CALL FOR PROJECTS
2019

SFY 2025 Illustrative Projects
for inclusion in the

2020-2023
INDIANAPOLIS REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (IRTIP)

MiTIP APPLICATION PACKET

Indianapolis Metropolitan Planning Organization
This packet contains instructions on how to navigate MiTIP to submit new SFY 2025 projects to be considered for programming on the Illustrative List in the 2020-2023 IRTIP. All projects must be submitted in MiTIP for the 2019 Call for SFY 2025 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 2019

Project Scoping and Cost Estimating From

A Project Scoping and Cost Estimating Form was developed by HNTB in 2018 to assist the MPO and LPAs with project scoping to better define project components, costs, and to identify risks during early development. **Use of the form is strongly encouraged**, but is not required for this call for projects. The completed form should be uploaded to the application in MiTIP. **Instructions** to assist with completing the form can be found on the MPO’s website.

Cost Estimate Requirements

The annual compounding interest to use in calculating Year of Expenditure (YOE) dollars has changed from 2% to 3% whereas the maximum allowable contingency rate has remained at 15%.

REMINDERS FOR 2019

Revised Project Selection Criteria

Revisions to the **scoring criteria** were approved by the IRTC Policy Committee in May 2018. Please read through the scoring criteria again before starting your application to get an idea of the data and information required.

2045 Long Range Transportation Plan

The MPO’s **2045 Long Range Transportation Plan** (LRTP) was adopted in December 2017. **All regionally significant transportation projects** including road widenings, new roadways, and new capital transit routes **must be in the approved 2045 LRTP as amended**, 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.

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 2019 call. Applications that do not reflect the correct classification will be corrected thus resulting in a different score. Contact **Jennifer Dunn** with questions.
Cost Estimating Resources

A Planning-Level Project Cost Estimating Spreadsheet Tool was developed by HNTB to assist the MPO and 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 can prepare a simplified RFI report for LPAs to utilize in the application process. The MPO recommends LPAs desiring a RFI report make a request to MPO staff 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 project and funding types require additional information. This information can include functional classification, LRTP information, intersection safety information, level of service, and freight network information among others. The MPO has placed all necessary application information on the IRTIP page on our website.
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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

The MPO is now accepting applications for projects requesting CMAQ, HSIP, STBG, and TAP funds in SFY 2025. Applications must be submitted to the MPO via MiTIP no later than Wednesday, November 27, 2019 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 December 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. It is also possible that the MPO may seek a higher local match or a phasing of a project in order to allow the maximum number of project awards.

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 $56.8M is estimated to be available for award through the 2025 Call for Illustrative Projects. The current 2025 estimated Annual Allocation to be programmed is approximately $32.5M STBG, $11.25M HSIP, $12 CMAQ, and $1.1M 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), Transportation 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).

WHO CAN SUBMIT IRTIP PROJECT APPLICATIONS?

Any dues paying 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 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 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 issues a call for new illustrative projects each fall with applications due just before Thanksgiving. 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;

- **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. These funds are used in combination so as to best reflect the resource allocation goals of the Long Range Transportation Plan.

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 Policy, the MPO does not reserve funds for advice-of-changes (change orders) over the awarded bid amount, nor does the MPO hold funds from low bids in reserve for a project. All funding change requests are reviewed individually and the MPO’s ability to fund them depends on the justification of the change and the MPO’s current balance of annual allocation funds at that time. If the MPO cannot fund the request, or believe the increased cost is not appropriate for the use of regional funds, 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 10-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 significant 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 most recent annual call for projects. These scores are provided as a guide in helping LPAs determine which project applications score well relative to past scores.

- **CMAQ** – Max points possible: 55, average: 45, lowest funded: 33
- **HSIP** – Max points possible: 75, average: 48, lowest funded: 45
- **TAP** – Max points possible: 100, average: 79, lowest funded: 76
STBG (max points possible 100)

- **Pavement Preservation**: average: 60, lowest score: 50
- **Bridge Preservation**: average: 69, lowest score: 65
- **Expansion**: average: 78, lowest score: 78
- **Bike/Ped Enhancement**: See TAP above.
- **Transit**: average: 100, lowest score: 100

**APPROVAL PROCESS**

**Public Involvement**

The public is given an opportunity to review the list of recommended illustrative projects during a 10-day 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 a SFY 2025 recommendation has been developed, staff will send the IRTC Administrative Committee the recommendation seeking concurrence to move forward. 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:

- 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 is 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 2025), and is signed by a certified engineer. **YOE should be calculated using a 3% 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. **The Project Scoping and Cost Estimating Form is STRONGLY ENCOURAGED** for all projects submitted in this call for projects. The completed 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.

Access MiTIP
The IRTIP Project Form in MiTIP can be accessed at [https://mitip.indympo.org/secure](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.

![MiTIP Login Page](image-url)
Enter Call for Projects
Click on the “SUBMIT IN CFP” link then select whether you are going to:

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

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 TIP ID. This will open the project application page. Update the project information as necessary and resubmit to the MPO.

If you are requesting to add funds to an existing project in MiTIP, first ensure that the project is currently programmed in the 2020-2023 IRTIP. If so, click [AMEND], update the project page as needed for your application, and submit to the MPO.
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

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. A temporary DES NUM is automatically generated for the project and is shown in the box. 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. Provide a PROJECT TITLE and a PROJECT DESCRIPTION (i.e. location, project type, and scope details). Additional project details can be uploaded with the application through the documents tab.

4. For WORK TYPE, select the type that best suits your project. This answer will generate the selection criteria for STBG projects.

5. Under CAPACITY INC, select “yes” if your project type is “Existing Roadway Widening” or “New Construction.” All other project types should select “no”. NOTE: If your answer is “yes”, your project should be in the LRTP. Please provide the project’s LRTP number in the IDs tab. If adding capacity, your project is NON-EXEMPT. If not adding capacity, your project is EXEMPT.

6. FUNCTIONAL CLASSIFICATION – please reference the map on the MPO’s website

7. 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.

1 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.

2 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.

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.
Section 2b: Additional HSIP Information

For low cost systematic countermeasures, the following information is required

Does this project address low cost systematic countermeasures (LCSC)?
- Yes □

Please select all that apply:
- Add FHWA recommended High Friction Surface Treatments (HFST) to spot locations.
- Add centerline and/or edge line rumble strips (pavement marking over rumble) to rural public roads with a speed limit 50mph or higher.
- Conduct inventory of traffic signs and upgrade warning & regulatory signs to meet MUTCD retroreflectivity requirements.
- Improve the visibility of curves by upgrading curve warning signs and markings.
- Improve visibility of intersections by adding lighting.
- Improve visibility of unsignalized intersections by installing upgraded/new warning devices.
- Install black backing plates w/retroreflective border on all signal heads.
- Install guardrails or median barrier at locations where none existed before.
- Install median cable barrier system on divided roads with grass median.
- Install new centerline or edge line pavement markings on unmarked roadways.
- Install new pedestrian crosswalk warning signs, flashing beacons, special pavement markings and refuge areas.
- Install or upgrade passive or new active warning device at railroad crossings.
- Install or upgrade pedestrian curb ramps and refuge areas at areas of high conflict between pedestrians and vehicles.
- Install pedestrian push button and countdown heads on a traffic signal.
- Make changes to yellow interval signal timing or interconnect to improve safety.
- Remove or shield permanent roadside safety obstructions.
- Upgrade guardrail end treatments to current standards.
- Upgrade traffic signals 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 (CC)
- Crash Frequency Index (CF)
- Expected Project Impact on Safety (CPI)
- Benefit (B/C)

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:

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.

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.
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:

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

1. This section requires scheduling and funding information for all phases of the project being submitted, including locally funded PE and ROW.

2. In the funding table, enter the STATE FISCAL YR (July 2024 – June 2025 is SFY 2025) 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 2025 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 FOR REVIEW” at the bottom of the form. The form can be saved at any time by clicking “SAVE.” Once saved, the form can be accessed from the link, “IN PROGRESS” on the main menu.
## APPENDIX A

### CURRENT LPAs WITHIN THE INDIANAPOLIS MPA

<table>
<thead>
<tr>
<th>Town of Avon</th>
<th>Town of Danville</th>
<th>Johnson County</th>
<th>Shelby County</th>
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</thead>
<tbody>
<tr>
<td>Town of Bargersville</td>
<td>Town of Fishers</td>
<td>City of Lawrence</td>
<td>City of Southport</td>
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<td>City of Beech Grove</td>
<td>City of Franklin</td>
<td>Town of McCordsville</td>
<td>Town of Speedway</td>
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<td>Boone County</td>
<td>City of Greenfield</td>
<td>Town of Mooresville</td>
<td>City of Westfield</td>
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<tr>
<td>Town of Brooklyn</td>
<td>City of Greenwood</td>
<td>Morgan County</td>
<td>Town of Whiteland</td>
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<tr>
<td>Town of Brownsburg</td>
<td>Hamilton County</td>
<td>Town of New Palestine</td>
<td>Town of Whitestown</td>
</tr>
<tr>
<td>City of Carmel</td>
<td>Hancock County</td>
<td>City of Noblesville</td>
<td>Town of Zionsville</td>
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<tr>
<td>Town of Cicero</td>
<td>Hendricks County</td>
<td>Town of Pittsboro</td>
<td></td>
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<tr>
<td>Town of Cumberland</td>
<td>City of Indianapolis</td>
<td>Town of Plainfield</td>
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</tr>
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</table>
Appendix B

SFY 2025 CALL FOR PROJECTS SCHEDULE

<table>
<thead>
<tr>
<th>DATE</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>10/1/19</td>
<td>Call for projects application packet is emailed to IRTC and posted on web.</td>
</tr>
<tr>
<td>11/27/19</td>
<td>Project applications are due via MiTIP by 5:00pm.</td>
</tr>
<tr>
<td>1/24/20</td>
<td>MPO recommendation of SFY 2025 Illustrative projects is emailed to the IRTC for review and comment.</td>
</tr>
<tr>
<td>3/6/20</td>
<td>Begin 10-day public review and comment period.</td>
</tr>
<tr>
<td>5/27/20</td>
<td>IRTC Policy Committee Approval of the SFY 2025 Illustrative projects.</td>
</tr>
</tbody>
</table>
Appendix C

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

<table>
<thead>
<tr>
<th>Information Required</th>
<th>Contact Name</th>
<th>Agency</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>- IRTIP General Info - STBG - General funding info</td>
<td>Steve Cunningham Kristyn Sanchez</td>
<td>IMPO</td>
<td>(317) 327-5403 (317) 327-5137</td>
<td><a href="mailto:steve.cunningham@indympo.org">steve.cunningham@indympo.org</a> <a href="mailto:kristyn.sanchez@indympo.org">kristyn.sanchez@indympo.org</a></td>
</tr>
<tr>
<td>- Title VI - ADA Transition Plans - Complete Streets - TAP/SRTS - RFIs</td>
<td>James Rinehart</td>
<td>IMPO</td>
<td>(317) 327-5108</td>
<td><a href="mailto:james.rinehart@indympo.org">james.rinehart@indympo.org</a></td>
</tr>
<tr>
<td>- Traffic Counts - Functional Classification</td>
<td>Jennifer Dunn</td>
<td>IMPO</td>
<td>(317) 327-5495</td>
<td><a href="mailto:jennifer.dunn@indympo.org">jennifer.dunn@indympo.org</a></td>
</tr>
<tr>
<td>- CMAQ analysis - HSIP analysis</td>
<td>Andy Swenson</td>
<td>IMPO</td>
<td>(317) 327-5132</td>
<td><a href="mailto:andrew.swenson@indympo.org">andrew.swenson@indympo.org</a></td>
</tr>
<tr>
<td>- Long Range Transportation Plan - Congestion Management Process</td>
<td>Jen Higginbotham</td>
<td>IMPO</td>
<td>(317) 327-7587</td>
<td><a href="mailto:jennifer.higginbotham@indympo.org">jennifer.higginbotham@indympo.org</a></td>
</tr>
<tr>
<td>- Transit Funding</td>
<td>Sean Northup</td>
<td>IMPO</td>
<td>(317) 327-5149</td>
<td><a href="mailto:sean.northup@indympo.org">sean.northup@indympo.org</a></td>
</tr>
<tr>
<td>INDOT – Crawfordsville District</td>
<td>Susie Kemp</td>
<td>INDOT</td>
<td>(765) 361-5228</td>
<td><a href="mailto:skemp@indot.IN.gov">skemp@indot.IN.gov</a></td>
</tr>
<tr>
<td>INDOT – Seymour District</td>
<td>Brandi Fischvogt</td>
<td>INDOT</td>
<td>(812) 524-3792</td>
<td><a href="mailto:bfischvogt@indot.IN.gov">bfischvogt@indot.IN.gov</a></td>
</tr>
<tr>
<td>INDOT – Greenfield District</td>
<td>Shelli Kindred</td>
<td>INDOT</td>
<td>(317) 467-3413</td>
<td><a href="mailto:skindred@indot.IN.gov">skindred@indot.IN.gov</a></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>STBG</th>
<th>CMAQ</th>
<th>HSIP</th>
<th>TAP</th>
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</thead>
<tbody>
<tr>
<td><strong>Urbanized Area</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Metropolitan Planning Area</strong></td>
<td>-</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td><strong>Match Rate</strong></td>
<td>20%</td>
<td>20%</td>
<td>10%</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Possible 100%</strong></td>
<td>-</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td><strong>Eligibility Determination</strong></td>
<td>-</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

- **Eligible Project Types**
  - 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

- **STBG**  
  - Surface Transportation Block Grant
  - STBG Fact Sheet link:

- **CMAQ**  
  - Congestion Mitigation and Air Quality
  - CMAQ Fact Sheet link:

- **HSIP**  
  - Highway Safety Improvement Program
  - HSIP Fact Sheet link:

- **TAP**  
  - Transportation Alternatives Program
  - TAP Fact Sheet link:

- **Is this funding for projects in the Urbanized Area?** ✓
- **Is this funding for projects in the Metropolitan Planning Area and the Urbanized Area?** -
- **What local match is required to receive federal funds?**
  - STBG: 20%
  - CMAQ: 20%
  - HSIP: 10%
  - TAP: 20%
- **Is 100% federal funding possible?** -
- **Are projects submitted to INDOT or FHWA for eligibility review?** ✓