Cache County Council of Governments
April 8, 2024
Minutes

The Cache County Council of Governments met in regular session on April 8, 2024 at 5:00 pm, in the 1st Floor Community Room, Logan Library, 285 N Main Street, Logan UT 84321.

ATTENDANCE

Board Members Present:
Craig Hidalgo – Clarkston
Larry Johnson – Paradise
Dirk Anderson – County Vice Executive
Bryan Cox – Hyde Park
Kris Monson – Smithfield
Holly Daines – Logan
David Wood – Amalga
Tom Bailey – Wellsville
Larry Jacobsen – Nibley
Lynn Payne - Trenton

Board Members Online:
David Hair – Millville
Kathleen Alder – Providence

Others in Attendance:
Jeff Gilbert – CMPO
Megan Izatt – Minutes
Jesse Mott – Cache County
Isaac Garnder – Cache County

Others in Attendance online:

05:00:00

#1 Welcome and Introductions

Mayor Hidalgo welcomed everyone and asked for introductions.

#2 Approval of Agenda

ACTION: A motion was made by Mayor Bailey to approve the agenda and was seconded by Mayor Daines. The vote in favor was unanimous, 11-0.

#3 Approval of January 29, 2024 minutes

ACTION: A motion was made by Mayor Cox to approve the minutes from January 29, 2024 with the name change in the attendance from Larry Payne to Lynn Payne and was seconded by Mayor Monson. The vote in favor was unanimous, 11-0.

#4 Discussion on Path Forward (Atachment 1)

Gilbert reviewed the path forward for the COG. One of the biggest changes being suggested is to move to a future year allocation. There would be two transition years to allow for the future year allocation plan to move forward. The application process and the data driven ranking, and COG staff review of projects were explained.

Staff and **COG** discussed the two-year funding cycle for 2024 and 2025 and how this will affect staff and their ability to execute the suggested changes.

Mott reviewed the project delivery section of how to move forward.

Staff and **COG** discussed bigger projects that need more years than 2 to complete and approval for those extra years, how smaller municipalities would hold funds or fund engineering costs for projects that have been awarded for the next year, tracking funds, and 30% engineering design requirement at time of application, and consistent set of standards for all engineering and design to follow.

06:19:00

#5 Discussion on Draft COG Policy Manual (Attachment 2)

Mott reviewed the changes to the COG Policy Manual.

Staff and **COG** discussed increasing the spot improvement funds from $300,000 to $400,000, application timeline and when projects expect to be completed, property acquisition and how that would work with a 2-year timeline for funding, and electing a chair and vice chair at the last meeting of the calendar year vs the first meeting of the calendar year.

06:37:00

#6 Discussion on Data Driven Scoring

Mott reviewed the people invited to what is formerly called the CTAC, and who will be invited to the jurisdictional staff meeting that will be held on Friday, April 12, 2024.

06:41:00

#7 Adjourn

Adjourned.

2024 COG Path Forward Options-Discussion Primer

New Applications

New Applications for 2026 COG Funding

- First transition year would allocate 2024 & 2025 revenue programmed for 2026
- Second transition year would allocate 2026 & 2027 revenue programmed for 2027
- Subsequent years would allocate only program year revenue two years out.
- In first two transition years, projects could construct earlier (as cash flow allows)
- Only "concept level" design require (30%)

Application Eligibility Review: Basic application and plan review for COG eligibility based on approved policies

Roles:
Full COG: Approve policies
COG Staff: Completeness review
COG EC: Oversee and approve any final decisions on project application eligibility

- Already part of process, no changes

Revised and Expanded Data Driven Ranking Criteria

Roles:
COG Staff: Applies approved scoring criteria
Jurisdiction Staff: Review draft scoring results and provide comment (if needed)
COG EC: Review and approve final scoring results

- COG would work through a process to rework entirely the data driving scoring criteria
- Weighting for this would remain the same at 40% overall (no change)
- COG staff would apply the approved criteria and push out to all cities the draft results for review
- Final data driven application of the criteria will be reviewed and approved by the COG Executive Committee

Decision Support input #1: Project Review Log

Roles:
COG Staff: Facilitate process and provide final notes in log
Jurisdiction Staff: review plans and provide technical comments

- Application information made available electronically with opportunity for any city to log comments.
- Applicant jurisdiction & COG staff would have opportunity to respond or provide clarifications (as needed)

Decision Support input #2: COG Staff Project Review Memo and Report out

Roles:
COG Staff: Complete project reviews and prepare staff memo

- COG staff comments (could include review of any aspect of a project, such as regional significance, consistency with regional plans, optimal timing or phasing or an assessment of applicant's project delivery capacity etc).

Decision Support input #3: Project Presentations\Site Visits

Roles:
COG Staff: Organizes and facilitates

- COG could opt to structure this with on-site presentations by applicants (instead of PowerPoint presentations)

COG Member Project Ranking

Roles:
COG Staff: Facilitates and compiles
Full COG: Complete individual rankings

- No Changes, averaged COG member ranking results represents 60% of weight for draft scoring.

COG Approved Final Funding Recommendation to County Council

Roles:
COG Staff: Compile draft scoring recommendation
Full COG: Approve recommendation

- No Changes, Full COG is allowed to change final funding recommendation (if done in a public meeting and justification is provided)
- After County approval, award letters will be sent.
- COG recommendation would reserve funding to build up a contingency fund (target minimum balance of $3 million)

Project Delivery

Project Approved by Cache County Council

- Because awards are approved using a future year's anticipated sale tax revenue, commitments would need to include a notice that approval are based on funding availability (with conservative revenue estimates, the risk to projects should be very low and manageable)

1 Year Project Preparation Period

- Funding agreements issued by Cache County
- Jurisdiction has 1 year to complete design & right-of-way acquisition (and other preparations)

2 Year Project Construction

- Jurisdiction has two construction seasons to complete the project
- Prior to awarding bid, final plans and cost estimates will be required

Funding Shortfall Assistance Request

- Letter of request anytime from sponsoring jurisdiction detailing additional funding request

Minor Scope Change Request

- No changes, already part of COG policies
- Starts with Letter of request from sponsoring jurisdiction
- COG EC can approve minor scope changes within approved COG funding amount

COG EC Review and Recommendation

- Given that projects awards are based on only concept level design (a year in advance), the COG will establish a contingency fund to help make sure projects do not stall for lack of funding
- Any recommendation would be bounded by the balance in the COG contingency fund.
- COG EC would meet with jurisdiction requesting funding assistance

Full COG Funding Amendment Recommendation Approval

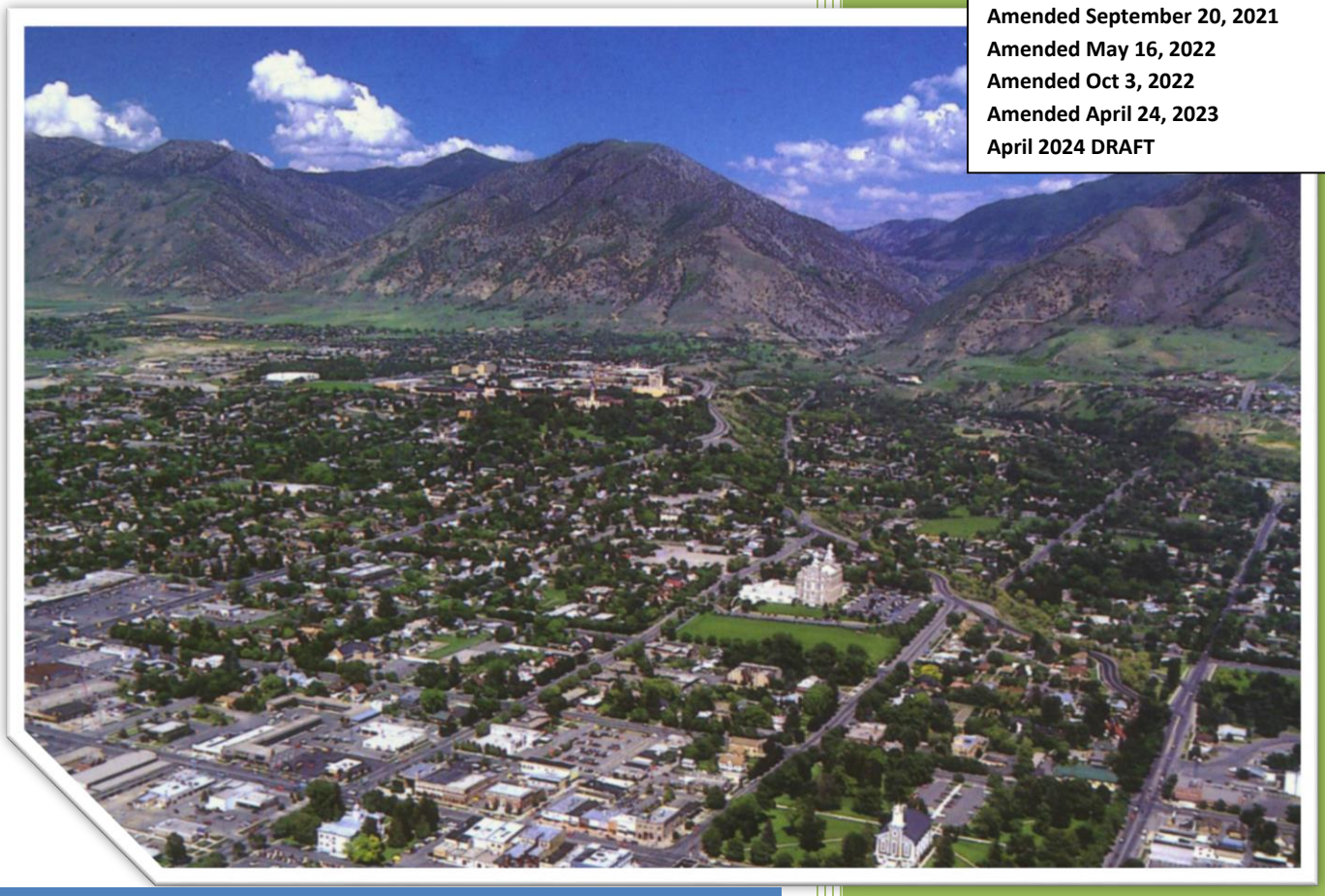
- Full COG would receive the funding amendment recommendation from the COG EC and consider approval of the request
- Likely would include a presentation from requesting jurisdiction.

County Council Amendment Approval

Definitions
COG Staff: Jesse Mott, Matt Phillips and Jeff Gilbert
Jurisdiction Staff: Key jurisdiction staff (or other designee)
COG EC: COG Chair, Vice Chair and County Executive
Full COG: All 19 Mayors and County Executive

Cache County Council of Governments

Approved September 19, 2016
Amended January 23, 2017
Amended June 24, 2019
Amended June 8, 2020
Amended April 26, 2021
Amended September 20, 2021
Amended May 16, 2022
Amended Oct 3, 2022
Amended April 24, 2023
April 2024 DRAFT



LOCAL TRANSPORTATION FUND

-PROGRAM MANUAL-

Cache County Council of Governments

2024 Membership

- Mayor David Wood – Amalga
- Mayor Craig Hidalgo – Clarkston
- Mayor Matt Leak - Cornish
- Mayor Bryan Cox - Hyde Park
- Mayor Stephanie Miller - Hyrum
- Mayor Jeff Hall - Lewiston
- Mayor Holly Daines - Logan
- Mayor Ed Buist - Mendon
- Mayor David Hair - Millville
- Mayor Mike Benson - Newton
- Mayor Larry Jacobsen- Nibley
- Mayor Lyndsay Peterson - North Logan
- Mayor Larry Johnson - Paradise
- Mayor Kathleen Alder - Providence
- Mayor Paul Erickson – Richmond
- Mayor Jason Thompson - River Heights
- Mayor Kris Monson - Smithfield
- Mayor Lynn Payne - Trenton
- Mayor Thomas Bailey - Wellsville
- Executive David Zook - Cache County

2024 COG Executive Committee

- Mayor Craig Hidalgo – Clarkston, Chair
- Mayor Bryan Cox - Hyde Park, Vice Chair
- Executive David Zook - Cache County

COG Staff

- Jeff Gilbert, CMPO Executive Director
- Matt Phillips, Cache County Public Works Director
- Jesse Mott, Cache County Staff Engineer

DRAFT

CONTENTS

Section 1 - Overview & Introduction 5
Requirements of State Code 59-12-2217 5
Role of the Cache County Council of Governments (COG) 5
Project Prioritization Process 5
Weighted Selection Criteria for Project Prioritization System 5
COG Executive Committee 5
Section 2 - Project Eligibility 6
Eligible Applicants 6
Rural and Urban Designation 6
Rural Area Project Eligibility 6
Urban Area Project Eligibility 6
Additional Urban Area Project Eligibility Requirements 6
Regional Transportation Plan Inclusion 6
Spot Improvement RTP Exception (Urban Area Only) 7
Multi-Jurisdictional Projects 7
Phased Projects 7
Eligible Project Activities 7
Eligible COG Roadway Costs 7
Ineligible COG Roadway Costs 8
Road Construction Standards 8
Local Match Requirements 8
Cost Items Included for 8% Local Match Minimum 9
Section 3 - COG Fund management 9
Determining Available Funds 9
Future Year Programming of Funds 9
Transition to Programming Future Year's Funding 9
COG Fund Cash Flow Management 9
Contigency Fund 10
Application Schedule and Deadlines 10
Section 4 - Application Proccess 11
Call for Applications 11
Application 11
Section 5 - Project Prioritization 11
Application Information Availability 11
Site Visits/Project Presentations Meeting 11
COG Staff Project Review Report 12
Project Scoring System 12
Data Driven scoring 12
COG Member Project Ranking 12
Approving the Funding Recommendation 13

DRAFT

Tallying of COG Member/Data Driven Scoring 13
Approving the Prioritized Project Recommendation List 13
Section 6 - Project Administration (Post Award for Funded projects) 13
Notice of Award 13
Final Plan and Document Review 14
Project Construction Oversight and Administration 14
COG Project Contract 14
Disbursement of COG Funds 14
Project Inspections/Betterment Review 14
Timeline for Use of COG Funds 14
Property Acquisition 14
Funding Shortfall Amendments 14
Access Management Plan 15
Active Transportation Maintenance and Snow Removal 15
Appendix A-State Enabling Code 59-12-2217 1
Appendix B-COG Bylaws 4
Appendix c-Funding Approval Timeline 6
Appendix D - COG Member Scoring Key 7
Appendix E – dATA dRIVEN sCORING cRITERIA 8
Appendix F - Transistion to Future Year Allocation 9
Appendix G – Census 2020 Urban Planning Boundary 10

DRAFT

SECTION 1 - OVERVIEW & INTRODUCTION

In 2007 Cache County voters considered a ballot measure establishing a county-wide .25% sales tax to fund transportation improvements.

In accordance with Utah State Code 59-12-2217 (see Appendix A), Cache County residents voted on the following ballot measure to consider the establishment a county-wide .25% sales tax: **"Shall Cache County, Utah, be authorized to impose a .25% sales and use tax for transportation projects, corridor preservation, congestion mitigation, or to expand capacity for regionally significant transportation facilities?**"

Overall Cache County voters approved the ballot question November 2007 54.7% to 45.3%.

REQUIREMENTS OF STATE CODE 59-12-2217

ROLE OF THE CACHE COUNTY COUNCIL OF GOVERNMENTS (COG)

Utah State Code specifies how sales tax funds collected under this code section are to be allocated and administered. State code calls for a Council of Governments (COG). The COG is defined by code to include all Mayors and the Cache County Executive. The COG is tasked with general oversight in addition to creation and administration of a written project prioritization process. After administering the written project prioritization process the COG can approve a prioritized project list to recommend to the Cache County Council. The COG can only submit one recommended priority project list for consideration by the County Council each calendar year.

Cache County organized a COG in 2007 as a result on enactment of this tax. Unlike many counties in Utah, prior to 2007 Cache County did not have an operating COG. To this day, the COG's only function is to administer the project prioritization process as described herein and make a prioritized recommendation to the County Council. The COG meets on an "as-needed" basis (See COG By-laws found in Appendix B).

PROJECT PRIORITIZATION PROCESS

State code requires the COG develop a written project prioritization process. The written project prioritization process must address the following:

- Definition of the type of project to which the written prioritization process applies.
- Specification of a weighted criteria project prioritization system.
- Specification of the data that is necessary to apply the weighted criteria system.
- Other provision the Council of Governments considers appropriate.

WEIGHTED SELECTION CRITERIA FOR PROJECT PRIORITIZATION SYSTEM

State code requires the COG to include certain factors as part of its weighted selection criteria. How these factors are used or the weight they are given is left to the COG. These factors include:

- The cost effectiveness of a project
- The degree to which a project will mitigate regional congestion.
- Compliance with applicable federal laws or regulation.
- The economic impact of a project.
- The degree to which a project will require tax revenues to fund maintenance and operation expenses.
- Any other provision the COG considers appropriate.

COG EXECUTIVE COMMITTEE

The COG Executive Committee is composed of the COG Chair, Vice Chair and Cache County Executive. This committee will provide general oversight to the annual prioritization process. Specifically, this committee (with staff support) will:

1. Make adjustments to the Funding Approval Timeline as needed (see Appendix D).
2. Determine the amount of funding to make available to applicants for each funding cycle.
3. Assist staff in the interpretation of COG policies and procedures (as questions arise).
4. Determine project eligibility of applications and make betterment review decisions.

DRAFT

5. Provide application & plan set completeness reviews.
6. Approve minor project scope changes, including the possible repurposing of funds (consistent with original award amount) left over after completion of a COG project (must have a nexus to a project approved by the full COG).
7. Approves a Funding Amendment Recommendation to the full COG.
8. Approves project extension requests.

SECTION 2 - PROJECT ELIGIBILITY

ELIGIBLE APPLICANTS

Only Cache County Corporation, incorporated cities and towns or the Logan-Cache Airport are eligible applicants for COG funds.

The Logan-Cache Airport is eligible for COG funds due to its inclusion in FAA's National Plan of Integrated Airport Systems.

RURAL AND URBAN DESIGNATION

The U.S. Census Bureau designates the "urbanized" area boundary. The boundary of this designation is revisited after each decennial census. Once the Census Bureau updates the urbanized area the CMPO designates a planning area that encompasses the urbanized area. The COG's any area/rural designation will adjust to these new boundaries as necessary.

The areas located within the red polygon for the 2020 Census Urban Planning Boundary (see Appendix G) represent the urbanized area, while the remaining area outside the polygon represents the rural area.

RURAL AREA PROJECT ELIGIBILITY

In rural areas (see Appendix G) the development, construction, maintenance, or operation on any road (class A to D) is eligible for COG funds.

URBAN AREA PROJECT ELIGIBILITY

In the urban areas of the county (see Appendix G) road Improvement projects (construction) on roads classified as an arterial (principal or minor) or collector (major or minor) are eligible for COG funds.

COG funded road projects must be for new capacity or congestion mitigation and cannot be for operation or maintenance in the urban area.

UDOT maintains the "official" database of functional classification for highways and roads on their functional classification map. This map can be found at the following link: https://www.arcgis.com/apps/OnePane/basicviewer/index.html?appid=4c1915628beb4ce0b71b22175a2fa1c5

UDOT also oversees the process for changes or additions to this classification scheme.

New roads (or new road segments) or existing local roads can be eligible (even if they are not shown in the UDOT system) for COG funds if they are included in the local jurisdiction's transportation master plan **and** are shown as an arterial or collector road. The roadway design submitted as part of the COG application must also demonstrate that it will be constructed consistent with a collector or arterial roadway configuration. These roads must be shown on the master plan with "logical termini" to other similar classified roads.

ADDITIONAL URBAN AREA PROJECT ELIGIBILITY REQUIREMENTS

REGIONAL TRANSPORTATION PLAN INCLUSION

In addition to the requirements found in state code, the COG has opted to require that any project located in the CMPO planning area (see Appendix G) must also be included in phase 1, 2 or 3 of the CMPO's most current adopted Regional Transportation Plan (fiscally constrained project list). For years where a new Regional Transportation Plan (fiscally constrained project list) is adopted, projects may come from the newly adopted plan or the previous plan.

DRAFT

Since the rural portions of Cache County are not part the CMPO's planning area (see Appendix G), elected officials from those communities do not directly participate on the CMPO Executive Council (who approves the RTP). Therefore, projects from rural areas are not required to be part of the CMPO's RTP. Any rural area project that meets the general project eligibility requirements of state code can be considered for COG funding.

SPOT IMPROVEMENT RTP EXCEPTION (URBAN AREA ONLY)

The CMPO's Regional Transportation Plan (RTP) does not typically identify smaller operational or safety road projects that could have an impact on congestion. Generally, the RTP only identifies larger road widening or major capacity improvements (in the 30-year planning horizon). The COG has indicated a commitment to invest primarily in projects that implement the adopted RTP (in the CMPO planning area). Nonetheless, the COG recognizes that limited investments in smaller projects (not included in the RTP) could have value and should be considered. Therefore, the COG has developed a "spot improvement" policy that allows smaller projects not included in the RTP to still be considered for COG funds if they meet the following criteria:

1. Projects are capped at $300,000 COG sales tax funds.
2. Projects are limited to Intersection or operational roadway improvement and/or a project that is primarily intended to correct a roadway safety issue.
3. A larger project cannot be artificially separated into multiple spot improvement projects.

The spot improvement policy does not apply to the rural portions of the county.

MULTI-JURISDICTIONAL PROJECTS

Projects that span multiple jurisdictions must select a lead sponsor for the application. Multi-Jurisdictional projects must have a letter from all non-sponsoring jurisdictions indicating support and acknowledgement of project delivery cooperation. This letter should include a description of any financial commitments of the non-sponsoring jurisdictions.

PHASED PROJECTS

Often larger road projects must be completed in phases (e.g. right-of-way purchase, staged construction and segmentation). While staged construction phases will be allowed, when possible, each phase should have substantial independent utility. The entire project must be described, and eligibility will be determined by the overall project.

Remaining unused funds from one phase can be used on subsequent phases.

ELIGIBLE PROJECT ACTIVITIES

The COG has established the following policy for eligible project activities using COG funds.

ELIGIBLE COG ROADWAY COSTS

The following elements of roadway construction are eligible for COG fund reimbursement:

1. All roadway construction activities that are associated with constructing the roadway pavement section (including bike lanes).
2. Any required utility system relocations (does not include utility upgrades or improvements).
3. Utility stubs to reduce future road cuts.
4. Sidewalks or shared use paths (within same project limits and contribute to transportation function).
5. Road right-of-way purchase (limited to the width of the right-of-way needed for the roadway classification of that road as set by the jurisdiction's design standards.
6. Drainage system improvements (required because of the project).
7. Residential or business relocation costs required by roadway improvement (requires approval of the COG Executive Committee on a case-by-case basis at time of application).
8. Roadway safety elements (e.g. guardrail,

DRAFT

signals, cross-walks, signage and pavement marking etc.).

9. Site environmental cleanup or remediation costs will be considered on a case-by-case basis by the COG Executive Committed for eligibility.
10. Native revegetation needed for soil stabilization.
11. Landscape replacement cost to restore disturbed landscaping back to existing conditions.
12. Standard roadway traffic safety lighting (basic "cobra" head lights and wooden poles).
13. Curb and gutter.
14. Design and construction engineering, construction management, material testing and inspections.

INELIGIBLE COG ROADWAY COSTS

The following elements of roadway construction are NOT eligible for COG fund reimbursement (these elements can be done as part of a COG funded project but will need to be handled as separate bid items and paid with non-COG funds):

1. Decorative landscaping.
2. Right-of-way cost beyond that needed to accommodate the actual road cross-section (the local jurisdiction must pay the cost difference of remnant property or full property "takes").
3. COG application development costs
4. Utility system upgrades including cost to increase capacity, bury overhead utilities, or line extensions.
5. Non-traffic safety roadway lighting.

ROAD CONSTRUCTION STANDARDS

Sponsoring jurisdictions should use their own roadway standards when completing engineering design. The following are the only additional requirements:

- Pavement sections shall be determined by a geotechnical engineer. The geotechnical engineer shall include field exploration and/or material testing in determining the appropriate pavement section. Pavement sections shall be designed to accommodate current and predicted traffic needs in a safe, durable and cost effective manner. Each applicant shall submit a signed and stamped geotechnical report by the geotechnical engineer stating the recommended pavement section. This requirement does not apply to chip and seal projects or maintenance projects in the rural area where only spot asphalt replacement is occurring.
- Any project that includes a bridge (any structure spanning over 20 feet in length) or any other roadway structure that costs more than one million dollars are required to obtain a plan review by the UDOT structures division (UDOT generally provides this service free of charge to local jurisdictions). This must be submitted with your final plans for review by COG staff.
- Any structure spanning over 20 feet in length (either newly constructed or rehabilitated) requires an in service bridge inspection from UDOT prior to opening the structure to traffic.

LOCAL MATCH REQUIREMENTS

All COG funded project are required to provide a minimum 8% local match on the COG award amount (this requirement may be waived by the COG for any given year). However, projects are encouraged to provide a higher match percentage. COG members will consider this higher match percentage for project scoring. If the COG approves a lesser amount of COG funds than requested (or if less of the COG funds are used than identified in the application), the jurisdiction is only expected to match at the same percentage as identified in the application (this holds true even if the application identifies an actual match dollar amount as opposed to a percentage).

Local match percentages for projects with multiple construction phases are encouraged to be the same.

All COG phases must provide an independent match for that phase. Overmatch on phased projects can be carried forward to future phases (if both phases are on the same corridor), but in no case can a phase be under matched in anticipation of meeting match requirements in a future phase.

DRAFT

Efforts must be made to make sure the match amounts are appropriately calculated (not double counted).

COST ITEMS INCLUDED FOR 8% LOCAL MATCH MINIMUM

The following items can be used to document the required 8% local match minimum:

1. Cash contributions to the project (only from local Municipal or County Sources).
2. Appraised value of project right-of-way acquired by the local jurisdiction (must not have been acquired with federal, state or COG funds) in the last 10 years (does not include right-of-way acquired through development dedication). Property acquisition must be completed prior to COG application due date. The value of donated right-of-way may be applied as match to a project at the value of the appraised property at the time of donation.

SECTION 3 - COG FUND MANAGEMENT

DETERMINING AVAILABLE FUNDS

This COG Executive Committee will authorize the amount of total COG funds that will be made available to applicants each funding cycle (based on review of the latest fund balance and a conservative estimate of anticipated future revenue). Generally, the amount of funds made available for any given programmed year will be the amount of any residual funds and the estimated dedicated sales tax revenue through the end of the programmed calendar funding year. The COG Executive Committee will determine the acceptability of the estimation assumptions for future fund revenue. This information will be provided to potential applicants along with the notice requesting applications. The amount of funding made eligible at the time of opening a COG cycle will not be adjusted (except to adjust to COG fund actual revenue).

FUTURE YEAR PROGRAMMING OF FUNDS

Typically, road improvement projects have a number of steps to complete before a project is ready for construction (and start spending the larger portion of any COG allocated funding). Project design, right-of-way acquisition and the sequencing of utility work (or relocations) are all elements of project preparation that can significantly delay the start of the project's construction phase.

Beginning in the year 2024 the COG will transition to programming funds two calendar years into the future. For example, applications accepted in 2024 will be for program year 2026. Except as noted in the next section (Transition to Programming Future Year's Funding), funds for any given programmed year will become available for disbursement on January 1st of the programmed year.

By programming projects into the future, this will allow the jurisdiction at least a year after award to prepare the project for construction.

Another benefit of this approach will be that COG funds are much more likely to be disbursed to projects in the year the revenue is received from the Tax Commission. This avoids "sitting" on a large COG balance waiting for projects to mature to construction.

TRANSITION TO PROGRAMMING FUTURE YEAR'S FUNDING

Prior to 2024, the COG awarded funding (based on end of year revenue estimates) in the same calendar year. Beginning in 2024, the COG will award funding two years into the future. Appendix D describes how the transition to this 2-year funding cycle will be carried out.

For the transition award years of 2026 & 2027, funds may be disbursed to projects earlier than the award year based on the County's ability to cash flow the requests (see Cash Flow Next Section).

COG FUND CASH FLOW MANAGEMENT

As the COG shifts to awarding project funding in future years, COG fund cash management will become even

more important. COG staff will need to coordinate with jurisdictions the timing of disbursement requests for all active projects.

COG staff will be allowed to process project disbursement request prior to the funding year based on the following:

1. Maintaining the approved minimum balance of the contingency fund
2. Older COG project awards are given priority for reimbursement.
3. In the rare case where the COG is unable to process all disbursements due to cash flow limitations, the COG Executive Committee will assist staff to determine payment sequencing. The COG Executive Committee could opt to utilize the COG contingency fund balance to address a temporary cash flow issue.
4. While the COG Executive Committee will manage the estimated amount of funding to make available in any given year conservatively, nonetheless any significant (and extended) drop in anticipated sales tax revenue will result in notice given to all awarded projects (as early as possible) of an equally distributed percentage reduction in awarded project funds. (this possibility will be identified in the COG funding agreement between the County and the local jurisdiction).

CONTIGENCY FUND

Where projects are awarded funding two years in advance (and at only 30% design), the COG understands that as projects near the construction phase there is a possibility that the project will cost more than the awarded amount (and local match). To help address this issue (and not cause projects to stall) the COG has established a reserve amount to allow awarded projects to request a funding amendment to make up the funding shortfall.

The target minimum balance of the reserve contingency fund shall be three million dollars. Each year when the award amount is determined, the needed amount to restore the reserve fund to its targeted minimum balance will be held back.

Request for access to these contingency funds will be overseen by the COG Executive Committee and follow the procedures outlined in the Section Six “Funding Amendment” section.

RURAL AREA “SET-ASIDE”

Given that the needs in rural portions of Cache County are often distinctly different than in the more urbanized areas, the COG has established a rural area “set-aside”. These funds will only be available to the rural jurisdictions of the county (see Appendix G).

The annual amount of the rural “set-aside” will be based on the latest Class B & C road mileage report available from UDOT (this is the formula used to distribute state gas tax revenue). The total weighted road mileage will be tallied, and the urban/rural split will be calculated. This calculation will be completed each year at time of award. For reference as of September 2023, this weighted mileage split is 87% any area, 13% rural.

Unincorporated Cache County mileage is included in the any area split because Cache County participates as a voting member of the CMPO Executive Council and would still be able to submit a COG application for the Urban portion of COG funds for a project located anywhere in the county. Also, rural jurisdictions can compete for the urbanized (any area) funds if they rank high enough.

APPLICATION SCHEDULE AND DEADLINES

The anticipated yearly COG Funding Approval Timeline is shown on Appendix C. The COG Executive Committee can make changes to this anticipated schedule as needed.

DRAFT

SECTION 4 - APPLICATION PROCCESS

CALL FOR APPLICATIONS

The COG will make available a funding application that clearly specifies the information needed to be considered for funding and project prioritization. The COG maintains a strict policy that late or incomplete applications will not be accepted.

APPLICATION

Each year applicants will be required to complete a COG Funding Application. The completed application and any required documents will need to be submitted electronically in PDF file format before the application deadline.

While COG staff may change the application as needed, at a minimum, the following items must be included with the application:

- Purpose and need Statement for the project
- Detailed Cost Estimates
- 30% Plans
- Public Hearing Statements

In addition, the COG has adopted the following guidelines in relation to supplemental items that are required to be submitted with an application.

1. A signed letter from sponsoring jurisdictions stating that the project has gone through the legally required public hearing process. The public hearing must address the following items:
    - The general concept of the project
    - The estimated cost of the project
    - The financial responsibility of the jurisdiction if the project is funded

    Inclusion of the Applicant's project in the Applicant's annual budget and budget hearing will NOT be accepted as having met this requirement (for multi-jurisdictional projects each involved jurisdiction will need to meet this requirement individually).
2. Concept level plans should meet general industry standards for what constitutes a 30% design. The plans should also include the following:
    - Anticipated roadway cross-section
    - Sheets showing the anticipated right-of-way needed for the project.
3. Detailed cost estimates (or bid documentation). Cost estimates must clearly breakout non-COG participating betterment cost items.

SECTION 5 - PROJECT PRIORITIZATION

As required by Utah state code, the COG will administer a written weighted project prioritization process that will result in the approval of a prioritized COG funding recommendation to the Cache County Council.

According to state code, the COG can make one funding recommendation per calendar year to the Cache County Council (funding amendment request for projects with prior County Council approval are not considered as new funding recommendation as per state code).

APPLICATION INFORMATION AVAILABILITY

As soon as possible after the application deadline, staff will make publicly available (on the internet) all submitted COG application information. An email will be sent to COG members notifying them of the availability of application information.

SITE VISITS/PROJECT PRESENTATIONS MEETING

At the discretion of the COG, project applicants may be requested to accommodate a project site visit or make a short project presentation. These meetings will be scheduled in advance and made known to applicants and will be open to the public.

DRAFT

COG STAFF PROJECT REVIEW REPORT

As part of the project prioritization process, COG staff will prepare a technical project summary report for the projects. This report could include a review of any aspect of the projects, such as regional significance, consistency with regional plans, optimal timing or phasing or an applicant's project delivery capacity, etc. This report will be provided to the COG members prior to their ranking of the projects. COG staff will present this report at the project presentation meeting of the full COG.

Any requests for project improvements at the Cache-Logan Airport will be dealt with by the COG on a case-by-case basis and will not use the road project prioritization. An airport project must result in a regionally significant benefit to the public.

PROJECT SCORING SYSTEM

COG road project scoring is divided into two parts. The first part consists of the data driven scoring and the second part consists of the COG member ranking.

DATA DRIVEN SCORING

Appendix E shows the data driven scoring criteria that will be applied to each project. COG staff will apply the scoring criteria to projects and compile the results. Once the data driven scoring has been compiled, COG staff will make the information publicly available and schedule a meeting with staff from all jurisdictions (or others that individual COG members identify to invite) to review the results of the data driven scoring (staff will collect any input as to the appropriate application of the data driven criteria). The intent of this meeting is to provide jurisdictional staff an opportunity to review the data driven scoring results prior to it being presented to the COG.

The final results (after staff review) of the data driven scoring will be reviewed and approved by the COG Executive Committee and then made available to COG members before they are requested to complete their project ranking. COG Staff will present the scoring results at the project presentation meeting of the full COG.

COG MEMBER PROJECT RANKING

Each voting COG member will use the criteria described in this section to rank projects (ranked 1 to N, where "N" is the total number of projects and 1 represents the highest priority). COG staff will use the COG Members scoring key shown in Appendix D to convert the COG member's project ranking to a weighted score.

When ranking a project COG member should make their own best judgments about a project's benefit by applying local knowledge and experience.

ANY AREA/RURAL PROJECT RANKINGS

All COG members will rank every project regardless if the project is in an urban or rural area (see Appendix G). As part of the recommendation approval process (that comes later), the any area/rural set aside split will be applied.

CATEGORIES AND INFORMATION COG MEMBERS SHOULD CONSIDER WHEN RANKING PROJECTS

Below is a summary of the categories and factors that should be considered by individual COG members when assigning project ranks:

COST EFFECTIVENESS

As part of assigning project ranking, COG members should consider:

- Overall cost of a project relative to anticipated benefits.
- What is the local match contribution to the project?
- Does the project include donated right-of-way?
- All cost/contribution items listed above for 8% local match minimum.
- In-kind contributions.
- Utility system upgrades.
- Cost of city betterments (landscaping etc.).

ECONOMIC IMPACT

As part of assigning project ranking, COG members should consider:

- Will the project support the expansion of commercial development in close proximity?
- Will the project include improvements to better support the movement of freight?

DRAFT

- Is the project located in an area with a high concentration of employment?
- Does the project support industrial and manufacturing development that bring wealth into Cache Valley (non-retail)?

FEDERAL LAW COMPLIANCE

As part of assigning project ranking, COG members should consider:

- Does the project include significant environmental impacts?
- Does the project negatively impact low income, disabled or minority populations?

MAINTENANCE/OPERATION COSTS

As part of assigning project ranking, COG members should consider:

- Does the project include any elements to reduce the cost of future operation and maintenance costs?
- Does the project include a follow up seal coat treatment?
- Will the project require long term city/county maintenance for adjacent remnant right-of-way?

APPROVING THE FUNDING RECOMMENDATION

TALLYING OF COG MEMBER/DATA DRIVEN SCORING

Staff will tally the completed scoresheets (see Appendix D) for each voting COG member. Each COG member's resulting score from their ranking for each project will be averaged and then added to the data driven score to calculate a final overall project score.

APPROVING THE PRIORITIZED PROJECT RECOMMENDATION LIST

In a public meeting, the COG will consider approving a project funding recommendation to the Cache County Council.

Prior to this public meeting, COG staff will provide a draft funding recommendation list. This draft list will be developed by applying the any area/urban split funds to the top overall ranked projects until funding runs out (can include rural projects if they rank high enough).

Likewise, COG staff will apply the rural split (set-aside funds) to the top overall ranked rural projects until funding runs out.

In any given year, if there are insufficient eligible COG rural applications to fully receive the rural set-aside funding, those remaining funds will be reallocated to "any area" projects.

If the COG intends to approve a recommendation that would result in prioritizing one project over another project (with a higher rank, unless it is because of applying the rural set-aside policy) the COG must clearly identify the reasons and make them available to the public (state code requirement).

Both the any area and rural project prioritization funding lists will require approval by the entire COG. One combined funding recommendation list will be approved.

Each year's funding recommendation will include a 1.5% takedown for oversite by cache county.

SECTION 6 - PROJECT ADMINISTRATION (POST AWARD FOR FUNDED PROJECTS)

NOTICE OF AWARD

After the Cache County Council has approved a project as part of the COG funding recommendation, award letters will be sent that identify the amount of COG funds approved and the required local match (consistent with the project's application). The letter will also identify a project number that will be required for all future communication and disbursement requests.

DRAFT

FINAL PLAN AND DOCUMENT REVIEW

Once the applicant has completed the engineering of their project, they will need to submit to COG staff for review the following documents:

- Completed plan set
- Updated cost estimate
- Geotechnical reports
- UDOT Structure review (if applicable)
- Access Management Plans
- Identification of betterment items

PROJECT CONSTRUCTION OVERSIGHT AND ADMINISTRATION

The local sponsoring jurisdiction is responsible for all aspects of COG project construction oversight and administration. This includes project bidding, consultant contracting, property acquisition and construction engineering/inspection and contractor payment.

COG PROJECT CONTRACT

Any jurisdiction receiving COG funds will be required to enter into a funding cooperative agreement.

DISBURSEMENT OF COG FUNDS

COG funds will be disbursed only after expenses have been incurred. The preferred payment method is for a jurisdiction to cash flow all project payments and submit one final project disbursement request. However, if a jurisdiction is not able to cash flow these contractor payments, partial disbursement requests can be accommodated. Partial disbursement request can only be made on a quarterly basis.

Disbursement request should be submitted to Cache County Public Works Department.

Any COG funds that remain after a project is completed will be reallocated to be made available to the next round of COG project applications (or to the contingency fund).

PROJECT INSPECTIONS/BETTERMENT REVIEW

The County will conduct periodic project inspections/site visits. These inspections are to verify a projects consistency with the applicants COG application and to have some level of quality control for the COG's investment.

TIMELINE FOR USE OF COG FUNDS

All COG funds must be disbursed within 2 years of the projects programmed year (funded year +1). For phased projects that are funded in back-to-back years, the jurisdiction will have two years from the last phase's programmed year to have their funds spent and disbursed. Exceptions to this timeline will require a written request for time extension from the sponsoring jurisdiction. The extension shall describe the reason for the extension request and indicate the new anticipated timeframe for completion. Extension requests will be considered on a case-by-case basis by the COG Executive Committee.

PROPERTY ACQUISITION

All right-of-way purchases must follow the property acquisition procedures found in the Utah Relocation Assistance Act (57-12-12).

FUNDING SHORTFALL AMENDMENTS

In the event that a project has a shortfall in funding they can make a request for additional funding. A request for additional funding is no guarantee of receiving additional funding.

If the jurisdiction decides to make a request for fill a shortfall they will need to submit a letter to the COG Executive Committee detailing the reason for the shortfall.

Once the letter is reviewed by the COG Executive Committee they with meet with the project sponsor to discuss the shortfall.

If the COG Executive Committee feels like the request is justified, then the request will be taken to the full COG.

If the full COG chooses to approve the funding amendment, then it would go to the County Council for final approval.

DRAFT

ACCESS MANAGEMENT PLAN

Any roadway capacity increasing project funded more than $300,000 is required to submit an access management plan for the roadway (before funds are released). As an alternative, the city can submit a jurisdiction wide access management ordinance (if one exists). Interpretation of COG Fund Policies

Project grantees are encouraged to contact COG staff with any questions of cost item eligibility or other concerns as early as possible. Staff will utilize the COG Executive Committee when further clarification is needed on interpretation of how COG policies and procedures are applied.

ACTIVE TRANSPORTATION MAINTENANCE AND SNOW REMOVAL

Applicants that receive COG funds for construction of active transportation facilities are required to perform ongoing reasonable maintenance and upkeep. In addition, applicants are required to ensure that winter snow removal is carried out for any active transportation facilities (shared use paths, bike lanes, etc.) funded by the COG.

DRAFT

APPENDIX A-STATE ENABLING CODE 59-12-2217

Effective 5/12/2020

59-12-2217 County option sales and use tax for transportation -- Base -- Rate -- Written prioritization process -- Approval by county legislative body.

(1) Subject to the other provisions of this part, and subject to Subsection (8), a county legislative body may impose a sales and use tax of up to .25% on the transactions described in Subsection 59-12-103(1) within the county, including the cities and towns within the county.

(2)

(a) Except as provided in Subsection (2)(b), and subject to Subsections (3) through (6) and Section 59-12-2207, the revenue collected from a sales and use tax under this section may only be expended as described in Section 59-12-2212.2.

(b) Subject to Subsections (3) through (6), in a county of the first or second class, or if a county is part of an area metropolitan planning organization, that portion of the county within the metropolitan planning organization, the revenue collected from a sales and use tax under this section may only be expended as described in Section 59-12-2212.2, and only if the expenditure is for:

(i) a project or service:

(A) relating to a regionally significant transportation facility or collector road for the portion of the project or service that is performed within the county;

(B) for new capacity or congestion mitigation, and not for operation or maintenance, if the project or service is performed within the county; and

(C) on a priority list created by the county's council of governments in accordance with Subsection (5) and approved by the county legislative body in accordance with Subsection (5);

(ii) corridor preservation for a project or service described in Subsection (2)(b)(i)(A) or (B); or

(iii) debt service or bond issuance costs related to a project or service described in Subsection (2)(b)(i)(A) or (B).

(c) The restriction in Subsection (2)(b)(i)(B) from using revenue for operation or maintenance does not apply to any revenue subject to rights or obligations under a contract entered into before January 1, 2019, between a county and a public transit district.

(3) For revenue expended under this section for a project or service described in Subsection (2) that is on or part of a regionally significant transportation facility and that constructs or adds a new through lane or interchange, or provides new fixed guideway public transit service, the project shall be part of:

(a) the statewide long-range plan; or

(b) a regional transportation plan of the area metropolitan planning organization if a metropolitan planning organization area exists for the area.

(4)

(a) As provided in this Subsection (4), a council of governments shall:

DRAFT

(i) develop a written prioritization process for the prioritization of projects to be funded by revenues collected from a sales and use tax under this section;

(ii) create a priority list of transportation projects or services described in Section 59-12-2212.2 in accordance with Subsection (5); and

(iii) present the priority list to the county legislative body for approval in accordance with Subsection (5).

(b) The written prioritization process described in Subsection (4)(a)(i) shall include:

(i) a definition of the type of projects to which the written prioritization process applies;

(ii) subject to Subsection (4)(c), the specification of a weighted criteria system that the council of governments will use to rank proposed projects and how that weighted criteria system will be used to determine which proposed projects will be prioritized;

(iii) the specification of data that is necessary to apply the weighted criteria system;

(iv) application procedures for a project to be considered for prioritization by the council of governments; and

(v) any other provision the council of governments considers appropriate.

(c) The weighted criteria system described in Subsection (4)(b)(ii) shall include the following:

(i) the cost effectiveness of a project;

(ii) the degree to which a project will mitigate regional congestion;

(iii) the compliance requirements of applicable federal laws or regulations;

(iv) the economic impact of a project;

(v) the degree to which a project will require tax revenues to fund maintenance and operation expenses; and

(vi) any other provision the council of governments considers appropriate.

(d) A council of governments of a county of the first or second class shall submit the written prioritization process described in Subsection (4)(a)(i) to the Executive Appropriations Committee for approval prior to taking final action on:

(i) the written prioritization process; or

(ii) any proposed amendment to the written prioritization process.

(5)

(a) A council of governments shall use the weighted criteria system adopted in the written prioritization process developed in accordance with Subsection (4) to create a priority list of transportation projects or services for which revenues collected from a sales and use tax under this section may be expended.

(b) Before a council of governments may finalize a priority list or the funding level of a project, the council of governments shall conduct a public meeting on:

(i) the written prioritization process; and

(ii) the merits of the projects that are prioritized as part of the written prioritization process.

(c) A council of governments shall make the weighted criteria system ranking for each project prioritized as part of the written prioritization process publicly available before the public

meeting required by Subsection (5)(b) is held.

(d) If a council of governments prioritizes a project over another project with a higher rank under the weighted criteria system, the council of governments shall:

(i) identify the reasons for prioritizing the project over another project with a higher rank under the weighted criteria system at the public meeting required by Subsection (5)(b); and

(ii) make the reasons described in Subsection (5)(d)(i) publicly available.

(e) Subject to Subsections (5)(f) and (g), after a council of governments finalizes a priority list in accordance with this Subsection (5), the council of governments shall:

(i) submit the priority list to the county legislative body for approval; and

(ii) obtain approval of the priority list from a majority of the members of the county legislative body.

(f) A council of governments may only submit one priority list per calendar year to the county legislative body.

(g) A county legislative body may only consider and approve one priority list submitted under Subsection (5)(e) per calendar year.

(6) In a county of the first class, revenues collected from a sales and use tax under this section that a county allocates for a purpose described in Subsection 59-12-2212.2 shall be:

(a) deposited in or transferred to the County of the First Class Highway Projects Fund created by Section 72-2-121; and

(b) expended as provided in Section 72-2-121.

(7) Notwithstanding Section 59-12-2208, a county legislative body may, but is not required to, submit an opinion question to the county's registered voters in accordance with Section 59-12-2208 to impose a sales and use tax under this section.

(8)

(a)

(i) Notwithstanding any other provision in this section, if the entire boundary of a county is annexed into a large public transit district, if the county legislative body wishes to impose a sales and use tax under this section, the county legislative body shall pass the ordinance to impose a sales and use tax under this section on or before June 30, 2022.

(ii) If the entire boundary of a county is annexed into a large public transit district, the county legislative body may not pass an ordinance to impose a sales and use tax under this section on or after July 1, 2022.

(b) Notwithstanding the deadline described in Subsection (8)(a), any sales and use tax imposed under this section on or before June 30, 2022, may remain in effect.

Amended by Chapter 377, 2020 General Session

DRAFT

APPENDIX B-COG BYLAWS

CACHE COUNTY COUNCIL OF GOVERNMENTS
BY-LAWS
Amended 3-10-14

1. ORGANIZATION
    a. These by-laws are established for the Cache County Council of Governments.
    b. In accordance with Utah Code 72-2-117.5 (1) (a), the Cache County Council of Governments shall be a decision-making body composed of the County Executive and the Mayors of each municipality in the county.
    c. The authorized acronym for the Cache County Council of Governments shall be CCCOG.
2. PURPOSE
    a. In accordance with Utah Code Annotated, Section 59-12-2217 (5)(a), the CCCOG shall create a priority list of regionally significant transportation facility projects described in Subsection (4)(a) using the process described in Subsection (5)(b) and present the priority list to the Cache County Council for approval as described in Subsection (6). Subject to Sections 59-12-2217, the CCCOG shall establish a council of governments' endorsement process which includes prioritization and application procedures for use of the revenues Cache County receives under the County Option Sales and Use Tax Transportation Act.
    b. The CCCOG shall submit the priority list described in II.A. above to the Cache County Council and obtain approval of the list from a majority of the members of the Cache County Council.
    c. The CCCOG may only submit one priority list per calendar year.
3. MEETINGS
    a. The CCCOG shall meet as needed, providing that reasonable notice is given to all members of the time and place of each meeting.
    b. The CCCOG shall comply with the provision of Utah Code Annotated, Section 52-4-201 for open and public meetings. All meetings of the CCCOG shall be open to the public unless closed pursuant to Utah Code.
    c. Public notice shall be given of all meetings as required by Section 52 Chapter 4 Part 2, and minutes and recordings kept of all meetings as required by Section 52-4-203.
    d. Electronic meetings are allowed pursuant to Sections 52-4-210 of the Utah Code Annotated for the CCCOG meetings provided they meet the following procedures:
        1. The meeting is properly noticed as per the CCCOG By-laws and Utah Code.
        2. A written notice is posted and the anchor location of the meeting identified (agenda with Electronic Meeting notation).
        3. Notice of the electronic meeting is given to the members at least 24 hours prior to the meeting.
        4. Non-present members are to be connected via electronic means (i.e. telephonic or telecommunications conference)
        5. Space must be provided at the anchor location for members of the public.

DRAFT

6. If comments from the public will be accepted during the electronic meeting, space and facilities at the anchor location must be provided so the public can attend, monitor and participate in the open portions of the meeting.
7. If voting is required, the Chair shall require a roll call vote so that the non-present members' vote may be counted.

4. QUORUM AND VOTING
    a. A quorum shall be required for the transaction of all business of the CCCOG.
    b. A quorum shall consist of a majority (11) of all CCCOG members.
    c. A simple majority vote of the voting members present, provided those present constitute a quorum, is necessary to carry any question.
    d. Each member of the CCCOG shall have one vote.
5. OFFICERS
    a. The CCCOG shall elect by majority vote a Chair and Vice-Chair, to serve for one-year terms with no term limitations, at the first meeting held each year.
    b. The Chair shall be the chief executive officer for CCCOG and shall sign all documents on behalf of CCCOG. The Chair shall also set the agenda for meetings; preside at all meetings; assign responsibilities to members; and such other duties as may be prescribed by the CCCOG.
    c. The Vice-Chair shall assume the Chair's duties and powers in the absence of the Chair.
    d. The CCCOG may appoint a Secretary who shall provide public notice and keep minutes of all meetings and such other duties as may be assigned by the CCCOG.
    e. The CCCOG may from time to time appoint committees, standing or temporary, as may be necessary to carry out the purpose, activities and responsibilities of the CCCOG.
    f. The CCCOG shall use a modified Roberts Rules of Order in conducting meetings, public hearings, etc.
6. EXECUTIVE COMMITTEE
    a. The COG Executive Committee is composed of the COG Chair, Vice Chair and Cache County Executive. This committee will provide general oversight to the annual prioritization process. Specifically, this committee (with staff support) will:
        i. Establish the project application schedule and deadlines.
        ii. Determine the amount of funding to make available to applicants for each funding cycle.
        iii. Assist staff in the interpretation of COG policies and procedures (as questions arise).
7. ADOPTION AND AMENDMENT
    a. These by-laws shall be adopted by a two-thirds (14) vote of the members of CCCOG.
    b. These by-laws may be amended or altered or repealed and new by laws may be adopted by a two-thirds vote of the CCCOG members represented at any regular meeting provided written notice has been given two weeks in advance of intention to alter, amend or repeal or adopt a new set of by-laws.

July 2016

DRAFT

APPENDIX C-FUNDING APPROVAL TIMELINE

1. Letters of Intent Submission:
   - *Deadline: First Monday in June*
   - Local Jurisdictions in Cache County are invited to submit Letters of Intent outlining their proposed transportation projects.
2. Application Becomes Available
   - *First Monday in June*
   - The COG Funding Application will be made available on the CMPO's Website.
3. Application Submission:
   - *Deadline: second Friday in August 3:00 PM*
   - Detailed project applications, including Purpose and Need Statements, plans, maps, photos, and other relevant documentation, must be submitted by the specific deadline.
4. COG Staff Reviews
   - *August/September*
   - COG Staff completes the data driven scoring and prepares their Project Review Memo.
   - A Community Official data driven scoring review meeting will be held once the data driven scoring has been completed
5. Project Presentations
   - *First Monday in October*
   - Project applicants will have the opportunity to present their projects to the entire COG.
6. COG Recommendation:
   - *Third Monday in October*
   - The COG reviews the final ranking of the Projects and approves a Recommendation to the County Council.
7. County Council Approval
   - Annually before the end of each year
   - COG's recommendation is presented to the County Council for final approval.

DRAFT

APPENDIX D - COG MEMBER SCORING KEY

When COG members rank the projects they rank the projects from 1 to N, where "N" is the total number of projects. By ranking a project, a 1, they are giving this project the highest ranking. Based on how many applications are received the appropriate COG Members Scoring Key will be used to convert their ranking to a score out of 60 points.

COG Member Scoring Key

Received 10 Applications or Less	
Rank	Points
1	60
2	54
3	48
4	42
5	36
6	30
7	24
8	18
9	12
10	6

Received 11-15 Applications	
Rank	Points
1	60
2	56
3	52
4	48
5	44
6	40
7	36
8	32
9	28
10	24
11	20
12	16
13	12
14	8
15	4

Received 16 or More Applications	
Rank	Points
1	60
2	57
3	54
4	51
5	48
6	45
7	42
8	39
9	36
10	33
11	30
12	27
13	24
14	21
15	18
16	15
17	12
18	9
19	6
20+	3

DRAFT

APPENDIX E – DATA DRIVEN SCORING CRITERIA

DRAFT INCLUDED FOR EXAMPLE PURPOSES ONLY

Safety					
	Value Ranges	Limits		Points	
Provides Safety Improvements (based on analysis completed by safety consultant)					

Regional Transportation Plan					
	Value Ranges	Limits		Points	
Project aligns with the CMPO Regional Transportation Plan	Project is a Phase 2 Project				
	Project is a Phase 1 Project				

Sponsor Match					
	Value Ranges	Limits		Points	
Sponsor Match (includes funds (cash or in kind) provided by sponsor and also federal, state, or local funds being leveraged)	Match commitment of 9% - 15%	9	15		
	Match commitment of 16%-20%	29	40		
	Match commitment of 21%-25%	39	50		
	Match commitment of greater than 25%	49			

Right-of-Way Acquired					
	Value Ranges	Limits		Points	
Efforts to Acquire Right-of-Way (How much Right-of-Way has been acquired)/(Total amount of Right-of-Way necessary for the Project)	Less than 25%				
	25 - 49 %				
	50 - 74 %				
	75 or more %				
	No right-of-way is needed				
	Application is for RoW Only				

Connectivity					
	Value Ranges	Limits		Points	
Fills a gap in an existing roadway.	Does not fill a Gap				
	Fills a Gap				

Volume					
	Value Ranges	Limits		Points	
Current ADT Values. For new road this is the anticipated traffic after being opened to traffic	ADT < 1000	0	1,000		
	ADT 1001 - 3000	1,001	3,000		
	ADT 3001 - 5000	3,001	5,000		
	Greater than 5000	5,001			

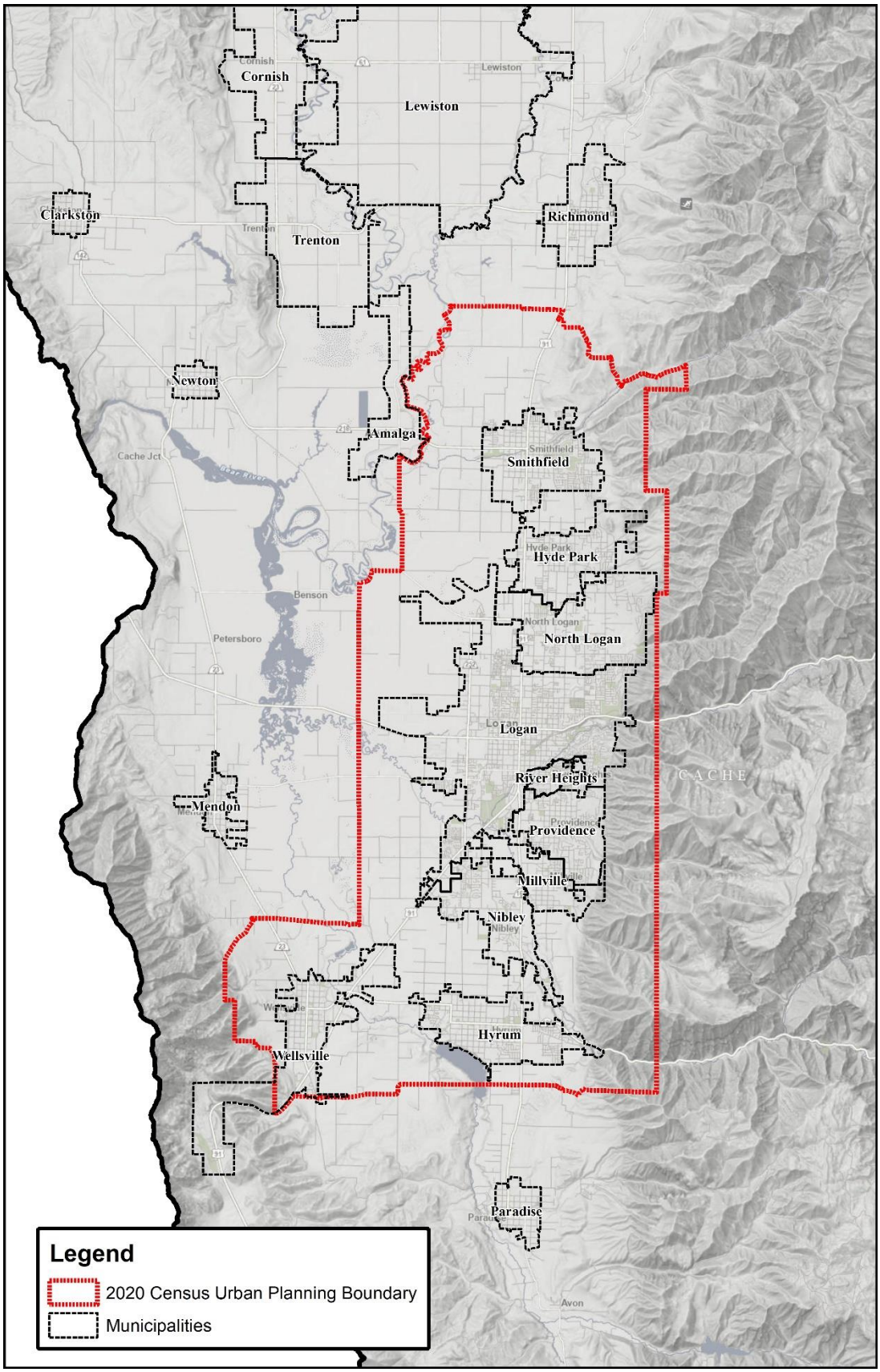
Project Type					
	Value Ranges	Limits		Points	
Project Type	Other: Maintenance				
	Right-of-Way Purchase				
	Operations				
	Widening Existing Roadway				
	New Road Construction				

Total Data Driven Score	

APPENDIX F - TRANSISTION TO FUTURE YEAR ALLOCATION

Year	Funding Year 2026	Funding Year 2027	Funding Year 2028
2024	Applications for program year 2026 are accepted. 2026 programmed year would include tax revenue collected during 2024 and to end of 2025.		
2025	Awarded projects have this year to move their projects from 30% to 100% design and acquire any needed right-of-way. During this transition year projects that are ready to go to construction in 2025 may do so (as the Fund Balance will allow these projects to be cash flowed).	Applications for program year 2027 are accepted. 2027 programmed year would include Tax revenue collected during 2026 and to end of2027.	
2026	All Projects are anticipated to go to construction.	Awarded projects have this year to move their projects from 30% to 100% design and acquire any needed right-of-way.	Applications for program year 2028 are accepted. 2028 programmed year would include Tax revenue collected during 2028.
2027	Projects are to be completed and complete final disbursement request*.	Projects are anticipated to go to construction.	Awarded projects have this year to move their projects from 30% to 100% design and acquire any needed right-of-way.
2028		Projects are to be completed and complete final disbursement request*.	Projects are anticipated to go to construction.
2029			Projects are to be completed and complete final disbursement request*.

*Timeline extensions allowed only with COG Executive Committee Approval

DRAFT

APPENDIX G – CENSUS 2020 URBAN PLANNING BOUNDARY