

Memo

To: Blount County Commission
From: Jeff Headrick
CC:
Date: July 30, 2019
Re: TAP Grant-Greenway Trail

We are asking for permission to re-appropriate TAP grant funds that were unused in FY 2018-19 for the Greenway Walking Trail (from Heritage Middle School to Melrose Station Bridge) in the amount of \$160,000 and increase the grant award (from Helton Road to Heritage Middle School) in the amount of \$90,551.

This first amount was appropriated last FY year by resolution with intention to spend in this FY 2019-20. However, my office failed to re-appropriate the amount into the new budget and the monies fell into fund balance.

The \$90,551 is an additional amount awarded by TAP. This amount will fill in the gap for Greenway from the Maryville City Limits at Helton Road to Heritage Middle School.

Both of these amounts are based on 80% Federal / 20% local match monies.

Respectfully,

A handwritten signature in black ink, appearing to read "Jeff Headrick", written over a light blue horizontal line.

Jeff Headrick

Blount County, Tennessee Grant (Contract) Worksheet

(adopted February 21, 2013)

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant at accounting@blounttn.org.

Requesting Department: Blount County Highway Department

Contact Person's Name, email, phone # (person applying for grant): Doug Hancock dhancock@blounttn.org

Financial Reporting Person's information (if different than contact): Susan Bullen sbullen@blounttn.org

Project/Program Director's Name, email, phone # Jeff Headrick, Highway Superintendent jheadrick@blounttn.org
TDOT under the Transportation Alternatives Program (TAP)
through the Transportation Planning Organization (TPO)

Name of Granting Agency: _____

Grant Name: Blount County Greenway Trail 2018 Phase 1 REVISED

Is a grant application required? YES ____ NO ____

Is this a one-time grant? YES X NO ____ If no, is the grant recurring? ____

Grant Funds Requested: \$ 90,551

Are County Funds Required (Match)? If so when approved, a budget amendment for match will need to be included with this form

80% Federal \$72,441 20% Local Match \$18,110

Total Amount of Grant: \$ 90,551

Brief Description for Use of Grant Funds:
(Equipment, Gear, Personnel, etc.)

Environmental Review and Design for extension of Greenway trail within US Highway 321 right-of-way from Maryville City Limits at Helton Road to Heritage Middle School. Full project From Helton Road to Melrose Station Road/Bridge

This Phase 1 REVISION is for PE (NEPA) and Design only

If the grant is in the application processes, what is the submission deadline? No official grant deadline

Worksheet reviewed by -

Grant Accountant and/or Finance Director: _____

Date of Commission approval: _____

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance) _____

Date of Grant Award: _____

Grant Period: (such as: Oct 1 - Sept 30) _____

Expiration Date of Grant, as established by the Granting Agency: _____

Anticipated Closing Date of Grant Project: _____

How will we receive the Grant Funds? (direct deposit, check, other) _____

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other) _____

**** Attach Budget Amendment(s) to this form when grant approved ****

Budget Amendment Request

FY 19-20

Department: Hwy
Account: _____

Type of Amendment: (check one)

- ☐ **Transfer** (no overall change to adopted budget)
☐ **Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
☒ **Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
☐ **Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	131-62000-559000-620	Transfer out	160,000.00
TOTAL			160,000.00

	Account Number	Description	Amount
FROM	131-489900-620	FB TAP Grant	160,000.00
TOTAL			160,000.00

Explanation: Re-appropriate unused FY 18-19 grant funds.


Signature of Official/Department Head/Date

Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting;**

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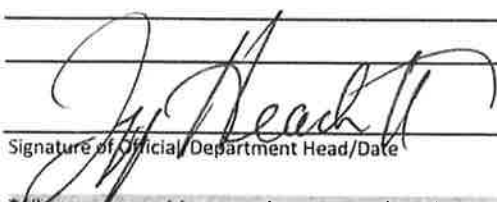
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	Account Number	Description	Amount
TO	176-91200-532100-620	Engineering Services	160,000.00
	176-91200-532100-620	Engineering Services	90,551.00
TOTAL			250,551.00

	Account Number	Description	Amount
FROM	176-498000-620	transfers in	160,000.00
	176-475900-620	Other Fed-State	90,551.00
TOTAL			250,551.00

Explanation:

1. Re-appropriate to capital fund. 2. Appropriate grant increase awarded.



Signature of Official/Department Head/Date

Signature of County Mayor/Date

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