

Capital District
Transportation Committee

October 29, 2018

**Capital District Transportation Committee
2019-24 TIP Candidate Project Solicitation Status**

During the October 4th Planning Committee meeting, we discussed possible next steps in the TIP update process, and staff recommended that we solicit now for candidate projects for the new 2019-2024 TIP. Planning Committee members who spoke agreed with this recommendation.

Since the October Planning Committee meeting, we have completed the following steps in the Candidate Project Solicitation process.

October 12 – We notified all Planning Committee and Policy Board members by email of our plan to solicit for candidate TIP projects for the 2019-24 TIP. This email included a proposed schedule similar to the following:

October 17: New Candidate Project Solicitation emailed and mailed.

November 5 – 16: TIP Applications (PJP) Workshops

November 28: New Project Proposal Deadline (Sponsors have 6 weeks to submit proposals.)

December 28: Staff initial evaluations complete (Staff has 4 weeks to evaluate.)

January 9: Planning Committee meeting – Candidate Project lists available

January 2 – 11: CDTC Advisory Committees meet to discuss projects

January 14: Project evaluation results provided to sponsors for review

January 18: Sponsor comments on evaluations due to CDTC

January 29 or 30: February Planning Committee mail out with completed CDTC Project evaluations

February 7: Planning Committee meeting – Project programming

April 3: Planning Committee meeting – Complete project programming and begin 60-day public comment period

June 6: Policy Board meeting – 2019-2024 TIP approval

October 17 – We notified all Planning Committee and Policy Board members by email and the Chief Elected Official of all 77 municipalities in the 4-County planning area by mail that the project solicitation had begun. The TIP project solicitation letter and the application (project justification package) were included in these notifications. The members and municipalities were informed that 2019-24 TIP update process will be conducted in the same manner as the 2016-21 TIP update 3 years ago, and that the applications are due back to CDTC by 5:00 p.m. on **Wednesday, November 28th**.

October 26 – We offered all Planning Committee and Policy Board members and the Chief Elected Official of all 77 municipalities by email a 2-hour workshop for those who are considering applying for TIP funding. In this workshop(s) we would review the Project Justification Package (our application), the Benefit/Cost ratio, and the Merit Scoresheet, offer helpful hints to improve applications, and answer questions. If there was interest,

these workshops would be scheduled at our offices in the first or second week in November.

In the meantime, staff continues to make preparations for project evaluations, making staff assignments, briefing new staff members, and creating project files. Staff is also working to update existing project status. If you are a project sponsor with a project on the existing 2016-21 TIP, please compare your project's latest schedule and costs to that information in the current TIP and inform us of any changes needed to the current TIP.