

# 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](http://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](mailto: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](http://www.accgov/tsplost) for any updates regarding this session.
- ✓ A training video will be available on the website and through [www.youtube.com/accgov](http://www.youtube.com/accgov) to provide assistance with filling out the form.
- ✓ Frequently Asked Questions (FAQs) can be found at [www.accgov.com/tsplost](http://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](http://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](mailto:TSPLOST@accgov.com)  
706-613-3025

**PLEASE NOTE:** Before being allowed to proceed with filling out the form, the three following things must have been done:

- Acknowledgement of reading the TSPLOST 2023 General Information Document
- Acknowledgement of reading the TSPLOST 2023 Program Goals & Selection Criteria
- Acknowledgement that the ACCGov Department Director of the department that will be responsible for implementation and maintenance of the proposed project, if it is funded, has been contacted about the submission. The Department Directors will be provided a copy of the form once submitted.  
(These documents are attached)

**Before proceeding, please read the TSPLOST 2023 Project Request General Instructions & Information!**

Have you read the TSPLOST 2023 Project Request General Instructions & Information\*?

Yes    No

**Before proceeding, please read the TSPLOST 2023 Program Goals & Selection Criteria!**

Have you read the TSPLOST 2023 Program Goals & Selection Criteria\*?

Yes    No

Anyone or group submitting a project, other than Unified Government Athens-Clarke County (ACCGov) staff should contact the appropriate ACCGov department for assistance and/or to let the department know of the planned submission. Departments may already be working on a similar project submission or may be aware of similar project requests that are being formulated by other groups or individuals.

Potential project areas and their corresponding ACCGov department director contacts are listed below. Please contact the department director, listed below, before submitting a project.

- 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 - Transportation & Public Works Department (706-613-3440) – Stephen Bailey, Interim Director

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

**Have you contacted the ACCGov Department that will be responsible for implementation of the proposed project and maintenance of the project once it is completed?\***

Yes     No

**Please include these responses as part of your Project Request Submission.**

# TSPLOST 2023

## Program Goals and Project Selection Criteria

---

### **PROGRAM GOALS (TRIPLE BOTTOM LINE)**

1. **Economic Prosperity**
  - Provide new or maintain existing infrastructure needed to grow economic development as may be identified in previously adopted plans.
  - Reduce existing and/or future operating costs.
  - Support other capital expenses needed to achieve action items identified in previously adopted plans for Land use, Economic Development, Transportation and/or Infrastructure Elements.
2. **Social Well-being**
  - Provide funding for Transportation related infrastructure or incentives needed to increase access to workforce housing.
  - Maintain, expand, or improve equitable access to public facilities and infrastructure across the community.
  - Support other capital expenses needed to achieve action items identified in adopted Master Planning documents.
3. **Environment**
  - Protect and Enhance the quality of natural areas that provide for recreation, clean water and habitat preservation.
  - Support other Transportation related capital expenses needed to achieve action items identified in the Environment, Transportation, and / or Agricultural elements from previously adopted plans.

### **PROJECT SELECTION CRITERIA**

Project Submissions should describe how projects will provide Long-Term, Ongoing Contributions to the Sustainable Transportation needs of Athens-Clarke County by meeting the stated Program Goals, including the Triple Bottom Line, and how the Project will meet One or More of the following Criteria:

- Promotes the Goal of Improving Equitability of Capital Improvements throughout the Community
- Protects the community's Existing Transportation Infrastructure Investments
- Reduces Pavement Maintenance deficit
- Promotes the Upgrade and Continued Use of Alternative Transportation Facilities
- Promotes Increased Access to existing public facilities
- Promotes Increased Usage of the Transit System, including improving Pedestrian access to Transit Facilities
- Increases Capital for Transit services or expands the Transit System
- Maintains or Improves Air Quality
- Reduces Vehicle Miles Traveled and Traffic Congestion
- Reduces time spent Traveling in Vehicles

- Continues TSPLOST 2018 Corridor Improvements or transportation related safety improvements
- Promotes Health and Safety
- Continues Sidewalk & Multi-Use Trail Construction
- Implements components of an updated Greenway Network Plan

**Section 1 - PROJECT SUMMARY**

Proposed Project Name\*:

(60 Character Limit)

**Select the Project Transportation Area that best describes the Project\***

- Airport related projects – Athens-Ben Epps Airport
- Public Transit related projects - Athens Transit System
- Greenway, Parks, Rails-to-Trails related projects - Leisure Services Department
- Streets/Roads/Bridges related projects - Transportation & Public Works Department
- Bicycle/Pedestrian (bicycle lanes, sidewalks, other bicycle or pedestrian infrastructure, not including Greenway or Rail-to-Trails) related projects - Transportation & Public Works Dept.

Please indicate Department Director Submitting\*:

**If not submitting by Department Director, please indicate the following:**

**Submitted by\*:**

First Name:

Last Name:

**Contact Person\*:**

First Name:

Last Name:

Agency, Association, Committee, Commission\*:

Primary Phone\*:

Alternate Phone:

E-mail address:

**Check box if Project would accomplish the next phase of project started in one or more of the earlier SPLOST or TSPLOST programs\*:**  (Examples may include, but not limited to, bike & pedestrian improvements, greenway acquisition, etc)

**If the Project would accomplish the next phase of project started in one or more of the earlier SPLOST or TSPLOST, please indicate\*:**

Previous Program:

Previous Project:

**Has this Project or a substantially similar project been submitted for a previous SPLOST or TSPLOST Program but not selected\*?**

- Projects that were submitted but never selected for a SPLOST or TSPLOST Program should select box in this question and then indicate most recent program for which this project was submitted and not selected.
- Projects that were selected for one SPLOST or TSPLOST Program but not by a more current SPLOST or TSPLOST Program should select Yes to this question and then select most recent program for which this project was submitted and not selected.



- Projects that were submitted but not selected for a SPLOST or TSPLOST Program but then later accepted by a subsequent SPLOST or TSPLOST Program should select No to this question.

Was the Project or a substantially similar project previously submitted but not funded for a previous SPLOST\*: Yes  No

If Project or substantially similar project was previously submitted but not funded for a previous SPLOST or TSPLOST Program, please indicate the most recent program\*:

General Program Goals (Triple Bottom Line) (check one that best applies)\*:

**Economic Prosperity**

- Provide new or maintain existing infrastructure needed to grow economic development as may be identified in previously adopted plans.
- Reduce existing and/or future operating cost.
- Support other capital expenses needed to achieve action items identified in previously adopted plans for Land Use, Economic Development, Transportation, and/or Infrastructure Elements.

**Social Well-Being**

- Provide funding for Transportation related infrastructure or incentives needed to increase access to workforce and housing.
- Maintain, expand, or improve equitable access to public facilities and infrastructure across the community.
- Support other capital expenses needed to achieve action items identified in adopted Master Planning documents.

**Environment**

- Protect and enhance the quality of natural areas that provide for recreation, clean water, and habitat preservation.
- Support other Transportation related capital expenses needed to achieve action items identified in the Environment, Transportation, and/or Agriculture elements from previously adopted plans.

Check box if Project is recommended/included in any approved ACCGov Land Use Plan, Master Plan, Corridor Study, or Service Delivery Plan\*:

If yes, please explain and provide necessary information\*:

Check box if Project is included in the Madison Athens-Clarke County Oconee Regional Transportation Study (MACORTS) long-range Transportation Improvement Plan (TIP). A certain percentage of TSPLOST funding may be required to provide fund projects in the TIP. (The TIP is available at [www.macorts.org](http://www.macorts.org) for review)\*:

**If yes, please explain and provide necessary information\*:**

**Project Location/Address\*:**

**Check box if site is currently owned by the Unified Government of Athens-Clarke County\*:**

**Check box if site is within State Highway Rights-of-Way\*:**

**Site Specific Information:**

*If site has been identified, please provide the address and tax parcel number. In addition, please append an electronic version of the LOCATION MAP for the proposed site (if available) (1,500 Character Limit)*

**Project/Program Description\*:**

*Provide within this space a Project/Program description for the Project. Agencies and Departments submitting requests should be prepared to submit detailed construction information, etc. as required during the technical review process. (2,500 Character Limit)*

**Project Mission Statement/Project Goals & Selection Criteria\*:**

*Provide a one paragraph Mission Statement for the proposed Project. Include all of the Program Goals and Selection Criteria that Support this Mission Statement. (2,500 Character Limit)*

**Section 2 – PROJECT JUSTIFICATION**

Project Submissions should describe how Projects will provide long-term, ongoing contributions to the Sustainable Transportation needs of Athens-Clarke County by meeting the stated Program Goals, including the Triple Bottom Line, and how the Project will meet one or more of the following Criteria. Check all that apply and explain\*:

- Promotes the Goal of improving Equitability of capital improvements throughout the Community.

Explain\*:

*(1,000 Character Limit)*

- Protects the community's existing Transportation Infrastructure Investments.

Explain\*:

*(1,000 Character Limit)*

- Reduces Pavement Maintenance deficit.

Explain\*:

*(1,000 Character Limit)*

- Promotes the Upgrade and Continued Use of Alternative Transportation Facilities.

Explain\*:

*(1,000 Character Limit)*

Promotes increased access to existing public facilities.

**Explain\*:**

*(1,000 Character Limit)*

Promotes increased usage of the Transit System, including improving Pedestrian access to Transit Facilities.

**Explain\*:**

*(1,000 Character Limit)*

Increases capital for Transit services or expands the Transit System.

**Explain\*:**

*(1,000 Character Limit)*

Maintains or Improves Air Quality.

**Explain\*:**

*(1,000 Character Limit)*

Reduces vehicle miles traveled and traffic congestion.

**Explain\*:**

*(1,000 Character Limit)*

**Reduces time spent traveling in vehicles.**

**Explain\*:**

*(1,000 Character Limit)*

**Continues TSP/OST 2018 Corridor Improvements or transportation related safety improvements.**

**Explain\*:**

*(1,000 Character Limit)*

**Promotes Health and Safety\*:**

*(1,000 Character Limit)*

**Continues Sidewalk & Multi-Use Trail construction.**

**Explain\*:**

*(1,000 Character Limit)*

**Implements components of an updated Greenway Network Plan.**

**Explain\*:**

*(1,000 Character Limit)*

**Section 3 - PROJECT COSTS:**

**A. Detailed project capital budget costs (to be funded from TSPLOST 2023 only)\*:**

*Provide Budget Costs for each of the identified categories below. Cost estimates should be in current year dollars. Please round all dollar amounts to the nearest \$1,000.*

*[NOTE: an additional amount for escalation may be added during technical review. Also, if minimum amounts as stated in the costing section are not included, those minimums will be added during the technical review]*

<b>Project Costs (round to thousand)</b>	<b>Amount</b>
1. Land Acquisition / ROW / Easement:	
2. Design Fees: (Minimum of 12% of Construction costs for new construction)	
3. Miscellaneous Fees: (Minimum of 3% of Construction costs – used for permitting, etc. Utilize minimum of 10% if land acquisition is necessary)	
4. Construction: (Provide a detailed cost estimate of this component)	
5. Construction Contingency: (Calculate at 10% of the Construction line item. If additional Construction Contingency is needed, use one of the “Other” below)	
6. Acquisition of Capital Equipment:	
7. Testing: (Minimum of 3% of construction costs for project whose construction component if over \$1 million and 5% for those whose construction component between \$1 million and \$500,000 and 10% of construction costs for projects less than \$500,000.	
8. Project Management: (Calculate at 4% of total budget line items above)	
9. Project Contingency: (Calculate at 10% of the total budget line items above. If additional Project Contingency is needed, use one of the “Other” below)	
10. Public Art: (Calculate at 1% of the Construction line item)	
11. Other (describe):	
12. Other (describe):	
<b>Project Subtotal:</b>	
14. Program Management (Calculate at 2% of Project Subtotal):	
<b>TSPLOST 2023 Project Total:</b>	

**Section 4 - PROJECT FINANCING:**

**A. Total Capital Financing for Project:**

*If project is proposed to receive funding other than TSPLOST 2023, provide a listing of amounts for the proposed Project. Please round all dollar amounts to the nearest \$1,000.*

<b>Project Sources (round to thousand)</b>	<b>Amount</b>
1. TSPLOST 2023: (from previous section)	
<b>OTHER SOURCES</b>	
2. ACCGov General Fund:	
3. ACCGov Enterprise Fund:	
4. State Grant:	
5. Federal Grant:	
6. Previous SPLOST:	
7. Other (describe):	
8. Other (describe):	
<b>TOTAL SOURCES:</b>	

**B. Describe the current commitments for the other sources funding this project\*:**

*If any additional sources of funding other than TSPLOST 2023 are indicated above, please provide information related to the source here. Be specific and be prepared to provide all necessary written approvals. (For example: Roadway projects that have approval for Federal Aid and will utilize TSPLOST 2023 funding for matching funds, would need to provide specific written approval by GDOT). (2,500 Character Limit)*

**Section 5 - OPERATING COSTS:**

(Only complete if Project will impact Operating Costs)

**A. Total Annual Operating Costs when Project is complete:**

*Only identify additional or net operating costs to be paid by the Unified Government of Athens-Clarke County as a result of this Project. Identify the additional or net costs needed, above ACCGov's current operating budget, to operate the requested project; as well as any additional Project related revenues that would be generated. Provide budget costs for each identified category below. Please round all dollar amounts to the nearest \$1,000. (If the net Operating Costs result in a savings, list as a negative number)*

**Revenues:**

*Provide any net projected related revenues that would be generated or lost which are either above or below ACCGov's currently budgeted revenues from the Project.*

**Expenditures:**

*Identify the net operating costs to be paid by ACCGov. Identify the net operational costs that are either above or below ACCGov's current operating budget to operate the requested Project. Where applicable, provide budget costs for each identified category below.*

Operating Costs (round to thousand)	Estimated Impact for Annual Operating Expenditures
<b>Total Revenues from Project</b>	
<b>Expenditures</b>	
1. Personnel Costs: (Calculate total of Personnel Costs from each of the new ACCGov positions required, if applicable.)	
2. Annual Utilities:	
• Natural Gas:	
• Electrical:	
• Water:	
• Sewer:	
• Phone:	
• Solid Waste Collection:	
• Other:	
3. Operating Supplies:	
4. Equipment Maintenance:	
5. Facility Maintenance:	
6. Other (describe):	
7. Other (describe):	
8. Other (describe):	
<b>TOTAL EXPENDITURES</b>	
<b>NET OPERATING COSTS OF PROJECT:</b> (Total Expenditures less total Revenue)	



**Additional Personnel Information:**

1. Identify the number of net additional staff positions needed when Project is completed:

Position Title(s)	Anticipated Average weekly hours per year	Anticipated Hourly Rate	Anticipated Salary, including benefits
<b>Totals</b>			

**Briefly describe the responsibilities of each additional staff position:**

**Section 6 – SITE CRITERIA AND STANDARDS**

**Does this Project require the acquisition of any land rights, whether existing sites, new site, easements, or Rights-of-Way\*?**

Yes    No    Unsure

*(Only applicable if Site Selection is required):*

**A. General Criteria:**

**1. Current Property Owner (if applicable):**

**2. Acreage:**

• **Size:**

• **Topography:**

• **Estimated cost per acre:**

*Provide an estimated cost per acre and an explanation of how this estimate was derived.*

**3. Location / Accessibility:**

• **Relative to its service area\*:**

*Describe location relative to the Project’s service area that best meets the Program Goals and Selection Criteria. (500 Character Limit)*

• **Vehicular:**

*If necessary to meet the Program Goals and Selection Criteria, describe what types of vehicular Access will be required. (500 Character Limit)*

- **Pedestrians:**

*If necessary to meet the Program Goals and Selection Criteria, describe what types of pedestrian access will be required. (500 Character Limit)*

- **Bicycle Access:**

*If necessary to meet the Program Goals and Selection Criteria, describe what types of bicycle access will be required. (500 Character Limit)*

**B.** No further information on site criteria and standards is necessary for the project request form at this time. However, additional information may be requested during the administrative or technical review processes. If applicable, be prepared to furnish information regarding the following criteria:

- **Development / Adjacent Impacts** (visibility, compatibility with land use plan, buffering, etc.)
- **Economy / Financing** (on- and off-site development costs, joint development opportunities, stimulation to private interests, etc.)
- **Environmental** (historic standards, traffic impacts, aesthetic standards, air quality, noise impacts, drainage types, wetlands compatibility, etc.)
- **Community Values** (displacements required, security needs, etc.)

**Section 7 – TRIPLE BOTTOM LINE IMPACTS**  
**(Refer to Section 1 – Program Goals)**

**A. Positive Benefits for the Economic Prosperity of Athens-Clarke County\*:**

*Briefly describe how this Project positively benefits the economy and the tax base of Athens-Clarke County.*

**B. Detrimental Impacts to the Economic Prosperity of Athens-Clarke County\*:**

*Briefly describe any challenges or negative impacts on the economy and tax base of Athens-Clarke County.*

**C. Positive Benefits for the Social Well-Being of our Residents and visitors\*:**

*Briefly describe how this Project positively benefits effective government, equity, and the overall livability.*

**D. Detrimental Impacts for the Social Well-Being of our Residents and visitors\*:**

*Briefly describe how this Project might negatively impact effective government, equity, and the overall livability on our community.*

**E. Positive Impacts on the Environment \*:**

*Briefly describe how this Project would improve, protect, or enhance the environment.*

**F. Detrimental Impacts on the Environment\*:**

*Briefly describe how this Project might negatively impact the environment.*

**G. Positive/Negative Impacts on ACCGov Departments, Agencies, or other Organizations, if not covered in one of the above questions\*:**

*Briefly describe the impact this Project would have on ACCGov Departments, Agencies, or other Organizations.*