

Guide to the Selection of Regional Transportation Projects



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Foreword

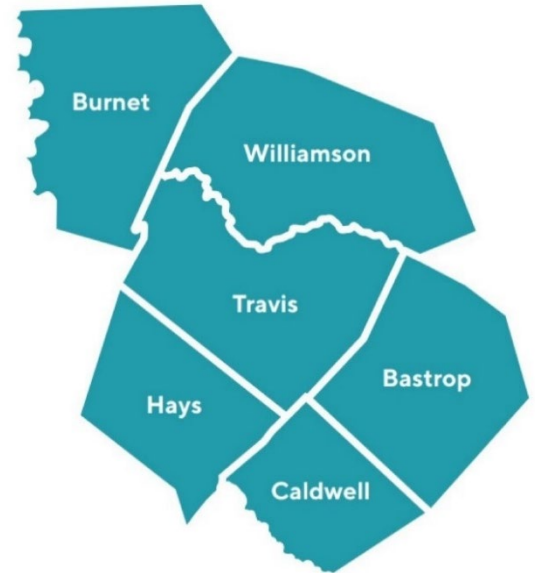
The *Guide to the Selection of Regional Transportation Projects* provides regional stakeholders and project sponsors a comprehensive resource for federal transportation funding, the transportation project development process, and the selection process for funding programs administrated by the Capital Area Metropolitan Planning Organization (CAMPO).

This document has been updated in support of the 2028-2031 Call for Projects process and includes updated policies, additional guidance, examples, and resources to support local project sponsors in developing transportation projects and submitting projects for funding consideration through CAMPO's federal programs. Specific updates include:

- Updated sponsor eligibility requirements for non-profit organizations.
- New Transportation Development Credit section under funding programs.
- Expanded funding requirement information under the individual federal programs.
- Expanded readiness criteria guidance including additional details and examples.
- Inclusion of the checklist templates that will be used in application review.
- Updated resource section and links.
- Addition of Appendices A through F which provides additional guidance.

Background

The Capital Area Metropolitan Planning Organization (CAMPO), established in 1973, serves as the federally designated Metropolitan Planning Organization (MPO) for the six-county capital region in central Texas. CAMPO coordinates regional transportation planning and funding within Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson counties.



The Transportation Policy Board is responsible for allocating certain federal and state funds for transportation projects in the six-county capital region. To administer these funding programs and ensure an effective and equitable distribution to project sponsors, CAMPO has developed a project evaluation and selection process with an emphasis on several key factors.

Regional Approach

The six-county CAMPO region includes Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson counties and includes a diverse mix of urban, suburban, and rural areas, each experiencing unique transportation challenges. CAMPO has strived to ensure that the selection criteria and process take these differences into consideration with a balanced, regional approach to addressing the needs of the transportation system.

Transparency

A major goal for the project scoring and selection process is to provide a mechanism for transparent decision-making in allocating funding to projects in the region. CAMPO will make the process and resulting outcomes clear to all stakeholders including project sponsors and the public.

Performance Based Evaluation

The process has been designed to be an objective evaluation that emphasizes performance-based, results-driven outcomes. Projects will be selected based on objective criteria and analysis that demonstrate the direct, measurable impacts of a project. Project evaluations require robust information to support the project applications and evaluation process. The supporting information will be thoroughly evaluated to ensure that only accurate, verifiable data is considered.

Stewardship

This process was developed because CAMPO is delegated the responsibility for allocating funding and is accountable for selecting projects that provide the most value for the regional transportation system. CAMPO is also accountable for ensuring that the funding is spent efficiently and effectively by project sponsors which will be emphasized through the continual monitoring of projects as they continue through the development process and beyond.

Federal Funding Programs

Federal Aid Funding

Funding administered directly by the Transportation Policy Board (TPB) are federal-aid programs designated through congressional authority. Most federal transportation funding programs are distributed to the states by formula within funding categories or programs that focus on key areas including safety, congestion, and technology. Many of these programs are administered directly by the states, however there are a few select programs that are managed directly by metropolitan planning organizations (MPO). Regardless of the selection and approval process, all federal surface transportation funding programs and projects must have the approval of the TPB prior to authorization at the project level.

An important characteristic of federal-aid programs is that they generally operate as a reimbursement and matching program. Sponsors are required to incur all expenses and submit for reimbursement, there is no funding provided upfront. Additionally, sponsors are required to contribute local funding, or match, to the total project cost. Typically, this cost share arrangement is 80 percent federal funding with a 20 percent local match, which is administered through the reimbursement process, meaning that the project sponsor will receive a reimbursement of 80 percent on eligible expenses submitted until the federal funding is exhausted.

A summary for the Surface Transportation Block Grant (STBG), Transportation Alternatives Set-Aside (TASA), and Carbon Reduction Program (CRP), the three federal programs administered directly by the Transportation Policy Board, are provided below. Please note that these are summaries based on the most recently authorized laws, regulations, and guidance, are subject to change, and that all projects evaluated by CAMPO for these programs are subject to the most recently approved legislation, rules, and requirements.

Surface Transportation Block Grant (STBG) Program

Surface Transportation Block Grant (STBG) funding is the primary source of funding directly distributed by the Transportation Policy Board (TPB). These funds, distributed by population to urbanized areas, are some of the most flexible funding available to give the TPB and local jurisdictions the ability to address local transportation issues.

Sponsor Eligibility

Surface Transportation Block Grant (STBG) projects must be undertaken by an eligible entity:

- State government
- Local government
- Tribal government
- Regional transportation authority
- Transit agency
- Other government agency
- Non-profits organizations*
- Other entities with legal oversight of transportation

*Non-profit sponsors and project submissions are required to be co-sponsored by a state government agency, regional transportation authority, local government, or transit agency. Co-sponsorship must be demonstrated through the execution of an agreement between the non-profit and the partnering agency committing both parties to the legal, financial, and process requirements for the submitted project including all applicable federal, state, regional, and local laws, regulations, and procedures. The agreement must also include the express commitment from each signatory to operate and maintain any facility constructed through this program.

Location Requirements

Surface Transportation Block Grant (STBG) funding administered by the Transportation Policy Board (TPB) must be for projects located within the six-county CAMPO region.

STBG projects may not be undertaken on a road functionally classified as a local road or a rural minor collector unless the road was on a Federal-aid Highway system on January 1, 1991. Projects on existing bridges or tunnel projects are eligible regardless of functional classification of the roadway. Eligible roadway classifications include:

- Interstates
- Other Freeways and Expressways
- Principal Arterials
- Minor Arterials
- Major Collectors
- Minor Collectors (Urbanized Area Only)

For more information on roadway classification please refer to the Statewide Planning Map and FHWA's Highway Functional Classification resource linked in the resource section of this document.

Eligible Activities

STBG funding is the most flexible funding administered by CAMPO and includes a growing list of eligible activities to address transportation issues in the region. Below is a general summary of the major activities eligible under the program that are applicable to this region, including those new activities authorized in the Infrastructure Investment and Jobs Act (IIJA).

When considering project activities, a barometer for eligibility is that the activities must directly address transportation issues. Generally, projects eligible for STBG funding fall under one of the following overarching categories:

- Infrastructure construction, repair, replacement, and modification
- Information technology programs and projects
- Operational improvement programs and projects
- Safety programs and projects
- Planning, engineering, design, and environmental activities for eligible activities
- Human resources and training programs

The entire list of eligible activities is linked in the resource section of this document.

Funding Requirements

As a reimbursable matching program, sponsors must have sufficient funding to initially finance the project expenditures. Federal funding is reimbursed on a progress-payment basis, typically monthly as submitted to the Texas Department of Transportation (TxDOT) by the local sponsor. The cost-share/matching rate for CRP funding is 80 percent federal and 20 percent local meaning that for every dollar submitted for reimbursement the sponsor will be reimbursed 80 cents.

In addition to the match, TxDOT requires an upfront payment for administration of the project through the initial development of the Advanced Funding Agreement to Close-Out. Administration of the project includes such items as a designated project manager, invoice review and reimbursement processing, engineering design and environmental reviews, and construction inspections. This negotiable fee can range from 1-20% and is determined through a review of local government risk, project scope complexity, and overall cost. This administrative fee payment is considered a deposit that funds the cost of state administration and oversight of the project through the approved development phase. At project close out, the final cost of administration and oversight is determined. If there is any difference between the actual administrative cost and upfront payment, the project sponsor will either receive a refund for unexpended funds or must submit additional funds in accordance with the Advanced Funding Agreement.

Project sponsors may include the direct state cost fee in their federal funding request. If doing so, sponsors should assume an average 15 percent administrative fee and include it in the project scope and budget. Sponsors should note that including the direct state cost in the federal funding request will negatively impact the benefit evaluation score of a project due to the higher commitment of federal funding

required on the project and that using federal funding for the direct state cost still requires a local match.

For transportation planning activities, sponsors are required to provide the local match and associated administrative costs directly to CAMPO through the execution of an agreement prior to execution of the Advanced Funding Agreement between CAMPO and TxDOT for the planning project.

Scheduling

STBG funding does not have an obligation time limit, however projects selected for STBG funding must adhere to the Transportation Policy Board's policy on continual project progress. Projects must demonstrate meaningful progress through regular quarterly reporting and project check-in or risk being de-obligated at the discretion of the TPB. Additionally, FHWA will de-obligate and close any projects deemed inactive over a significant period.

Administration

Projects awarded STBG funding by the Transportation Policy Board are implemented directly by the local sponsor under the oversight and administration of the Texas Department of Transportation. Please note that for transportation planning funding awards, CAMPO is the primary sponsor and lead agency responsible for project implementation in partnership with the requesting entity. The requesting entity will enter an Interlocal Agreement (ILA) and provide the local match and administrative costs directly to CAMPO unless otherwise agreed upon prior to award.

Transportation Alternatives Set Aside (TASA) Program

Transportation Alternatives Set Aside (TASA), a carve-out of the STBG program, includes funding specifically for smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements including historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

Sponsor Eligibility

Eligible entities that can receive Transportation Alternatives Set-Aside (TASA) funding include:

- Local government
- Regional transportation authority
- Transit agency
- Natural resource or public land agency
- Public schools and school districts.
- Tribal government
- Non-profit organizations*
- Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than State agency or MPO in an Urbanized Area)
- State Agency (At the request of any of the eligible entities listed above)

*Non-profit sponsors and project submissions are required to be co-sponsored by a state government agency, regional transportation authority, local government, or transit agency. Co-sponsorship must be demonstrated through the execution of an agreement between the non-profit and the partnering agency committing both parties to the legal, financial, and process requirements for the submitted project including all applicable federal, state, regional, and local laws, regulations, and procedures. The agreement must also include the express commitment from each signatory to operate and maintain any facility constructed through this program.

Location Requirements

Transportation Alternatives Set Aside (TASA) funding administered by the Transportation Policy Board (TPB) must be for projects located within the six-county CAMPO region.

Eligible Activities

Transportation Alternatives Set Aside (TASA) is geared towards non-motorized and alternatives to single-occupancy vehicle transportation projects. Below is a general summary of the major activities eligible under the program that are applicable to this region, including those new activities authorized in the Infrastructure Investment and Jobs Act (IIJA).

Generally, projects eligible for TASA funding fall under one of the following over-arching categories as they relate to alternative forms of transportation:

- Infrastructure construction, repair, replacement, and modification
- Community improvements including outdoor advertisements, resilience, and preservation
- Safety programs and projects including Safe Routes to School (SRTS)
- Planning, engineering, design, and environmental activities
- Human resources and training programs

The entire list of eligible activities is linked in the resource section of this document.

Funding Requirements

As a reimbursable matching program, sponsors must have sufficient funding to initially finance the project expenditures. Federal funding is reimbursed on a progress-payment basis, typically monthly as submitted to the Texas Department of Transportation (TxDOT) by the local sponsor. The cost-share/matching rate for CRP funding is 80 percent federal and 20 percent local meaning that for every dollar submitted for reimbursement the sponsor will be reimbursed 80 cents.

In addition to the match, TxDOT requires an upfront payment for administration of the project through the initial development of the Advanced Funding Agreement to Close-Out. Administration of the project includes such items as a designated project manager, invoice review and reimbursement processing, engineering design and environmental reviews, and construction inspections. This negotiable fee can range from 1-20% and is determined through a review of local government risk, project scope complexity, and overall cost. This administrative fee payment is considered a deposit that funds the cost of state administration and oversight of the project through the approved development phase. At project close out, the final cost of administration and oversight is determined. If there is any difference between the actual administrative cost and upfront payment, the project sponsor will either receive a refund for unexpended funds or must submit additional funds in accordance with the Advanced Funding Agreement.

Project sponsors may include the direct state cost fee in their federal funding request. If doing so, sponsors should assume an average 15 percent administrative fee and include it in the project scope and budget. Sponsors should note that including the direct state cost in the federal funding request will negatively impact the benefit evaluation score of a project due to the higher commitment of federal funding required on the project and that using federal funding for the direct state cost still requires a local match.

For transportation planning activities, sponsors are required to provide the local match and associated administrative costs directly to CAMPO through the execution of an agreement prior to execution of the Advanced Funding Agreement between CAMPO and TxDOT for the planning project.

Scheduling

TASA funding also has an obligation limitation of four years from apportionment, meaning that projects awarded TASA funding must be obligated in the federal system within four years of the funding being apportioned to the region. For example, a project selected for federal TASA funding that was apportioned in FY 2024 has until FY 2028 to be obligated, meaning the funding has been committed in the federal system. If a project is not obligated within that time frame, the funding lapses and is no longer available for obligation.

Projects selected for TASA funding must adhere to the Transportation Policy Board's policy on continual project progress. Projects must demonstrate meaningful progress through regular quarterly reporting and project check-in or risk being de-obligated at the discretion of the TPB. Additionally, FHWA will de-obligate and close any projects deemed inactive over a significant period.

Administration

Projects awarded TASA funding by the Transportation Policy Board are implemented directly by the local sponsor under the oversight and administration of the Texas Department of Transportation. Please note that for transportation planning funding awards, CAMPO is the primary sponsor and lead agency responsible for project implementation in partnership with the requesting entity. The requesting entity will enter an Interlocal Agreement (ILA) and provide the local match and administrative costs directly to CAMPO unless otherwise agreed upon prior to award.

Carbon Reduction Program (CRP)

The Carbon Reduction Program (CRP) is a new program established in the Infrastructure Investment and Jobs Act (IIJA) for reducing transportation emissions through the development of carbon reduction strategies and by funding projects designed to reduce transportation emissions. Similar to STBG funding, CRP funds are distributed by formula to urbanized areas for distribution.

Sponsor Eligibility

Eligible entities that can receive Carbon Reduction Program (CRP) funding include:

- State government
- Local government
- Tribal government
- Regional transportation authority
- Transit agency
- Non-profit organizations*

*Non-profit sponsors and project submissions are required to be co-sponsored by a state government agency, regional transportation authority, local government, or transit agency. Co-sponsorship must be demonstrated through the execution of an agreement between the non-profit and the partnering agency committing both parties to the legal, financial, and process requirements for the submitted project including all applicable federal, state, regional, and local laws, regulations, and procedures. The agreement must also include the express commitment from each signatory to operate and maintain any facility constructed through this program.

Location Requirements

Carbon Reduction Program funding administered by the Transportation Policy Board (TPB) must be allocated to projects within the six-county CAMPO region.

Eligible Activities

Carbon Reduction Program (CRP) funding supports projects that directly reduce carbon emissions. Below is a general summary of the major activities eligible under the program that are applicable to this region:

- Operational programs, congestion management technology, and ITS infrastructure
- Transportation demand management strategies
- Transit projects
- Non-motorized vehicle infrastructure (TASA eligibilities)
- Replacement of street lighting and traffic control devices with energy-efficient alternatives
- Programs that assist in the deployment of alternative fuel vehicles
- Projects that reduce environmental and community impacts of freight movement
- Other projects that directly demonstrate a reduction in transportation emissions

The entire list of eligible activities is linked in the resource section of this document. Additionally, eligible activities must support those outlined in the Texas Carbon Reduction Strategy.

Funding Requirements

As a reimbursable matching program, sponsors must have sufficient funding to initially finance the project expenditures. Federal funding is reimbursed on a progress-payment basis, typically monthly as submitted to the Texas Department of Transportation (TxDOT) by the local sponsor. The cost-share/matching rate for CRP funding is 80 percent federal and 20 percent local meaning that for every dollar submitted for reimbursement the sponsor will be reimbursed 80 cents.

In addition to the match, TxDOT requires an upfront payment for administration of the project through the initial development of the Advanced Funding Agreement to Close-Out. Administration of the project includes such items as a designated project manager, invoice review and reimbursement processing, engineering design and environmental reviews, and construction inspections. This negotiable fee can range from 1-20% and is determined through a review of local government risk, project scope complexity, and overall cost. This administrative fee payment is considered a deposit that funds the cost of state administration and oversight of the project through the approved development phase. At project close out, the final cost of administration and oversight is determined. If there is any difference between the actual administrative cost and upfront payment, the project sponsor will either receive a refund for unexpended funds or must submit additional funds in accordance with the Advanced Funding Agreement.

Project sponsors may include the direct state cost fee in their federal funding request. If doing so, sponsors should assume an average 15 percent administrative fee and include it in the project scope and budget. Sponsors should note that including the direct state cost in the federal funding request will negatively impact the benefit evaluation score of a project due to the higher commitment of federal funding required on the project and that using federal funding for the direct state cost still requires a local match.

For transportation planning activities, sponsors are required to provide the local match and associated administrative costs directly to CAMPO through the execution of an agreement prior to execution of the Advanced Funding Agreement between CAMPO and TxDOT for the planning project.

Scheduling

CRP funding also has an obligation limitation of four years from apportionment, meaning that projects awarded CRP funding must be obligated in the federal system within four years of the funding being apportioned to the region. For example, a project selected for federal CRP funding that was apportioned in FY 2023 have until FY 2026 to be obligated, meaning the funding has been committed in the federal system. If a project is not obligated within that time frame, the funding lapses and is no longer available for obligation.

Projects selected for CRP funding must adhere to the Transportation Policy Board's policy on continual project progress. Projects must demonstrate meaningful progress through regular quarterly reporting and project check-in or risk being de-obligated at the discretion of the TPB. Additionally, FHWA will de-obligate and close any projects deemed inactive over a significant period.

Administration

Projects awarded CRP funding by the Transportation Policy Board are implemented directly by the local sponsor under the oversight and administration of the Texas Department of Transportation. Please note that for transportation planning funding awards, CAMPO is the primary sponsor and lead agency responsible for project implementation in partnership with the requesting entity as detailed in the Interlocal Agreement.

Transportation Development Credit (TDC) Program

The Transportation Development Credit (TDC) program is a federal financial program administered by the Capital Area Metropolitan Planning Organization (CAMPO) in partnership with the Texas Department of Transportation (TxDOT). TDCs are a federal financial instrument that waives the local match requirements on projects funded through the programs of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) including the regional funding programs administered directly by CAMPO.

The TDC program does not provide any additional federal funding for a specific project, TDCs only change the reimbursement rate (from 80 percent to 100 percent per invoice), but the total amount of federal funding reimbursed does not change. Additionally, TDCs do not remove the obligation of project sponsors to invest their locally committed funding into the regional transportation system in accordance with the Maintenance of Effort (MOE) requirements of U.S.C. 123. TDCs only provide sponsors the flexibility to take the local match funding committed to a federally funded project and allocate it to another transportation project concurrently.

Eligibility

All projects, activities, and sponsors that are eligible for funding through the Surface Transportation Block Grant (STBG), Transportation Alternative Set-Aside (TASA), and Carbon Reduction Program (CRP) are eligible to receive Transportation Development Credits (TDC).

Applying for TDCs

Sponsors may apply for Transportation Development Credits (TDC) at any time once a project has been awarded federal funding through the programs outlined above. However, if TDCs are to be considered alongside the potential federal funding request during a project call, sponsors must submit a TDC application concurrently with the associated project application prior to the project call application deadline. While the TDC process and procedures, including the application, evaluation, and approval process is entirely separate from the project call process, sponsors can indicate in the project call application that they are intending on seeking TDCs. Staff will run a second evaluation of the project based on an adjusted federal funding request based on the award TDCs to determine the impact on the project score and funding availability. Critically, because TDCs are not guaranteed to be awarded, sponsors must prepare their project call applications under the assumption that TDCs will not be awarded to ensure that the project call requirements are met, specifically the funding requirements including the commitment of available funding to cover the local match requirements for the submitted project call application.

Calculating MOE/TDC

To ensure proper request amounts and adjustments, sponsor should understand that the funding and TDC requests are always based on the program cost share, which is 80 percent federal, 20 percent local for the programs administered by CAMPO. TDCs are always calculated based on the local match/20 percent requirement determined by the amount of federal funding requested.

If a project sponsor with a project that costs \$1,000,000 with an 80/20 cost-share, the federal funding request would be \$800,000 federal with a \$200,000 local match. If the sponsor is requesting TDCs to waive the local match in another project, the federal funding request will need to be adjusted upwards to

\$1,000,000 to account for the loss of local match funding and ensure the remaining federal funding covers the entire project cost. Critically the local match amount is always based off of the federal funding amount, therefore the local match calculation for the new, adjusted federal funding amount of \$1,000,000 means the local match is now \$250,000, therefore the adjusted amount required for the Maintenance of Effort (MOE) investment on another project is \$250,000 and the equivalent TDC request is 250,000. This is because the federal amount is always treated as 80 percent in the TDC calculation even if the federal funding now covers the total project cost.

To calculate the required local match and Maintenance of Effort (MOE) sponsors may use the formula provided below:

- $\text{MOE Requirement} = (\text{Federal Funding Amount} / \text{Federal Cost Share}) \times \text{Local Cost Share}$

Note the number used for the federal and local cost shares in the formula is the cost-share percentage with the decimal moved two places to the right, for example the standard 80 percent (.80) in the formula is represented by 80 with the local match of 20 percent (.20) represented as 20. See example below for the standard federal and local cost share amounts:

- $\text{MOE Requirement} = (\text{Federal Funding Amount} / 80) \times 20$
- $\$250,000 = (\$1,000,000 / 80) \times 20$

The Transportation Development Credit (TDC) amount is the equivalent amount of MOE at a dollar per credit conversion rate.

- $\text{Transportation Development Credit Request} = \text{MOE Requirement}$
- $250,000 \text{ TDC Request} = \$250,000 \text{ MOE Requirement}$

TDC Recommendation

Transportation Development Credits (TDC) can benefit a region in specific situations, providing flexibility, and help spend apportioned federal funding in a timely manner, but only if the region has fewer projects and regional needs than it has funding available. In the case where there are more regional projects and funding needs to the available apportionment of federal funding, TDCs can have a significant negative impact on the region by increasing the federal funding on individual projects thus concentrating the region's funding apportionment on fewer projects and limiting the regional distribution of benefits.

Because of the potential impacts of TDCs on the allocation of federal funding in a project call, the funding recommendations to the Transportation Policy Board will include an analysis of the financial impact that any submitted TDC requests have on the recommended portfolio of projects and distribution of transportation benefits including the specific projects on the funding cut-off line that will remain unfunded should TDCs be awarded to higher ranking projects. Sponsors should also be aware that requesting TDCs will negatively impact the benefit evaluation score and cost-benefit analysis of a project due to the higher commitment of federal funding required on an individual project. The final recommendation will demonstrate the impact requested TDCs have on project scores, rankings, and funding for Transportation Policy Board consideration.

Project Evaluation and Selection Process

Overview

For funding programs directly administered by the Transportation Policy Board (TPB), projects are evaluated through a multi-step process. Initially projects are screened based on eligibility requirements before being assessed for readiness to determine that the project has been developed appropriately, and to the extent necessary, to ensure successful implementation should the project be selected for funding. Projects that successfully pass through this step will then be evaluated using the project selection criteria that includes an evaluation of planning factors and a cost-benefit analysis. Projects will be recommended to the Transportation Policy Board for funding based on the resulting score, ranking, and funding availability.

Step 1 - Eligibility

Determines that a project meets the federal funding program requirements.

Step 2 - Readiness

Determines that a project can complete all required milestones and be implemented as proposed.

Step 3 - Evaluation

Determines the regional value of a project based on the goals and objectives of the TPB.

Step 4 - Recommendation

Recommends projects based on evaluation score, resulting rank, and funding availability.

Readiness Assessment

Readiness Overview

The project selection process adopted by the Transportation Policy Board (TPB) for the selection of projects for regional funding established custom criteria matrices for project types to provide a more balanced and competitive scoring process across all modes. This process includes a comprehensive readiness assessment to ensure that submitted projects could move forward should they be selected for funding. This process reviews the project development status of all major development milestones necessary to move forward to the phase for which funding has been requested (planning, preliminary engineering, and construction/implementation). This process also established rigid documentation requirements for review verification, marking a significant departure from the self-certification process of prior project calls.

The current process assesses readiness through the evaluation of key measures that together provide a comprehensive and systematic review of a project's current and future development. These metrics were developed from industry standard project development processes with considerations of laws, regulations, and procedures applicable to projects funded through CAMPO's funding programs, and most specifically the Texas Department of Transportation's (TxDOT) Local Government Project Process which governs the oversight and development process of all local projects selected for federal funding through CAMPO's programs.

Additionally, the readiness metrics are designed to mitigate the risk of specific issues experienced on previously awarded projects. CAMPO has been funding local transportation projects for decades, and while there is a long history of success, there have been many projects that have experienced significant development issues post-award that have led to a wide range of negative impacts including lengthy delays that result in higher project costs, opportunity loss for other projects, and in some cases, project cancellation due to the non-viability of the original scope. While it's impossible to fully mitigate future project risk due to the inherent complexities of transportation infrastructure, these projects offer important lessons that have informed how we evaluate and recommend projects today.

Principles of Readiness

The core principles of the readiness process are about risk, uncertainty, and protecting the substantial financial investments of the Transportation Policy Board and ensuring that the regional benefits of those investments are realized. Investing in projects that are not appropriately developed results in adversely negative impacts to the region through project delays which result in the direct loss of funding through appropriation lapses, redistribution of funding to other regions in the state, the rapid devaluation of purchasing power due to inflation, higher project cost burdens for the local sponsors, and opportunity loss by withholding potential funding from other local sponsors with beneficial projects that could have been implemented.

Readiness also provides the Transportation Policy Board with the necessary assurance that a project can be built exactly as proposed and evaluated later on in the project selection process. Projects that are not sufficiently ready will continue to undergo potentially significant scope changes through the development process which undermines the results of the benefit evaluation process that drive the recommendation. Only when it can be assured that a project can be delivered as designed and on schedule, can there be trust in the expected regional transportation benefits that are the basis of the scores, ranking, recommendation, and selection.

Readiness Assessment Criteria

The readiness assessment evaluates projects based on the key measures detailed below that together provide a comprehensive and systematic review of a project's current and future development. These metrics were developed from industry standard project development processes with considerations of laws, regulations, and procedures applicable to projects funded through CAMPO's funding programs, and most specifically the Texas Department of Transportation's (TxDOT) Local Government Project Process which governs the oversight and development process of all local projects selected for federal funding through CAMPO's programs.

Instructions are provided for each individual criteria that detail the requirements that must be met for a project to pass the readiness assessment. An associated checklist is provided to support sponsors submitting their projects. Note that all items in the individual readiness criteria must be consistent with one another to be considered ready; projects with items that reflect inconsistent project information across the different sections will not be considered ready.

Eligibility

Projects must meet all applicable federal, state, and regional transportation funding program eligibility requirements including location, sponsor, interlocal agreements, and activity. Project and sponsor eligibility will be determined by the information provided in the readiness assessment including current and proposed functional classification, location, scope of activities, and sponsor type. Regardless of selection, final approval of scope eligibility is determined by the Federal Highway Administration (FHWA) prior to obligation. Because the requirements are occasionally updated through congressional action and the rule-making process, sponsors are encouraged to review eligibility requirements linked in the resources section of this document.

Management

Sponsors must identify key personnel that will be responsible for managing the project. The project manager is the individual directly responsible for the day-to-day implementation of the project and should have relevant experience on similar projects. A qualified person on staff must also be identified who has, or is scheduled, to obtain certification through TxDOT's Local Government Project Procedures (LGPP) course. (Note this must be an individual on the local government staff and cannot be a consultant under contract). Sponsors must also provide information on any other individuals that will be involved in project implementation, serve supporting roles, and can step up into direct management of the project should the submitted project manager leave their role.

As part of the evaluation of management and project delivery capabilities, the Local Government Risk Assessments conducted annually by the Texas Department of Transportation (TxDOT) will be reviewed along with project delivery performance on previously awarded projects through CAMPO funding programs. Any sponsor that has significant issues identified, or a current failing grade representing an unacceptable risk from TxDOT's Local Government Risk Assessment, will not be eligible for any federal funding through these programs until the Risk Assessment results and underlying issues are addressed.

Project Type

Projects are categorized as construction or non-construction for the Texas Department of Transportation's (TxDOT) Local Government Project Process (LGPP). And while the readiness assessment requirements are based on the project phases selected, it is important for sponsors to understand their projects category type to ensure proper development and anticipation of LGPP requirements.

Non-construction projects are any projects that do not involve, or lead directly to, the construction of infrastructure including transportation demand management, safety education, certain operational programs, and transportation planning activities. These projects typically have a shorter development process and have fewer federal process requirements due to the nature of non-construction project scope and limited environmental impacts.

Construction projects are any activities or phases that lead to the construction of physical infrastructure such as roadways, bridges, ITS technology installation, or other significant transportation infrastructure. All phases of a construction project are categorized as construction, even if the individual phase of development does not involve construction, such as engineering and design or environmental. Construction projects have a lengthier development period and far more federal process requirements than non-construction projects.

Phase of Work

Sponsors must identify which phase or phases for which the funding is being requested. The requested phase(s) will determine the readiness evaluation metrics required. Below is a general description of the individual phases of project development that are eligible for federal program funding:

Planning – The planning phase occurs in the earliest stages of project development when a transportation issue has been identified, and sponsors must determine the most appropriate solution to advance in development. Planning defines the project purpose, evaluates the specific issues, proposes potential project concepts (alternatives), conducts a comprehensive impact analysis of the various options including the environmental constraints and costs compared to benefits, provides opportunities for the impacted public to have input, and recommends a specific concept to move forward into engineering and design.

Engineering and Design – Engineering and design activities are conducted once a proposed concept (alternative) has been determined through the planning process. This phase includes all steps of the iterative design and engineering process from preliminary engineering through Plans, Specifications, and Estimates (PS&E) (100%).

Environmental – The environmental phase includes all steps of environmental analysis through National Environmental Protection Act (NEPA) clearance beyond the preliminary constraint analysis conducted in the early planning stages. This phase includes identification of all specific environmental constraints, analysis, and mitigation for the recommended alternative and associated requirements of the NEPA process.

Construction – The construction phase includes all activities to implement and construct physical infrastructure from project letting, contractor bidding, construction, and close out. This phase may include limited design and engineering activities related to local government project procedures, design review refinements, and associated construction requirements for federal program funding.

Phase Combinations – A project’s development status may suggest a combination of certain phases, or elements of phases, is appropriate to ensure the continued and efficient development of an individual project. However, it should be noted that projects with combined phase requests will be reviewed with special consideration of the relationship of the two phases in the context of the project’s development, what elements, if any, of each phase have been completed and are being proposed for funding, and how the associated activities of each phase impact the readiness of another.

- **Planning and Engineering/Design** – Sponsors may combine elements of the planning phase with engineering and design if appropriate for the stage of development of the project in very limited circumstances. As noted above, the planning process provides a defensible and inclusive decision-making process that determines the most appropriate concept to move forward into engineering and design. Because outcomes of the planning process may significantly impact the scope and cost of engineering and design, requests for combined planning and engineering will be evaluated to determine the impact and risk any planning phase outcomes could have on the engineering phase including the estimated scope and cost. Projects that have not completed an appropriate level of planning relative to the project complexity will not be eligible for engineering or design activities. Because the appropriateness of this combined phase is limited, sponsors should submit their proposed project scope for review and concurrence prior to application submittal.
- **Planning and Environmental** – Sponsors may combine elements of the planning phase with the environmental phase. Commonly called Planning and Environmental Linkage (PEL), the project scopes combine the planning phase with specific elements of the NEPA process to ensure that planning products can be directly incorporated in the NEPA clearance document including the purpose and need and alternatives analysis. This approach is appropriate for larger scale projects that require robust alternative analysis and have a high-class of NEPA classification such as an Environmental Assessment or Environmental Impact Statement. Projects proposed for full environmental clearance must demonstrate the need for federal NEPA clearance and ability to continue project development beyond design and environmental clearance to construction within the timeframe of the NEPA clearance.
- **Engineering/Design and Environmental** - Sponsors may request funding for both the engineering and environmental clearance. These projects will conduct engineering and design concurrently with the environmental phase and will end with a complete set of engineering plans and federal environmental clearance. Projects proposed for environmental clearance must demonstrate the need for federal NEPA clearance and ability to continue project development beyond design and environmental clearance to construction within the timeframe of the NEPA clearance.

- Environmental and Construction - Sponsors may request funding for both environmental clearance and construction. This combination of phases is for a project that is requesting construction but will need to be cleared environmentally through the National Environmental Protection Act (NEPA) process. These projects will have completed a comprehensive planning and design process that included an environmental review that can be used in support of the NEPA process including identification of all significant environmental risk factors, potential permitting requirements, and mitigation requirements. Sponsors can request funding to build off the earlier environmental work to obtain NEPA clearance along with the construction phase.
- Engineering/Design and Construction – Sponsors may request funding for limited engineering and design along with the construction phase. Any engineering and design requests are limited to refinements and required adjustments of the federal funding programs and TxDOT LGPP design requirements. Projects that need significant engineering and design are not eligible for the construction phase.

Schedule

The fiscal year for the funding request will be considered in the context of the readiness evaluation included the project schedule of activities provided by the sponsor. The schedule should reflect all required activities to be successfully implemented in the requested fiscal year including all of applicable requirements detailed in the Local Government Project Management Guide including, but not limited to, the development and execution of the advanced funding agreement, environmental clearance, design review, and other elements that will significantly impact a project's development schedule.

Location

The project location must be provided in detail. Sponsors must provide the county, municipality, primary facilities, limits, or area of impact within the region. Sponsors must also indicate the type of area based on the most recent census data and the current and anticipated functional classification of the facility if applicable. Sponsors must also provide the longitude and latitude from an online website (Bing, Google) and attach maps files provided in digital format including PDFs and GIS-specific files (Shapefiles, KMZ) if available. Map formats are flexible and must clearly and accurately demonstrate the project location, limits, program area, and other geographic features relevant to the evaluation.

Scope

All projects must include a comprehensive, detailed, and accurate line-item scope of activities that have been developed by a professional engineer for infrastructure projects or planning professional for non-construction projects. The scope must clearly identify all tasks, sub-tasks, and other relevant items proposed for federal funding, provide sufficient detail relative to the complexity of the project, and be consistent with other areas of the application including the cost-estimate. The methodology used to develop the scope must be provided by the submitting sponsor along with clear supporting documentation.

Cost Estimate

All projects must include an organized, detailed, line item, and accurate cost-estimate and budget for the submitted project scope that has been developed by a professional engineer for infrastructure projects or planning professional for non-construction projects or programs. The cost-estimate must be clear and provide appropriate detail relative to the complexity of the project and be consistent with the other areas of the application.

The cost-estimate must be organized and provide sufficient detail, to clearly demonstrate every individual component of the project scope including, but not limited to, all individual infrastructure items, materials, engineering or planning tasks, sub-tasks, deliverables, materials, staff needs and rates, or activity that will be submitted for reimbursement through federal funding.

Supporting the cost-estimate, sponsors must submit the cost-estimation methodology and any other documentation clearly demonstrating how the cost-estimate was developed and what assumptions were used. Cost-estimates without accompanying methodology, or do not clearly demonstrate a professional methodology with reasonable assumptions, will not be considered ready.

The cost-estimate will be reviewed including an assessment of the estimate's assumptions, verification of the cost-data, activity and item descriptions. Regarding inflation and future costs, sponsors must provide estimates for the current cost of implementation or construction at submission. The recommendation process will adjust funding requests for inflation at the current TxDOT rate for the programmed fiscal year being recommended.

Funding Requirements

Sponsors must indicate the amount of federal funding being requested for the project and phase submitted. This funding request must be consistent with the information provided in the submitted cost-estimate and scope. Any additional funding outside of the federal funding request and required local match that is necessary to complete a project should be accounted for in the funding documentation and indicated in the local contribution field in the application. Continuing to use the example above

Supporting the federal funding request, sponsors must demonstrate committed funding for the project to support up-front project expenditures, required match, and initial direct payment for project administration. Commitment can be demonstrated through an approved local government resolution, certified financial statement, approved budget item, or any other item that clearly demonstrates that the funding is both available and committed to the submitted project.

Note that while funding requirements can be demonstrated multiple ways, the funding commitment must be issued by an individual or government body with the express legal authority to commit the funding. Further the funding must be demonstrated to be available to the specific project. If funding is included in a CIP or larger budget document, the budget or CIP must clearly allocate funding for the submitted project and be consistent with the scope, limits, and other information in the application.

Coordination and Agreements

Sponsors must demonstrate coordination with relevant stakeholders and demonstrate express permission and support from any governing body or jurisdiction with legal authority over any aspect of the project including the project location and scope. Sponsors must provide all applicable agreements and legal permission required by the project including interlocal agreements between partnering sponsors, on-system agreements with TxDOT, and resolutions or official letters from the entire governing body of impacted jurisdictions. General letters of support from individuals may be included to provide additional context regarding general regional support for a project but will not impact the readiness assessment.

Planning

The initial development of a project begins with planning activities that investigate the need for the project, develop potential project concepts that address the need, and select a potential concept for further development. Planning efforts should include a data-driven approach that provides a methodical evaluation of potential concepts to determine the most appropriate concept to further development including engineering and design and eventual construction or implementation. Sponsors will need to demonstrate that the project has undergone a planning process and provide relevant documentation including excerpts from project specific feasibility studies and any local planning efforts and regional transportation plans. Note that the type and extent of the planning process for any given project should reflect the complexity of the project scope and demonstrate a thorough, deliberate, and defensible decision-making process that clearly supports the further development of the submitted project concept.

Public Involvement

Projects must have undergone a robust and meaningful public engagement process. This process must ensure that the public is aware of the specific project, has had sufficient opportunity for input, and that comments received have been resolved appropriately. Sponsors will need to provide documentation related to public engagement including any from the early planning stages, environmental process, public hearings, MAPOs, and other opportunities that show public engagement.

For the planning phase request, sponsors must demonstrate that the project has undergone a broader planning process through inclusion in a local or regional transportation planning effort with the assumption that the planning effort proposed will include opportunities for public involvement. For projects seeking engineering and design or construction funding, sponsors must demonstrate project-specific public engagement opportunity to ensure CAMPO is not investing in the further development of projects that have not been appropriately developed in coordination with the affected public.

Engineering and Design

Sponsors seeking construction funding must have substantially completed all engineering and design activities for the project. This includes a complete design schematic, typical sections, geometric schematic, utility and right-of-way determination, and other requirements outlined in the TxDOT Project Development Manual. Sponsors must identify what percentage of design is complete and provide all supporting design schematics and documentation for review. Sponsors requesting funding for earlier phases of project development including planning, environmental, or engineering should provide any engineering or schematics developed for the project if they are available.

Environmental Analysis

All projects funded through these federal programs are required to undergo the National Environmental Protection Act (NEPA) process to determine environmental impact and mitigation requirements. Projects are not expected to have NEPA clearance at submittal, however sponsors should demonstrate an iterative environmental review process relative to the phase requested.

For sponsor submitting projects for the construction phase, the expectation is that a comprehensive planning process and subsequent engineering and design includes an evaluation of environmental constraints that can be used in support of the NEPA process and include identification of all significant environmental risk factors, permitting, and mitigation requirements, and that these have been incorporated into the project. For projects seeking funding for engineering and/or the environmental phase, the expectation is that environmental constraints and risk factors have been identified through the planning process to ensure that proposed project concept (alternative) to be designed and engineered is feasible and does not contain unacceptable level of risk for implementation.

Because the environmental impacts and process requirements are unique to each project, consideration will be given to the scope and complexity of the project, anticipated classification from Categorical Exclusion (CE) to Environmental Impact Statement (EIS) and identified environmental risk factors that may impact project implementation.

For the readiness assessment, sponsors should provide any environmental information and analysis conducted on a project and provide that information in the application. Note that potential impacts in any of the areas below does not automatically determine a project to be 'Not Ready'. The readiness review for environmental risk factors is to ensure that the significant impacts have been identified and addressed appropriately for the level of development of the project including any necessary design changes, permits, or mitigation requirements.

Below is a high-level checklist of potential analysis required for any given project undergoing the NEPA process. Please review this checklist and provide any relevant information in the application. For a complete review of the NEPA requirements for transportation projects please refer to TxDOT's Environmental Compliance Toolkits linked in the resource section of this document. The information provided in this section will support the review team's determination of the project environmental requirements and assess the type of clearance required and associated timeframe for approval.

- Air Quality – Particulate Matter, Emission Impacts
- Biological Resources – Threatened and Endangered Species, Migratory Birds
- Community Impacts – Vulnerable Populations, Access Management, and Travel Patterns
- Cultural Resources – Historic Properties, Archeological Sites
- Hazardous Materials – Hazardous Material Sites
- Land Use Impacts – Section 4F, Section 6F, Prime Farmland
- Noise Impacts – Noise Analysis, Sound Wall Requirements
- Right-of-Way/Utility Relocation – Total Acreage, Relocations, and Displacements
- Water Resources – Floodplains, Streams, Wetlands, Wild and Scenic Rivers, Aquifers

Right-of-Way and Utilities

Sponsors seeking construction funding must have identified all right-of-way and utilities relocation requirements through the engineering process. Sponsors must have, or be in the process of, acquiring all right-of-way parcels and relocating utilities for construction at the time of submission. Sponsors must provide all supporting documentation that outlines these requirements including the demonstration of dedicated funding for completion.

Readiness Assessment Requirements by Development Phase

Below is a general summary of applicable readiness assessment factors regarding the project type and phase. Each project is unique, and the applicability of readiness factors will be considered in context of the individual development circumstances, degree of completion, and other information as provided by the applicant.

Readiness Assessment Requirements by Type and Phase					
Type:	Non-Construction		Construction		
Phase:	Planning	Program	Engineering	Environmental	Construction
Eligibility					
Management					
Scope					
Schedule					
Location					
Cost Estimate					
Funding Requirements					
Coordination/Agreements					
Planning					
Public Involvement					
Environmental Analysis*					
Engineering and Design					
Right of Way/Utilities					

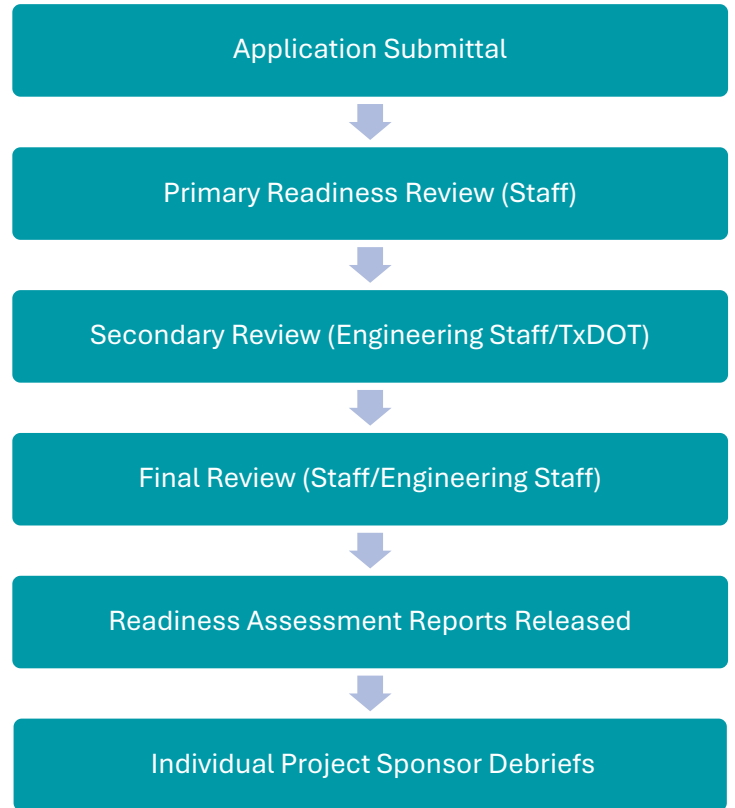
*The environmental analysis requirements for projects will depend on the phase requested. For projects seeking funding for engineering and/or the environmental phase, the expectation is that a high-level review has been conducted, and significant environmental constraints and risk factors have already been identified through the early project development stages and planning process to ensure that the proposed project alternative to be designed and engineered is feasible and does not contain unacceptable level of risk for implementation. For projects seeking construction funding, the expectation is that all environmental risk factors have been identified and accounted for in engineering and design including permitting and mitigation requirements.

Readiness Review Process

Each individual application will be subject to an in-depth initial review by staff at the Capital Area Metropolitan Planning Organization (CAMPO). This review will include an evaluation of the application and project materials provided in the attachments and draft the initial Readiness Assessment Report.

The initial draft Readiness Assessment Report, project applications, and materials included in the attachments are then provided to CAMPO's General Engineering Consultant (GEC) and the TxDOT-Austin District Local Government Projects and Environmental Teams review of the initial findings for a second application evaluation.

After the second review, the results are reviewed and collaborated and subject to a general quality assurance and quality control process to ensure consistency and accuracy within and across all reports.



Project Evaluation Criteria

Evaluation Overview

The Transportation Policy Board has adopted project selection criteria for seven categories of projects that include roadway, transit, intelligent transportation systems, active transportation, transportation demand management, transportation planning, and other. These categories are based on the most significant aspects of the project scope; however, many projects may include elements of multiple categories. Apart from the transportation planning and other category, all categories have performance-based criteria and a cost-benefit evaluation that are combined to create a total project score used for ranking and recommendation.

Evaluation Weighting		
Project Type	Planning Factors	Cost-Benefit Analysis
Roadway	50%	50%
ITS/Operations	50%	50%
Transit	50%	50%
Active Transportation	75%	25%
Transportation Demand Management	50%	50%
Transportation Planning	100%	N/A
Other	50%	50%

Roadway Projects

Roadway projects predominately serve vehicular traffic including cars, trucks, freight, and transit vehicles. Roadway projects can include elements of other categories.

Criteria	Performance Measure	Value
Planning	The project has undergone a comprehensive planning process or is identified as a priority in a local or regional transportation plan.	10
System Preservation	The project includes work that will help preserve the existing transportation system.	5
Modification	Project includes modifications that improve existing facility operations.	5
Congestion and Mobility	The project removes a bottle neck, improves person per hour throughput in a congested area or reduces vehicle emissions.	10
	The project fills a gap, removes a barrier and enhances network connectivity.	5
	The project creates transportation network redundancy.	5
Safety	The project addresses a severe crash rate higher than CAMPO regional average (including pedestrian and bicycle crash rates).	10
	The project addresses additional safety issues.	5
Regional Impact	The project is located on an existing or proposed regionally significant facility.	10
	The project is on a designated or proposed truck, heavy-cargo, hazardous material or evacuation route.	5
Social and Environmental Impacts	The project serves traditionally underserved populations including low-income, minority, elderly, disabled, and limited English proficiency households.	5
	The project has incorporated measures that reduce, minimize or avoid negative impacts to the environment or cultural resources.	5
Multimodal Elements	The project provides pedestrian/bicycle accommodations identified in the Regional Active Transportation Plan or a locally adopted transportation plan.	5
	The project includes transit elements or service routes.	5
Economic Development	The project supports local, regional or state economic development plans and strategies.	5
Funding	The project's local cost share is overmatched. (5% = 1 point)	1-5
Maximum Points Available		100

Roadway Guidance

Congestion and Mobility

Provide detail on the current and forecast levels of congestion in the corridor and how this project will improve or manage congestion. Include documentation of the proposed design section and its context in the corridor and region in addressing bottlenecks, gaps, or redundancy.

Economic Development

Describe how the project impacts economic development plans. Sponsors should include specific information on new or planned developments, key industries, or commercial and freight interests that will directly benefit from the transportation project.

Funding

Describe how the sponsor is contributing more than the required 20 percent local match to the project. Provide documentation that demonstrates the committed funding for the project.

Modification

Describe how the project will modify an existing roadway and enhance its functioning. Note the current roadway configuration, any deficiencies, the proposed changes, and the expected outcomes to make more efficient use of existing infrastructure.

Multimodal Elements

Describe how the project includes multimodal elements. Multimodal elements include bicycle and pedestrian facilities, transit supporting infrastructure and other elements that directly serve non-motorized and single-occupancy vehicular travel. Support for these elements must be included in the design plans, budget and other project development materials.

Planning

Projects should be identified in locally or regionally adopted plans, including city or county thoroughfare plans, city comprehensive plans, or CAMPO documents including the long-range Regional Transportation Plan (RTP). Provide the name of the plan(s) in which the project is included, its date of adoption or approval, and include any additional identifying information which may be needed to locate the corridor.

Regional Impact

Note if the project is designated on the National Highway System or if it is a Principal Arterial in CAMPO's RTP. If the corridor is an identified or proposed designated route (evacuation, truck, etc.), include information on any related study or analysis for this designation.

Safety

Provide documentation on current crash rates that demonstrate that the corridor is higher than the regional crash rates as provided. Describe how the project will directly improve safety through design elements and/or other associated safety strategies. Include information on vehicular, pedestrian, and bicycle safety and provide information on proven safety counter-measures that will be included in the project.

Social and Environmental Impacts

Describe how the project will directly benefit vulnerable populations. Sponsors must provide meaningful analysis and supporting documentation including such items as community outreach materials, GIS-based analysis and other community planning efforts that show direct identification, engagement, and support for these vulnerable communities through the transportation project.

Demonstrate that environmental factors have been identified and that all necessary measures to protect and enhance the environment have been taken into consideration and incorporated into the project. Supporting documentation for this effort include environmental studies, technical reports, permits and resulting design elements.

System Preservation

Describe how the project will maintain or modernize existing roadways or extend a road or bridge's expected design life. Provide data on the roadway's current age and deficiencies and describe how the project will address these.

ITS/Operations Projects

Intelligent Transportation Systems (ITS)/Operations projects are technology solutions and operational programs that improve the functionality of the existing transportation system.

Criteria	Performance Measure	Value
Planning	The project has undergone a comprehensive planning process or is identified as a priority in a local or regional transportation plan	10
Redundancy	The project will provide system redundancy and ensure continuity in operations.	10
Expandability	The project will expand the regional transportation ITS network.	10
Integration	The project will utilize technology compatible with other relevant systems.	10
	The project will tie into a centralized operations center.	10
	The project will collect and provide data available to the public.	10
Incident Management	The project is part of an incident management system.	10
	The project will be used for management of special events or emergencies.	10
Lifecycle	The project lifecycle is greater than five years.	10
Maintenance	The project has a formal maintenance program in place.	5
Funding	The project's local cost share is overmatched. (5% = 1 point)	1-5
Maximum Points Available		100

ITS/Operations Guidance

Expandability

Describe how the project will adapt to and expand the regional ITS network as described in the 2025 Regional ITS Architecture Update. Provide the following information to show conformance to the ITS Architecture: 1) Identify which ITS service package(s) to which the project applies 2) Identify the elements involved and whether they add to an existing element or will change a planned or future element into an existing element 3) If possible, identify under which of the Recommended Regional Projects and Programs within the Regional ITS Deployment Plan does the project apply 4) If the project does not presently conform with the 2025 Regional ITS Architecture, provide a copy of the ITS Architecture Maintenance Form, available on the CAMPO Regional ITS Architecture website, that documents how the project proposes to change the Regional ITS Architecture.

Funding

Describe how the sponsor is contributing more than the required 20 percent local match to the project. Provide documentation that demonstrates the committed funding for the project.

Incident Management

Describe how the project contributes towards Incident Management. Provide the following information related specifically to Incident Management: 1) Identify which ITS service package(s) to which the project applies 2) Identify the elements involved and whether they add to an existing element or will change a planned or future element into an existing element 3) If possible, identify under which of the Recommended Regional Projects and Programs within the Regional ITS Deployment Plan does the project apply 4) If the project does not presently conform with the 2025 Regional ITS Architecture, provide a copy of the ITS Architecture Maintenance Form, available on the CAMPO Regional ITS Architecture website, that documents how the project proposes to change the Regional ITS Architecture. Describe how this project will be used for special events and emergency activities.

Integration - Technology Compatibility (ITS)

Describe how the project will integrate with the existing or proposed elements in the Regional ITS Architecture by showing the following: 1) Identify the affected information flows documenting the types of information that flows between the identified elements in the project 2) Identify whether the project's information flows add to an existing flow or will change a planned or future flow into an existing one 3) Provide both current and expected ITS service package diagrams that shows how the project affects the current flow structure.

Integration - Operations Center (ITS)

Describe how the project will integrate with a centralized operations center by showing the following: 1) Identify the affected ITS architecture flows documenting the types of information that flows between the identified elements in the project 2) Identify whether the project's information flows add to an existing flow or will change a planned or future flow into an existing one 3) Provide both current and expected ITS service package diagrams that shows how the project affects the current flow structure.

Integration - Data Collection and Public Sharing (ITS)

Describe how the project will collect data and/or provide information to the public by showing the following: 1) Identify the affected ITS architecture flows documenting the types of information that flows between the identified elements in the project 2) Identify whether the project's information flows add to an existing flow or will change a planned or future flow into an existing one 3) Provide both current and expected ITS service package diagrams that shows how the project affects the current flow structure.

Lifecycle

Identify the expected lifecycle of the project including the technology and equipment proposed. Provide information that supports the expected lifecycle and identify when updates, if required, may be needed. It is important that technology and equipment is functionally compatible with existing and proposed systems and to understand the lifetime of the functionality.

Maintenance

Identify if a formal ITS maintenance plan exists and provide a brief explanation of the plan and how the project will be included and whether current maintenance funds can support the project or new funds will be required.

Planning

Projects should be identified in locally or regionally adopted plans, including city or county thoroughfare plans, city comprehensive plans, or CAMPO documents including the long-range Regional Transportation Plan (RTP). Provide the name of the plan(s) in which the project is included, its date of adoption or approval, and include any additional identifying information which may be needed to locate the corridor.

Redundancy

Describe how the project will provide redundancy to the existing or proposed transportation system in order that traffic operations can be continued in the event of an incident including special events, crashes or other disruption. Provide data on current operational deficiencies, including delays and crashes and describe how the project will address these.

Social and Environmental Impacts

Describe how the project will directly benefit vulnerable populations. Sponsors must provide meaningful analysis and supporting documentation including such items as community outreach materials, GIS-based analysis and other community planning efforts that show direct identification, engagement, and support for these vulnerable communities through the transportation project.

Demonstrate that environmental factors have been identified and that all necessary measures to protect and enhance the environment have been taken into consideration and incorporated into the project. Supporting documentation for this effort include environmental studies, technical reports, permits and resulting design elements.

Transit Projects

Transit projects are infrastructure projects, transportation programs, and other services that provide transportation to the public.

Criteria	Performance Measure	Value
Planning	The project has undergone a comprehensive planning process or is identified as a priority in a local or regional transportation plan	10
Interagency Coordination	The project has been coordinated with other agencies maintaining roadways and connecting transit services.	5
Connections	The project provides connections to other transit services and/or modes of transportation	10
ITS	The project includes an Intelligent Transportation System (ITS) component and enhances the system through technology.	5
Safety	The project enhances transit vehicle safety.	10
	The project includes safety and security measures that will provide safe connections and facilities.	5
Service	The project fills a service gap, expands coverage, or increases frequency of a route.	10
Innovation	The project demonstrates innovative design, technology, or service.	5
Land Use	The project integrates existing or planned transit-supportive land use and infrastructure.	5
Economic Development	The project supports local, regional, or state economic development plans and strategies.	5
Ridership	The project has documentation showing anticipated ridership and potential growth.	10
State of Good Repair	The project meets the life expectancy thresholds established by the FTA, preventative maintenance schedules, or an existing maintenance plan.	5
	The project addresses maintenance needs to maintain FTA State of Good of Repair requirements.	5
Social Impact	The project serves traditionally underserved populations including low-income, minority, elderly, disabled, and limited English proficiency households.	5
Funding	The project's local cost share is overmatched. (5% = 1 point)	1-5
Maximum Points Available		100

Transit Guidance

Connections

Note how the project enhances the current transit system through new or enhanced connections. Include route information from other transit providers if applicable. Provide data on expected outcomes through new connections.

Economic Development

Describe how the project impacts economic development plans. Sponsors should include specific information on new or planned developments, key industries, or commercial and freight interests that will directly benefit from the transportation project.

Funding

Describe how the sponsor is contributing more than the required 20 percent local match to the project. Provide documentation that demonstrates the committed funding for the project.

Innovation

If the project provides a new kind of service through technological advances, new types of vehicles or modes of travel, expansion of transit through pioneering partnerships, or other means, describe this innovation, any supporting studies or analyses, and the expected results.

Interagency Coordination

Provide documentation that coordination has occurred with other agencies to ensure the project can be implemented. Include information on studies undertaken with partner agencies, inter-local agreements, or official communication between the various agencies.

ITS

Describe how the project conforms to the 2025 Regional ITS Architecture Update. Provide the following information to show conformance to the Architecture: 1) Identify which ITS service package(s) to which the project applies 2) Identify the elements, and information flows involved and whether they add to an existing element, or information flow, or will change a planned or future element, or information flow, into an existing element, or information flow 3) If possible, identify under which of the Recommended Regional Projects and Programs within the Regional ITS Deployment Plan does the project apply 4) If the project does not presently conform with the 2025 Regional ITS Architecture, provide a copy of the ITS Architecture Maintenance Form, available on the CAMPO Regional ITS Architecture website, that documents how the project proposes to change the Regional ITS Architecture.

Land Use

Provide references to comprehensive plans, zoning ordinances, site-specific or large-area plans, or other documents which explain the connection between land use and this transit project. Include a description of the project's role in furthering transit-supportive land use and reducing vehicular travel.

Planning

Projects should be identified in locally or regionally adopted plans, including city or county thoroughfare plans, city comprehensive plans, or CAMPO documents including the long-range Regional Transportation Plan (RTP). Provide the name of the plan(s) in which the project is included, its date of adoption or approval, and include any additional identifying information which may be needed to locate the corridor.

Ridership

Provide documentation of expected ridership improvements due to the project. Include references to studies or analyses used to determine ridership figures and a description of the method or model used to forecast ridership.

Safety

Note specific safety enhancements that the project will include to reduce the potential for crashes and create a safer, more secure experience for customers. If specific safety deficiencies exist on the corridor today, provide documentation to describe how they will be addressed.

Service

Describe the current service deficiencies which the project is intended to address. Provide current route information and documentation which explains how the project will improve transit service in the corridor or study area.

Social Impacts

Describe how the project will directly benefit vulnerable populations. Sponsors must provide meaningful analysis and supporting documentation including such items as community outreach materials, GIS-based analysis and other community planning efforts that show direct identification, engagement, and support for these vulnerable communities through the transportation project.

State of Good Repair

Refer to the state of good repair guidelines established by the Federal Transit Administration. Document how the project is expected to meet or exceed all relevant guidelines and make the most efficient use of the existing transit system through robust maintenance procedures.

Active Transportation

Active transportation projects provide non-motorized travel facilities and programs that allow and encourage travel through physical activity such as walking and bicycling.

Criteria	Performance Measure	Value
Planning	The project has undergone a comprehensive planning process or is identified as a priority in a local or regional transportation plan.	10
Distribution/ Innovation	Project that is innovative in design to address safety or other unique elements such as designing around transit, innovative intersection designs, or a pilot project.	10
Connectivity	Project removes a barrier or provides a connection that did not exist previously.	10
	Project connects to existing facilities such as schools, community facilities, residential, employment centers, etc.	10
	The project directly links to a transit connection or is within: <ul style="list-style-type: none"> • 20 points, if .25 miles or less • 15 points, if .26 to .5 miles • 10 points, if the project demonstrates potential for future connection to a transit system. 	20
Safety	The project improves pedestrian and cyclist safety.	15
Social and Environmental Impact	The project serves traditionally underserved populations including low-income, minority, elderly, disabled, and limited English proficiency households.	10
	The project has incorporated measures that reduce, minimize, or avoid negative impacts to the environment or cultural resources.	10
Funding	The project's local cost share is overmatched. (5% = 1 point)	1-5
Maximum Points Available		100

Active Transportation Guidance

Connectivity

Project provides new connections or connections that increase access connectivity and reduce the functional network distance between two points for non-auto transportation. Project allows users to travel between points faster or overcome a barrier such as a river, roadway, or elevation change. Provide the distance of the shortest, safe alternative route compared to the distance with the project.

Connectivity

Provide list of existing school, community facilities, residential cluster, neighborhood, or employment center name along the project alignment (directly affected) and that would peripherally benefit from the project (within 0.25 mile).

Connectivity

List transit service or station served within 0.25 miles, or 0.5 miles. Provide map or other visual image such as an aerial screen capture with supporting measurement, along with graphical location of the transit line, service or station noted. Physical barriers, such as water crossing, fence, or building, should be avoided in measurement. Planned future transit improvements should be noted, with reference to the plan or estimated service start date.

Distribution/ Innovation

Provide map or other visual image such as an aerial screen capture with supporting dimensioning or scale, with 5-mile buffer and jurisdiction boundary represented or approximated graphically. Completed preliminary planning documentation referencing that the project is the first facility of its type within the jurisdiction, or 5-mile radius also applies. If the project is a pilot project or includes new and innovative design elements. Describe this innovation, any supporting studies or analyses and the expected results.

Funding

Describe how the sponsor is contributing more than the required 20 percent local match to the project. Provide documentation that demonstrates the committed funding for the project.

Planning

Projects should be identified in locally or regionally adopted plans, including city or county thoroughfare plans, city comprehensive plans, or CAMPO documents including the long-range Regional Transportation Plan (RTP). Provide the name of the plan(s) in which the project is included, its date of adoption or approval, and include any additional identifying information which may be needed to locate the corridor.

Safety

Project provides additional separation from travel lanes, illumination, all-weather surface treatment. Project demonstrably serves both pedestrians and cyclists or separates the two modes through its implementation in a way that similar projects have documented safety improvement.

Social and Environmental Impacts

Describe how the project will directly benefit vulnerable populations. Sponsors must provide meaningful analysis and supporting documentation including such items as community outreach materials, GIS-based analysis and other community planning efforts that show direct identification, engagement, and support for these vulnerable communities through the transportation project.

Demonstrate that environmental factors have been identified and that all necessary measures to protect and enhance the environment have been taken into consideration and incorporated into the project. Supporting documentation for this effort include environmental studies, technical reports, permits and resulting design elements.

Transportation Demand Management (TDM)

Transportation Demand Management (TDM) is a collection of strategies designed to reduce automobile trips, roadway congestion, and parking demand by redirecting travel towards other modes, times, and routes.

Criteria	Performance Measure	Value
Planning	The project or activity has undergone a comprehensive planning process or is identified as a priority in a local or regional transportation plan.	10
	The planning process or document identifies an outreach component addressing commuting patterns and traveler engagement.	10
Regional Impact	The project or activity is located on or directly affects an existing or proposed regionally significant corridor.	10
Safety	The project or activity addresses transportation safety.	10
Congestion and Mobility	The project or activity reduces vehicle miles traveled (VMT) or vehicle hours traveled (VHT).	10
	The project or activity addresses periods of peak travel.	5
	The project or activity reduces vehicle trips or manages demand through strategies such as carpools, vanpools, managed lanes, corridor improvements, ITS installation, signal optimization or park and rides.	5
Social and Environmental Impacts	The project or activity has a positive impact (e.g. reduction in transportation costs and emissions, improvements on public health) on underserved populations including low-income, minority, elderly, persons with disabilities, and limited English proficiency households.	5
Multimodal Elements	The project or activity decreases single occupancy vehicles usage or increases transit access.	10
Interagency Coordination	The project or activity includes the direct participation of other federal, state, or local jurisdictions.	10
	The project or activity includes participation from regional employers and other trip generators impacting travel patterns.	10
Funding	The project or activity's local cost share is overmatched. (5% = 1 point)	5
Maximum Points Available		100

Transportation Demand Management (TDM) Guidance

Congestion and Mobility

Provide detail and documentation on how the project or activity reduces vehicle miles traveled (VMT). For example, documentation detailing (actual or estimated) number of participants in the project or activity and/or anonymized origin-destination data to calculate the amount of VMT reduction.

Congestion and Mobility

Provide detail and documentation on how the project or activity reduces congested peak period travel. For example, provide documentation detailing (actual or estimated) employers or travelers participating in the project or activity that altered departure times based on the project.

Congestion and Mobility

Provide detail and documentation on how the project or activity includes operational improvements that improve traffic flow such as ITS implementation, signal optimization, real-time incident notifications, corridor improvements, managed lanes, or park and rides.

Funding

Describe how the sponsor is contributing more than the required 20 percent local match to the project. Provide documentation that demonstrates the committed funding for the project.

Interagency Coordination

Provide documentation, in the form of resolutions, inter-local agreements, or memoranda of understanding among local agencies that demonstrates a combined effort in the project or activity such as pooling resources and data sharing programs.

Interagency Coordination

Provide documentation, in the form of a signed agreement or other official documentation, demonstrating employer (or other traffic generators) commitment to the project or activity such as the provision of transit incentives, telework or flexible work schedule policies, carpool incentives, or other TDM strategies of project activities that will engage regional employers (or agencies) to impact commuting patterns.

Multimodal Elements

Refer to CAMPO's Regional Active Transportation Plan and note how the project or activity advances its goals. Alternatively, if a project or activity is not in regional plans (including transit, active transportation, and others) but is included in a locally adopted transportation plan, provide the plan name and date of adoption or approval. Describe the ways the project or activity uses alternative modes, increases transit access or includes active transportation modes.

Planning

Projects should be identified in locally or regionally adopted plans, including city or county thoroughfare plans, city comprehensive plans, or CAMPO documents including the long-range Regional Transportation Plan (RTP). Provide the name of the plan(s) in which the project is included, its date of adoption or approval, and include any additional identifying information which may be needed to locate the corridor.

Planning

Planning efforts should also include and identify specific outreach goals and coordination activities conducted with employers (and other agencies and institutions) in the region to promote TDM principles. The projects or activity should also include the identification of entities approached, the types of efforts used to engage and coordinate with them, and the measure to determine program effectiveness.

Regional Impact

Note if the project is designated on the National Highway System or if it is a Principal Arterial in CAMPO's RTP. If the corridor is an identified or proposed designated route (evacuation, truck, etc.), include information on any related study or analysis for this designation.

Regional Impact

Note if the project or activity is located on or directly affects a facility designated on the National Highway System or is a Principal Arterial in CAMPO's current RTP

Safety

Describe safety enhancements that the project or activity will include to reduce the potential for crashes and create a safer, more secure experience for travelers.

Social and Environmental Impacts

Describe how the project will directly benefit vulnerable populations. Sponsors must provide meaningful analysis and supporting documentation including such items as community outreach materials, GIS-based analysis and other community planning efforts that show direct identification, engagement, and support for these vulnerable communities through the transportation project.

Demonstrate that environmental factors have been identified and that all necessary measures to protect and enhance the environment have been taken into consideration and incorporated into the project. Supporting documentation for this effort include environmental studies, technical reports, permits and resulting design elements.

Transportation Planning

Transportation planning projects include the development plans and studies that result in the identification of regionally significant infrastructure improvements, programs, and strategies for future implementation.

Criteria	Performance Measure	Value
Safety	The planning effort will address transportation safety issues in the study area.	10
	The planning effort will advance projects that reduce the severity and number of crashes across all modes of travel.	10
Mobility	The planning effort will address network gaps by considering added connectivity, elimination of bottlenecks, and modal integration enhancements.	5
	The planning effort will address multimodal reliability, accessibility, and enhance mode choice.	10
	The planning effort will provide robust inter-agency collaboration for transportation planning, implementation, and development entities.	10
Stewardship	The planning effort will consider fiscal constraint and lay out an implementation strategy for the identified improvements.	5
	The planning effort will aim to promote public health outcomes and minimize/mitigate negative impacts to the natural environment.	5
Economy	The planning effort will contribute to economic development and the efficient movement of people and goods.	10
Equity	The planning effort will promote transportation investments that have positive impacts and avoid, minimize, and mitigate negative impacts to vulnerable populations.	10
	The planning effort will explore multimodal transportation solutions that improve access to opportunity for all.	10
	The planning effort will consider the context of the community and environment.	5
Innovation	The planning effort will be adaptable to changing needs and conditions and consider the impact of new and emerging technologies and trends.	5
Funding	The project or activity's local cost share is overmatched. (5% = 1 point)	5
Maximum Points Available		100

Transportation Planning Guidance

Safety

(1) Describe safety issues within the study area and how the planning effort will use crash data, public input, and other information sources to develop solutions. (2) Describe how the study would advance projects, strategies, and/or policies that would reduce the severity and number of crashes experienced by all modes of travel.

Mobility

(1) Describe network gaps within the study area and how the planning effort will approach the identification of multimodal connectivity solutions. (2) Describe how the planning effort will address network reliability, accessibility, and mode choice. (3) Describe how the planning effort will collaborate with relevant local governments and regional agencies.

Stewardship

(1) Describe the approach and financial techniques this planning effort will utilize for fiscal constraint and develop an implementation strategy for the identified improvements, including consideration of techniques to expand the useful lifecycle of multimodal system elements (e.g., ITS, Transportation Systems Management and Operation). (2) Describe the natural environment of the study region and how the planning effort will help promote public health outcomes and minimize/mitigate impacts to the natural environment.

Economy

Describe how the planning effort will incorporate economic development (particularly the ability to live, work, and play in proximity) and promote the efficient, multimodal movement of people and/or goods. that enhance economic development by increasing opportunities to live, work, and play in proximity.

Equity

(1) Describe the demographics and characteristics of the population within the study region and how the planning effort will have a positive impact on vulnerable communities or otherwise avoid, minimize, and mitigate negative impacts to vulnerable populations. (2) Describe how the planning effort will improve access to opportunity for all, particularly in terms of access to employment, education, and social services. (3) Describe how the planning effort will align with the evolving context of the community and environment for current and future generations

Innovation

Describe how the planning effort will incorporate flexibility to the changing needs and conditions of the study area and consider the impact of new and emerging technologies and trends.

Funding

Describe how the sponsor is contributing more than the required 20 percent local match to the project. Provide documentation that demonstrates the committed funding for the project.

Other Projects

Projects that do not readily fit any of the six project categories are provided an opportunity to apply, however because there are no set criteria for these projects, they will be recommended based on how well the project addresses the goals and objectives prioritized by the Transportation Policy Board as represented through the other category criteria. As with all other project categories, the benefits must be supported with sufficient data and supporting documentation that illustrates the value of the project to the region including cost-benefit analysis materials.

To be considered for the other category, sponsors must address the criteria and performance measures common across all categories in addition to any other criteria relevant and applicable to the proposed project.

Criteria	Performance Measure	Value
Planning	The project or activity has undergone a comprehensive planning process or is identified as a priority in a local or regional transportation plan.	10
Funding	The project or activity's local cost share is overmatched. (5% = 1 point)	5
Additional Criteria	The project addresses additional criteria from the other categories.	TBD
Maximum Points Available		TBD

Other Projects Guidance

Planning

Projects should be identified in locally or regionally adopted plans, including city or county thoroughfare plans, city comprehensive plans, or CAMPO documents including the long-range Regional Transportation Plan (RTP). Provide the name of the plan(s) in which the project is included, its date of adoption or approval, and include any additional identifying information which may be needed to locate the corridor.

Funding

Describe how the sponsor is contributing more than the required 20 percent local match to the project. Provide documentation that demonstrates the committed funding for the project.

Additional Criteria

In addition to the common criteria and performance measures, sponsors should address all other criteria from the available categories that are applicable to the project including, but not limited, to those that demonstrate how this project will address safety, congestion, connectivity, provide regional impact, and address environmental and social impacts.

Cost Benefit Analysis Overview

Projects will be evaluated through a cost-benefit analysis that will provide a value based on the anticipated benefits relative to the federal funding required to be invested in the project. The type of cost benefit analysis conducted will be dependent on the project category and type and will use the most appropriate industry standard methodology to assess the value of a project. Below is a high-level summary of the category benefits that will be measured, with all resulting benefits being evaluated relative to the project cost to ultimately determine the return on investment.

Category	Benefit Evaluation
Roadway	Travel Time Savings and Crash Reduction
ITS/Operations	Travel Time Savings and Travel Time Reliability
Transit	Vehicle Miles Traveled (VMT) Reduction
Active Transportation	Traffic Area Zone (TAZ) Impact
TDM	Vehicle Miles Traveled (VMT) Reduction
Planning	None
Other	To Be Determined

Sponsors are also encouraged to provide any applicable cost-benefit analysis information developed in the local planning and project development process including results and methodology. Verifiable and replicable results can be used as part of the evaluation and recommendation process.

Cost Benefit Analysis Methodology

Roadways – Travel Time Savings (Add Capacity Methodology)

For larger capacity projects, the congestion impacts will be evaluated in travel-time savings by measuring impacts to the regional travel demand model (TDM) both with and without the project using the base year and out year of the current model outputs. The resulting vehicle hours traveled (VHT) and annual daily traffic (ADT) will be put into the cost-benefit analysis savings calculator with the benefits beginning in the year the project is projected to be complete and open to traffic to when the facility reaches capacity. Each year's travel savings benefit is calculated, and summed up, with a net present value of the total. If the project is projected to exceed capacity in the TDM results, only years below a volume/capacity ration of 1 will be included in the valuation.

Roadway – Travel Time Savings (Transportation System Management Methodology)

Roadway projects that are not of the appropriate scale to be evaluated in the travel demand model (TDM) will be analyzed using the most appropriate tool such as Synchro or methodologies provided by the Highway Capacity Manual (HCM). Examples of these type projects include auxiliary lanes, grade separated intersections, access management, and intersection capacity improvements. Depending upon the type of project, the measure of effectiveness used to calculate the project benefit would be travel time savings or reduction in delay on average day operations, extrapolated to the service life of the project or with a 20-year horizon, whichever is lower. If traffic volumes are not available, current peak-hour turning movement counts will be utilized. Future traffic volumes will be calculated using TDM growth rates for one or more corridors near the location of the TSM project. The base and future conditions are then entered into the CBA value calculator and a net present value determined.

Roadway – Travel Time Savings (Railroad Grade Separations Methodology)

Project that proposes grade separation of roadway from a rail line along a corridor will be evaluated using a proxy calculation since they are not currently coded in the travel demand model. The existing annual daily traffic (ADT) will be grown over a 20-year period using the growth rates from the TDM for the corridor. The ADT combined with average daily trains and length of delay to calculate a travel-time savings benefit.

Roadway – Safety (Roadway Project Methodology)

All roadway projects will be evaluated for safety benefits using ranking methodology that evaluates the need, effectiveness, and cost. The need for the project will be based on the regional crash rate average for the facility type. The effectiveness is measured by the estimate for reduction in crash rates due to project design elements (also known as crash modification factor). The project cost will be used to allocate the project into one of three cost tiers, which will then be used in the overall calculation that will determine the safety benefit of the project.

ITS/Operations (Cost-Benefit Analysis Methodology)

The cost-benefit for ITS/Operational projects will be evaluated for travel time-savings and travel time reliability benefits relative to project cost. Benefits will be determined using the Federal Highway Administration's Operations Tool for Operations Benefit/Cost (TOPS-BC). Resulting values of the submitted and scored projects will then be normalized, based on range of benefit value for projects submitted across the category, with the highest scored project being awarded full points, and the lowest 1 point, with intervening projects awarded points based on their ordinal ranking.

Transit (Cost-Benefit Analysis Methodology)

Transit projects will be evaluated based on their estimated reduction in vehicle miles traveled from mode choice relative to project cost. Projects that are represented in the travel demand model can be evaluated through conversion of trips to the transit mode or other non-auto mode from the addition of the project which can then calculate the reduction in vehicle miles traveled. For transit projects that are not significant enough for the model, sponsor must present the ridership estimates, and underlying methodology, for new transit projects or modifications to existing services and programs. Resulting values of the presented projects will then be normalized, based on range of VMT travel savings for projects submitted across the category, with the highest scored project being awarded full points, and the lowest 1 point, with intervening projects awarded based on their ordinal ranking.

Active Transportation (Cost-Benefit Analysis Methodology)

Transit projects will be evaluated based on their impact on traffic area zones (TAZ) relative to project cost. The project limits will be mapped and will be overlaid on the current TDM Traffic Area Zones layer to determine the amount of impacted TAZs which serves as an approximate measurement of active transportation opportunities provided by the project. In the instance two projects impact the same number of TAZs, an additional step of comparing a combined, existing population density plus employment density for the highest density-value TAZ the project touches will be used to determine which of the two projects is proximate to the greater combination of potential users, and the greater value will be ranked the higher of the two.

Transportation Demand Management (Cost-Benefit Analysis Methodology)

Transportation Demand Management (TDM) projects will be evaluated based on their estimated reduction in vehicle miles traveled relative to project cost. Based on verifiable information provided in the application, benefits will be calculated using an appropriate evaluation model such as the EPA COMMUTER Model, TDM Effectiveness Evaluation Model (TEEM), Worksite Trip Reduction Model (WTRM) or Trip Reduction Impacts of Mobility Management Strategies (TRIMMS).

Other (Cost-Benefit Analysis Methodology)

Projects submitted through the Other Category will be evaluated based on their estimated impacts on congestion (travel time savings or travel time reliability), safety, and/or carbon emission reduction benefits (if applying for CRP funding) relative to the project cost. Sponsors are required to provide the benefits analysis information including the industry standard methodology and tools used for the analysis, all quantifiable results, and any other information required to verify and replicate the analysis.

Resources

Federal Resources

The eligibility of projects and the associated activities under consideration are determined by the underlying laws provided in the United States Code which are supported by associated regulations and guidance issued by the Federal Highway Administration. Because this information is updated regularly, projects will be reviewed for eligibility based on the most recent laws, regulations, and guidance.

Guide to Federal Aid Programs and Projects

Comprehensive resource on the Federal Highway Administration's funding programs including those directly administered by the Transportation Policy Board.

United States Code (U.S.C.)

The United States Code (U.S.C.) is the codification by subject matter of the general and permanent laws of the United States. This site contains virtual main editions of the U.S.C. including those that contain the funding programs administered by the Transportation Policy Board.

Federal Highway Administration (FHWA) – Bipartisan Infrastructure Law (BIL) Webpage

This website includes FHWA's resource page for the Infrastructure and Investment in Jobs Act (IIJA) also known as the Bipartisan Infrastructure Law (BIL) and includes additional guidance, regulations, and other resources that support program administration for all programs including STBG, TASA, and CRP programs.

Federal Highway Administration (FHWA) – STBG Webpage

This website includes FHWA's Surface Transportation Block Grant (STBG) resource page which includes additional guidance, regulations, and other resources that support program administration.

Federal Highway Administration (FHWA) – TASA Webpage

This website includes FHWA's Transportation Alternatives Set-Aside (TASA) resource page which includes additional guidance, regulations, and other resources that support program administration.

Federal Aid Essentials for Local Public Agencies

Comprehensive resource developed by the Federal Highway Administration to guide local governments through the federal funding process and requirements.

Project Development Resources

Below are some core resources and tools that can support the project development process. These resources can provide specific support for sponsors developing transportation projects and directly address the local government project development process required of projects selected for federal funding by CAMPO.

Federal Aid Essentials for Local Public Agencies

Comprehensive resources developed by the Federal Highway Administration to guide local governments through the federal funding process and requirements.

Highway Functional Classification (FHWA)

General overview of the functional classification categories to meet federal eligibility requirements.

Local Government Project Management Guide

Provides processes and procedures to successfully accomplish all project development phases.

Local Government Project Procedures Training and Qualification

TxDOT's LGPP Qualification Program is implemented through two training and qualification classes LGP-101 and LGP-102. Participants who successfully complete these classes will receive a certificate as proof of qualification.

Local Government Best Practices Workbook

Provides a quick reference tool and workbook for project administration.

Local Government Projects Policy Manual

Provides information on federal and state laws and regulations relevant to project development.

Local Government Project Procedures Toolkit

The Local Government Projects Toolkit provides organized access to rules, regulations and procedures for projects managed by local governments.

Project Scoping Guidebook for Transportation Projects

Guidebook that outlines the process for scoping and developing a project schedule and cost estimate.

Local Government Risk Assessment

Process guidance for the evaluation of local government's ability to manage federal projects.

Regional Planning Documentation

Regional planning efforts that provide regional analysis, best practices, and project planning lists.

Statewide Planning Map

TxDOT GIS resource outlines currently approved functional classifications along with other transportation planning information layers.

Project Evaluation Resources

Below are some additional resources and tools that can support the project development process and planning factor analysis. These resources can provide more general support for sponsors developing transportation projects but are less specific to the local government project development process required of projects selected for federal funding by CAMPO.

American Association of State Highway and Transportation Officials (AASHTO)

AASHTO represents highway and transportation departments across the country and sets technical standards in the development of infrastructure and provides technical resources for project development including design standards and environmental procedures.

ArcGIS Online

Mapping resources for the creation of visual aids.

Core Highway Topics

General resource list organized by topic by the Federal Highway Administration including resources on planning, project development, and construction.

Crash Record Information System

Database for the record and analysis of roadway crashes.

Federal Highway Administration

Website of the Federal Highway Administration includes resources for project development and information on the federal funding process.

Federal Transit Administration (FTA)

Website of the Federal Transit Administration includes resources for project development and information on the federal funding process.

Funding Federal Aid Highways

Report on the federal-aid funding and finance process.

Operations Benefit/Cost Analysis TOPS-BC

Tool to conduct cost-benefit analysis for ITS/Operational projects.

Regional Safety Dashboard

Dashboard and analysis tool for crash data in the CAMPO region.

Transportation Research Board Publications

The Transportation Research Board (TRB) disseminates transportation research resources that provide best practices, research results, and policy analysis on every aspect of the transportation planning and project development process.

Traffic Count Database System (TCDS)

The Traffic Count Database System (TCDS) module is a tool to organize an agency's traffic count data. It provides access to upload data from a traffic counter, view graphs, lists and reports of historic traffic count data, search for count data using either the database or the Google map, and print or export data.

Appendix A – Calculating the Funding Request

Sponsor's submitting applications should review the examples below to help determine the appropriate amount of federal funding to request and ensure that the financial commitments are correct. The basic principle is that the federal and local funding together cover all of the activities in the submitted scope and cost-estimate.

Standard Funding Request

The standard funding request will be for 80 percent of the total scope cost with the local government providing the additional 20 percent in local match funding. This ensures that together, these funding sources cover 100% of the project scope's cost estimate. For example, if the cost estimate for a particular project scope is \$1,000,000, the federal funding request will be \$800,000 with the local match providing the additional \$200,000 to fully fund the execution of the project scope.

Standard Request	
Federal Funding Request	\$800,000
Local Match Requirement	\$200,000
Total Cost of Scope	\$1,000,000

Funding Request with Overmatch

Sponsors providing overmatch may adjust their funding calculations accordingly. Using the example above, if a sponsor is providing a 5 percent overmatch for a local financial commitment of 25 percent of the total project scope, the adjusted federal funding request would be \$750,000 with \$150,000 considered true local match (as calculated from the federal funding request) and additional \$100,000 in local contribution.

Funding Request with Overmatch	
Federal Funding Request	\$750,000
Local Match Requirement	\$150,000
Overmatch (Local Contribution)	\$100,000
Total Cost of Scope	\$1,000,000

Funding Request with Transportation Development Credits

Sponsors requesting Transportation Development Credits concurrently through the separate TDC process will be required to indicate this in the application along with the standard request. Projects applying for TDCs will then have their standard request adjusted to cover the entire project scope during the evaluation process. TDCs are not guaranteed to be awarded, and CAMPO staff will process two evaluations, one with the standard funding request, and a second with the adjusted request to determine the impacts of TDC application on the project score and the availability of funding for other projects. Please see the TDC funding information for additional information.

Standard Request	
Federal Funding Request	\$800,000
Local Match Requirement	\$200,000
Total Cost of Scope	\$1,000,000

Adjusted Request	
Federal Funding Request	\$1,000,000
TDC Amount Requested	250,000
Total Cost of Scope	\$1,000,000

Appendix B – Fundamentals of Scoping and Cost-Estimation

Providing a comprehensive and accurate scope and cost-estimate is one of the most important aspects of the project call process. Without a complete scope and accurate cost-estimate, projects cannot move forward to implementation successfully and will not be considered for federal funding through CAMPO's funding programs. This attachment is designed to expand on the information requirements detailed in the readiness section to help support the scoping process and cost-estimate development for individual projects.

Level of Detail

A general rule is that the project scope and cost-estimate detail should be scaled to the complexity of the project and associated funding request. The level of detail required for a \$100 funding request versus \$100,000,000 is inherently different, with the higher quantity and level of detail expected to support the \$100,000,000 by orders of magnitude. This is an extreme example, but sponsors should understand that more funding is being requested for a project, a proportional level of effort and detail is expected to be reflected in both scope and cost-estimate. Understanding this principle will help sponsors approach the scoping process and cost-estimate and ensure that they are providing sufficient detail in their project scopes and cost estimate.

To that end project scopes and cost-estimates should always be broken down into the smallest individual components possible with detail provided on the specific components, the estimated cost for each component, and the basis for the estimate. The scope and cost-estimate should demonstrate a thoughtful and deliberate process and understanding of the submitted phase of project development and the appropriate level of detail for the complexity of the project.

Methodology and Justification

Another principle underlying the entire process, and most specifically the project scope and cost-estimate, is the development methodology and justification for the information presented in each. The methodology for both provides a two-fold purpose for this process. One, providing the methodology demonstrates to the review team and Transportation Policy Board that the submitting sponsor has undergone a thoughtful, deliberate, and professional process in developing the scope and cost-estimate. Two, this provides the necessary credence to the information provided and gives the review team the ability able to verify reasonableness. Without the ability to determine how the scope or cost amounts were determined, it can be only assumed the information is not accurate nor based on any factual evidence or professional process.

Appendix C – Principles of the Application Review

As sponsors begin the application process and prepare for submittal, it's important to understand the general principles that guide the review process. Sponsors that understand the review process and the underlying principles that drive the evaluation can better prepare their applications and increase the likelihood of being awarded funding. Below are few aspects covered in other parts of this guide that bear repeating as they are keystones of the evaluation process:

Importance of Methodology

Sponsors should provide justification and methodology for any information that is not abundantly self-evident. Projects are reviewed without any background on the project history, unique aspects, or development information. The application has to provide this information and provide a clear and comprehensive understanding of what this project is, what it is trying to achieve, and most crucially that it can be successfully implemented with federal funding. Reviews will question everything in the application that is not abundantly self-evident.

For example, if a submission includes a funding request of \$250,000 to conduct public involvement the review team is going to begin the review by asking two very basic questions: 1) What specific tasks does this public involvement entail? and 2) Why does it cost \$250,000? A good application will have provided the answers these questions with a scope that breaks down all of the individual components of the public involvement task including number of meetings are going to be conducted, meeting format, relevant reports, meeting summaries, staff and materials needed, etc. The scope details all of these individual components which are then complimented by the corresponding cost estimate that breaks down the specific cost of these individual components and how those costs were determined.

Aiming for Reasonableness

Cost-estimation and scope development is an iterative process; the further a project is developed, the more accurate the estimates become for individual items. Fully design and permitted projects going to construction are far more accurate than a planning level construction estimate. But that said you really never know what a project is going to cost or what it is going to ultimately take to build it until you are cutting the ribbon at the grand opening. This is why contingency and change orders exist. With that in mind, the application review process considers the iterative, refining nature of the scoping and cost-estimate process and tests them for reasonableness more than anything else. The underlying questions from a review are do these items make sense for this phase and are the assumptions reasonable and based on a solid process.

Ensuring Consistency

Sponsors must ensure that the information throughout the application is consistent. Every piece of information should be presenting different components of the same project and providing a coherent and reliable presentation of the submitted project. Inconsistent elements sow confusion, undermine confidence in the proposal and proposed benefits, and cause significant issues throughout the LGPP process. Because of this, applications with inconsistent information will not move forward in the evaluation process.

Appendix D – Readiness Review Checklist

Below is the Readiness Assessment Review checklist that will be utilized by reviewers assessing projects development and readiness. This checklist represents a step-by-step review of a project based on the requirements outlined above and will help submitting sponsors to review their projects prior to submittal.

Category	Readiness Measure	Review
Eligibility	Sponsor is eligible to receive federal funding through the requested funding program.	Select
	Project scope is eligible for federal funding through the requested funding program.	Select
	Project location is eligible for federal funding through the requested funding program.	Select
Management	The sponsor has identified experienced personnel that will be responsible for managing the project including the project manager and any other individuals that will be directly involved in project implementation.	Select
	The sponsor has identified the personnel on staff that has, or is able, to obtain their Local Government Project Procedures (LGPP) certification.	Select
	The current Local Government Risk Assessment for the sponsor is passing and does not indicate significant issues that would impede the implementation of the submitted project.	Select
Schedule	A clear, detailed project development schedule was provided and included all required activities to be successfully implemented in the requested fiscal year.	Select
	The schedule includes all significant process requirements for the project phase as outlined in the Local Government Project Procedures (LGPP).	Select
Location	The project location was provided in detail including the county, municipality, primary facilities, limits, or area of impact within the region.	Select
Scope	The application included a comprehensive, detailed, and accurate line-item scope that has been developed by a professional engineer (construction) or planning professional (non-construction).	Select
	The scope development methodology was provided in the application and included clear supporting documentation.	Select
Cost Estimate	The application included a comprehensive, detailed, and accurate line-item cost-estimate and budget that has been developed by a professional engineer (construction) or planning professional (non-construction).	Select
	The cost-estimate methodology and assumptions were provided in the application and included clear supporting documentation.	Select
Funding Requirements	The sponsor demonstrates a commitment of available funding to incur up-front project costs, provide the match, and cover direct state costs.	Select

Coordination	The sponsor has conducted all necessary coordination with relevant stakeholders and executed all applicable agreements.	Select
Planning	The project has undergone a data-driven, project specific, transportation planning process.	Select
Public Involvement	The project has undergone a robust and meaningful public engagement process.	Select
Environmental	Preliminary activities related to the environmental process have been conducted including environmental scoping, identification of environmental factors, and permitting requirements.	Select
	Preliminary determination of NEPA classification:	Select
	The project may significantly impact air quality.	Select
	The project impact area contains biological resources: threatened and endangered species.	Select
	The project may include significant community impacts including vulnerable populations.	Select
	The project impact area contains cultural resources: historic properties, or archeological sites.	Select
	The project impact area contains hazardous materials sites.	Select
	The project impact area contains protected property: section 4f, section 6f, or prime farmland.	Select
	The project may cause significant noise impacts.	Select
	The project area contains water resources: floodplains, rivers, streams, wetlands, or aquifers.	Select
ROW/Utilities	All right-of-way requirements have been identified.	Select
	The sponsor has completed or is in the process of acquiring right-of-way.	Select
	Right-of-way acquisitions completed at the time of submittal (percentage complete):	Percentage
	All utility relocations have been identified.	Select
	The sponsor has completed or is in the process of relocating utilities.	Select
	Utility relocation completed at the time of submittal (percentage complete):	Percentage
Engineering and Design	The sponsor has substantially completed all engineering and design activities for the project.	Select
	The application includes a complete design schematic, typical sections, geometric schematic, utility and right-of-way determination, and other requirements outlined in the TxDOT Project Development Manual	Select
	Design and Engineering Schematic completed at time of submittal (percentage complete):	Percentage

Appendix E – Benefit Evaluation Checklist (Roadway Example)

Below is the Benefit Evaluation Review checklist that will be utilized by reviewers assessing projects proposed regional benefits. This checklist represents a step-by-step review of a project based on the requirements outlined above and will help submitting sponsors to review their projects prior to submittal.

Planning Factor Evaluation		
Criteria	Performance Measures	Review
Planning	The project has undergone a comprehensive planning process or is identified as a priority in a local or regional transportation plan.	Select
System Preservation	The project includes work that will help preserve the existing transportation system.	Select
Modification	Project includes modifications that improve existing facility operations.	Select
Congestion and Mobility	The project removes a bottle neck, improves person per hour throughput in a congested area or reduces vehicle emissions.	Select
	The project fills a gap, removes a barrier and enhances network connectivity.	Select
	The project creates transportation network redundancy.	Select
Safety	The project addresses a severe crash rate higher than CAMPO regional average (including pedestrian and bicycle crash rates).	Select
	The project addresses additional safety issues.	Select
Regional Impact	The project is located on an existing or proposed regionally significant facility.	Select
	The project is on a designated or proposed truck, heavy-cargo, hazardous material or evacuation route.	Select
Social and Environmental Impact	The project serves traditionally underserved populations including low-income, minority, elderly, disabled, and limited English proficiency households.	Select
	The project has incorporated measures that reduce, minimize or avoid negative impacts to the environment or cultural resources.	Select
Multimodal Elements	The project provides pedestrian/bicycle accommodations identified in the Regional Active Transportation Plan or a locally adopted transportation plan.	Select
	The project includes transit elements or service routes.	Select
Economic Development	The project supports local, regional or state economic development plans and strategies.	Select

Funding	The project's local cost share is overmatched. (5% = 1 point)	Select
Total	Non-Weighted Planning Factor Score	
Cost Benefit Evaluation		
Methodology	Determined by Project Scope	
CBA - Safety		
CBA - VHT		
Total		
Scoring Summary		
Planning Factor	Weighted Score	
CBA	Weighted Score	
Total	Weighted Final Score	