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# **AMARILLO METROPOLITAN PLANNING ORGANIZATION**

## **Category 7 Project Submittal Guidelines**

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**July 9, 2026**

***Effective Date***

APPROVED ON THE 9<sup>th</sup> DAY OF JULY 2026 BY THE AMARILLO METROPOLITAN PLANNING  
ORGANIZATION POLICY COMMITTEE.

A handwritten signature in cursive script, appearing to read "Cole Stanley", is written over a horizontal line.

THE HONORABLE COLE STANLEY, CHAIRMAN,  
MPO PLANNING POLICY COMMITTEE

## **GLOSSARY AND IMPORTANT LINKS**

**AFA (Advance Funding Agreement)** -An agreement between TxDOT and a project sponsor that outlines project responsibilities, funding requirements, and implementation procedures.

**AMPO (Amarillo Metropolitan Planning Organization)** -The regional agency responsible for transportation planning and project funding decisions within the Amarillo Metropolitan Area.

**AAIM (Amarillo Area in Motion Plan)** -The long-range regional transportation plan is used to guide transportation priorities and future investments.

**Category 7 Funds** - Federal Surface Transportation Block Grant (STBG) funds are allocated to support eligible transportation projects within the Amarillo Urbanized Area.

**CMP (Congestion Management Plan)** -A process used to identify, evaluate, and manage congestion issues within the transportation system.

**CRIS (Crash Records Information System)** -TxDOT's crash database is used to review traffic crash information and support safety analysis.

**CSJ (Control Section Job Number)** -A unique identification number assigned by TxDOT to transportation projects.

**MTP (Metropolitan Transportation Plan)** -A long-range transportation planning document identifying regional goals and transportation needs.

**PS&E (Plans, Specifications, and Estimates)** -Engineering and construction documents are used to prepare projects for implementation.

**Project Sponsor** -The local government or eligible entity responsible for submitting and managing a project.

**STBG (Surface Transportation Block Grant Program)** -A federal transportation funding program supports roadway, bridge, bicycle, pedestrian, and related transportation improvements.

[TxDOT Project Development Process Manual](#)

[Amarillo Area In Motion Plan](#)

[AAIM Bike/Ped Toolbox](#)

[Congestion Management Process](#)

[USC Code 133\(b\) For Surface Transportation Block Grant](#)

[MPO Google Drive Link to Supplemental Documents](#)

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## **INTRODUCTION**

This document provides guidance and reference materials to assist local governments in applying for Federal Transportation Program funding through the Amarillo Metropolitan Planning Organization (MPO). The guidelines outlines the criteria used by the Amarillo MPO to evaluate applications and distribute federal grant funds to locally submitted projects.

The Surface Transportation Block Grant (Category 7) is also known as the Metropolitan Mobility and Rehabilitation Grant. The purpose of this grant is to support a wide range of multimodal transportation projects in urbanized areas with populations over 200,000. These highly flexible funds are primarily used for road construction, public transit, and pedestrian or bicycle infrastructure.

## **CALL FOR PROJECTS**

When federal grant funds are available, the Amarillo MPO will issue a Call for Projects. The Call for Projects will set the deadline for project submission as established by the Metropolitan Planning Organization Policy Committee. Priority funding shall be given to projects that meet Federal regulations, and aid in implementing the Amarillo Area In Motion Plan (AAIM). Calls for Projects will be conducted each year and at the discretion of the MPO Policy Committee. Projects cannot be identified for partial funding in one year and partial funding in succeeding years.

## **GUIDELINES FOR ELIGIBILITY**

All projects funded through the Amarillo MPO must comply with applicable provisions of Title 23 of the United States Code, including projects agreements, authorization prior to incurring costs, prevailing wage requirements (Davis-Bacon), competitive bidding, and other contracting requirements. These requirements apply regardless of whether a project is located within the right-of-way of a Federal- aid highway. Additionally, projects must comply with the TxDOT Project Development Manual (PDM), as well as eligibility and participation requirements outlined in this document and any applicable provisions of the Fixing America's Surface Transportation (FAST) act and the Infrastructure and Investment Jobs Act (IIJA).

The types of projects that are eligible for this grant funding are as follows:

- Roadways and Bridges**

- Construction, reconstruction, widening, restoration and preservation of highways, bridges and tunnels

- Operational Improvements**

- Intelligent Transportation Systems (ITS), traffic signal coordination, turning lanes, and interchange enhancements

- Public Transit**

- Capital and planning projects eligible for Federal Transit Administration (FTA) funding, Including transit vehicle replacements, maintenance facilities, and bus shelters

- Pedestrian and Bicycle Facilities**

- On-road and off-road trails, sidewalks, ADA-compliance upgrades, and bicycle Infrastructure

- Safety and Efficiency**

- Access improvements, safety enhancements, and non-construction activities like regional transportation studies

## GENERAL REQUIREMENTS FOR ALL PROJECTS

All projects must meet eligibility requirements included in 23 U.S.C. 133 related to project location, project eligibility, and planning requirements for Federal Transportation Program funding through the Amarillo MPO:

- Project Sponsors must be eligible applicants for Surface Transportation Block Grant (STBG) funds. Eligible applicants include any local government (municipal or county) located within the projected Metropolitan Area Boundary for the Amarillo Area. Non-governmental entities, such as nonprofits, are not eligible to receive STBG funds directly. However, these entities may partner with an eligible local government (municipal or county) within the Amarillo Metropolitan Area Boundary to submit an STBG project for consideration, provided that State or local requirements allow such partnerships.
- Committed STBG funds shall be used for construction or other activities associated with project development including, but not limited to, design, preliminary engineering, environmental, right-of-way acquisition, utility relocation, etc., are eligible for the expenditure of funding.
- Proposed projects for all eligible project types must be located on an existing or “projected” street functionally classified as a collector, minor arterial or principal arterial within the MPO Planning boundary.
- Each eligible project sponsor may submit more than one project application for STBG funding.
- A formal application must be submitted as outlined in the Call for Projects by the deadline established by the Metropolitan Planning Organization Policy Committee. Applications should be submitted electronically via email and must include the completed application form, an appendix of required documents such as the matching funds resolution or proof of a project being identified in a current transportation related plan and project map, a schedule for the project (can be found on the google drive linked above), a breakdown of cost that can be found on the application and any additional materials that support the project. All application materials must be submitted to the Amarillo Metropolitan Planning Organization (AMPO) by the project submittal deadline established by the Metropolitan Planning Organization Policy Committee. The e-mail address that should be used is amarillompo@amarillo.gov.
- Every application must identify the name and contact information for the person responsible for filling out and submitting the application to the AMPO.
- At a minimum, project sponsors must provide the federally required 20% local match. If a project is selected for funding, failure to provide the matching share in a timely manner shall result in the withdrawal of the Federal funds by the MPO and re-distribution of the funds in accordance with the project selection procedures. It is the responsibility of the project sponsor to cover any costs above the amount requested on the application, no additional Federal funding shall be committed through the MPO above the amount requested in the application. Application budgets should account for 15% of the project’s **total** cost to be paid to TxDOT for their Administrative Fees.
- **Phased Projects:** The MPO will approve applications that represent a phase of a larger construction project. Due to the limited amount of funds allotted to this program, the Amarillo MPO will accept applications for projects that take a phased approach to improvements if at least one eligible activity is addressed with each phase. Example:
  - A bicycle path that proposes to build a section of the total route with the current

**application and then complete the total path in a later project would be approved. A logical terminus must be chosen for the project.**

- Proposed projects must complete a review by the Texas Department of Transportation (TxDOT).
- The **scope of work** for a proposed project must **include eligible activities for construction and construction engineering cost** related to Federal transportation funding ([23 U.S.C. 133\(b\)](#)).

## **SCORING PROCESS**

The project scoring process will be undertaken by MPO Staff and the Panhandle Regional Planning Commission's Transportation Advisory Committee Member. These individuals will comprise the scoring team. The scoring team will receive applications and review the assigned score provided by the application for accuracy. These scores will be averaged together into a project score. In the event of a tie, the scoring committee will use the higher of the aggregated Safety category score to prioritize these applications. There will be a meeting between the entity applying for funds and the scoring team in order to verify that the project fits the scope of the grant, and is scored appropriately, as well as to assist staff in becoming familiar with the project.

Once these meetings have been conducted, the project scores will be taken to the Transportation Advisory Committee (TAC) for review, discussion, and recommendation. This review and discussion by the TAC will allow a second step in the evaluation process. This step will also allow for human input as well as professional evaluation. After review by the TAC, prioritization and project listing will be adjusted based on the review and discussions. At this meeting, the TAC will consider making a recommendation of the prioritized list of projects to the MPO Policy Committee for funding. The MPO Policy Committee retains the final decision regarding project funding and prioritization.

Projects not scheduled for construction will remain on the priority list of projects and must go through a budget update every three years. It is the responsibility of the entity submitting the project to resubmit this project estimate, as well as request any project to be removed that may no longer be feasible.

## **PROJECT IMPLEMENTATION**

The implementation of each project funded through this program will be administered by the Texas Department of Transportation through an Advance Funding Agreement (AFA). It is the duty of the applicant to ensure that projects are delivered in a timely fashion. If projects cannot be completed in the allotted four-year (4-year) time frame, arrangements must be made with MPO staff to determine if funds may be re-allocated to other eligible projects that can meet the timeline. The project applicant, or entity responsible for the roadway, is responsible for covering any cost overruns due to, but not limited to: inflation, bids coming in higher than expected, or any other reason. No additional funds from the Amarillo MPO will be committed beyond the approved grant request.

Shortly after the call for projects is issued a meeting will be setup to cover requirements for submittal of projects and timelines. At a minimum, all approved projects and project sponsors must attend a project kick-off meeting with MPO staff once funding determinations have been made. Project sponsors will also be required to provide quarterly status updates to MPO Staff and may be required to give a status update to the MPO Policy Board at the request of MPO staff.

Project sponsors will be required to submit a final report for each approved project which includes the scope of the project, before and after photos, final budget, and duration of the project. This report will

be shared with the MPO Policy Board at the conclusion of each project.

## **EVALUATION CRITERIA**

In an intentional effort to evenly rank all types of applicable projects for Cat 7 funds, the Amarillo MPO has identified a goal of distributing funds through a minimum percentage to each category of project. The timeframe for achieving the goal is over a five-year period to align with the Metropolitan Transportation Plan. No individual project may consume more than a single year's allocation of funding for Category 7. The minimum percentages for a five-year period are listed below:

| Minimum Funding Distribution | Percentages |
|------------------------------|-------------|
| Roadway                      | 10%         |
| Bicycle/Pedestrian           | 10%         |
| Transit                      | 10%         |
| Total Percentage of Funds    | 30%         |

Category 7 funds are intended to encourage mobility within the Amarillo Urbanized Area. The scoring criteria for Category 7 is listed below:

| Category 7 Scoring                | Points |
|-----------------------------------|--------|
| Scope of Project                  | 60     |
| Safety                            | 15     |
| Resiliency                        | 5      |
| Congestion                        | 10     |
| Economic Impact & Quality of Life | 10     |
| Total Points                      | 100    |

All proposed projects must be consistent with the latest version of the Metropolitan Transportation Plan. Cat 7 projects will be evaluated based on Scope of Project, Safety, Resiliency, Congestion, Economic Impact, etc. Projects ranked the highest will be submitted to the MPO for consideration and approval for funding until all available funds have been committed. In the event two or more projects rank equally, funding shall be awarded based on safety criteria. The evaluation criteria are described in detail on the following pages:

### **Scope of Project**

The purpose of this criterion is to encourage projects that support regional goals, are ready for construction, and touch on multi-modal aspects. For the purpose of this scoring criterion, priority shall be given to projects that address multi-modal needs, are identified in the Amarillo Area in Motion Plan, and have a high level of local match.

| Assessment                                              | Score |
|---------------------------------------------------------|-------|
| <b>Supports Regional Goals</b>                          |       |
| Project supports <b>5+</b> regional goals from the MTP  | 5     |
| Project supports <b>2-4</b> regional goals from the MTP | 3     |

|                                                                                  |     |
|----------------------------------------------------------------------------------|-----|
| Project supports <b>1</b> regional goal from the MTP                             | 1   |
| Project supports <b>0</b> regional goals from the MTP                            | 0   |
| <b>Improves Connectivity</b>                                                     |     |
| Project <b>improves</b> one or more types of connectivity of the overall system  | 1-3 |
| Project <b>does not improve</b> connectivity of the overall system               | 0   |
| <b>Project Readiness</b>                                                         |     |
| Project is <b>ready to let</b>                                                   | 5   |
| Project is at the <b>60% stage of PS&amp;E</b> development                       | 3   |
| PS&E <b>has</b> been started                                                     | 1   |
| PS&E <b>has not</b> been started                                                 | 0   |
| <b>Supported by Local Stakeholders</b>                                           |     |
| Project <b>is supported</b> by at least 1 local stakeholder                      | 3   |
| Project <b>is not supported</b> by local stakeholders                            | 0   |
| <b>Identified Priority or Gap in Amarillo Area in Motion Plan</b>                |     |
| Project <b>addresses</b> a priority or sidewalk gap in The AAIM                  | 1-5 |
| Project <b>does not</b> address a priority or sidewalk gap in The AAIM           | 0   |
| <b>Local Match</b>                                                               |     |
| <b>Project has 50%</b> or greater (30% or greater above the minimum) local match | 10  |
| <b>Project has 45%</b> (25% above the minimum) local match                       | 9   |
| <b>Project has 40%</b> (20% above the minimum) local match                       | 8   |
| <b>Project has 35%</b> (15% above the minimum) local match                       | 6   |
| <b>Project has 30%</b> (10% above the minimum) local match                       | 4   |
| <b>Project has 25%</b> (5% above the minimum) local match                        | 2   |
| <b>Project only has 20%</b> minimum required local match                         | 0   |
| <b>Multimodal Aspects</b>                                                        |     |
| Project <b>addresses</b> one or more multimodal aspect                           | 1-5 |
| Project <b>does not address</b> multimodal aspects                               | 0   |
| <b>Bike/Pedestrian Separation from Roadway</b>                                   |     |
| Project has <b>complete separation</b> for bike/ped                              | 10  |
| Project includes <b>physical barrier</b>                                         | 7   |
| Project includes <b>visual barrier</b>                                           | 3   |
| Project includes <b>striping</b>                                                 | 1   |
| Project <b>does not include</b> bike/pedestrian separation from roadway          | 0   |
| <b>Freight Transportation</b>                                                    |     |
| Project is located on the Texas Freight Network                                  | 3   |
| Project reduces delay or improves reliability on critical freight                | 3   |
| Project serves industrial zones, rail, or distribution hubs                      | 3   |
| <b>Project Maturity</b>                                                          |     |
| Has this project been identified in planning documents for 3 or more years?      | 5   |

**Maximum Score      60 points**

## Safety

The purpose of this criterion is to place priority on projects that improve safety and accessibility throughout the Amarillo Urbanized Area. For the purpose of this scoring criterion, priority shall be given to projects that address a safety issue in proximity to vehicular or pedestrian crashes in the Amarillo Metropolitan Area Boundary.

| Assessment                                                                         | Score |
|------------------------------------------------------------------------------------|-------|
| <b>Vicinity to Severe or Fatal Crashes in last 3 Years</b>                         |       |
| Project located in vicinity to <b>5+</b> severe or fatal crashes                   | 5     |
| Project located in vicinity to <b>3-4</b> severe or fatal crashes                  | 3     |
| Project located in vicinity to <b>1-2</b> severe or fatal crashes                  | 1     |
| Project located in vicinity to <b>0</b> severe or fatal crashes                    | 0     |
| <b>Vicinity to Non-Motorist Crashes in last 3 Years</b>                            |       |
| Project located in vicinity to <b>5+</b> non-motorist crashes                      | 5     |
| Project located in vicinity to <b>3-4</b> non-motorist crashes                     | 3     |
| Project located in vicinity to <b>1-2</b> non-motorist crashes                     | 1     |
| Project located in vicinity to <b>0</b> non-motorist crashes                       | 0     |
| <b>Proactive Safety Improvements</b>                                               |       |
| Project addresses known safety risks or uses proven tools to reduce future crashes | 5     |

**Maximum Score 15 points**

## Resiliency

The purpose of this criterion is to encourage projects that improve the resiliency of the built surface transportation infrastructure environment. For the purpose of this scoring criterion, priority shall be given to projects that increase resiliency of the existing transportation network.

| Assessment                                                                            | Score |
|---------------------------------------------------------------------------------------|-------|
| <b>Increase Resiliency</b>                                                            |       |
| Project <b>addresses</b> one or more resiliency factors of the transportation network | 1-5   |
| Project <b>does not address</b> resiliency factors of the transportation network      | 0     |

**Maximum Score 5 points**

## Congestion

The purpose of this criterion is to prioritize those projects that are identified along a congested roadway segment in accordance with the adopted Congestion Management Plan. For the purposes of this scoring criteria, projects that are located along a congested roadway will score more points.

| Assessment                                                                     | Score |
|--------------------------------------------------------------------------------|-------|
| <b>Congestion</b>                                                              |       |
| Project is located along an identified <b>highly congested</b> roadway segment | 10    |
| Project is located along an identified <b>medium congested</b> roadway segment | 6     |
| Project is located long an identified <b>low congested</b> roadway segment     | 3     |

|                                                                              |   |
|------------------------------------------------------------------------------|---|
| Project <b>is not located</b> along an identified congested roadways segment | 0 |
| <b>Maximum Score 10 points</b>                                               |   |

### **Economic Impact & Quality of Life**

The goal of this criterion is to encourage projects that address the economic impact of transportation facilities and Quality of Life. For the purpose of this scoring criterion, priority shall be given to projects that are adjacent to traffic generators and those projects that address quality-of-life factors including Access, Environment, Mobility, Transparency and Safety.

| Assessment                                                                     | Score |
|--------------------------------------------------------------------------------|-------|
| <b>Adjacent to Projected or Anticipated Special Generators</b>                 |       |
| Project is adjacent to <b>5+</b> projected, or anticipated special generators  | 5     |
| Project is adjacent to <b>3-4</b> projected, or anticipated special generators | 3     |
| Project is adjacent to <b>1-2</b> projected, or anticipated special generators | 1     |
| Project <b>is not adjacent</b> to projected, or anticipated special generators | 0     |
| <b>Quality of Life Factors</b>                                                 |       |
| Project addresses <b>5+</b> factors                                            | 5     |
| Project addresses <b>3-4</b> factors                                           | 3     |
| Project addresses <b>1-2</b> factors                                           | 1     |
| Project <b>does not</b> address any factors                                    | 0     |

**Maximum Score 10 points**

### Non-Discrimination Policy | Equal Employment Opportunity Employer

The Amarillo Metropolitan Planning Organization (AMPO) does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, creed or disability in admission to, access to, or operation of its programs, services, or activities. AMPO provides an equal employment opportunity to all its employees and applicants for employment. Title VI and ADA inquiries should be forwarded to Travis Muno: AMPO PO Box 1971 Amarillo, TX 79105,

(806)378-4219.

## ***ATTACHMENT A - Matching Funds Resolution***

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Matching Funds Resolution  
Amarillo MPO

## ATTACHMENT A

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**WHEREAS**, Transportation Program funds have been made available for transportation improvements within the Amarillo Urbanized Area; and

**WHEREAS**, \_\_\_\_\_ has selected a project to submit to the  
*Name of local entity (municipality or county)*

Amarillo Metropolitan Planning Organization (MPO) for consideration for funding; and

**WHEREAS**, the selected project includes \_\_\_\_\_  
*Brief project description*

**WHEREAS**, \_\_\_\_\_ hereby requests Federal transportation funding  
*Name of local entity (municipality or county)*

from the Amarillo MPO in the amount of \_\_\_\_\_; and  
\$ Amount of requested funding

**WHEREAS**, \_\_\_\_\_ agrees to provide local matching funds for  
*Name of local entity (municipality or county)*

the project in the amount of \_\_\_\_\_. The local entity agrees to provide  
\$ Amount of local match  
said matching funds in a timely manner.

**NOW, THEREFORE, BE IT RESOLVED:** \_\_\_\_\_ acknowledges if  
*Name of local entity (municipality or county)*  
said project is selected for funding through the MPO selection process said project is subject to all applicable Federal and State laws and regulations regarding transportation funding, as well as subject to the rules and procedures established by the Amarillo MPO regarding approved transportation projects.

\_\_\_\_\_  
Print Name (Chief Elected Official or Board President)

\_\_\_\_\_  
Signature (Chief Elected Official or Board President)

ATTEST:

\_\_\_\_\_  
Signature (City Clerk/Board Attorney/or County Administrator)

\_\_\_\_\_  
Date