

# 2023 Transportation Planning Project Solicitation

*Guidance Issued October 10, 2022*

## Introduction

The Capital District Transportation Committee (CDTC) is issuing this call for local and regional transportation planning initiatives for inclusion in CDTC's 2023-2024 Unified Planning Work Program (UPWP). The UPWP assigns federal transportation planning funds made available through CDTC from the Federal Highway Administration and the Federal Transit Administration for communities in the Capital District. Planning project proposals must advance the principles of the metropolitan transportation plan, New Visions 2050, and be consistent with planning factors in the Bipartisan Infrastructure Law. The 2023-2024 UPWP covers the period April 1, 2023 to March 31, 2024 and an estimated \$1 million in federal funds will be available for planning activities.

## Eligible Sponsors

Cities, towns, villages, and counties in CDTC's metropolitan planning area are eligible to apply. CDTC's planning area includes the counties of Albany, Rensselaer, Saratoga (except the Town of Moreau and the Village of South Glens Falls) and Schenectady. CDTC's member organizations are also eligible to apply. Applications from not-for-profits, neighborhood groups, and other organizations will be considered if the application is sponsored and submitted by at least one local government in the study area and involves the participation of others, if applicable.

## Regional Planning Principles

The principles contained in [New Visions 2050](#) guide federal investment in transportation planning at CDTC. UPWP planning proposals must advance New Visions principles which are consistent with federal policies. Key New Visions themes are listed below, followed by planning project examples:

### Quality Region Planning

- Land use and transportation plans
- Public participation initiatives
- Zoning code and design guideline updates

### Regional Operations & Travel Reliability

- Traffic count data collection and analysis
- Travel demand modeling
- Traffic signal retiming plans

### Infrastructure

- Pavement condition data collection<sup>1</sup>
- Sidewalk and trail location data collection
- Americans with Disabilities Act (ADA) Transition plans

### Safety

- Crash data analysis and speed studies
- Education programs
- Vision Zero or safe systems plans or policies

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<sup>1</sup> Pavement condition data collection and some traffic impact review tasks are professional services provided by CDTC under contract with local governments. Contact CDTC for more information.

### Transportation System Resiliency/Security

- Electric vehicle infrastructure planning
- Infrastructure vulnerability assessments
- Evacuation route planning

### Complete Streets

- Corridor studies
- Demonstration projects
- Municipal staff training workshops

### Bicycles and Pedestrians

- Bicycle and pedestrian counts
- Trail feasibility studies
- Safe Routes to School and bicycle/pedestrian plans

### Transit and Mobility Options

- Mobility hub planning
- Transit supportive development plans
- Parking studies

### Transportation Demand Management

- Park and ride lot plans and data collection
- Commute trip reduction planning
- Sustainable commuting programs

### Freight

- Freight data collection
- Truck access and circulation studies
- Intermodal center planning

### Environmental Stewardship

- Carbon reduction plans
- Climate action plans
- Green infrastructure plans

### Transportation Related Technologies

- Smart city planning
- Coordinated traffic signal planning
- Curbside management plans

## Eligible Planning Activities

The UPWP funds both consultant and CDTC staff level planning activities. Project types are divided into small, medium, and large scale, based on cost, with requests capped at \$250,000. Applicants are encouraged to propose creative and innovative projects that address our evolving local and regional planning needs. Examples of recently funded projects may be found in CDTC's current [2022-2023 UPWP](#). Before applying, [contact CDTC](#) to discuss which program is the best fit. Intermunicipal proposals and additional in-kind services or cash matches above the minimum required are encouraged. CDTC reserves the right to confirm or modify all cost estimates based on past planning project experience.

Project Types	Cost Estimate Ranges
<p><b>Small Scale: Technical Assistance Program</b></p> <p>This program provides staff time and expertise to local governments undertaking small-scale community planning initiatives, for example:</p> <ul style="list-style-type: none"> <li>• Data collection and analysis</li> <li>• Public input and community visioning</li> <li>• Americans with Disabilities Act (ADA) planning</li> <li>• GIS mapping and analysis</li> <li>• Road safety assessments</li> </ul> <p>These projects have a shorter turnaround time, a discrete scope of work, and may have limited public outreach. For a comprehensive list of eligible project types, see the <a href="#">Community Planning Technical Assistance web page</a>.</p>	<p><b>Up to \$25,000</b></p> <p>Match requirement: An in-kind match contribution of not less than 10% of the actual project cost is required</p>

<b>Medium Scale: Community Planning/Linkage Program</b>	<b>\$20,000 (minimum) - \$150,000 (maximum)</b>
<p>This program provides funding for local governments to prepare community-based transportation and land use plans consistent with New Visions 2050 planning and investment principles, for example:</p> <ul style="list-style-type: none"> <li>• Neighborhood and Area Transportation Plans</li> <li>• Corridor Studies and Concept Plans</li> <li>• Complete Streets Plans</li> <li>• Zoning and Land Use Regulations</li> <li>• Pedestrian and Bicycle Master Plans</li> </ul> <p>These consultant-assisted projects generally have a comprehensive scope of work and robust public outreach. For a list of example project types, see the <a href="#">Linkage Program</a> web page.</p>	<p>Match requirements: A cash or in-kind match contribution of not less than 10% of the actual project cost is required</p>
<b>Large Scale: Regional Planning Program</b>	<b>\$100,000 (minimum) - \$250,000 (maximum)</b>
<p>This program provides funding for members to prepare multi-jurisdiction or regionwide projects, or projects with regional implications. For example:</p> <ul style="list-style-type: none"> <li>• Planning and Environmental Linkages (PEL) Studies</li> <li>• Multi-jurisdiction State or US Route Corridor Studies</li> <li>• Transit Planning Studies</li> <li>• Feasibility Assessments of major infrastructure investments</li> <li>• Freight Planning Studies</li> </ul> <p>These consultant-assisted projects require coordination among several entities, have a complex, multifaceted scope of work, and require the development and implementation of a Public Participation Plan (PPP). For examples of project types, see the <a href="#">Planning Documents</a> web page.</p>	<p>Match requirements: A cash match contribution of not less than 15% or an in-kind match contribution of not less than 10% of the actual project cost is required</p>

**Ineligible Activities**

- National Environmental Protection Act (NEPA) environmental assessments
- State Environmental Quality Review Act (SEQRA) environmental assessments
- Detailed engineering
- Field land surveying for right of way mapping
- Right-of-way acquisition
- Storm water/sewer system design
- Site preparation
- Construction projects
- Transportation department operations

**Project Administration**

The UPWP is funded with federal transportation planning funds from the Federal Highway Administration and the Federal Transit Administration. These funds are allocated to CDTC by New York State and come with requirements at both the federal and state levels. If funding is awarded,

in addition to the requirements outlined below, additional project administration guidance will be provided to project sponsors. A few key administration requirements:

- A Memorandum of Understanding (MOU) outlining the roles and responsibilities of the CDTC staff and project sponsors will be executed before projects can begin. If the MOU is not executed by September 30, 2023, planning funds will be forfeited.
- CDTC staff will provide small scale technical assistance in house. Small scale projects must be completed by March 1, 2024.
- CDTC will administer consultant contracts and provide additional technical assistance throughout the study process.
- CDTC uses an abbreviated but competitive approach to consultant selection. Sponsors should be aware that if consultant assistance was used to prepare the planning project application or to develop the scope of work, that consultant will not be eligible for the contract. In addition, consultants on retainer to a municipality are not guaranteed planning project contracts.
- Consultant led planning studies must be completed within 18 months of the date of contract execution. Should the project be delayed, the following milestones will apply:
  - Within 3 months of contract execution – have a kick-off meeting.
  - Within 12 months – consultant completes 50% of the scope of work.
  - Within 18 months – consultant completes 100% of the scope of work.

If the above milestones are not met, the sponsor must submit a request for an extension to CDTC's Planning Committee and the sponsor will not be eligible to request additional CDTC planning funds until the delayed project is complete.

- All consultant led projects will follow CDTC's Public Participation Plan guidelines.
- In-kind match may include meeting attendance, document review, and other project tasks. Sponsors must document hours and either hourly rates (including fringe) of salaried staff or the [value of volunteer time](#) spent on tasks supporting the project. In-kind match documentation shall be submitted to CDTC quarterly from the date of MOU execution.
- CDTC will invoice sponsors for cash match, if offered, no later than December 1, 2023. Sponsors should ensure the availability of cash matches in calendar year 2023 budgets.
- Cash match sources may include state, county, and local funds as well as funds from private and not-for-profit groups with a direct connection or interest in the project.
- Other federal funds may not be used for the local match.
- Federal funds are capped.
- Failure to meet CDTC's requirements may result in funding being revoked. CDTC reserves the right to cancel projects at any time.

## **Public Participation**

UPWP funded planning projects expected to result in recommendations or actions with direct or indirect impact on the public must provide for public input and participation. The magnitude of a project will determine the extent of the public input component. All consultant led activities will utilize CDTC's [Public Participation Plan](#) as a guide for public involvement. Projects that are of a technical nature and/or focus on data collection efforts (such as traffic volume data collection) do not require public input. CDTC will make the final determination on the need for public involvement for all proposed projects.

## **Title VI and Nondiscrimination**

CDTC's Nondiscrimination Program consists of separate Title VI and Americans with Disabilities Act (ADA) components. CDTC is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its metropolitan transportation planning process on the basis of race, color, national origin, sex, age, disability, or economic status, as protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

Successful applicants for UPWP funds are expected to make concerted efforts to have broad and meaningful public participation from all affected parties in their planning processes, and to demonstrate that the project does not have discriminatory impacts.

## **Pre-Application Resources**

CDTC staff is available to discuss planning project concepts with sponsors prior to submitting a proposal. Contact CDTC if you would like to set up a pre-application in person or virtual meeting.

A virtual UPWP workshop is scheduled for Thursday, October 20<sup>th</sup> at 1 p.m. via Zoom. **Sponsor attendance is highly encouraged.** Register at <https://us02web.zoom.us/join/zoom/register/tZEIcEihrzgoG9Q5gaZ9mUZ7Fm1zRFBW9dKZ>. A video recording will be available on CDTC's YouTube channel after the meeting.

## Application Process

All proposals must be received by **Wednesday, November 30, 2022 at 5:00 p.m.** Project sponsors must complete an application form for each proposed project, submitted via JotForm at <https://form.jotform.com/222775394470160>. Applications received via mail or fax will not be accepted unless pre-approved by CDTC's Executive Director. Within the electronic application, sponsors will need to upload the following:

1. A brief cover letter that includes a commitment to the local match requirement signed by the lead elected official or chief executive (.pdf format).
2. A project location map, if applicable (.pdf format).
3. Letters indicating commitment of transportation facility owners, if the facility is not owned by the project sponsor, to the project (.pdf format).
4. Letters from project partners proposing in-kind services or the provision of matching funds. Do not include general letters of endorsement (.pdf format).

Applications that do not adhere to the above requirements will not be accepted. For application questions, please contact CDTC at 518-458-2161 or [cdtc@cdtcmpo.org](mailto:cdtc@cdtcmpo.org).

## Project Evaluation

Proposals will be screened by CDTC staff to ensure they are complete and meet all program requirements. Project sponsors must submit a good-faith project budget which will be reviewed for appropriateness. A review of the local match requirement will also be undertaken and confirmed with project sponsors. Incomplete submissions and those that do not meet the program requirements will not be considered for funding.

CDTC staff will evaluate the proposals using a 25-point evaluation matrix. Proposals that best meet the evaluation criteria will be more competitive for funding. The evaluation criteria are:

1. Project advances one or more New Visions principles or [Federal planning factors](#) (up to 5 points)
2. Study Area includes or is adjacent to a Census Tract identified as low income or minority based upon CDTC's [Environmental Justice analysis](#) (4 points)
3. Proposal includes an intermunicipal partnership (4 points)
4. Sponsor demonstrates strong commitment to the project (i.e. resolution supporting the proposal, exceed match requirements, implementation funds identified, etc.) (up to 3 points)
5. Proposed project implements a previously completed CDTC Plan (i.e. Linkage Plans or regional plans). New Visions 2050 does not apply. For a list of CDTC's completed plans, visit <https://www.cdtcmpo.org/transportation-plans/cdtc-planning-documents> (3 points)
6. Project sponsor demonstrates ability to support the project through staff, appointed

officials or volunteers (up to 3 points)

7. Proposed project is innovative or demonstrates a creative or new approach to a transportation and/or land use issue. (up to 3 points)

Additional considerations include the proposed budget, type of project, sponsor UPWP workshop attendance, geographic balance, number of CDTC supported project awards to sponsor in last five years and planning funds requested per capita of study area.

### **Timeline for Project Selection**

October 10, 2022:	Call for projects released
October 20, 2022:	Sponsor workshop
November 30, 2022:	Applications due
December 2022:	CDTC staff evaluates and prioritizes projects/studies
January 4, 2023:	CDTC staff shares list of proposed projects and funding recommendations with CDTC's Planning Committee
February 1, 2023:	Planning Committee reviews and approves Draft 2023-2024 UPWP; opens 25-day public review
March 2, 2023:	CDTC Policy Board reviews and adopts 2023-2024 UPWP

### **Award Notification**

Project sponsors will be notified as to the status of their proposals prior to the January 4, 2023 Planning Committee meeting at which projects will be recommended for funding. Recommended projects will be added into the draft 2023-2024 UPWP to be approved at the February 1, 2023 Planning Committee meeting. CDTC's Policy Board will approve a final 2023-2024 UPWP on March 2, 2023 following a 25-day public review process. Project funding will not be available for use until April 1, 2023 and the ability of planning projects to move forward will be dependent on CDTC staff availability.

Following Policy Board approval, sponsors awarded funding will receive project administration guidance and a Memorandum of Understanding (MOU) for signature from CDTC staff. The MOU must be executed before the project can begin.