

CDTC TIP Application and Evaluation Update Project Status January 26, 2021

CDTC staff has been working internally to review the current Transportation Improvement Program (TIP) application and evaluation process to develop a web based application with updated questions, update the merit evaluation score sheet and improve CDTC staff management of evaluation data and communication of evaluation results. The following summarizes the status of the project and the remaining schedule.

Web Based Application

- Reviewed the capabilities of RSForms Pro!, Google Forms, Jotform and briefly discussed MS Forms and Survey Monkey.
- Developed a list of evaluation criteria to review each online form tool and began testing.
- Existing application questions were reviewed and notes were made as to questions that could be dropped, require rewording or require complete rewrite and reframing.
- Questions regarding preservation and non-preservation projects for all project types were discussed and will require additional research.

Merit Evaluation Score Sheet

- A sample of past TIP project proposals consisting of all project types were scored under various scenarios to determine what factors have the greatest influence on qualitative scores.
- Suggestions for improving language within each merit category to make the score sheet more consistent, comprehensible for the applicant(s), and aligned with New Visions 2050 objectives have been developed.
- Suggested changes are being reviewed internally by CDTC staff and comments are being compiled.

Evaluation Data Management

- Discussed internal CDTC staff TIP data collection, sharing and storage needs, the development of one-click forms and reports for output.
- Explored database software and applications such as SharePoint, Microsoft 365 Excel and Access as well as Google products.
- Tested a one-click report output in MS Access using a 2019-24 TIP spreadsheet example. Need to explore integration of photos, links and/or maps.
- Developing sample spreadsheets for staff input.

Remaining Schedule

March 4, 2021 Policy Board Meeting – Present the purpose and need for the project, scope of work and schedule.

April 7, 2021 Planning Committee Meeting – Present a draft merit score sheet for review and comment.

May 5, 2021 Planning Committee Meeting – Present the draft application questions and share selected web based application tool; present draft project fact sheet and data table formats; additional merit score sheet discussion, if needed.

June 3, 2021 Policy Board Meeting – Provide an update on the project; gather input on work to date.

July 7, 2021 Planning Committee Meeting – Finalize and approve updated merit score sheet and recommend Policy Board approval.

August 4, 2021 Planning Committee Meeting – Finalize and approve updated application and recommend Policy Board approval; finalize the project fact sheet and data table formats.

September 2, 2021 Policy Board Meeting – Approve all changes recommended by the Planning Committee for use in the TIP solicitation, expected to begin in fall 2021.