

CMAQ: Project Delivery Checklist

Project ID

Project Name**: _____ MPMS# (if known): _____

This is an interactive application form. Please fill it out completely and review your entries carefully. After completing the form, save it to your computer, and include it with your application package submission as described in SPC's CMAQ Program Guidance and Procedures document. **The fields marked with a double asterisk (**) are required.**

Project Delivery Checklist**: This form is intended to assist the CMAQ Evaluation Committee in determining the deliverability of the project and its likelihood to proceed and obligate funds if it is programmed on the Transportation Improvement Program (TIP). The checklist is also intended to prepare applicants for the complexities of delivering a federally funded transportation project as well as to consider the type of information that should be included within the other application materials.

For all Projects****1. Deliverability / Project Readiness**:**

- a. Please describe the steps taken to advance deliverability / project readiness to date**:

- b. Is the project located in an area where the project sponsor has both site control and will own and maintain the infrastructure**?

_____ Yes _____ No

- c. Is utility relocation or railroad coordination involved with the project**?

_____ Yes _____ No

If 'Yes', please list
utilities or railroad:

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- d. Does the project sponsor have previous experience with the project development using Federal and/or State transportation funds**?

_____ Yes _____ No

If 'Yes', please explain:

If 'No', please list or explain any other project management history:

- e. Does the project sponsor have adequate staffing to perform the duties of successfully delivering a federally funded project**?

_____ Yes _____ No

Please explain**:

- f. Does the project have the support of communities where it will be located or implemented**?

_____ Yes _____ No

Is there opposition to the project**?

_____ Yes _____ No

Please explain**:

2. PennDOT Connects:**

PennDOT recognizes the profound economic and quality of life implications that transportation has on communities. To better identify the needs of communities early in the project planning process, PennDOT Connects requires the consideration of local planning studies, comprehensive plans, and other local government input and considerations at the onset of project planning.

- a. Has the project sponsor consulted with planning partners (please check all that apply)**?

_____ Local Government
 _____ County
 _____ PennDOT
 _____ SPC

_____ Transit Agencies
 _____ Other (please list in the box below):

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3. Please fill out the section that pertains to your Project Type:****a. Construction Projects:**

Examples include: Bikeway / Bike Lane Improvements; Improved Bike Access to Transit; Pedestrian Network Improvement; Expansion of Existing Park-and-Ride Facilities; New Park-and-Ride Facilities; Traffic Signal Improvements; Intersection Improvements; Bus Lanes (queue jump or bus-only thru); Bus Pull-Offs; Roundabouts; Bus Rapid Transit; High Speed Rail; New Fixed-Guideway Service; Transit Amenities Improvements; and Transit Center.

1. Has a preferred alternative been selected for the project?

_____ A final preferred alternative has been selected

_____ A draft preferred alternative has been selected

_____ A preferred alternative has not been selected

_____ Other (must be addressed in Section 1a)

2. If Right of Way (ROW) acquisition is required for the project, the ROW has:

_____ Been identified and secured

_____ Been identified, and negotiations have begun to secure ROW

If so, are negotiations being conducted according to the approved federal processes?

_____ Yes _____ No

_____ Only been identified

_____ Other (must be addressed in Section 1a)

_____ ROW acquisition is not required for the project

3. The project consultant:

_____ Has been selected through the federally approved, competitive bid process and consultant has experience managing projects following PennDOT procedures and utilizing federal transportation dollars

Contracts with consultants are:

_____ Signed

_____ Approved but not signed

_____ Not yet prepared

_____ Has not been selected but RFP process is underway

_____ Has not been selected and RFP process is not underway

_____ Consultant will not be used for this project

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4. If environmental clearance is required for the project, the categorical exclusion documents:

- _____ Are completed and approved
- _____ Are in draft form awaiting approval
- _____ Have been prepared but have not yet been submitted to the regulatory agencies
- _____ Have not yet been developed
- _____ Are not required for this project type
- _____ Other (must be addressed in Section 1a)

5. Does the project require permits? _____ Yes _____ No

If 'Yes', please list:

b. Equipment, Vehicles, or Technology Projects:

Examples include: Electronic Toll Collection at Toll Plaza; Incident Management / Traffic Control Center; Deploy ITS; HOV/HOT Facilities; Commercial Marine and Locomotive Diesel Engines; Off-Road Diesel Engines; Diesel Emission Control Technology and Equipment; Alternate Fuel Vehicles; Transit Vehicle Replacement / Fleet Expansion; Advanced Technology Vehicles; Vehicle-to-Infrastructure Communications Equipment; Truck Stop Idling Reduction; Freight and Intermodal Facilities; and Port-Related Freight Operations.

1. The project sponsor has:

- _____ Identified the specific vehicles that are going to be retrofitted, replaced, or improved and confirmed that the vehicles or improvements meet FHWA "BUY AMERICA" provisions
- _____ Identified a number of vehicles, but not the specific vehicles, that are going to be retrofitted, replaced, or improved
- _____ Other (must be addressed in Section 1a)
- _____ Identified the specific equipment or technology and confirmed that they meet FHWA "BUY AMERICA" provisions
- _____ Not applicable to the project

2. The project sponsor has:

- _____ Identified the technology specifications to be included in the RFP or bid documents for the alternative fuel, retrofit, repower, or technology project
- _____ Identified the approved EPA technology to be used for the alternative fuel, retrofit, repower, or technology project but does not have the equipment specifications
- _____ A reasonable plan for identifying and obtaining the specifications necessary to prepare bid or RFP documents for the alternative fuel, retrofit, repower, or technology project
- _____ Other (must be addressed in Section 1a)

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3. The project sponsor has:

_____ Prepared bid documents to complete the alternative fuel, retrofit, repower, or technology project

_____ Draft bid documents to complete the alternative fuel, retrofit, repower, or technology project

_____ A reasonable plan to prepare bid documents to complete the alternative fuel, retrofit, repower, or technology project

_____ Other (must be addressed in Section 1a)

c. Soft Projects:

Examples Include: Bicycle Use Marketing / Promotion; Area-wide Rideshare Program; Carpool / Vanpool Parking Incentives; Compressed Work Week; Employer-Based Rideshare Program; Expansion of Existing Vanpool Program; Guaranteed Ride Home Programs; New Vanpool Program; Off-Street Parking Management in Commercial/CBD Areas; Public Education, Outreach, Marketing, Promotions; Telework Promotion; Change in Service Frequency for Existing Service; Change in Time of Day for Existing Service; Financial Incentives for Potential Transit Users; New Express Service; New Local Service; New Shuttle Service; Commuter Choice Tax Credit; and Long Distance Commuter Ferry.

1. The project sponsor has:

_____ Adopted studies or surveys that identify potential ridership, need for new transit routes, or target audience for outreach

_____ Studies or surveys in progress that will identify potential ridership, need for new transit routes, or target audience for outreach

_____ Identified partners for outreach, potential transit routes, or marketing audiences but does not have formal surveys or studies to support the project

_____ Other (must be addressed in Section 1a)

Checklist Completed By: _____ Date: _____