

Portland Area Comprehensive Transportation Committee

Policies and Procedures for the 2006/2007 Transportation
Improvement Program

Adopted March 18, 2004

March 23, 2004

TO: All PACTS Committee Members

FROM: John Duncan and Eric Ortman

SUBJECT: 2006/2007 Policies and Procedures Document

We are pleased to present this detailed document for the TIP priority setting process for the upcoming biennium, and we want to thank the members of the TIP Process Committee for their work in fifteen (15) meetings during the past year:

- Mike Bolduc, Saco Public Works Director
- Paul Boudreau, Westbrook Public Works Director
- Pat Christian, General Manager of the Casco Bay Island Transit District (who sat in regularly for Connie Garber, Transportation Director of the York County Community Action Corporation)
- Dale Doughty, Assistant Director of the MDOT's Bureau of Planning (who was represented several times by Kyle Jackson)
- Katherine Earley, Engineering Manager in the Portland Public Works Department
- Jeff Jordan, South Portland City Manager
- Mike McGovern, Cape Elizabeth Town Manager
- George Thebarger, Falmouth Planning Director
- Nat Tupper (Committee Chair), Yarmouth Town Manager
- Conrad Welzel, Manager of Government Relations at the Turnpike Authority

We feel that these changes to our TIP process are as well designed as one could hope for given the breadth of experience of the members of the TIP Process Committee. As Nat Tupper reported to the Policy Committee on March 18th, the Committee members approach this complex process with the expectation that the Policy Committee may want to change certain components of it as we proceed.

Please call Eric or John at any time with questions or suggestions.

Table of Contents

	<u>Page</u>
Preface	1
I. Introduction	2
II. Coordination with MDOT	3
A. Transition Period	4
B. Project Scoping and Cost Estimating	4
C. Arterial Pavement Preservation	4
D. Collector Pavement Preservation	5
E. Other Federal Funds Available in the PACTS Area	5
F. Match Ratios for Federally Funded Projects	6
G. Project Expense Status Reports	6
III. Schedule for the BTIP, STIP and TIP	6
IV. Roles of Municipal Officers and PACTS Committees	10
V. FTA Section 5307 Urbanized Area Program	11
VI. Public Involvement	12
VII. Eligibility and Proposal Requirements	13
A. Organization Eligibility	13
B. Project Eligibility	14
C. Proposal Requirements	14
VIII. PACTS Programming Policies	15
A. Transition Period	15
B. Set-Asides Policy and Category Definitions	16
C. Project Scoping	20
D. Coordination with MaineDOT's Six Year Plan	22
E. Amendments	22
F. Earmarks from Congress and the Legislature	24
G. Old Projects	25
H. Reallocation of Unspent MPO Allocation Funds	25
I. Non-Participating Projects	25
IX. PACTS Scoring Procedures	26
A. Role of Transit Committee	26
B. Role of Technical Committee	27
C. Role of Planning Committee	31
A. Appendices/Glossary	
B. Application Forms	

2006/2007 TIP Policies and Procedures

Preface

This document presents significant revisions to the funding policies and procedures of the Portland Area Comprehensive Transportation Committee (PACTS). These changes were designed to ensure a fair and professional priority setting process for the recently expanded PACTS Metropolitan Planning Area, and to reflect the regional transportation system goals in *Destination Tomorrow*, the regional transportation plan adopted by the Policy Committee in 2003.

The Policy Committee delegated the development of these revisions to a TIP Process Committee and staff. The 10-member Committee included representatives of the Maine Department of Transportation (MaineDOT) and the Planning and Technical Committees. The Committee members met fifteen times, briefed the Policy Committee regularly, and considered suggestions from the Technical and Planning Committees. It is possible that the Policy Committee will consider revisions to this new process before the next biennium (2008/2009).

The following list highlights the most substantive changes in the document.

1. Make preservation of the existing system our top TIP priority.
2. Program all of our MPO Allocation funds over the next six years according to pre-set percentages for these six categories (not in priority order):
 - Collector preservation paving (resurfacing and reclamation) (40%)
 - Intersections (20%)
 - Widening of sections of existing roads (20%)
 - Public transportation capital improvements (7%)
 - Road reconstruction that does not involve widening (10%)
 - Bicycle/pedestrian/other improvements (3%)
3. Offer incentives to proposals seeking to fund preconstruction engineering in one biennium before consideration for construction funding in the next biennium.
4. Rely on MaineDOT to fund pavement preservation for the region's *arterials*.
5. Use MaineDOT pavement management data collection and analysis in the priority setting process for *collector* road pavement preservation projects.
6. Direct the Planning and Technical Committees to share in the scoring of three types of roadway proposals: intersections, roadway widening and roadway reconstruction. The Planning Committee will focus on how well the TIP proposals match up with the Guiding Policies of *Destination Tomorrow*, and the Technical Committee will apply an updated version of the Roadway Formula that we have used for many years. For those three set-aside categories, the Planning

2006/2007 TIP Policies and Procedures

Committee's score will count for 20 percent of each proposal's score, and the Technical Committee's score will count for 80 percent.

7. Strongly encourage all proponents of Congressional and Legislative earmark funding to seek a finding of consistency with *Destination Tomorrow* from the Policy Committee before seeking those funds.

Two Important Notes

1. While most special terms in this document are defined when first introduced, please refer to the Glossary for definitions of a number of key terms.
2. Maps of the PACTS region have been sent to all member organizations. Please call Eric Ortman or John Duncan at 774-9891 to ask for a map(s).

I. Introduction

The Portland Area Comprehensive Transportation Committee (PACTS) shares the responsibility with the Maine Department of Transportation (MaineDOT) for the programming of all projects funded with Federal Highway and Federal Transit Administration funds in the PACTS Metropolitan Planning Area. This PACTS area covers parts or all of the following fifteen municipalities: Biddeford, Cape Elizabeth, Cumberland, Gorham, Falmouth, Freeport, North Yarmouth, Old Orchard Beach, Portland, Saco, South Portland, Scarborough, Westbrook, Windham and Yarmouth.

On January 14, 2004 MaineDOT sent letters to these municipalities, area public transportation providers and state agencies inviting them to submit proposals for the programming of federal and state transportation funds in the 2006/2007 biennium. This document describes how the staff and members of PACTS coordinate with MaineDOT in the programming of federal transportation funds.

The primary purpose of this document is to detail the PACTS process for the development of the Policy Committee's priority list of Surface Transportation Program (STP) and National Highway System (NHS) projects to be funded with the \$12.2 million "MPO Allocation" made available to PACTS in the 2006/2007 biennium by MaineDOT. The MPO Allocation is the sum of the federal funds (a maximum 80 percent share of the cost of a project) plus state and local matching funds – a total of \$12.2 million. Based on a percentage of the funds that comes to Maine via the Federal Highway Administration (FHWA), the allocation will shrink or swell in future biennia as the amount of federal money coming to Maine changes.

The Policy Committee will program the \$12.2 million for these eligible purposes.

1. Construction, reconstruction, rehabilitation, resurfacing and restoration of highways.
2. Highway safety improvements.
3. Traffic operational improvements, including installation and upgrading of traffic signals.

2006/2007 TIP Policies and Procedures

4. Streetscape projects.
5. Transit-oriented development projects.
6. Capital costs for transit projects and carpool projects.
7. Park 'n ride and satellite parking facilities and programs.
8. Programs to secure bicycle storage facilities and other facilities, including bicycle lanes.
9. Pedestrian overpasses, and related road improvements.
10. Programs for new construction and major reconstruction of paths, tracks or areas solely for the use of pedestrian or other non-motorized means of transportation.
11. Preservation of abandoned railway corridors, including the conversion and use thereof for pedestrian or bicycle trails.

Participants in the allocation of federal and state funds in our area should be aware of these three documents that are adopted every two years, and updated when necessary.

1. Biennial Transportation Improvement Program (BTIP) - This is a MaineDOT statewide programming document prepared for the review and approval of the Maine Legislature.
2. Statewide Transportation Improvement Program (STIP) - This is a MaineDOT programming and project scheduling document prepared for the review and approval of the FHWA and FTA. Projects funded in the most recent BTIP are listed here, as are active projects that were funded in earlier BTIP's. The projects listed in the STIP, including Congressional earmark projects, must also be listed in the PACTS TIP.
3. Transportation Improvement Program (TIP) - This is a PACTS document prepared with MaineDOT's help for the review and approval of the FHWA and FTA. The projects listed in the PACTS TIP, including Congressional and Legislative earmark projects, must also be listed in the STIP.

While most regional highway and transit investments in the PACTS Metropolitan Planning Area are funded with a combination of federal, state and local funds, the Maine Turnpike Authority is also a key player in our region's transportation system. The Authority – which uses toll revenues to finance all of its maintenance, operations and capital improvements – operates the primary highway entrance to Maine and helps to finance a variety of highway, public transportation and ridesharing programs along the turnpike corridor.

This document does not describe the structure of the PACTS committees, nor the regional transportation planning process at PACTS. Please contact staff for more information on those subjects.

II. Coordination with MaineDOT

As the primary implementing agency for projects programmed via PACTS, MaineDOT plays a key role in advising PACTS committee members and staff.

2006/2007 TIP Policies and Procedures

A. Transition Period

In 2004, MaineDOT will consider using STP and NHS funds *beyond the PACTS MPO Allocation* to provide 2006/2007 construction funding for 2004/2005 BTIP projects that are newly in the PACTS Metropolitan Planning Area. MaineDOT will make these decisions on a case-by-case basis based on the state and regional importance of each project.

Roadway segments that are newly in the PACTS Metropolitan Planning Area are in the eight new PACTS municipalities and in parts of Falmouth, Scarborough and Gorham that were outside this area before this year. There are two relevant situations for this:

- Projects that were funded for only preconstruction engineering in the 2004/2005 BTIP.
- Projects funded for construction in the 2004/2005 BTIP that need additional funding in the 2006/2007 BTIP.

MaineDOT will make every effort to advise the Policy Committee of these decisions before September. In the event that MaineDOT does not provide other STP or NHS funds for one of the projects described above, then the PACTS Policy Committee will consider the projects for MPO Allocation funding. *Municipalities should submit proposals on April 16th to PACTS for these projects in case MaineDOT does not fund them.*

B. Project Scoping and Cost Estimating

MaineDOT will work closely with PACTS staff and members between April and November on the following:

- To develop scopes and budgets for TIP proposals that are adequate for the Policy Committee to make good programming decisions in November.
- To determine which proposals should be considered for project scoping only in the next BTIP, and which ones should be considered for both project scoping and construction funding in the next BTIP.

C. Arterial Pavement Preservation

MaineDOT will continue to use STP funds beyond the MPO Allocation to pay for the preservation paving of all *arterials* in the PACTS Metropolitan Planning Area. This MaineDOT arterial preservation paving policy applies statewide.

2006/2007 TIP Policies and Procedures

D. Collector Pavement Preservation

MaineDOT will provide pavement management data, analysis and recommendations for use by PACTS for setting priorities for *collector* road pavement preservation projects with our MPO Allocation funds. See more details on page 17.

E. Other Federal Funds Available in the PACTS Area

On January 14, 2004 MaineDOT sent letters to all municipalities, public transportation providers and state agencies inviting them to submit proposals for the use of federal and state transportation funds beyond the MPO Allocation. Proposals were due on March 1st.

All PACTS member organizations are eligible *to apply directly to MaineDOT* for funding anywhere in their jurisdictions under these programs:

- Transportation Enhancement Program (*MaineDOT and PACTS staff request that copies of Enhancement proposals be sent to PACTS when submitted to MaineDOT.*)
- Industrial Rail Access Program
- Congestion Mitigation and Air Quality Program
- Small Harbor Improvement Program (for coastal marine areas)
- Boating Infrastructure Grant Program (for coastal marine areas)
- Certain eligible passenger and freight transportation improvements listed in Section 5 of MaineDOT's Project Solicitation Application.

Like all municipalities in the state, all PACTS member organizations are also eligible *to apply directly to MaineDOT* for some types of projects to be included in MaineDOT's 2006-2011 Six-Year Plan in their jurisdictions *outside the PACTS Metropolitan Planning Area*, and for funding for other highway transportation improvements listed in Section 2 of the MaineDOT's Project Solicitation Application. PACTS member municipalities are encouraged, however, to notify PACTS about such applications and to seek a statement of consistency with *Destination Tomorrow* prior to submitting such requests.

MaineDOT Rural Road Initiative Program funds are available to all municipalities in the state for places outside the State Urban Compacts – including many places within the PACTS Metropolitan Planning Area. These funds are available on a matching ratio of 67% state and 33% local.

MaineDOT's Office of Passenger Transportation also administers a Transit Bonus Program. Contact MaineDOT, SMRPC or GPCOG for more information on this.

In addition, MaineDOT will program improvements to bridges throughout the state and to the interstate highway system (apart from the turnpike).

Please contact MaineDOT (or John Duncan or Eric Ortman at PACTS) for more information on these programs.

2006/2007 TIP Policies and Procedures

F. Match Ratios for Federally Funded Projects

The FHWA and FTA funds require matching funds. Here are the ratios for the various programs.

- STP: 80% federal, 5% state and 15% local
- NHS: 80% federal, 10% state and 10% local
- Safety: 90% federal and 10% state
- Enhancement: 80% federal, 20% local (Please note that MaineDOT encourages municipalities to offer to pay a higher local share in order to spread the limited funding in this program to more projects throughout the state.)
- FTA Operating Assistance: Up to 50% of a system's annual operating subsidy (total operating expenses less fare box revenues) may be financed with FTA funds.
- FTA Capital Projects: 80% federal, 20% state and local
- Industrial Rail Access Program: 80% federal, 20% state and local
- Congestion Mitigation and Air Quality Program: 80% federal, 20 percent state and local
- Small Harbor Improvement Program and Boating Infrastructure Grant Program: Proposals for higher local match enhance a municipality's proposal.

G. Project Expense Status Reports

In 2004 MaineDOT will begin preparing two reports for PACTS:

- An annual report to PACTS on the final expenditures of MPO Allocation projects completed during the past year. This report will advise on the over and under expenditures on these projects. In the event that the net result is an under expenditure of funds, then the Policy Committee will reprogram those funds to other projects in the next biennium.
- A semi-annual report to PACTS on the expenses-to-date and status of all active MPO Allocation projects. PACTS staff will make this available to members, and will use it to advise members of projects that are lagging behind. See the Old Projects language in Section VII of this document.

III. Schedule for the BTIP, STIP and TIP

The following is an overview for December 2003 to August 2005. See Section VIII for schedules for the several PACTS committees.

December 2003: Staff sent an email to all PACTS committee members with a schedule for completion of this document, and with a tentative April 16th TIP proposals deadline.

2006/2007 TIP Policies and Procedures

- March 1st: Municipalities and other organizations submitted proposals to MaineDOT as described above.
- March 9th: TIP process workshop for all PACTS Committee members.
- March 18th: The Policy Committee adopted this document, and established a new PACTS Metropolitan Planning Area.
- March 23rd: PACTS staff mailed this document in final form to all members.
- Early April: City/town councils or municipal officers endorse all of their proposals to be submitted to PACTS in April and May.
- April 16th: All PACTS *roadway* proposals are due. (See below for deadlines for Public Transportation Set-Aside and Bicycle/Pedestrian/Other proposals.)
- April 21st: PACTS staff meets with MaineDOT to review the level of complexity and clarity of the proposals received on the 16th. MaineDOT may advise that some proposals will need extensive “scoping” during the summer, while it will be easier to develop good proposal budgets for other proposals.
- May 6th: Planning Committee produces “*Destination Tomorrow*” roadway proposal scores for consideration by the Policy Committee.
- May 11th: Technical Committee produces first “Roadway Formula” roadway proposal scores for consideration by the Policy Committee.
- May 20th: Policy Committee establishes initial short list of roadway proposals for which MaineDOT will prepare cost estimates.
- May 25th: PACTS staff submits May 20th short list to MaineDOT plus completed MPO Project Forms (for the MaineDOT’s database) and other background material for all proposals on the short list.
- June 1st: Public Transportation Set-Aside and Bicycle/Pedestrian/Other proposals are due at PACTS.
- June: MaineDOT does field reviews of PACTS roadway proposals. *PACTS staff will coordinate these reviews so that municipal representatives are present to advise MaineDOT staff.*
- July: MaineDOT sends *collector* preservation paving data, analysis and recommendations to PACTS staff. This will begin a MaineDOT/PACTS iterative review and discussion process during the summer and fall in preparation for Policy Committee action in November.

2006/2007 TIP Policies and Procedures

July: MaineDOT shares with us the list of potential arterial preservation paving, Interstate, CMAQ, and Bridge projects for our area.

July: Planning Committee recommends short list of Bicycle/Pedestrian/Other Set-Aside proposals to the Policy Committee.

August: MaineDOT sends cost estimates for roadway proposals to PACTS staff.

Sept. 23rd: Policy Committee receives the recommendations for the:

- Public Transportation Set-Aside projects from the Transit Committee
- Final list of proposals for which only “project scoping” funding should be considered for the 2006/2007 BTIP.

Oct 21st: Policy Committee receives the recommendations from the Technical Committee for the:

- Final “Roadway Formula” roadway proposal scores (based on a second application of the PACTS Roadway Formula using the cost effectiveness factor and MaineDOT’s cost estimates).
- *Collector* pavement preservation analysis and recommendations based on MaineDOT’s analysis.

Oct. 21st: MaineDOT shares final draft list of *arterial* preservation paving projects with PACTS.

Early Nov.: City/town councils or municipal officers endorse all of their proposals on the “September 23rd” and “October 21st” lists (except the pavement preservation ones).

Nov. 18th: Policy Committee votes on final MPO Allocation priority list of projects. Staff sends list to MaineDOT the next day.

December: MaineDOT incorporates PACTS MPO Allocation list in the 2006/2007 BTIP.

January 2005: MaineDOT submits the BTIP to the Legislature.

July 2005: State funding becomes available for 2006/2007 projects funded with 100% state funds.

August 2005: MaineDOT and the Policy Committee adopt and submit the 2006-2008 STIP and TIP, respectively, to FHWA and FTA.

October 2005: Federal funds become available at MaineDOT to start federally funded projects in the 2006/2007 BTIP. (Note that Congress does not always appropriate funding at the beginning of the federal fiscal year, so funding availability might be delayed beyond October.)

2006/2007 TIP Policies and Procedures

The two charts below outline the key milestones for each biennium at MaineDOT and PACTS. See Section III for more details on the PACTS process.

Overview of Biennial MDOT and PACTS Processes

	Even Year				Odd Year			
	Fa ll/	Wi nt/ gr	Sp rir/ g	Su m/ n/ ér	Fa ll/	Wi nt/ gr	Sp rir/ g	Su m/ n/ ér
MDOT/PACTS Project Selection								
Solicit Proposals								
Candidate Screening								
Field Review								
Project Selection								
TIP and STIP								
Draft BTIP								
Scoping								
MDOT: PE and Construction in 1 Biennium								
Kickoff								
Data Collection	1-Oct							
Alternatives Analysis								
PDR								
Final Design								
PS&E								
Right of way								
Construction								
MDOT: PE and Construction in 2 Biennia								
Kickoff	1-Oct							
Data Collection								
Alternatives Analysis								
PDR								
Final Design								
PS&E								
Right of way								
Construction starting in Year 3	Advertise							

2006-2007 Biennial Transportation Improvement Program Schedule For MaineDOT and PACTS

Biennial Transportation Improvement Program	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05
Project Candidate Development													
Examine Candidates for Multiple Project Overlap													
Project Selection Meetings													
Draft Document													
Draft Document Internal Review													
Draft Document Updates													
Final Document													
Delivery to Legislature													
Municipal Mailing													
Project Requests Mailed													
Requests Received													
Requests Entered Into Planning Database													
Requests Forwarded to Correct Program Area													
MaineDOT Project Candidate Development													
MDOT Candidates for Field Review													
MDOT Transportation Programs - Project Development/Field Reviews													
Community Contact & Clarification- Utility, Character, etc.													
Final Candidate Costing													
Candidate Information in ProjEx													
PACTS MPO Allocation Project Selection *													
Roadway Proposals Due					April 16								
PACTS Short List of Proposals for Field Review													
Field Review and Cost Estimating (aka Project Scoping)													
Final Reviews by PACTS Committees													
PACTS Policy Committee Vote on MPO Allocation List											Nov. 18		
MaineDOT Puts PACTS Projects In ProjEx													

* This PACTS schedule does not include proposals for these PACTS Set-Asides: Bike/Ped/Other, Public Transportation proposals and Collector Preservation Paving.

IV. Roles of Municipal Officers and PACTS Committees

The roles and responsibilities of Municipal Officers and the four standing PACTS committees are presented below.

1. Municipal Officers

The PACTS Policy Committee asks that the Municipal Officers in each municipality provide the following policy support:

- Submit written support for the April 16th proposals to PACTS from their municipality. (If this cannot be done before April 16th then the written support should be submitted prior to preliminary scoring by the Technical and Planning Committees.)
- Submit written support, and acknowledgement of the total project cost and local share, by November 1st for all proposals from their municipality that are on the final draft list to be voted on by the Policy Committee on November 18th.
- Endorse proposals to PACTS from private, non-profit organizations. (See details in Section VIII.)

2. Policy Committee

- Adopt this document.
- Serve as the final authority on interpretation of these policies and procedures.
- Adopt and submit an annual FTA Urban Funding allocation for the PACTS Metropolitan Planning Area to FTA and MaineDOT.
- Establish a formal role for the Transit Committee to recommend priorities to the Policy Committee for the allocation of funds under the Public Transportation Set-Aside.
- Adopt and submit to MaineDOT the May 2004 short list of projects for which cost estimates will be prepared.
- Adopt and submit the MPO Allocation list of projects to MaineDOT in November 2004.
- Endorse a final PACTS TIP document for 2006-2008 in August 2005 for submission to the FHWA and FTA.
- Amend (jointly with MaineDOT) the MPO Allocation list and TIP as necessary.
- Reprogram (jointly with MaineDOT) unspent MPO Allocation project funds.

3. Transit Committee

- Review and score proposals for use of the Public Transportation Set Aside funds, and then submit recommendations to the Policy Committee in September 2004.

2006/2007 TIP Policies and Procedures

- Submit a recommendation to the Policy Committee each year regarding the allocation of FTA Section 5307 Urban Formula Funds. See Section V for more on this.

4. Technical Committee (See details in Section IX.)

- In May, review staff's *first* application of the Roadway Formula for Intersection, Widen Existing Road and Rebuild Roads proposals.
- In May, submit the *first draft* Roadway Formula component scores to the Policy Committee. (These "80 percent" scores will be combined with the Planning Committee's "20 percent" scores for the Policy Committee. See below and Section IX for more explanation of this.)
- During the summer, review MaineDOT's collector pavement preservation data, analysis and recommendations for accuracy and consistency with local priorities.
- In October, submit recommendations to the Policy Committee regarding MaineDOT's collector pavement preservation recommendations for the PACTS area. The Technical Committee will also advise the Policy Committee on the total amount of PACTS funds to be spent on collector pavement paving in the event that MaineDOT recommends the use of more or less than our 40 percent set aside in the 2006/2007 BTIP.
- In October, submit the *final* Roadway Formula component scores and recommendations to the Policy Committee.

5. Planning Committee (See details in Section IX.)

- In May, score Intersection, Widen Existing Road and Rebuild Roads proposals (in tandem with the Technical Committee), and submit to the Policy Committee. (These "20 percent" scores will be combined with the Technical Committee's "80 percent" scores for the Policy Committee. See above and Section IX.)
- In July, score Bicycle/Pedestrian/Other proposals, and submit recommendations to the Policy Committee.
- In the fall, review and comment on proposals whose proposed scopes and budgets have changed since May.

V. FTA Section 5307 Urbanized Area Program

The Federal Transit Administration (FTA) administers federal funds dedicated for public transportation capital, operating and the planning purposes in the PACTS Metropolitan Planning Area. FTA Section 5307 Urbanized Area Program funds, which are available annually, are a major source of funding. Prior to 2002, the Policy Committee relied on recommendations from the Greater Portland Transit Providers Working Group for the distribution of these funds.

In late 2002, after the expansion of the PACTS membership, the newly expanded Transit Providers Working Group took on this task for the larger area. Over several months and

2006/2007 TIP Policies and Procedures

many meetings, the members discussed, analyzed and evaluated each of their operations and reached a unanimous agreement regarding the distribution of these funds. In January 2003, the Policy Committee endorsed the following formula recommended by the Transit Providers Working Group for the allocation of Section 5307 funds in FY 2003 and FY 2004:

6.73 %:	Biddeford Saco Old Orchard Beach Transit Committee (Shuttlebus)
17.53 %:	Casco Bay Island Transit District (CBITD)
59.25 %:	Greater Portland Transit District (METRO)
7.43 %:	Regional Transportation Program (RTP)
7.08 %:	South Portland Bus Service (SPBS)
<u>1.98 %:</u>	York County Community Action Corporation (YCCAC)
100.00%:	Total

In May 2003 the PACTS Director sent to MaineDOT a final distribution of FY 2003 Section 5307 funds using the formula above based on \$1,761,964 available. (At the request of MaineDOT, the FY 2003 allocation provided two years of funding in the first year for BSOOB in order to cover their change from rural to urban funding. BSOOB would otherwise have had a lengthy period of time that they would receive no FTA operating dollars, since FTA rural funds and urban funds are on different cycles).

In February 2004 the Policy Committee applied the January 2003 formula (above) to allocate the FY 2004 Section 5307 funds.

In February 2004 the Policy Committee also asked the Transit Providers Working Group to draft a proposal for the creation of a "PACTS Transit Committee". It is likely that the Policy Committee will revise the PACTS Bylaws in April 2004 to create this new standing committee (referenced earlier).

VI. Public Involvement

PACTS encourages the general public to identify problems, to propose possible solutions, and to get involved in municipal decision-making processes leading to the development of projects to be funded via PACTS and MaineDOT.

The PACTS public involvement for TIP project priority setting is a combination of contacts with member organizations and the general public, as outlined below.

- In August 2003, the Portland Press Herald printed a legal ad regarding the development of the revisions to the PACTS priority setting policies and procedures.
- On December 23, 2003, PACTS staff sent an email to seventy municipal, state, regional and public transportation providers and interested parties advising them of the 2004 schedule for PACTS priority.

2006/2007 TIP Policies and Procedures

- On January 29, 2004, PACTS staff sent a memorandum to people on the PACTS Interested Parties List regarding a draft of this document and the start of the project selection process.
- On January 31, 2004, the Portland Press Herald printed a second legal ad regarding the development of the revisions to the PACTS priority setting policies and procedures.
- Before the April 16th deadline, city/town councils or municipal officers will endorse all of their proposals before submission to PACTS.
- City/town councils or municipal officers will also endorse the final list of projects proposed for their respective communities (except for pavement preservation projects) before the November 18th Policy Committee vote. Such endorsements shall acknowledge the total project cost and projected local share.
- In August 2005, seek public comment on the *Draft PACTS Transportation Improvement Program for 2006 to 2008*.

All feasibility studies funded by PACTS – which often produce proposals for funding from MaineDOT and/or PACTS – include a public outreach component. In addition, starting in the 2006/2007 biennium, we are encouraging more “proje the programming of TIP funds. Project scoping includes public input. Together, these feasibility studies and project scoping efforts are designed to provide meaningful opportunities for public involvement in regional transportation planning and funding.

VII. Eligibility and Proposal Requirements

A. Organization Eligibility

The chief elected or administrative officials from the following organizations may propose projects through the PACTS process:

- Biddeford Saco Old Orchard Beach Transit Committee (Shuttlebus)
- Casco Bay Island Transit District
- Greater Portland Transit District (METRO)
- Fifteen PACTS member municipalities
- Greater Portland Council of Governments
- Maine Department of Environmental Protection
- Maine Department of Transportation
- Maine Turnpike Authority
- Regional Transportation Program
- South Portland Bus Service
- Southern Maine Regional Planning Commission
- York and Cumberland Counties
- York County Community Action Corporation (YCCAC)

2006/2007 TIP Policies and Procedures

All others who wish to propose projects through the PACTS process must have the endorsement/sponsorship of one of the organizations listed above.

B. Project Eligibility

Proposals for use of the PACTS MPO Allocation must be eligible for STP or NHS funding. *See also the Set-Asides Policy and definitions in Section VIII.*

The following list presents most of the eligible purposes under the STP and NHS programs. In the event that a question arises regarding the funding eligibility of a proposal, PACTS, SMRPC or GPCOG staff will consult with MaineDOT, FHWA and/or FTA.

- Construction, reconstruction, rehabilitation, resurfacing and restoration of highways.
- Highway safety improvements.
- Traffic operational improvements, including installation and upgrading of traffic signals.
- Streetscape projects.
- Transit-oriented development projects.
- Capital costs for transit projects and carpool projects.
- Park 'n ride and satellite parking facilities and programs.
- Programs to secure bicycle storage facilities and other facilities, including bicycle lanes.
- Pedestrian overpasses, and related road improvements.
- Programs for new construction and major reconstruction of paths, tracks or areas solely for the use of pedestrian or other non-motorized means of transportation.
- Preservation of abandoned railway corridors, including the conversion and use thereof for pedestrian or bicycle trails.
- STP and NHS funds in the PACTS MPO Allocation may be spent on bridge construction, reconstruction, widening, rehabilitation, resurfacing and restoration. However, this is a low PACTS priority because MaineDOT has a separate federal funding program for these purposes.

C. Proposal Requirements

Proposals for funding from the PACTS MPO Allocation must meet the following requirements.

1. Proposals must be submitted by the April 16th and June 1st deadlines.
2. Proposals must be complete when submitted, must be consistent with *Destination Tomorrow*, and must not conflict with the municipal comprehensive plan or other policy documents.

2006/2007 TIP Policies and Procedures

3. Their city/town councils or municipal officers must endorse all proposals before preliminary scoring by the Technical and Planning Committees.
4. A proposal must be based on a thorough analysis, and must include a written problem statement, analysis, recommendation and estimate of benefits. (The next version of this policy document might include more details on this, and perhaps an example proposal.)
5. An intersection proposal whose primary objective is to improve the accommodation of heavy morning or afternoon peak hour traffic must be for an intersection approach(es) experiencing a current level of service of "D" or worse. A registered traffic engineer must make such a determination.
6. An intersection proposal whose primary objective is to address a current unsafe condition must be for an intersection that MaineDOT has determined is a High Crash Location and whose "MaineDOT percent personal injury" exceeds the state average by at least 10 percent. (Note that MaineDOT administers the separate STP Safety funds.)
7. Proposals for capital improvements abutting an adjacent community must be appropriately connected with the present or programmed transportation infrastructure in the adjacent community.

Please review the application forms for specific information requested pertaining to the various project categories.

VIII. PACTS Programming Policies

A. Transition Period

In the 2006-2007 biennial reviews and allocations, the Policy Committee will construe our policies liberally in order to promote fairness, to ease transition expectations, and to honor reasonable expectations established by past practice or procedure for both old and new communities in the PACTS process. PACTS staff and members will also work closely with MaineDOT to achieve this objective. Please refer to page 4 on this subject.

In 2002, the Policy Committee programmed several "project scoping" efforts from the MPO Allocation for the 2004/2005 biennium. In 2004, these projects – *which must be resubmitted on the appropriate application form* – will compete for 2006/2007 construction funds with all other construction and project scoping proposals. They will receive the project scoping 5 bonus points (as described on page 20).

2006/2007 TIP Policies and Procedures

B. Set-Asides Policy and Category Definitions

In the 2006/2007 biennium, PACTS will work for the first time with a percentage set-asides structure. The intents of the set-asides policy are for the Policy Committee to act upon the priorities in *Destination Tomorrow*, and to create a structure that would help our new members to understand our TIP priority setting process during their first years in PACTS. The members intend that the set-asides will help them to focus on their regional priorities, but not to limit their flexibility and prerogative.

The set-aside framework will cover a six-year period (the 2006/2007, 2008/2009 and 2010/2011 biennia). The Policy Committee may allow some deviation each biennium provided that the percentages return to the standard over the three biennia period.

The percentages in the table below are based on a synthesis of the Guiding Policies in *Destination Tomorrow*, estimates of the funding needed to preserve the region's collector roadway network through appropriate paving strategies, and historical spending patterns in the pre-2004 PACTS Metropolitan Planning Area.

Set-Asides For MPO Allocations Over Three Biennia*

	Set Aside	<u>2006/2007</u>	<u>2006 to 2011</u>
Preserve Collectors	40%	\$4,880,000	\$14,640,000
Intersections	20%	\$2,440,000	\$7,320,000
Widen Existing Roads	20%	\$2,440,000	\$7,320,000
Public Transportation	7%	\$854,000	\$2,562,000
Rebuild Roads	10%	\$1,220,000	\$3,660,000
Build New Roads	0%	\$0	\$0
Bicycle/Ped/Other	3%	\$366,000	\$1,098,000
Preserve Arterials	<u>NA</u>	<u>NA</u>	<u>NA</u>
Total	100%	\$12,200,000	\$36,600,000

* The six-year amount may change due to changes in the statewide amount of federal funds received in Maine.

Note 1: Projects in all of the set-aside categories may include components designed to enhance the safety and mobility of pedestrians and bicyclists – but those components may NOT be financed with funds from the Bicycle/ Pedestrian/Other Set-Aside. The Bicycle/ Pedestrian/Other Set-Aside funds are for stand-alone projects (that may or may not change the nature of a roadway and its environs).

2006/2007 TIP Policies and Procedures

Note 2: “Project scoping” proposals are eligible for funding in all set-aside categories, except Collector Preservation Paving.

Note 3: A proposal may be submitted for consideration in only one set-aside category. PACTS staff will advise in which set-aside category to propose a project. In the event that a proposal has components that fit in multiple categories, PACTS staff will recommend the scoring category that fits best with the proposal’s primary intent (not necessarily the largest cost component).

Note 4: Any PACTS committee member may challenge the choice of set-aside category selected. The Policy Committee will serve as the final authority regarding the appropriate set-aside category for a proposal

Note 5: On March 18, 2004 the Policy Committee reduced the funding in the Build New Roads set-aside to zero dollars.

Here are the definitions of each set-aside category. *They are also printed on the application forms for each category.*

Preserve Collectors Set-Aside

This largest of the set-asides is for “preservation paving” of the collector streets/highways in the PACTS region. The forty percent is a larger percentage of the MPO Allocation than the Policy Committee programmed for this purpose in any biennium between 1990 and 2004. It is based in part on an estimate of the cost to maintain the region’s collector roadways at an average 3.0 pavement condition rating over a 12 to 14 year period. It is conceivable that the amount of money needed to achieve this goal over the long run will be more or less (in real dollars) than estimated.

The average 3.0 pavement condition rating is a goal. We will review the goal in the fall of 2004 and during each biennial priority setting process to determine if it is appropriate. (In February 2004, the Technical Committee agreed with the TIP Process Committee and MaineDOT that it was an appropriate goal with which to begin.)

Pavement preservation means pavement reclamation, crack seal, microsurfacing and three-fourths inch overlay as defined on page 5.6 and in Appendix C in MaineDOT’s November 2002 State of the System Report. Preservation paving does NOT include underground drainage improvements, creation of new paved shoulders and/or sidewalk work. Projects with these components are to be funded under the Rebuild Roads and Widen Existing Roads categories.

2006/2007 TIP Policies and Procedures

Intersections Set-Aside

This category ties for second largest of the seven categories because: (1) *Destination Tomorrow* places an emphasis on improving the safety and efficiency of our region's intersections (as a substitute for building new roadways), and (2) the widening of many urban intersections is quite expensive.

Typical intersection projects are the addition or upgrade of traffic signals, and the addition or widening of shoulders, turning lanes and through lanes. Other treatments to intersections are also eligible under this category.

Widen Existing Roads Set-Aside

Projects that widen existing roads involve the construction of new paved shoulders and/or the construction of new lanes (including a center two-way left-turn lane). A minor widening of lanes (such as from 11 feet to 12 feet, or from 12 to 14 feet) is not meant for this set-aside, but is included in the Rebuild Roads set-aside (below).

While *Destination Tomorrow* and MaineDOT policy both recommend that we avoid the widening of existing roads, there are certainly cases where it is needed. Past experience shows that the widening of roadways is a relatively expensive strategy. The high unit cost contributes to this category getting a twenty percent set-aside.

Public Transportation Set-Aside

This set-aside is for capital improvements for public transportation. Eligible purposes include garages, new or replacement vehicles, bus stops (including significant investments like the METRO pulse project), utility vehicles, computer hardware, bike racks and alternative fuel infrastructure. This policy is a continuation of the past twelve-year trend of the Policy Committee's programming STP funds for public transportation capital purposes.

Rebuild Roads Set-Aside

This set-aside involves roadway reconstruction projects that typically include constructing a new pavement structure from the sub-grade up, and/or significant drainage improvements. Minor straightening of a roadway's horizontal and/or vertical curves is also done under this category.

While a Rebuild Roads project may also involve the widening of existing travel lanes (such as from 11 feet to 12 feet, or from 12 to 14 feet) and/or shoulders, it may NOT involve new paved shoulders or travel lanes where none currently exist.

A Rebuild Roads project may also include the construction of a new sidewalk.

2006/2007 TIP Policies and Procedures

Build New Road Set-Aside

On March 18, 2004 the Policy Committee reduced the funding in the Build New Roads set-aside to zero.

Bicycle/Pedestrian/Other Set-Aside

Eligible purposes include streetscape improvements, off-road bike paths, sidewalks, bike lanes built as roadway shoulders designed and designated strictly for bicycle/pedestrian use, *and all purposes eligible under the FHWA's Enhancement program administered by MaineDOT* (except for the construction of paved shoulders designed to accommodate automotive travel).

These are stand-alone projects – NOT components of road projects eligible for funding under other set-asides. Please note that projects in the other set-aside categories may include components designed to enhance the safety and mobility of pedestrians and bicyclists – but these components in other project categories may NOT be financed with funds from this Bicycle/Pedestrian/Other Set-Aside.

Bicycle/Pedestrian/Other projects may be eligible for MaineDOT Enhancement funds. Lists of activities eligible under the MaineDOT's Enhancement program, and some examples, are shown (with one annotation) in the following table. This table was in the MaineDOT's January 2004 BTIP mailing, and is on their website.

Similar to MaineDOT, PACTS will give more priority to Bicycle/Pedestrian/Other Set-Aside proposals in the Bicycle/Pedestrian and Scenic/Landscape/Historic sub-categories listed in the table.

Eligible Activities:	Examples:
Bicycle/Pedestrian	
Pedestrian and Bicycle Facilities; Pedestrian and Bicycle Safety and Education Activities; Conversion of Abandoned Railway Corridors to Trails	Planning, designing and constructing multi-use trails; paved shoulders or sidewalks on minor collectors or local roads; new sidewalks on major collectors or arterials where closed drainage exists; walkways or curb ramps; bike lane striping, bike parking and bus racks. Programs designed to encourage walking and bicycling. Acquiring railroad rights-of-way for the purpose of developing rail-with-trail projects.
Scenic/Landscape/Historic	
Acquisition of Scenic or Historic Easements and Sites; Landscaping and Scenic Beautification; Scenic or Historic Highway Programs; Rehabilitation and Operation of Historic Transportation Buildings, Structures, or Facilities; Historic Preservation	Acquisition of scenic land easements, vistas and landscapes; purchase of buildings in historic districts or historic properties; preservation of farmland. Improvements such as street furniture, lighting, public art and landscaping along streets, historic highways, trails and interstates, waterfronts, and gateways. Construction of turnouts and overlooks; designation signs and markers. Restoration of railroad depots, bus stations and lighthouses; rehabilitation of rail trestles, tunnels and bridges. Preservation of buildings in historic districts; restoration and reuse of historic buildings for transportation-related purposes.

2006/2007 TIP Policies and Procedures

Environmental	
Mitigation of Highway Runoff Pollution and Provision of Wildlife Connectivity	Soil erosion controls; detention and sediment basins, river clean-ups; wildlife passage; wildlife mortality and safety.
Other (low priority for funding)	
Establishment of Transportation Museums	Construction of new museums or additions may include the conversion of railroad stations or historic properties to museums with transportation themes.
Archaeological Planning and Research	Research, preservation planning and interpretation.
Control and Removal of Outdoor Advertising	Billboard inventories or removal of illegal and nonconforming billboards. Note: 23 MRSA 1901-1925 limits the amount and types of outdoor advertising; therefore, this category is not funded through MaineDOT's TE Program.

Preserve Arterials

There is no PACTS set-aside for the preservation paving of arterials. This paragraph is here only to remind member municipalities that MaineDOT continues to be responsible for preservation paving of arterials throughout the state with funds in addition to the PACTS or other MPO Allocations.

C. Project Scoping

In the 2006/2007 biennium, we will provide scoring and financial incentives to encourage that certain roadway projects be funded for "Project Scoping" in one biennium before consideration for construction funding in the next biennium. The two objectives for this new policy are:

- To put our TIP funds to work efficiently by funding a project's project scoping and construction in separate TIP's rather than funding the project's project scoping and construction in the same TIP – and then possibly waiting three or more years to do the construction.
- To minimize future project budget overruns by having better project scopes and budgets when programming the construction funds.

The TIP Process Committee and staff worked closely with MaineDOT staff to design this new process. Given that this is new for MaineDOT and PACTS – and that MaineDOT is revising its project scoping procedures – good communication between PACTS, MaineDOT and municipal staff between April and November will be the key to its successful implementation.

For the purposes of this policy, Project Scoping is *similar* to MaineDOT's conceptual preconstruction engineering (PCE-C). In the context of the MaineDOT project development process, it is the completion of roughly 75-percent design for a project. *A key objective is that the scope and budget reflect adjustments made in response to public comments and as a result of other findings during the design process.*

2006/2007 TIP Policies and Procedures

We will rank Project Scoping proposals as follows.

1. The policy applies to all Set-Aside categories except Collector Pavement Preservation.
2. MaineDOT will advise on which proposals should have Project Scoping programmed separately in 2006/2007 rather than in the same biennium with the construction funding. The advice for some proposals (the easy ones) will come in early May, and in September for others (the more complex ones). The Technical Committee will review MaineDOT's advice and submit a recommendation to the Policy Committee.
3. Proposals for Project Scoping funds via PACTS will compete with:
 - Construction-only funding proposals for which Project Scoping has already been completed,
 - Construction-only funding proposals for which Project Scoping funding is not necessary, and
 - Project Scoping-and-construction funding proposals.
4. Award of Project Scoping funds for a proposal in one biennium does not guarantee the programming of construction funds in the next biennium. These proposals will be resubmitted, rescored, ranked and approved by the Policy Committee when seeking construction funds. This also applies in 2004 to the several preconstruction engineering projects funded by PACTS in the 2004/2005 TIP (as noted above) and funded by MaineDOT in the 2004/2005 BTIP in the new PACTS municipalities.
5. We will give five (5) extra points in the 100-point scoring scale to construction proposals for which Project Scoping has been completed, or to construction proposals for which MaineDOT recommends that no project scoping is needed. This also applies to the several project scoping projects funded by PACTS in the 2004/2005 TIP.
6. Municipalities may choose to seek funding for Project Scoping and construction in the same TIP – even after MaineDOT and Technical Committee recommendations to fund them in separate biennia. *However, in the event that the final project budget comes in over the programmed amount, the Policy Committee will not provide supplementary funding.* (See the Cost Overruns section below.)

The Policy Committee will award funds for Project Scoping as follows.

1. Funds will be provided using the same match ratios as for construction projects (80% federal, 5% state and 15% local for STP-funded projects and (80% federal, 10% state and 10% local for NHS-funded projects)

2006/2007 TIP Policies and Procedures

2. If there are many Project Scoping proposals that rank highly, the Policy Committee may use its discretion to limit the funding of Project Scoping proposals in a biennium in order to finance enough construction projects. The Committee's discretion may involve skipping down the scoring results in order to select the next ranked construction project(s).
3. Similar to Item 2 above, if there are many construction proposals that rank highly, the Policy Committee may choose to limit the funding of construction proposals in a biennium in order to finance enough Project Scoping projects.

While we encourage municipalities to fund Project Scoping with 100 percent local funds, the Policy Committee will not give preferential status for construction funding for proposals whose Project Scoping was financed with strictly local funds.

Please note also that MaineDOT cannot count 100 percent local funds spent prior to the programming of construction funds on Project Scoping as local share to a construction project.

D. Coordination with MaineDOT's Six Year Plan

During the TIP priority setting process in 2004, PACTS staff and members will review the MaineDOT's 2004 to 2010 Six Year Plan in order to be aware of priorities in that Plan that will affect the PACTS Metropolitan Planning Area. Staff and members will discuss these priorities with MaineDOT and coordinate the development of studies and projects accordingly.

E. Amendments

This section has six subsections.

1. TIP Project Amendments Treated on a Case-by-Case Basis

The Policy Committee will consider amendment proposals for funded MPO Allocation projects on a case-by-case basis when they do not involve changes to a project's location or total budget, and do not involve a project substitution.

2. Budget Increases and Cost Overruns

The Policy Committee will consider requests for additional funding for funded MPO Allocation projects that are experiencing increased costs for Project Scoping and/or construction. In the event that the Policy Committee programs additional funding for a project, the funds will come from the set-aside under which the project was originally funded.

2006/2007 TIP Policies and Procedures

3. Project Scoping Cost Overrun (based on actual expenses incurred)

In the event that a Project Scoping project experiences a cost overrun for the scoping work itself, the municipality will be responsible for the entire additional cost. The premises for this policy are that the cost overrun is likely to be a relatively small amount, that Project Scoping cost overruns will be rare, and that the municipality's financing of the cost overrun is an appropriate measure of the municipality's commitment to the project.

4. Construction Budget Increase (before bid award)

In the event that a funded construction project experiences a budget increase *before* the start of construction, the project will be eligible for additional MPO Allocation funds in the next biennium under the following circumstances:

- Project Scoping was completed prior to the programming of construction funds by the Policy Committee, or Project Scoping was not required prior to the programming of construction funds, and
- MaineDOT has completed the final design and project cost estimate, and
- The project's scope has not changed.

5. Construction Cost Overruns (after bid award)

In the event that a construction project experiences a cost overrun *after* the start of construction, MaineDOT and the affected municipality may request additional MPO Allocation funding. However, given that great effort would have been taken to avoid cost overruns, the Policy Committee will rely heavily on MaineDOT and the municipality to cover the cost overrun.

6. Project Withdrawal and Substitution

During the past twenty years PACTS has developed, refined and used a TIP priority setting process based in great part on a technical evaluation of TIP proposals. This technical approach has fostered a confidence in the professionalism of the PACTS process. However, while this process provides a strong basis for decision-making, there have been and there will continue to be occasions when changes in local priorities create a need to withdraw a funded project. In this case, the Policy Committee will decide how to reallocate the project's unspent funds.

The project substitution policy is a little more involved. The substitution policy involves a situation where a funded project needs additional funding (for any other reason). In this situation the municipality requests to withdraw another funded project and transfer its funds to the project that needs more money.

2006/2007 TIP Policies and Procedures

Here is how the policy works.

- For the purposes of this policy, a “funded project” is an MPO Allocation project that has been printed in MaineDOT's BTIP.
- A request for substitution of a funded project may not be made until April 1st in the year after the Legislature has approved the project in the BTIP.
- A municipality seeking a substitution for a “funded project” will submit a written request to the Policy Committee for consideration.
- The Policy Committee will consider such requests on a case-by-case basis.
- If the substitution is approved, new funding for the withdrawn project may not be requested from PACTS during the next two years. There is also no future-funding guarantee ascribed to the withdrawn project.

F. Earmarks from Congress and the Legislature

The Policy Committee strongly encourages all proponents of FHWA and FTA proposals outside the MPO Allocation to seek a finding of consistency with *Destination Tomorrow* by the Committee before seeking funds. Proposals that receive a finding of consistency would remain subject to a final TIP endorsement by the Policy Committee later on. The Committee requests this kind of sharing of proposals by MaineDOT's Office of Passenger Transportation and Bureau of Planning too. Primarily, the Committee requests a presentation and request for a finding of consistency before contact is made with members of the Congressional Delegation and the Legislature, and before the start of an Environmental Assessment by MaineDOT.

Here is the basis for this policy. Given that all proposals for the use of FHWA and FTA funds in the PACTS region need the approval of the Policy Committee, the members have the responsibility to be as aware as possible of all proposals likely to come before the Committee for approval. The earlier that the members are aware of new proposals and major revisions to existing proposals, the better prepared the Committee will be to make thoughtful and sound programming decisions about them. A key objective of *Destination Tomorrow* is to improve this component of the role of PACTS.

It is a challenging task to stay abreast of all proposals because there are numerous federal and state transportation programs from which proponents can seek funding, and there are many project proposals generated throughout the region due to the substantial needs facing us. Specifically, while the Committee is directly responsible for the “MPO Allocation” of STP and NHS funds, the members are also authorized to act on proposals for funding from these other federal programs:

2006/2007 TIP Policies and Procedures

Congressional earmarks of FHWA and FTA funds, Interstate, other STP and NHS funds, Bridge, Safety, Enhancement and Congestion Mitigation and Air Quality.

G. Old Projects

Given that old projects tie up funds that could have been used at other locations, the Policy Committee policy is to encourage MaineDOT and the municipalities to act in a timely fashion. The Policy Committee:

- Shall receive a staff report three months before the deadline for new TIP proposals regarding all TIP projects approved by the Policy Committee at least five years earlier, with highlights on those projects whose design has not been completed.
- Shall receive reports from project proponents a month later about the future of all projects at least five-years-old for which design has not been completed.
- Shall consider appropriate actions regarding those projects.

Here is a schedule for reporting.

<u>BTIP</u> <u>Approval</u> <u>Date</u>	<u>BTIP</u>	<u>Could</u> <u>Start</u> <u>Spending</u>	<u>Staff</u> <u>Report to</u> <u>Committee</u>	<u>Proponent</u> <u>Report to</u> <u>Committee</u>
Jan 1999*	2000/2001	Oct 1999	Jan 2004	Feb 2004
Jan 2001	2002/2003	Oct 2001	Jan 2006	Feb 2006
Jan 2003	2004/2005	Oct 2003	Jan 2008	Feb 2008
Jan 2005	2006/2007	Oct 2005	Jan 2010	Feb 2010

* And earlier.

H. Reallocation of Unspent MPO Allocation Funds

Unspent MPO Allocation funds go back into the PACTS MPO Allocation pool for reprogramming by the Policy Committee. The funds return to the full “pool” of funds, not to a specific set-aside.

Information about unspent project funds will come from the MaineDOT annual report referenced in Section II above.

I. Non-Participating Projects

A “non-participating” project is a cancelled project for which the FHWA requests reimbursement of federal funds from MaineDOT and the affected municipality. MaineDOT and PACTS staff will develop a recommendation later this year regarding who pays for non-participating MPO Allocation projects.

2006/2007 TIP Policies and Procedures

IX. PACTS Scoring Procedures

This section describes the scoring processes used by the Technical Committee, Planning Committee, Transit Committee, MaineDOT and PACTS staff for proposals for the set-aside categories.

The following table identifies the committees charged with developing recommendations for consideration by the Policy Committee.

Set-Asides Scoring Roles*

<u>Set-Aside Category</u>	<u>Scoring Roles</u>
Preserve Collectors	MDOT proposes. Technical Committee reviews and recommends to the Policy Committee.
Intersections	Tech Committee 80 percent. Planning Committee 20 percent.
Widen Existing Roads	Tech Committee 80 percent. Planning Committee 20 percent.
Public Transportation	Transit Committee recommends.
Rebuild Roads	Tech Committee 80 percent. Planning Committee 20 percent.
Bicycle/Ped/Other	Planning Committee recommends to Policy Committee.

* All recommendations above go to the Policy Committee for final action.

A. **Role of the Transit Committee**

The Transit Committee will review and score proposals for use of the Public Transportation Set Aside funds, and then submit recommendations to the Policy Committee in September 2004. These STP funds are available for transit capital investments. Federal rules prohibit their use for public transportation operating assistance. (Transit Committee members will develop a procedure for deciding how to develop their recommendation.)

See Section V for a description of the Transit Committee's role in developing annual recommendations to the Policy Committee regarding the allocation of FTA Section 5307 Urban Formula Funds.

2006/2007 TIP Policies and Procedures

B. Role of the Technical Committee

The Technical Committee will participate in the scoring of proposals for funds from the Collector Pavement Preservation, Intersection, Widen Existing Road and Rebuild Road set-asides.

Collector Preservation Paving Set-Aside

MaineDOT will present recommendations for funding of projects in the collector preservation paving set-aside to PACTS staff and the Technical Committee. (This is another departure from past practice for MaineDOT and PACTS.) During the summer PACTS staff and Technical Committee members will work with MaineDOT to review the data, analysis and recommendations for accuracy and consistency with local priorities. In October, the Technical Committee will submit recommendations to the Policy Committee, including advice on the total amount of PACTS funds to be spent on collector preservation paving in the event that MaineDOT recommends the use of more or less than our 40 percent set aside in the 2006/2007 BTIP.

Intersection, Widen Existing Road and Rebuild Road Set-Asides

For the Intersection, Widen Existing Road and Rebuild Road set-asides, PACTS staff will score proposals using the PACTS Roadway Formula, and then submit the results to the Technical Committee. The Committee members will review the scoring by PACTS staff and make a recommendation to the Policy Committee. The results of the Roadway Formula will count for 80 percent of the scores for these proposals. As described in Sections III and IV, the schedule for the members is the following:

- Review staff's *first* application of the Roadway Formula on May 11th for Intersection proposals, Widen Existing Road proposals and Rebuild Roads proposals.
- Review also on May 11th the rough cost estimates for each proposal (prepared by PACTS staff in order to enable the Policy Committee to prepare a realistic short list of projects for further review by MaineDOT during the summer).
- Submit the *first draft* 80 percent component scores to the Policy Committee for action on May 20th.
- Receive the proposal cost estimates from MaineDOT, and the completed Roadway Formula scores from PACTS staff.
- Submit in October the *final* 80 percent component scores to the Policy Committee for action in November.

The Eight Factors in the PACTS Roadway Formula

The table below lists the eight factors in the PACTS Roadway Formula and the weights used for different types of proposals. The factors are described on the following pages and are each scored on a 0 to 10 scale. Each factor score is then weighted and the sum of the weighted scores represents the proposal's final Roadway

2006/2007 TIP Policies and Procedures

Formula score that is equal to 80 percent of the proposal's final score. Weighted scores are rounded to the nearest hundredth.

PACTS Roadway Formula Factors and Weights

<u>Factors</u>	<u>Inter- sections</u>	<u>Rebuild Roads</u>	<u>Widen Existing Roads</u>
Traffic Volume	0.15	0.15	0.15
Future Growth	0.05	0.05	0.10
Pavement Condition	na	0.20	na
Road Geometrics	0.05	0.05	0.05
Safety	0.20	0.20	0.20
Volume-to-Capacity	0.25	0.10	0.25
Multi-modal	0.20	0.15	0.15
Cost Effectiveness	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total	1.00	1.00	1.00

(1) Traffic Volume

Traffic volume for Widen Existing Road and Rebuild Road proposals is based on 2004 annual average daily traffic (AADT). The score is calculated by dividing the proposal's AADT by the largest AADT from the set of proposals submitted, then multiplying by ten to place it on a 0-10 scale.

Traffic volume for Intersection proposals is based on 2004 AM or PM peak hour volumes. The intersection's average approach volume (based on the average of all its approaches) is divided by the largest such figure for all intersection proposals, and then multiplied by ten to place it on a 0-10 scale.

Traffic volumes from recent prior years are acceptable and will be factored at a rate of one percent (1%) per annum to bring them to a 2004 level.

(2) Future Growth

This factor is based on the 2000 to 2025 peak-hour traffic volume growth, as simulated in the PACTS model. The proposal's growth rate is divided by the largest growth rate for proposals of the same type, and then multiplied by ten to place it on a 0-10 scale. (The maximum value awarded is 10.)

2006/2007 TIP Policies and Procedures

Proposals that have questionable 2025 traffic volumes in the model, such as zero peak-hour volume or negative future growth, will be reviewed by staff who will propose a growth rate to the Technical Committee.

(3) Pavement Condition

This factor is used only for Rebuild Road proposals. Points are awarded for the proposed length of roadway based on the current pavement condition rating (PCR) in the MaineDOT pavement condition database as follows:

<u>Existing PCR</u>	<u>Points Awarded</u>
2.0 and below	10
2.1 to 2.9	7
3.0 and above	0

(4) Geometrics

Proposals (for links or nodes) are awarded points in accordance with MaineDOT's Highway Design Guide for the project's ability to remedy substandard conditions. Each condition remedied is awarded 2.5 points with a maximum of 10 points awarded to a proposal.

The four link standards are for pavement width, shoulder width, horizontal alignment and vertical alignment.

The four node standards are for turning radius, lane width, signal placement, and alignment (horizontal and/or vertical).

(5) Safety

The safety score is based on a MaineDOT procedure with points awarded based on the improvements that would accrue at the project location. The factors used in determining this score are the existing critical rate factor (CRF), the percent of accidents involving personal injury relative to the statewide average for that type of road/intersection, and the percentage drop in accidents expected as a result of the project, as determined by the literature. A maximum of 10 points is awarded for a proposal's safety score.

Data on the CRF and the number of accidents with personal injury including the statewide average are available from the MaineDOT. The CRF is a function of a location's actual accident rate, the statewide average for this type of road/intersection, the number of years over which the accidents occurred, and the annualized hundred million vehicle miles traveled at that location.

2006/2007 TIP Policies and Procedures

(6) Volume to Capacity

The volume to capacity factor is used to measure the volume to capacity improvement at the location of a proposal. A maximum of 10 points are awarded using a MaineDOT scoring system with points awarded based on the proposal's estimated V/C improvement. PACTS staff will use the Highway Capacity Software to calculate the volume-to-capacity ratios.

Intersection proposals must include both existing and estimated post-improvement AM or PM peak hour volumes for each approach. Proposals must also include existing and proposed intersection geometry (detailing the number and type of lanes), and signal phasing data where applicable.

Widening Existing Roads and Rebuilding Road proposals must include both existing and estimated post-improvement AM or PM peak directional volumes. Proposals must also include existing and proposed roadway geometry detailing the number and types of lanes.

(7) Multi-modal

Multi-modal points are given to proposals that provide improvements for modes of travel other than the automobile within the proposal's location. Two points are given for each of the following elements up to a maximum of 10 points.

- Proposal includes a sidewalk or is "bicycle friendly."
- Proposal is to improve an intersection in a "pedestrian friendly" way, such as the addition of a new or improved traffic signal with a pedestrian phase, or construction of recessed curbs or a pedestrian refuge island.
- Proposal includes a bus turnout area.
- Proposal is for a location on an existing bus route.
- Proposal is for a location in a land development zone in which a local ordinance allows mixed-use development and shows promise for travel demand reduction.
- Proposal includes a new or improved sidewalk, and is for a location within 1,000 feet of two of these five land uses: a store, a school, a church, ten or more housing units, or a non-retail business.
- Proposal includes improved access to, or site improvements at, an "official" park'n ride lot.
- Project is on a route heavily traveled by trucks.

2006/2007 TIP Policies and Procedures

- Project will enhance freight access to commercial or industrial property.

(8) Cost Effectiveness

For Widen Existing Road and Rebuild Road proposals, this factor is defined in terms of total cost per lane mile (including right-of-way costs) as estimated by MaineDOT. The score is calculated by dividing the proposed project's cost per lane mile by the largest cost per lane mile of all similar proposals, and then subtracting this number from 1, and then multiplying by 10 to place it on a 0-10 scale. Written in algebraic terms this means: $\text{score} = [1 - (\text{cost per lane mile})/(\text{largest cost per lane mile})] * 10$.

For Intersection proposals, this factor is defined in terms of total project cost and percent reduction in the volume to capacity ratio and accidents. The latter two components get equal weights. Similar to the procedure described above, the scores are calculated in two steps as described below.

- For the volume to capacity reduction component, the first step is to divide the cost of each project by the estimated change in volume to capacity ratio (as calculated by PACTS staff). The second step is to divide each project's quotient (from step one) by the largest quotient, then to subtract this number from 1, and finally to multiply by 5 to place it on a 0-5 scale.
- For the accident reduction component, the first step is to divide the cost of each project by the estimated reduction in accidents (as calculated by PACTS staff). The second step is to divide each project's quotient by the largest quotient, then to subtract this number from 1, and finally to multiply by 5 to place it on a 0-5 scale.

The final step is that the scores for each component are added together so that the two 0-5 scores fit in the 0-10 scale.

C. **Role of the Planning Committee**

The Planning Committee will participate in the scoring of proposals for funds from four set-asides: Intersection, Widen Existing Road, Rebuild Road and Bicycle/Pedestrian/Other. The Committee's scores for the first three set-asides will count for 20 percent (complementing the Technical Committee's 80 percent) and for the final one will count for 100 percent.

The Committee's scores for all four set-asides will reflect how each proposal would advance the Nine Guiding Policies of *Destination Tomorrow*. In all cases, the Committee will begin its decision making with a review of scores developed by PACTS staff.

2006/2007 TIP Policies and Procedures

Intersection, Widen Existing Road and Rebuild Road Proposals

PACTS staff and the Planning Committee will score the Intersection, Widen Existing Road and Rebuild Road proposals in the following way:

- Staff will read all the proposals, and send copies of them to all Planning Committee members.
- Staff will score each proposal applying the 10 scoring criteria within the following 0 to 2 range:
 - 0 points: either no consistency with the criterion or is not applicable
 - 1 point: minimal consistency with the criterion
 - 2 points: significantly advances the intent of the criterion
- The Planning Committee members will review the staff's scores on May 6th, will consider additional information and recommendations from Committee members, and will vote on Committee scores to be submitted to the Policy Committee.
- Staff will add the Planning Committee's "20 percent" scores to the Technical Committee's "80 percent" scores for presentation to the Policy Committee on May 20th.
- During the summer MaineDOT, PACTS staff and municipal staff will fine-tune the scopes and budgets of the Policy Committee's May 20th short list of proposals.
- In early October the Planning Committee will review the fine-tuned proposals and may choose to offer comments to the Policy Committee for consideration in the final action on November 18th.

Bicycle/Pedestrian/Other Proposals

Proposals for this set aside are due on June 1st (not April 16th).

PACTS staff and the Planning Committee will score the Bicycle/Pedestrian/Other proposals in the following way:

- Staff will read all the proposals, and send copies of them to all Planning Committee members.
- Staff will score each proposal applying the scoring criteria within a 0 to 2 range (as described above).
- The Planning Committee members will review the staff's scores on July 1st, will consider additional information and recommendations from Committee members, and will vote on Committee scores to be submitted to the Policy Committee for action on July 22nd.
- During the balance of the summer, MaineDOT, PACTS staff and municipal staff will fine-tune the scopes and budgets of the proposals on the Policy Committee's July 22nd short list.

2006/2007 TIP Policies and Procedures

- In early October the Planning Committee will review the fine-tuned proposals and may choose to offer comments to the Policy Committee for consideration in the final action on November 18th.

This is the end of the document.