

## 2019 MCIP 7th Call for Projects – Applicant Instructions

### A. MCIP Project Pre-Screening Worksheet - *Optional*

- 1) The Pre-Screening Worksheet is an optional tool to provide applicants with guidance on identifying and submitting potential MCIP candidate projects. This form introduces the criteria categories used to evaluate projects and provides an estimate of the general quality of a candidate project. Applicants are not required to submit this worksheet to Dallas County, and the result of this worksheet is not a final indication of the outcome of project funding selection. Applicants are encouraged to contact Dallas County for further assistance to improve the quality of a candidate project for MCIP funds.
- 2) Worksheet Instructions
  - a. Question #1a – For thoroughfare projects, applicants should refer to the online Dallas County Interactive Thoroughfare Map to locate the roadway project segment. Clicking on a roadway segment will produce a Roadway ID number. Applicants should insert this ID number in the Roadway ID# field which should return the roadway name and city. Each roadway segment is pre-evaluated in certain categories:
    - i. Thoroughfare classification (e.g. regional arterial vs. collector)
    - ii. NCTCOG 2018 & 2045 Level of Service
    - iii. Priority areas
    - iv. 2018 Population + Employment demographicsSome proposed project types and locations may not be on the Dallas County Thoroughfare Plan (e.g. trail, safety, transit, or newly adopted proposed roadway alignments). In these cases, only answer Question 1b.
  - b. Question #1b – The applicant should select the project type that best represents the proposed project.
  - c. Question 2 – This series of questions asks about the goals of the proposed project. Projects that address multiple transportation modes or mobility goals will return a higher preliminary pre-screening score.
  - d. Preliminary Pre-Screening Score\* – The results of the Pre-Screening questions are only intended to be a guide and should not deter an application. In most cases a project that addresses more than one mobility goal will typically score Fair or Good, while projects that address multiple goals may score as Excellent.

*\*This preliminary score should not be considered a final determination of selection for funding. Applicants are encouraged to contact Dallas County for further assistance.*

Steps B and C: Both the MCIP Project Eligibility Form and the MCIP Project Application are required and will be completed as a combined application submittal using the provided Formstack online application tool.

Applicants should be prepared with the following information before beginning an application:

- Project location and summary of proposed improvements
- Impact to regional mobility and information regarding interjurisdiction or interagency project coordination
- Information regarding project impact to congestion and vehicle capacity, including recent traffic volumes (if available)
- Types and description of proposed bicycle and pedestrian improvements (if applicable)
- Information regarding economic impact, including any relevant economic planning documentation
- Information regarding environmental impacts
- Known safety concerns within the project area and proposed safety improvements (if applicable)
- Information regarding project feasibility and implementation, including related planning documentation, local/regional project support, and known implementation challenges
- Preliminary project cost estimate and funding status

#### B. MCIP Project Eligibility Form – *Required*

- 1) Applicants should fill out the MCIP Project Eligibility Requirements form prior to completing the MCIP Project Application. This form will provide guidance on the basic requirements for submitting a project for Dallas County funding. Questions #1-5 cover the following requirements:
  - a. Signed Master Agreement
  - b. Orphan Road Policy compliance
  - c. Funding match availability or economically distressed community
  - d. Road and Bridge (R&B) Policy compliance
  - e. Roadway classification of at least a collector on the Dallas County Thoroughfare Plan\*  
*\*This eligibility requirement refers to roadway projects (capacity, connectivity, or multimodal improvements). Other project types (trails, safety, transit, etc.) that do not involve roadway improvements may be eligible under their respective project scoring categories.*
- 2) Questions #6-11 provide eligibility guidance for which application type may be most applicable to the project. Based on the series of Yes/No questions, applications may be recommended for consideration under one or more categories: Roadway, Bicycle/Pedestrian, Safety, or Innovation & Alternative Mobility Solutions.
- 3) If any of the eligibility answers do not meet the current requirements, applicants are requested to contact Dallas County for further guidance. Projects should be identified in the Dallas County Mobility Plan or other locally or regionally adopted transportation plan. If the proposed project is potentially eligible, but not currently included on an adopted transportation plan, then applicants should contact Dallas County for further guidance.

### C. MCIP Project Application - *Required*

After completing the MCIP Project Eligibility Form, applicants should proceed to the next page on the Formstack page to complete a full project application. Projects may be submitted under one or more project scoring categories:

- **Roadway Capacity & Connectivity** – These projects are intended to mitigate congestion, improve regional connectivity, and/or enhance thoroughfares for multimodal use. Typical projects include new roadway construction, roadway widening for capacity needs, or Complete Street projects that address vehicle connectivity along with other multimodal improvements.
- **Bicycle/Pedestrian** – These projects are intended to enhance connectivity and comfort primarily for bicyclists and/or pedestrians. Typical projects include retrofitting existing thoroughfares with bicycle or pedestrian facilities (e.g. bike lanes, shared-use sidepaths, enhanced pedestrian crossings, etc.). Trail projects that create or improve regional connectivity may also be submitted in this category.

*Note: Bicycle/pedestrian improvements as part of a new roadway or roadway widening project may be best evaluated under the **Roadway Capacity & Connectivity** category.*

- **Safety** – These projects are intended to reduce transportation-related fatalities and serious injuries, improve multimodal user comfort, or reduce transportation conflicts along roadway corridors or at intersections. Typical projects include a variety of infrastructure-oriented safety treatments such as corridor safety (e.g. access management, medians, or other design improvements), intersection safety (e.g. roundabouts, reduced turning movement conflicts, or enhanced pedestrian crossings), or multimodal safety (e.g. traffic calming, improved bicycle/pedestrian separation and visibility). In order for a safety project to be reviewed, it must be related to a facility on the mobility plan. This category will be limited to a \$1 million Dallas County cost participation per project.
- **Innovation & Alternative Mobility Solutions** – These projects are intended to support alternative and innovative transportation choices, beyond traditional motor-vehicle, bicycle or pedestrian options. These projects may include transit service options, improved access to transit facilities (e.g. first mile/last mile solutions), or other transportation technology solutions (e.g. connected/smart streets, emerging transportation technology and services). Eligible projects must be part of a regional program already in existence (NCTCOG, Dallas County, TxDOT or DART).

Applications must be completed in their entirety. Applicants may save an application in progress using the “Save and Resume Later” link at the bottom of the Formstack application page. This will produce an application link that is valid for 30 days to resume answering questions on the form. Without the link, data that has been entered cannot be retrieved, and a new form will have to be completed from the beginning.

### D. MCIP Technical Details for Proposed Project Form - *Required*

After completing the MCIP Project Application, applicants must complete the Technical Details for Proposed Project form. Applicable sections of this form must be completed to provide supplemental information regarding existing and proposed project design parameters (e.g. roadway design, traffic conditions, drainage/bridges, utilities, and ROW) that are specific to the proposed project type.