

## **Transportation Improvement Program Project Application and Evaluation Process Update**

**May 25, 2021**

CDTC's staff has made significant progress on the Transportation Improvement Program (TIP) project application and evaluation process update. As a reminder, staff is working with CDTC's Planning Committee to develop a web based project application, update the merit evaluation score sheet, improve evaluation data management and improve communication of project evaluation results including placement of projects in preservation versus beyond preservation evaluation categories. The following summarizes the status of the project.

### **Web Based Project Application**

- Following development of a discussion paper, CDTC staff held a meeting on April 27th with NYSDOT regarding the definition of preservation and beyond preservation projects. The paper was shared and discussed with the Planning Committee at its May meeting. Comments are being accepted through June with a final draft to be shared at the July Planning Committee meeting.
- A draft application form has been built using Jotform, a web based form building tool. Staff is testing the form, refining the questions and will provide CDTC's Planning Committee with a demonstration of the form at its July meeting.

### **Merit Evaluation Score Sheet**

- The draft merit score sheet was shared with the Planning Committee at its April meeting. The score sheet is being revised based on Planning Committee comments. A revision will be shared at the July meeting.

### **Evaluation Data Management**

- Staff has selected Microsoft Access as the master database for TIP project data.
- Draft spreadsheets are being developed along with an internal project tracking spreadsheet.
- Format of project factsheets and summary data tables will be revisited following finalization of the application and merit score sheet.

### **Remaining Schedule**

July 7, 2021 Planning Committee Meeting – Finalize and approve updated merit score sheet and recommend Policy Board approval. Continue discussion on preservation versus beyond preservation project definitions. Review project application form and draft fact sheet and data table formats.

August 4, 2021 Planning Committee Meeting – Finalize and approve updated application and recommend Policy Board approval; finalize the project fact sheet and data table formats.

September 2, 2021 Policy Board Meeting – Approve all changes recommended by the Planning Committee for use in the TIP solicitation, expected to begin in fall 2021.