**Local Government Managed Project Initiation Checklist**

*This form is for Local Government assistance in Project Initiation and will not be submitted*

*to the Local Programs Development Office.*

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| Below you will find a checklist that will aid you in the process of establishing a federally or state-funded project that your agency wishes to manage. Please check off the items in the checklist below to be sure that you have all of the necessary information that is required to initiate a new project in TDOT eGrants. A detailed description of each item is located on the following pages, TDOT eGrants, and in the Local Government Guidelines Manual.

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| 1. | [ ]  | Description of the Project |
|  | [ ]  | Location Map (attachment) |
|  | [ ]  | Length of Project |
|  | [ ]  | Functional Classification (if applicable) |
|  | [ ]  | Anticipated Project Budget |
| 2. | [ ]  | List of Consultants Involved in Project |
| 3. | [ ]  | Local Government’s Procurement Policy (Form 1-2, attachment) |
| 4. | [ ]  | Local Government’s Experience |
| 5. | [ ]  | Resumes/Qualifications for Local Government staff (attachment) |
| 6. | [ ]  | Responsible Charge Form (Form 1-1, attachment) |
| 7. | [ ]  | List of Civil Rights Coordinator(s), Title VI, DBE Liaison |
| 8. | [ ]  | Copy of any Agreements / Contracts / MOU Or Certification of Compliance Regarding Third Party Contracts (attachment) |
| 9. | [ ]  | Proprietary Items |
| 10. | [ ]  | Method of Bidding  |
| 11. | [ ]  | TDOT Right-of-Way Training Certificate (attachment) |
| 12. | [ ]  | Local Government Guidelines Manual Certificate (attachment)  |
| 13. | [ ]  | Local Government CEI Certificate (attachment) |
| 14. | [ ]  | Most Recent Audit (attachment or link) |
| 15. | [ ]  | Purpose and Need Statement (attachment) |
| 16. | [ ]  | Donated Services or Land (Federally Funded Only) (attachment) |
| 17. | [ ]  | Copy of the TIP Page (attachment) |
| 18. | [ ]  | Copy of Traffic Study Warrant for New Signal (attachment) |
| 19. | [ ]  | Copy of the ITS Project Identification Form (attachment) |
| 20. | [ ]  | ADA Self-Evaluation and Status |
| 21. | [ ]  | Authorized Signatures (Form 9-1) |

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| 1. **Description of the Project-** The descriptionshould outline the scope of the project. Please include the functional classification of the roadway, the beginning and ending termini, state/federal/local street names, and other relevant information to best describe the project.
* **Location Map**- Please make sure the map clearly shows the state route, federal route, and/or local street names, has a north directional arrow, shows adjacent roads, and has an arrow showing the beginning and ending termini.
* **Length of Project/Log Mile-**The beginning and ending point of your project. If you don’t know the log mile information, please contact your Program Monitor.
* **Functional Classification (if applicable)-** Only roads classified higher than rural minor collectors (primarily in counties) or local roads (in cities) are eligible for federal funding. Functional Classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. If you don’t know this information, please contact your Program Monitor**.**
* **Anticipated Project Budget-** Until a fully executed CEI contract has been submitted to LPDO, a portion (approximately 10-20%) of the construction estimate will be used as a placeholder for CEI costs and 1% will be used for TDOT Engineering Services (TDOT ES). The remaining construction budget will be assigned to the construction estimate cost. The entire construction budget shall include the CEI costs, TDOT ES and the construction costs.
1. **List of Consultants Involved in Project-** Please list the Consultants involved in current or previous phases of the project. Services completed before a Notice to Proceed (NTP) will not be eligible for reimbursement. If you would prefer to procure your consultant prior to the NTP, please send the advertisement to your Program Monitor for approval.
2. **Local Government’s Procurement Policy** (Form1-2)**-** The Local Version of the TDOT Consultant Selection Policy is required for each new project. The policy must be adopted through a resolution by the local governing council/commission. Please be sure to upload the adopted resolution.
3. **Local Government’s Experience-** Please describe the Local Government's experience in managing state or federally funded projects similar to the project being initiated.
4. **Resume/Qualifications for Local Government Staff-** A resume listing the qualifications for each Local Government Employee that will be involved in the project.
5. **Responsible Charge Form-** The Local Government must have a designated official who will be the responsible charge for the administration of the project, including but not limited to: requesting authorization of funds, requesting award of contract, supervision of the CEI, authority to approve changes, and accountability for contract compliance ([23 CFR 635.105](http://www.ecfr.gov/cgi-bin/text-idx?SID=5074dc1c987e7c0c2cfb56fc3febebc8&mc=true&node=pt23.1.635&rgn=div5#se23.1.635_1105)).  The responsible charge must have completed TDOT Local Government Guidelines Manual and ROW Training. If the responsible charge changes through the course of the project, the Local Government must notify the LPDO, and resubmit Form 1-1.
6. **List of Civil Rights Coordinator(s),** **Title VI, DBE Liaison-** Must have a civil rights coordinator on staff that has completed the Title VI training, which is available online. Designate appropriate person(s) responsible for ensuring compliance with Title VI, EEO, and DBE requirements. (Title VI Coordinator, EEO Officer, DBE Liaison) This person should have a responsible position in the Local Government and have easy access to the head of the Local Government.
7. **Copy of any Agreements/Contacts/MOU or certification of Compliance Regarding Third Party Contracts-** A copy of any agreements, contracts, memorandums of understanding or other legal instruments the Local Government has entered into with parties other than TDOT that may have bearing on or affect the project in any way. If there are no such agreements, the Local Government will sign an affidavit, Form 3-2, Certification of Compliance Regarding Third Party Contracts.
8. **Proprietary Items-** Proprietary items are those that can be obtained from only one source. Federal law requires pre-approval of these items by the Department before they can be used. More information can be found in Chapter 5 of the [Local Government Guidelines Manual](https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG_Manual.pdf).

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| 1. **Method of Bidding Statement-** Please be sure to check the box that describes the method of procurement the Local Government wishes to use for the project. Federal law requires that the competitive method of construction (let to contract) be used unless there is a TDOT pre-approval of some other method of construction.
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1. **Local Government Guidelines Training Certificate-** A copy of the Responsible Charge’s most recent Local Government Guidelines training certificate. This training is valid for three years.
2. **TDOT Right-of-Way Training Certificate-** A copy of the Responsible Charge’s most recent Right-of-Way training certificate. This training is valid for three years.
3. **Local Government Construction Engineering and Inspection (CEI) Certificate-** A copy of the Responsible Charge’s most recent Construction Engineering and Inspection (CEI) training certificate. This training is valid for five years.
4. **Most Recent Audit-** A certification from an appropriate fiscal officer. This certification must state the Local Government has sufficient accounting controls to properly manage federal funds. Local Governments receiving funds under this program are subject to compliance audits (A-133 Audit Documentation) by the TDOT Finance Office. The audit form will need to be uploaded or a hyperlink provided.
5. **Purpose and Need Statement-** Detail the purpose and need statement for the reasoning behind the project, which will be included in the environmental document. This can include items such as traffic congestion problems, economic development/growth, safety concerns, etc. More information can be found in Chapter 3 of the [Local Government Guidelines Manual](https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG_Manual.pdf).
6. **Donated Services or Land (Federally Funded Only)-** For federally funded projects, if any services or land have been or will be donated, attach documentation for those transactions.

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1. **TIP/STIP Page-** A copy of the Transportation Improvement Program (TIP)/State Transportation Improvement Program (STIP) project page.
2. **Traffic Study Warrant for New Signal-** If a new traffic signal will be installed as part of the project, attach the traffic study warrant to show the new signal is justified.
3. **ITS Project Identification Form-** If the project is potentially an Intelligent Transportation System (ITS) project, attach a copy of the signed Tennessee ITS Project Identification Form. More information can be found in Chapter 3 of the Local Government Guidelines Manual.
4. **ADA Self-Evaluation and Status –** Has the Local Government submitted the Local Agency ADA Self-Evaluation and Transition Plan Status Form to TDOT? (Submittal directions are on the form. The form(s) do not have to be uploaded into eGrants or submitted to the TDOT Local Programs Development Office, but the status must be indicated.)
5. **Authorized Signatures-** The names of those Agency Officials and Agency Administrators who are authorized to sign reimbursement requests. The names in the drop down box must match the names on they uploaded Form 9-1. They must also have account in TDOT eGrants. Signatures will be verified when invoices are submitted and will be returned if they do not contain signatures of authorized person.
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