

TSPLOST 2023 Project Request Form Instructions & Information

Project request by staff deadline: July 28, 2021
Project request by public deadline: August 15, 2021
(Requests should be submitted as early as possible)

General TSPLOST 2023 Information

Thank you for your interest in submitting a Project for consideration as part of the Unified Government of Athens-Clarke County (ACCGov) Transportation Special Purpose Local Option Sales Tax (TSPLOST) 2023 program. Georgia law allows local communities to use TSPLOST proceeds for **transportation purposes** if approved by voters in a referendum. General guidelines for projects are below, see Official Code of Georgia (O.C.G.A) 48-8-260(5) for more details.

- 'Transportation purposes' includes roads, bridges, public transit, rails, airports, buses, and all accompanying infrastructure and services necessary to provide access to these facilities.
- Roads, streets, sidewalks, bicycle paths, and bridge purposes such as:
 - acquisition of rights of way;
 - construction;
 - renovation and improvement, including resurfacing;
 - relocation of utilities;
 - improvement of surface-water drainage; and/or
 - patching, leveling, milling, widening, shoulder preparation, culvert repair, and other repairs necessary for their preservation.
- Stormwater and drainage capital outlay projects, in conjunction with transportation projects.

These transportation projects would otherwise be paid for with General Fund and property tax revenues. **Governments cannot use TSPLOST funds to pay for operating expenses such as personnel salaries or ongoing expenses.**

If voters approve a TSPLOST 2023 program on May 24, 2022, sales tax collection will likely begin on January 1, 2023. The TSPLOST 2023 sales tax is anticipated to continue at 1% as long as an intergovernmental agreement is made with the Town of Bogart and City of Winterville. If so, the sales tax rate would not increase, but remain at 8% as it is currently.

A group of 22 residents, the TSPLOST Advisory Committee, is responsible for recommending a list of candidate projects for adoption by the Mayor and Commission to be voted on by residents. The committee will be selected by the Mayor and Commission and will be listed at www.accgov.com/tsplot once named.

Project Request Form Information

Instructions for completing and submitting a TSPLOST 2023 Project are found at the top of the form. Please be aware that project submission requires detailed information, including cost projections.

SPECIAL NOTE: Project requests will be reviewed in the order they are submitted. The further in advance of the deadline that the project request forms are submitted, the more time staff will have to review and to ask questions about the projects. After this initial review by ACCGov staff, in many cases, additional information is requested or needed to properly evaluate the proposed project. *The earlier a project is submitted, the more time the submitter will have to provide that additional information that may be needed.* Submitting early should ultimately help the submitter be better prepared with the presentation to the TSPLOST Advisory Committee.

Please be aware that projects can be very complicated and require detailed information, particularly for cost projections. In most cases, it is advised that individuals interested in submitting a project for consideration should work with an organization or agency or contact the appropriate Athens-Clarke County department for assistance. Departments may also be aware of similar project requests that are being formulated by other groups or individuals.

Some potential project areas and their corresponding contacts are listed below. If you are unsure about what area your project falls under or do not see a contact for your potential project below, please contact Keith Sanders with the SPLOST Management Office (TSPLOST@accgov.com / 706-613-3025) for additional assistance.

- ✓ Airport related projects - Athens-Ben Epps Airport (706-613-3420) – Mike Mathews, Director
- ✓ Bus related projects - Athens Transit System (706-613-3432) – Pat Hale, Interim Director
- ✓ Parks, Greenways or Rail to Trails related projects - Leisure Services Department (706-613-3800) – Kent Kilpatrick, Director
- ✓ Roads, streets, bridges, stormwater, sidewalks, bicycle related projects (other than greenways or rail to trails) - Transportation & Public Works Department (706-613-3440) – Stephen Bailey, Interim Director

Assistance with Completing Request Forms

- ✓ An information session will provide instruction and assistance in completing the request forms. The time and location of this session are to be determined. Please check www.accgov/tsplost for any updates regarding this session.
- ✓ A training video will be available on the website and through www.youtube.com/accgov to provide assistance with filling out the form.
- ✓ Frequently Asked Questions (FAQs) can be found at www.accgov.com/tsplost.

Overall Timeline

- ✓ Project request submission deadline for staff – July 28, 2021
- ✓ Project request submission deadline for public – August 15, 2021
- ✓ Technical & legal review of project submissions – August 1-September 7, 2021
- ✓ Presentations to Advisory Committee – September 8-October 6, 2021
- ✓ TSPLOST 2023 Advisory Committee submits list of potential projects to Mayor & Commission – November 9, 2021
- ✓ TSPLOST 2023 Advisory Committee submits list of candidate projects to Mayor & Commission – December 14, 2021
- ✓ Mayor & Commission Regular Session to approve final list of projects – February 1, 2022
- ✓ TSPLOST 2023 voter referendum – May 24, 2022

Project Request Information

This packet includes forms and instructions for submission of a project to be considered as a part of the Transportation Special Purpose Local Option Sales Tax (TSPLOST) 2023 program.

Deadline for submitting requests for staff is July 28, 2021
Deadline for submitting requests for public is August 15, 2021
(Requests should be submitted as early as possible)

Project requests can be submitted in one of two ways:

1. through an online form at www.accgov.com/tsplost (preferred method); or
2. as printed documents by mail or hand-delivery

should be submitted to: Athens-Clarke County
SPLOST Program Management
ATTN: Candace Mobley
301 College Avenue, Suite 101
Athens, GA 30601

All submissions should include the form and any additional information necessary or requested for the completion of this request form.

Project Request Reviews

Technical Review: All project requests will be reviewed by Unified Government of Athens- Clarke County (ACCGov) staff to verify cost estimates, completeness of information provided, impacts on ACCGov operating costs, and additional information to assist in clarifying details of the project. Those submitting project requests may be asked for additional information during the technical review process, which may be incorporated into this project request for review by the TSPLOST Advisory Committee.

TSPLOST Advisory Committee Review: The TSPLOST 2023 Advisory Committee will review all project requests, including any additional information developed during the technical review process. The Advisory Committee will submit a list of candidate projects to the Mayor and Commission no later than December 14, 2021. The Mayor and Commission may accept or change the list of candidate projects, and will propose a final list of projects to be included on the May 24, 2022, voter referendum.

For questions or additional information, please contact:

Keith Sanders
SPLOST Program Management
TSPLOST@accgov.com
706-613-3025