




**Metro**

July 13, 2006

**TO: BOARD OF DIRECTORS**

**THROUGH: ROGER SNOBLE**   
**CHIEF EXECUTIVE OFFICER**

**FROM: CAROL INGE**   
**CHIEF PLANNING OFFICER**

**SUBJECT: CALL FOR PROJECTS SUPPLEMENTAL FUNDING APPLICATION**

**ISSUE**

At its May 3, 2006 meeting, the Metropolitan Transportation Authority (Metro) Board of Directors approved one-time changes to the Call for Projects process to address cost increases being experienced by local project sponsors. The approved changes included implementing a special process wherein sponsors could compete for additional Metro funding to cover the cost increases for projects programmed with Call for Projects funding in FY 2007 or earlier. The attached is a copy of the application package that will be released at the end of July, with an application submittal due date of September 27, 2006.

**DISCUSSION**

Over the past two months, the attached application package was developed in consultation with Metro's Technical Advisory Committee (TAC) and its subcommittees. Only projects previously funded through the Call for Projects will be eligible for the supplemental funding. Further, no scope of work will be allowed to be augmented. Completed projects also cannot apply.

The supplemental funding applications will be due 60 days from the transmittal date and will be evaluated based on project readiness; relative ranking received on the original Call application; size of the additional local match that the sponsor is willing to contribute towards the project's increased cost; and the type of funding available versus the type of funding for which the project is eligible. Projects will need to meet pertinent funding requirements. At a minimum, the proportion of Metro funding will need to be the same as the original grant.

Funds are potentially available in all modal categories, except for the Freeway mode. However, Transportation Enhancement Activity (TEA) funds will not be available until FY

2008-09. An attempt will be made to advance TEA funds; however, it will not be known until later this year whether this is a possibility.

**NEXT STEPS**

The funding applications will be transmitted to project sponsors at the end of July with a September 27, 2006 due date. Applications will not be accepted past 4:00 p.m. on the due date. The applications will be evaluated based on the criteria mentioned above. Funding recommendations will be brought to the Metro Board for approval no later than January 2007.

Attachment

<b>Metro Use Only</b>
Project # _____
Mode: _____
Area: _____

## Supplemental Funding Application for Existing Call Projects

**NOTE TO APPLICANT:** This application is only for projects which previously received Call for Projects funding. Each individual project must be submitted as a separate application. If awarded, Project Sponsors have **18 months** from the Metro Board approval date to obligate (federal) or expend (non-federal) the funds. Certain funding types are subject to restrictions. Project Sponsors are requested to answer all sections of the application. Thank you.

### PART I- General Project Information

1. METRO CALL FOR PROJECTS ID# \_\_\_\_\_

2. PROJECT TITLE \_\_\_\_\_

3. PROJECT SPONSOR  
Lead Agency Name/Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_  
 \_\_\_\_\_

Phone # and Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. MODAL CATEGORY

- Regional Surface Transportation Improvements
- Signal Synchronization & Bus Speed Improvements
- Transit Capital
- Bikeway and Pedestrian Improvements and Transportation Enhancement Activities (eligible for STIP TEA after FY 2008)
- Transportation Demand Management (only federal CMAQ funds potentially available)

5. **LOCAL SPONSOR PROJECT PRIORITY** If more than one application is being submitted per mode, what is your agency's priority for this project in comparison to the total number of projects submitted for each mode (for informational purposes only)? # \_\_\_\_ out of \_\_\_\_.
  
6. **JUSTIFICATION FOR ADDITIONAL FUNDING** Please explain why your Agency is requesting additional financial support from Metro. Responses are limited to 250 words, minimum 12-point font. Also, please state whether you have federal clearance and/or can use federal funds.

7. **PROJECT EXPENSES** (up to 34 points will be given for an increased local share over the original percentage share):

ORIGINAL COST		INCREMENTAL COST INCREASE		REVISED COST	
Total		Total		Total	
Metro Share		Metro Share		Metro Share	
%		%		%	
Local Share		Local Share		Local Share	
%		%		%	

**8. YEAR AND AMOUNT OF INCREMENTAL METRO FUNDING REQUESTED:**

FY 06-07 \$\_\_\_\_\_ FY 07-08 \$\_\_\_\_\_

**9. YEAR AND AMOUNT OF INCREMENTAL LOCAL MATCH (include source):**

FY 06-07 \$\_\_\_\_\_ FY 07-08 \$\_\_\_\_\_

Source:\_\_\_\_\_ Source:\_\_\_\_\_

\* Responses to Question 8 should total the amount under INCREMENTAL COST- Metro Share

\* Responses to Question 9 should total the amount under INCREMENTAL COST- Local Share

**10. PROJECT READINESS STATUS (up to 33 points will be given for projects that are ready for construction or acquisition):** From the Metro Board approval date, how many months will your agency need to complete the project (completion defined as available for use by the general public)? \_\_\_\_\_ Months.

Provide an update for the project including the following as appropriate:

PHASE	START	COMPLETION
Environmental Clearance		
Preliminary Engineering		
Design		
Right-of-Way		
Construction		

- For construction, please include information as to when you will advertise and award a contract. If you are already in construction, what is your project status?

**11. PROJECT SCORE ASSESSMENT (Up to 33 points will be awarded).** All projects in each Call year will be standardized so that they can be compared fairly within each mode across all Call years. No information is required from the project sponsor. Metro will score the projects based upon previous Call for Projects.

12. **Verification:**

Depending upon the type of funds awarded, project sponsors will have **18 months** from the Metro Board approval date to encumber or expend funds. Please document to the best of your ability that your local jurisdiction will be ready and able to obligate or expend funds within this time frame by providing supporting documentation such as a cash flow and/or project implementation schedule (See Attachment).

**CERTIFICATION:**

A person duly authorized to sign for the organization (city manager, general manager, executive director, or high ranking officer) must sign and certify the application.

The applicant is responsible for meeting the terms and conditions of the Metro Board project approval, local match requirements, and the stipulations contained within the standard Memorandum of Understanding (MOU), Letter of Agreement (LOA), or State Transportation Improvement Program (STIP) LOA.

I attest to the fact that the data submitted herein is true and accurate to the best of my knowledge, and that the project will be designed, constructed, operated, and maintained to maximize safety:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NAME

TITLE

Co-Sponsors: (If applicable)

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Signature/Title

**ATTACHMENT A: CASH FLOW**

[CFP#, PROJECT TITLE]

SOURCES OF FUNDS	FY/ QTR	FY/ QTR	FY/ QTR	FY/ QTR	FY/ QTR	FY/ QTR	FY/ QTR	FY/ QTR	TOTAL BUDGET
METRO COMMITMENT:									
LOCAL MATCH: Specify Source:									
REQUESTED AMOUNT:									



## INSTRUCTIONS FOR COMPLETING APPLICATION FOR SUPPLEMENTAL CALL FOR PROJECTS FUNDING

### PART I-General Project Information contained on pages 1-4

Item 1. Metro Call for Projects ID#: Provide the four-digit code identifying your specific project. Each project received a four-digit Call for Projects number during the original Call process (this code is also noted in the MOU or LOA). For example, Project ID#s in the 2001 Call start with the number “8” and ID#s from the 1999 Call begin with “6.”

Item 2. Project Title: Provide the title of the project as approved in the original Call and as indicated in the MOU or LOA.

Item 3. Project Sponsor: Identify the Agency applying for funding under this Supplemental Call for Projects. Also, choose a contact person who will serve as a liaison between the Project Sponsor and Metro for all matters pertaining to the project application and if funding is awarded, the grant. Include the person’s name, title, mailing address, direct telephone line, fax number and e-mail address. **Please note:** Metro will **ONLY** communicate with this contact person for the duration off this application process and throughout grant cycle if your organization is selected.

Item 4. Modal Category: Check the box for the modal category in which this project was originally awarded funding. The modal category should match the original Call modal designation unless subsequently changed.

Item 5. Local Sponsor Project Priority: If your Agency submits more than one application within a modal category, each project must be prioritized. Indicate the project’s priority in the space provided. For example, if you submit two projects in the Transit Capital category, the first priority project must be designated ‘1 of 2’ and the second priority project designated ‘2 of 2’. This is for informational purpose only.

Item 6. Justification for Additional Funding: Please explain why your Agency is requesting additional funding from Metro. Describe the circumstances and issues so as to give Metro a sound basis on which to evaluate your funding request.

Item 7. Project Expenses (Up to 34 points): Under Original Cost, please provide the total cost of the project as originally funded by Metro including the Metro share and the percentage and the Local share and the percentage. The figures should coincide with your MOU or LOA. Under Incremental Cost Increase, please provide the total incremental increase only, the Metro share and the percentage, the Local share and the percentage. A Sponsor must provide a minimum local share equal to the local share provided in the original Call. For example, if the local share was 35% in the original Call, then a **minimum** 35% local match is **required** for the incremental cost increase. This is one of the scoring criteria worth up to 34 points with more points given for a higher minimum local match so the higher the local match, the greater number of points awarded. Under Revised Cost, add the totals across from the two boxes to show Total, Metro share and Local share. Compute the percentages respectively for the Metro and Local percentage shares.

Item 8. Year and Amount of Incremental Metro Funding Requested: Provide the amount of incremental Metro funding only for FY 06-07 and FY 07-08.

Item 9. Year and Amount of Incremental Local Match: Provide the amount and the source of the incremental Local match funding for both FY 06-07 and FY 07-08.

Item 10. Project Readiness Status (Up to 33 points): Provide an update for the various project elements as shown in the box. Please include a start date and a completion date. Please tell us in how many months the project will be completed in the space provided (i.e. the months in which the project will be available for public use). Also, provide information as to the current status of the advertising, bidding, and award process. If already in construction, please note your project status, e.g. construction is 20% complete, or provide information that would be helpful for Metro to understand your current situation.

Item 11. Project Score Assessment (Up to 33 points): No information is needed from project sponsor.

Item 12. Verification: Please document as best you can that your Agency will be ready and able to expend or obligate funds within the 18 month time frame by providing supporting documentation such as a cash flow and/or- project implementation schedule.

To complete the cash flow, please provide us with a breakdown per Fiscal Year and by Quarter of the incremental funding required to complete your project. Please total the amounts in the bottom row called "Requested Amount," and in the rightmost column called "Total Budget."

Item 13. Certification: Please have a duly authorized person (person authorized to enter into agreements) sign for your Agency/organization. If applicable, please have Co-Sponsors sign as well.

## TENTATIVE CALL FOR PROJECTS SPECIAL PROCESS SCHEDULE

May 3, 2006 Board Approval

June 2006 TAC Subcommittee Review of Application

July 2006 TAC Review of Application

July 2006 Applications Distributed to Local Sponsors

July 2006 Application placed on Metro Website

September 27, 2006 Applications Due from Project Sponsors

October/November 2006 Applications Evaluation

January 2007 Planning & Programming Committee Action

January 2007 Metro Board Adoption