

# Montana Transportation Alternatives (TA) Program

## Application Scoring Procedure

The Selection Committee (Committee) is responsible for evaluating and scoring TA applications. The Committee includes the following members (subject to change based on staff availability):

1. MDT Engineering – TA Program Manager
2. MDT Planning – Policy, Program, & Performance Analysis Bureau Chief
3. MDT Planning – Bicycle/Pedestrian Coordinator
4. MDT Maintenance – Maintenance Division Operations Manager
5. MDT Engineering – Traffic and Safety Engineer
6. MDT Civil Rights – Civil Rights Bureau ADA Specialist
7. MDT Construction Engineering Services Bureau – Constructability Reviewer

The following procedure will be used by the Committee for the scoring and selection of TA projects:

1. At the outset of the scoring process, all applications will be screened for eligibility. Projects that do not meet eligibility requirements will be identified and marked as ineligible. The reason(s) that the project was deemed ineligible will be identified (i.e. did not fit an eligible category, did not meet funding restriction, submitted by ineligible sponsor, etc.) If a project is deemed ineligible, it will not move forward into the scoring process. The Project Sponsor will be notified if their project application is determined to be ineligible.
2. Individual members of the Committee will score each application independently prior to the selection committee meetings. Pavement Preservation project scoring will be separate from the Capital Improvement project scoring. The category descriptions in the TA Application will also be used to guide the Committee members in what to look for when scoring applications. A maximum score for each application is 200 points, 100 points each for the Project Benefits and Risk Analysis sections.
3. The Committee will convene for a series of scoring meetings and will discuss each application and individual Committee member scores. Each member can adjust their score based on discussion with the Committee.
4. For each application, all final individual member scores will be added together and averaged to arrive at the final total score for the application.
5. After projects are scored, they will be entered into a ranked list. There will be separate lists for Capital Improvement project and Pavement Preservation project categories.
6. The Committee will then select projects based on final total score as well as the requirements and goals for distributing funds by population, geographic region, and urban/rural balance. It is the goal of the Committee to select top-scoring projects while striving for a balanced distribution. Some projects that score slightly less than others may be selected to achieve this balance and will be based on the judgment of the Committee. Pavement Preservation projects will be ranked separate from Capital Improvement projects. At the discretion of the Committee, after Pavement preservation projects are selected up to \$1.0 million funding level, the rest of the Pavement Preservation projects will then compete with the Capital Improvement projects

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for funding. The combined list of Capital Improvement projects and Pavement Preservation projects lists will adhere to the required distribution below:

- a. Local entities with a population equal to or less than 5,000 will receive 25% of the available funding for projects. Those with a population greater than 5,000 will receive 25% of the available funding for projects. The remaining 50% of available funding will be distributed to “other areas”, regardless of local entity population. “Other areas” includes Sponsors that do not have a clearly defined population (i.e. Department of Natural Resources, transit agencies, etc.). 2010 U.S. Census data will be utilized for population determination.
- b. The Committee will strive to ensure reasonable geographic distribution of projects and a balance between urban and rural areas.

7. The Committee will collaboratively develop the final list of selected projects.
8. The final list of selected projects will be finalized and accepted by official Committee action. A vote by the Committee members will be taken, with a simple majority needed for final acceptance of the selected projects list.