

Nashville Area MPO
2040 Regional Transportation Plan
Project Application & Evaluation Database
Roadway & Intersections Project Application Instructions
Apply.NashvilleMPO.Org

Step 1. Upload Narrative

- Download, complete, and upload the project narrative form (Microsoft Word) available at the top of the application page. The project narrative form includes four sections.
 - [General Information](#)
 - [Project History and Schedule](#)
 - [Budget Narrative](#)
 - [Budget Table](#)

Step 2. Upload Supporting Files (optional)

- Optional - please include any additional information that will support your application
 - Supporting files may be submitted individually or as one ZIP or PDF package
 - Examples: *project map, renderings, letters of support, documents from completed phases (design, NEPA, etc.)*

Step 3. Complete General Information Section

- **Project Name**
 - Enter a short name that describes the location of and type of project
 - Examples: *Concord Road (SR-253) Widening, Jefferson Street Intersection Improvements, Countywide Wayfinding Program, Lebanon Pike Sidewalk Improvements*
- **Lead Agency**
 - Indicate agency that is likely to manage the project's implementation
 - Examples: *TDOT, Nashville MTA, RTA, Metro Public Works, Sumner County, Murfreesboro (select from the drop down list)*
- **Jurisdiction**
 - Select the predominant jurisdiction for the project's location
 - Examples: *Metro Nashville-Davidson County, Sumner County, City of Murfreesboro, Town of Smyrna (select from the drop down list)*

- **Counties**
 - Select all the counties where the project is located
 - Select “Regional” if the project will be administered region-wide
- **Route Name/Project Area**
 - Provide the name of the roadway being improved or built
 - Describe a project area if the project spans multiple roadways will be administered across a broader areas
- **Start Location**
 - Identify the location of the beginning termini (typically an intersecting roadway)
 - Must not be left blank, enter “n/a” if not applicable
- **End Location**
 - Identify the location of the ending termini (typically an intersecting roadway)
 - Must not be left blank, enter “n/a” if not applicable
- **Intersections**
 - List all intersections being improved as part of the project
 - Select “Add an Intersection” to add an additional intersection
 - Examples: *Gallatin Rd @ Douglas Ave, Gallatin Rd @ Cahal Ave, Gallatin Rd @ Trinity Ln, I-24 @ Haywood Ln*
- **Existing # of Lanes**
 - Enter the number of motor vehicle lanes on the ground today, including continuous turn lanes
- **Proposed # of Lanes**
 - Enter the number of motor vehicle lanes being proposed, including continuous turn lanes
- **Project Description**
 - Enter a few sentences describing the project including a summary of recent history and upcoming work on the project including info about detailed studies, design, engineering, right-of-way acquisition, and construction.

Step 4. Complete Scope of Work Section

- **Proposed Improvements**
 - Select all that apply
 - At least one must be selected
- **Proposed Features**
 - Select all that apply
 - At least one or the NONE option must be selected
- **Non-Motorized Accommodations**
 - Select all that apply
 - At least one or the NONE option must be selected

- **Transit Accommodations**
 - Select all that apply
 - At least one or the NONE option must be selected

Step 5. Complete Purpose & Need Section

- **Purpose & Need Statement**
 - Describe the reason/justification for the proposed improvements
 - Please use the *purpose and need statement* from NEPA if one exists
- **Primary Objective**
 - Select the objective that most closely matches your purpose and need
 - Use the “Other (Specify)” option if none of these are a close fit
 - One and only one must be selected
- **Secondary Objectives**
 - Select the secondary objectives that most closely match your purpose and need
 - Use the “Other (Specify)” option if none of these are a close fit
 - At least one, but up to two can be selected

Step 6. Complete Project History Section

- **MPO 2035 Plan**
 - Select and enter the 2035ID# if one exists
- **MPO FYs 2014-2017 TIP**
 - Select and enter the TIP ID# if one exists
- **TDOT 3-Year Program**
 - Select and enter the year that the project is identified in the most recent TDOT work program approved by the legislature (2015-2017 work program)
- **Local Plan**
 - Select and enter the name of the local plan that contains the project
- **Work Completed**
 - Select all phases of the project that have been COMPLETED

Step 7. Complete Costs, Funding & Timing Section

- **Total Project Cost Estimate**
 - Costs should be presented in 2014 dollars (present-day value)
 - If the project is in the current TIP and has started development (design, environmental, ROW, construction), enter the total amount of costs not yet obligated on the project
 - If the project is slated for the 2030 or 2040 horizons, enter the total estimated cost of the project including expected costs for project development and construction

- *Note: you will include a more detailed budget breakdown via the project narrative form*
- **Source of Cost Estimate**
 - Identify the source of the cost estimate that your provided
- **Desired Horizon**
 - Enter the expected planning horizon for the project's completion
 - Enter 2020 only if you intend for the project to be considered for the new TIP
- **Federal Funding Requested**
 - Enter the % of total and the dollar amount of the federal grant funding requested
- **Matching Funds**
 - Identify if local or state matching funds are or will be available

Step 8. Complete Project Contact Section

- This section will pre-populate with information from your user account, please make any corrections or provide alternative contact information if the project contact is someone else

Step 9. Submit Application

- All information must be provided in order to “submit” and application
- If you are missing information, or are not ready to submit, choose the “Save and Close” option so that you can return to complete the application at another time

Step 10. Track Your Application

- Once saved or submitted, projects applications can be tracked by visiting your dashboard
- You will receive emails from the system if MPO staff have any questions about your projects

For additional information or support:

Michael Skipper | skipper@nashvillempo.org | 615-862-7186

Anna Emerson | emerson@nashvillempo.org | 615-862-7157

2040.NashvilleMPO.Org