

**SFY 2022 Illustrative Projects**

**2018-2021**

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

**MiTiP APPLICATION PACKET**

Indianapolis Metropolitan Planning Organization  
October 2016

This packet contains instructions on how to navigate MiTIP to submit new projects to be considered for programming on the Illustrative List for the new 2018-2021 IRTIP. All projects must be submitted in MiTIP for the 2016 Call for SFY 2022 Illustrative Projects. To help make this information as useful as possible, the MPO would ask that you send any comments or suggestions to:

Steve Cunningham,  
Principal Planner  
Indianapolis MPO  
200 East Washington Street, Suite 1922  
Indianapolis, IN 46204  
PHONE: (317) 327-5403  
FAX: (317) 327-5950  
E-mail: [steve.cunningham@indympo.org](mailto:steve.cunningham@indympo.org)

Kristyn Campbell,  
Senior Transportation Finance Analyst  
Indianapolis MPO  
200 East Washington Street, Suite 1922  
Indianapolis, IN 46204  
PHONE: (317) 327-5137  
FAX: (317) 327-5950  
E-mail: [kristyn.campbell@indympo.org](mailto:kristyn.campbell@indympo.org)

## TABLE OF CONTENTS

<u>PART 1 – Overview</u>	1
<u>Introduction</u>	1
○ <u>New projects</u>	1
○ <u>Annual Allocation</u>	2
<u>What is a Metropolitan Planning Organization (MPO)?</u>	2
<u>What is the Indianapolis Regional Transportation Improvement Program (IRTIP)?</u>	2
<u>What area does the IRTIP cover?</u>	3
<u>What types of projects are included in the IRTIP?</u>	3
<u>Who can submit IRTIP project applications?</u>	3
 <u>PART 2 – IRTIP Development Process</u>	 4
<u>IRTIP Development Procedures</u>	4
○ <u>Planning Considerations</u>	4
○ <u>Policy Guidelines</u>	4
○ <u>Air Quality Determination and Reporting Requirements</u>	11
<u>Approval Process</u>	11
○ <u>Public Involvement</u>	11
○ <u>Approval Process</u>	12
 <u>PART 3 – IRTIP Project Application and Worksheet Guidelines</u>	 13
<u>Application Requirements</u>	13
<u>Explanation of Project Submittal Process</u>	14
<u>Explanation of IRTIP Group 1 Urban STP Project Priority Worksheet</u>	25
<u>Instructions for the IRTIP Group 1 Urban STP Project Priority Worksheet</u>	25
○ <u>Technical Evaluation Criteria</u>	25
○ <u>Type of Project</u>	25
 <u>Appendices</u>	 29
<u>A - Current LPAs within Indianapolis MPA</u>	29
<u>B - Generalized IRTIP Schedule</u>	30
<u>C - Contact Information</u>	31
<u>D - Definition of Regional Significance</u>	32
<u>E – Funding chart</u>	34

## **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 new 2018-2021 IRTIP.

### **New Projects**

Beginning Monday, October 3, 2016, the MPO will accept applications for projects requesting CMAQ, HSIP, STP Group 1 (Urban), and TAP funds in SFY 2022. **Applications must be submitted to the MPO via MiTIP no later than Wednesday, November 23, 2016 at 5:00 p.m.** Projects should be developed beyond the feasibility or planning stages and must be able to proceed to letting **no later than February 2022**. Ideally, projects will have completed the preliminary engineering and right-of-way phases prior to application. A local match commitment (in the form of a signed letter from the highest local official) must accompany all submittals to be considered for funding. Please note that it is the MPO's intention to fund the CONSTRUCTION (CN) AND CONSTRUCTION INSPECTION (CE) phases of projects with this call; however, due to INDOT's annual allocation rules, it may be necessary from time to time to fund other project phases such as preliminary engineering and/or right-of-way acquisition. As such, all phases should be included in the programming information regardless of funding source. If the MPO determines the need to fund these additional phases, notice will be given at that time.

**PLEASE NOTE:** All applications for regionally significant (i.e. added capacity, new roadways, etc.) projects must be coordinated with the MPO's Long Range Transportation Planning section prior to submittal. Documentation of this coordination with the LRTP section must be uploaded with the project application or it will NOT BE ACCEPTED. Projects will need to be submitted in the subsequent 2045 Long Range Transportation Plan (LRTP) call for projects in early 2017 to be considered for Federal funding in SFY 2022 of the TIP. Because of the different timing of the TIP call for projects and the LRTP call for projects, staff may recommend projects for inclusion in the TIP prior to inclusion in the LRTP. Should this happen, TIP staff will coordinate with the LPA and the LRTP staff to determine appropriate timing for official inclusion in the new TIP.

## Annual Allocation

The MPO will recommend projects for funding based on the estimated annual allocation provided by INDOT at the time of the call. The current 2022 Estimated Annual Allocation is approximately \$29.7M STP, \$5M HSIP, \$8M CMAQ, and \$2.4M 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 4<sup>th</sup>, 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 in order for the area to receive federal funds for transit and highway transportation improvements.

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

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

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

## **WHAT AREA DOES THE IRTIP COVER?**

The MPO is responsible for transportation planning in the Indianapolis urbanized area, as defined by the most current Census, as well as the area projected to become urbanized by the year 2030. This area is known as the Metropolitan Planning Area (MPA) and was approved in 2012. The current Urbanized Area is based on 2010 Census data and was also approved in 2012. The area included in the MPA contains all of Marion County and portions of the surrounding counties of Boone, Hamilton, Hancock, Hendricks, Morgan, Johnson, and Shelby where suburban growth has occurred (see the MPO's [website](#) for a map of the Urbanized Area and the MPA). The MPA includes all of 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 STP Group 1 (Urban). Regardless of the funding source, all of these projects must be shown in the IRTIP.

## **WHO CAN SUBMIT IRTIP PROJECT APPLICATIONS?**

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

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

The IRTIP is a reimbursement program. Thus, only those LPAs which can enter into an agreement with INDOT can apply for federal transportation funds. Private individuals and

organizations may recommend projects as long as the project is sponsored by the LPA in which the project is located and the project application must be submitted by the sponsoring LPA.

## **PART 2 – IRTIP DEVELOPMENT PROCESS**

### **IRTIP DEVELOPMENT PROCEDURES**

#### **Planning Considerations**

The MPO develops a new IRTIP usually every other year in conjunction with INDOT's STIP development schedule which targets July 1<sup>st</sup> as the final date of approval. However, due to annual allocation requirements established by INDOT, the MPO must maintain a list of projects for at least five years. As a result, the MPO will issue a call for new illustrative projects each October with applications due just before Thanksgiving.

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. Please note that the MPO may not accept new project applications for every IRTIP cycle depending on funding availability. The MPO then compiles projects from all agencies and assesses each project according to the following major planning considerations:

- **Long Range Transportation Plan (LRTP):** a comprehensive listing of recommended, regional, long-range, capital-intensive improvements. Projects that are air quality non-exempt or otherwise deemed "regionally significant" must be consistent with the Regional Transportation Plan. The LRTP also provides the policy support, as exhibited in its "goals and objectives", for all planning and programming activities;
- **State Implementation Plan (SIP):** a plan to attain national standards for ozone (both 1r and 8-hour standards), fine particulates (PM<sub>2.5</sub> standard), and carbon monoxide (a 16-block downtown area for US EPA unclassified designation);
- **Federal Functional Classification System for Indianapolis Urbanized Area:** the organized structure of streets and highways comprised of freeways, expressways, arterials, and collector streets. In most cases, projects applying for federal funds must be on a facility that is listed on the Federal Aid functional classification system. 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, STP Group 1 (Urban), and TAP funds.

STP Group 1 (Urban) 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. Projects that provide more than a 20% local match (or 10% for HSIP) may be given special consideration.

Due to INDOT Annual Allocation rules, the MPO no longer reserves funds for advice-of-changes (change orders) over the awarded bid amount. All funding change requests are reviewed individually and the MPO's ability to fund them depends on the MPO's current balance of annual allocation funds at that time. If the MPO cannot fund the request, the local public agency will be responsible for the increased costs associated with the project.

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

**The CMAQ Project Selection Criteria**, last revised in December 2012, will be used by the MPO in the selection and prioritization of CMAQ funded projects. The MPO identifies transportation projects and programs that will relieve congestion, improve air quality and reduce transportation-related emissions and demonstrate that the project is not primarily recreational. Because federal law requires the timely implementation of transportation control measures in air quality plans, the highest priority for funding under the CMAQ Program is implementation of such measures. Major emphasis is placed upon projects that support alternative modes of transportation, provide congestion relief measures, provide non-polluting transit vehicles and equipment, and provide new technologies or improvements geared toward providing a more efficient and safer transportation system.



The nine counties in Central Indiana are in attainment of the 2008 ozone National Ambient Air Quality standard. Additionally, Hamilton, Hendricks, Johnson, Marion, and Morgan Counties will be in attainment of the 1997 standard for fine particulate matter (PM 2.5) as of October 24, 2016. The implications of this redesignation are not fully known at this time. As a result, the process will continue as in past calls for projects.

CMAQ funding can be used for any project that meets the eligibility test and that is approved by the IRTC Policy Board. Each eligible project must be fiscally constrained and demonstrate the ability to reduce congestion and/or emissions in order to move forward. Match requirements will be determined at the time of the request and will be set at either the 80% or 100% federal participation level.

Examples of eligible projects/programs include:

- Pedestrian/bicycle facilities that are not for recreational purposes
- Traffic management/monitoring/congestion relief strategies
- Transit (new system/service expansion or operations)
- Alternative fuel projects (including vehicle refueling infrastructure, clean fuel fleet programs and conversions)
- Vehicle inspection and maintenance (I/M) programs
- Intermodal freight
- Telework/telecommuting programs
- Travel demand management
- Public education and outreach activities
- Rideshare programs
- Experimental pilot projects
- Other transportation projects with air quality benefits

Note: The construction of projects that add new roadway capacity for single-occupancy vehicles are not eligible to use CMAQ funds.

All projects and programs eligible for CMAQ funds must be consistent with the conformity provisions contained in section 176(C) of the Clean Air Act (CAA) and the Transportation Conformity Rule. Projects also need to complete the National Environmental Policy Act (NEPA) requirements and meet basic eligibility requirements for funding under titles 23 and 49 of the United States Code.

The criteria used to judge the value of a project or program include the total emissions reduction and project cost effectiveness. Air quality analyses will be conducted by the MPO by reviewing emission reductions for the screened projects and by performing the emissions calculations. The results of this analysis will be scored for each application within MiTIP using the criteria of the total grams removed and the cost per ton of emissions removed as a result of

the implementation of the project or program. **The average score for CMAQ projects over the last two Calls for Projects is 46.7 out of 55 with the lowest funded project scoring 36 points.**

**The HSIP Project Selection Criteria**, last revised in June 2013, will be used by the MPO in the selection and prioritization of the HSIP funded projects. The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

The following funding limitations will be applied to each transportation improvement project requesting HSIP funding through the IMPO. NOTE: All candidate projects for HSIP funding must address one or more of the emphasis areas described in the current Indiana Strategic Highway Safety Plan that may be obtained at [www.in.gov/indot/files/shsp\(1\).pdf](http://www.in.gov/indot/files/shsp(1).pdf). All projects must be consistent with and meet the minimum standards of INDOT's Highway Safety Improvement Program Local Project Selection Guide. This document is available at: <http://www.in.gov/indot/files/LocalHSIPProjectSelectionGuidance.pdf>. This is consistent with Goal 1, Objective 2 of the Indianapolis Metropolitan Planning Area 2035 Long-Range Transportation Plan shown below:

Goals	Objective
Goal 1: Preserve, make safe, and improve utilization of the existing transportation system.	Objective 2: Use cost-effective transportation system management, transportation demand management, intelligent transportation system, and operational improvements and <u>techniques to increase the efficiency and safety of the existing transportation system.</u>

The criteria used to judge the value of a project includes:

1. Existing safety conditions;
2. Project's expected impact on safety;
3. Status of the project;
4. Primary road functional classification; and
5. The effect on route continuity and corridor completions.

**The average score for HSIP projects over the last two Calls for Projects is 46.8 out of 100 with the lowest funded project scoring 34 points. It should be noted that low cost systematic projects are scored out of a total of 50 points.**

**The STP Group 1 (Urban) Project Selection Criteria**, last revised in August 2009, will be used by the MPO in the selection and prioritization of STP Group 1 (Urban) funded projects. This Selection Criteria provides an objective basis for evaluating the relative importance of projects and is intended to be used as a guide in the selection and prioritization of eligible projects. The Selection Criteria adheres to the Policy Guidelines as revised and shown below:

The proposed program should emphasize preservation of and efficiency improvements to the existing transportation system without placing excessive reliance on projects which increase roadway capacity (and the reliance on single occupancy vehicles) and their subsequent impact upon the region's air quality (Goal 1 of the LRTP). Emphasis should be placed on preservation rather than expansion.

The IRTIP should follow the priority established in the LRTP in implementing projects of regional significance. Although program equity is a key component of the IRTIP, no sub-allocation of federal funds will be used to replace the project staging and priorities established in the LRTP to advance the overall interrelated regional interests.

**PLEASE NOTE:** All applications for regionally significant (i.e. added capacity, new roadways, etc.) projects must be coordinated with the MPO's Long Range Transportation Planning section prior to submittal. Documentation of this coordination with the LRTP section must be uploaded with the project application or it will NOT BE ACCEPTED. Projects will need to be submitted in the subsequent 2045 Long Range Transportation Plan (LRTP) call for projects in early 2017 to be considered for funding in SFY 2022 of the TIP. Because of the different timing of the TIP call for projects and the LRTP call for projects, staff may recommend projects for inclusion in the TIP prior to inclusion in the LRTP. Should this happen, staff will coordinate with the LPA and the LRTP staff to determine appropriate timing for official inclusion in the new TIP.

Proposed projects within the region that have a proven potential to enhance economic development, stimulate the economy, and assist in job creation should be given additional consideration for inclusion in the program. Projects that have the potential to positively impact the quality of life for the area's residents should be considered in the development of the program. Projects should:

- Be consistent and not in conflict with local and/or county comprehensive plans (i.e. the project implements a solution or addresses a problem identified in the plan)
- Provide improvements to air quality (improvement is consistent with the CMAQ eligibility requirements)
- Provide aesthetic improvements where appropriate (provision of landscaping or other scenic beautification)
- Provide access to major generators (including multi-modal and intra-modal facilities, cultural and recreational sites)

In addition to the policy guidelines listed above, the MPO takes into consideration eight planning factors revised under SAFETEA-LU. The project selection criteria for the IRTIP have been updated to reflect these factors. The factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system.

The criteria used to score the project is based on its project specific priority worksheet, such as:

1. New Signalization
2. Existing Roadway Capacity Improvement
3. New Roadway Construction
4. Roadway Reconstruction/Rehabilitation
5. Roadway Resurfacing
6. Bridge Replacement
7. Bridge Rehabilitation
8. Intersection Improvements
9. Bicycle Enhancements
10. Pedestrian Enhancements
11. Freight Enhancements
12. Transit Enhancement Capital Projects

**All STP Group 1 (Urban) projects are scored out of 100 points. The average scores over the last two Calls for Projects are listed below:**

<b>Pavement Preservation:</b>	<b>61.5</b>
<b>Bridge Preservation:</b>	<b>69.2</b>
<b>Expansion:</b>	<b>60.6</b>
<b>Bike/Ped Enhancement:</b>	<b>83.0</b>
<b>Transit:</b>	<b>85.0</b>

**Furthermore, the lowest funded project scores have been:**

<b>Pavement Preservation:</b>	<b>47.0</b>
<b>Bridge Preservation:</b>	<b>61.1</b>
<b>Expansion:</b>	<b>57.0</b>
<b>Bike/Ped Enhancement:</b>	<b>70.0</b>
<b>Transit:</b>	<b>70.0</b>

**The TAP Project Selection Criteria**, last revised in 2015, will be used by the MPO in the selection and prioritization of the TAP funded projects.

Transportation Alternatives as defined in 23 U.S.C. 101(a) (29) (MAP-21 §1103) include the following:

1. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
2. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
4. Construction of turnouts, overlooks, and viewing areas.
5. Community improvement activities, which include but are not limited to:
  - A. Inventory, control, or removal of outdoor advertising;
  - B. Historic preservation and rehabilitation of historic transportation facilities;
  - C. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
  - D. Archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
6. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
  - A. Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
  - B. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
7. The recreational trails program under section 206 of title 23. *(This program is NOT administered by the Indianapolis MPO. If you are interested in applying for these funds, visit the Indiana Department of Natural Resources (IDNR) website for the application and contact information: <http://www.in.gov/dnr/outdoor/4101.htm>)*
8. The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
  - A. Infrastructure-related projects.
  - B. Non-infrastructure related activities.
  - C. Safe Routes to School coordinator.
9. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

The criteria used to judge the value of a project includes general criteria such as the projects relationship to transportation, benefit, need, & quality of the project, and whether or not there is evidence of public participation and community support. Additionally, the project will be scored specifically in relation to its type such as provision of facilities for pedestrians and bicycles, preservation of an abandoned railroad corridor, and safe routes to school infrastructure and non-infrastructure.

**The average score for TAP projects over the last two Calls for Projects is 66.1 out of 100 with the lowest funded project scoring 59.3 points.**

### Air Quality Determination and Reporting Requirements

In order to comply with the regulations of the 1990 Clean Air Act Amendment (CAAA), a detailed analysis is performed on the non-exempt projects included in the IRTIP. The analysis is typically performed as part of an update or amendment to the Indianapolis Regional Transportation Plan that precedes or is accomplished in conjunction with the development of the IRTIP. The analysis assesses how well the Regional Transportation Plan conforms to the air quality goals and whether or not any of the emissions budgets are exceeded. **All non-exempt IRTIP project submittals must be included in the conforming Regional Transportation Plan in order to be placed in the IRTIP. See the Introduction section regarding specific requirements for non-exempt projects for this Call for Projects.**

Formally, the IRTIP is reviewed relative to air quality status, and an air quality determination is reached. However, provided all the IRTIP non-exempt projects are included in the Regional Plan, then theoretically no obstacles to a successful conformity determination should exist.

The MPO resolution approving the conforming Long Range Transportation Plan is included in the IRTIP document and the air quality conformity documentation is available for review at the offices of the Indianapolis Metropolitan Planning Organization and on the MPO's website.

## **APPROVAL PROCESS**

### Public Involvement

The public is given an opportunity to review the list of recommended illustrative and the draft 2018-2021 IRTIP, including the associated Air Quality analysis, during a 30-day public review and comment period. The comment period is announced in the public notice section of the Indianapolis Star and on the MPO's website.

- The IRTIP amendments will be made available on the MPO's website announcing the public review and comment period.

- Public comments are accepted by the MPO staff in writing, via e-mail, in person, or via phone. All significant public comments (or a summary of like comments) and responses to all public comments will be included in a summary memorandum provided to and discussed with both the IRTC Technical Committee and Policy Committee prior to approval.

### Approval Process

Once project recommendations and the draft IRTIP have been developed, staff will send the IRTC Administrative Committee the recommendations and draft IRTIP seeking concurrence to move forward with the recommendation. If necessary, the MPO will hold an additional meeting with the IRTC Administrative Committee to discuss the project selection process and recommendation. The full IRTC is provided with a 14-day review and comment period after the Administrative Committee. If no further issues are raised, the recommended projects will then be advertised for a 14-day public review and comment period unless they are part of the development of a new TIP in which case it is a 30-day review prior to approval at the 2<sup>nd</sup> 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**

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

- Thoroughly complete the IRTIP project information in MiTIP
- Mapped project location in database
- Supporting documentation for STP Group 1 (Urban) selection criteria
- Supporting documentation of safety data from RoadHAT for HSIP Projects
- Supporting documentation of air quality analysis for CMAQ Projects
- 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)
- A detailed cost estimate that provides itemized unit and quantity detail, is calculated in Year of Expenditure (YOE) dollars (SFY 2022) and is signed by a certified engineer must be uploaded with the application. **YOE should be calculated using a 2% annual compounding interest with no more than a 15% contingency.** Note: 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 per INDOT guidelines.
- Memorandum or emails with the MPO's LRTP section documenting the projects current status in the Long Range Transportation Plan.



## EXPLANATION OF MiTIP'S PROJECT SUBMITTAL PROCESS

MiTIP, the Indianapolis MPO's online TIP database, has replaced the IRTIP in its previous form. All new projects are now required to be submitted in MiTIP. Paper applications are no longer accepted.

### Access MiTIP

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

### Login/Create Account

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

MAIN MENU [LOGOUT](#) | [INDYMPO](#)

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

**Existing MiTIP users**  
Enter your username and password to sign in

USERNAME:

PASSWORD:

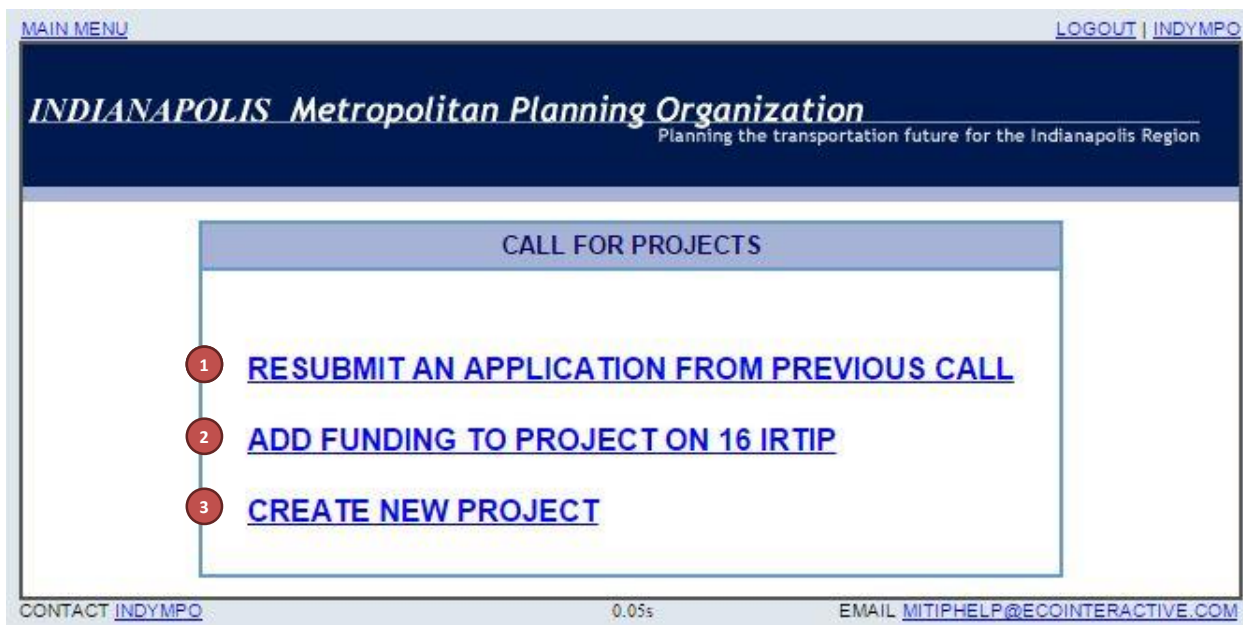
NEW TO MiTIP? FORGOT YOUR PASSWORD? [CLICK HERE](#)

CONTACT [INDYMPO](#) 0.05s EMAIL [MITIPHELP@ECOINTERACTIVE.COM](mailto:MITIPHELP@ECOINTERACTIVE.COM)

## Enter Call for Projects

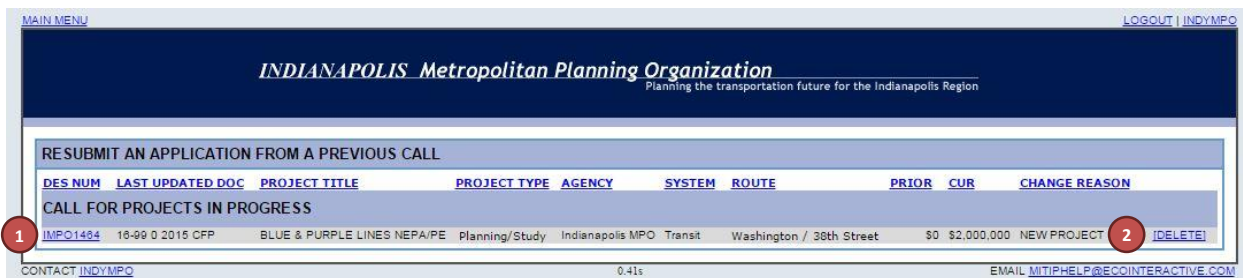
Click on the “CALL FOR PROJECTS” link then select whether you are going to:

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



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

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



If you are requesting to add funds for a new phase on an existing project in MiTIP, first ensure that the project is currently programmed in the 2016-2019 IRTIP. If so, search for the project by the des. number 1, click [AMEND] 2, update the project page as needed for your application, and submit to the MPO.

MAIN MENU LOGOUT | INDYMPO

---

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

---

**SEARCH FOR A IRTIP PROJECT TO AMEND**

PROJECT ID/ DES NUM

ID TYPE

IMPLEMENTING AGENCY

DISTRICT

PROJECT TYPE

PROJECT STATUS

Search for Project
Reset Form

[\[Show Advance\]](#)

CONTACT INDYMPO 0.41s EMAIL MITIPHELP@ECOINTERACTIVE.COM

MAIN MENU LOGOUT | INDYMPO

---

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

---

PROJECT SEARCH RESULTS
[EXPORT TO EXCEL \(+\)](#)
3 RECORDS FOUND
PAGE 1 OF

PROJECT ID/ DES NUM

ID TYPE

IMPLEMENTING AGENCY

DISTRICT

PROJECT TYPE

PROJECT STATUS

Search for Project
Reset Form

[\[Show Advance\]](#)

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

CONTACT INDYMPO 1.36s EMAIL MITIPHELP@ECOINTERACTIVE.COM

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

## Section 1: Project Information

[UPLOAD PROJECT DOCUMENTS](#)

**ADDING A NEW IRTIP PROJECT**

**PROJECT INFORMATION**

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

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

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

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

**COUNTY**  **PROJECT TYPE**

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

7 **PROJECT TITLE**

**PROJECT DESCRIPTION - GUIDELINES**

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

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

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

**DOES YOUR PROJECT COMPLY WITH THE COMPLETE STREETS POLICY?**

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

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

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

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

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

- 3 Please select "city," "town," "county" or "transit agency" under IMPLEMENTING AGENCY.
- 4 Then, provide the name and contact information for PROJECT MANAGER, ERC, and select the respective INDOT DISTRICT. For PROJECT TYPE, select the type that best suits your project.
- 5 Under CAPACITY INC, select "yes" if your project is adding capacity, and is non-exempt from air quality modeling. If your project is not adding capacity to the roadway, select "no."
- 6 For BIKE PED COMPONENTS, if sidewalks, bike lanes, or other associated components are included in your project, select "yes." If BIKE PED COMPONENTS are included in your project, please indicate an approximate percentage of funds that will go towards these aspects in your project.
- 7 Next, provide a PROJECT TITLE, and under PROJECT DESCRIPTION, provide location, type and scope details (click on GUIDELINES for an example). Additional project details can be uploaded with the project. Please indicate the status of the project's development (i.e. has preliminary engineering or right-of-way work on the project been completed?). Then describe the relation of the project to other local and/or regional improvements.
- 8 Please indicate whether or not your agency has submitted your ADA transition plan to INDOT and whether or not the project complies with the IMPO's complete streets policy. If the project is within the urbanized area and is seeking STP or TAP funds, the COMPLETE STREETS menu will appear and require answers.
- 9 Identify the project as being "exempt" or "non-exempt," and whether or not the project is in the Urbanized Area. A link to the UAB boundary map is provided in MiTIP for your reference and is also available on the MPO's website. Depending on the project funding requested, if the project is within the UAB, the MPO's Complete Streets Policy may apply and additional prompts will appear.
- 10 Finally, provide the specific project location by first selecting the SYSTEM ("local" = local roads, "N/A" = bike/ped or other projects not on the local system, or "transit.") The option "highway" is for INDOT projects only. Select the LOCATION TYPE, from options such as "bridge," "intersection," "street segment," etc. The following location questions will change based on the location type selected, for example, if you select bridge, MiTIP will ask for the bridge number and local street name, but if you select street segment, MiTIP will ask for the local street name and the to and from cross streets.

\*Please note the instructions in green text, stating that the “Map link will appear after you click save.” This is where you are required to map your project; however, before accessing the map, data must be saved so it is not lost during the mapping process. After saving, by clicking the “Save for Later” button at the bottom of the page, a “MAP” link will appear at the far right of the shaded box where you provided the location information.

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

## Section 2: Questions for Specific Funding Types

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

### Section 2a: Additional CMAQ Information

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

Please complete your Alternate Fuel Purchase Funding Participation Level Test Form [\[HERE\]](#) - Please fill out and save the PDF then upload to this project.  
Please complete your 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 CMAQ projects. The numbers entered here should come out of the CMAQ Emissions Calculator, which you can download [here](#).

Air Quality Analysis (check appropriate Box)		
QUANTITATIVE		QUALITATIVE
<input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> No <input type="checkbox"/> Yes
NOTE: Supporting documents of quantitative analysis or an explanation of a qualitative analysis must be attached. A qualitative analysis must have a range of emission estimates.		
REDUCTION IN OZONE PRECURSORS		KILOGRAMS/DAY
VOC's:		\$
CO's:		\$
NOx:		\$
REDUCTION IN PM 2.5 PRECURSORS		KILOGRAMS/YEAR
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"?	▼	

Other CMAQ resources available on the website:

- [Calculator user guide](#)



## 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

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

---

For other project types, the questions are as shown below. This information should come out of the RoadHAT 2.04 software, which you can download [here](#).

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

CRASH COST INDEX (CCI)

CRASH FREQUENCY INDEX (ICF)

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

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

---

Other HSIP resources available on the website:

- [Low-cost systematic application](#)
- [Guide to Road Safety Audits](#)



## Section 2c: Additional STP Information

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

PROXIMITY TO PRIMARY CORRIDOR IN BICYCLE PLAN \*  
("primary corridors" includes all regional greenways and bike lanes, but does not include "local" corridors that serve only a local neighborhood)

NEW or REHAB SIDEWALK/MULTIUSE PATH CONNECTING TO a BUS STOP or RAPID TRANSIT STATION \*

CONSTRUCTS NEW EXCLUSIVE BICYCLE LANE OR MULTI-USE PATH

CONSTRUCTS NEW PUBLIC BICYCLE STORAGE

TOTAL POINTS 0

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

**COMPLETE STREETS POLICY COMPLIANCE**

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

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

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

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

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

**COMPLETE STREETS POLICY COMPLIANCE**

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

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

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

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

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

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

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

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

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

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

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

### Section 2d: Additional TAP Information

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

What project type is your application?

Bicycle, Trail, and Multi-Use Facilities ▼

Property Type ▼

Project Application Length ▼

Project Application Width ▼

Project Application Surface Type ▼

Project Amenities (select all that apply)

☐ Parking lots/trailheads

☐ Water fountains

☐ Restrooms

☐ Lighting

☐ Seating

☐ Bicycle Racks

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

### Section 3: Programming Information

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

- 1 This section requires scheduling and funding information for all phases of the project being submitted. In the first field, EST TOTAL PROJECT COST, provide the total estimated cost of all phases, including locally funded PE and ROW. It may be easiest to complete this field after all phases are entered into the funding table, as the total is automatically calculated.

If the EST TOTAL PROJECT COST is less than the Grand Total in the funding table, you will receive an error message. For scheduling purposes, please provide the estimated LETTING DATE (available letting dates are between July and February) and OPEN TO TRAFFIC DATE.

- 2 In the funding table, enter the STATE FISCAL YR 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 2022 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 STP Group 1 (Urban) in the second line, demonstrating the funds requested and the local match commitment.** Subtotals and totals will be automatically calculated within the form. NOTE: According to 23 USC 120 (c), some safety projects are eligible to be funded at 100% Federal funding. Please contact the MPO should you have any questions regarding whether or not your project is eligible to be funded at 100% Federal funds.

#### Section 4: Adoption Reason

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

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

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

## **EXPLANATION OF PROJECT PRIORITY WORKSHEET FOR GROUP 1 URBAN STP PROJECTS**

The Project Priority Worksheet for Group 1 Urban STP Projects provides a Project Selection and Prioritization System for the Indianapolis Regional Transportation Improvement Program (IRTIP). This system has been refined on several occasions, most recently in August of 2009, to reflect changing goals and circumstances for the Indianapolis MPA.

The Project Selection Criteria is intended for use by the MPO staff during the review, evaluation, selection, and prioritization of projects. This system provides an objective basis for selecting and prioritizing projects, but is intended only as a guide, not an absolute, in the scoring process of STP Group 1 (Urban) projects.

## **INSTRUCTIONS FOR THE PROJECT PRIORITY WORKSHEET**

The following information describes the Project Priority Worksheet and is intended to assist the LPA's in completing the worksheet questions within the MiTIP application along with all STP projects submitted for inclusion in the IRTIP.

### Technical Evaluation Criteria

Each project is evaluated on a variety of categories of technical criteria specific to the project type. NOTE: Projects may only be scored as ONE project type. The MAXIMUM possible score for any single project is one hundred points (100).

### Type of Project

Projects are scored by specific criteria based on a single project type. The worksheet identifies twelve types of projects:

- a) New Signalization
- b) Existing Roadway Capacity Improvement
- c) New Roadway Construction
- d) Roadway Reconstruction/Rehabilitation
- e) Roadway Resurfacing
- f) Bridge Replacement
- g) Bridge Rehabilitation
- h) Intersection Improvements
- i) Bicycle Enhancements
- j) Pedestrian Enhancement
- k) Freight Enhancement
- l) Transit Enhancement Capital Projects

Each project is eligible for a **maximum of one hundred (100) points** to be determined by criteria for each project type. A project can only be scored as one project type. Scores cannot be combined throughout several project types. Criteria for each type of project are described below.

**a) New Signalization** - This type of project includes locations where new signals are warranted. Proposals for new signals are scored on their compliance with signal warrants published in the U.S. DOT Manual on Uniform Traffic Control Devices (MUTCD). The MUTCD defines both primary and supplemental warrants for justification of new traffic signals. Applicants must identify the warrant that is satisfied with the corresponding count, delay, or accident data. Additional criteria include the Federal Functional Classification of the major roadway of the intersection. This Classification can be found on the Urban Federal Functional Classification maps that are available on the MPO's website or by request.

**b) Existing Roadway Capacity Improvement** - This type of project increases capacity on the mainline of a roadway. Examples of these projects include: widening for additional lanes or broader travel lanes, and upgrading existing facilities for access control. Scoring is based on Federal Functional Classification, existing volumes and operations and proposed improvements to existing operations, as well as neighborhood impacts. The future operations category illustrates improvements to the existing LOS that would be caused by the improvements. **Projects in this category must be coordinated with the MPO's Long Range Transportation Planning section prior to submittal of an application. New projects must simultaneously be included in the 2045 Long Range Transportation Plan (LRTP) call for projects to be considered for funding in SFY 2022.**

**c) New Roadway Construction** - This type of project includes the construction of new roadway segments that are to be designated Federal Aid Routes (meaning they are to be designated on the Urban Federal Functional Classification maps). Scoring is based on the projected Average Daily Traffic (ADT) for the new facility expected by the Long Range Transportation Plan horizon year of 2035, the regional significance of the project, its connectivity and continuity and impacts to neighborhoods. **Projects in this category must be coordinated with the MPO's Long Range Transportation Planning section prior to submittal of an application. New projects must simultaneously be included in the 2045 Long Range Transportation Plan (LRTP) call for projects to be considered for funding in SFY 2022.**

**d) Roadway Reconstruction/Rehabilitation** - This category of projects includes existing roadways that are to be rehabilitated, resurfaced or reconstructed with the main intent to improve surface conditions, not to add capacity. Minor widening that results in capacity improvements are allowed for projects in this category as long as they are not determined to be Regionally Significant. Scoring is based on Federal Functional Classification of the facility, pavement condition index (PCI) or PASER and existing Average Daily Traffic (ADT).

**e) Roadway resurfacing** – A project in this category is scored primarily based on the Pavement Condition Index (PCI). Please contact Andy Swenson of the MPO (see Appendix D) if you have questions regarding the use of PCI or other pavement condition indices. In addition to the score awarded for PCI or PASER, the project is scored on the Average Daily Traffic and Federal Functional Classification.

**f) Bridge Replacement** - A project in this category is scored on the basis of structural sufficiency ratings provided by County Bridge reports and the Indiana Department of Transportation Division of Bridge Design. In addition to the score awarded for sufficiency rating, the project is awarded points based on the Federal Functional Classification and Average Daily Traffic (ADT) of the facility where the bridge is located.

**Note: a bridge replacement project that has a sufficiency rating of 50 or higher or that is neither structurally deficient nor functionally obsolete is not eligible for STP funding.**

**g) Bridge Rehabilitation** – As with the bridge replacement category, this category is scored on the basis of structural sufficiency ratings provided by County Bridge reports and the Indiana Department of Transportation Division of Bridge Design. In addition to the score awarded for sufficiency rating, the project is awarded points based on the Federal Functional Classification and Average Daily Traffic (ADT) of the facility where the bridge is located. **Note: a bridge rehabilitation project that has a sufficiency rating of 80 or higher or that is neither structurally deficient nor functionally obsolete is not eligible for STP funding.**

**h) Intersection Improvement** - This category includes capacity and safety improvements to either single or multiple signalized intersections. The scoring is based on four criteria: existing volumes, accident rates, existing traffic volumes and future operations after the improvement. Scoring for existing traffic volumes should take the form of Average Daily Traffic (ADT) through the intersection. Existing operations shall be determined using analysis prescribed in the most current Highway Capacity Manual published by the Transportation Research Board using data that reflects the current traffic condition for the afternoon (P.M.) peak hour. Accident rates averaged over the last three years at the intersection can be determined from data obtained from local police or from the Indiana Department of Transportation. The future operations category illustrates improvements to the existing LOS that would be caused by the improvements.

**i) Bicycle Enhancement** - This type of project includes the construction of facilities that will increase the use of bicycles as an alternative mode of transportation. It can include multi-use facilities that also incorporate bicycle uses. Projects in the category are scored on the basis of four criteria. Projects that create an exclusive bicycle lane or path are awarded points as are projects that add to public storage of bicycles. An important consideration is the proximity of the project to corridors identified in a bicycle plan. A final consideration is connectivity to mass transit so as to encourage multi-modal trips.

**j) Pedestrian Enhancement** - Projects in this category should encourage walking as an alternative mode of transportation through the construction and improvement of sidewalks. Projects in this category are scored on the basis of six criteria including sidewalk expansion or rehabilitation, inclusion in a pedestrian or walkability study, connection of a missing link in a sidewalk network, elimination of a pedestrian/vehicle hazard, connection to pedestrian destinations and connection to transit facilities. Note: A pedestrian destination is a facility that commonly attracts people that are walking, such as retail stores, schools, parks, churches and libraries.

**k) Freight Enhancement** - This category includes roadway projects along corridors that serve as established truck routes for the shipping of freight. Projects that allow for the direct routing of trucks will improve the overall efficiency of the freight system. Eliminating a truck route impediment, such as a low overpass or tight turn at an intersection, will also improve the efficiency. Similarly, safety improvements are awarded points for improving an identified safety factor. The safety factors include increasing lane width, vertical alignment of roadway, horizontal alignment of roadway, correcting a reverse elevation problem or a super elevation problem, and eliminating a roadside hazard(s). Time lost to delays at congested intersections affects the overall efficiency of the freight system. Improvements at congested intersections on truck routes are awarded additional points. The freight system includes multi-modal methods of transportation and projects that improve access to modal transfer facilities are awarded additional points. A final consideration is the planning support for the project. Those projects that implement specific recommendations from the Freight Plan are awarded additional points.

**l) Transit Enhancement** - This type of project includes improvements to the transit system including the expansion or maintenance of transit accessibility, improvements to safety and security, comfort and amenities, communications/information sharing and transit service planning technology. In addition, points are given for projects that implement recommendations from the Comprehensive Operational Analysis or the Regional Mass Transit Service Plan.

## APPENDIX A

### CURRENT LPAs WITHIN THE INDIANAPOLIS MPA

Town of Arcadia	Town of Cumberland	City of Indianapolis	Town of Plainfield
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	



## Appendix B

### SFY 2022 CALL FOR PROJECTS SCHEDULE

#### **DATE**

10/3/16	Call for projects application packet is emailed to IRTC Technical Committee.
11/23/16	Project applications are due via MiTIP by 5:00pm.
2/6/17	MPO recommendation of SFY 2022 Illustrative projects is emailed to the IRTC for review and comment.
3/23/17	Begin 30-day public review and comment period.
5/24/17	IRTC Policy Committee Approval of the 2018-2021 IRTIP & SFY 2022 Illustrative projects.

## Appendix C

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

<b>Information Required</b>	<b>Contact Name</b>	<b>Agency</b>	<b>Phone</b>	<b>E-Mail</b>
- IRTIP General Info - STP Group 1 (Urban)	Steve Cunningham Kristyn Campbell	IMPO IMPO	327-5403 327-5137	<a href="mailto:steve.cunningham@indympo.org">steve.cunningham@indympo.org</a> <a href="mailto:kristyn.campbell@indympo.org">kristyn.campbell@indympo.org</a>
- Title VI - ADA Transition Plans - Complete Streets	Matt Nowlin	IMPO	327-5108	<a href="mailto:matthew.nowlin@indympo.org">matthew.nowlin@indympo.org</a>
- Traffic Counts - CMAQ - HSIP	Andy Swenson	IMPO	327-5132	<a href="mailto:andrew.swenson@indympo.org">andrew.swenson@indympo.org</a>
- TAP - Safe Routes to School	Jen Higginbotham	IMPO	327-7587	<a href="mailto:jennifer.higginbotham@indympo.org">jennifer.higginbotham@indympo.org</a>
- Transit Funding	Sean Northup	IMPO	327-5149	<a href="mailto:sean.northup@indympo.org">sean.northup@indympo.org</a>
- Long Range Transportation Plan - Congestion Management Process	Stephanie Belch	IMPO	327-7599	<a href="mailto:stephanie.belch@indympo.org">stephanie.belch@indympo.org</a>
INDOT – Crawfordsville District	Susie Kemp	INDOT	765-361-5228	<a href="mailto:skemp@indot.IN.gov">skemp@indot.IN.gov</a>
INDOT – Seymour District	Debra Ault	INDOT	812-524-3969	<a href="mailto:dault@indot.IN.gov">dault@indot.IN.gov</a>
INDOT – Greenfield District	Cassandra Hudson	INDOT	317-467-3413	<a href="mailto:chudson1@indot.IN.gov">chudson1@indot.IN.gov</a>

## Appendix D

### DEFINITION OF REGIONALLY SIGNIFICANT PROJECTS

#### **Regionally Significant**

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

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

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

#### **Not Regionally Significant**

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

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

**Non-Definitive Criteria**

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

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

## Appendix E

### FEDERAL FUNDING SOURCE OPTIONS

# Federal Transportation Funding Categories



	<b>STP</b> Surface Transportation Program FHWA Fact Sheet: <a href="http://1.usa.gov/1SRIKXH">http://1.usa.gov/1SRIKXH</a>	<b>CMAQ</b> Congestion Mitigation and Air Quality <a href="http://1.usa.gov/1rtbFsT">http://1.usa.gov/1rtbFsT</a>	<b>HSIP</b> Highway Safety Improvement Program <a href="http://1.usa.gov/1QNFYj0">http://1.usa.gov/1QNFYj0</a>	<b>TAP</b> Transportation Alternatives Program <a href="http://1.usa.gov/1q20Gpe">http://1.usa.gov/1q20Gpe</a>	
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