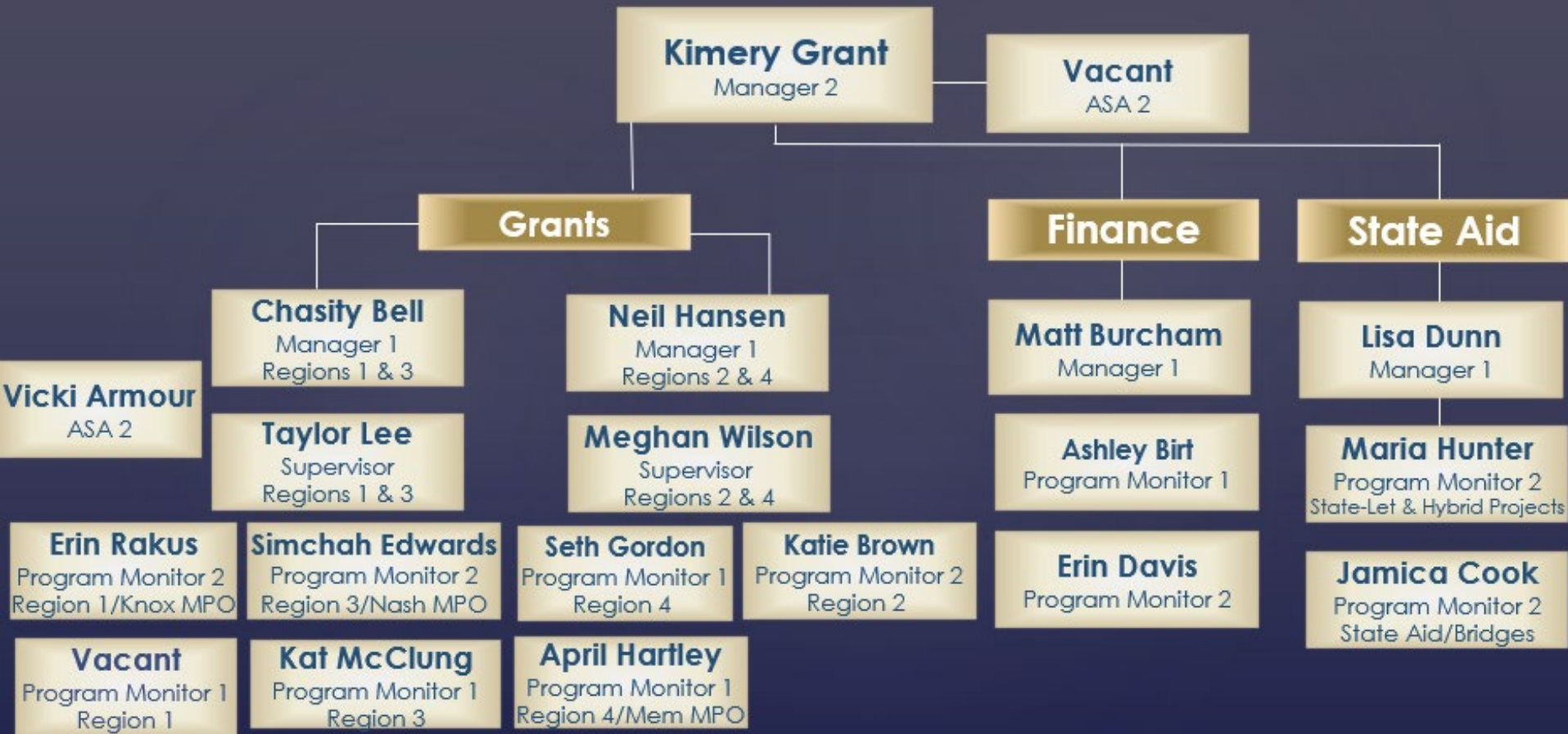
# Local Programs Development Office

Kimery Grant, Transportation Manager

# What does Local Programs do?

- Administer locally managed projects
  - Approximately 600 locally managed projects
- Serve as the liaison between TDOT and local governments
  - 95 Counties, 346 cities
- Assist local governments with understanding State and Federal processes
- Generate contracts between TDOT and local governments
- Review and pay invoices to reimburse local governments
  - 2021, 1,369 invoices paid

# Organizational Chart



# Federal Programs

- Surface Transportation Block Grant (STBG)
- Bridge Replacement and Rehabilitation (BRR)
- Highway Infrastructure Program (HIP)
- Highway Infrastructure Program – Coronavirus Response and Relief Supplemental Appropriations Act (HIP-CRRSAA)
- Federal Lands Access Program (FLAP)
- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Transportation Alternatives Program (TAP)
- Emergency Relief (ER)
- Safe Routes to School (SRTS)
- High Priority Program (HPP)

# State Programs

- High Priority Bridge Replacement Program (HPBRP)
- Local Interstate Connector (LIC)
- State Industrial Access (SIA)
- Multimodal Access Grant (MMAG)
- Interchange Lighting Program
- State Aid Program

# Project Phases

- Eligibility Determination
- NEPA Phase
- Design Phase
- Right of Way Phase
- Construction Phase
- Project Closeout



# Eligibility Determination

- Submit project initiation in eGrants
  - <https://tdot.intelligrants.com/>
- Include all required documents
  - Respond to requests for revisions
- Local Programs draft contract
  - Adobe Sign
  - Local Government review for revision



# Preliminary Engineering - NEPA

- Procurement of engineering firm
- Local Government is responsible for obtaining all information and data needed to prepare reports, studies, and the environmental document
- Technical Studies & Coordination Letters
  - Review and Approval
  - 50 calendar days (includes: 20 TDOT in-house & 30-day agency coordination)
- NEPA Document Submittal
  - Review and Approval
  - 50 calendar days (includes: 20 TDOT in-house & up to 30-day FHWA review as needed)

# Preliminary Engineering – Final Design

- Preliminary Plans Submittal
  - Review from multiple divisions within TDOT
  - Two-week expectation but may vary
- Comments sent to consultant and local government for revision
- ROW plans submittal
- Comments sent to consultant and local government for revision
  - Review from multiple divisions
  - Two-week expectation but may vary
- Final ROW plans submittal
  - For files and distribution to ROW Regional Office

# Right of Way

- Acquisition timeframes vary based on the project
- Also includes submittal of pre-construction documents
  - Bid Proposal
  - DBE Goal (if applicable)
  - Permit Concurrence
  - ROW Certification
  - Utility Certification
  - Bid Ad
  - Title VI Certification
  - Construction Estimate
  - Final Construction Plans

# Construction

- CEI under contract
- Timeframe to bid varies
- Time of year can cause delays due to asphalt plants closing
- Utility work may cause conflict at times
- Change Orders must be completed and submitted with proper documentation

# Project Closeout

- Closeout Documents
  - Final Inspection Documents
  - Summary Change Order
  - Completion Notice
  - Advertisement for Claims
  - Material Certification Letter
  - CC-3 Documentation for DBE work
  - End of Job Certificate
- Retention of Records
  - 7 years

# My Advice

- Be familiar with the program requirements
- Assign a knowledgeable project manager
- Stay in contact with the hired consultant
- Address comments and suggested revisions
- Secure funding
- Refer to the Local Programs website
- Invoice regularly
- COMMUNICATION!

# Website and Local Government Guidelines

- <https://www.tn.gov/tdot/program-development-and-administration-home/local-programs.html>
- [https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG\\_Manual.pdf](https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG_Manual.pdf)

**Kimery Grant, Manager**  
**Local Programs Development Office**  
[Kimery.Grant@tn.gov](mailto:Kimery.Grant@tn.gov)  
**Office: 615-741-5323**  
**Cell: 629-333-8294**

# Thank you!

