

CORE CAPACITY PROJECT DESCRIPTION TEMPLATE		
PROJECT NAME:		
Participating Agencies		
Lead Agency	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
Metropolitan Planning Organization	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
Transit Agency	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
State Department of Transportation	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
Other Relevant Agencies	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
Other Relevant Agencies	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
Other Relevant Agencies	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	

CORE CAPACITY PROJECT DESCRIPTION TEMPLATE (Page 2)		
Project Definition	Length (miles)	
	Mode/Technology	<Select Mode>
	Total Number of Stations	
	Number of New Stations (if any)	
	List each new station (if any) separately, including the number of park and ride spaces at each and whether structured or surface parking	
	List each station with major transfer facilities to other modes	
	Number of vehicles/ rolling stock to be included as part of the project	
Type of Alignment by Segment (Number of Miles)	Above grade	
	Below grade	
	At grade	
	Exclusive	
	Mixed Traffic	
Status of Existing Right of Way	Ownership – who owns the right of way?	
	Current Use: active freight or passenger service?	
Project Planning Dates	Existing Year	Opening Year
	2017	
Capital Cost Estimate	2017 constant dollars	\$ -
	Year of Expenditure	\$ -
Estimated Number of U.S. Jobs Related to Design, Construction, Operation and Maintenance of the Project		
Project Planning and Development Schedule	Project Schedule	
	<i>Insert anticipated or actual date</i>	
	Anticipated NEPA Class of Action	(Select...)
	Entry into Project Development (Select NEPA class of action above)	
	LPA selected	
	LPA included in the financially constrained long range plan	
	Approval into Engineering	
	Anticipated FFGA Award	
Construction Duration (enter start and end dates)		
Substantial Completion - (Normal Revenue Service Begins)		

26									
27									
28									
29									
30									
Total	During the Peak Hour							-	-

CORE CAPACITY PROJECT DESCRIPTION TEMPLATE (Page 4)		
Project Management		
Project Manager	Name	
	Address	
	Phone	
	Fax	
	Email	
Agency CEO	Name	
	Address	
	Phone	
	Fax	
	Email	
Key Agency Staff: Overall Core Capacity Criteria	Name	
	Address	
	Phone	
	Fax	
	Email	
Key Agency Staff: Ridership Statistics and Data	Name	
	Address	
	Phone	
	Fax	
	Email	
Key Agency Staff: Cost Estimates	Name	
	Address	
	Phone	
	Fax	
	Email	
Key Agency Staff: Environmental Documentation	Name	
	Address	
	Phone	
	Fax	
	Email	
Key Agency Staff: Financial Assessment	Name	
	Address	
	Phone	
	Fax	
	Email	
Key Agency Staff: Project Maps	Name	
	Address	
	Phone	
	Fax	
	Email	
Contractors		
Current Prime Contractor	Name	
	Address	
	Phone	
	Fax	
	Email	
Prime Contractor: Project Manager	Name	
	Address	
	Phone	
	Fax	
	Email	
Contractor Responsible for Ridership Data	Name	
	Address	
	Phone	
	Fax	
	Email	
Contractor Responsible for Capital Cost Estimates	Name	
	Address	
	Phone	
	Fax	
	Email	

CORE CAPACITY MOBILITY IMPROVEMENT AND COST-EFFECTIVENESS TEMPLATE

PROJECT NAME:	
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Mobility Improvements					
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Line	Item	Daily	Annualization Factor*	Annualized (annualization factor x daily)	Source/Calculation
1a	<i>Existing Daily Linked Trips on the existing line(s) as defined in the project definition</i>	Non-transit-dependent		0	Average Weekday On/Off Counts, see <i>Reporting Instructions</i>
1b		Transit-dependent		0	<select source of transit-dependent data>
1c	Overall percentage of transit-dependent trips		-		Line 1b / (Line 1a+Line 1b)
2	Total trips with extra weight given to transit dependent trips (value used in rating)		0		Line 1a annualized + 2*(Line 1b annualized)
			-		

*Attach documentation describing annualization factor assumed.

Cost Effectiveness			
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Line	Item	Values	Source/Calculation
3	Annualized Core Capacity capital cost (constant 2017 dollars)		Source: SCC Build Annualized worksheet
4	Annual linked trips on the existing line(s) as defined in the project definition (no extra weight given for transit dependent trips)	0	Line 1a + Line 1b (unweighted annualized sum)
5	Annualized Core Capacity cost per annual linked trip (value used in rating)	\$0.00	Line 3 / Line 4
		-	

CORE CAPACITY NEEDS AND CONGESTION RELIEF TEMPLATE					
PROJECT NAME:					

Vehicle and Service Characteristics					
Line	Item	Existing	At Opening	Increase	Source/Calculation
1	Total usable space per peak hour, in the peak direction	0	0	0	From Project Description Template, Page 3
2	Total available seats per peak hour, in the peak direction	-	-	-	From Project Description Template, Page 3

Capacity Needs					
Line	Item	Existing			Source/Calculation
3	Existing Ridership per peak hour, in the peak direction				Peak hour average load from counts, see <i>Reporting Instructions</i>
4	Total Usable space per passenger per peak hour, in the peak direction				Line 1 / Line 3 (<i>Light Rail/Heavy Rail only</i>)
5	Percent Seated Load per peak hour, in the peak direction	-			Line 3 / Line 2 (<i>Commuter Rail only</i>)
6	Existing Capacity Needs (Value used in Rating)				Line 4 (<i>Light Rail/Heavy Rail</i>) or Line 5 (<i>Commuter Rail</i>)
				-	

Congestion Relief					
Line	Item	Existing	At Opening	Increase	Source/Calculation
7	Total usable space per passenger, in the peak hour, in the peak direction				Line 1 / Line 3 (<i>Light Rail/Heavy Rail only</i>)
8	Percent Seated Load per peak hour, in the peak direction	-	-	-	Line 3 / Line 2 (<i>Commuter Rail Only</i>)
9	Congestion Relief (Value used in Rating)				Line 7 (<i>Light Rail/Heavy Rail</i>) or Line 8 (<i>Commuter Rail</i>)
				-	

CORE CAPACITY FINANCE TEMPLATE			
PROJECT NAME:			
Core Capacity Capital Cost of Project in Constant 2017 Dollars (from the SCC Main Worksheet)		Core Capacity Capital Cost of Project in YOE dollars (including finance charges, costs of Project Development and Engineering, and construction): (from SCC Main Worksheet)	
Section 5309 Core Capacity Funding Anticipated (YOE \$):		Section 5309 CIG Share of Core Capacity Project Cost: 0.0%	
Estimated Cost of Project Development (YOE \$):		Estimated Cost of Engineering (YOE \$):	
Total Finance Charges Included in Capital Cost (include finance charges that are expected prior to either the revenue operations date or the fulfillment of the Section 5309 Core Capacity funding commitment, whichever is later in time): (from SCC Main Worksheet)			
Other Federal Capital Funding Sources (Non-5309 CIG Funds such as FTA Section 5307, Section 5337, Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), etc.)			
	Type of Funds	Dollar Amount (YOE)	% of Total Capital Cost
1.			0.0%
2.			0.0%
3.			0.0%
4.			0.0%
State Capital Funding Sources (Funds provided by State agencies or legislatures such as bonds, dedicated sales tax, annual legislative appropriation, transportation trust funds, etc.)			
	Type of Funds	Dollar Amount (YOE)	% of Total Capital Cost
1.			0.0%
2.			0.0%
3.			0.0%
4.			0.0%
Local Capital Funding Sources (Municipal, City, County, Township, or Regional funding such as bonds, sales tax, legislative appropriation, transportation trust funds, etc.)			
	Type of Funds	Dollar Amount (YOE)	% of Total Capital Cost
1.			0.0%
2.			0.0%
3.			0.0%
4.			0.0%
5.			0.0%
6.			0.0%
7.			0.0%
8.			0.0%
Private Sector/In-kind match/Other (Donations of right-of-way, construction of stations or parking, or funding for the project from a non-governmental entity, business, or business assoc.)			
	Type of Funds	Dollar Amount (YOE)	% of Total Capital Cost
1.			0.0%
2.			0.0%
3.			0.0%
TOTAL NON-SECTION 5309 FUNDING (YOE dollars)		\$0	0.0%
QA/QC CHECK: TOTAL CAPITAL COSTS LESS SEC. 5309 FUNDING LESS NON-SEC. 5309 FUNDING (SHOULD EQUAL \$0)		\$0	---

CORE CAPACITY FINANCE TEMPLATE (Page 2)			
Core Capacity Project Financial Commitment			
Other Federal Sources (Linked from page 1)	Specify Whether New or Existing Funding Source	Specify Status of Funds -- Committed, Budgeted, or Planned (See notes below)	Identify Supporting Documentation Submitted to Verify Funding Source If a public referendum is needed, provide the anticipated date
1.			
2.			
3.			
4.			
State Sources (Linked from page 1)			
1.			
2.			
3.			
4.			
Local Sources (Linked from page 1)			
1.			
2.			
3.			
4.			
5.			
6.			
Private Sector/In-kind Match/Other (Linked from page 1)			
1.			
2.			
3.			

Reference Notes: The following categories and definitions are applied to funding sources:

Committed: Committed sources are programmed funds that have all the necessary approvals (legislative or referendum) to be used to fund the proposed project without any additional action. These funds have been formally programmed in the MPO's TIP and/or any related local, regional, or state CIP or appropriation. Examples include dedicated or approved tax revenues, state grants that have been approved by all required legislative bodies, cash reserves that have been dedicated to the proposed project, and additional debt capacity that requires no further approvals and has been dedicated by the transit agency to the proposed project.

Budgeted: This category is for funds that have been budgeted and/or programmed for use on the proposed project but remain uncommitted, i.e., the funds have not yet received statutory approval. Examples include debt financing in an agency-adopted CIP that has yet to receive final legislative approval, or state grants that have been included in the state budget, but are still awaiting legislative approval. These funds are almost certain to be committed in the near future. Funds will be classified as budgeted where available funding cannot be committed until the Full Funding Grant Agreement (FFGA) is executed, or due to local practices outside of the project sponsor's control (e.g., the project development schedule extends beyond the TIP period).

Planned: This category is for funds that are identified and have a reasonable chance of being committed, but are neither committed nor budgeted. Examples include proposed sources that require a scheduled referendum, reasonable requests for state/local grants, and proposed debt financing that has not yet been adopted in the agency's CIP.

PROJECT NAME:
Use this tool to calculate potential ratings for your Core

Project		
Criterion	Weight	Estimated Rating
Mobility Improvements	16.66%	-
Cost Effectiveness	16.66%	-
Congestion Relief	16.66%	-
Capacity Needs	16.66%	-
Environmental Benefits	16.66%	MEDIUM
Economic Development	16.66%	MEDIUM
Summary Rating		-

* FTA is providing this tool solely to help project sponsors. All project selection criteria and templates are subject to verification by FTA. FTA is not responsible for the accuracy of the data entered into the tool.

CORE CAPA

Capacity project. Complete yellow cells with the ratings you

Justification

Source/Calculation

Mobility & Cost-Effectiveness Template

Capacity Need & Congestion Relief Template

Automatic MEDIUM for Core Capacity projects

Automatic MEDIUM for Core Capacity projects

Ratings are assigned to each criterion on a five-point scale, with Low = 1, Medium-Low = 2, Medium = 3, Medium-High = 4, and High = 5. Individual criterion ratings are then weighted 16.66% each to develop the summary Project Justification rating.

Estimated Overall Project Rating:

(The Project Justification and Local Financial Commitment summary ratings are each weighted equally at 50%. However, both must be at least Medium to obtain a Medium or better overall rating.)

[Link to CIG Program Guidance](#)

sponsors understand how their projects may rate. Any anti-
has sole responsibility for assigning project ratings accor

CITY RATING ESTIMATION

anticipate for local financial commitment. *

Local Financial Commitm

Do you anticipate that your project will qualify for the simplified financial assessment?
 (See the Local Financial Commitment section of the Core Capacity portion of the CIG
 Program Final Interim Policy Guidance for the qualifying criteria.)

Criterion	Weight	Estimated Rating
Current Financial Condition	25%	<select>
Commitment of Capital and Operating Funds	25%	<select>
Reasonableness of Financial Plan	50%	<select>
Core Capacity Share (Please complete the Finance Template	-	-
Summary Rating		-

Complete all templates and the highlighted cells in this worksheet to see the estimated overall rating.

[Click on the FTA Website](#)

icipated ratings entered into this spreadsheet will not inform the ratings tha
 ding to the evaluation and rating framework described in the Capital Investr

ent
<Select YES/NO>
Source/Calculation
Enter your estimations of these ratings. See the Local Financial Commitment section in the New Starts chapter of the CIG Program Final Interim Policy Guidance for information on how FTA rates these factors.
Finance Template
Ratings are assigned to each subfactor on a five-point scale, with Low = 1, Medium-Low=2, Medium=3, Medium-High =4, and High = 5. Individual subfactor ratings are then weighted as shown to develop the summary Local Financial Commitment rating. If the summary rating is at least Medium and Core Capacity share is less than 50%, the summary rating is increased one level. If project qualifies for the simplified financial evaluation, the rating is High if the Core Capacity share is 50 percent or less; otherwise it is Medium.

**FTA assigns, and any ratings computed in the
New Starts Grants Program Final Interim Policy Guidance.**