

# DRAFT (6/19/12)

## TIP Process (2015, 2016, 2017)

There will be a Transportation Programming Guidebook available on the TIP webpage on the MAG website with detailed information by the beginning of August 2012.

All projects are to be programmed at the maximum federal share 94.3% and a minimum local match of 5.7% is required. Please keep in mind that the projected amount of available funding is based on the current resolution of SAFETEA-LU that will be reset by Congress in the near future.

### Project Applications

- Each application will have a checklist of application components to be completed by the sponsoring agency. The information that is required will be identified on the checklist.
- It is required that completed applications are submitted before or on the due date and time identified on the application form. Late applications will not be accepted.
- MAG staff will review the application to *verify the eligibility of the project*, and project components in the context of the current federal regulations following the receipt of the project applications
- MAG staff will review the submitted application *for required information*. MAG staff will complete an *application receipt* indicating the date and time it was received, and whether the application was complete.
  - If the application is incomplete, the application receipt will note the incomplete fields.
  - The sponsoring agency will have two working days to complete the incomplete fields.
  - The due date and time to submit incomplete field information will be noted on the application receipt. If the sponsoring agency fails to provide the incomplete information and to re-submit the application by the due date and time, the application will be rejected.
- Applications will be released mid August, 2012.

- Completed applications will signed by the jurisdiction Manager/Administrator or designated representative
- The due date for applications is September XX, 2012 by 10:00 a.m.
- The items that are required to be submitted are:
  1. One electronic copy of the excel application (Parts A, B, C, D); the excel Cost Estimate sheet, shape files
  2. Two complete printed copies (one with original signature)
  3. One electronic PDF copy of the complete application that includes maps, photos, cost estimate sheets, etc. (These will be posted on the MAG website).

### Project Application Review and Rating Process

- Submitted and complete applications will be available on the MAG website on September xx, 2012 for committee members to read and score. There will be an excel electronic Rating Sheet that committee members will use when they read the applications. These scores will be the CMP Qualitative score.
- Applications will be assessed based on the year. There is \$9.4 million available each year.
- There will be a three week time period to read the applications and send to MAG staff any clarifying questions on the data that you would like answered by the project sponsor. Data mainly includes ADT, number of destinations, cost estimate sheet and schedule.
- There is more emphasis this year on getting good data and relying on that data to determine the quality of the project. The role of the committee member is to read the application critically to address issues such as the cost estimate sheet is too low to build the project etc.
- MAG will compile all the questions and send these out to all jurisdictions.
- Jurisdictions will bring their responses to the first TIP meeting on October 16, 2012. That meeting will be a question, answer, discussion of questions related to project applications. Members will have two weeks to finalize their Rating Sheet and submit it to MAG staff. The Rating Sheet will reflect the application and the question and answer discussion from the first meeting.
- The Rating Sheet from each member needs to be sent back to MAG staff on October 30,

2012 by 10:00 a.m. If the Rating Sheet is not received on time, that member's scores will not be considered.

- MAG staff will compile the all three scores (CMAQ score, CMP Quantitative score, CMP Qualitative score) and their respective rank order. MAG staff will distribute this handout indicating the preliminary ranking of each project. This handout will be made available at the Review and Ranking meeting on November 20, 2012.
- Jurisdictions will be given 3 minutes to present an overview of their project and explain why it should be funded. There will be NO question and answer time. At the end of the meeting, each member will submit their ranking order.
- MAG staff will incorporate the results into the final score sheet.
- Members will then have an opportunity to see the final ranking and vote to send the project list for approval to the Transportation Review committee at the December 18, 2012 meeting.