

SFY 2024 Illustrative Projects

2020-2023

**INDIANAPOLIS REGIONAL
TRANSPORTATION IMPROVEMENT PROGRAM
(IRTIP)**

MiTiP APPLICATION PACKET

Indianapolis Metropolitan Planning Organization
September 2018

This packet contains instructions on how to navigate MiTIP to submit new projects to be considered for programming on the Illustrative List in the new 2020-2023 IRTIP. All projects must be submitted in MiTIP for the 2018 Call for SFY 2024 Illustrative Projects. To help make this information as useful as possible, the MPO would ask that you send any comments or suggestions to:

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WHAT'S NEW IN 2018

Revised Project Selection Criteria

After months of working with the IRTC Project Selection Sub-Committee to update and revise the TIP scoring criteria, the IRTC adopted the new project selection criteria in May 2018. The [revised Transportation Improvement Program Project Selection](#) must be used for all project applications this year.

New 2045 Long Range Transportation Plan

The MPO's [2045 Long Range Transportation Plan](#) (LRTP) was adopted at the end of 2017. **All regionally significant transportation projects** including road widenings, new roads and new capital transit routes **must be in the approved 2045 LRTP** prior to applying in this year's call for projects. If a regionally significant project not in the current LRTP is submitted for MPO funding, the application will not be accepted. Contact [Jen Higginbotham](#) with questions.

New Functional Classification System Process

In 2018, the MPO established an annual call schedule to update the Functional Classification System. The annual call intends to improve the process by having all requested changes at one time allowing for review of the entire network prior to the TIP call for projects. This process will also encourage our LPAs to look at the FCS more frequently and in a more comprehensive way.

As a result, the **functional classification on all project applications should reflect the current [map](#) or the classification recently approved by the MPO** as part of the 2018 call. Applications that do not reflect the correct classification will be corrected thus resulting in a different score. Contact [Jennifer Dunn](#) with questions.

New Cost Estimating Resources

A Project Scoping and Cost Estimating Form was developed by the MPO to assist LPAs in project scoping to better define project components, estimate costs, and identify risks during development. **Use of the form is strongly encouraged**, but it is not required for this call for projects. LPAs who complete this form should upload it with each project application in MiTIP.

A Planning-Level Project Cost Estimating Spreadsheet Tool was developed by the MPO to assist LPAs in the development of an initial project cost estimate and/or to check the reasonableness of a more detailed cost estimate. The results of the Spreadsheet Tool are not required as part of LPA project applications for this call for projects; however, **the MPO encourages LPAs to use the tool** as a check on detailed cost estimates and to upload the results with the project application in MiTIP. Contact [Steve Cunningham](#) with questions.

Red Flag Investigation (RFI)

A Red Flag Investigation (RFI) is a quantitative analysis of infrastructure, water, hazardous materials, historical features, etc...data within a half-mile of a proposed transportation project. The MPO has created a standard procedure for developing a RFI that is based on IndianaMap and other readily available datasets. The MPO has made available an interactive map and downloadable GIS file of the data used in developing RFIs for LPAs to see what environmental features or issues may be near a potential project. The map is available [here](#).

While most LPAs include a full RFI in the environmental documentation for a project, the MPO process may help LPAs better understand what environmental features may impact a proposed project and thus lead to better scope and cost estimating development at the application stage. As such, upon request, the **MPO is offering each LPA a simplified RFI report for a proposed project(s)**. The MPO recommends LPAs desiring a RFI report, make a request to the MPO as early in the application development as possible, but no later than four weeks prior to the CFP deadline. Contact [James Rinehart](#) with questions.

Application Resources on website

Each application requires a variety of specific information to score and submit a project for funding. Some of this information is required for every application, while certain funding types require additional information. This information can include functional classification, LRTP information, intersection safety information, and freight network information among others. The MPO has placed all necessary application information on the IRTIP page on our [website](#).

TABLE OF CONTENTS

<u>PART 1 – Overview</u>	1
<u>Introduction</u>	1
o <u>New projects</u>	1
o <u>Annual Allocation</u>	2
<u>What is a Metropolitan Planning Organization (MPO)?</u>	2
<u>What is the Indianapolis Regional Transportation Improvement Program (IRTIP)?</u>	2
<u>What area does the IRTIP cover?</u>	2
<u>What types of projects are included in the IRTIP?</u>	3
<u>Who can submit IRTIP project applications?</u>	3
<u>PART 2 – IRTIP Development Process</u>	4
<u>IRTIP Development Procedures</u>	4
o <u>Planning Considerations</u>	4
o <u>Policy Guidelines</u>	5
<u>Approval Process</u>	6
o <u>Public Involvement</u>	6
o <u>Approval Process</u>	6
<u>PART 3 – IRTIP Project Application and Worksheet Guidelines</u>	7
<u>Application Requirements</u>	7
<u>Explanation of Project Submittal Process</u>	8
<u>Appendices</u>	19
<u>A - Current LPAs within Indianapolis MPA</u>	19
<u>B - Generalized IRTIP Schedule</u>	20
<u>C - Contact Information</u>	21
<u>D - Definition of Regional Significance</u>	22
<u>E – Funding chart</u>	24

PART 1 - OVERVIEW

INTRODUCTION

This application packet is provided to each participating member of the Indianapolis Regional Transportation Council's Technical Committee as an overview of the Indianapolis Regional Transportation Improvement Program (IRTIP) to help Local Public Agencies (LPAs) submit project applications in MiTIP for the Indianapolis MPO's Calls for Projects.

The application packet is divided into three parts as shown in the table of contents. The first part provides an overview of the MPO and IRTIP. The second part describes in more detail the process used to develop the IRTIP and the third part provides specific application information.

Applicants are encouraged to carefully read through the packet as complete and accurate information is necessary for the MPO staff to consider current or proposed projects for inclusion in the Illustrative List of the 2020-2023 IRTIP.

New Projects

Beginning Tuesday, September 4, 2018, the MPO will accept applications for projects requesting CMAQ, HSIP, STBG, and TAP funds in SFY 2024. **Applications must be submitted to the MPO via MiTIP no later than Wednesday, November 21, 2018 at 5:00 p.m.** Projects should be developed beyond the feasibility or planning stages and must be able to proceed to letting **no later than February 2024**. Please note that it is the MPO's intention to fund the CONSTRUCTION (CN) AND CONSTRUCTION INSPECTION (CE) phases of projects with this call; however, due to INDOT's annual allocation rules, it may be necessary from time to time to fund other project phases such as preliminary engineering and/or right-of-way acquisition. As such, all phases should be included in the programming information regardless of funding source. If the MPO determines the need to fund these additional phases, notice will be given at that time.

PLEASE NOTE: All applications for regionally significant (existing roadway widening and new road construction) projects must be in the MPO's 2045 Long Range Transportation Plan prior to submittal for Federal funds.

Annual Allocation

The MPO will recommend projects for funding based on the estimated annual allocation provided by INDOT at the time of the call. A total of approximately \$58.4M is estimated to be available for award through the 2024 Call for Illustrative Projects. The current 2024 estimated Annual Allocation to be programmed is approximately \$23.5M STBG, \$14.5M HSIP, \$17.5 CMAQ, and \$2.9M TAP.

WHAT IS A METROPOLITAN PLANNING ORGANIZATION (MPO)?

Every Urbanized Area with a population of more than 50,000 is required to have a designated Metropolitan Planning Organization (MPO) with the responsibility of conducting a continuing, cooperative, and comprehensive transportation planning process. In the Indianapolis region, the Indianapolis Department of Metropolitan Development (DMD) is the designated MPO and the Indianapolis Regional Transportation Council's Policy Committee is the policy-making body of the MPO.

The MPO is currently governed by federal transportation legislation entitled the Fixing America's Surface Transportation Act or "FAST Act", which was enacted on December 4th, 2015. The MPO will program projects based on the estimated annual allocations from the FAST Act as provided by INDOT. The MPO planning process is required for the area to receive federal funds for transit and highway transportation improvements.

The core activities of the MPO include the Long-Range Transportation Plan (LRTP), the Indianapolis Regional Transportation Improvement Program (IRTIP), Air Quality Conformity Analysis (for both the LRTP and the IRTIP), and the Unified Planning Work Program (UPWP) which documents studies and activities to be undertaken by the MPO staff and its contracted consultants. Indianapolis and other MPOs serving populations over 200,000 are referred to as Transportation Management Areas (TMA) and have additional responsibilities such as the development of a Congestion Management Process and added public participation and certification requirements.

WHAT IS THE INDIANAPOLIS REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (IRTIP)?

The IRTIP programs all federally funded transportation programs and projects identified in the Indianapolis MPA using available federal dollars within a four-year period and is amended as necessary to reflect changing conditions and project priorities. In addition, the IRTIP should include all locally funded projects that are considered regionally significant or that intend to be used as local match to a future federally funded project. Unlike the LRTP, the IRTIP is short-term in nature and is intended primarily as an implementation tool. Member jurisdictions that are in good standing within the MPA are eligible to submit funding applications for a wide variety of surface transportation related activities that range from traditional road projects to bicycle and pedestrian activities. There is a public review and comment period for the IRTIP to allow the public the opportunity to have their comments considered in the development of the IRTIP.

WHAT AREA DOES THE IRTIP COVER?

The MPO is responsible for transportation planning in the Indianapolis urbanized area, as defined by the most current Census, as well as the area projected to become urbanized by the year 2030. This area is known as the Metropolitan Planning Area (MPA) and was approved in 2012. The current Urbanized Area is based on 2010 Census data and was also approved in

2012. The area included in the MPA contains all of Marion County and portions of the surrounding counties of Boone, Hamilton, Hancock, Hendricks, Morgan, Johnson, and Shelby where suburban growth has occurred (see the MPO's [website](#) for a map of the Urbanized Area and the MPA). The MPA includes the cities and towns shown on the list in Appendix A. The IRTIP includes all federally funded transportation projects in the MPA regardless of sponsoring agency.

WHAT TYPES OF PROJECTS CAN BE INCLUDED IN THE IRTIP?

Federal regulations require that any transportation project within the MPA that is funded with U.S. Department of Transportation funds be included in a metropolitan area's TIP. Eligible project types include projects on the federal aid system such as road and bridge construction, reconstruction or rehabilitation, public transportation projects such as vehicle maintenance or operations, capital improvement projects or mass transit system construction. Eligible project types that are not on the federal aid system include bicycle and pedestrian facilities.

The available funding options for projects shown in the IRTIP reflect a variety of sources (see funding chart in Appendix E). Many of these projects are defined and selected through separate processes. For example, INDOT has sole purview over programming of state highway and interstate projects, whereas the MPO administers the selection and programming of Transportation Alternatives Program (TAP), Congestion Mitigation and Air Quality (CMAQ), Highway Safety Improvement Program (HSIP) and Surface Transportation Block Grant (STBG). Regardless of the funding source, these projects must be shown in the IRTIP.

WHO CAN SUBMIT IRTIP PROJECT APPLICATIONS?

Any LPA in good standing within the Indianapolis MPA that currently has a full-time employee (not consultant) certified by INDOT as an Employee in Responsible Charge (ERC) can submit a project application in MiTIP. To become an ERC, email LPAQuestions@indot.in.gov for further direction.

This includes transit agencies as well as city, county, and town governments. In addition, all INDOT funded projects must be included in the IRTIP, even though typically, they are not seeking competitive funds.

The IRTIP is a reimbursement program. Thus, only those LPAs which can enter into an agreement with INDOT can apply for federal transportation funds. Private individuals and organizations may recommend projects if the project is sponsored by the LPA in which the project is located and the project application must be submitted by the sponsoring LPA.

PART 2 – IRTIP DEVELOPMENT PROCESS

IRTIP DEVELOPMENT PROCEDURES

Planning Considerations

The MPO develops a new IRTIP usually every other year in conjunction with INDOT's STIP development schedule which targets July 1st as the final date of approval. However, due to annual allocation requirements established by INDOT, the MPO must maintain a list of projects for at least five years. As a result, the MPO will issue a call for new illustrative projects each October with applications due just before Thanksgiving. Please note that the MPO may not accept new project applications for every IRTIP cycle depending on funding availability.

Agencies interested in submitting new projects for funding should provide the MPO with appropriate descriptive and fiscal material (see Part 3) as well as project selection criteria information for each proposed project. The MPO then compiles projects from all agencies and assesses each project according to the following major planning considerations:

- **Long Range Transportation Plan (LRTP):** a comprehensive listing of recommended, regional, long-range, capital-intensive improvements. Projects that are air quality non-exempt or otherwise deemed "regionally significant" must be consistent with the Regional Transportation Plan. The LRTP also provides the policy support, as exhibited in its "goals and objectives", for all planning and programming activities;
- **State Implementation Plan (SIP):** a plan to attain national standards for ozone (both 1r and 8-hour standards), fine particulates (PM_{2.5} standard), and carbon monoxide (a 16-block downtown area for US EPA unclassified designation);
- **Federal Functional Classification System for Indianapolis Urbanized Area:** the organized structure of streets and highways comprised of freeways, expressways, arterials, and collector streets. In most cases, projects applying for federal funds must be on a facility that is listed on the Federal Aid functional classification system as minor collector or higher. To determine the classification of your project application, please see the [functional classification map](#) listed on the MPO's website.
- **Jurisdictional Classification System:** a system defining who is responsible for each section of street and highway, method of funding and source of funding. The 1991 Intermodal Surface Transportation Equity Act (ISTEA) mandated the development of the National Highway System (NHS) that was officially recognized by Congress in 1995. The Surface Transportation Program may be used by the State and localities for any roads that are not functionally classified as local or rural minor; and,
- **Fiscal Analysis:** Surface Transportation Program funds estimates were provided by INDOT for the four-year program period and the illustrative years to guide the development of a fiscally constrained program.

Policy Guidelines

The MPO administers the competitive selection process for the CMAQ, HSIP, STBG, and TAP funds.

STBG and TAP projects are funded at an 80% federal share while HSIP projects are funded at a 90% federal share. CMAQ projects are typically funded at an 80% federal share, but may at times be funded at 100% depending on project type and MPO needs.

Due to the INDOT Annual Allocation rules, the MPO does not reserve funds for advice-of-changes (change orders) over the awarded bid amount. All funding change requests are reviewed individually and the MPO's ability to fund them depends on the MPO's current balance of annual allocation funds at that time. If the MPO cannot fund the request, the local public agency will be responsible for the increased costs associated with the project.

The MPO will compile a listing of all applications to review and score based on the designated policy guidelines and selection criteria. Once project recommendations have been developed, staff will send the IRTC Administrative Committee the recommendation and seek concurrence to move forward with the recommendation. If necessary, the MPO will hold an additional meeting with the IRTC Administrative Committee to discuss the project selection process and recommendation. The full IRTC is provided with a 14-day review and comment period after the Administrative Committee. If no further issues are raised, the recommended projects will then be advertised for a 14-day public review and comment period unless they are part of the development of a new TIP in which case it is a 30-day review prior to approval at the 2nd quarter IRTC Technical and Policy Committee meetings. It should be noted that additional meetings of the IRTC Administrative Committee may be necessary if public comments are received during the public review period.

The [IRTIP scoring criteria](#) was revised in May 2018. All project type applications will be autoscored in MiTIP based on the latest revisions; however, please be sure to upload all supporting information to support the selection criteria questions. Below are average and low scores from the past two annual calls for projects (*note: the STBG and TAP scores for the 2024 CFP may differ due to significant scoring revisions in 2018*). These scores are provided as a guide in helping LPAs determine which project applications score well relative to past scores.

CMAQ – average: 48, lowest funded: 40

HSIP – average: 50, lowest funded: 46

TAP – average: 69, lowest funded: 67

STBG - Pavement Preservation:	average: 57, lowest score: 46
Bridge Preservation:	average: 72, lowest score: 63
Expansion:	average: 77, lowest score: 72
Bike/Ped Enhancement:	average: 88, lowest score: 85
Transit:	average: 92, lowest score: 75

APPROVAL PROCESS

Public Involvement

The public is given an opportunity to review the list of recommended illustrative projects during a public review and comment period. The comment period is announced in the public notice section of the Indianapolis Star, Indianapolis Recorder, and on the MPO's website.

- The IRTIP amendments will be made available on the MPO's website announcing the public review and comment period.
- Public comments are accepted by the MPO staff in writing, via e-mail, in person, or via phone. All significant public comments (or a summary of like comments) and responses to all public comments will be included in a summary memorandum provided to and discussed with both the IRTC Technical Committee and Policy Committee prior to approval.

Approval Process

Once project recommendations have been developed, staff will send the IRTC Administrative Committee the recommendations seeking concurrence to move forward with the recommendation. If necessary, the MPO will hold an additional meeting with the IRTC Administrative Committee to discuss the project selection process and recommendation. The full IRTC is provided with a 14-day review and comment period after the Administrative Committee. If no further issues are raised, the recommended projects will then be advertised for a public review and comment period prior to approval at the 2nd quarter IRTC Technical and Policy Committee meetings. It should be noted that additional meetings of the IRTC Administrative Committee may be necessary if significant public comments are received during the public review period.

PART 3 – IRTIP PROJECT APPLICATION GUIDELINES

APPLICATION REQUIREMENTS

For a project application to be submitted to the MPO for consideration of Federal funds, the following items must be submitted to the MPO using MiTIP, the MPO's online TIP database:

- Thoroughly complete the IRTIP project information in MiTIP
- Mapped project location in database
- Supporting documentation for selection criteria, such as traffic counts, level of service calculations, scoping report, alignment map, etc...
- A letter of local match commitment signed by the highest local official of the submitting LPA
- Copy of the INDOT Certificate of Attendance for the submitting LPA's certified Employee in Responsible Charge (ERC)

COST ESTIMATE REQUIREMENTS

Accurate cost estimates and avoiding project cost overruns, has always been an important part of managing the Indianapolis Regional Transportation Improvement Program. Accurate cost estimates are increasingly more important under INDOT's Annual Allocation Policy. As such, the MPO requires the following items as part of project application submittals in MiTIP:

- A detailed cost estimate that provides itemized unit and quantity detail, is calculated in Year of Expenditure (YOE) dollars (SFY 2024), and is signed by a certified engineer. **YOE should be calculated using a 2% annual compounding interest with no more than a 15% contingency.**
- Construction Engineering (CE) should be 14.5% of the CN costs if the CN total is less than \$500,000 and 12.5% of the CN costs if the CN total is greater than \$500,000.
- Include cost estimates for all phases of the project, even those phases not requesting MPO funding.
- The MPO developed a **Project Scoping and Cost Estimating Form** to assist LPAs in project scoping to better define project components, estimate costs, and identify risks during development. In addition, the form will help the MPO determine how well LPAs understand the scope and cost of a project. **Use of the form is strongly encouraged**, but it is not required for this call for projects. LPAs who complete this form should upload it with each project application in MiTIP.
- A **Planning-Level Project Cost Estimating Spreadsheet Tool** was developed by the MPO to assist LPAs in the development of an initial project cost estimate and/or to check the reasonableness of a more detailed cost estimate. The results of the Spreadsheet Tool are not required as part of LPA project applications for this call for projects; however, **the MPO encourages LPAs to use the tool** as a check on detailed cost estimates and to upload the results with the project application.

EXPLANATION OF PROJECT SUBMITTAL PROCESS

All project applications are required to be submitted in MiTIP, the Indianapolis MPO's online TIP database. Paper applications are not accepted.

Access MiTIP

The IRTIP Project Form in MiTIP can be accessed at <https://mitip.indympo.org/secure>.

Login/Create Account

- 1 If this is your first time using MiTIP, click the link "CLICK HERE" in the bottom right corner. You will be prompted to register as a user and create a username and password.
- 2 Otherwise, log in with your username and password.

The screenshot shows the login interface for existing users. At the top, there are links for 'MAIN MENU' and 'LOGOUT | INDYMPO'. The header features the 'INDIANAPOLIS Metropolitan Planning Organization' logo and the tagline 'Planning the transportation future for the Indianapolis Region'. The main content area is a light blue box titled 'Existing MiTIP users' with the instruction 'Enter your username and password to sign in'. It contains two input fields: 'USERNAME:' and 'PASSWORD:'. Below these fields is a 'LOGIN' button. At the bottom of the box, there is a link: 'NEW TO MiTIP? FORGOT YOUR PASSWORD? [CLICK HERE](#)'. A red circle with the number '1' is placed over the 'CLICK HERE' link. Another red circle with the number '2' is placed over the top-left corner of the login box. The footer includes 'CONTACT [INDYMPO](#)', a loading indicator '0.05s', and 'EMAIL MITIHELP@ECOINTERACTIVE.COM'.

Enter Call for Projects

Click on the “CALL FOR PROJECTS” link then select whether you are going to:

- 1 Resubmit an application from a previous call in MiTIP,
- 2 Request to add funding to a project currently programmed in MiTIP, or
- 3 Create a new project application.

The screenshot shows the website header with 'MAIN MENU' and 'LOGOUT | INDYMPO'. The main content area features the Indianapolis Metropolitan Planning Organization logo and tagline. A central box titled 'CALL FOR PROJECTS' contains three numbered options: 1. [RESUBMIT AN APPLICATION FROM PREVIOUS CALL](#), 2. [ADD FUNDING TO PROJECT ON 16 IRTIP](#), and 3. [CREATE NEW PROJECT](#). The footer includes 'CONTACT INDYMPO', '0.05s', and 'EMAIL MITIPHELP@ECOINTERACTIVE.COM'.

If you plan to resubmit an application from a previous call in MiTIP, select the project you plan to resubmit from the project list by clicking on the temporary des. number **1**. This will open the project application page. Update the project information as necessary and resubmit to the MPO.

*NOTE: If there are any projects listed on this page that your agency does not plan to resubmit for federal funding either in this call or in the future, please delete the project by selecting **2** [DELETE] on the far right-hand side of the page.*

The screenshot shows the website header and logo. Below the header is a section titled 'RESUBMIT AN APPLICATION FROM A PREVIOUS CALL'. Underneath is a table titled 'CALL FOR PROJECTS IN PROGRESS'. The table has columns: DES NUM, LAST UPDATED DOC, PROJECT TITLE, PROJECT TYPE, AGENCY, SYSTEM, ROUTE, PRIOR, CUR, CHANGE REASON. A red circle '1' highlights the 'DES NUM' column header. A red circle '2' highlights the 'DELETE!' link in the 'CHANGE REASON' column of the first row.

DES NUM	LAST UPDATED DOC	PROJECT TITLE	PROJECT TYPE	AGENCY	SYSTEM	ROUTE	PRIOR	CUR	CHANGE REASON
IMPO1494	16-99 0 2016 CFP	BLUE & PURPLE LINES NEPA/PE	Planning/Study	Indianapolis MPO	Transit	Washington / 38th Street	\$0	\$2,000,000	NEW PROJECT DELETE!

The footer includes 'CONTACT INDYMPO', '0.41s', and 'EMAIL MITIPHELP@ECOINTERACTIVE.COM'.

If you are requesting to add funds for a new phase on an existing project in MitIP, first ensure that the project is currently programmed in the 2018-2021 IRTIP. If so, search for the project by the des. number **1**, click [AMEND] **2**, update the project page as needed for your application, and submit to the MPO.

MAIN MENU LOGOUT | INDYMPO

INDIANAPOLIS Metropolitan Planning Organization
 Planning the transportation future for the Indianapolis Region

SEARCH FOR A IRTIP PROJECT TO AMEND

PROJECT ID/ DES NUM ID TYPE

IMPLEMENTING AGENCY DISTRICT PROJECT TYPE

PROJECT STATUS

[\[Show Advance\]](#)

CONTACT INDYMPO 0.41s EMAIL MITIPHELP@ECOINTERACTIVE.COM

MAIN MENU LOGOUT | INDYMPO

INDIANAPOLIS Metropolitan Planning Organization
 Planning the transportation future for the Indianapolis Region

PROJECT SEARCH RESULTS EXPORT TO EXCEL (+) 3 RECORDS FOUND PAGE 1 OF 1

PROJECT ID/ DES NUM ID TYPE IMPLEMENTING AGENCY DISTRICT PROJECT TYPE

PROJECT STATUS

[\[Show Advance\]](#)

DES NUM	IRTIP #	PROJECT TITLE	SYSTEM	PROJECT STATUS	IMPLEMENTING AGENCY	FED FUND	TOTAL	DOCUMENTS	MAP
1297352	[AMEND] 16-00 0 2016-2019 IRTIP	CSX MAINLINE DOWNTOWN RELOCATION STUDY	PROGRAMMED	INDIANAPOLIS MPO	N/A -	FEDERAL - Other	\$996,000		Not Location Specific
IMPO1691	[AMEND] 16-00 0 2016-2019 IRTIP	REGIONAL SAFETY STUDY	PROGRAMMED	INDIANAPOLIS MPO	N/A -	FEDERAL - HSIP	\$111,111		Not Location Specific
IMPO1692	[AMEND] 16-00 0 2016-2019 IRTIP	REGIONAL SAFETY STUDY	PROGRAMMED	INDIANAPOLIS MPO	N/A -	FEDERAL - Prior Year Balance	\$111,111		Not Location Specific

CONTACT INDYMPO 1.36s EMAIL MITIPHELP@ECOINTERACTIVE.COM

If you will be creating a new project application, the IRTIP Project Form consists of three sections and a mapping requirement. Below are instructions for completing the form, mapping the project location and uploading required supporting documents in MiTIP.

Section 1: Project Information

[UPLOAD PROJECT DOCUMENTS](#)

ADDING A NEW IRTIP PROJECT

PROJECT INFORMATION

1 **WHAT TYPE OF FEDERAL FUNDS ARE YOU SEEKING FOR THIS PROJECT (CHECK ALL THAT APPLY)?**
 CMAQ HSIP STP GROUP I URBAN TAP

2 **ID TYPE** **ID** **PRIMARY DES #** **3 IMPLEMENTING AGENCY**

4 **PROJECT MANAGER** **PHONE (10-DIGIT)** **EMAIL** **INDOT DISTRICT**
 Crawfordsville Greenfield Seymour Various

SAME AS ABOVE **ERC** **PHONE (10-DIGIT)** **EMAIL**

COUNTY
PROJECT TYPE **5 CAPACITY INC.** **6 BIKE/PED COMPONENT (S)**

7 **PROJECT TITLE**

PROJECT DESCRIPTION - GUIDELINES

WHAT IS THE CURRENT STATUS OF THE PROJECT'S DEVELOPMENT?

WHAT IS THE RELATION OF THE PROJECT TO OTHER LOCAL AND/OR REGIONAL IMPROVEMENTS?

8 **HAS YOUR AGENCY SUBMITTED YOUR ADA TRANSITION PLAN TO INDOT VIA THE ITAP PORTAL?**

DOES YOUR PROJECT COMPLY WITH THE COMPLETE STREETS POLICY?

9 **EXEMPT CATEGORY** **PRIORITY SCORE** **IS PROJECT IN URBANIZED AREA** [INDY MPA](#)

*** MAP LINK WILL APPEAR AFTER YOU CLICK SAVE**

10 **SYSTEM** **ROUTE** **LOCATION TYPE** **LOCAL STREET NAME** **NEAREST CROSSTREET**

- 1 Please select the type of federal funds that you are seeking for the project (NOTE: check all that apply). Specific information will be required depending on the funding sources you are applying for. These parts of the application are covered in Section 2.
- 2 The first field, ID TYPE, is required for projects that are in the current LRTP. A MPO ID number is automatically generated for the project and is shown in the box under PRIMARY DES #.

If the project is selected for funding, it will then be necessary for the LPA to apply for a des. number through the Indy MPO using the form available on the MPO's website.

- 3 Please select "city," "town," "county" or "transit agency" under IMPLEMENTING AGENCY.
- 4 Then, provide the name and contact information for PROJECT MANAGER, ERC, and select the respective INDOT DISTRICT. For PROJECT TYPE, select the type that best suits your project.
- 5 Under CAPACITY INC, select "yes" if your project type is "Existing Roadway Widening" or "New Construction." All other project types should select "no"
- 6 For BIKE PED COMPONENTS, if sidewalks, bike lanes, or other associated components are included in your project, select "yes." If BIKE PED COMPONENTS are included in your project, please indicate an approximate percentage of the Federal funds that will go towards these aspects in your project.
- 7 Next, provide a PROJECT TITLE, and under PROJECT DESCRIPTION, provide location, type and scope details (click on GUIDELINES for an example). Additional project details can be uploaded with the project. Please indicate the status of the project's development (i.e. has preliminary engineering or right-of-way work on the project been completed?). Then describe the relation of the project to other local and/or regional improvements.
- 8 Please indicate whether your agency has submitted your ADA transition plan to INDOT and whether the project complies with the IMPO's complete streets policy. If the project is within the urbanized area and is seeking STBG or TAP funds, the COMPLETE STREETS menu will appear.
- 9 Identify whether the project is in the Urbanized Area. A link to the UAB boundary map is provided in MiTIP for your reference and is also available on the MPO's website. Depending on the project funding requested, if the project is within the UAB, the MPO's Complete Streets Policy may apply and additional prompts will appear.
- 10 Finally, provide the specific project location by first selecting the SYSTEM ("local" = local roads or "transit.") The option "highway" is for INDOT projects only. Select the LOCATION TYPE, from options such as "bridge," "intersection," "street segment," etc. The following location questions will change based on the location type selected, for example, if you select bridge, MiTIP will ask for the bridge number and local street name, but if you select street segment, MiTIP will ask for the local street name and the to and from cross streets.

*Please note the instructions in green text, stating that the "Map link will appear after you click save." This is where you are required to map your project; however, before accessing

the map, data must be saved so it is not lost during the mapping process. After saving, by clicking the “Save for Later” button at the bottom of the page, a “MAP” link will appear at the far right of the shaded box where you provided the location information.

To map your project, click on the “MAP” link and a new window will open. Click on the Google map to begin mapping your project. To map a street segment, select the segment(s) that are included in the project. If the project is an intersection, please click the square. Do your best to map the location of your project, and remember that additional maps with more detail can be uploaded and saved with your project for the MPO to review. This mapping feature will allow the public to search for projects, in the future, by viewing a map and selecting the area and/or project in which they are interested.

Section 2: Questions for Specific Funding Types

For each funding category, information is required related to that category’s project selection criteria. For example, if you are applying for CMAQ funding, you must answer questions related to air quality. If you are applying for HSIP funding, you must provide data related to safety.

Section 2a: Additional CMAQ Information

Some CMAQ project types require additional forms be completed. Links to these forms are available once you select CMAQ as a funding source.

Please complete your Alternate Fuel Purchase Funding Participation Level Test Form [\[HERE\]](#) - Please fill out and save the PDF then upload to this project.
Please complete your your Diesel Retrofit and Repower Funding Participation Level Test Form [\[HERE\]](#) - Please fill out and save the PDF then upload to this project.
Please complete your your Fuel Station Funding Participation Level Test Form [\[HERE\]](#) - Please fill out and save the PDF then upload to this project.
Please complete your Hybrid Vehicle Funding Participation Level Test Form [\[HERE\]](#) - Please fill out and save the PDF then upload to this project.
PLEASE DESCRIBE OTHER

Air quality analysis is required for CMAQ projects. The numbers entered here should come out of the CMAQ Emissions Calculator, which you can download [here](#).

Air Quality Analysis (check appropriate Box)		
QUANTITATIVE	QUALITATIVE	
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	
NOTE: Supporting documents of quantitative analysis or an explanation of a qualitative analysis must be attached. A qualitative analysis must have a range of emission estimates.		
REDUCTION IN OZONE PRECURSORS	KILOGRAMS/DAY	CMAQ \$/KG REDUCED
VOC's:		\$
CO's:		\$
NOx:		\$
REDUCTION IN PM 2.5 PRECURSORS	KILOGRAMS/YEAR	CMAQ \$/KG REDUCED
PM 2.5:		\$
NOx:		\$
IS THE PROJECT OR PROGRAM A MANDATED TCM?	▼	
IS THE PROJECT ON THE CAAA LIST OF TCM's?	▼	
IS THIS PROJECT A "PUBLIC/PRIVATE PARTNERSHIP"?	▼	

Section 2b: Additional HSIP Information

For low cost systematic countermeasures, the following information is required.

DOES THIS PROJECT ADDRESS LOW COST SYSTEMATIC COUNTERMEASURES (LCS)?
 Yes ▼

PLEASE SELECT ALL THAT APPLY

- Changes to yellow interval signal timing or interconnects to improve safety on public road approaches to traffic signals.
- Improve visibility of intersection by providing lighting.
- Installation of black backing plates on all signal heads on public road approach traffic signals.
- Installation of new guardrail at approved locations where none existed before.
- Installation of new guardrail end sections upgraded to current standards.
- Installation of new passive warning improvements at railroad crossings that lack active warning devices.
- Installation of new pedestrian crosswalk warning signs, flashing beacons, special pavement markings, and refuge areas on a public road approach.
- Replacement of outdated regulatory, warning, and guide signs to meet MUTCD retro reflectivity requirements.
- Upgrade of traffic signals on public road approaches to a minimum of one signal head per travel lane.

For other project types, the questions are as shown below. This information should be generated in RoadHAT.

USING ROADHAT VERSION 2.04: WHAT IS THE EXISTING SAFETY CONDITION OF THE PROJECT AREA?

CRASH COST INDEX (CCI)

CRASH FREQUENCY INDEX (CFI)

WHAT IS THE EXPECTED BENEFIT COST RATIO OF THE PROJECT (B/C)?

WHAT IS THE EXPECTED CRASH REDUCTION FACTOR (CRF) IMPACT ON SAFETY?

Other HSIP resources available on the website:

- [Guide to Road Safety Audits](#)

Section 2c: Additional STBG Information

Additional information required for STBG applications is auto-populated based on the selected project type. In example, if road reconstruction is selected, the following questions will appear to score your project:

FEDERAL FUNCTIONAL CLASSIFICATION

EXISTING PAVEMENT CONDITION INDEX/PASER*

PROJECT IS LOCATED ON A FREIGHT NETWORK as designated by the IMPO's Plan

EXISTING TRAFFIC VOLUMES (ADT)
* (Average of Segments for Corridors)

If a project seeking STBG funding is within the Indianapolis Urbanized Area, the MiTIP application requires information related to the MPO's [Complete Streets Policy](#).

COMPLETE STREETS POLICY COMPLIANCE

Is Project Area or Site Located Along an Existing or Proposed Fixed Transit Corridor?
** SPONSORS WITH PROJECTS LOCATED ON FIXED TRANSIT CORRIDORS MUST CONTACT TRANSIT PROVIDERS FOR FEEDBACK **
REFER TO ONLINE MAP TO IDENTIFY EXISTING AND PROPOSED FIXED TRANSIT CORRIDORS:

Request for Policy Exception
PLEASE NOTE THAT EXCEPTION REQUESTS ONLY FOR SHORTLISTED PROJECTS WILL BE REVIEWED FOR APPROVAL. RATIONALE MUST BE PROVIDED. REVIEW THE IMPO REGIONAL COMPLETE STREETS POLICY FOR FURTHER DETAILS.

If the project does not comply with the Complete Streets Policy, a valid reason must be given. Choose a type of

policy exception, either "Administrative" or "Non-Administrative." Once you choose an exception type, the valid reasons for exception are shown. Choose a reason for the exception. According to the Complete Streets Policy, administrative exceptions are approved by the MPO, while non-administrative exceptions must be reviewed by the IRTC's Complete Streets Task Force.

If the project does comply with the Complete Streets Policy, the following form appears. Please describe the bicycle and pedestrian facilities that bring the project into compliance.

COMPLETE STREETS POLICY COMPLIANCE

Is Project Area or Site Located Along an Existing or Proposed Fixed Transit Corridor?
** SPONSORS WITH PROJECTS LOCATED ON FIXED TRANSIT CORRIDORS MUST CONTACT TRANSIT PROVIDERS FOR FEEDBACK **
REFER TO ONLINE MAP TO IDENTIFY EXISTING AND PROPOSED FIXED TRANSIT CORRIDORS:

This Project Complies with the IMPO Regional Complete Streets Policy by including:

PROJECT AREA ALREADY INCLUDES SIDEWALK ALONG ENTIRE LENGTH OF PROJECT CORRIDOR (ONE SIDE)

PROJECT AREA ALREADY INCLUDES SIDEWALK ALONG ENTIRE LENGTH OF PROJECT CORRIDOR (BOTH SIDES)

PROJECT AREA ALREADY INCLUDES MULTI-USE PATH ALONG ENTIRE LENGTH OF PROJECT CORRIDOR (ONE SIDE)

PROJECT AREA ALREADY INCLUDES MULTI-USE PATH ALONG ENTIRE LENGTH OF PROJECT CORRIDOR (BOTH SIDES)

PROJECT AREA ALREADY INCLUDES BIKE LANE(S) ALONG ENTIRE LENGTH OF PROJECT CORRIDOR (ONE SIDE IF ONE-WAY TRAFFIC)

PROJECT AREA ALREADY INCLUDES BIKE LANE(S) ALONG ENTIRE LENGTH OF PROJECT CORRIDOR (BOTH SIDES IF TWO-WAY TRAFFIC)

NEW SIDEWALK:
SIDEWALK TYPE:
TOTAL LENGTH:
FACILITY WIDTH:

NEW MULTI-USE PATH:
SIDEWALK TYPE:
TOTAL LENGTH:
FACILITY WIDTH:

NEW ON-STREET BIKE LANE(S) (MINIMUM FOUR FOOT WIDTH):
SIDEWALK TYPE:
TOTAL LENGTH:
FACILITY WIDTH:

Section 2d: Additional TAP Information

Additional information required for TAP applications is auto-populated based on the selected project type within TAP funding. In example, if bicycle enhancement is selected, the following questions will appear to score your project:

What project type is your application?
Bicycle, Pedestrian, Trail, and Multi-Use Facilities ▼

Project Application Length
▼

Project Application Width
▼

Project Application Safety Features (select all that apply)(max 15 pts.)

- Physical separation of facility where crossing a highway (over/underpass)
- Physical separation of modes in heavily traveled areas (paint/bollards/landscaping/off-street path/etc.)
- Special on-street facilities (bike lane, bike box, etc.)
- Pedestrian Crossing Countdown Signals
- Special paving or treatment (besides continental crosswalk) to indicate roadway crossings
- Protected pedestrian crossing phase (scramble or other)

Facility is an extension of an existing bikeway, trail, or multi-use facility and/or the next phase of an existing programmed IRTIP project
▼

Facility connects multiple bike and/or pedestrian destinations (i.e. high density [10+ units/acre] residential, commercial, office districts, and/or mixed use districts.
▼

Facility connects to a stop or station on a fixed transit route.
▼

This project is in the IMPO's Regional Bikeways or Pedestrian Plan.
▼

If a project seeking TAP funding is within the Indianapolis Urbanized Area, the MiTIP application requires information related to the MPO's [Complete Streets Policy](#). See Section 2c, above, for instructions.

Section 3: Programming Information

PROGRAMMING INFORMATION (\$0)							<i>Be sure to upload an itemized cost estimate.</i>
EST TOTAL PROJECT COST		LETTING DATE		OPEN TO TRAFFIC DATE			
STATE FISCAL YR		FUND TYPE - FUND HELP		PE/PL	ROW	CON	CE
							TOTAL
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
Update Subtotals		GRAND TOTAL		\$0	\$0	\$0	\$0

- 1 This section requires scheduling and funding information for all phases of the project being submitted. In the first field, EST TOTAL PROJECT COST, provide the total estimated cost of all phases, including locally funded PE and ROW. It may be easiest to complete this field after all phases are entered into the funding table, as the total is automatically calculated. If the EST TOTAL PROJECT COST is less than the Grand Total in the funding table, you will receive an error message. For scheduling purposes, please provide the estimated LETTING DATE (available letting dates are between July and February) and OPEN TO TRAFFIC DATE.
- 2 In the funding table, enter the STATE FISCAL YR (July 2023 – June 2024 is SFY 2024) for each phase of the project then select the FUND TYPE associated with each phase from the drop-down menu. **Reminder: This call is for CN/CE in SFY 2024 only.** All Federal fund types are listed, as are many different Local funding options. If your project is using a fund type not listed, please select either Federal or Local “other,” depending on the source of funds. If a project phase is funded with various funding types (Federal and Local funds for example) use one line for each funding type, and enter the total funds for each type under the appropriate column (PE/PL, ROW, CN or CE). **In other words, the funding for the CN phase will take two lines. The first line must show an amount of at least 20% (10% for HSIP Projects) of the total cost as local funds in the first line, and an amount of no more than 80% (90% for HSIP Projects) of the total cost as Federal CMAQ, HSIP, TAP or STBG in the second line, demonstrating the Federal funds requested and the local match commitment.** Subtotals and totals will be automatically calculated within the form.

Section 4: Adoption Reason

In this section, additional project information is gathered to help the MPO better understand the background and intent of the project. Please check the boxes and provide information for all questions that are applicable to your project.

Please be sure to complete the IRTIP Project Form in its entirety (unless a question is not applicable) as incomplete forms will NOT be accepted by the MPO for funding consideration. If you have left any required information blank, an error message will direct you to the missing information. If you receive this error, please enter missing information and resubmit, or contact the MPO with any questions.

Next, please upload the required documents, listed in the Application Requirements section of this packet as well as any additional maps, drawings, or documents that support the project. To submit the final project package, click on "SUBMIT TO INDYMPO" at the bottom of the form. The form can be saved at any time by clicking "SAVE FOR LATER." Once saved, the form can be accessed from the link, "AMENDMENT IN PROGRESS" on the main menu.

APPENDIX A

CURRENT LPAs WITHIN THE INDIANAPOLIS MPA

Town of Avon	Town of Danville	Johnson County	Shelby County
Town of Bargersville	Town of Fishers	City of Lawrence	City of Southport
City of Beech Grove	City of Franklin	Town of McCordsville	Town of Speedway
Boone County	City of Greenfield	Town of Mooresville	City of Westfield
Town of Brooklyn	City of Greenwood	Morgan County	Town of Whiteland
Town of Brownsburg	Hamilton County	Town of New Palestine	Town of Whitestown
City of Carmel	Hancock County	City of Noblesville	Town of Zionsville
Town of Cicero	Hendricks County	Town of Pittsboro	
Town of Cumberland	City of Indianapolis	Town of Plainfield	

Appendix B

SFY 2024 CALL FOR PROJECTS SCHEDULE

DATE

9/4/18	Call for projects application packet is emailed to IRTC.
11/21/18	Project applications are due via MiTIP by 5:00pm.
1/25/19	MPO recommendation of SFY 2024 Illustrative projects is emailed to the IRTC for review and comment.
3/8/19	Begin 30-day public review and comment period for new TIP.
5/22/19	IRTC Policy Committee Approval of the 2020-2023 IRTIP and SFY 2024 Illustrative projects.

Appendix C

For more information; please contact the MPO or your INDOT District Program Manager.

Information Required	Contact Name	Agency	Phone	E-Mail
- IRTIP General Info - STBG	Steve Cunningham Kristyn Sanchez	IMPO IMPO	(317) 327-5403 (317) 327-5137	steve.cunningham@indympo.org kristyn.sanchez@indympo.org
- Title VI - ADA Transition Plans - Complete Streets - TAP/SRTS	James Rinehart	IMPO	(317) 327-5108	james.rinehart@indympo.org
- Traffic Counts - Functional Classification	Jennifer Dunn	IMPO	(317) 327-5495	jennifer.dunn@indympo.org
- CMAQ - HSIP	Andy Swenson	IMPO	(317) 327-5132	andrew.swenson@indympo.org
- Long Range Transportation Plan - Congestion Management Process	Jen Higginbotham	IMPO	(317) 327-7587	jennifer.higginbotham@indympo.org
- Transit Funding	Sean Northup	IMPO	(317) 327-5149	sean.northup@indympo.org
INDOT – Crawfordsville District	Susie Kemp	INDOT	(765) 361-5228	skemp@indot.IN.gov
INDOT – Seymour District	Kayti Adams	INDOT	(812) 524-3792	kadams@indot.IN.gov
INDOT – Greenfield District	Cassandra Hudson	INDOT	(317) 467-3413	chudson1@indot.IN.gov

Appendix D

DEFINITION OF REGIONALLY SIGNIFICANT PROJECTS

Regionally Significant

Projects that fit within the following criteria are definitively of regional significance and thus require a conformity finding:

- A capacity expansion (through widening, extension, or other new construction) or capacity reduction of one lane-mile or more in length to a facility classified as minor arterial or above.
- Change of an intersection from at-grade to grade separated or vice versa on a facility classified as minor arterial or above.
- Reclassification of one or more lane miles to or from HOV / HOT.
- Reconstruction of an interchange on a facility classified minor arterial or above that results in a change in grade separation.
- The addition or deletion of transit services that alters annual transit VMT by five percent or more.
- The addition or deletion of intermodal facilities through which 1500 or more passengers board or transfer daily.
- Any change to transit that would result in a five percent or greater mode shift to or from the current transit ridership numbers.

These criteria are in keeping with the Indianapolis MPO Travel Demand Model network, which consists of those facilities classified minor arterial and above in accordance with the FHWA Highway Functional Classification System.

Not Regionally Significant

Projects that are definitively not of regional significance and thus do not require a conformity finding include:

- The addition of acceleration/deceleration lanes (less than one mile in length).
- Intersection improvements such as turn-lane additions and auxiliary lane additions of less than one lane-mile.
- Pavement widening of an existing interchange ramp, provided there is no increase in ramp mileage.
- Addition of turning or storage lanes to an interchange.
- In general, non-capacity (i.e., no increase in lane-miles) improvements that are done for safety reasons will not be considered significant.

Non-Definitive Criteria

Projects that require a significance finding by the Consultation Group include:

- Land use changes that have the potential to alter the function of a road facility from its current function to the equivalent function of a minor arterial and above, regardless of the current functional classification of the facility involved.
- Projects not anticipated by this document that are identified by the Consultation Group as being potentially significant with regards to their impact on air quality.

Appendix E

FEDERAL FUNDING SOURCE OPTIONS

Federal Transportation Funding Categories



	STBG	CMAQ	HSIP	TAP	
	Surface Transportation Block Grant	Congestion Mitigation and Air Quality	Highway Safety Improvement Program	Transportation Alternatives Program	
FHWA Fact Sheet:	http://1.usa.gov/1SRIKXH	http://1.usa.gov/1rtbF6T	http://1.usa.gov/1QNFYjO	http://1.usa.gov/1q20Gpe	
Urbanized Area	✓	✓	✓	✓	Is this funding for projects in the Urbanized Area?
Metropolitan Planning Area	—	✓	✓	—	Is this funding for projects in the Metropolitan Planning Area and the Urbanized Area?
Match Rate	20%	20%	10%	20%	What local match is required to receive federal funds?
Possible 100%	—	✓	✓	—	Is 100% federal funding possible?
Eligibility Determination	—	✓	✓	✓	Are projects submitted to INDOT or FHWA for eligibility review?
Eligible Project Types		(Non-Recreational)			Bike/Pedestrian Enhancement
					Bridge Projects
					Freight Enhancement
					Intersections
					Planning/Study
					Roads (New or Expansion)
					Roads (Rehab or Reconstruction)
					Safety Upgrades and Signs
					Signals
					Transit Enhancement