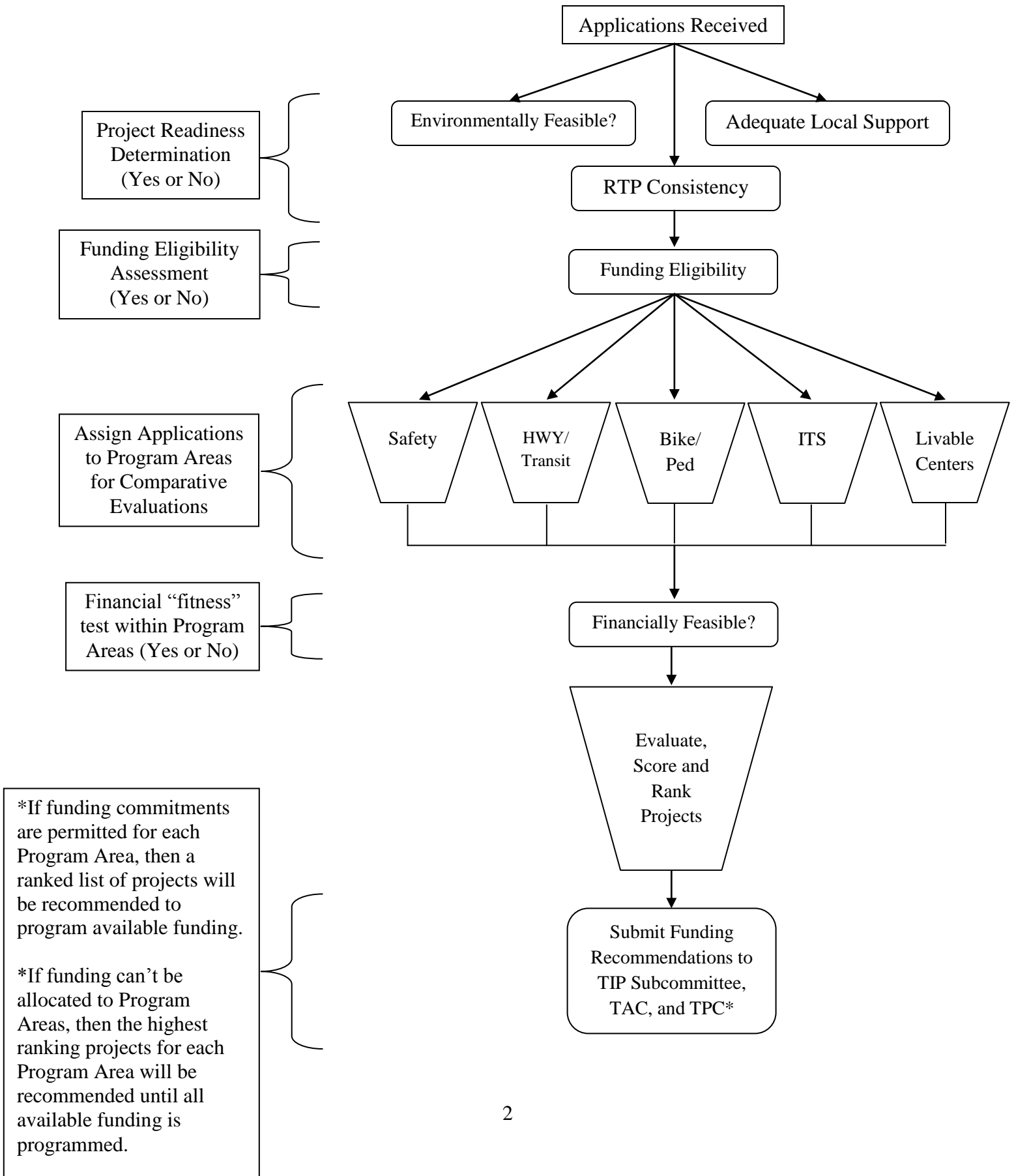


**Attachment C**

**H-GAC 2013-2016 TIP  
CALL FOR PROJECTS  
APPLICATION PROCESS AND INSTRUCTIONS**

**May 16, 2012**

## Draft H-GAC TIP Application Submittal Process



## **Guiding Principles**

1. The Transportation Improvement Program's projects shall be consistent with the Regional Transportation Plan's identified needs, goals and program of projects.
2. Annual funding allocation targets for a multimodal transportation system should reflect the needs of the system.
3. Projects proposed should be ready for implementation within the time period proposed in the project application.
4. Project sponsors proposing projects or amendments will be required to provide evidence of their financial commitments to the matching funds as required to supplement federal aid requested.
5. Member agencies are encouraged to implement and complete programmed projects as scheduled to ensure that committed obligation authority is fully utilized and to increase prospects of receiving a share of redistributed obligation authority from the State of Texas.
6. In accordance with the Clean Air Act, projects which are committed measures in the H-GAC air quality plans are legally binding for implementation. In addition, these projects are also essential for demonstrating air quality conformity for the Transportation Improvement Program and Regional Transportation Plan.

## **Application Instructions**

7. Project applications submitted in a previous "Call for Projects" are not retained, reused or referenced.
8. Completed applications must be submitted on or before the due date of August 1, 2012. Late applications will not be accepted.
9. A pre-application workshop is scheduled for H-GAC member agencies to review and discuss the application process. This workshop is scheduled for May 30, 2012 at 9:30 am, Texas Department of Transportation Auditorium, 7600 Washington Ave, Houston, TX 77007.
10. A project can be sponsored and funded by one agency; be a joint project with multiple funding partners; or be considered a regional project.
  - a) A Joint Project has more than one agency financially contributing to the project. The application must:

- i) Be submitted by the sponsoring agency that will be responsible for implementing the project and reporting on it to H-GAC;
  - ii) Include contact information for all agencies involved;
  - iii) Document how the local cost component will be shared between partnering agencies; and
  - iv) Include signatures from each jurisdiction’s Manager(s)/Administrator(s) or designated representative. Signatures should be located in the letter of transmittal or Resolution, scanned to PDF document, and attached to the application packet.
- b) A Regional Project is a transportation project that is sponsored and funded by one or more H-GAC member agencies where the project impacts other jurisdictions besides those sponsoring the project.

11. Restrictions on the amount of funding requested will apply as follows:

- a) Any single request for funding may not exceed the amount of funding available in a single fiscal year.
- b) In total, applicants may not submit multiple requests for funding that totals more than the total amount of funding available.

Applications that exceed these thresholds, based on the estimated availability of funding shown below, will be returned to the applicant without further processing. The following table is provided to help applicants assess the magnitude of their federal aid requests.

	2013	2014	2015	2016	Total
<b>5-CMAQ</b>	\$12.999	\$31.702	\$68.190	\$69.150	<b>\$182.041</b>
<b>7-STP-MM</b>	\$12.353	\$9.528	\$78.910	\$81.310	<b>\$182.101</b>
<b>9-STP-ENH</b>	---	---	\$12.500	\$12.500	<b>\$25.000</b>
<b>JARC/NF*</b>	\$4.611	\$5.186	\$5.186	\$5.186	<b>\$20.168</b>
<b>Total</b>	<b>\$29.962</b>	<b>\$46.416</b>	<b>\$164.786</b>	<b>\$168.146</b>	<b>\$409.309</b>

\*JARC/New Freedom funding is programmed through existing processes and is shown here for completeness.

12. Each project application must request a minimum of \$150,000 in Federal funds.
13. Applicants will be required to evaluate their own projects and submit scores with applications based on planning factors, costs and benefits. A detailed analysis of costs and benefits is required. Applicants must submit all benefit cost analyses data used to evaluate

with their applications. H-GAC will assess the validity of each applicant's own evaluation based on the data submitted by the applicant. H-GAC staff and its reviewing committees will not perform any customized analysis for project applicants. However, H-GAC will assist project applicants perform their benefit costs analyses before and during the official 60-day call for project application period.

14. If the project is eligible for CMAQ funds, applicant must include a detailed emissions benefit analysis with all data to back up calculations. The expected emissions reductions and cost effectiveness for all proposed CMAQ funded projects will be reviewed by H-GAC staff. H-GAC staff will assist applicants perform an emissions benefit analysis before and during the 60-day call for projects period.
15. If the amount of federal funds for a project is recommended to be lower than initially requested, or the scope of the project is recommended to change, the project application with proposed changes will be sent back to the applicant for acceptance of new funding amounts or scope change. If applicable, H-GAC staff will determine if a revised emissions benefit analysis is required.
16. Completed applications with supporting documentation must be submitted in an electronic format. The only permitted method of application package submittal is by DVD/CD or USB drive mailed, or hand delivered, to the H-GAC office. **Printed copies, e-mails or electronic transfer of any initially submitted application materials will not be accepted.**

**Mailing Address:** H-GAC, ATTN: Alan Clark, P.O. Box 22777, Houston, TX 77227-2777

**Physical Mailing Address:** H-GAC, ATTN: Alan Clark, 3555 Timmons Lane, Suite 120, Houston, TX 77027.

17. Applications must include a signature of approval by the jurisdiction Manager/Administrator or designated representative. Signatures should be located in the letter of transmittal or Resolution, scanned to PDF document, and attached to the application packet.
18. Upon receiving the application, H-GAC staff will review submitted applications for required information and assess applicant self-evaluations. H-GAC staff will notify applicants of receipt of application(s) and if the application was incomplete.
  - a) If the application is substantially complete, the H-GAC staff will note any missing information and alert the applicant via email and a phone call.

- b) The applicant will have five (5) business days to supply the missing information to H-GAC staff. The due date and time to submit the missing information will be noted in the email from H-GAC staff and via a telephone call.
  - c) Missing application information may be supplied to H-GAC staff via email if the total size of the file does not exceed 10 megabytes, or by the way of facsimile, if appropriate.
  - d) If a project is not eligible under the current Federal regulations, a notification will be sent to the project sponsor.
  - e) If certain project components are not eligible under the current Federal regulations, H-GAC staff will work with the project sponsor to modify the project budget components for eligibility purposes. H-GAC staff and the sponsoring agency representatives will present and explain the original and modified application at the TIP Subcommittee.
19. Complete and eligible project applications submitted for consideration will be processed through the H-GAC committee process for project evaluation and selection. The H-GAC committee process is shown on Page 8.
20. In accordance with federal CMAQ guidance, an evaluation of the expected emissions reductions and cost effectiveness for all proposed CMAQ funded projects will be verified by H-GAC staff.
21. Applicants must provide a detailed map of the proposed project's location with clearly delineated boundaries, directional references, nearby roads and nearby land marks. Unreadable or illegible maps submitted will render the application incomplete.

### **Roles and Responsibilities**

22. The Applicant (i.e. Project Sponsor) is responsible for submitting a complete application package in electronic format on or before the due date. The Applicant must perform its own evaluation of its project(s) and submit all supporting documentation in electronic format supporting the application and self-evaluation of its projects.
- a) The Applicant may need H-GAC's assistance to gather information or perform certain analyses to assess costs, benefits or regional impacts a proposed project may have. If the Applicant needs assistance from H-GAC, the Applicant must schedule this assistance with the appropriate H-GAC staff member and give H-GAC at least fifteen (15) business days to perform any needed information requests or analyses. H-GAC will not be

responsible for incomplete applications or if the Applicant fails to adequately plan for H-GAC's assistance.

23. Advisory Subcommittees are charged with updating project evaluation and scoring criteria for their respective interest group. The evaluation criteria developed by each of the Advisory Subcommittees must be approved by the TIP Subcommittee, TAC and TPC.
24. The TIP Subcommittee's role is to manage and direct the project evaluation process to include providing guidance to the Advisory Subcommittees, assessing updated evaluation criteria, analyzing Advisory Subcommittee recommendations, and ensuring the process is guided by the goals and objectives of the H-GAC Regional Transportation Plan (RTP) and federal guidelines. Furthermore, the TIP Subcommittee is charged with producing a draft list of ranked projects to be considered by the TAC and TPC for Federal funding.
25. The Technical Advisory Committee's (TAC) role is to monitor the activities of the TIP Subcommittee and ensure the TIP project evaluation criteria are adequately applied; review and consider the ranked projects recommended by the TIP Subcommittee; and ensure the public review and comment phase of the process is followed. The TAC forwards its recommendation to the TPC for consideration and action.
26. The Transportation Policy Council's (TPC's) role is to make a final decision on which projects receive federal funding. The TPC may accept or reject any recommendation received by the TAC.
  - a) Projects selected and approved by the TPC will be included in the H-GAC Transportation Improvement Program (TIP) and forwarded to TxDOT for approval to the STIP.
27. H-GAC staff's role is to evaluate project applications and facilitate and staff the TAC Subcommittees, TIP Subcommittee, TAC and TPC meetings; offer guidance and recommendations throughout the TIP Development process; and ensure an adequate public review and comment period is conducted in a timely and effective manner. H-GAC staff will compile all application scores and submit an initial list of ranked projects to the TIP Subcommittee for review and consideration.

# H-GAC TIP Development Committee Process

