

INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION

INDIANAPOLIS REGIONAL TRANSPORTATION COUNCIL POLICY COMMITTEE

Resolution Number 14-IMPO-006

A RESOLUTION adopting the Indianapolis MPO Quarterly Project Tracking Policy applicable to all Local projects included in the Indianapolis Regional Transportation Improvement Program.

WHEREAS, the Indianapolis Metropolitan Planning Organization (IMPO) provides for a continuing, cooperative and comprehensive transportation planning process for the Indianapolis metropolitan planning area;

WHEREAS, the Indianapolis Regional Transportation Improvement Program (IRTIP) incorporates projects proposed by local governments and agencies within the Indianapolis Metropolitan Planning Area; and

WHEREAS, the FHWA has required that all MPOs address annual Planning Emphasis Areas (PEAs) to implement each MPOs planning program and financial management system as required by the most recent Federal Transportation Bill, and

WHEREAS, the FHWA has identified Quarterly Project Tracking as a Planning Emphasis Area, and

WHEREAS, all Local Public Agencies (LPAs) with projects in the IRTIP are required to participate in the IMPO Quarterly Project Tracking Process, and

WHEREAS, the IMPO developed a Quarterly Project Tracking Policy for all qualifying projects within the Indianapolis Metropolitan Planning Area as shown in Exhibit A, and

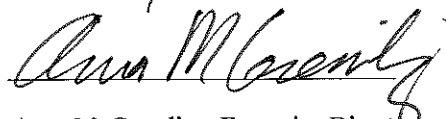
WHEREAS, in coordination with FHWA and INDOT, the IMPO Quarterly Project Tracking Policy will replace any previous Quarterly Report Tracking Policies, Processes, Forms, and/or Meetings required by FHWA or INDOT and thus only one quarterly report must be submitted electronically via MiTIP to the IMPO for each programmed project in the IRTIP and no other office or agency and only one meeting must be attended as conducted and led by the IMPO, and

WHEREAS, all LPAs who choose not to adhere to the Quarterly Project Tracking Policy will be ineligible to receive additional federal funding for any project currently funded by the IMPO and will not be eligible to submit applications for inclusion of any additional projects in the IRTIP regardless of funding.

NOW, THEREFORE, BE IT RESOLVED, that the IRTC hereby adopts the Indianapolis MPO's Quarterly Project Tracking Policy as included in the attached Exhibit A.

The above and foregoing resolution was adopted this 28 day of May 2014 by the IRTC Policy Committee.

DATE: 5/28/14



Anna M. Gremling, Executive Director
Indianapolis MPO
For the IRTC Policy Committee Chair

EXHIBIT A

Indianapolis MPO

Quarterly Project Tracking Policy

Per requirements of the Federal Highway Administration (FHWA) and with guidance from the Indiana Department of Transportation (INDOT), the Indianapolis Metropolitan Planning Organization (IMPO) has established a Quarterly Tracking Process for all qualifying federally funded transportation projects programmed in the current Indianapolis Regional Transportation Improvement Program (IRTIP). The intent of this new federal requirement is to improve communication, maintain project budgets, and increase on time delivery.

The Quarterly Tracking Process will consist of quarterly reporting in the IMPO's online, interactive database known as MiTIP and a meeting each quarter with the LPA's Employee in Responsible Charge (ERC) and consultants (if applicable), IMPO staff, INDOT, and FHWA. Tracking meetings will be held the month following each quarterly report due date; typically in November, February, May and August.

LPAs who choose not to participate in the Quarterly Tracking Process will be ineligible to receive additional federal funding for any project currently funded by the IMPO and will not be eligible to submit applications for inclusion of any additional projects in the IRTIP regardless of funding. In addition, if the ERC misses two or more meetings in a given calendar year, the above ineligibility may apply.

Quarterly Reports –

Quarterly reports will be required for each LPA project programmed in the current Indianapolis Regional Transportation Improvement Program (IRTIP) once a DES # has been assigned and the initial early coordination meeting has been held.

Not all projects listed in the current IRTIP are required to submit an IMPO Quarterly Report. INDOT-sponsored or INDOT District sponsored projects, as well as others depending on project scope, funding type, and funding recipient may not be subject to the IMPO process. LPAs should coordinate with IMPO staff should they have any questions regarding which projects require an IMPO Quarterly Report in MiTIP.

LPAs will be required to log in to MiTIP and complete the current quarter's report for each respective programmed project. The LPA's ERC certified staff member must submit the quarterly report via MiTIP; however, if appropriate, they may authorize their consultant(s) to be a MiTIP user to complete the required information. Once they have completed the quarterly report, the

LPA ERC must open the report and “submit to MPO” (this button will not appear for consultants, only the LPA).

Projects that have previously submitted a quarterly report in MiTIP will have prefilled forms based on what was entered in the last quarter. The LPA and/or consultant(s) will only be required to update any information that has changed since the previously submitted quarterly report. New projects will require the LPA and/or consultant(s) to fill in all of the information for the first quarterly report. LPAs are required to coordinate with MPO staff to submit a TIP amendment or modification if project details are different than what is automatically populated in the report. Additionally, please note that all fields are required prior to submitting a quarterly report to the IMPO.

There is the option to save a quarterly report form in progress. Depending on the quarterly reporting progress status, project search results will either show edit schedule (the report has not been completed), in progress (the report has been started, but not saved as final), final (a consultant has finished the report and is waiting for the ERC to submit), or submitted to MPO (the report is finished and has been submitted for MPO review). Upon MPO approval, an email with a copy of the quarterly report will automatically be sent to the respective INDOT district representative. LPAs can check the status of their quarterly reports in MiTIP. Each quarterly report will show as either one of the statuses noted above or “approved.”

The quarterly report should be submitted in MiTIP no later than the scheduled due date. Late quarterly reports will be noted. **Hard copies** of Quarterly Reports will **NOT** be accepted.

Quarterly Tracking meeting -

Meeting attendance is mandatory, unless otherwise determined by the IMPO prior to the scheduled meeting date. Each LPA is required to have at least one ERC review and submit the quarterly report by the due date provided by the MPO and attend the quarterly tracking meeting. Unless requested by the MPO, it is not necessary for the LPA’s consultant to attend the meeting, though they may do so if desired. The MPO, at its discretion, will determine the need or lack thereof, to attend a meeting in person or via telephone.

An annual meeting schedule will be provided at the beginning of each calendar year. In addition, a specific meeting schedule with a list of projects, meeting location, and times will be provided to each required LPA prior to the meeting date.

Each LPA will be designated a time to discuss their project(s) with the IMPO staff and the respective INDOT District LPA Coordinator, Project Manager, and FHWA personnel. The schedule will allot up to ten minutes for each project. This is an opportunity to coordinate with all agencies. Therefore, LPAs should come prepared to discuss the latest project status, budget, and schedule information for each of their projects.

During the meetings, IMPO staff will incorporate meeting notes in the project's quarterly report notes section in MiTIP for record purposes and to ensure follow-up on any action items discussed. No meeting summary, minutes, or notes will be provided.

A copy of each quarterly report will be signed by the LPA representative and consultant(s), if applicable, as record of attendance.

The IMPO staff will follow-up with an email to each LPA after the meeting if action is required as a result of the meeting. The LPA will be responsible for submitting any necessary change requests to the IMPO via MiTIP in a timely manner.

Status Reports -

Once a project has obligated all of its federal funds programmed in the IRTIP, the LPA ERC or consultant will indicate such on the quarterly report and will then be directed to a set of status report questions in MiTIP. The information, like the quarterly reports, will be emailed to the respective INDOT district representative upon IMPO review and approval. Status report information will be due at the same time as quarterly reports and is required until all POs on the project can be closed. (Status reports will not be discussed at the Quarterly Tracking meetings.) Projects will no longer appear in the search for quarterly project progress/status reports when all POs have been closed. At that time, projects will show as completed in MiTIP.

NOTE: This Quarterly Tracking Policy replaces any previous Quarterly Tracking Policy or processes, forms and/or meetings required by FHWA or INDOT. Only one quarterly report must be submitted electronically via MiTIP to the IMPO for each programmed LPA project in the IRTIP, unless the project is INDOT sponsored. Only one Quarterly Tracking meeting must be attended as conducted and led by the IMPO.

This process is subject to change over time due to updated technologies, business processes, and/or policies.