

# 2024 TIP Project Solicitation: Local Government Checklist

The TIP Solicitation is an inclusive procedural process requiring jurisdictions to coordinate and collaborate internally and externally for a successful submittal. In efforts to assist each local government's Planning/Transportation Department and/or CID, an outline was developed to highlight the approval process(es), potential actions concerning pending grants, and helpful insights regarding flexing projects with a transit nexus.

In addition to the outline, two step-by-step checklists (TIP Solicitation Process) were developed to organize the submitter's course of action. Each checklist should be used as a tool to ensure the submitter has completed required actions, obtained supporting documentation, and to assist anyone unfamiliar with the procedures accomplished prior to application submittal. Please be mindful, each local government's process requesting Board's approval may be organized slightly different, but the checklists can be modified to formulate an individual's respective tasks.

Contact your assigned ARC jurisdiction liaison for additional assistance throughout the process.

## Local Board Approvals

- Coordination efforts between the CIDs and Counties/Cities
  - In the event the County/City is applying for a project that is sponsored by the CID, due to LAP Certifications, there could be a need to request for permission prior to applying.
    - ❖ CIDs should reach out to their local jurisdictions as early as possible if they wish to apply for TIP funding.
    - ❖ The CID should provide the local government with project details and a CID Board Resolution committing to the matching funds (if applicable) by the deadline set by the local government to ensure the local government has enough time to enter everything into the TIP application and obtain local government approvals.
    - ❖ Resolutions should include details referencing the agency who will be responsible for providing the required match and management of the project (contracting consultant, consultant oversight/management, etc.).
- County Commission/City Council approval process
  - Need to request to apply for the grant and accept when awarded.
    - ❖ If the submitted preliminary engineering, right of way, or construction phases receive an award, then accepting the award occurs when requesting to enter into an agreement with GDOT.

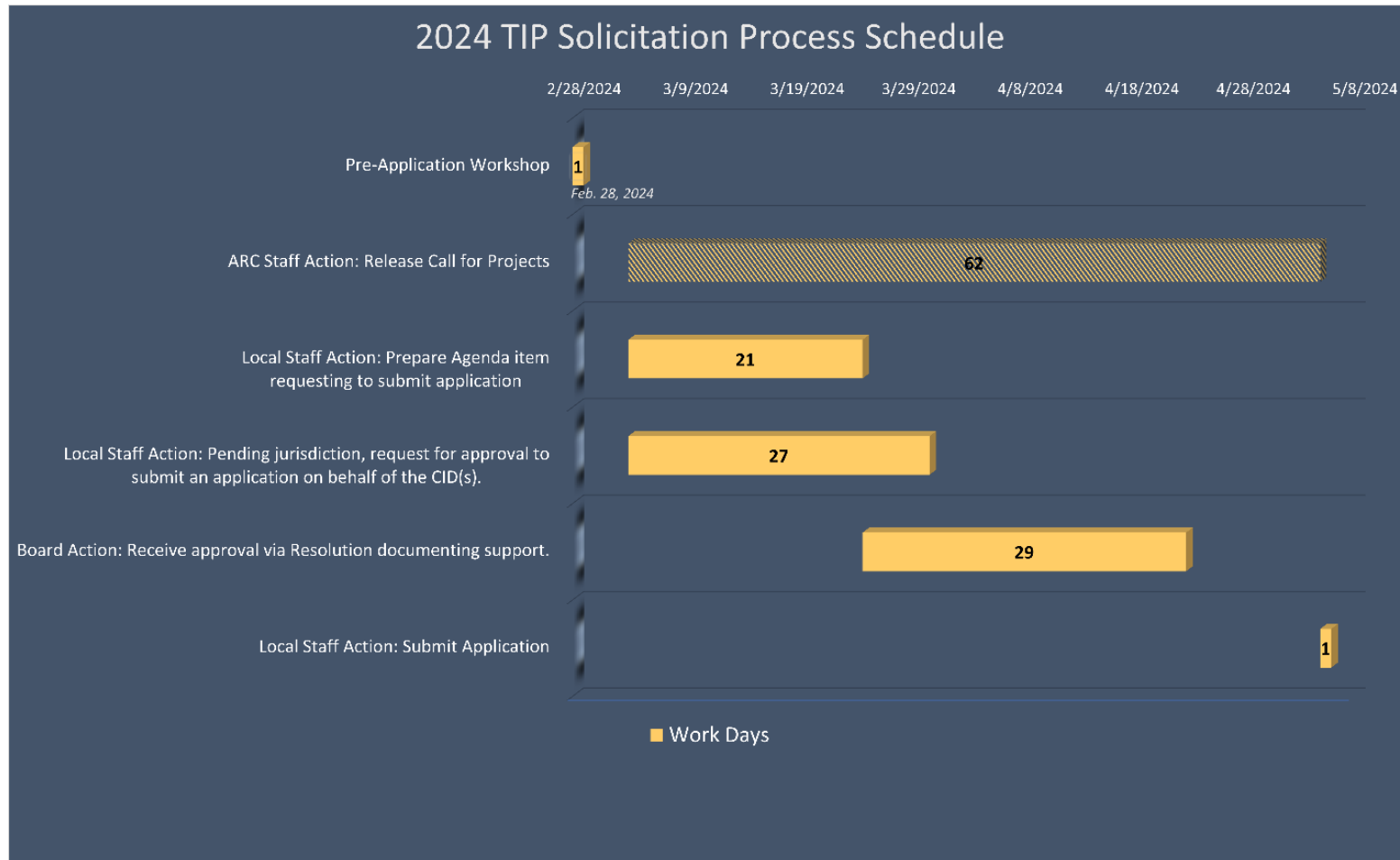
***There will be no Studies and Non-Capital Applications accepted during the 2024 TIP Solicitation Cycle.***

### **Other Pending Grant Applications**

- There could be circumstances where the jurisdiction(s) may apply for multiple grants within the same timeframe as the TIP Solicitation.
  - If multiple awards are received, the jurisdiction may ask to shift funds around to another phase other than what was noted on the application.
  - If a project receives funds exceeding the need, the award may not be applied to another project and will be re-applied to the regional balance.

### **Flex Fund Transfer Process for Transit Nexus Projects**

- Once awarded, the jurisdiction may need to request their Board to flex projects to FTA having a transit nexus via application or amendment to an existing grant.
  - Some jurisdictions may be able to combine this process with the initial request.
  - In the event a jurisdiction submits an application identified as having a transit nexus and it is desired to be flexed, the jurisdiction must submit documentation that the transit agency agrees to serve as the grantee.
- FTA's process to flex funds
  - Submit an application or amend an existing grant (TIP sheet needed) in TrAMS. Pending the type of project, an environmental document may be required.
  - Each project's FAIN should be provided to the ARC as soon as possible. If an existing FAIN will be used, this information can be shared at the time of application submittal.
  - FTA's approval could be impacted if an application is submitted at the end/beginning of the federal fiscal year or FTA grant/award cycle, which may result in the need to leave the project in the TIP longer.
  - Application acceptance could be impacted by an environmental document.
    - ❖ This info may be useful to know since the flexing process cannot be completed until the document is approved and included in the application or amendment.



**Note 1:** This scenario is based on an agency's ability to meet the submittal deadline.

**Note 2:** It is assumed agenda items are required to be submitted three weeks in advance of the Board meeting.

**Note 3:** Based on the call for projects release date and Note 2, it is assumed the first Board meeting would potentially occur on March 25<sup>th</sup> (4<sup>th</sup> Monday) and the last meeting assumed to be held on April 22<sup>nd</sup> (4<sup>th</sup> Tuesday). Pending each Board's schedule, the perspective Board meeting should happen on the referenced dates or between.

TIP Solicitation Process				
Jurisdiction:		TIP Solicitation Year:		
Process Checklist		Date Received	Deadline/ Meeting Date	Completion
Received call for projects notification				
Coordination with jurisdiction(s)/CID(s), if needed				
Agenda item requesting to apply to the TIP Solicitation				
Board approval to apply via Resolution				
Received award notification				
Agenda Item to accept award(s):				
<ul style="list-style-type: none"> <li>Received confirmation from the Legal team indicating the drafted agreement with the ARC is in satisfactory condition to move forward</li> </ul>				
<ul style="list-style-type: none"> <li>Received confirmation from the Legal team indicating the drafted agreement with the GDOT is in satisfactory condition to move forward</li> </ul>				
<ul style="list-style-type: none"> <li>Request to enter into an agreement with the GDOT</li> </ul>				
<ul style="list-style-type: none"> <li>Received confirmation from the Legal team indicating the drafted agreement is in satisfactory condition to present to the coordinating jurisdiction(s) or CID(s), if needed</li> </ul>				
<ul style="list-style-type: none"> <li>Request to enter into an agreement with the other jurisdiction(s)/CID(s), if needed</li> </ul>				
<ul style="list-style-type: none"> <li>Request for approval to apply or amend an existing grant with FTA for projects identified as having a transit nexus and noted to flex on the TIP Solicitation Application</li> </ul>				
Board approval:				
<ul style="list-style-type: none"> <li>Received Chair signature as the initial step to execute agreement with the ARC</li> </ul>				
<ul style="list-style-type: none"> <li>Received Chair signature as the initial step to execute agreement with the GDOT</li> </ul>				
<ul style="list-style-type: none"> <li>Received Chair signature to execute agreement with another jurisdiction/CID, if needed</li> </ul>				

**Note:** Coordinating with Legal may require staff from both parties to coordinate multiple times until there is concurrence from both agencies Legal team. The agenda cycle could potentially be impacted if Legal concurrence is needed prior to the Board's approval.

Supporting Documentation Checklist to Submit with Application	Request Date	Received Date
Resolution(s) supporting each TIP Solicitation Application		
Letter of Support from GDOT's Office of Planning for each project impacting a state route (contact <a href="mailto:ARCTIPSolicitation@dot.ga.gov">ARCTIPSolicitation@dot.ga.gov</a> ). <b>Requests must include: project map, purpose and need statement, proposed programming table (with proposed schedule and costs associated with the project)</b>		
Other letters of support (i.e., other impacting jurisdictions/CIDs, National Park Services, community civic groups, Chamber of Commerce, etc.)		