

TIP Process (2015, 2016, 2017) for Bike/Ped

There will be a Transportation Programming Guidebook available on the MAG website TIP page with detailed information on August 3, 2012.

All projects are to be programmed at the maximum federal share 94.3% and a minimum local match of 5.7% (as approved by Regional Council October 2011).

There is a separate application and criteria rating sheet for Bicycle Education Projects.

Project Applications

- Applications will be released August 3, 2012.
- There will be three opportunities for member agencies to receive personal staff assistance:
 - August 13, 2012 9:00 a.m. – 10:30 a.m. MAG Saguaro Room, 2nd floor
 - August 27, 2012 1:00 p.m. – 3:30 p.m. MAG Cholla Room, 2nd floor
 - September 10, 2012 8:30 a.m. – 11:00 a.m. MAG Ironwood Room, 2nd floor
- The due date for signed applications is September 19, 2012 by 10:00 a.m. It is required that completed applications be submitted before or on the due date and time identified on the application form. Late applications will not be accepted.
- Submission Requirements:
 1. One electronic copy of the excel application (Parts A, B, C, D); the excel Cost Estimate sheet and shape files.
 2. Two complete printed copies that include maps, photos, articles etc. (one with original signature). Completed applications must be signed by the city engineer or documented designee.
 3. One electronic PDF copy of the complete application that includes maps, photos, articles etc. (The pdf version will be posted on the MAG website).

- 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.
- MAG staff will review the application to *verify the eligibility of the project*, and project components in the context of the current federal regulations.
- 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 new 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.

Project Application Review and Rating Process

- Submitted and complete applications will be available on the MAG website on September 25, 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 become the CMP Reading (Qualitative) scores.
- There is a separate rating sheet when reviewing Bicycle Education projects.
- There will be at least a two week time period to read the applications and send MAG staff any clarifying questions on the data that you would like answered by the project sponsor. 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 if the cost estimate sheet is too low to build the project etc.)

- On October 3, 2012, the committee will receive the CMP Quantitative scores (data extracted by MAG staff from the application) to consider when reading the applications.
- The CMP Reading (Qualitative) scores and qualifying questions need to be emailed to Maureen DeCindis at mdecindis@azmag.gov by 10:00 a.m. on October 12, 2012.
- MAG will compile all the questions and send these out to jurisdictions by October 16, 2012.
- Jurisdictions need to be prepared to answer the questions that were sent to them by email at the first Bike and Ped TIP meeting on October 23, 2012 (12:30 p.m. – 4:00 p.m.). This meeting will be a question, answer, and discussion related to project applications. Members will then have till October 30, 2012 to revise and finalize their CMP Reading (Qualitative) scores considering the responses to questions and submit them electronically to MAG staff.
- Each member needs to send their CMP Reading (Qualitative) scores to MAG staff on October 30, 2012 by 10:00 a.m. If the CMP Reading (Qualitative) scores are not received on time, that member's scores cannot be considered.
- MAG staff will compile the all three scores (CMAQ score (possibly), CMP Quantitative score, CMP Qualitative score) and calculate 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 Bike and Ped Review and Ranking meeting on November 13, 2012. (12:30 p.m. – 4:00 p.m.).
- At the November 13, 2012 Bike and Pedestrian meeting, jurisdictions will be given three 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. This ranking order will include the Bicycle Education projects as well.
- MAG staff will incorporate the results into the final score sheet. These results will be sent out to member agencies on December 4, 2012.
- At the December 18, 2012 Bike and Ped meeting (time TBD) 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.