



2022-2023 Unified Planning Work Program Transportation Planning Project Proposal Form

Introduction

The Capital District Transportation Committee (CDTC) maintains a Unified Planning Work Program (UPWP) as one of its primary responsibilities as a metropolitan planning organization. The UPWP assigns Federal Highway Administration and Federal Transit Administration planning funds to transportation planning activities that advance the principles of [New Visions 2050](#), the region's metropolitan transportation plan.

Examples of CDTC planning activities funded through the UPWP include consultant led community land use and transportation plans, staff led community planning technical assistance projects and staff provision of services ranging from transportation data collection to traffic forecasting. Review the [2020-2022 UPWP](#) to understand the range of CDTC's current planning work.

CDTC is initiating the process of developing a UPWP for the period April 1, 2022 through March 31, 2023. Projects may be proposed in one of the following three categories:

- 1) Community and Transportation Linkage Planning Program Projects (Linkage Program)
- 2) Regional Plan Implementation Projects
- 3) Community Planning Technical Assistance Program projects

Review the [2022-2023 UPWP Solicitation Guidance](#) for eligibility requirements.

Virtual Applicant Meeting

To assist with the preparation of appropriate project proposals, a virtual meeting is scheduled for Friday, October 22nd at 1 p.m. via Zoom. **Attendance at this meeting is mandatory for new project proposals.** [Register here](#) for the virtual meeting. A video recording will be available to registrants on CDTC's YouTube channel after the meeting.

[Contact CDTC](#) if you are unable to attend the virtual meeting and would like to submit a proposal. Proposals submitted from sponsors that fail to attend the virtual meeting or discuss their proposal with CDTC's staff will be rejected. CDTC staff will work with applicants to determine the need for consultant assistance, if funded (generally, requests for services over \$50,000 will likely require a consultant).

Proposal Deadline and Evaluation Process

Project proposals are due to CDTC on Wednesday, November 24th at 5:00 p.m. Mailed or emailed applications will not be accepted.

Projects will be evaluated by CDTC's staff based on evaluation criteria established in the UPWP Planning Project [Solicitation Guidance](#). Projects will be selected by CDTC's Planning Committee and Policy Board and will take into account staff evaluations and available funding.

Questions?

Contact CDTC by calling 518-458-2161 or emailing cdtc@cdtcmpp.org.

Part 1: Sponsor Contact Information

Sponsor Name *

i.e. city, town, village, county, public agency or non-profit

Contact Person *

Address *

Street Address

Street Address Line 2

City

Please Select

State

Zip Code

Phone Number *

Please enter a valid phone number.

Email *

example@example.com

Part 2: Basic Project Information

Project Name *

Upload a study area map, if applicable (.pdf format).

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Drag and drop files here

10 MB maximum

What is the proposed project type? (select one)

- Community and Transportation Linkage Planning Program
- Regional Plan Implementation

Community Planning Technical Assistance

List communities, agencies or other public entities affected by the project. Include road or other transportation facility owners in the study area that are not the project sponsor. *

Type here...

Provide a Brief Project Summary (limited to 100 words) *

Type here..

What is the purpose and need for the project and its relationship to transportation? *

Type here...

CDTC's New Visions 2050 metropolitan transportation plan includes fifteen (15) Planning and Investment Principles. Descriptions of the Planning and Investment Principles are available in the New Visions 2050 [Executive Summary](#).

How many Planning and Investment principles will the proposed project advance?

Select all that apply. *

- Invest in a Quality Region
- Support economic development
- Make investments regionally equitable
- Preserve and manage the transportation system
- Maintain travel reliability
- Invest in safety
- Invest in security
- Invest in Complete Streets
- Encourage bicycle and pedestrian travel
- Move freight efficiently
- Invest in transit
- Provide essential mobility for all
- Prioritize affordable and convenient travel options
- Preserve the environment
- Leverage technology

Describe how the proposed project advances the selected Planning and Investment Principles. *

Type here...

CDTC's New Visions 2050 plan also includes ten (10) "Big Ticket" initiatives:

- Regional Greenway Program
- Riverfront Access and Urban Development Program
- Street Reconstruction and Reconfiguration
- Suburban Town Center Development
- Integrated Corridor Management Program
- Demand Management Program
- Financial Incentives to Reduce Greenhouse Gases
- Ridesharing System for All Users
- Regional Electric Vehicle Charging System
- Enhanced BRT

Descriptions of these initiatives are available in New Visions 2050: [Quality Region](#) chapter.

How will the proposed project advance one or more of these "Big Ticket" initiatives, if applicable?

Type here...

List any CDTC regional plans, state plans, comprehensive plans or other regional or local plans related to the proposed project. CDTC plans may be found at <https://www.cdtcmpr.org/transportation-plans/cdtc-planning-documents>. *

Type here...

Will the project address one or more of the following Linkage Program strategies (select all that apply)? *

- Create a connected and integrated multi-modal transportation network.
- Support urban revitalization and redevelopment of existing commercial/residential areas.
- Enhance and develop activity centers and town centers.
- Enhance and develop transit corridors and transit supportive built environments.
- Encourage a greater mix and intensity of land uses in municipal centers.
- Develop bicycle and pedestrian-friendly community and site design standards.
- Reduce driveway conflicts through access management.
- None

Are there emerging issues and opportunities that could be addressed with the project such as climate and electric vehicles, connected and automated vehicles, shifting demographics, curb management, safe systems/vision zero, etc.?

Type here...

Describe any additional issues that the project intends to evaluate or address. *

Type here...

List the tasks that need to be completed as part of the proposed project. *

Type here...

How will public participation be incorporated and affected parties included in the planning process? Projects that are of a technical nature (i.e. traffic modeling, crash data analysis, etc.) and/or focus on data collection efforts (such as pavement condition monitoring) do not require public input. *

Type here...

Are there communities of concern, including CDTC designated Environmental Justice communities, in the study area? Learn more at https://www.cdtcmpo.org/images/how_nondiscrim/envjustice/EJTitleVI2020.pdf.

Describe the communities of concern and how the project will consider them in the planning process. *

Type here...

What is the desired outcome or product of the project? (i.e. study report, technical memo, map, etc.) *

Type here...

Does the sponsor intend to adopt the resulting plan or incorporate the recommendations into local policies such as zoning and capital improvement plans? For technical projects, describe how the project results will be used by the sponsor. *

Type here...

Are there other communities, public agencies, or non-profit groups supporting the project through in-kind services or provision of matching funds? List them and provide commitment letters in the file upload below.

Type here...

Upload commitment letters as a single file below (.pdf format). DO NOT provide general letters of endorsement for the project.

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Total Project Budget

The maximum request for federal funding and required local match by project type is as follows:

- **Linkage Program** - \$100,000 maximum total project cost with either 10% local cash match (i.e. \$90,000 federal + \$9,000 local cash = \$99,000 total project cost) or 10% in-kind services match. Cash match is preferred.
- **Regional Plan Implementation** - \$150,000 maximum total project cost with 10% in-kind services or cash match.
- **Community Planning Technical Assistance** - \$30,000 maximum total project cost with 10% in-kind services match

Provide the proposed project budget in the following table *

	Proposed Project Budget
A. Federal Funds (used for CDTC staff time or a consultant)	
B. In-kind Match	
C. Cash Match	
D. Total Project Cost (Sum of A, B and C where B + C = 10% of the federal funds requested, minimally)	

What is the source(s) of the cash match?

Type here...

Describe the form(s) of in-kind support, in addition to meeting attendance, the sponsor is committing to the project. Provide the names of staff or community members that will be providing these services, number of hours and their hourly rate. For volunteers, use the hourly volunteer rate of \$33.17 for New York State (source: <https://independentsector.org/value-of-volunteer-time-2021/>). *

Type here...

Indicate how long (in months) you anticipate this project will take to complete. Describe any scheduling considerations CDTC should be aware of. Project schedules will be assessed by CDTC staff. Projects approved for funding will not begin until after April 1, 2022. *

Type here...

Is there other information CDTC should be aware of related to the proposed project not already mentioned? *

Type here...

Provide a brief cover letter that includes a commitment to the local match requirement, signed by the lead elected official of the community or chief executive of the agency/organization (.pdf format). *

Browse Files

Drag and drop files here

5 MB maximum