

**SFY 2025 – 2026 Call for Projects
Federal Fund Exchange Program**

MiTIP APPLICATION PACKET

Indianapolis Metropolitan Planning Organization
August 2021

This packet contains instructions on how to navigate MiTIP to submit new SFY 2025-2026 projects to be considered for the IMPO's Federal Fund Exchange Program. All applications must be submitted in MiTIP to be considered for funding. To help make this information as useful as possible, the IMPO would ask that you send any comments or suggestions to:

Steve Cunningham,
Principal Planner III
Indianapolis MPO
200 East Washington Street, Suite 2322
Indianapolis, IN 46204
PHONE: (317) 327-5403
FAX: (317) 327-5950
E-mail: steve.cunningham@indympo.org

Kristyn Sanchez,
Senior Financial Analyst I
Indianapolis MPO
200 East Washington Street, Suite 2322
Indianapolis, IN 46204
PHONE: (317) 327-5137
FAX: (317) 327-5950
E-mail: kristyn.sanchez@indympo.org

Cole Jackson,
Finance Analyst I
Indianapolis MPO
200 East Washington Street, Suite 2322
Indianapolis, IN 46204
PHONE: (317) 327-5108
FAX: (317) 327-5950
E-mail: cole.jackson@IndyMPO.org

WHAT'S NEW FOR 2021

Indianapolis MPO Federal Funds Exchange Program Guidance Document

Please read the [guidance document](#) to familiarize yourself with the new project development process and accompanying requirements.

New Funding Categories

The funding available in this year's call for projects is state funding allocated to the IMPO under the Federal Fund Exchange Agreement. As a result, you will request funding in the following categories in MiTIP:

- State - MPO Federal Fund Exchange CMAQ
- State - MPO Federal Fund Exchange HSIP
- State - MPO Federal Fund Exchange TAP
- State - MPO Federal Fund Exchange STBG

Project Scoping and Cost Estimating Form

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 required for this call for projects.** The completed form should be uploaded to the application in MiTIP through the documents tab. [Instructions](#) to assist with completing the form can be found on the MPO's website.

Travel data from Streetlight Data Inc.

The IMPO has purchased access to StreetLight Data's InSight Advanced Analytics travel data service through March 2022. The InSight Advanced Analytics package provides the IMPO with enhanced and time saving transportation planning capacity in the form of online access to origination/destination travel data, traffic counts (AADT), and other data analytics that could be useful in developing project applications.

StreetLight's data are derived from data collected from GPS navigation service and user mobile phone applications. GPS navigation, cell phone, and mobile application providers send non-personally identifiable data to StreetLight. StreetLight then aggregates and processes the data they receive to make it useful for planning work.

The IMPO's agreement with StreetLight includes direct access for IMPO staff to the StreetLight website. IMPO staff may do work on IMPO planning projects and may provide analysis and data to support IMPO member applications for IMPO grants and IMPO-funded project implementation needs (e.g. project design, planning studies, and project impact review).

The IMPO StreetLight agreement also provides for the MPO to authorize StreetLight access to up to 10 registered consultants for work on IMPO and IMPO-funded member projects and applications for those projects. These 10 slots may be reassigned, so that once a consultant has finished with a project, that slot can be assigned to someone else.

A link to submit data requests or apply for consultant access is available on the IMPO's website [here](#). Please contact IMPO Senior Planner Jennifer Dunn (jennifer.dunn@indympo.org) with questions or requests.

REMINDERS FOR 2021

Funding Type Application Requirements

While the funding available for this call for projects is no longer federal, the application requirements for the various funding types have not changed from previous years.

Project Selection Criteria

Please read through the scoring criteria prior to starting your application to know what information is required. Revisions to the [scoring criteria](#) were last approved by the Policy Committee in May 2018 and have not changed other than to reflect the most recent [high crash intersection study](#). Please note that while the funding for this Call for Projects is no longer federal, the IMPO Selection Criteria are the same as in previous calls for projects. The IMPO will update the Selection Criteria document to reflect the Federal Fund Exchange program changes in 2022.

2050 Metropolitan Transportation Plan

The MPO's [2050 Metropolitan Transportation Plan \(MTP\) project list](#) was adopted in August 2021. **All regionally significant transportation projects** including road widenings, new roadways, and new capital transit routes **must be in the 2050 MTP project list**, prior to applying in this year's call for projects. If a regionally significant project is not in the proposed 2050 MTP, the application will not be accepted. Contact [Jen Higginbotham](#) with questions about the 2050 MTP.

Functional Classification System Process

In 2018, the MPO established an annual call schedule to update the Functional Classification System (FCS). 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 Local Public Agencies (LPAs) to look at the FCS more frequently and in a more comprehensive way.

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

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.

Cost Estimate Requirements

The annual compounding interest to use in calculating Year of Expenditure (YOE) dollars is **2.5%** with a maximum allowable contingency rate of **15%**.

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 an 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 an 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 [Danielle Gerlach](#) with questions.

Previous Applications Available

Applications from previous project calls that did not move forward to a recommendation are saved in MiTIP. These applications may be updated and resubmitted for the current call for projects. Please update fiscal years, funding requests, and other details as necessary on the application page by selecting “resubmit an application from a previous call”.

Application Resources on the 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, MTP 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](#).

TABLE OF CONTENTS

<u>PART 1 – Overview</u>	7
<u>Introduction</u>	7
○ <u>New projects</u>	7
○ <u>Annual Allocation</u>	7
<u>What is a Metropolitan Planning Organization (MPO)?</u>	8
<u>What is the Indianapolis Regional Transportation Improvement Program (IRTIP)?</u>	8
<u>What area does the IRTIP cover?</u>	8
<u>What types of projects are included in the IRTIP?</u>	9
<u>Who can submit IRTIP project applications?</u>	9
 <u>PART 2 – IRTIP Development Process</u>	 10
<u>IRTIP Development Procedures</u>	10
○ <u>Planning Considerations</u>	10
○ <u>Policy Guidelines</u>	11
 <u>PART 3 – IRTIP Project Application and Worksheet Guidelines</u>	 12
<u>Application Requirements</u>	12
<u>Cost Estimate Requirements</u>	12
<u>Explanation of Project Submittal Process</u>	13
 <u>Appendices</u>	 23
<u>A - Current LPAs within Indianapolis MPA</u>	23
<u>B - Generalized IRTIP Schedule</u>	24
<u>C - Contact Information</u>	25
<u>D - Definition of Regional Significance</u>	26
<u>E – Funding chart</u>	28
<u>F – IMPO Disclaimer</u>	29

PART 1 - OVERVIEW

INTRODUCTION

This application packet is provided to each participating member of the Indianapolis Transportation 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. 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 applications for funding.

New Projects

The IMPO is now accepting applications for projects requesting MPO Federal Exchange CMAQ, MPO Federal Exchange HSIP, MPO Federal Exchange STBG, and MPO Federal Exchange TAP funds for construction and construction inspection in SFYs 2025-2026. Funding categories are explained further in Appendix E. **Applications must be submitted to the MPO via MiTIP no later than Friday, October 15th, 2021 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 June 2026**. All phases should be included in the programming information regardless of funding source to reflect the total project costs.

NOTE: All applications for regionally significant (existing roadway widening and new road construction) projects must be in the MPO's *draft* 2050 Metropolitan Transportation Plan prior to applying for MPO funds.

Annual Allocation

The IMPO will recommend projects for funding based on the estimated annual allocation provided by INDOT at the time of the call. A total of approximately \$66.4M is estimated to be available for award through the 2025-2026 Call for Projects. The breakdown by funding category is approximately \$49.8M MPO Federal Exchange STBG, \$4.1M MPO Federal Exchange HSIP, \$4.1M MPO Federal Exchange CMAQ, and \$3.7M MPO Federal Exchange 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. The Indianapolis Metropolitan Planning Organization is the designated MPO for Central Indiana and the Indianapolis Transportation 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 funds for transit and highway transportation improvements.

The core activities of the MPO include the Metropolitan Transportation Plan (MTP), the Indianapolis Regional Transportation Improvement Program (IRTIP), Transportation Conformity Analysis (for both the MTP 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 Metropolitan Planning Area (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 includes IMPO Federal Fund Exchange dollars and 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 MTP, 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.

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 MPO'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 Federal Fund Exchange Program funds.

WHO CAN SUBMIT IRTIP PROJECT APPLICATIONS?

Any LPA in good standing within the Indianapolis MPA can submit a project application in MiTIP. This includes transit agencies as well as city, county, and town governments.

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. As a result, the MPO issues an annual call for new projects. The IMPO 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 IMPO with appropriate descriptive and fiscal material (see Part 3) as well as project selection criteria information for each proposed project. The IMPO then compiles projects from all agencies and assesses each project according to the following major planning considerations:

- **Metropolitan Transportation Plan (MTP):** 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 MTP 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 IMPO administers the competitive selection process for our annual allocation of Federal Fund Exchange Program funds at \$0.90 on the \$1 from INDOT. These funds are used in combination to best reflect the resource allocation goals of the Metropolitan Transportation Plan.

Federal Fund Exchange Program projects are funded at an 80% federal share unless otherwise noted. See Appendix E for further information.

The IMPO does not reserve funds for change orders over the original award amount, nor does the IMPO hold funds from low bids in reserve for a project. All funding change requests are reviewed individually and the IMPO's ability to fund them depends on the justification of the change and the IMPO's current balance of annual allocation funds at that time. If the IMPO 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 IMPO will compile a listing of all applications to review and score based on the designated policy guidelines and selection criteria. Once a staff recommendation is complete, the full Technical and Policy Committees are then given a minimum 14-day review and comment period. The recommended projects are then advertised for a minimum 10-day public review and comment period prior to approval at the Transportation Policy Committee meeting

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.

MPO Federal Exchange CMAQ – Max points possible: 55, average: 45, lowest funded: 33

MPO Federal Exchange HSIP – Max points possible: 75, average: 48, lowest funded: 45

MPO Federal Exchange TAP – Max points possible: 100, average: 79, lowest funded: 76

MPO Federal Exchange 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

PART 3 – IRTIP PROJECT APPLICATION GUIDELINES

APPLICATION REQUIREMENTS

The following items must be submitted to the IMPO using MiTIP, the IMPO's online TIP database, for an application to be considered for funding:

- Complete the IRTIP project information in MiTIP
- Mapped project location in database
- Supporting documentation for selection criteria (i.e. traffic counts, level of service calculations, scoping report, alignment map, etc.)
- Project Scoping and Cost Estimating Form or a detailed a scoping report approved by the IMPO must be completed and uploaded
- A letter of local match commitment signed by the highest local official of the submitting LPA

COST ESTIMATE REQUIREMENTS

Accurate cost estimates and avoiding project cost overruns is an important part of managing the Indianapolis Regional Transportation Improvement Program. As such, the IMPO **requires the following items** as part of project application submittals in MiTIP:

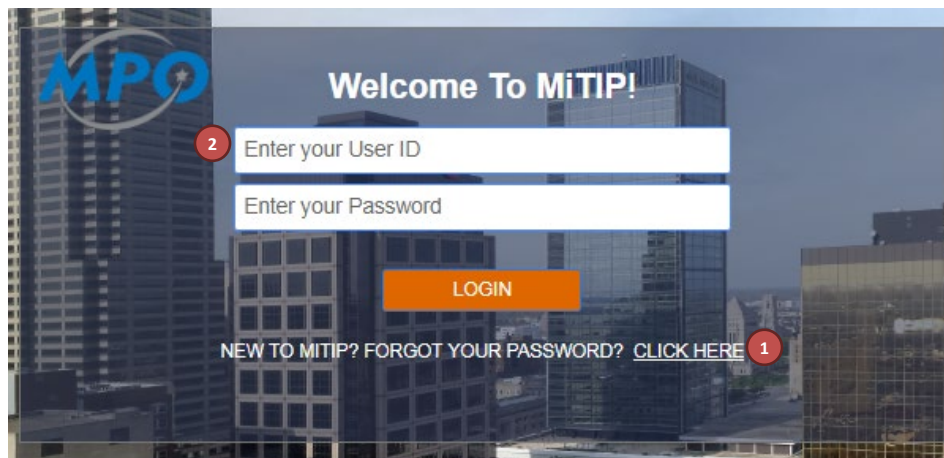
- A detailed cost estimate that provides itemized unit and quantity detail, is calculated in Year of Expenditure (YOE) dollars (SFY 2025 or 2026) and is signed by a licensed engineer. **YOE should be calculated using a 2.5% annual compounding interest with no more than a 15% contingency.**
- Construction Engineering (CE) should be no greater than 10% of the CN.
- Include cost estimates for all phases of the project, even those phases not requesting IMPO funding, to provide a total project cost.
- The IMPO 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. The **Project Scoping and Cost Estimating Form** is **REQUIRED** for all projects submitted in this call for projects. The completed form should be uploaded with each project application in MiTIP. The IMPO will allow LPAs to substitute a detailed scoping report if approved by the IMPO.
- A **Planning-Level Project Cost Estimating Spreadsheet Tool** is available 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 IMPO 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

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.



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 1. This will open the project application page. Update the project information as necessary and resubmit to the IMPO.

1	TIP ID		TIP	LEAD	TITLE	PROJECT TYPE	TRANSIT SYSTEM	TOTAL COST	FED FUNDS	PROJECT MANAGER	LETTING DATE	MAP	DOC
	IMPO1702015	[RESUBMIT]	16-99	Avon	White Lick Creek Trail Phase 5-FUTURE PROJECT	Pedestrian Enhancement	N/A	\$739,370	FEDERAL - TAP	Ryan Cannon			
	IMPO1500742	[RESUBMIT]	16-99	Avon	CR 150 S and Dan Jones Rd Roundabout-FUTURE PROJECT	Intersection or Intersection Groups	Local	\$2,898,550	FEDERAL - CMAQ	Ryan Cannon			

If you are requesting to add funds to an existing project in MiTIP, first ensure that the project is currently programmed in the IRTIP. If so, click [AMEND] 2, update the project page as needed for your application, and submit to the IMPO.

2	TIP ID		TIP	LEAD	TITLE	PROJECT TYPE	TRANSIT SYSTEM	TOTAL COST	FED FUNDS	PROJECT MANAGER	LETTING DATE	MAP	DOC
	190176	[AMEND]	20-00	Avon	Dan Jones Widening Phase 2 - CR 100 S to CR 150 S-FUTURE PROJECT	Existing Roadway Widening	Local	\$7,637,170	FEDERAL - STBG	Ryan Cannon			
	1801463	[AMEND]	20-00	Avon	Dan Jones Rd. Widening from CR 100 S to Main Rd.	Existing Roadway Capacity Improvement	Local	\$4,578,965	FEDERAL - STBG	Ryan Cannon	11/16/2022		
	1702133	[AMEND]	20-00	Avon	School Zone Flashing Beacons	Sign - Safety Upgrade	Local	\$168,833	FEDERAL - HSIP	Ryan Cannon	11/11/2020	N/A	
	1601121	[AMEND]	20-00	Avon	Ronald Reagan Parkway Trail - US 36 to CR 100 S	Bicycle Enhancement	Local	\$985,000	FEDERAL - STBG	Ryan Cannon	01/16/2019		
	1401648	[AMEND]	20-00	Avon	CR 150 S and Avon Ave Roundabout	Intersection or Intersection Groups	Local	\$1,874,739	FEDERAL - HSIP	Ryan Cannon	01/16/2019		
	1400275	[AMEND]	20-00	Avon	White Lick Creek Trail Phase 2b	Bicycle Enhancement	Local	\$1,018,160	FEDERAL - STBG	Ryan Cannon	12/13/2017		

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

Project Information Show/Hide CFP Forms

1 WHAT SUBSECTION OF FEDERAL EXCHANGE PROGRAM FUNDS ARE YOU APPLYING FOR THIS PROJECT (CHECK ALL THAT APPLY)?
☐ CMAQ ☐ HSIP ☐ PLANNING ☐ STBG ☐ TAP

2 DES NUM L RTP #

3 PROJECT TITLE Spell Check

PROJECT DESCRIPTION Spell Check

4 WORK TYPE WORK CATEGORY 5 CAP INC FUNCTIONAL CLASSIFICATION 6
 AQ EXEMPT BIKE/PED COMPONENT(S) 7 % OF FED FUNDS TOWARDS BIKE/PED

LEAD AGENCY COUNTY INDOT DISTRICT 8 URBAN AREA

9 DOES YOUR PROJECT COMPLY WITH THE COMPLETE STREETS POLICY?

10 SYSTEM 2ND DES # LOCATION TYPE ROAD NAME NEAREST CROSS STREET Map

[\[ADD NEW LOCATION\]](#)

- 1 Please select the subsection of Federal Exchange Program Funds you are applying for (STBG, CMAQ, HSIP, or TAP). Please check all funding sources 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, the IMPO will assign a permanent unique identifier for the project.
- 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 *draft* 2050 MTP. Please provide the project’s MTP 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 project funds that will go towards these aspects in your project.
- 8 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.
- 9 At the time of project application, the LPA’s Employee of Responsible Charge (ERC) shall indicate via MiTIP either the project’s compliance with this [Complete Streets Policy](#) or request for an exception including supporting rationale.
- 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 Federal Fund Exchange Program - CMAQ funding, you must answer questions related to air quality.

Section 2a: Additional MPO Federal Fund Exchange CMAQ Information

Some project types require additional forms be completed. Links to these forms are available once you select Federal Fund Exchange 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 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 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 Federal Fund Exchange CMAQ projects. The numbers entered here should come out of the 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 Federal Fund Exchange Program - 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 edgeline rumble stripes (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 edgeline 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 (ICC)

▼

CRASH FREQUENCY INDEX (ICF)

▼

EXPECTED PROJECT IMPACT ON SAFETY (CRF)

▼

BENEFIT (B/C)

▼

Other HSIP resources available on the website:

- [Guide to Road Safety Audits](#)

Section 2c: Additional Federal Fund Exchange Program - STBG Information

Additional information required for Federal Fund Exchange Program - 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	<input type="text"/>
EXISTING PAVEMENT CONDITION INDEX/PASER*	<input type="text"/>
PROJECT IS LOCATED ON A FREIGHT NETWORK as designated by the IMPO's Plan	<input type="text"/>
EXISTING TRAFFIC VOLUMES (ADT) * (Average of Segments for Corridors)	<input type="text"/>

If a project seeking Federal Fund Exchange Program - STBG funding is within the Indianapolis Urbanized Area, the MiTIP application requires information related to the IMPO'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, choose a type of policy exception. Once you select an

exception type, choose a reason for the exception. According to the Complete Streets Policy, administrative exceptions are approved by the IMPO, while non-administrative exceptions must be reviewed by the 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 Federal Fund Exchange Program - TAP Information

Additional information required for Federal Fund Exchange Program - TAP applications is auto-populated based on the selected project type. For 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.

▼

Section 3: Programming Information

1 Proposed Funding Information (\$0)

2ND DES #	SFY (FISCAL YEAR)	FUND TYPE - FUND HELP	PE	RW	CN	CE	TOTAL
↑	2	↓					\$0
↓		↓					\$0
GRAND TOTAL			\$0	\$0	\$0	\$0	\$0

- 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 2025-2026 only.** IMPO funding should be shown as “State – MPO Exchange Program”. If a project phase is funded with various funding types (Federal, State, 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). **The funding for the CN phase will take two lines. The first line must show an amount of at least 20% of the total cost as local funds and an amount of no more than 80% of the total cost as State – MPO Exchange Program in the second line, demonstrating the MPO 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 IMPO 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 IMPO with any questions.

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

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 2025-2026 CALL FOR PROJECTS SCHEDULE

DATE

8/20/21	Call for projects opens and application packet is emailed to Technical and Policy Committees
10/15/21	Project applications are due via MiTIP by 5:00pm.
01/10/22	MPO recommendation is emailed to the full committee for review and comment
02/04/22	Begin 10-day public review and comment period
02/16/22	Transportation Policy Committee Approval

Appendix C

For more information; please contact the MPO.

Information Required	Contact Name	Agency	Phone	E-Mail
- IRTIP General Info - Title IV - ADA Transition Plans - Complete Streets - RFIs	Steve Cunningham Kristyn Sanchez Cole Jackson	IMPO IMPO IMPO	(317) 327-5403 (317) 327-5137 (317) 327-5108	steve.cunningham@indympo.org kristyn.sanchez@indympo.org cole.jackson@indympo.org
- Traffic Counts - Functional Classification	Jennifer Dunn	IMPO	(317) 327-5495	jennifer.dunn@indympo.org
- MPO Federal Exchange CMAQ analysis - MPO Federal Exchange HSIP analysis	Andy Swenson	IMPO	(317) 327-5132	andrew.swenson@indympo.org
- Metropolitan Transportation Plan - Congestion Management Process	Jen Higginbotham	IMPO	(317) 327-7587	jennifer.higginbotham@indympo.org

Appendix D

DEFINITION OF REGIONALLY SIGNIFICANT PROJECTS

Regionally Significant means a transportation a project (other than an exempt project) that is on a facility that serves regional transportation needs (such as access to and from the area outside the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

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

- Interstates, expressway, and toll road capacity expansions (through new segments, added through lanes, new interchanges, continuous auxiliary lanes more than $\frac{1}{4}$ mile, and some modifications of existing interchanges subject to AQ consultation)
- Principal arterial expansions (through new segments, added through lanes, new interchanges, continuous auxiliary lanes more than 1 mile, and some modifications of existing interchanges subject to AQ consultation)
- Minor arterial expansions (through new segments greater than 1 mile and certain segments between $\frac{3}{4}$ mile and 1 mile, added through lanes greater than 1 mile and certain segments between $\frac{3}{4}$ mile and 1 mile subject to AQ consultation, and continuous auxiliary lanes greater than 1 mile)
- Rail and fixed guide-way transit expansions (through new routes or service, route expansions over 1 mile with stations, added track or guide-way capacity over 1 mile, and some new intermediate stations subject to AQ consultation.)
- Bus and demand response transit expansions (though some new fixed routes subject to AQ consultation)

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:

- Interstate, expressways, and toll road auxiliary lanes less than $\frac{1}{4}$ mile
- Separation of existing railroad grade crossings on principal arterials
- Minor arterial new segments less than $\frac{3}{4}$ mile, added through lanes less than $\frac{3}{4}$ mile, continuous auxiliary lanes less than 1 mile, or the separation of existing railroad grade crossings

- Added service to existing services or new demand response services for demand response transit

Non-Definitive Criteria

New segments or added through lanes on arterials that are also associated with large land development projects may need AQ consultation even if the project is below the threshold in the table. Land development projects can be regionally significant when they have the potential to generate many trips or vehicle-miles of travel. Such developments are incorporated into the regional model during the update of socioeconomic forecasts, at the beginning of the update cycle for a new regional transportation plan. Local agencies should provide their comprehensive plans to the MPO as they're updated, which reflect the known development projects. Local agencies should proactively include anticipated developments in their comprehensive plans without specific reference to potential high-profile private sector developments.

Appendix E

FUNDING SOURCE OPTIONS

Federal Transportation Funding Categories



	FFE STBG	FFE CMAQ	FFE HSIP	FFE TAP	
	Surface Transportation Block Grant	Congestion Mitigation and Air Quality	Highway Safety Improvement Program	Transportation Alternatives Program	
FHWA Fact Sheet:	STBG Fact Sheet link:	CMAQ Fact Sheet link:	HSIP Fact Sheet link:	TAP Fact Sheet link:	
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

Appendix F

INDIANAPOLIS MPO DISCLAIMER

With regard to any claim, protest, dispute, cause of action or litigation arising from or related to the Applicant's performance in connection with or incidental to a Project or Agreement resulting from this call for projects, Applicant agrees to defend, indemnify, protect, and hold the Indianapolis Metropolitan Planning Organization and its agents, officers, Board members, and employees harmless from and against any and all claims, including, but not limited to prevailing wage claims against the Project, asserted or established liability for loss, damages or injuries to any person or property, including injury to the Applicant's or its subapplicants employees, agents, contractors, subconstrators or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Applicant and its subapplicants and their agents, officers, contractors, subcontractors, or employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Applicant's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of Indianapolis Metropolitan Planning Organization, its Board of Directors, agents, officers, or employees.