
**AMARILLO
METROPOLITAN
PLANNING ORGANIZATION**

**Category 7
Project Submittal Guidelines**

MONTH, YEAR

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Non-Discrimination Policy | Equal Employment Opportunity Employer

The Amarillo Metropolitan Planning Organization (AMPO) does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, creed or disability in admission to, access to, or operation of its programs, services, or activities. AMPO provides an equal employment opportunity to all its employees and applicants for employment. Title VI and ADA inquiries should be forwarded to Travis Muno: AMPO PO Box 1971 Amarillo, TX 79105, (806)378-6403.

Effective Date

APPROVED ON THE ___TH DAY OF _____, 2022 BY THE AMARILLO
METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE.

THE HONORABLE GINGER NELSON,
CHAIRWOMAN, MPO PLANNING POLICY
COMMITTEE

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INTRODUCTION

This document is intended to provide information and reference material to assist local governments in completing applications for Federal Transportation Program funding available through the Amarillo Metropolitan Planning Organization (MPO). These guidelines set the parameters by which the MPO evaluates requests for funding and programs federal grant funds to locally submitted projects.

CALL FOR PROJECTS

When federal grant funds are available, the Amarillo MPO will issue a Call for Projects. The Call for Projects will set the deadline for project submission as established by the Metropolitan Planning Organization Policy Committee. Priority funding shall be given to projects that meet Federal regulations, and aid in implementing the Amarillo Area In Motion Plan (AAIM). Calls for Projects will be conducted each year and at the discretion of the MPO Policy Committee. Projects cannot be identified for partial funding in one year and partial funding in succeeding years.

GUIDELINES FOR ELIGIBILITY

All projects carried out using the Amarillo MPO funds must comply with applicable provisions in Title 23 of the United States Code, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway. Additionally, projects shall follow guidelines and requirements established in the TxDOT Project Development Manual (PDM), the eligibility and participation rules as detailed in the remainder of this document and any additional requirements detailed in the Fixing America's Surface Transportation (FAST) Act or the Infrastructure and Investment Jobs Act not listed here.

GENERAL REQUIREMENTS FOR ALL PROJECTS

All projects must meet eligibility requirements included in 23 U.S.C. 133 related to project location, project eligibility, and planning requirements for Federal Transportation Program funding through the Amarillo MPO:

- Project Sponsors must be eligible applicants for Surface Transportation Block Grant (STBG) funds. Eligible applicants, include any local government (municipal or county) included in the projected Metropolitan Area Boundary for the Amarillo Area. Non-governmental entities wishing to apply such as nonprofits are not eligible as direct grant recipients of the funds, however; eligible non-governmental entities may partner with any local government (municipal or county) in the Amarillo Metropolitan Area boundary, to submit a STBG project for consideration, if State or local requirements permit.

- Committed STBG funds shall be used for construction and construction engineering **ONLY**. All other activities associated with project development including but not limited to, design, preliminary engineering, environmental, right-of-way acquisition, utility relocation, etc., are ineligible for the expenditure of funding.
- Proposed projects for all eligible project types must be located on an existing or “projected” street functionally classified as a collector, minor arterial or principal arterial within the MPO Planning boundary.
- Each eligible project sponsor may submit more than one project application for STBG funding.
- A **formal application** must be submitted as outlined in the Call for Projects **by the deadline** established by the Metropolitan Planning Organization Policy Committee. An original and three (3) copies of the application and attachments must be submitted in a sealed envelope. Each application should be typed on letter size paper and bound in a three-prong or 3-ring binder. All applications must include a cover letter from the principal elected official or chief executive, completed application, an appendix of required documents such as matching funds resolution and project map, as well as any additional documentation that helps support the project. All applications should be submitted to the Amarillo Metropolitan Planning Organization (AMPO) P. O. Box 1971, Amarillo, TX 79105 by the Metropolitan Planning Policy Committee’s established project submittal deadline.
- Each cover letter submitted with a project application must include the name and contact information of the person responsible for filling out the application.
- At a minimum, project sponsors must provide the federally required 20% local match. If a project is selected for funding, failure to provide the matching share in a timely manner shall result in the withdrawal of the Federal funds by the MPO and re-distribution of the funds in accordance with the project selection procedures. It is the responsibility of the project sponsor to cover any costs above the amount requested on the application, no additional Federal funding shall be committed through the MPO above the amount requested in the application.
- **Phased Projects:** The MPO will approve applications that represent a phase of a larger construction project. Due to the limited amount of funds allotted to this program, the Amarillo MPO will accept applications for projects that take a phased approach to improvements if at least one eligible activity is addressed with each phase. Example:
 - **A bicycle path that proposes to build a section of the total route with the current application and then complete the total path in a later project would be approved. A logical terminus must be chosen for the project.**
- Proposed projects must complete a review by the Texas Department of Transportation (TxDOT).
- The **scope of work** for a proposed project must **include eligible activities for construction and construction engineering cost** related to Federal transportation funding (23 U.S.C. 133(b)).

SCORING PROCESS

The project scoring process will be undertaken by MPO Staff and the Panhandle Regional Planning Commission's Transportation Advisory Committee Member. These individuals will comprise the scoring team. The scoring team will receive applications and assign scores according to the established scoring criteria. These scores will be averaged together into a project score. In the event of a tie, the scoring committee will use the higher of the aggregated Safety category score to prioritize these applications.

The project scores will be taken to the Transportation Advisory Committee (TAC) for review, discussion, and recommendation. This review and discussion by the TAC will allow a second step in the evaluation process. This step will also allow for human input as well as professional evaluation. After review by the TAC, prioritization and project listing will be adjusted based on the review and discussions. At this meeting, the TAC will consider making a recommendation of the prioritized list of projects to the MPO Policy Committee for funding. The MPO Policy Committee retains the final decision regarding project funding and prioritization.

Any projects not selected for funding must be re-submitted in the next year to be reviewed for possible funding. No projects will be held over from year to year for evaluation purposes.

PROJECT IMPLEMENTATION

The implementation of each project funded through this program will be administered by the Texas Department of Transportation through an Advance Funding Agreement (AFA). It is the duty of the applicant to ensure that projects are delivered in a timely fashion. If projects cannot be completed in the allotted four-year (4-year) time frame, arrangements must be made with MPO staff to determine if funds may be re-allocated to other eligible projects that can meet the timeline. The project applicant, or entity responsible for the roadway, is responsible for covering any cost overruns due to, but not limited to: inflation, bids coming in higher than expected, or any other reason. No additional funds from the Amarillo MPO will be committed beyond the approved grant request.

Shortly after the call for projects is issued a meeting will be setup to cover requirements for submittal of projects and timelines. At a minimum, all approved projects and project sponsors must attend a project kick-off meeting with MPO staff once funding determinations have been made. Project sponsors will also be required to provide quarterly status updates to MPO Staff and may be required to give a status update to the MPO Policy Board at the request of MPO staff.

Project sponsors will be required to submit a final report for each approved project which includes the scope of the project, before and after photos, final budget, and duration of the project. This report will be shared with the MPO Policy Board at the conclusion of each project.

EVALUATION CRITERIA

In an intentional effort to evenly rank all types of applicable projects for Cat 7 funds, the Amarillo MPO has identified a goal of distributing funds through a minimum percentage to each category of project. The timeframe for achieving the goal is over a five-year period to align with the Metropolitan Transportation Plan. No individual project may consume more than a single year’s allocation of funding for Category 7. The minimum percentages are listed below:

Minimum Funding Distribution	Percentages
Roadway	10%
Bicycle/Pedestrian	10%
Transit	10%
Total Percentage of Funds	30%

Category 7 funds are intended to encourage mobility within the Amarillo Urbanized Area. The scoring criteria for Category 7 is listed below:

Category 7 Scoring	Points
Scope of Project	65
Safety	10
Resiliency	5
Congestion	10
Economic Impact & Quality of Life	10
Total Points	100

All proposed projects must be consistent with the latest version of the Metropolitan Transportation Plan. Cat 7 projects will be evaluated based on Scope of Project, Safety, Resiliency, Congestion, Economic Impact, etc. Projects ranked the highest will be submitted to the MPO for consideration and approval for funding until all available funds have been committed. In the event two or more projects rank equally, funding shall be awarded based on safety criteria. The evaluation criteria are described in detail on the following pages.

Scope of Project

The purpose of this criterion is to encourage projects that support regional goals, are ready for construction, and touch on multi-modal aspects. For the purpose of this scoring criterion, priority shall be given to projects that address multi-modal needs, are identified in the Amarillo Area in Motion Plan, and have a high level of local match.

Assessment	Score
Supports Regional Goals	
Project supports 5+ regional goals from the MTP	5
Project supports 2-4 regional goals from the MTP	3
Project supports 1 regional goal from the MTP	1
Project supports 0 regional goals from the MTP	0
Improves Connectivity	
Project improves connectivity of the overall system	10
Project does not improve connectivity of the overall system	0
Project Readiness	
Project is ready to let	5
Project is at the 60% stage of PS&E development	
PS&E has been started	1
PS&E has not been started	0
Supported by Local Stakeholders	
Project is supported by at least 1 local stakeholder	5
Project is not supported by local stakeholders	0
Multimodal Aspects	
Project includes improvement to multi-modal transportation	5
Project does not include improvement to multi-modal transportation	0
Identified Priority or Gap in Amarillo Area in Motion Plan	
Project addresses a multi-modal improvement in Amarillo Area in Motion Plan	10
Project does not address a multi-modal improvement in Amarillo Area in Motion Plan	0
Local Match	
Project has 50% or greater (30% or greater above the minimum) local match	10
Project has 45% (25% above the minimum) local match	9
Project has 40% (20% above the minimum) local match	8
Project has 35% (15% above the minimum) local match	6
Project has 30% (10% above the minimum) local match	4
Project has 25% (5% above the minimum) local match	2
Project only has 20% minimum required local match	0

Bike/Pedestrian Separation from Roadway	
Project has complete separation for bike/ped	10
Project includes physical barrier	7
Project includes visual barrier	3
Project includes striping	1
Project does not include bike/pedestrian separation from roadway	0
Freight Transportation	
Project directly addresses a known freight corridor issue	5
Project does not address a known freight corridor issue	0

Maximum Score 65 points

Safety

The purpose of this criterion is to place priority on projects that improve safety and accessibility throughout the Amarillo Urbanized Area. For the purpose of this scoring criterion, priority shall be given to projects that address a safety issue in proximity to vehicular or pedestrian crashes in the Amarillo Metropolitan Area Boundary.

Assessment	Score
Vicinity to Severe or Fatal Crashes in last 3 Years	
Project located in vicinity to 5+ severe or fatal crashes	5
Project located in vicinity to 3-4 severe or fatal crashes	3
Project located in vicinity to 1-2 severe or fatal crashes	1
Project located in vicinity to 0 severe or fatal crashes	0
Vicinity to Non-Motorist Crashes in last 3 Years	
Project located in vicinity to 5+ non-motorist crashes	5
Project located in vicinity to 3-4 non-motorist crashes	3
Project located in vicinity to 1-2 non-motorist crashes	1
Project located in vicinity to 0 non-motorist crashes	0

Maximum Score 10 points

Resiliency

The purpose of this criterion is to encourage projects that improve the resiliency of the built surface transportation infrastructure environment. For the purpose of this scoring criterion, priority shall be given to projects that increase resiliency of the existing transportation network.

Assessment	Score
Increase Resiliency	
Project increases resiliency of the transportation network	5
Project does not increase resiliency of the transportation network	0

Maximum Score 5 points

Congestion

The purpose of this criterion is to prioritize those projects that are identified along a congested roadway segment in accordance with the adopted Congestion Management Plan. For the purposes of this scoring criteria, projects that are located along a congested roadway will score more points.

Assessment	Score
Congestion	
Project is located along an identified highly congested roadway segment	10
Project is located along an identified medium congested roadway segment	6
Project is located long an identified low congested roadway segment	3
Project is not located along an identified congested roadways segment	0

Maximum Score 10 points

Economic Impact & Quality of Life

The goal of this criterion is to encourage projects that address the economic impact of transportation facilities and Quality of Life. For the purpose of this scoring criterion, priority shall be given to projects that are adjacent to traffic generators and those projects that address quality-of-life factors including Access, Environment, Mobility, Transparency and Safety.

Assessment	Score
Adjacent to Projected or Anticipated Special Generators	
Project is adjacent to 5+ projected, or anticipated special generators	5
Project is adjacent to 3-4 projected, or anticipated special generators	3
Project is adjacent to 1-2 projected, or anticipated special generators	1
Project is not adjacent to projected, or anticipated special generators	0
Quality of Life Factors	
Project addresses 5+ factors	5
Project addresses 3-4 factors	3
Project addresses 1-2 factors	1
Project does not address any factors	0

Maximum Score 10 points

ATTACHMENT A - Matching Funds Resolution

Matching Funds Resolution
Amarillo MPO

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ATTACHMENT A

WHEREAS, Transportation Program funds have been made available for transportation improvements within the Amarillo Urbanized Area; and

WHEREAS, _____ has selected a project to submit to the
Name of local entity (municipality or county)

Amarillo Metropolitan Planning Organization (MPO) for consideration for funding; and

WHEREAS, the selected project includes _____
Brief project description

WHEREAS, _____ hereby requests Federal transportation funding
Name of local entity (municipality or county)
from the Amarillo MPO in the amount of _____; and
\$ Amount of requested funding

WHEREAS, _____ agrees to provide local matching funds for
Name of local entity (municipality or county)
the project in the amount of _____. The local entity agrees to provide
\$ Amount of local match
said matching funds in a timely manner.

NOW, THEREFORE, BE IT RESOLVED: _____ acknowledges if
Name of local entity (municipality or county)
said project is selected for funding through the MPO selection process said project is subject to all applicable Federal and State laws and regulations regarding transportation funding, as well as subject to the rules and procedures established by the Amarillo MPO regarding approved transportation projects.

Print Name (Chief Elected Official or Board President)

Signature (Chief Elected Official or Board President)

ATTEST:

Signature (City Clerk/Board Attorney/or County Administrator)

Date