Transportation Planning Solicitation

Project Proposal Guidance for Fiscal Year 2027-2028

October 9, 2026

Introduction

The Capital Region Transportation Council (Transportation Council) is seeking proposals for community transportation planning initiatives to include in its work plan for the fiscal year beginning April 1, 2027. The Transportation Council's work plan is known as the Unified Planning Work Program (UPWP) within which federal transportation planning funds, made available through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), are assigned to planning activities in the Capital Region.

Proposals are being sought for implementation of the Capital Region Vision Zero Safety Action Plan (Vision Zero Plan), for Community Planning/Linkage Program studies, and for ADA (Americans with Disabilities Act) Self-Evaluations and Transition Plans. An estimated $2,000,000 in federal transportation funds has been reserved for Vision Zero Safety Plan Implementation and $300,000 for Community Planning/Linkage Program and ADA Self-Evaluations and Transition Plans.

Eligible Sponsors

Cities, towns, villages, and counties in the Transportation Council's metropolitan planning area are eligible to apply. The Transportation Council's planning area includes the counties of Albany, Rensselaer, Saratoga (except the Town of Moreau and the Village of South Glens Falls) and Schenectady. The Transportation Council's member organizations are also eligible to apply for Community Planning/Linkage Program planning support.

Regional Planning Priorities

Proposals for Vision Zero Safety Action Plan Implementation initiatives must be consistent with the priorities identified in the Capital Region Vision Zero Safety Action Plan. See the map of priority locations for additional information. Proposals for Community Planning/Linkage Program and ADA related planning initiatives must be consistent with the goals, strategies, and actions in the region's metropolitan transportation plan, In Motion: The Plan to 2050. Planning projects that implement recommendations from the Transportation Council's Congestion Management Process, the Coordinated Public Transit-Human Services Transportation Plan, Truck Parking Study, Capital

District Trails Plan, and completed Linkage Program or Technical Assistance studies are also encouraged.

Eligible Planning Activities

For Fiscal Year 2027-2028 (April 1 to March 31), applicants are encouraged to propose creative and innovative projects that address the region's evolving local and regional safety, land use, and transportation planning needs. Intermunicipal proposals and cash matches above the minimum required are encouraged.

Transportation Council Programs	**Total Project Cost Estimate Cap**
Vision Zero Safety Action Plan Implementation Program	**$200,000 (maximum)**
Provides Highway Safety Improvement Program (HSIP) funds to local governments to support the implementation of safety improvements at locations identified in the Capital Region Vision Zero Safety Action Plan. Sponsors may propose more than one location in a single application to prepare HSIP project justifications, including highway safety investigations to determine countermeasures and calculate benefit/cost ratios, consistent with NYSDOT's Red Book. Applicants should consider the following: • Whether or not another capital project is planned at the location that could be bundled with the safety project. • Public involvement is strongly encouraged to demonstrate public acceptance of countermeasures that may represent a major change to the transportation system. • Right-of-way needs and acquisition as well as environmental impacts and mitigation should be considered. Project locations must appear on the Vision Zero Priority Locations map and meet one of the following criteria as defined in the Vision Zero map user guide: • Priority Safety Network tiers 4 and 5 • Focus Facility Type locations with a risk score of at least 3 • Isolated Transit Stops • Safe Routes to School roadway segments A maximum total project cost of $200,000 will be made available per application – one application per sponsor. Proposals on state facilities are not eligible.	Match requirement: A cash match contribution of not less than 10% of the total project cost is required. Funding split per project is 90% federal/10% local

Community Planning/Linkage Program	**$150,000 (maximum)**
Provides funding to local governments and regional entities for staff technical assistance and consultant services for any of the following: • Preparing community-based transportation and land use plans, feasibility studies, etc. (Linkage Program) – see project examples on page 4 • Collecting and assessing transportation system data • Developing local policies • Providing local government training Proposals must be consistent with one or more of the project priority categories listed on page 4. Linkage Program community-based transportation and land use plans have a comprehensive scope of work and robust public outreach. For a list and map of completed plans, see the Linkage Program web page. A maximum total project cost of $150,000 will be made available per application – one application per sponsor.	Match requirement: A cash match contribution of not less than 10% of the total project cost is required. Funding split per project is 90% federal/10% local
ADA Self-Evaluations and Transition Plans	**$150,000 (maximum)**
Provides funding for consultant assistance to local governments interested in: • Collecting data on the condition of all sidewalks, curb ramps, street crossings, bus stop loading areas, and pedestrian signals along public rights of way, in addition to paved multi-use paths. • Developing a municipal ADA policy statement, ADA Coordinator, and Complaint or Grievance Process. Transition plans have been funded in multiple Capital Region communities. See the ADA Transition Plan webpage for additional resources and links to Transition Plans. Requests for ADA Self-Evaluations and Transition Plans will be evaluated using a different methodology than Community Planning/Linkage Program project proposals. A maximum total project cost of $150,000 will be made available per application – one application per sponsor. Note: Cost estimates should assume $700/sidewalk mile.	Match requirement: A cash match contribution of not less than 10% of the total project cost is required. Funding split per project is 90% federal/10% local

Community Planning/Linkage Program Project Priorities and Examples

Integrate Transportation and Land Use Planning

- Housing planning
- Walkable communities and compact development planning
- Transit supportive development plans
- Zoning code and local regulation and policy revisions
- Age friendly community planning
- Multi-modal corridor studies
- Parking management plans and utilization studies
- Curbside management plans
- Feasibility studies for trails, sidewalks, and other infrastructure
- Freight efficient land use planning

Create a Connected System of Multiple Transportation Options

- ADA Transition Plans and PROWAG (Public Right-of-Way Accessibility Guidelines) implementation
- Active transportation
- Complete street plans, policies, and local government training
- Safe routes to school and transit planning
- Vulnerable road user safety plans and data collection
- Micromobility data collection
- Mobility hub planning

Maintain Infrastructure Assets

- Crash data analysis and safety plans
- Asset condition data collection including pavements, sidewalks, and trails
- User data collection including cars, trucks, buses, pedestrians, and bicyclists

Enhance the Operation of the Transportation System

- Intersection analysis
- Transit signal priority, queue jumpers, bus lane and other transit infrastructure plans
- Access management and street connections
- Traffic signal retiming and signal coordination planning
- Advanced transportation technology deployment plans
- Speed studies and speed management plans
- Truck access and circulation studies
- Motor vehicle trip reduction programs
- Commuter programs

Support Economic Development

- Generic Environmental Impact Statement mitigation cost programs
- Jobs access planning
- Transit planning
- Transportation demand management programs
- Freight planning
- Special events planning
- Tourism planning

Plan for a Resilient Transportation System

- Travel demand modeling
- Emergency route planning
- Infrastructure vulnerability assessments
- Alternative fuel vehicle infrastructure planning
- Stormwater and green infrastructure planning
- Hazard mitigation plans

Cost Estimates

Total planning project costs are capped at $200,000 for the Vision Zero Safety Action Plan Implementation Program and at $150,000 for the Community Planning/Linkage Program and ADA Self-Evaluations and Transition Plans. The Transportation Council reserves the right to confirm or modify cost estimates based on past planning project experience. Costs for ADA Self-Evaluations and Transition Plans should be estimated assuming $700/sidewalk mile. All project cost estimates should be provided on the application form as 90% federal and 10% cash. (e.g., a $100,000 total project cost would be $90,000 federal and $10,000 local cash).

Ineligible Activities

- National Environmental Protection Act (NEPA) environmental assessments
- State Environmental Quality Review Act (SEQRA) environmental assessments
- Detailed engineering
- Field land surveying for right of way mapping
- Right-of-way acquisition
- Storm water/sewer system design
- Site preparation
- Construction projects
- Transportation department operations

Project Administration

Programs included in this solicitation are funded with federal transportation funds from FHWA and FTA. These funds are allocated to the Transportation Council by New York State and come with requirements at both the federal and state levels. If funding is awarded, in addition to the requirements outlined below, additional project administration guidance will be provided to project sponsors. A few key administration requirements:

- A Memorandum of Understanding (MOU) outlining the roles and responsibilities of the Transportation Council staff and project sponsors will be executed before projects can begin. If the MOU is not executed by September 30, 2027, planning funds may be forfeited.

- The Transportation Council will administer consultant contracts and provide additional technical assistance throughout the study process.

- The Transportation Council uses an abbreviated but competitive approach to consultant selection. Sponsors should be aware that if consultant assistance was used to prepare the planning project application or to develop the scope of work, that consultant will not be eligible for the contract. In addition, consultants on retainer to a municipality are not guaranteed planning project contracts.

- Consultant led planning studies are anticipated to be completed within twelve (12) months of the date of contract execution. The following recommended schedule has been established:
    - Execute the MOU with the Transportation Council no later than September 30, 2027.
    - Within four (4) months of the date of the fully executed MOU, select a consultant.
    - Hold a study kick-off meeting within two (2) months of consultant contract execution.
    - Consultant completes 100% of the scope of work within twelve (12) months of contract execution.

  If the above milestones are not met due to sponsor disengagement or non-compliance, the sponsor must submit a request for an extension to the Transportation Council's Planning Committee and the sponsor will not be eligible to request additional planning funds until the delayed project is complete.

- The Transportation Council will invoice sponsors for cash match contributions no later than December 1, 2027. Sponsors should ensure the availability of cash matches in calendar year 2027 budgets.

- Cash match sources may include state, county, and local funds as well as funds from private and not-for-profit groups with a direct connection or interest in the project. Other federal funds may not be used for the cash match.

- Federal funds for all project awards are capped.

- Failure to meet the Transportation Council's requirements may negatively impact sponsor access to future UPWP funds. The Transportation Council reserves the right to cancel projects at any time.

Public Participation

Consultant led planning initiatives expected to result in recommendations or actions that directly or indirectly impact the public must provide opportunities for public input. The magnitude of a project and the Transportation Council's Public Participation Plan requirements will determine the extent of the public participation process. At a minimum, ADA Transition Plans must allow an opportunity for public comment. The Transportation Council will make the final decision on the need for public involvement for all proposed planning projects.

Title VI and Nondiscrimination

The Transportation Council is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its metropolitan transportation planning process on the basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d). Additionally, the Transportation Council will provide meaningful access to services for persons with

Limited English Proficiency (LEP). The Transportation Council is also committed to ensuring that no person is excluded from participation in, or denied the benefits of, its transportation planning process on the basis of sex, age, or disability as protected by Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. § 324), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Pre-Application Resources

Transportation Council staff are available to discuss planning project concepts with sponsors prior to submitting a proposal. Contact the Transportation Council at 518-458-2161 or info@capitalmpo.org if you would like to set up a pre-application in person or virtual meeting.

A virtual webinar to review the guidance for planning project proposals is scheduled for Friday, October 16, 2026, at 12:00 p.m. via Zoom. **Sponsor attendance is encouraged.** Register at https://us02web.zoom.us/meeting/register/TAw0FmEdTjOsHD2gBZXkDg. A video recording will be available on the Transportation Council's YouTube channel after the webinar.

Application Process

All proposals must be received by **Friday, December 4, 2026, at 5:00 p.m.** Project sponsors may apply for more than one category but only one application per category will be considered. An application form for each proposed project must be submitted individually via JotForm. Applications received via mail or fax will not be accepted unless pre-approved by the Transportation Council's Executive Director.

For **Vision Zero Safety Action Plan Implementation Program** projects, apply here: https://form.jotform.com/crtcmpo/vision-zero. Within the electronic application, sponsors will need to upload the following:

1. A brief cover letter that includes a commitment to the local match requirement signed by the lead elected official or chief executive (pdf format).
2. A project location map, if applicable (pdf format).
3. Letter(s) indicating commitment of transportation facility owners, if the project sponsor does not own the facility, to the project (pdf format).
4. Letters from project partners providing matching funds. Do not include general letters of endorsement (pdf format).

For **Community Planning/Linkage Program** projects, apply here: https://form.jotform.com/crtcmpo/2027LinkageProgram. Within the electronic application for Community Planning/Linkage Program projects, sponsors will need to upload the following:

1. A brief cover letter that includes a commitment to the local match requirement signed by the lead elected official or chief executive (pdf format).

2. A project location map, if applicable (pdf format).
3. Letter(s) indicating commitment of transportation facility owners, if the project sponsor does not own the facility, to the project (pdf format).
4. Letters from project partners providing matching funds. Do not include general letters of endorsement (pdf format).

For **ADA Self-Evaluations and Transition Plans**, apply here: https://form.jotform.com/crtcmpo/2027-ADA. Within the electronic application for ADA related initiatives, sponsors will need to upload the following:

1. A letter of commitment signed by the lead elected official or chief executive stating the commitment of local elected leaders to complete the Self-Analysis and Transition Plan and to implement the Transition Plan over time. The letter should include a commitment to the local match requirement (pdf format).
2. Any and all required ADA-related documents the municipality has. This may include existing ADA Self Analysis and/or Transition Plans, and any other document that contains the municipal ADA policy statement, ADA Coordinator, and Complaint or Grievance Process (pdf format).
3. Any maintenance or ownership agreement files for pedestrian infrastructure on state and/or county roads (pdf format).

Applications that do not adhere to the above requirements will not be accepted. For application questions, please contact the Transportation Council at 518-458-2161 or info@capitalmpo.org.

Project Evaluation

Transportation Council staff will screen proposals to ensure they are complete and meet all program requirements. Project sponsors must submit a good-faith project budget which will be reviewed for appropriateness. A review of the local match requirement will also be undertaken and confirmed with project sponsors. Incomplete applications and those that do not meet the program requirements will not be considered for funding.

Transportation Council staff will evaluate proposals as follows. Proposals that best meet the evaluation criteria will be more competitive for funding.

Evaluation criteria and maximum scores for the **Vision Zero Safety Action Plan Implementation Program** are:

1. Proposal clearly identifies the need for the project and the desired outcomes. (20 points)
2. Location Priority (50 points). The number and level of Vision Zero Safety Action Plan priorities the proposal addresses at site specific (hotspot) and systemic project locations. All locations must appear on the Vision Zero Priority Locations map and will be ranked based on the following:

- Priority Safety Network tier
- Focus Facility Type location risk score
- Transit Stop locations
- Safe Routes to School roadway segments

3. Sponsor(s) adoption of a Vision Zero Policy resolution (10 points)
4. Proposal includes an intermunicipal partnership and the number of partners. (10 points)
5. Sponsor demonstrates a strong commitment to the project (i.e., resolution supporting the proposal, match requirements are exceeded, implementation funds identified, etc.). (10 points)

Evaluation criteria and maximum scores for the **Community Planning/Linkage Program** are:

1. Proposal clearly identifies the need for the planning project and the desired outcomes. (20 points)
2. The extent to which the proposal addresses the goals of In Motion: The Plan to 2050. The five goals are safety, mobility, access, livability, and resilience. (20 points)
3. The extent to which the proposal addresses one or more of the project priority categories listed on page 4 and supports Federal planning factors. (20 points)
4. The proposed project implements a recommendation from a previously completed Transportation Council Plan (i.e., Linkage Plans or regional plans), not including the In Motion Plan. (10 points)
5. Proposal includes an intermunicipal partnership and the number of partners. (10 points)
6. Sponsor demonstrates a strong commitment to the project (i.e., resolution supporting the proposal, match requirements are exceeded, implementation funds identified, etc.). (10 points)
7. The extent to which the proposal is innovative and demonstrates a creative or new approach to a transportation and/or land use issue. (10 points)

Evaluation Criteria for **ADA Self-Evaluations and Transition Plans** are:

1. Reach and reasonableness of public outreach list provided should include representation of people who have a disability (20 points)
2. Amount of match in relation to municipal sidewalk miles (20 points)
3. Percent of residents who have a disability (20 points)
4. Participants for Kick-Off Meeting – range of positions and ability to ensure success (20 points)
5. Overall rating of application and supporting materials (20 points)

Additional considerations for all evaluation processes include available funding, the proposed budget, type of project, geographic balance, number of Transportation Council supported project awards to a sponsor in the last five years, and funds requested per capita of study area.

Timeline for Project Selection

October 9, 2026:	Project solicitation released
October 16, 2026:	Virtual sponsor webinar
December 4, 2026:	Applications due
December 2026:	Transportation Council staff evaluates and prioritizes projects/studies
January or February 2027:	List of proposed projects and funding recommendations provided to the Transportation Council's Planning Committee.
February 3, 2027:	Planning Committee reviews, approves, and releases Draft 2027-2028 Unified Planning Work Program for public review containing recommended projects.
March 4, 2027:	Transportation Council Policy Board adopts Final 2027-2028 Unified Planning Work Program

Award Notification

Project sponsors will be notified as to the status of their proposals by the Transportation Council's February 3, 2027 Planning Committee meeting at which point projects recommended for funding will be added into the Draft 2027-2028 UPWP and released for public review. The Transportation Council's Policy Board will approve a final 2027-2028 UPWP on March 5, 2027.

Project funding will not be available for use until April 1, 2027. Sponsors awarded funding will receive project administration guidance and a Memorandum of Understanding (MOU) for signature from Transportation Council staff. The MOU must be executed before the project can begin. Once the MOU is executed, the ability to move forward will be dependent on Transportation Council staff availability.