

Indianapolis Metropolitan Planning Organization



Policies and Procedures Manual

UPDATED February 2012

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In accordance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, the Indianapolis MPO does not discriminate based on race, color, national origin, sex, religion, age, or disability.

1. Introduction

Background

Metropolitan Transportation Planning started in the early 1960's with the enactment of the Federal-Aid Highway Act of 1962. A comprehensive and cooperative Indianapolis Regional Transportation and Development Study (IRTADS) completed in 1968 recommended thoroughfare and transit plans for the growing Indianapolis metropolitan area.

IRTADS was designed to be a continuing study through the participation of its sponsoring agencies in the establishment of a transportation-planning unit within the Marion County Metropolitan Planning Department, which was called the Indianapolis Department of Metropolitan Development after the consolidation of the City of Indianapolis and Marion County (UNIGOV) in 1971. This unit, the Indianapolis Metropolitan Planning Organization (MPO), continued the work initiated by IRTADS and kept its recommendations up-to-date and consistent with the changing conditions of the region.

Overview

Each 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. Currently, all MPO's are governed by federal legislation called the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The metropolitan transportation planning process is required in order for the area to receive federal funds for transportation improvements, including transit, highway, and other modes.

The Policy Committee of the Indianapolis Regional Transportation Council (IRTC) is the body that approves all transportation-related activities of the MPO. The IRTC is comprised of a Policy Committee and a Technical Committee and is operated under by-laws initially established in 1976 and revised in 2009. The Governor of the State of Indiana designated the MPO in 1978 as the Indianapolis Metropolitan Development Commission (MDC). Under the new by-laws the Department of Metropolitan Development (DMD) will be designated as the Indianapolis MPO. The budget and other fiscal matters of the MPO will continue to have final review and approval provided by the Metropolitan Development Commission, the policy body of DMD, following input and recommendations from the IRTC Policy Committee. All other transportation-related activities of the MPO will have final review and approval by the Policy Committee.

The MPO has been continuously certified by the Federal Highway Administration (FHWA) as meeting all pertinent federal regulations since the inception of metropolitan transportation planning in 1962. The last four certification reports in 2000, 2003, 2006 and 2010, gave compliments to the MPO. One corrective action was noted in 2010 that was addressed by the MPO. The next certification review of the MPO is tentatively scheduled for the summer of 2014.

Mission Statement

The regional transportation planning process results in plans and programs for highways, transit, non-motorized transportation, and other means of moving people and goods in compliance with federal transportation requirements to guide the development of an efficient multi-modal transportation system within the Indianapolis Metropolitan Planning Area (MPA). See map of the Indianapolis Metropolitan Planning Area in Appendix A.

Major goals include:

- Identifying future transportation needs by analyzing existing conditions and trends and making projections of future changes;
- Providing a factual basis for comprehensive public policies to meet the transportation needs of the region;
- Preparing plans in which roadways, public transit, airports, railroads, bicycle facilities, pedestrian facilities and other means of moving people and goods are properly related to plans and programs for the physical, social, economic, environmental and energy needs of the region;
- Maintaining a continuing, cooperative, and comprehensive planning process that will enable plans to be kept current in response to changing conditions, while meeting the requirements of the current surface transportation legislation – the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) – as well as the 1990 Clean Air Act Amendments (CAAA) , Title VI, and Environmental Justice; and
- Achieving all program goals in the context of actively involving all social and economic groups of the community in the transportation planning process.

Bylaws of the Indianapolis Metropolitan Planning Organization

See Appendix B

Indianapolis Regional Transportation Council

MPO plans and recommendations are developed in cooperation with the Indianapolis Regional Transportation Council (IRTC). The IRTC is composed of a Policy Committee and a Technical Committee, both of which meet on a quarterly basis. The IRTC also includes an Administrative Committee that consists of five (5) members from the IRTC, including the Chair of the Policy Committee.

The IRTC Policy Committee consists of the elected and appointed policy officials of local governments and public agencies within the Indianapolis Metropolitan Planning Area (MPA). The IRTC Technical Committee consists of planners and engineers from local governments and

public agencies within the MPA. The officers of the IRTC Policy Committee shall consist of a Chair and a Vice-chair who shall be elected annually from the eligible voting members.

MPO plans and recommendations are first endorsed by the IRTC Technical Committee before going to the IRTC Policy Committee for final approval. Only items pertaining to the MPO's budget and other fiscal matters such as consultant contracts are presented to the Metropolitan Development Commission (MDC) for adoption subsequent to being approved by the Policy Committee.

The current Metropolitan Planning Area (MPA) is based on 2000 Census data and the expanded boundaries were approved by the State of Indiana in 2004. 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 map in Appendix A). The MPA will be reevaluated using 2010 Census information for urbanized areas (UZA), which is expected to be released in the second quarter of 2012. The evaluation will follow the release of the UZA data.

The chart on the following page titled "MPO Structure" lists all members of the IRTC, which includes representatives from all of the Local Public Agencies (LPA) within the Indianapolis MPA. Each LPA's highest elected/appointed official(s) shall designate the IRTC representative for that LPA. Representatives shall remain as members until a successor has been named by the LPA. Use of a proxy is allowed but must be communicated in writing before each Policy Committee meeting.

Metropolitan Development Commission

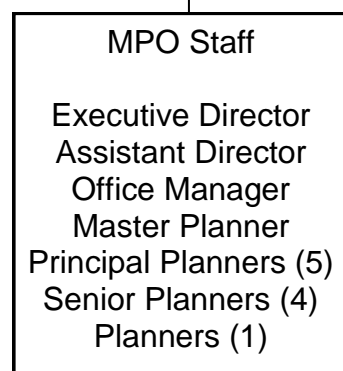
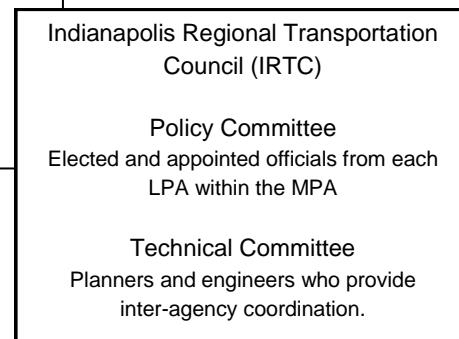
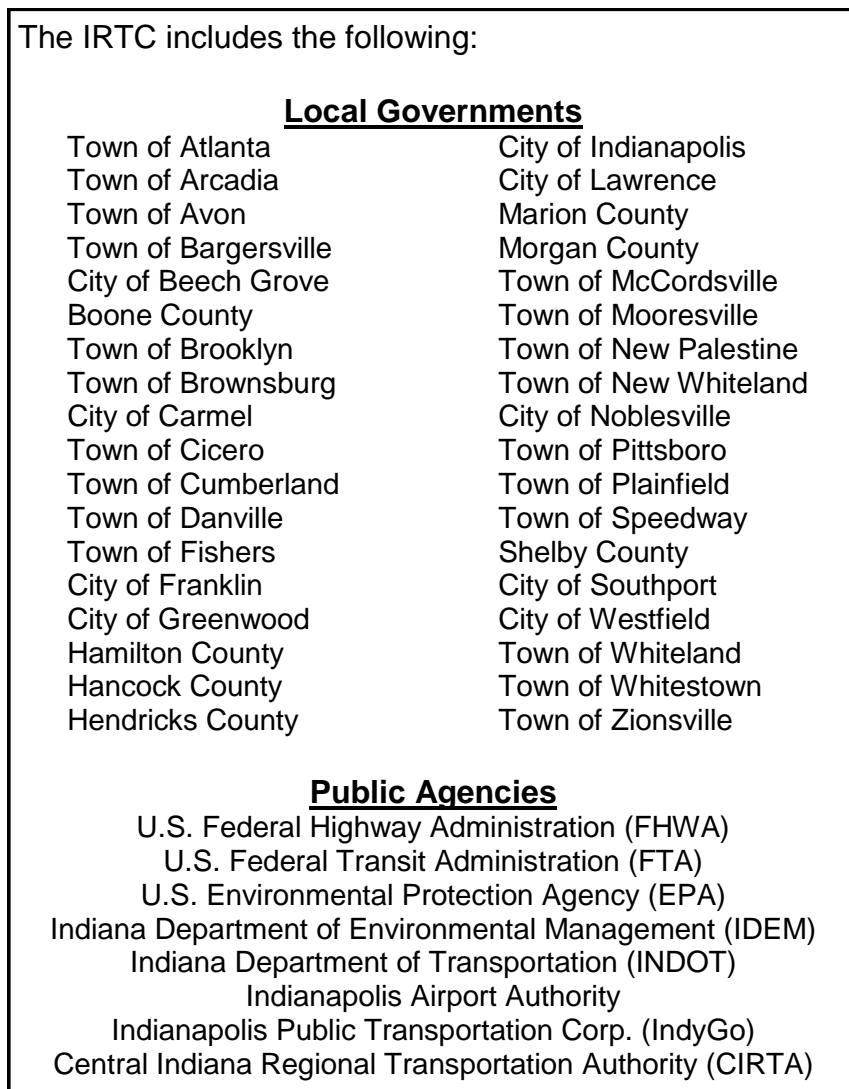
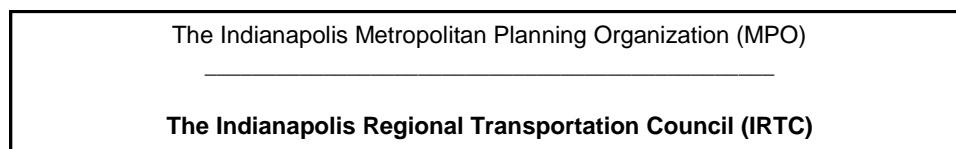
There are nine appointed members seated on the Metropolitan Development Commission for Marion County:

- Mayor of Indianapolis appoints four members;
- City-County Council of Indianapolis and Marion County appoints three members; and,
- County Commissioners of Marion County appoints two members.

Federal and State Oversight Agencies

The primary agencies that participate with the MPO in the metropolitan transportation planning process include: the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Indianapolis Department of Transportation (INDOT), the Indiana Department of Environmental Management (IDEM), and the U.S. Environmental Protection Agency (US EPA).

MPO STRUCTURE



2. Work Program and Products

SAFETEA-LU sets aside 1.25 percent of all federal transportation monies for funding State and MPO planning activities. Key deliverables of the MPO planning process include a Unified Planning Work Program (UPWP), the Long-Range Transportation Plan (LRTP), and the 4-year Transportation Improvement Program (TIP) for the Central Indiana region. This section addresses the UPWP and its development.

Unified Planning Work Program (UPWP)

The MPO normally develops the UPWP annually or biennially, based on available budgets and metropolitan transportation planning priorities. The average annual budget for the Indianapolis UPWP during the five years from 2005 to 2011 is around \$4,250,000 (67% FHWA, 13% FTA, and 20% local match from the regional partners). In 2005, the MPO began soliciting additional local funds to leverage unspent federal planning allocations. Traditionally, the Unified Planning Work Program is developed based on planning factors issued annually by the Federal Highway Administration (FHWA). These factors are listed as follows:

1. Support economic vitality;
2. Increase the safety of the Transportation System;
3. Increase the security of the Transportation System;
4. Improve accessibility and mobility;
5. Protect and enhance the environment;
6. Enhance the integration and connectivity of the transportation system, across and between all modes;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

The draft work program is normally developed around September of each year and finalized in November, after the Indianapolis City-County Council passes the Budget and an interagency consultation group has reviewed the draft. Representatives of the IRTC comprise a work program review committee that provides input on the draft document, and prior to receiving approval by the IRTC.

Planning Emphasis Areas/Regulations

The U.S. Department of Transportation issues Planning Emphasis Areas (PEAs) to guide the metropolitan transportation planning process in a consistent fashion throughout the nation. The most recent planning emphasis areas include:

- Air Quality Conformity;
- Highway Performance Monitoring System;

- Intelligent Transportation Systems; and,
- Safety.

Additionally, the FTA and FHWA list six key planning themes to promote priority considerations:

- Security;
- National Environmental Policy Act (NEPA);
- Management and operations;
- Non-metropolitan area coordination;
- Technical capacity; and,
- Human services.

Section 420 of title 23 of the Code of Federal Regulations (23 CFR 420) and 23 CFR 450.314 identify the requirements for work programs. MPOs are required to develop the work program in cooperation with the State Department of Transportation and public transit agencies. Elements to be included in the work program include:

- Discussion of the planning priorities facing the metropolitan planning area.
- Description of all metropolitan transportation planning and transportation-related air quality planning activities anticipated within the next 1- or 2-year period, regardless of funding source, indicating:
 - > A review of who will perform the work
 - > The schedule for completion of the work
 - > A review of the intended products; including all activities funded under title 23 and the Federal Transit Act (450.314(a)(2))

The work program should:

1. Be inclusive in its development, including input from the public, MPO member agencies and local governments, other transportation agencies in the region (including local transit agencies), and the State. Although the MPO is responsible for the document, it should reflect cooperative thinking among the planning partners on priorities for planning work and commitment of staff and budgets to this work.
2. Be consistent with the mission of the MPO and express long-term strategies, goals, and priorities, for example, as expressed in the long-range plan, from public involvement, or coordination with partners. Tasks should be prioritized and selected to achieve the core mission of the MPO and to produce the required products as identified in Federal transportation legislation and the USDOT planning emphasis areas.
3. Be based on sound financial analysis and fiscal planning principles.
4. Include funded major transportation planning studies in the region, regardless of funding source or the agency conducting the study.
5. Indicate that related activities of planning partners are coordinated, complementary, allow for leveraging and economies, and are not duplicative.

6. Be adopted and transmitted to INDOT and the Indiana Division of FHWA for review and approval prior to January 1, so that MPO activities continue uninterrupted.
7. Indicate in sufficient detail responsibility for work, completion schedules, and products.
8. Include budget information that addresses fund expenditures and funding sources (however, the UPWP itself is not a budget document).

Approval / Adoption

The Indiana Department of Transportation (INDOT) acts as coordinator in the work program approval process. As such INDOT, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the U.S. Environmental Protection Agency (U.S. EPA) and the Indiana Department of Environmental Management (IDEM) review the draft document. These agencies provide review comments to the INDOT coordinator, who schedules review meetings to incorporate agency comments. The MPO then revises the work program based on these interagency comments. The IRTC participates in the work program activities and approves findings and recommendations of major studies.

Following approval of the final draft work program it is sent to INDOT for the development of a funding agreement. INDOT recommends approval to FHWA and FTA through a letter to that effect. Both the MPO and INDOT then sign the funding agreement, upon their attorneys' approval.

Internal Approval Process

The federal planning funds included in the work program (FHWA Planning or PL funds and FTA Section 5303 funds) require a 20% local match, which is provided by the IRTC members. Following IRTC Policy Committee approval of the UPWP, the Director of the Indianapolis Department of Metropolitan Development signs the funding agreement with INDOT.

Monitoring

Quarterly Status Reports are prepared to accompany the requests for reimbursement of federal funds. The Financial Services Division of DMD prepares the funding requests based on actual expenses. The Department of Housing and Urban Development (HUD) conducts an audit for indirect costs for all federal programs administered by the City.

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3. Indianapolis Long-Range Transportation Plan (LRTP)

The Indianapolis Long-Range Transportation Plan (LRTP) is the MPO's primary transportation policy document. It establishes the purpose and need of major projects underlying the federal transportation funding program, identifies activities to address major issues, and prioritizes investments in the transportation system.

Despite the application of fiscal constraint (see below) and the project-level specificity, the LRTP is not a project-programming document. Instead, it represents the best point-in-time information of anticipated transportation projects, activities, and strategies over the long-term. The LRTP also provides an estimate of the total roadway capacity available for particular milestone years, which are coordinated with air quality requirements so that the air quality impacts of the system may be assessed (see below). Finally, and most importantly, the LRTP provides the basic policy framework for all regional transportation activities.

Unlike the Indianapolis Regional Transportation Improvement Program (IRTIP), the Indianapolis LRTP is not incorporated into any statewide document. The IRTC approval of the LRTP is final. That does not mean that the project-level decisions are solely the MPO's purview however, as many other stakeholders (i.e., IndyGo, INDOT) also have long-range planning processes. These separate planning documents must all be consistent with one another.

Some pertinent features of the LRTP are listed as follows:

- A minimum 20-year horizon is required;
- The LRTP is fiscally-constrained: activities are prioritized relative to realistic projections of available financial resources (federal, state, local, and in some cases, private) out to the LRTP horizon year;
- The LRTP identifies policies, strategies, and projects for the future;
- The LRTP focuses at the systems level, including roadways, transit, non-motorized transportation, and intermodal connections;
- The LRTP must be consistent with the statewide long-range transportation plan;
- The LRTP must be updated every four years.

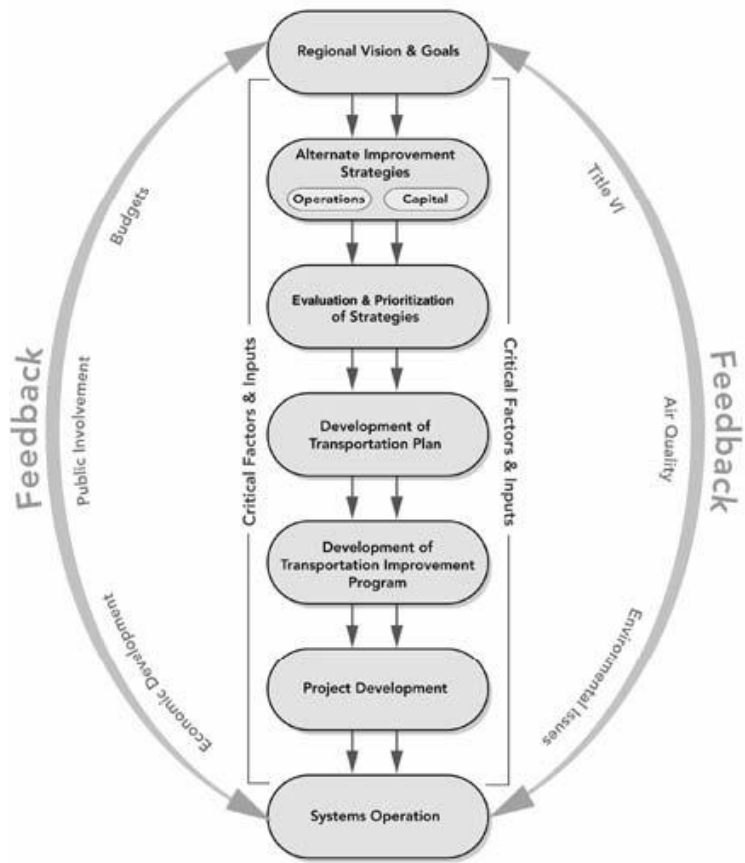
Details of the Long-Range Planning Process

The planning process includes a number of steps and shall include:

- The projected demand of persons and goods in the Metropolitan Planning Area over the period of the LRTP;
- Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors);

- Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods:
- Consideration of the results of the congestion management process (CMP), including the identification of Single Occupant Vehicle projects that result from a CMP;
- Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs;
- Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source;
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan;
- Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g);
- Transportation and transit enhancement activities, as appropriate; and
- A financial plan that demonstrates how the adopted transportation plan can be implemented.

The following graphic shows the general transportation planning process, and its relationship to the LRTP, the Transportation Improvement Program and project development:



Air Quality Conformity

The 9-county central Indiana region (Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan and Shelby counties) is considered either a non-attainment or maintenance area for the pollutants ozone and particulate matter 2.5. For this reason, air quality conformity is an important and time-consuming step in the approval process of the LRTP.

Air quality is influenced by a number of factors, including topography, weather conditions, and sources created by human interactions with the environment, including but not limited to agriculture, manufacturing, domestic product use, and transportation. Because transportation sources contribute to air pollution, the Clean Air Act (CAA) of 1990 identifies actions to be taken by states and MPOs to reduce emissions. The MPO's role in air quality planning is to assess the impact of planned transportation projects on air quality and to identify programs and projects that will help reduce emissions. Two "criteria" pollutants, as identified by the U.S. Environmental Protection Agency, have applicability to the Central Indiana region:

- **Ozone** - Ozone is a colorless and odorless pollutant that is linked with multiple public health threats. As of 2009, the 9-county central Indiana region is designated as an attainment maintenance area for ozone based on the new 8-hour standard.

Ozone is not a direct pollutant, but rather is the result of a chemical reaction of hydrocarbons (Volatile Organic Compounds, or VOCs) and nitrous oxides (NO and NO₂, jointly referred to as NO_x) in the presence of sunlight. Because of the sunlight requirement, ozone is primarily a summertime problem.

- **PM 2.5 – Particulate Matter** is a pollutant that has been linked to multiple public health threats. The U.S. EPA measures ambient concentrations of particulate matter of less than 2.5 microns in diameter (PM_{2.5}); by contrast, a human hair is about 8 microns in diameter. This is the visible "smoke" exhaust that one sees, particularly coming from diesel engines.

Research indicates that particulate matter of 2.5 microns may even pose a greater public health threat than the original 10-micron standard, since smaller particles have a greater probability of becoming lodged deeper in an individual's lungs. This new standard supplements, rather than replaces, the old standard, and results in a five-county area in Central Indiana being designated as non-attainment: Hamilton, Hendricks, Johnson, Marion, and Morgan.

The Clean Air Act (CAA) requires the Indiana Department of Environmental Management (IDEM) to develop a plan called a State Implementation Plan (SIP) to show how the State will meet the National Ambient Air Quality Standards (NAAQS) for each type of air pollutant.

There are three general strategies for reducing emissions:

- **Technological improvements:** New technologies have significant potential for reducing automobile emissions. These are generally beyond the policy purview of the MPO and are overseen by the Federal and State governments. The U.S. EPA's air quality model makes assumptions regarding trends in emissions technology.

- **Reduction of motor vehicle travel:** Reducing the total number of vehicle trips, either by eliminating the need for trips or by encouraging non-motorized travel modes like biking and walking, is the best single policy outcome. Closely following this is converting vehicle trips to transit trips; individual transit vehicles may have higher emissions than individual motor vehicles, but emissions on a per-person basis are cut drastically.
- **Effects of vehicle speed:** Since the emission rates of many pollutants vary by speed, judicious roadway improvements can have a beneficial impact on air quality, but the impact of improved accessibility on land use patterns and its subsequent effect on increased trip-making, while not as well-understood as we would like, cannot be ignored. Also, excessive speeds have emissions rates comparable to if not exceeding those of low speeds; the “sweet spot” for speed from an emissions perspective appears to be around 45 mph.

The general process for determining air quality conformity is initiated with the generation of travel forecasts (in particular, vehicle miles of travel) for the nonattainment area(s). The subsequent application of per-vehicle emissions rates (as estimated by the latest-generation air quality model promulgated by the US EPA) are used to derive regional emissions forecasts. The emissions forecasts for target years are compared to state implementation plan (SIP) mobile source budgets (if available) or some other interim methodology, in accordance with FHWA and EPA regulations, to ensure that the emissions forecasts do not exceed allowable levels. The SIP mobile source budget comes from IDEM with US EPA approval.

Regionally Significant and Exempt Projects

Projects affected by air quality conformity include non-exempt and regionally significant projects. Non-Exempt projects are defined by Title 40, Chapter 1, Part 93, Subpart A, Sections 93.126 – 93.129. Regionally Significant projects are defined in the same Title and Part: *A Regionally Significant project is a transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of 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 transportation 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.*

From 40 CFR Ch 1, Section 93.126 Exempt projects may proceed toward implementation even in the absence of a conforming transportation plan and TIP. A particular action of the type listed is not exempt if the MPO in consultation with other agencies concur that it has potentially adverse emissions impacts for any reason. States and MPOs must ensure that exempt projects do not interfere with TCM implementation.

Exempt Project List

Safety

- Railroad/highway crossing.
- Projects that correct, improve, or eliminate a hazardous location or feature.
- Safer non-Federal-aid system roads.
- Shoulder improvements.
- Increasing sight distance.

- Highway Safety Improvement Program implementation.
- Traffic control devices and operating assistance other than signalization projects.
- Railroad/highway crossing warning devices.
- Guardrails, median barriers, crash cushions.
- Pavement resurfacing and/or rehabilitation.
- Pavement marking.
- Emergency relief (23 U.S.C. 125).
- Fencing.
- Skid treatments.
- Safety roadside rest areas.
- Adding medians.
- Truck climbing lanes outside the urbanized area.
- Lighting improvements.
- Widening narrow pavements or reconstructing bridges (no additional travel lanes).
- Emergency truck pullovers.

Mass Transit

- Operating assistance to transit agencies.
- Purchase of support vehicles.
- Rehabilitation of transit vehicles ¹.
- Purchase of office, shop, and operating equipment for existing facilities.
- Purchase of operating equipment for vehicles (e.g., radios, fareboxes, lifts, etc.).
- Construction or renovation of power, signal, and communications systems.
- Construction of small passenger shelters and information kiosks.
- Reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, storage and maintenance facilities, stations, terminals, and ancillary structures).
- Rehabilitation or reconstruction of track structures, track, and trackbed in existing rights-of-way.
- Purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet ¹.
- Construction of new bus or rail storage/maintenance facilities categorically excluded in 23 CFR Part 771.

Air Quality

- Continuation of ride-sharing and van-pooling promotion activities at current levels.
- Bicycle and pedestrian facilities.
- Other Specific activities which do not involve or lead directly to construction, such as: Planning and technical studies. Grants for training and research programs. Planning activities conducted pursuant to titles 23 and 49 U.S.C. Federal-aid systems revisions.
- Engineering to assess social, economic, and environmental effects of the proposed action or alternatives to that action.
- Noise attenuation.
- Emergency or hardship advance land acquisitions (23 CFR 710.503).
- Acquisition of scenic easements.
- Plantings, landscaping, etc.
- Sign removal.
- Directional and informational signs.

- Transportation enhancement activities (except rehabilitation and operation of historic transportation buildings, structures, or facilities).
- Repair of damage caused by natural disasters, civil unrest, or terrorist acts, except projects involving substantial functional, location or capacity changes.

NOTE: ¹In PM10 and PM2.5 nonattainment or maintenance areas, such projects are exempt only if they are in compliance with control measures in the applicable implementation plan. [62 FR 43801, Aug. 15, 1997, as amended at 69 FR 40081, July 1, 2004; 71 FR 12510, Mar. 10, 2006; 73 FR 4441, Jan. 24, 2008]

Long-Range Transportation Plan (LRTP) Amendment Process

The LRTP contains a paradox. On the one hand, it is a general policy document with a long-term horizon. Comparably long-range documents in other fields of planning (such as a comprehensive land use plan) typically are very conceptual in nature so that their strategic direction is not undermined by day-to-day changes in the policy environment. However, the LRTP also lists individual projects, including project type and implementation time period, with a degree of specificity that belies its general policy purpose. Projects, particularly in the near-term, are constantly undergoing revisions in scope and schedule as environmental or financial conditions emerge.

The purpose of the amendment process is to incorporate the latest project information in the LRTP, without changing the Plan's general policy direction.

Such amendments may arise for several reasons, including a change in the schedule of an existing project, a determination that an existing project is regionally significant, or the addition of a new project that is judged a priority. Due to the comprehensive nature of the LRTP, the amendment process should be strictly adhered to:

1. LRTP amendments trigger air quality conformity analyses; therefore, the procedure must consider these requirements. From beginning to end, a five-month process is generally required (see air quality section, below). For this reason, amendments are limited to once per year, and only emergency or administrative amendments are allowed in special situations such as new funding programs or project ear marks.
2. In order to end the five-month process with sufficient margin before the beginning of the construction season (usually April), final approval is targeted for February requiring the amendment process to begin the prior September. Local agencies wishing to submit an amendment must have the necessary information by that time.
3. For administrative amendments, the process developed for the IRTIP will be used. Please note that these processes will only be used in special situations that do not trigger a new air quality conformity determination.
4. One important issue to consider is that the LRTP lists projects by the year in which they are open to traffic, not by their funding or implementation year. Local agencies must be aware of this potential discrepancy in preparing their project requests.

Air Quality Conformity Determination

A critical point regarding air quality conformity is that a single conformity determination is made for the entire non-attainment area(s), regardless of the number of transportation planning jurisdictions encompassed therein. Therefore, the air quality analysis must not only be approved by the IRTC before federal and state review, but also by the Anderson MPO, which is adjacent to the Indianapolis Metropolitan Planning Area, regardless of the trigger for the conformity determination. For example, if a new conformity finding must be issued because of a proposed amendment to the MPO's LRTP, and the Anderson MPO is not proposing any amendment, the Anderson MPO must still approve the associated air quality analysis.

Two documents have been developed and approved by IDEM, INDOT, and the three MPOs affected by central Indiana's air quality status. They are the Central Indiana Transportation Air Quality Conformity Protocol and the Interagency Consultation Group Conformity Consultation Guidance. These documents dictate the process to determine conformity and spell-out the necessary coordination to take place before a conformity determination is found.

Once the Air Quality Conformity Analysis has been performed, and the forecasts show the LRTP in conformity, the results are shared with the Interagency Consultation Group (comprised of staff from the agencies involved in conformity determinations: Indianapolis and Anderson MPOs; INDOT, IDEM, FHWA, FTA, EPA, IndyGo) and is offered for public comment (15 days for an amendment, 30 days for a Major Review or New LRTP). Following the public comment period, the three MPO governing boards must approve the LRTP Amendment or Update. If the Conformity Analysis shows that the LRTP is out of conformity (over the established SIP budget), the Interagency Consultation Group will reconvene to address the problem and provide a solution to bring the LRTP back into conformity.

Once approved by the MPOs, the LRTP is submitted to FHWA and FTA who have 30 to 45 days to make a determination on whether the conformity requirements have been met. This approval may be expedited if requested.

The implications of air quality on the LRTP approval procedures are broad and deep, as follows:

- The conformity process is resource-intensive, and its schedule is dependent upon many external agencies. From beginning to end, the process takes five months. LRTP approvals should be limited to once per year.
- In order to minimize the potential for disruption, the two MPOs carefully collaborate on each conformity schedule and outline critical milestones and submittals. Adherence to schedule is critical to all concerned; late entries will generally not be allowed. Lest this seem unfair, it should be remembered that late approval of the LRTP affects the implementation schedule of multiple projects, not only for the MPO, but the Anderson MPO and INDOT.
- In order to complete the conformity process sufficiently in advance of the construction season, the LRTP approval process should begin in September of the prior year. Local agencies and INDOT should have sufficient knowledge of any upcoming LRTP requirements by that time.

- Since the LRTP is the basis for modeling air quality for a milestone year, the projects are considered by their opening date, rather than their budgetary date.
- All projects judged to be regionally significant, as determined by the Central Indiana Interagency Consultation Group, must be subject to air quality modeling, regardless of the project's funding source.

Congestion Management System

MPOs that serve areas with populations exceeding 200,000, including the Indianapolis MPO, are called transportation management areas (TMAs). TMAs must have a congestion management process (CMP) that identifies actions and strategies to reduce congestion and increase mobility. In air quality nonattainment areas, projects that increase capacity for single occupancy vehicles (by adding new roads or widening existing ones) must conform to the area's CMP.

The Central Indiana / Indianapolis Congestion Management Process, which was adopted in December of 2007, operates through the project scoring system for the LRTP and the Transportation Improvement Program. Project proposals on facilities pre-identified by the MPO as congested will be scored relative to alternative transportation facilities (transit, bicycle-pedestrian), travel demand management, and operations strategies. This scoring process will reduce the net score of the capacity project proposal. If the capacity project proposal includes considerations for these alternate strategies, then its score will be enhanced.

INDIANAPOLIS MPO FUNCTIONAL CLASSIFICATION PROCESS

Roadway Functional Classification System

Functional classification is the process by which the local, state and nation's street and highway network is ranked according to the role it plays in the overall transportation system. It determines how travel is "directed" within the roadway system by defining the part that each road or street plays in serving the flow of traffic through a highway network. It is a hierarchical system of classification that helps to ensure a comprehensive roadway system that provides logical connectivity and continuity across the entire network.

Functional classification is used in transportation planning, roadway design, sometimes zoning and for the allocation of federal highway funds. Functional classification was introduced by the Federal Highway Administration in the 1960s, providing guidelines for local governments and planning organizations to use in developing and maintaining the roadway classification system in their jurisdiction.

It is the responsibility of the Indianapolis MPO to develop and maintain the functional classification system of roadways within the metropolitan planning area. This involves coordination with city, town and county agencies, the state, and the Federal Highway Administration.

A more detailed description of the Highway Functional Classification System and guidelines can be found on the Federal Highway Administration's website at <http://www.fhwa.dot.gov/planning/fctoc.htm>.

Proposing Roadway Functional Classification System Changes

As the metropolitan planning and urbanized areas continue to grow, changes in land use, population and roadway usage may alter the demand for, and the function of roadways. As a result, the functional classification system must go through a comprehensive evaluation after each decennial census to reflect the new urbanized area. In addition, there are times when the system should be modified to reflect changing conditions outside of the decennial evaluation. In the Indianapolis MPA, any agency that proposes a change to the functional classification system must have approval by the Indianapolis MPO before the request is submitted to the Indiana Department of Transportation.

All requests must include the following:

- a completed INDOT Roadway Functional Classification System Application
- a color map of the existing functional classification for the subject area
- a color map of the proposed changes
- traffic count map
- other supporting documentation such as thoroughfare plans, land use plans, etc.

These requests must first be signed by the appropriate local authority and submitted to the MPO. The MPO staff will review the request and may request additional information, may recommend changes or denial, or may recommend approval and sign the application. Once the MPO has signed the application, it will be submitted to INDOT with a copy to the requesting agency.

MPO Staff Review

The MPO staff will review each request based on the following nine criteria:

1. Regional policy – the functional classification of a roadway must be consistent with the goals and objectives of the region’s long range transportation plan.
2. Connectivity – in the urban areas of the region, roadway segments that do not connect in the system (stubs) will only be accepted at the “local street” level. No stubs functionally classified as collector or above will be accepted. Stub ends in the rural areas will be accepted at the “local road” or “rural minor collector” levels and at the boundaries of the MPA. Roadways that change classification along their routing will change at the nearest cross street in single level increments.
3. Function – the definitions and standards of functional classification as described in the Federal Highway Administration’s Highway Functional Classification System and Guidelines will be followed as closely as possible to define the function of a roadway.

4. Land use – the level of accessibility to surrounding land uses is a critical element in determining the functional classification of a facility. An area where a high degree of access to abutting land use is required (residential, rural agriculture, etc...) will be primarily served by the collector system. Where access is restricted (commercial, industrial, etc...) the principal arterial system will serve the area. The minor arterial system serves in areas where there is a need for moderate levels of access.
5. Trip length – as functional classification moves up the hierarchy, from collector to principal arterial, they should accommodate more trips of greater length.
6. Spacing – the distance between identical classification types should increase as the level of classification increases (i.e. principal arterials should be spaced farther apart than collectors).
7. VMT (vehicle miles of travel) and mileage – a properly developed system should be balanced based on the percentage of mileage and VMT each classification carries in comparison to the entire system. The standards established by FHWA will be observed as closely as possible.
8. Traffic volume – traffic counts are considered, but are not the only determining factor in establishing classification.
9. Federal Aid – while functionally classifying a roadway makes it eligible for Federal Aid funds, the MPO will NOT consider requests whose sole intent is to make the roadway eligible for Federal Aid funds.

Consideration will be given to the effect a classification change may have on the larger system. As a result, there may be the need to change (downgrade or upgrade) a roadway or roadways in the area whether they are directly connected to the request or not. It should also be noted, that the process of functionally classifying non-existent (proposed) roadways will be handled the same as for existing roadways. However, additional consideration will be given to the proposed roadway's relationship to the long range transportation plan.

MPO Review Time

MPO staff will make every attempt to review and respond to all functional classification requests within four weeks of receipt. However, the actual approval of the request may take longer based on the MPO and INDOT staff work load and the size and complexity of the request.

Questions

All forms and information pertaining to the MPO's roadway functional classification process can be found on the MPO's website. Questions regarding functional classification in general and the MPO process in particular may be addressed to Steve Cunningham, Principal Planner at steve.cunningham@indy.gov or 327-5403.

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4. Indianapolis Regional Transportation Improvement Program (IRTIP)

The Indianapolis Regional Transportation Improvement Program (IRTIP) includes transportation improvements programmed by local and state government and other transportation agencies in the Indianapolis MPA for a period of four years. The basic objective of the IRTIP is to help local public agencies in central Indiana provide the best attainable coordinated transportation system for citizens in this area. In addition, the IRTIP provides:

- a forum for policy coordination by the IRTC;
- a schedule by which to coordinate project implementation among jurisdictions and agencies;
- a required step for implementation of the Long-Range Transportation Plan priority projects using federal funds;
- an aid to financial programming and administration; and
- a source of information to the public for a comprehensive list of federally funded transportation projects in the Indianapolis MPA.

Under federal law, the IRTIP:

- Covers a minimum four-year period of investment;
- Is updated at least every two years (the IRTIP is generally amended every quarter);
- Is realistic in terms of available funding (known as a fiscally-constrained IRTIP, a requirement referred to as “fiscal constraint”) and is not just a “wish list” of projects;
- Conforms with the State Implementation Plan (SIP) (see Acronym List for definition) for air quality standards;
- Is approved by the Indianapolis MPO, the Anderson MPO, and FHWA/FTA for air quality; and
- Is incorporated into the statewide transportation improvement program (STIP) administered by INDOT.

The relationship between the unified planning work program (UPWP), the Long Range Transportation Plan, and the Indianapolis Regional Transportation Improvement Program (IRTIP) is shown in the following graphic:

	Time/Horizon	Contents	Update Requirements
UPWP	1-2 Years	Planning Studies & Tasks	Annually
PLAN	20 Years	Future Goals, Strategies & Projects	Every 4 Years
IRTIP	4 Years	Transportation Investments	Every 4 Years

The funding for projects shown in the IRTIP reflects a variety of sources (examine Section 3 of this document for details). **All federally funded transportation projects, including those funded with Congressional “Earmarks” and demonstration funds must be included in the IRTIP.** Many of these projects are defined and selected through separate processes, as explained in Section 3. For example, Transportation Enhancement (TE), Congestion Mitigation and Air Quality (CMAQ) and Highway Safety Improvement Program (HSIP) funds are programmed through a competitive application process administered by the MPO while INDOT has sole purview over programming of highway and interstate projects. Still, these projects must be shown in the IRTIP. The MPO administers the programming of Group 1 Urban Surface Transportation Program (STP), TE, CMAQ and HSIP funds, and the IRTIP reflects the final programming of these funds.

IRTIP Development Procedures

Generally, the schedule of the IRTIP development revolves around the MPO-administered competitive funding process for Surface Transportation Funds. The development of the IRTIP is initiated when the MPO staff makes a call to the local public agencies (LPAs) in the metropolitan planning area for project proposals for the use of Surface Transportation Funds. The “call for projects” is e-mailed to all local public agencies within the MPA and is posted on the MPO’s website. Agencies interested in submitting new projects then submit an application to the MPO that includes appropriate descriptive and fiscal material and project selection criteria for each proposed project. (Please note that MPO staff may not accept new project applications for every IRTIP cycle, depending on available funding, as well as possible other factors.) The MPO staff then compiles project proposals from all agencies and assesses each project proposal according to the following major planning considerations:

- **Long-Range Transportation Plan:** a comprehensive listing of recommended, regional, long-range, capital-intensive improvements. Projects that are non-exempt from Air Quality Conformity requirements or otherwise deemed “regionally significant” must be consistent with the Long-Range Transportation Plan (LRTP) to be considered for inclusion in the IRTIP. The LRTP also provides the policy support, as exhibited in its “goals and objectives”, for all planning and programming activities.
- **Congestion Management Process:** a process to monitor and analyze the magnitude of congestion on a multi-modal transportation system which facilitates the planning and implementation of actions that alleviate congestion and enhance the performance of the

transportation system. (This process is currently under development by the MPO)

- **State Implementation Plan:** a plan to attain national standards for the pollutants ozone (both 1-hour and 8-hr standards), fine particulates (PM 2.5 standard), and carbon monoxide (a 16-block downtown area for US EPA unclassified designation)
- **Federal Functional Classification System for Indianapolis Metropolitan Planning Area:** the organized structure of streets and highways comprised of freeways, expressways, primary and secondary arterials, and collector streets. In most cases, projects must be on a facility that is listed on the Federal-Aid functional classification system to be eligible for funding. Funding from 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 collector.
- **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.
- **Fiscal Analysis:** Surface Transportation Program / Minimum Guarantee funds are projected for the four-year program period to guide the development of a fiscally constrained program.

General policy guidelines are incorporated into a series of project scoring criteria, which provide an objective measure of relative project quality that can guide the selection of projects to be funded. See Appendix F for Group 1 Urban STP Project Selection Criteria. The general guidelines followed are listed below (in no particular order):

- **POLICY GUIDELINE 1** – 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 Long-Range Transportation Plan). Emphasis should be placed on preservation rather than expansion.
- **POLICY GUIDELINE 2** – The Indianapolis Regional Transportation Improvement Program (IRTIP) should follow the priority established in the Long-Range Transportation Plan in implementing projects of regional significance. Although program equity is a key component of the IRTIP, no sub-allocation of federal funds will be affected to replace the project staging and priorities established in the LRTP to advance the overall interrelated regional interests.
- **POLICY GUIDELINE 3** – 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)
- **POLICY GUIDELINE 4** – Projects are funded at an 80% federal share. If the project costs increase beyond 10% of the amount originally programmed in the IRTIP, the local public agency will be responsible for those costs, unless extenuating circumstances can be documented.
 - The MPO staff is directed to scrutinize projects carefully to ensure they have the potential to move to construction due to the key consideration of spending the federal funds efficiently and effectively.
 - Projects that provide more than a 20% local match should be given special consideration.
 - **POLICY GUIDELINE 5** – Due to continued growth of the urban area and limited funding availability, Group 1 STP funds are restricted to the construction phase only.

The MPO compiles a listing of all project submittals with the pertinent financial data and discusses the projects with the IRTC IRTIP Sub-committee at an initial meeting. Following an assessment of project requests relative to the above guidelines and the discussion with the IRTIP Sub-committee, the MPO staff makes recommendations on which projects should be included in the IRTIP and provides these recommendations to the subcommittee for review and comment. If comments are received that warrant a meeting of the subcommittee, a second meeting is held to discuss and resolve remaining issues. Staff then produces the first draft of the IRTIP document and makes it available for public review and comment prior to the presentation to the full IRTC for approval.

Air Quality Determination and Reporting Requirements

In order to comply with the regulations of the 1990 CAAA, a detailed analysis is performed on the nonexempt projects (see definition of non-exempt in Chapter 3) included in the IRTIP. The analysis is typically performed as part of an update or amendment to the Indianapolis Long-Range Transportation Plan that precedes or is accomplished in conjunction with the development of the new IRTIP. The analysis assesses how well the Long-Range 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 Long-Range Transportation Plan in order to be placed in the IRTIP.

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

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

Approval Process

The draft IRTIP is provided to both the IRTC Technical and Policy Committees in advance of the scheduled meeting at which the IRTIP is to be voted upon. First, the IRTIP is presented to the Technical Committee for discussion and approval. Once approved by the Technical Committee, the IRTIP is presented to the Policy Committee for discussion and final approval at its regularly scheduled quarterly meeting. These meetings are open to the public and are posted on the MPO's website in advance of the meeting. The approved new IRTIP will be posted on the MPO's website within 30 days of receipt of final approval from the appropriate reviewing agency (usually the Governor of Indiana).

It is noted that any IRTIP or IRTIP amendment that is being processed concurrently with an amendment to the Indianapolis Long-Range Transportation Plan, for air quality conformity purposes, must be approved after the approval of the LRTP amendment, even if the approvals are at the same meeting.

Public Involvement for NEW IRTIP

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

- Copies of the draft IRTIP are made available on the IMPO's website and Marion County libraries, Carmel Clay Public Library, Avon Washington Township Library, Greenwood Library, Mooresville Library, Hussey-Mayfield (Zionsville) Library and Hancock Library, as well as at selected local government offices in the Indianapolis MPA.
- Public comments. The MPO staff accepts public comments 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. All comments received during the designated 30-day comment period pertaining to the draft IRTIP, as well as the public comment summary memorandum are included in the Appendix of the final IRTIP. If comments received during the designated comment period affect a significant change to the content of the Program, a second public comment period of 7 days may be held.

IRTIP Amendment Procedures

The MPO amends the IRTIP on a quarterly basis, as needed, in conjunction with the regular IRTC schedule. This is a formal process that requires approval by the IRTC Technical and Policy Committees. It is the desire of the MPO to make all IRTIP amendments through the formal process outlined below. However, an administrative modification process is provided and in extreme cases, an emergency amendment process is provided and outlined below. All amendments (quarterly and emergency) and modification requests MUST be received by the MPO in writing (either hard copy or via e-mail) and must include an MPO amendment request form.

Upon written request from the LPA or other appropriate agency, the following IRTIP amendment procedure will be followed:

Formal Amendment Process

The MPO provides the amendment request deadline to all LPAs at the beginning of each calendar year and posts the dates on the MPO's website. Any amendment requests must be received by the deadline to be considered.

- Staff will review all requests that have been received by the deadline to determine the appropriateness of the request, the impact on funding and air quality conformity, consistency with the Long-Range Transportation Plan, and other factors as appropriate. MPO staff may request additional information from the requesting agency at any time.
- The MPO will prepare a final list of the proposed amendments and provide a copy to the requesting agencies (when appropriate) to insure the requested amendments are correct.
- The MPO will provide a copy of the proposed amendments to the Interagency Consultation Group via e-mail prior to or concurrent with the beginning of the public comment period unless the project does not require a public comment period.
- A public comment period of at least 7 days will be provided. This public comment period will end prior to the next regularly scheduled IRTC Policy Committee meeting to allow the MPO staff to report any significant comments and their resolution to the Committee prior to their vote. The public comment period will be advertised in the Indianapolis Star and on the MPO's website. Draft amendments will be posted on the MPO's website for review by the public. MPO staff will discuss any significant public comments received to date at the Tech and Policy Committee meetings.
- The MPO staff will provide the IRTC Technical and Policy Committees with the list of proposed amendments and a cover memorandum detailing the more significant amendment proposals, as well as a Public Comment Summary memorandum (when applicable) at least one week prior to the date of the Tech and Policy Committee meetings. A representative from each LPA that is requesting an amendment should be present at the Technical and Policy Committee meetings and be prepared to answer any questions. If questions arise at the IRTC meetings and no representative from the requesting agency is available to answer questions, the amendment may be postponed until the next quarter.
- The IRTIP amendment will be approved by the IRTC Policy Committee at its regularly scheduled quarterly meeting. These meetings are open to the public and are posted on the MPO's website in advance of the meeting.
- The revised IRTIP pages and the approving resolution will be e-mailed to all reviewing agencies and any other interested parties including the air quality consultation group, within 7 days of the formal approval by the IRTC Policy Committee. No hard copy will be provided.
- The approved amendment will be posted on the MPO's website within 7 days after approval by the IRTC Policy Committee or 7 days after a new air quality conformity finding is issued by FHWA.

Public Involvement for Formal IRTIP Amendment

- A public comment period of at least 7 days will be provided. This public comment period will end prior to the next regularly scheduled IRTC Policy Committee meeting. The public comment period will be advertised in the Indianapolis Star and on the MPO's website and draft amendments will be posted on the MPO's website for review by the public.
- The MPO staff will provide the IRTC Tech and Policy Committees with a Public Comment Summary memorandum at least one week prior to the date of the Technical and Policy Committee meetings.
- The IRTIP amendment will be approved by the IRTC Policy Committee at its regularly scheduled quarterly meeting. These meetings are open to the public and are posted on the MPO's website in advance of the meeting.
- The approved amendment will be posted on the MPO's website within 7 days after approval by the IRTC Policy Committee.

Administrative Modification Process

Because there are situations that require a modification to a project or corrections to the IRTIP outside of the regular formal amendment process, the MPO provides an opportunity to administratively modify the IRTIP under certain circumstances. Projects are considered for administrative modifications when circumstances do not permit delay to the next regularly scheduled quarterly meetings of the IRTC and they meet one or more of the following criteria:

- Correction of obvious minor data entry/typographical errors;
- Splitting or combining projects without affecting the original project intent;
- Moving a project from one federal funding category to another ;
- Currently programmed projects or project phases requesting a change in fiscal year only;
- Proposed amendment does not involve a significant change in the use of competitive funds;
- Scope modification that does not change overall impact of project on capacity or air quality or overall intent of project;
- The project is air neutral (does not involve land acquisition or construction phases of a nonexempt project);
- The project is not considered controversial in nature and has not received significant negative public comments; and the project is considered minor in nature (bridge painting, signage, lighting, etc...) or safety related (guardrails, railroad crossing upgrade, etc...); and

- Moving any project phase programmed in a previous TIP into a new TIP (rollover of projects)*.

* The rollover of projects allows projects which were expected to be obligated before the new TIP is in effect and is therefore not included in the new TIP, to be brought forward into the new TIP if the project or phase is delayed.

The MPO will consider all Administrative Modifications individually and will advise the requesting agency of the MPO's decision within two working days of the request. However, if there is a need to put the request before the Air Quality Interagency Consultation Group, the decision will be made within ten working days. In addition, all requested Administrative Modifications MUST conform to the current Indianapolis Long-Range Transportation Plan and accompanying air quality conformity finding.

Once the MPO approves the modification, it will be documented via e-mail to the reviewing agencies (FHWA, FTA, EPA, IDEM, IndyGo, INDOT, Madison County Council of Governments aka the Anderson Metropolitan Planning Organization) as well as the requesting agency with the signed modification attached in PDF format. No hard copy of the individual Administrative Modifications will be mailed. However, the amendment will appear in the documentation of the quarterly amendments. The MPO will post approved administrative modifications on its website within 7 days of approval by the MPO.

Public Review for IRTIP Administrative Modification

No public review is required for administrative modifications of the IRTIP. However, all modifications will be posted on the MPO's website.

Emergency Amendment Process

The MPO recognizes that there are circumstances that do not allow an amendment to the IRTIP to be accomplished in a timely manner through the formal amendment process and/or do not meet the requirements for an Administrative Modification. In such cases, the MPO will consider an emergency amendment. NOTE: It should be clearly understood that because emergency amendments require a vote by the IRTC Administrative Committee outside of the IRTC's normal quarterly meeting schedule, they are considered only in the most extreme situations and the MPO is not obliged to process an emergency amendment if it determines it is either inappropriate due to avoidable circumstances or infeasible due to demands on the MPO staff's limited resources. All amendments (quarterly and emergency) and modification requests MUST be received by the MPO in writing (either hard copy or via e-mail) and must include an MPO amendment request form.

The MPO will consider all Emergency Amendment requests individually and will advise the requesting agency of the MPO's decision to process within two working days of the receipt of the request by the appropriate MPO staff member. However, if there is a need to put the request before the Air Quality Consultation Group, the decision will be made within ten working days.

Emergency amendments will be considered only for the following circumstances:

- Safety
- Project needs resulting from natural disaster
- Maintenance of traffic during construction
- Need to maintain air quality conformity of the Indianapolis Long-Range Transportation Plan or IRTIP
- Need to allow a significant project to be placed on a letting for an upcoming construction season
- Amendment would prevent conflicts or delays with other significant projects
- Amendment was originally requested in writing and at no fault of the requesting agency; the amendment was not accomplished when requested.

In addition, the proposed amendment must also conform to the current Indianapolis Long-Range Transportation Plan and accompanying air quality conformity finding if it involves a non-exempt project.

Staff will review all requests to determine the appropriateness of the request, the impact on funding and air quality conformity, consistency with the Long-Range Transportation Plan, and other factors as appropriate. MPO staff may request additional information from the requesting agency at any time. Once the MPO determines the appropriateness of the requested emergency amendment the following process will be used:

- MPO staff will prepare the proposed amendment and will provide it to the requesting agency within two days to insure the proposed amendment is correct;
- The MPO will provide a copy of the proposed amendments to the Interagency Consultation Group via e-mail prior to or concurrent with the public comment period;
- A public comment period of at least 7 days will be provided. The public comment period will be advertised in the Indianapolis Star and on the MPO's website and proposed draft amendments will be posted on the MPO's website for review by the public;
- Any public comments received will be provided to the IRTC Policy Committee in a summary memorandum prior to their vote;
- After the public comment period, MPO staff will e-mail the requested amendment to all voting members (as defined in the most current MPO briefing paper) of the IRTC Tech and Policy Committees for informational purposes even though their vote is not required for approval;
- The Tech and Policy Committee members will be given a minimum of seven (7) days to comment on the request;
- A simple majority of the voting membership of the Administrative Committee must vote in favor of the amendment in order for the amendment to be approved;
- Once the Administrative Committee approves the amendment, it will be documented via e-mail to the reviewing agencies (FHWA, FTA, EPA, IDEM, IndyGo, INDOT, Madison County Council of Governments aka the Anderson Metropolitan Planning Organization) as well as the requesting agency with the signed amendment and approving resolution

attached in PDF format. No hard copy will be provided.

- The approved amendment will be posted on the MPO's website within 7 days after approval by the IRTC Policy Committee or 7 days after a new air quality conformity finding is issued by FHWA

The emergency amendment process will require a minimum of 18 days from the date of request to the date of approval, but could take longer depending on public comment and the need for the Air Quality Consultation Group to review the proposed amendment or issue a new air quality conformity finding, as well as the monthly meeting schedule of the Administrative Committee.

Public Review of IRTIP Emergency Amendment

- A public comment period of at least 7 days will be provided. The public comment period will be advertised in the Indianapolis Star and on the MPO's website and draft amendments will be posted on the MPO's website for review by the public;
- Any public comments received will be provided to the IRTC Policy Committee in a summary memorandum prior to their vote;
- Emergency amendments will be provided to members of the Technical and Policy Committees and final action will be taken by the Administrative Committee at their regularly scheduled meeting.

5. Funding Programs

At the most basic level of identification of transportation improvements, a given municipal or county capital improvement program will identify a portion of those improvements for potential federal funding (see project selection process in the Indianapolis Regional Transportation Improvement Program - IRTIP section of this document). Typically those projects will be major road reconstruction, added travel lanes and intersection projects, as well as bridge reconstruction/replacement projects.

As required by federal regulations, all transportation improvements located in the Indianapolis MPA that use federal funds must appear in the IRTIP. Additionally, it is a prerequisite that all roadway projects that add capacity to the system (added travel lanes or new roadways) must be in the Long-Range Transportation Plan before they may be programmed in the IRTIP. Note that most transportation improvements use an 80% federal and 20% local funding formula.

The IRTIP also identifies the local matching funds provided by the implementing agency that has jurisdiction over the geographic area in which the specific improvement resides. INDOT implements projects on Interstates, U. S. Routes and, State Roads, and thus provides State funds as the 20% local match. Each county, city, and town provides local funds as match for the transportation improvements that they implement. There also may be private sector funding that supplements State and locally implemented projects. The IRTIP also includes projects and programs from quasi-public organizations, such as IndyGo and the Indianapolis Airport Authority (IAA) (although IAA projects are included for information purposes only).

Federal funding is the primary funding source for plans and transportation improvements and is procured primarily by the Federal Highway Trust Fund, which is supplemented by general funds. Current financing provisions began in 1991 with the enactment of the Intermodal Surface Transportation Efficiency Act (ISTEA), and continued with the 1998 reauthorizing legislation, the Transportation Equity Act for the 21st Century (TEA-21) and the The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), the 2005 reauthorizing legislation. Note that with a few exceptions federal transportation funds are sent directly to and administered by INDOT, who then allocates the money to urban and rural areas. Most transit funds for urban areas are sent directly from the FTA to the transit operator.

Federal funds are made available to the Indianapolis MPO and its planning partners through a specific process:

- Authorizing Legislation: Congress enacts legislation that establishes or continues the existing operation of a federal program or agency, including the amount of money it will have to spend. Congress re-authorizes federal transportation programs (known as the Federal-aid Highway Program) over a multi-year period. The amount authorized, however, is not always the amount that ends up being available to spend.
- Appropriations: Each year, Congress decides on the federal budget for the next fiscal year. This process is known as the appropriation process. The amount appropriated to a federal program is often less than the amount authorized for a given year and is the actual amount available to federal agencies to spend.
- Apportionment: The distribution of funds among states using a formula provided in law is called an apportionment. An apportionment is usually made on the first day of the

federal fiscal year (October 1) for which the funds are authorized. At that time, the funds are available for obligation (able to be spent) by the State, in accordance with the approved Indiana Statewide Transportation Improvement Program (INSTIP).

- **Spending Authority:** Only a portion of a fund's apportionment is eligible to be programmed for transportation projects and programs in the IRTIP. This limitation is the spending authority. During the years of TEA-21 and SAFETEA-LU transportation bills, the spending authority has been approximately 90%, so for an apportionment of \$10 million for a given funding category only \$9 million may be programmed in the IRTIP.
- **Determining Eligibility:** Federal transportation funding is eligible to be spent only on certain specific projects and activities, these determinations are made by Federal guidelines.
- **Match:** Most federal transportation programs require a non-federal match. State or local governments must contribute some portion of the project cost. Legislation establishes the required percentage for local match, as well as appropriate sources for that match. For almost every federal funding category, the amount that the state or a specific local government has to contribute is 20 percent of cost of the project cost for most transportation improvements, with higher non-federal match required for major transit capital investments.

The remainder of this section lists the specific federal funding categories considered by the MPO. It should be noted that some funding sources are directly programmed by the MPO, while others are programmed or allocated by the State or other eligible direct recipient (such as IndyGo). Regardless, any federally-funded transportation project (with the possible exception of rural transportation funds) must be listed in the MPO's IRTIP (and potentially the UPWP) before funds can be utilized. Additionally, "regionally significant" projects (generally those that add capacity to the transportation system) must be modeled for air quality conformity and included in the MPO's Regional Plan.

FHWA Funding

Regardless of programming responsibilities, FHWA funding is administered by the Indiana Department of Transportation (INDOT). Any approved project will therefore involve a grant agreement between the local agency or awardee and INDOT.

Surface Transportation Program (STP)

This funding category is shared with the State, as well as the other urban and rural jurisdictions throughout Indiana. It can be used for a variety of transportation projects, including roadway maintenance, new construction, or expansion; alternative transportation (bicycle-pedestrian projects); intelligent transportation systems; and it can even be "flexed" for transit capital acquisition. This is the funding source that is directly programmed by the MPO; see the section on IRTIP for more details.

Transportation Enhancement (TE) Grant Program

TE grant funds give local government agencies and neighborhood organizations opportunities to enhance local transportation and also provide amenities to the community such as safe bicycle

and pedestrian trails/facilities, scenic enhancements, historic building restoration, and even transportation museums. Twelve categories exist within this statewide competitive funding process.

TE Application Process - The Indiana Department of Transportation (INDOT) changed the TE application process in 2008 charging the Metropolitan Planning Organizations (MPO's) with reviewing the applications and recommending to INDOT the projects that should receive TE funds. Application forms are made available in mid-June and applications are due to the MPO in mid-August. A TE Review committee comprised of MPO staff, Indianapolis Regional Transportation Council (IRTC) Technical and Policy Committee members and possibly state and local agency representatives will review the applications and determine a short-list of applications. Short listed applicants may be asked to present their project to the MPO's TE Review Committee in mid-September prior to the Committee making recommendations at that time. The TE Committee's recommendations will be presented to the IRTC who will ultimately approve the final list of recommended TE project applications.

Projects that are located inside Marion County should be coordinated with the Indianapolis Department of Public Works (DPW) based on their specific process and schedule. All TE applications that are not located within the City of Indianapolis or are not located on City of Indianapolis right-of-way must be submitted directly to the Indianapolis MPO if located inside the Urbanized Area of the MPO. This includes projects outside of Marion County and projects within the excluded Cities of Beech Grove, Lawrence, and Southport and the Town of Speedway if the projects are not on thoroughfares under the jurisdiction of the City of Indianapolis. Note that applications under the jurisdiction of the City of Indianapolis must follow the TE Application Guidelines set by the City of Indianapolis.

All applications that do not fall under the jurisdiction of the City of Indianapolis should be submitted directly to the MPO and to the appropriate INDOT District and INDOT's Central office. Projects outside of the Urbanized Area, but inside of the Metropolitan Planning Area should be submitted to INDOT only (not to the MPO). More specific information concerning the TE application process can be found in the MPO TE Process documentation that is prepared and updated annually.

Recommended applications will be submitted by the MPO to INDOT usually in early October. Once the projects are found eligible by INDOT/FHWA in early November the MPO will notify the applicant Local Public Agencies of the TE awards and will issue a public announcement. The MPO will also amend the approved TE projects into the Indianapolis Regional Transportation Improvement Program at the next appropriate opportunity.

Each jurisdiction has traditionally been limited to \$1 million in federal funding upon approval of an application. As such, applications will be limited to a total cost of \$1,250,000 that includes the \$1 million federal portion and a minimum of a 20% local match (\$250,000), unless the jurisdiction chooses to contribute more than the required 20% local match. Should a jurisdiction have a project in mind that would require more than the annual maximum of \$1 million in federal funds, the applicant is encouraged to phase the project into logical segments that can be convenient to implement.

Each urban area has been allocated a proportionate share of federal TE funds based upon its population within the urbanized area compared to the total population of the State of Indiana. Based upon the 2000 Census data, the amount of funds allocated to the Indianapolis MPO urbanized area is \$3,770,000.

Federal legislation and the State of Indiana encourages the participation of citizen groups and not-for-profit corporations interested in enhancement projects; however, please note that only a city, county or town may apply for the MPO's TE funds. Neighborhood groups, trail groups or other non-governmental organizations may not apply for TE funds. However, a Local Public Agency could apply for these organizations and would be the recipient of the TE funds with all applicable responsibilities.

The highest local elected official having jurisdiction and responsibility for project implementation must approve projects and sign the application prior to submittal to the MPO. In addition, an LPA submitting more than one application must include a prioritization of the applications.

Local Match - A minimum 20% local match is required for each TE project recommended to INDOT by the MPO. Evidence of an existing local match will be considered in the review of TE applications.

Currently, applicants can receive match credit for preliminary engineering, construction engineering and right-of-way services and land acquisition only. In order for any services to be considered for match credit, all contractors/engineers must be pre-authorized through the INDOT selection process and selected via an RFP. For example: If an applicant is awarded a grant for \$100,000 federal monies then they are responsible for a \$25,000 match for a total project cost of \$125,000. They can select an engineering firm through the INDOT RFP process and count those fees at an 80/20 ratio for credit. If the fees are \$25,000 for instance, then the applicant will get credit for \$20,000 and will still owe \$5,000 in match. All invoices documenting engineering services and final match payment will be required before construction can begin. The same process should be applied for any right-of-way acquisition services and/or purchases.

Congestion Mitigation and Air Quality (CMAQ)

The CMAQ Improvement Program is a federally funded program focused on transportation improvements (e.g. Signal Interconnect Projects and the Ozone Awareness Program) designed to improve air quality and mitigate congestion. The CMAQ Program was created in 1997 as part of the Intermodal Surface Transportation and Efficiency Act (ISTEA) legislation.

All projects and programs eligible for CMAQ funds must come from a conforming Long-Range Transportation Plan (if found to be regionally significant) and Transportation Improvement Program, and be consistent with the conformity provisions contained in section 176(C) of the CAA and the Transportation Conformity Rule. Projects must be included in the current IRTIP and 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. Currently there are two application periods a year.

The MPO Air Quality Group will use the Indiana Statewide MPO Council FTP website to coordinate eligibility review and endorsement with FHWA, FTA, INDOT, IDEM, and Region-5 EPA for proposed CMAQ applications. MPO staff will collect the applications, determine initial eligibility, check air quality analysis calculations and post the individual CMAQ applications on the Statewide MPO Council FTP website as described previously.

Highway Safety Improvement Program (HSIP)

The HSIP is a Federal-aid program whose overall purpose 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 HSIP Program was established in 2005 as part of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” (SAFETEA-LU) legislation.

Using the “Local Highway Safety Improvement Program Project Selection Guidance” document prepared by INDOT as a source, the MPO solicits a semiannual call for HSIP applications from IRTC member local public agencies. The applications are reviewed by staff and submitted to the HSIP review team consisting of INDOT and FHWA safety program staff members. Applications that are found eligible are funded with 90% federal and 10% local matching funds.

Safe Routes to School

The Indiana Safe Routes to School (SRTS) Program is based on the federal program designed to make walking and bicycling to school safe and routine. Walking and bicycling are viable transportation alternatives for travel to and from school with significant potential benefits, among them reductions in motor vehicle traffic, associated fuel consumption for school trips, and improved air quality. Following is a list of program highlights:

- 70-90 percent of funds will be available for eligible infrastructure projects;
- 10-30 percent of funds will be available for encouragement, education, enforcement, and other non-infrastructure activities to increase safe biking and walking to school;
- Children in kindergarten through 8th grade are the primary targets for this program;
- Projects should help improve access for children with physical disabilities;
- Older children, adults, residents, children traveling to school by bus, and motorists may be considered secondary beneficiaries;
- Trips for non-school purposes are only secondary considerations;
- Construction improvements must be located within a two-mile radius of the intended school or schools;
- Program is available for private and public schools;
- Eligible applicants include individual schools, school districts, local government agencies, and state agencies;
- Non-profit organizations can partner with eligible applicants, but cannot directly receive fiscal year 2006 SRTS project funding in Indiana; and
- Project sponsorship by traditional transportation partners is strongly encouraged.

INDOT administers this program. Funds are only available on a reimbursement basis for approved projects or activities. All applications received by INDOT are reviewed and evaluated by a selection committee consisting of representatives from INDOT, the FHWA, the Indiana Department of Education (IDOE), the Indiana State Department of Health (ISDH), and a representative from one of Indiana's MPOs. Recommendations from the selection committee will go to the INDOT Commissioner. Applicants will be informed of which projects are selected and the list of approved projects is posted on INDOT's web site.

The MPO will accept applications, and after reviewing them to assure they are complete and consistent with existing plans, will sign them and forward the applications to INDOT. All applications for projects located in the Indianapolis MPA must be signed by the MPO. Currently there is no further information available on this new program. More information will be forthcoming on this program as it develops.

FTA Funding

FTA funds are distributed to eligible grantees (denoted as "designated recipients"). For the MPO planning area, there are two designated recipients— INDOT and IndyGo.

Section 5307 (Urbanized Area Formula Grants)

Nationwide, Section 5307 funds are available for transit improvements for 34 urbanized areas with populations greater than one million, 91 urbanized areas with populations between 200,000 and one million, and 280 urbanized areas with populations between 50,000 and 200,000. For urbanized areas with populations greater than 200,000, the funds are distributed directly to the designated recipients. For areas with populations less than 200,000, the funds are apportioned to the recipient state's governor for distribution.

Section 5307 funds must be matched by state and local funds. Local matching funds can be cash or cash-equivalent, depending upon the expenditure. Non-cash shares, such as donations, volunteered services or in-kind contributions are eligible to be counted toward the local match only if the value of each share is documented formally. Refer to 49 CFR, part 18 for more information.

The Section 5307 program provides funding for capital and planning at 80 percent of costs and for operating at up to 50 percent of costs. Funds are apportioned to urbanized areas utilizing a formula based on population, population density, and other factors associated with transit service and ridership. Section 5307 program grants are governed by CFR 20.505, Title 49, United States Code 5303. The program is funded from general federal revenues and federal trust funds.

Section 5309 (New Starts) Program

The "New Starts" program is a nationwide competitive program for capital funds for implementing fixed-guideway transit systems, such as Bus Rapid Transit (BRT) or Light Rail Transit (LRT). The application process is formally structured, with multiple steps that require FTA clearance before the next phase can begin. Currently, a rapid transit study is underway for the Indianapolis Northeast Corridor that may result in an application to the "New Starts" program.

Section 5310 Program (Focused on transportation for the Elderly and Persons with Disabilities)

Note that the Section 5310 Program will be overseen by the Central Indiana Regional Transportation Authority (CIRTA)

The FTA distributes Section 5310 funding based on each State's share of the number of elderly persons and persons with disabilities within the United States, based on the latest Census data. These funds are available for distribution on an 80% federal basis and 20% local (applicant) matching basis, which are awarded annually by the INDOT on a competitive basis. INDOT may use up to 10% of the state's annual Section 5310 allocation for state administration and technical assistance. Equipment eligible for purchase includes vans and buses, which INDOT buys through the Indiana Department of Administration.

INDOT requires the applicant to provide 20% of the total cost of the equipment described in the application package. To help the applicant in determining the amount of local share, INDOT provides cost estimates in the application package. INDOT bases these estimates on the expected cost of the equipment at the time of purchase. The applicant must provide the local share as cash match to INDOT before procurement. The following are examples of eligible sources for match funding:

- Grant or application from a unit of government;
- Income from purchase of service contracts;
- Grants from service groups, foundations, individuals, United Way, etc.;
- Other state funds eligible to match federal funds;
- Local fund raising efforts

Applicants may not use federal funds as local cash match for Section 5310 capital awards. Applicants must certify the availability of their share with a resolution passed by their Board of Directors of Governing Board. All applicants must list the funding source(s) dedicated to the project.

Section 5316 (Job Access and Reverse Commute) - JARC

JARC, formerly designated as Section 3037, is a federally funded program developed to fund local programs that offer job access and reverse commute services to provide transportation for low-income individuals who may live in the city and work in suburban locations.

Congress establishes the allocations/funding levels for JARC nationally for each state, then each area within the state by the distribution of low-income populations. The State is the designated recipient only for areas with populations under 200,000 and for non-urbanized areas. FTA distributes funds to the appropriate designated recipient in each area. The locally designated recipient for Indianapolis, IndyGo/IPTC, is responsible for developing a competitive selection process for applications submitted by eligible applicants in the region. Beginning in Federal FY 2007, selected applications must be derived from a locally-developed Coordinated Public Transit-Human Services Transportation Plan. Currently the Coordinated Public Transit -

Human Services Transportation Plan for the Indianapolis region is under development. More information will be added as available.

Applicants may use non-DOT Federal funds for the required local match and up to 10% of the awarded funds may be used for planning, administrative, and technical assistance costs. For capital costs the required funding split is 80% Federal and 20% local; for operating costs, the split is 50% Federal and 50% local.

Section 5317 (New Freedom) Program

New Freedom is a new Federal program under SAFETEA-LU, developed to encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA). New Freedom provides a new formula grant program allocated by Congress for associated capital and operating costs. Congress establishes the allocations/funding levels for New Freedom nationally for each state, then each area within the state by the distribution of populations with disabilities. The State is the designated recipient only for areas with populations under 200,000 and for non-urbanized areas. FTA distributes funds to the appropriate designated recipient in each area. IndyGo/IPTC is the designated recipient for the New Freedom Program in the Indianapolis Region. Projects selected for funding must be derived from the locally-developed Coordinated Public Transit - Human Services Transportation Plan beginning in Federal FY 2007 and be selected on a competitive basis.

Applicants may use non-DOT Federal funds for the required local match. Up to 10% of the awarded funds may be used for planning, administrative, and technical assistance costs. For capital costs, the required Federal split is 80% Federal and 20% local; for operating costs, the split is 50% Federal and 50% local.

State Funding

Interstate and State Highway

INDOT maintains jurisdiction over all interstates and state and U.S. highways. Projects are planned, designed, programmed, and implemented by INDOT in cooperation with the MPO and local officials, using a combination of federal and state funds. Projects within the MPO planning area must be reflected in the IRTIP and, if deemed regionally significant, in the Regional Plan.

Rural Surface Transportation (Rural STP)

The Rural STP Program is the rural counterpart to the STP funds programmed by the MPO for urban areas. Projects are funded using 80% federal funds, municipal applicants provide the remainder. Only projects in "rural" roadways can apply; this designation is made by INDOT in consultation with the MPO (see the Urbanized Area and Metropolitan Planning Area Map in Appendix A) as a guide for determining project eligibility). More information and application forms are available on INDOT's website (<http://www.ai.org/dot/business/>). Because of the use of federal funding, if a Rural STP project is located in the Indianapolis MPA (which is possible because the planning area extends beyond the urbanized area), these projects must be reflected in the IRTIP and, if deemed regionally significant, in the Regional Plan.

6. Public Involvement Program

A participation process for transportation planning must be explicitly set forth and adopted by the Metropolitan Planning Organization (MPO), which receive transportation funds from the Federal Highway Administration and from the Federal Transit Administration. The actions and processes described in this document apply to transportation planning done by the Indianapolis Metropolitan Planning Agency in conjunction with the work done by the transportation committees of the Council. The standards for this process are to be found in Title 23, Code of Federal Regulations, Part 450, Subpart C, especially Section 316(b)(1) and in Title 49, Code of Federal Regulations, Part 613, Subpart A, Section 100.

In general, the federal regulation cited above had required “a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs (Transportation Improvement Programs).” With the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), enacted on August 10, 2005, additional emphasis has been placed on extensive stakeholder participation. SAFETEA-LU expands the public involvement provisions by requiring MPOs to develop and utilize “participation plans” that are developed in consultation with an expanded list of “interested parties,” which the Indianapolis Metropolitan Planning Organization refers to as the Interested Citizens/Agencies list. Specific SAFETEA-LU requirements include:

- Providing timely information about transportation issues and processes to citizen, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects;
- Holding public meetings at convenient and accessible locations and times;
- Providing a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
- Employing visualization techniques to describe metropolitan transportation plans and TIPs, and providing reasonable public access to technical and policy information used in the development of plans;
- Making public information available in electronically accessible format and means (such as the World Wide Web);
- Demonstrating explicit consideration and response to public input received during the planning and program development processes by including written and oral comments received on the draft transportation plan or TIP as a result of the public involvement process, as an appendix of the plan or TIP;
- Consistency with Title VI of the Civil Rights Act of 1964 which ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States;
- Department of Transportation; and moreover, seeking out and consider the needs of

those traditionally underserved by existing transportation systems, including, but not limited to, low income and minority households; and

- Identify actions necessary to comply with the Americans with Disabilities Act of 1990 and Presidential Executive Order 12898, Environmental Justice.

Please refer to the public involvement plan included in Appendix C for specifics on the how the IMPO incorporates public input into the planning process.

7. Title VI/Environmental Justice

The purpose of Title VI of the Civil Rights Act of 1964 is to prohibit programs that receive federal funds from discriminating against participants or clients based on race, color, national origin, gender, age or handicap/disability. The intent of the law is to insure that all persons, regardless of their race, color, national origin, gender, age or disability, are allowed to participate in these federally funded programs. To insure the MPO and its sub-recipients meet their compliance responsibility, the following procedures have been established to provide for monitoring of Title VI compliance activities and complaint processing in all programs, directly or indirectly responsible to the MPO, all of which receive federal funding in whole or part. The MPO reaffirms its policies to afford all individuals the chance to participate in federally financially assisted programs and adopts the following provision:

“In accordance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, the Indianapolis MPO does not discriminate based on race, color, national origin, sex, religion, age or disability.”

The MPO has developed Title VI Complaint Procedures (see Appendix D) that has been formerly adopted by the IRTC and the MDC. The document details the procedures that will be followed if a Title VI complaint is received by the MPO. This document details those individuals eligible to file a complaint, the staff members charged with investigating the complaint, the complaint process, and the procedures to be followed should the complaint be found to have merit. This document should be reviewed on an annual basis to ensure the contact information is current.

The above statement, as outlined in the Title VI Complaint Procedures will be published in the introductory materials of all official MPO documents, plans, and studies. The MPO’s Environmental Justice efforts assures an effective model is adopted that will serve the entire region

The MPO also includes non-discriminatory assurances in all consultant contracts that are binding on them, and any sub-contractors that may become involved, to assure that all planning activities are carried out in accordance with Title VI. Also, in keeping with Title VI and the Brooks Act, the consultant selection process is competitive and qualification based.

Environmental Justice

In 1994 President Clinton passed Environmental Justice Orders that serve to further define and amplify Title VI by providing that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low income populations.”

In order to assure that Environmental Justice (EJ) goals are addressed by the MPO’s planning process a formal Environmental Justice Program was prepared in 2007 that conducted a thorough demographic profile of the entire Metropolitan Planning Area; identified existing neighborhood and other community organizations; and created a model that will enable the MPO staff to utilize existing neighborhood and community organization meetings to share information and seek community input concerning transportation improvements that may affect

their neighborhoods. The EJ Program will be referenced during the process identified below in order to implement the goals set forth in 1994:

1. Identify low income and minority populations
 - Define and map the target population in the Indianapolis MPA
 - Define stakeholders that represent the targeted populations
 - Use this data to determine where these populations are with respect to planned projects
2. Determine goals, policies and approaches to adopt that address Title VI compliance.
3. Coordinate with other agencies to ensure compliance with Title VI
 - Community and neighborhood groups
 - Health, welfare and other community service organizations
 - Educational institutions at all levels
 - Environmental organizations
 - Government agencies (federal, state, and local)
 - Industry and business
 - Medical Community
 - Religious communities
4. Develop a Public Involvement Plan & other agency guidelines for public involvement
 - Should include a specific and separate strategy for engaging low income and minority populations
 - Should include the development of collaborations/alliances with existing organizations and agencies that serve Environmental Justice populations.
5. Develop measures, benchmarks or criteria relating to certifying compliance with Title VI and Environmental Justice.
6. Communicate information about the distribution of benefits and burdens
 - What changes are to be made to better address Title VI/Environmental Justice issues?

8. Project Management

Contract Management

The City of Indianapolis MDC acts as the “fiscal agent” for MPO contracting. All contracts must therefore be consistent with City of Indianapolis contracting policies. Since nearly all contracts are federally funded, and since the INDOT acts as a pass-through for these funds, federal and state contracting policies also typically apply. For these reasons, deviations from normal policies, procedures, and contracting language are normally not allowed. All of these federal, state, and City requirements must also be passed on to any municipalities for which the City acts as a pass-through, for example with interlocal agreements and any contracts executed on the basis of those interlocal agreements.

Standard contracting issues

Forms:

- For direct services, the MPO uses a standard contract form that incorporates all necessary federal, state, and local contracting policies. In general, the standard contract provisions are non-negotiable, owing to the multiple commitments and requirements that the form meets.
- The standard contract form requires signatures from (in order of execution) the City legal department, the contractor, the Director of the Department of Metropolitan Development, and the City Controller. This last signature coincides with the release of a purchase order (PO); no work may be billed to the contract that predates the PO.
- Three original contracts are executed, one of which goes to the Contractor, the second going to the MPO, and the third to the Controller’s office.
- The MPO has no standard license agreement, and vendor license agreements may be used. However, license agreements must still contain signature lines for the City legal department and the City Controller. As with contracts, a PO must be secured prior to delivery of the products or services specified in the license agreement.
- Interlocal agreements are sometimes used. All federal, state, and local contracting policies will be incorporated into the interlocal agreement, and any contracts based on the interlocal agreement funding must incorporate these provisions. Generally, an interlocal agreement requires that the partner invoice the MPO for a full invoice amount, which is then paid out to the partner; the MPO will then invoice the partner for the 20%. If the intent of the interlocal agreement is for the partner to secure third-party contractor services, it is much simpler (and preferred) for the MPO to directly contract with the third party, and invoice the partner for the local match up-front.

Fee type

The MPO generally utilizes a lump-sum contract. Under this fee structure, the MPO is entitled to the services listed in the scope (upon which delivery, the contractor is entitled to the entire fee), regardless of the actual cost. The MPO recognizes that unanticipated changes to scope/schedule may occur that change the cost structure of the project, causing the fee to be

revisited. As a rule, however, the MPO tries to minimize these occurrences, and proposals to modify contract fees must be strongly justified.

Other types of fee structures (e.g., cost-plus-fixed-fee, etc.) will generally not be entertained. Even on-call services are generally manageable under a lump-sum form.

Billings

Billings are submitted and approved on a monthly basis. The invoice must be submitted to the designated MPO project manager, and include the following items:

1. Purchase Order Number
2. Percent Completion (for project and by contracted task)
3. Dates of period being invoiced
4. Total amount of prior invoices
5. Amount of current invoice

For contracted services, each billing must be accompanied by a progress report (see below).

- INDOT-approved consultant. As of 2006, contractors and consultants using federal funds (including the PL funds received by the MPO) generally must be pre-qualified by the INDOT. There may be categories of services required by the MPO that are not incorporated by the INDOT categories. Separate solicitation for services will occur in these instances (see below). For more information on the INDOT prequalification process, visit <http://www.in.gov/dot/business/>.
- MBE/WBE/DBE Policy. The MPO affirmatively promotes the minority-/woman-/disabled business enterprise policies of FHWA, FTA, INDOT, and the City of Indianapolis. Separate MBE/WBE/DBE registration requirements exist with the State of Indiana and the City of Indianapolis, both of which must be met for qualifying with the MPO as a MBE/WBE/DBE.
- All contractors should be aware that it is a violation of federal law to utilize MBE/WBE/DBE status as a criterion for contractor selection. Instead, a MBE/WBE/DBE preference can be expressed if multiple firms (including at least one MBE/WBE/DBE) are judged as equally qualified to meet the needs of the project.

Request for Qualifications (RFQ)/Request for Proposals (RFP)

Contractor solicitation is qualifications-based. For this reason, an RFQ will be the general solicitation instrument. Under certain circumstances, such as the scope of a potential project being unknown or allowing for multiple approaches, an RFP may be issued, requiring submittal of a detailed project scope and approach.

Contractor qualifications will be evaluated against the following criteria:

- General Company Capability
- Task Specific Experience
- Prior Work Performance
- Project Manager

- Project Staff
- Familiarity with Indianapolis

A general principle is to share contractor selection responsibilities with a larger group of stakeholders that intend to be regularly engaged in the project (such as a study review committee).

Consultant Selection Documentation

In order to maintain documentation sufficient to satisfy financial and program auditors, all consultant selection processes for planning studies using MPO funding sources will be administered by MPO staff, and appropriately documented.

Progress Reporting/Tracking

Contractors will be provided with an electronic copy (Microsoft Word file format) of a progress report form. This form will be filled out and submitted with each invoice. The form asks for status, percent completion, and completion schedule for each contract-specified task. The reporting form also asks questions about difficulties, issues, and required actions for the project, as well as anticipated activities for the upcoming billing period.

Deliverables

Unless otherwise specified in the contract documents, all final deliverables will be provided with a camera-ready original (including maps), five full-color copies, and electronic files, in either native or PDF format. Also, upon contract closeout, any pertinent final meeting material originals, including but not limited to display boards, PowerPoint presentations, handouts, etc. will be turned over to the MPO in both hardcopy and (if available) electronic format. All documents should be written in clear and concise language. The MPO retains the right to make corrections for both content and grammar, for which the contractor shall be held responsible.

Contract timing and scope (PL funds)

Contracts funded with federal PL funds should be scoped with the MPO's grants management schedule in mind. Contract balances at the end of a particular grant cycle (which can be either one or two years in length) are obligated to the following year's PL grant. For this reason, contracts using PL funds should be structured to minimize the amount carried over at the end of the grant cycle. Several principles emerge from this strategy:

- The majority of contracts should be executed and begin early in the grant cycle
- Studies that are expected to take several years to complete should be broken into annual phases
- Contractors should target their contract scope and schedule for at least 95% completion 45 days prior to the end of the grant cycle

Standard Project Management Issues

Quality Assurance (QA)/Quality Control (QC)

At significant (pre-determined) milestones, a quality assurance check should take place. At a minimum, two such checks should take place, at approximately the 50% completion mark and delivery of draft final deliverables. A Principal Planner or higher staff member who is not associated with the project shall oversee the QA check. The review shall cover adherence to scope, schedule, and budget, and review interim and final deliverables for content and grammar.

Particularly significant projects should include the development of an annotated outline as a specific task item.

Document Standards

Draft documents should include the following items:

- Cover sheet with title of project, date of final submittal, and MPO logo
- A version number and date history, including reviewer names.

Final documents should include the following items:

- Cover sheet with title of project, date of final submittal, and MPO logo
- MPO logo in either the header or footer of the document
- A table of contents, including page numbers
- A credits page, which lists the MPO project manager, MPO staff, contractor address and staff members (if applicable), and other pertinent stakeholders (e.g., study review committee)
- An executive summary
- A paragraph statement of the study's purpose and need, including its relationship to the LRTP goals and objectives the UPWP
- (Optional) A paragraph statement of the study's relationship to the MPO Strategic Plan.

Note that contractor logos are generally not allowed on any interim or final documents, including PowerPoint presentations, display boards, or handouts. Contractors may be listed (text only) on the credits page (see above) and the rear cover (text and address only). All final deliverables should be developed with the viewing public in mind. While not required for all documents, projects of significant scope that have a large potential for public review should be developed using desktop publishing software.

File size is an issue that should be considered in final document submittal. Generally, documents will be posted on the web, so file sizes should be commensurate with downloading. Images in particular (including maps) should be subject to special scrutiny. Images intended for direct display on a web page should be no larger than 50k and 90 dpi. Images embedded in PDF documents can have larger resolution, but the overall file size of the document should then be scrutinized. If it is not possible to have a manageable document file size with images, then a version without images should be submitted, along with separate files for individual image viewing. If there are any questions, please contact MPO staff for further guidance.

Map Standards

All hardcopy and electronic map versions, regardless of interim or final status, should have the following elements:

- Title
- A listed scale, either by use of a scale bar or a text scale
- North arrow
- Data source credits
- Legend (for thematic maps)

For projects that will see the development of many maps, the inclusion of a “base map” early in the project process is usually a helpful way to address questions of layout and format.

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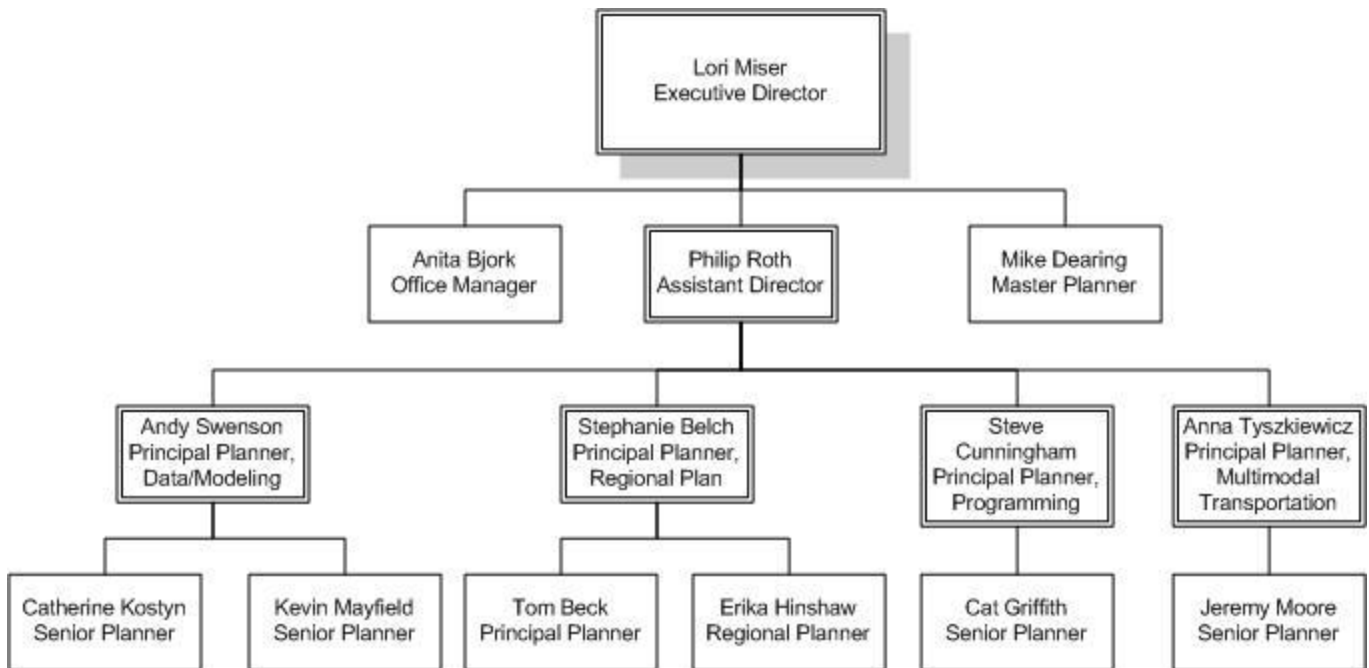
9. Administration

It should be remembered that the designated Metropolitan Planning Organization (MPO) for the Central Indiana region is the Department of Metropolitan Development of the City of Indianapolis, which exercises its MPO responsibilities under the name “Indianapolis Metropolitan Planning Organization”, or MPO (or sometimes IMPO). MPO activities and functions are carried out as a quasi-independent agency, but the requirements of the City of Indianapolis’ institutional structure must also be satisfied. Simultaneously, the City bureaucracy provides many services to the MPO, including financial, legal, and administrative functions.

Staffing

Organizational Structure

The MPO staff typically utilizes a team approach to organization, rather than relying on a rigid hierarchical structure, but formal relationships do exist. Reporting lines of the MPO staff are shown in the following figure.



Reporting lines above the Executive Director diverge. The first reporting line goes to the members of the IRTC. The second line goes to the administration of the City of Indianapolis, which acts as the fiscal agent and legal authority for the MPO. In January, 2010 the MPO became a Division within the Indianapolis Department of Metropolitan Development, reporting directly to the Department Director.

Responsibilities

It is somewhat misleading to state that responsibilities are “fixed” to particular positions. Certain core functions have a principal staff member, but otherwise responsibilities rotate between staff on an as-needed basis. The following gives perhaps the best point-in-time information on staff responsibilities, along with contact information.

Lori Miser, Executive Director (317) 327-5269
Lori.Miser@indy.gov
Project Management; administration and oversight of the transportation planning process; budgeting, management; strategic planning

Philip Roth, AICP, Assistant Director (317) 327-5149
Phillip.Roth@indy.gov
Unified Planning Work Program; strategic planning; MPO staff oversight

Mike Dearing, Master Planner (317) 327-5139
Michael.Dearing@indy.gov
Program coordination for three federal funding programs: Transportation Enhancement (TE), Congestion Mitigation & Air Quality (CMAQ), Highway Safety Improvement Program (HSIP); administration assistance

Anita Bjork, Office Manager (317) 327-5136
Anita.Bjork@indy.gov
Office administration; contracts administration and management

Steve Cunningham, Principal Planner (317) 327-5403
Steve.Cunningham@indy.gov
Transportation Improvement Program management, development and oversight; traffic impact studies; Marion County Thoroughfare Plan

Andy Swenson, Principal Planner (317) 327-5132
Andrew.Swenson@indygov.org
Technical oversight; data management; travel demand modeling and air quality analysis oversight

Stephanie Belch, Principal Planner (317) 327-7599
Stephanie.Belch@indy.gov
Long-Range Transportation Plan; air quality procedures

Anna Tyszkiewicz, Principal Planner (317) 327-5487
Anna.Tyszkiewicz@indy.gov
Project Management, multi-modal transportation (bicycle-pedestrian, local transit, rapid transit) plan development; multi-modal task force; public involvement coordination

Tom Beck, Principal Planner (317) 327-5646
Thomas.Beck@indy.gov
Long-Range Transportation Plan assistance; Congestion Management Process; Freight Planning

Kevin Mayfield, Senior Planner (317) 327-5135
Kevin.Mayfield@indy.gov
Traffic count program oversight; highway performance monitoring system (HPMS); Title VI coordination and oversight

Catherine Kostyn, Senior Planner (317) 327-5142
Catherine.Kostyn@indy.gov
Travel demand modeling; geographic information systems technology; data development

Catherine Schoenherr, Senior Planner (317) 327-5137
Catherine.Schoenherr@indy.gov
Transportation Improvement Program assistance and coordination

Jeremy Moore, Senior Planner (317) 327-5495
Jeremy.Moore@indy.gov
Multi-modal planning and project management

Erika Hinshaw, Regional Planner (317) 327-5431
Erika.Hinshaw@indy.gov
Long-Range Transportation Plan assistance

Budgetary Process

The budget of the MPO Division is a component of the overall budget for the Department of Metropolitan Development. The fiscal year runs from January to December. Divisional budgets (including the MPO's) typically start being prepared in May for the following fiscal year. Departmental budgets are usually prepared by June, and presented to the Indianapolis City-County Council for adoption by August or September.

Generally, there are two opportunities for fiscal amendments (i.e., amending the budget for a current fiscal year), initiated in January and August. Each process takes approximately 4 weeks to complete. The general policy is to minimize the number of fiscal amendments, although it is conceded that such amendments are sometimes unavoidable. It should also be borne in mind that the UPWP must be consistent with the annual budget, such that if the annual budget changes, the UPWP also must be amended.

The UPWP ascribes budgetary line items for particular activities. It is possible to transfer funds between line items, as long as the overall size of the budget is not affected. Again, substantial changes should be reflected as amendments to the UPWP.

While local match appropriated for planning activities can be obligated across fiscal years, federal PL monies cannot. PL contracts or activities that carry across from one year to the next must therefore be obligated out of the grant from the second year. These surplus PL funds are available in subsequent program years (see next paragraph), but recently, Indiana's MPO funding formula was amended to limit such carryovers to \$200,000. An issue of considerable import, then, is the minimization of end-of-year carryovers, such that federal PL monies remain available to the region. Most of this burden lies on consultant-contracted studies (see the "Project Management" section, Section 6, for more discussion). However, activity budgets may

be reallocated from slower activities to faster or new activities that can be completed before the end of the year.

A related issue is the mismatch in fiscal years between the City of Indianapolis (January-December) and the INDOT (biannual budget, July-June). PL grant carryovers cannot be assumed available in the City fiscal year immediately following. Instead, the carryover must first be reconciled in the INDOT program budget, and only then can it be considered available for the City to program. This City-State budget reconciliation typically results in a two-fiscal-year lag in PL carryovers.

Local Match Contributions

Of the MPO's work program funding, 80% comes from the federal government, while the remaining 20% (local match) comes from municipal sources. Prior to 2003, when the City of Indianapolis comprised 80% or more of the population of the Indianapolis MPA, the City of Indianapolis provided the entire required local match. In 2003, however, following the expansion of the MPA to roughly double its prior area, the equity of the City providing the entire local match began to be questioned. Conversations with suburban municipalities and planning partners revealed a willingness to contribute towards the local match requirement. Simultaneously, discussions with planning partners (such as IMAGIS and CILC) indicated willingness for those organizations to provide local match for activities pertinent to their respective missions.

In 2009 the Indianapolis Regional Transportation Council (IRTC) Policy Committee adopted new by-laws that became effective on January 1, 2010. Those by-laws require the member community to pay their proportional share (based on population) of the local match for transportation planning purposes in order to have a vote on the Committee and to remain qualified to receive federal transportation funds for planning and construction activities.

Federal Grant Process

PL grant agreements are executed between the City of Indianapolis and INDOT. These grant agreements are developed simultaneous with and refer to the Unified Planning Work Program (UPWP). A change in a grant agreement must be reflected in the UPWP.

Other types of grant agreements exist. One example pertains to the use of FTA's New Starts monies, which have funded the MPO's studies of regional rapid transit. Grant agreements for these funds must utilize an FTA-eligible grantee, such as INDOT's multi-modal section or a local transit company, such as IndyGo.

10. Information Management

Good planning depends on good information. In addition to data collected through meetings and interactions with the public and other IRTC members, the MPO leases, buys and collects economic, demographic, and travel data required for planning. The MPO manages the information generated during our various planning processes and uses today's information to generate forecasts used to support future transportation plans.

The MPO uses traditional office paper filing systems, computers, software, and email as well as more specialized statistical, transportation modeling, and spatial information systems (also called Geographic Information Systems or GIS).

General Office Environment

The MPO uses personal computers, network services, and office software leased through the Marion County Information Services Agency (ISA). The ISA currently uses software from the Microsoft Corporation for all computing operations. Microsoft Exchange Server with an Outlook 2007 PC client is used for email. Microsoft XP is the current PC operating system used and Microsoft Office Professional 2007 (Excel, Word, Access, and PowerPoint) is used on the desktop.

Microsoft Server is used to provide network communications and storage. Due to the computational intensity of MPO software applications, data is normally stored on individual PCs during application runs. Results and backups of input files are stored on Indianapolis-Marion County's Enterprise servers. Data on enterprise servers is backed up daily.

Microsoft SharePoint software is used to manage the MPO's web environment. The MPO's primary statistical software is SPSS Version 17.

GIS Environment

MPO staff utilizes GIS software from two vendors. The ISA provides an Enterprise license to the ESRI Corporation's ArcGIS software suite. The MPO also uses GIS software from the Caliper Corporation. Caliper's products, including TransCAD, TransModeler provide specific transportation modeling software routines the MPO uses in its transportation modeling work. Caliper's Maptitude software, a GIS package with similar capabilities to ArcGIS, is used to provide compatibility with output from the other Caliper products. The following list describes what is currently in use and is subject to change as technology and MPO needs and responsibilities change.

- ArcGIS is used for general mapping, Traffic Impact Studies, the Long-Range Transportation Plan and the IRTIP, and, custom applications as needed.
- Maptitude is also used for general mapping and analysis, especially for the Regional Plan.
- TransCad is used for Travel Demand Modeling and as an interface through which Air Quality Conformity is tested and Subarea analysis.

Data

The primary data source for demographic data in the United States for over 60 years has been the U.S. Decennial Census of the Population. This Census, performed by the U.S. Bureau of the Census was last conducted in 2000 and contained two parts that year. The first part, called the Short Form, was a 100% sample that provided population, household and voting data. The Long Form, a sample of one in every six to eight households, provided detailed social, economic and demographic information. Because of the sample size of the Long Form, this detailed data set was available for small geographic areas.

In 2003, the Census Bureau initiated a new, annual survey called the American Community Survey (ACS), to take the place of the detailed Long Form, beginning in 2010. The sample size of the ACS is approximately one in every thirty-two households. Valid statistics for small area statistics produced by the ACS are published as 5-year moving averages. The ACS began data collection in 2005-2006 and its first 5-year estimates are due in 2010-11.

The MPO uses a special aggregation of Census data called the Census Transportation Planning Package (CTPP), purchased on behalf of the transportation community by ASHTO (the American Association of State of Highway Transportation Officials). The CTPP is being modified to accommodate the change from the Census Long Form to the ACS. The MPO also uses demographic data prepared by Nielsen-Claritas.

Economic data are garnered from a variety of sources. The MPO leases data from the D&B Selectory data base and has acquired data from both the Indiana Secretary of State's Business Licensing data base and the Indiana Department of Workforce Development's ES-202 data base.

The MPO uses forecasts of economic and population values produced by both the State of Indiana and Woods and Poole. These data are largely used as county- or township- level control totals. These control totals are allocated to smaller geographic areas using a type of land-use allocation model.

During 2008 and 2009, the MPO has conducted two significant travel data studies. The Central Indiana Travel Survey (CITS) and the IndyGo On-Board Survey. The CITS collected data for up to 4000 household upon its completion in December of 2009. The IndyGo On-Board Survey collected data on over 4000 bus riders. Data from these two surveys will be used extensively in updating the MPO's travel demand model in 2010.

Transportation network data are garnered from a variety of sources, including the Indiana Department of Transportation (INDOT), different local engineering departments, and original data collection (both field and from aerial photography). Types of network data currently collected include traffic counts, centerline locations, lane widths, facility types, and posted speeds. During 2009, the MPO began full-time collection of traffic counts, finishing the third year of a three-year system traffic count cycle.

Travel Demand Model Procedures

The travel demand model is a tool for estimating network volumes (vehicles per hour) and speeds (miles per hour) thereby enabling the derivation of vehicle miles of travel (VMT) and vehicle hours of travel (VHT). The model area encompasses all portions of the nine-county region of Central Indiana, including the counties of Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, and Shelby.

The parameters of the travel model are estimated with information available from household surveys, the Census, and other sources. Estimated parameters are applied to population and employment estimates, resulting in regional trip totals broken out by trip type – work, school, shopping, etc. The model is calibrated such that the network flows match to measured vehicle counts at representative locations. The validation of the model ensures that the model provides results consistent with current thinking on traffic flows and speeds, trip choice, and modal choice.

The travel model has many uses. First, it provides us with an assessment of the current state of the regional transportation network. Traffic counts and speed studies inform the model development, but in and of themselves are too geographically limited to provide a broad appraisal. Second, by varying the state of the network in terms of capacity, location or operations, we can assess the efficacy of various transportation policies. Third, by varying the population and employment inputs to match an expected future state, we can forecast the state of the traffic system, subject to the limitations of the population and employment forecasts. Finally, the travel model outputs can be “post-processed” to address a variety of policy questions (e.g., economic impacts or air quality benefits/costs).

The model is based on theories and assumptions that are valid for regional travel movement. Subregional results, therefore, should be viewed with caution. The smaller the area, the greater the probability of forecasting error, particularly when queries focus on a specific network facility. For specific network facilities, if a traffic count is available, a time-correction of the traffic count is preferable to a model output for that facility. If a traffic count for the facility is not available, then a model output may be issued if caution in applicability is observed.

Travel Model Requests and Procedures

Community stakeholders may request that MPO staff run the model to test various scenarios. Generally, the MPO will try to accommodate these wishes, but requesters needs to be aware that significant staff and computer time is utilized in running the model, and that the MPO reserves the right to re-scope, or even reject requests based upon resource availability. This is staff time-intensive requesters should expect a turnaround time of no less than eight weeks.

External Use of the Travel Model

Consultants and other external parties are generally permitted to directly run the travel model, with the following caveats, which constitute requirements for use of the model. Any violation of these caveats may result in the suspension of the stakeholder’s permission to use the model:

- The travel model is the property of the MPO. The MPO needs to be properly credited in any report;
- Final model results for major investment studies, environmental impact statements; et cetera must be verified by the MPO. This verification requires the submittal of the networks and, if applicable, zones to the MPO for an independent run of the model. In its review and verification, the MPO reserves the right to alter any network or zonal coding that it feels is unsupported or misleading. The MPO will provide written electronic notice of the verification or rejection of the stated model results. Verification of the results will require the final document to include the following sentence: “Model results have been verified by the staff of the MPO”;
- No alterations to model parameters may be implemented without the express consent of the MPO. Generally, unless the contract is for general travel model update work that is not specific to a particular network project proposal(s), customization of model parameters and output will not be allowed; and
- All presentation of model results must be comprehensive, and relative to a base scenario. This base scenario must use the MPO’s latest planning assumptions, including the latest population and employment estimates. Deviations from planning assumptions in the alternate scenarios must be properly documented.

Data Requests

Protocol

Publicly available data will generally be posted on the MPO’s website and available for download. Requests for data not available on the website will be handled by the MPO webmaster. If data are available in the format needed, then the requester may expect a seven-day turnaround time. Alternately, if customization or analysis of data is required, a 30-day response time is the target. The MPO retains the right to turn down customization or analysis requests based upon resource availability. Any document or report developed by a third party using MPO data must properly credit the MPO as the data source.

Appropriateness

Data that are purchased and/or developed by the MPO will be freely available, provided that their release does not raise privacy issues, and subsequently distributed to any parties desired.

The MPO maintains its ownership over the data, however, and datasets may not be altered without MPO permission, nor may a third party sell them.

Distribution of licensed data is subject to the terms of the license agreement with the vendor. In most cases, this license agreement prohibits the free distribution of data. Datasets that are developed using licensed data, however, are considered MPO-developed data, and will be made freely available.

Privacy

As part of the information development process, the MPO sometimes handles data that either by location, name, or some other marker, identifies individual persons or businesses. Such data will not be made available to the public.

For example, travel survey data is sometimes collected that identifies individual trip origins and destinations. The origin and destination data will not be included in the public distribution of such a dataset, although any calculated trip length data may still be included. Another example is point-level employment data; in addition to being licensed and therefore prohibited from secondary release, the distribution of these data violates business privacy. These data may be compiled into zonal summaries, which may then be released; however, any summation by employment code (e.g., by North American Industrial Classification System, or NAICS) may have too few firms in any employment category to secure the privacy of any individual firm; therefore, NAICS codes will not be publicly released.

Security

Only MPO staff and other authorized individuals, such as technical support personnel will be allowed direct access to MPO computing resources such as hard drives, network storage, and raw data. All data released as a result of public data and information requests will be made available via website downloads, burned to CDs or DVDs, or other appropriate storage device that will not allow access to data not directly included in the request.

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Acronym List

AGT: Automated Guideway Transit

BRT: Bus Rapid Transit

CAAA: 1990 Clean Air Act Amendments

CAC: Citizen's Advisory Committee

CAMPO: Columbus Area Metropolitan Planning Organization

CIRTA: Central Indiana Regional Transportation Authority

CMAQ: Congestion Mitigation and Air Quality Improvement Program

CMS: Congestion Management System

DMD: Indianapolis Department of Metropolitan Development

DPW: Indianapolis Department of Public Works

EJ: Environmental Justice

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

HSIP: Highway Safety Improvement Program

HUD: United States Department of Housing and Urban Development

IAA: Indianapolis Airport Authority

IDEM: Indiana Department of Environmental Management

IDOE: Indiana Department of Education

INDOT: Indiana Department of Transportation

INSTIP: Indiana Statewide Transportation Improvement Program

IPTC/IndyGo: Indianapolis Public Transportation Corporation (Public Transit Provider)

IRTC: Indianapolis Regional Transportation Council

IRTIP: Indianapolis Regional Transportation Improvement Program

ISDH: Indiana State Department of Health

JARC: Job Access and Reverse Commute, Section 5136 – a federally funded program developed to fund local programs that offer job access and reverse commute services to provide transportation for low-income individuals who may live in the city and work in suburban locations

LRT: Light Rail Transit

LRTP: Indianapolis Long-Range Transportation Plan

MCCOG: Madison County Council of Governments

MDC: Indianapolis Metropolitan Development Commission

MPA: Metropolitan Planning Area

MPO: Indianapolis Metropolitan Planning Organization

NAAQS: National Ambient Air Quality Standards

NEPA: National Environmental Policy Act

PEA: Planning Emphasis Area

RFP / RFQ: Request for Proposal / Request for Qualifications

Rural STP: Rural counterpart to urban STP program

SAFETEA-LU: Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

SIP: State Implementation Plan required by the CAA to show how the State will meet the National Ambient Air Quality Standard for each type of air pollutant.

SRTS: Safe Routes to School Program

STP: Urban Group 1 Surface Transportation Program

TCSP: Transportation, Community and System Preservation

TE: Transportation Enhancement Grant Program

TEA-21: Transportation Equity Act for the 21st Century (prior Transportation Bill to SAFETEA-LU)

teMPO: MPO quarterly newsletter

TMA: an urbanized area with populations exceeding 200,000 are designated Transportation Management Areas

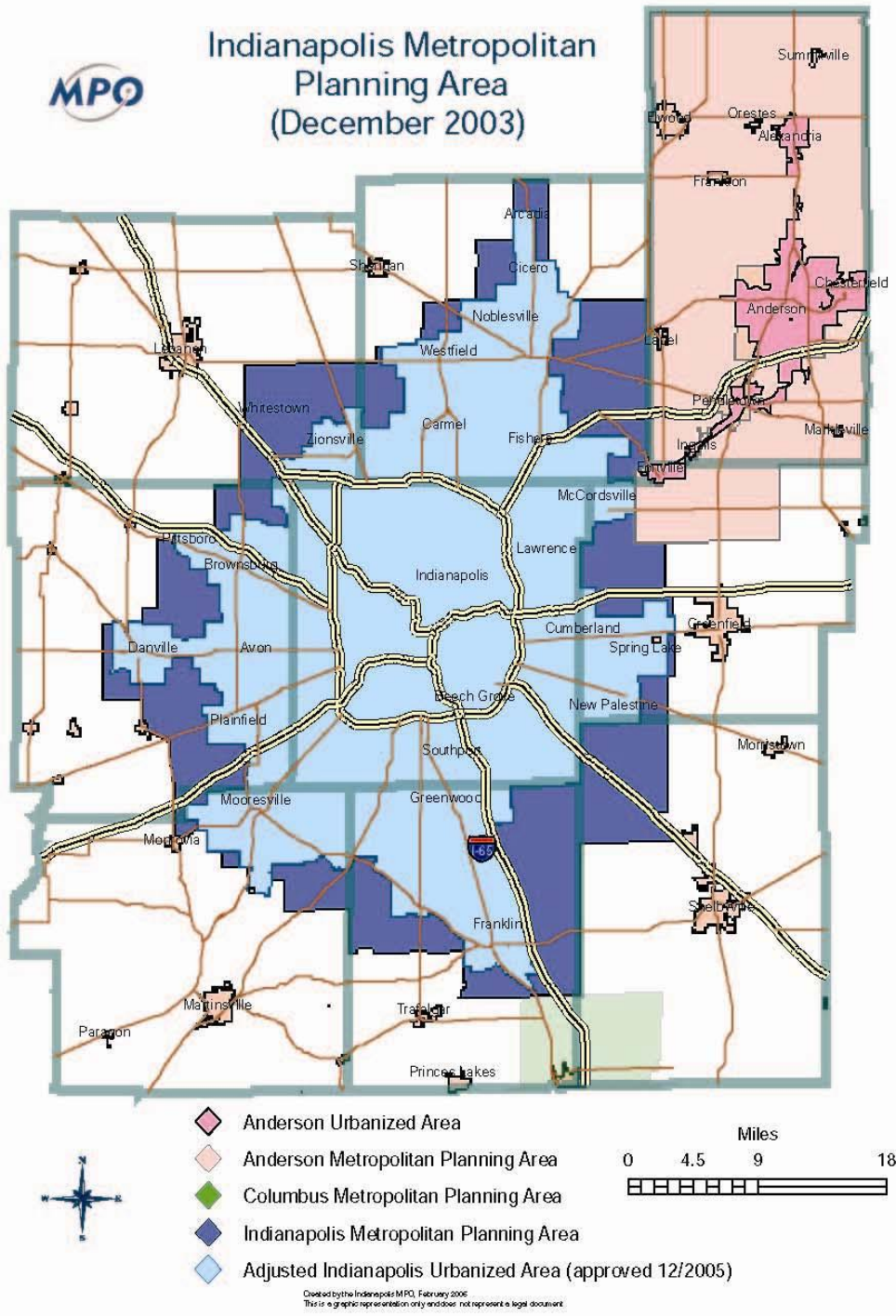
UNIGOV: Consolidation of the City of Indianapolis and Marion County governments

UPWP: Unified Planning Work Program

US EPA: United States Environmental Protection Agency

Appendix A

Urbanized Area/Metropolitan Planning Area Map



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APPENDIX B

**INDIANAPOLIS METROPOLITAN
PLANNING ORGANIZATION**

BY-LAWS

Revised
October 26, 2009

Adopted
October 28, 2009

Effective
January 1, 2010

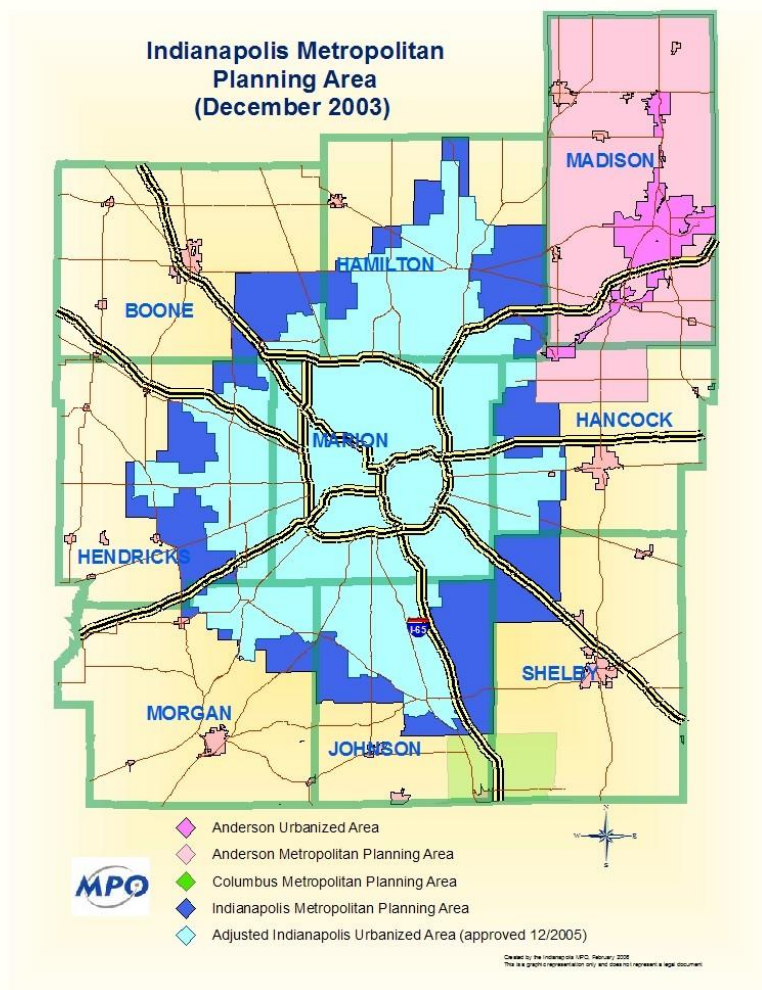
BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people for the purpose of conducting a cooperative, comprehensive and continuing transportation planning process.

I. DESIGNATED METROPOLITAN PLANNING ORGANIZATION (MPO) and METROPOLITAN PLANNING AREA (MPA) for the INDIANAPOLIS REGION

- A. The City of Indianapolis Department of Metropolitan Development is the designated MPO for the Indianapolis Metropolitan Planning Area. Per the 2000 Decennial Census the Indianapolis Metropolitan Planning Area includes all of Marion County and portions of Boone, Hamilton, Hancock, Johnson, Morgan, Hendricks and Shelby counties as shown on the attached map.
- B. The Policy Committee of the Indianapolis Regional Transportation Council is the body that approves all transportation-related activities of the MPO.

Map 1: Indianapolis Metropolitan Planning Area



II. MPO ROLE

- A. To develop and direct a continuing and comprehensive transportation planning process that is conducted cooperatively with the state and Local Public Agencies (LPA's) in concurrence with federal guidelines.
- B. To advise the IRTC Policy Committee on the status of needs identified through the transportation planning process.
- C. To assist the general public in understanding decisions and policies of the IRTC Policy Committee.
- D. To evaluate short and long-range transportation needs and prepare plans to address those needs.
- E. To provide early and continued guidance of elected and appointed officials in the planning and development of transportation systems.
- F. To provide a sound framework for cooperative federal, state, regional, and local efforts for organizing transportation development.
- G. To serve as the focal body for developing and evaluating policies and guidelines for use in shaping transportation developments.
- H. To eliminate to the extent possible duplication of effort, unnecessary or unrealistic requirements, costly delays and confusing processes within the transportation planning arena.
- I. To achieve consistency of planning principals, philosophies and procedures consistent with federal, state and local laws, rules and regulations.
- J. To make recommendations and decisions based on the consequences and consistency with local, regional, state and national transportation goals, significance to the quality of life, impacts upon the environment and natural resources, technical and financial feasibility, and effects on related transportation modes and inter-governmental relationships.

III. RESPONSIBILITIES

- A. Establishment of goals and objectives for the transportation planning process
- B. Consideration of the planning factors outlined in SAFETEA-LU (and subsequent federal transportation bills) and planning emphasis areas identified annually by FHWA and FTA in the preparation of the Unified Planning Work Program (UPWP) and in the Transportation Plan.
- C. Preparation of a UPWP in cooperation and consultation with the Indiana Department of Transportation (INDOT), the Indianapolis Public Transportation Corporation (IPTC) / IndyGo, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

- D. Provision of pertinent certifications to INDOT and FHWA pertaining to the conduct of the transportation planning process for the MPA.
- E. Completion and updating of the Indianapolis Long-Range Transportation Plan.
- F. Development and maintenance of the Indianapolis Regional Transportation Improvement Program (IRTIP).

IV. ORGANIZATIONAL STRUCTURE / MEMBERS

- A. The MPO organizational structure consists of the Indianapolis Regional Transportation Council (IRTC) which includes a Technical Coordinating Committee, a Policy Committee and an Administrative Committee.
- B. The IRTC Policy Committee will include elected and appointed representatives from all of the Local Public Agencies (LPA) within the Indianapolis Metropolitan Planning Area. The current list (August 2009) is shown below.

1. Boone County
2. Town of Zionsville
3. Hamilton County
4. Town of Arcadia
5. Town of Atlanta
6. City of Carmel
7. Town of Cicero
8. Town of Fishers
9. City of Noblesville
10. City of Westfield
11. Hancock County
12. Town of McCordsville
13. Town of New Palestine
14. Hendricks County
15. Town of Avon
16. Town of Brownsburg
17. Town of Danville
18. Town of Pittsboro
19. Town of Plainfield
20. Johnson County
21. Town of Bargersville
22. City of Franklin
23. City of Greenwood
24. Town of New Whiteland
25. Town of Whiteland
26. Morgan County
27. Town of Brooklyn
28. Town of Mooresville
29. Shelby County
30. Marion County
31. City of Indianapolis
32. City of Beech Grove
33. City of Lawrence

- 34. City of Southport
- 35. Town of Speedway
- 36. Town of Cumberland

- i. Each LPA's elected/appointed official(s) shall designate the representative for that LPA.
- ii. Only members that pay their share of the local match are considered *eligible voting members*.
- iii. Representatives shall remain as members until a successor has been named by the LPA. Each LPA shall provide a letter to the MPO by February 1 of each year noting the official representative and eligible alternate (proxy).
- iv. The use of a proxy requires notification in writing before the Policy Committee meeting (mail, e-mail, or fax are acceptable methods of notification).
- v. Following approved changes to the urbanized area and/or Metropolitan Planning Area (MPA), elected officials from municipalities within the new area shall be included on the IRTC Policy Committee.
- vi. The following agencies are represented as voting members of the IRTC Technical and Policy Committees:
 - Indianapolis Public Transportation Corporation / IndyGo
 - Central Indiana Regional Transportation Authority (CIRTA)
 - Indianapolis Airport Authority
 - Indiana Department of Transportation
 - Ports of Indiana
- vii. The following agencies serve on the IRTC Technical and Policy Committees as advisory, non-voting members:
 - Federal Highway Administration
 - Federal Transit Administration
 - Environmental Protection Agency
 - Indiana Department of Environmental Management
 - Indianapolis Metropolitan Development Commission
 - Local Public Agencies that choose not to pay
- viii. Actions of the Policy Committee are approved by a majority vote and are only considered valid if the 15 member quorum is present.
- ix. The Indianapolis MPO agrees to conform to the policies agreed-upon in the Planning Activities Agreement with the Madison County Council of Governments (MCCOG) and the Columbus Area Metropolitan Planning Organization (CAMPO). This document is attached for reference as Attachment 1.
- x. Participation in the metropolitan planning process is contingent upon the following requirements:

1. Each local public agency within the Indianapolis Metropolitan Planning Area (MPA) is required to contribute to the local match of the metropolitan transportation planning function,
 - a. *Eligible voting members* are defined as those who contribute their share of the local match and the agencies defined in Section IV – H above.
 - b. Effectively immediately, each LPA must commit to the provision of the local match for the life of the surface transportation bill that begins October 1, 2009
 - c. If an LPA decides to “opt in” after a transportation bill is in place they must pay their share of the local match retroactive to the start of the current transportation bill (including continuing resolution periods for transportation bills)
 - d. Any LPA that has a current transportation project in the MPA funded with federal dollars may not opt out of the local match funding cycle until the project is officially closed out by INDOT
 - If an LPA does not pay their local match by the end of the first quarter of each calendar year or ceases to pay while receiving federal funds for construction, the federal portion of the project will be canceled, the project will be removed from the Indianapolis Regional Transportation Improvement Program (IRTIP) and the LPA will be required to complete the project with local funding.
 - e. Only LPA’s that do not have active transportation projects funded with federal dollars or any projects programmed for implementation in the Indianapolis Regional Transportation Improvement Program (IRTIP) may opt out by giving written notice to the MPO no later than May 1st of each year
 - f. The period of time during a continuing resolution(s) is considered the start of a new transportation bill and is counted toward the overall 6-year bill cycle.
 - g. Currently, SAFETEA-LU is set to expire on 9-30-09. Local match commitments for 2010 shall be construed as to support the future surface transportation legislation and the commitment will carry over the 6 years of that act
 - h. The contribution of the local match share by each LPA is required in order to receive federal funds for construction and implementation of transportation projects
 - i. The contribution of local match share is required in order to gain access to any licensed data products (for example: Pictometry, Dun and Bradstreet data, etc) available to the MPO
 - j. The contribution of local match share is required in order to gain MPO planning support (encompasses a variety of transportation planning assistance)
 - k. The contribution of local match share is required in order to be eligible for use of surplus planning funds that may become available to the MPO
2. The local match share for each LPA shall be based on the percentage share of the participating LPA’s population within the MPA, as defined by the current Decennial Census or special Census (as applicable)
 - a. The MPO staff shall provide a spreadsheet showing the current status of funding match upon request but no less than annually at the 2nd quarter meetings of the IRTC Technical and Policy Committees

- C. The Technical Coordinating Committee includes the technical staff of the policy members plus other interested parties as recommended by SAFETEA-LU and subsequent federal transportation acts to conduct the transportation planning process. Actions by the Technical Committee are advisory to the Policy Committee.
- i. Each LPA's elected/appointed official(s) shall designate the representative for the Technical Coordinating Committee, recognizing that Technical Committee members should be a staff member with technical expertise.
 - ii. Only members that pay their share of the local match are considered *eligible voting members*.
 - iii. Representatives shall remain as members until a successor has been named by the LPA. Each LPA shall provide a letter to the MPO by February 1 of each year noting the Technical Committee member and eligible alternate (proxy).
 - iv. The use of a proxy requires notification in writing before the Technical Committee meeting (mail, e-mail or fax are acceptable methods of notification).
 - v. The responsibilities of the Technical Committee shall include the following:
 - Provide general guidance in carrying out the transportation planning process
 - Advise on technical procedures and standards for conducting the cooperative transportation planning process.
 - Recommend alternative transportation system plans and programs for consideration by the IRTC Policy Committee.
 - Coordinate programs that involve multi-agency responsibility and/or impact.
 - Establish "special task forces" as required to meet IRTC purposes, and coordinate their assignments.
 - Review progress on the transportation planning process; review activities and reports on technical sufficiency, accuracy, and completeness of studies, plans and programs.
 - Review the Unified Planning Work Program as it relates to the transportation planning process and recommend it to the IRTC Policy Committee.
 - Review proposed project plans significantly impacting the transportation system for compatibility with the adopted system plan.
 - Develop and review transportation system plans and programs and recommend to the IRTC Policy Committee.
- D. The Administrative Committee shall serve as an ad hoc committee to the Policy Committee
- i. The Chair of the Policy Committee shall serve on the Administrative Committee. The Chair may designate the MPO Executive Director to act in the capacity of the Chair if the Chair is not able or unavailable to attend a meeting of the Administrative Committee.

- ii. Other Committee members shall be elected on the same cycle as the Chair and Vice-Chair from *eligible voting members* and shall not exceed four (4) – for a maximum of five (5) Administrative Committee members. In the event a member of the Administrative Committee is not able to fulfill their obligation they shall provide notification in writing to the Chair and the MPO Executive Director. At the next scheduled IRTC Policy Committee meeting a special election shall be held to fill the vacant position.
- iii. All matters before the Administrative Committee shall be decided by a majority vote of the voting members present at the meeting. Each voting member of the Administrative Committee shall be entitled to one (1) vote.
- iv. The responsibilities of the Administrative Committee are as follows:
 - Review and advise on personnel, hiring and training needs and issues of the MPO staff
 - Review and advise on consultant selection processes for MPO planning studies
 - Review and advise on budget needs and issues
 - Review and advise on issues pertaining to the organizational structure of the MPO and the IRTC
 - Review and advise on contractual needs and issues of the MPO staff as they pertain to planning studies and the hiring of outside contractors
 - Approve emergency amendments brought before the Indianapolis Regional Transportation Council. Emergency amendments will be provided to members of the Technical Committee and Policy Committee and final action will be taken by the Administrative Committee at their regularly scheduled monthly meeting.
- v. The Administrative Committee has the authority to approve situations and issues pertaining to the above responsibilities in Section D-iv without further endorsement from the Policy Committee, unless the Chair determines that additional review and consultation is required by the full Policy Committee.

V. OFFICERS

- A. The officers of the IRTC Policy Committee for the Indianapolis MPO / IRTC shall consist of a Chair and a Vice-Chair.
- B. The Chair and Vice-Chair shall be elected annually from the *eligible voting members* at the first regularly scheduled meeting of the calendar year. The newly elected Chair and Vice-Chair shall take office immediately following the election. The chair must have served as an MPO *eligible voting member* for one year immediately prior.

Additional elections may be held if either the Chair or Vice-Chair cannot carryout his/her duties and complete the remainder of the appointed term.
- C. The term of office for officers shall be one year. Officers may serve unlimited terms.

- D. The Chair shall preside at IRTC Policy Committee meetings, including sub-committee meetings as appropriate. The Chair shall work with the MPO staff to set the order of business for each meeting. In the Chair's absence the Vice-Chair shall preside and complete all other duties of the Chair. In the event that the Chair is unable to carryout his/her duties for the remainder of the term, the Vice Chair shall carryout the functions of the Chair for the remainder of the year.
- E. The Executive Director of the Indianapolis MPO shall preside over the IRTC Technical Committee.

VI. MEETINGS

- A. Four meetings of the IRTC Technical Committee and Policy Committee will be held annually, in the months of February, May, August and October (or as deemed appropriate for the efficient conduct of business). The Chair may cancel regular meetings should there be insufficient business on the Committee's tentative agenda (which is prepared by the MPO staff).
- B. Special meetings may be called by the Chair with one week's notice, or at the request of the majority of the *eligible voting members*. Whenever possible, at least seven (7) calendar days notice shall be given.
- C. A quorum of the IRTC shall be constituted by 15 of the *eligible voting members*.
- D. Each member shall be expected to attend each regular meeting. When *eligible voting members* (or their authorized alternates) do not attend three (3) consecutive IRTC meetings, the Chair will send a letter to the chief elected/appointed officer of the LPA indicating the number of absences and requesting reaffirmation or re-designation of the LPA's representative.
- E. The Administrative Committee shall meet monthly. During the months of the regularly scheduled quarterly meetings of the Technical Committee and Policy Committee no meeting will be held unless deemed necessary by the Chair.
- F. Meeting agendas will be distributed at least one week prior to the IRTC meetings. Items on the agenda originate from the MPO staff and pertain to pertinent items of business that the MPO must complete. Items may also be placed on the agenda at the request of the Chair.
- G. The MPO and IRTC shall conduct their business in compliance with the State of Indiana's Open Meetings Law.

VII. VOTING PROCEDURES

- A. The Chair and any member may call for a vote on any issue, provided that it is seconded and within the roles and responsibilities set forth in Sections II and III of these By-Laws and provided the issue is on the agenda as outlined in Section VI of these By-Laws.
- B. The Chair and voting members (or their qualified alternates) are permitted to vote. Non-voting members and unauthorized alternates are not permitted to vote. Abstentions

shall be considered affirmative votes. By approval of the IRTC, a member may withdraw from voting on an issue.

VIII. AMENDMENTS TO BY-LAWS

Amendments to these By-Laws of the MPO/IRTC shall require the affirmative vote of at least one-half of the IRTC votes, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered.

ATTACHMENT 1

Planning Activities Agreement Between The Columbus Area Metropolitan Planning Organization and The Indianapolis Metropolitan Planning Organization and The Madison County Council of Governments

The nine-county Central Indiana area is designated by the federal government as a nonattainment area for the ozone pollutant (8-hour standard), with five of those counties additionally classified as nonattainment for the fine particulate matter pollutant (PM 2.5 standard). The area contains three metropolitan planning areas in whole or in part, the Columbus Area Metropolitan Planning Organization (CAMPO), the Indianapolis Metropolitan Planning Organization (IMPO), and the Madison County Council of Governments (MCCOG/Anderson). As more than one MPO has authority within a nonattainment area, an agreement is called for by the federal Metropolitan Planning Rules, specifically 23 CFR 450.310 (g).

It is hereby agreed that the Columbus MPO is responsible for the transportation plan for the Columbus Metropolitan Planning Area (MPA) and for all responsibilities of an MPO in that portion of the nine county central Indiana nonattainment area therein, the Indianapolis MPO is responsible for the transportation plan in that part of the nine county central Indiana nonattainment area within its MPA, and the Anderson MPO for all responsibilities of an MPO in that part of the nine county central Indiana nonattainment area within its MPA. Any conflicts that may arise between the MPOs will be resolved by the executive directors of the three agencies in consultation.

The MPOs, the Columbus Area Metropolitan Planning Organization, the Indianapolis Metropolitan Planning Organization, and the Madison County Council of Governments (Anderson MPO), have an arrangement to ensure cooperation that is documented in an agreement between them.

This agreement remains in effect until any one of the signatory agencies notifies all other signatory agencies in writing that the agency no longer supports this agreement.

General

1. The three MPOs will cooperate in efforts toward achieving general consistency of plans and air quality issues as they relate to projects that have central Indiana regional impacts.
2. The three MPOs will cooperate in public participation efforts on plans and on projects of Central Indiana regional significance.
3. Each MPO will participate, as ex-officio members, in the transportation planning process of the other through technical committee memberships, and involvement in regional corridor, subarea, major investment studies, management system development and other studies and plans of central Indiana regional significance.

Unified Planning Work Program

1. The three MPOs will mutually consult in the development of Unified Planning Work Programs (UPWP).
2. The three MPOs will share UPWP products.

Modeling

1. The three MPOs will exchange modeling information at appropriate levels of geography, attempting where possible to relate the data to the MPO's existing, respective Traffic Analysis Zone systems.
2. The three MPOs will share socio-economic, Census, forecast and survey data results.
3. The three MPOs will share trip tables and travel demand model assumptions.
4. The three MPOs will consult in the development of enhanced travel demand models.
5. The three MPOs will share model validation data, including MPA line traffic volumes and traffic volumes at the external boundaries of the other agencies' models.

Transportation Plan

1. The three MPOs will consult in defining future scenarios, striving for general compatibility including overall strategies and major project assumptions.
2. The three MPOs will develop alternative networks that include appropriate central Indiana strategic connectors.
3. It is understood by the signatories that the three agencies will not necessarily be at the same stage of plan development at the same time, and coordination will be tempered by the schedule of each agency's planning process.
4. The three MPOs will strive to coordinate their plan amendment cycles to make them concurrent.

Transportation Improvement Program (TIP)

1. The three MPOs will consult in the development of TIPs, concerning central Indiana regional issues.
2. The three MPOs will share information regarding proposed construction schedules of projects and their impacts across the MPA boundaries lines within the central Indiana nine-county area.

3. The three MPOs will consult and coordinate approvals for TIP amendments as needed, specifically, those involving air quality issues, expansion projects, and projects of regional significance. A uniform process for handling this should be developed and agreed to by all parties.

Air Quality State Implementation Plan Conformity

1. The three MPOs will develop a common set of characteristics for design concept and design scope for identified projects with regional significance in central Indiana that should be included in the regional emissions analysis.
2. The three MPOs will consult on a common set of assumptions used in the mobile emissions model in each area or the central Indiana area.
3. The Indianapolis and Anderson MPOs will continue their active participation in the central Indiana Air Quality Advisory Group meetings.
4. The three MPOs will consider sub-area budgets for air quality within the nine-county region.

As federal or local conditions change, the planning activities may be modified and updated by mutual agreement of the MPOs in writing. Notification of any revised agreement will be made to the transportation and the environmental agencies in the state of Indiana.

Approval and Acceptance by:

Columbus Area Metropolitan Planning Organization Date

Indianapolis Metropolitan Planning Organization Date

Madison County Council of Governments Date

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APPENDIX C PUBLIC INVOLVEMENT PROGRAM

Introduction

The Indianapolis Metropolitan Planning Organization (IMPO), designated to receive federal transportation funding from the Federal Highway Administration and the Federal Transit Administration, is required to develop and adopt a public participation process. The actions and processes described in this document apply to projects done by the Indianapolis Metropolitan Planning Organization in conjunction with the work done by the transportation committees of the Indianapolis Regional Transportation Council (IRTC). The standards for this process are to be found in Title 23, Code of Federal Regulations, Part 450, Section 316.

In general, the federal regulations cited above require a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing Long-Range Transportation Plans (LRTPs) and Indianapolis Regional Transportation Improvement Programs (IRTIPs).

Specific requirements include:

- Providing timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects;
- Holding public meetings at convenient and accessible locations and times;
- Providing a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
- Employing visualization techniques to describe metropolitan transportation plans and IRTIPs, and providing reasonable public access to technical and policy information used in the development;
- Making public information available in an electronically accessible format and means (such as the internet);
- Demonstrating explicit consideration and response to public input received during the planning and program development processes by including written and oral comments received on the draft LRTP or IRTIP as a result of the public involvement process, as an appendix of the LRTP or IRTIP;
- Remaining consistent with Title VI of the Civil Rights Act of 1964 which ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance; and
- Identifying actions necessary to comply with the Americans with Disabilities Act of 1990 and Presidential Executive Order 12898, Environmental Justice

To meet these standards, this Public Participation Plan includes the methods for public outreach shown below.

- Include those who are underserved, by means of public forums and surveys;
- Opportunity for public comment at all public meetings;
- Making information available easily to the public;

- Public notification of meetings by public media, direct mail, and electronic mail (as appropriate);
- Appropriately scheduled public meetings;
- Opportunity for public comment on key decisions;
- Timely and forthright response to public comments; and
- Regular review of the public involvement process itself.

The goals of this process are:

1. Involve the public in all phases of the planning process.
2. Obtain understanding of transportation needs, especially of the underserved.
3. Make information available to the public.
4. Provide timely and adequate notice to the public about meetings and plans.

The emphasis of this process is on early involvement of the public in the planning process, in order to obtain input and insight before key decisions are made.

Goals, Objectives, and Policies

The effectiveness of any plan depends on its ability to successfully meet the expectations of the public. As such, plans and policies need to be revisited and reviewed periodically to determine if the public's needs are being addressed in an effective and efficient manner. In order to ensure the effectiveness of this plan, the public must be kept informed of activities of the IMPO. The public must be given a meaningful opportunity to participate in the development and review of public policy through the use of presentations, press releases, mailings, public meetings, and other public outreach activities.

PUBLIC PARTICIPATION GOAL: The public involvement process for transportation planning shall provide complete information, timely public notice, and full access to key decisions; and shall support early and continuing involvement of the public.

Objective 1-Public Access: The public shall be provided timely notice and appropriate access to information about transportation plans, issues, and processes.

Policy 1.1 All plans and documents shall be made available in an electronic format for the public to review at the IMPO website (www.indympo.org). Copies of the draft LRTP and IRTIP will be available in the IMPO's office and on the IMPO's website. Flyers announcing the 30 day public review and comment period and the availability of the draft LRTP will be posted at Marion County public libraries and selected public libraries and local government offices throughout the Indianapolis MPA.

Policy 1.2 Attempts will be made to employ visualization techniques to describe LRTP and IRTIP. These may include the following formats: project location maps, photographs, narrative project descriptions, charts, illustrations, graphics, diagrams, and sketches. Staff will continue to monitor and investigate developing technologies to improve the IMPO's visualization process.

Policy 1.3 Notice and agendas of all IMPO IRTC Committee meetings shall be available to the public on the IMPO website at least three days before they occur with the exception of emergency meetings when less time is allowed under the Open Door Law (Indiana Code 5-14-1.5).

Policy 1.4 All meetings and workshops of the IMPO will be open to the public except as allowed by the Open Door Law.

Policy 1.5 In accordance with the Americans with Disabilities Act, individuals needing special accommodations to participate in meetings or individuals with limited English proficiency should contact MPO staff at least three working days prior to the scheduled meeting in order to accommodate their needs.

Objective 2-Public Outreach: Opportunities shall be created for the public to be informed about issues, plans, and projects under consideration by the IMPO, particularly those who may be identified as “traditionally underserved,” and to ensure full and fair participation in the transportation decision making process.

Policy 2.1 Information pertaining to the adoption, or amendment of all IMPO transportation plans shall be available at least seven days prior to the date of the final action with the exception of emergency meetings when less time is allowed.

Policy 2.2 IMPO staff shall inform the public about issues and proposals under their consideration through public meetings, presentations, mailings, press releases, or other techniques during the development of each of the transportation plans, programs, or projects for which the IMPO is responsible.

Policy 2.3 IMPO staff will continue to develop and maintain an Interested Citizens/Agencies list for the purpose of disseminating information about transportation plans, policies, and activities. The Interested Citizens/Agencies list, while comprehensive, will be especially geared to reach those low-income and minority populations that have traditionally been underserved in the transportation planning process.

Policy 2.4 IMPO staff shall review the Public Participation Plan on a biannual basis.

Policy 2.5 IMPO staff shall consult with stakeholders through correspondence that utilizes the continuously updated Interested Citizens/Agencies mailing/email list.

Objective 3-Public Input: The solicitation, compilation, and consideration of public input shall be an integral part of the IMPO decision-making process.

Policy 3.1 MPO staff shall offer opportunities for public comment to the adoption of the transportation plan or program for which it is responsible, including the LRTP, IRTIP, or substantive amendments thereof. Notices of such meetings will be distributed through the Interested Citizens/Agencies email list as well as the area media. Meeting notices will also be posted on the IMPO website, www.indympo.org.

Policy 3.2 Those plans and programs that require extended review periods will allow for written comments to be submitted directly to the IMPO. This includes the LRTP, the IRTIP, the Public Participation Plan, and any other plan with extended review periods. All comments received as well as a response to each

comment will appear as an appendix to the applicable plan or program. IMPO staff will notify the public of extended review periods that are required by state or federal guidelines and will provide specifics regarding how to comment on those plans or programs.

Policy 3.3 Those members of the public wishing to address comments to the Indianapolis Regional Transportation Council Policy Committee or any committee thereof will be given the opportunity to comment at the regular public meetings.

Public Involvement Procedures

Public Participation Plan

The development, adoption, and amendment of IMPO transportation plans and programs shall be subject to the public participation plan. The public participation plan will be monitored and reviewed on a biannual basis to evaluate effectiveness. It is hoped that the directives of this plan will result in well attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region. A public comment period of 45 days shall be provided prior to the adoption or amendment of the public participation plan per federal guidelines.

Outreach

Notices of meetings, descriptions of products, and invitations to public meetings will be routinely sent to the following groups.

- Private providers of transportation services
- Traffic agencies
- Ridesharing agencies
- Parking agencies
- Transportation safety agencies
- Traffic enforcement agencies
- Commuter rail operators
- Airport and port authorities
- Freight companies
- Railroad companies
- Environmental organizations
- Neighborhood associations
- Local Health Departments
- Other City, County, and Municipal departments
- Advocacy Groups
- Interested citizens
- Public Schools
- Private Schools
- Parochial Schools
- Charter Schools
- Organizations representing the interests of:
 - Elderly people
 - Minority populations

- Transportation agency employees
- Users of various modes of transportations
- Persons with disabilities
- Economically disadvantaged persons
- Others underserved by the transportation system

This Interested Citizens/Agencies list will be continually examined for inclusiveness and usefulness. A calendar of the regular meeting times will be sent to the organizations on this list as well as to news and media organizations.

Open Meetings

The meetings listed on the IMPO website are open for the public to attend. In addition, the meetings of the committees (IRTC Policy Committee & Administrative Committee) will provide an opportunity for the public to comment on the items listed in the meeting agenda. The regular meetings of the committees will be posted on the IMPO website and are open to the public. All meeting notifications/cancellations will be posted on the IMPO website and at the IMPO office.

Public Involvement in Planning Projects

As particular planning or programming projects arise, a specific participation process may be developed that is appropriate for the project. Examples of such projects are, the LRTP, substantial amendments to that plan, the IRTIP, and major metropolitan transportation investment studies. The participation processes for planning or programming projects will include the following specific measures as well as other actions.

A formal public meeting or public comment period will be offered at IRTC policy meetings. The public will have an opportunity to comment before the adoption of the LRTP or the IRTIP during which the public may comment verbally at the public meeting or in writing to the IMPO office.

Public Input and Comment on Important Decisions

If the IRTC Technical Committee and/or IRTC Policy Committee is preparing to adopt a major transportation policy or adopt what they consider to be a significant amendment to the LRTP or the IRTIP, then it shall be identified as such and public review and comment will be solicited.

Availability of Information

IMPO staff will make written materials available to the IRTC Committees and to the public upon request. When appropriate, a charge may be levied for copies of publications. The charge will cover the cost of production and, if applicable, the cost of mailing the materials. All such materials are available for viewing at the IMPO office at no cost. LRTPs and IRTIPs are always posted on the IMPO website for public review and comment.

Staff Presentations

Staff will make presentations to requesting organizations about transportation issues and activities where appropriate.

Notifications

All documents seeking public comment will be posted on the public notices page of the MPO website <http://www.indympo.org/news/pages/publicnotices.aspx>

Other methods of notification may also be utilized, including but not limited to:

- Press releases
- Public notices in the newspaper
- Email correspondence to Interested Citizens/Agency List
- Email correspondence to members of the MPOs committees, task forces and workgroups, as appropriate

Accessibility for Persons with Disabilities

The transportation needs and opinions of persons with disabilities shall be included on our transportation planning process. The planning process will be made accessible to such persons as per the regulation provided by the Americans with Disabilities Act of 1990.

Public Involvement for New LRTP

The public is given an opportunity to review the new draft LRTP, including the associated Air Quality analysis, during a 30-day comment period. The comment period is announced in the public notice section of the Indianapolis Star and on the IMPO's website.

- Copies of the draft LRTP will be available in the IMPO's office and on the IMPO's website. Flyers announcing the 30 day public review and comment period and the availability of the draft LRTP will be posted at Marion County public libraries and selected public libraries and local government offices throughout the Indianapolis MPA.
- The IMPO staff accepts public comments 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. All comments received during the designated 30-day comment period pertaining to the draft LRTP, as well as the public comment summary memorandum are included in the Appendix of the final LRTP.
- All comments on the LRTP should be directed to Stephanie Belch at Stephanie.Belch@indy.gov. Hard copy comments can be sent to 200 E Washington St, Suite 1922, Indianapolis, Indiana 46205. Contact information (name, address, or email) should be provided, if commenter is seeking response from staff.

Public Involvement for LRTP Amendments or Updates

The public is given an opportunity to review the annual amendments or updates to the LRTP, including the associated Air Quality analysis, during a 15-day comment period. The comment period is announced in the public notice section of the Indianapolis Star and on the IMPO's website.

Long Range Transportation Plan - IRTC Approval

After the reviewing agencies have approved the LRTP and Air Quality Conformity Analysis, and the public has had time to review and provide comments, and those comments have been included in the final document, the IRTC Technical and Policy committees are asked to approve the document. This approval should happen simultaneously among the MPO governing boards in the non-attainment/maintenance areas. Once the boards have approved the document, it will be submitted to USDOT for formal interagency consultation and issuance of the federal conformity finding. This 30-45 day formal conformity consultation process may be expedited if requested.

Public Involvement for New IRTIP

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

- Copies of the draft IRTIP will be available in the IMPO's office and on the IMPO's website. Flyers announcing the 30 day public review and comment period and the availability of the draft IRTIP will be posted at Marion County public libraries and selected public libraries and local government offices throughout the Indianapolis MPA.
- Public comments. The IMPO staff accepts public comments 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. All comments received during the designated 30-day comment period pertaining to the draft IRTIP, as well as the public comment summary memorandum are included in the Appendix of the final IRTIP. If comments received during the designated comment period affect a significant change to the content of the IRTIP, a second public comment period of 7 days may be held.

Public Involvement for Formal IRTIP Amendment

- A public comment period of at least 7 days will be provided. This public comment period will end prior to the next regularly scheduled IRTC Policy Committee meeting. The public comment period will be advertised in the Indianapolis Star and on the IMPO's website, and draft amendments will be posted on the IMPO's website for review by the public.
- The IMPO staff will provide the IRTC Technical and Policy Committees with a Public Comment Summary memorandum at least one week prior to the date of the Technical and Policy Committee meetings.
- The IRTIP amendment will be approved by the IRTC Policy Committee at its regularly scheduled quarterly meeting. These meetings are open to the public and are posted on the IMPO's website in advance of the meeting.
- The approved amendment will be posted on the IMPO's website within 7 days after approval by the IRTC Policy Committee.

Public Involvement for an Administrative IRTIP Amendment

No public review is required for administrative amendments of the IRTIP. Administrative amendments are approved by the IMPO Executive Director under authority of the IRTC Policy Committee. Administrative amendments are minor in nature; yet still require an amendment as opposed to a modification. Administrative amendments may be approved

for exempt projects where public involvement on the overall project has already taken place. An example of this type of amendment includes but is not limited to:

- Construction phase is programmed in current IRTIP and preliminary engineering or right-of-way phases were overlooked and need to be added to the IRTIP.
- Project from a previous IRTIP and needs to be amended into the new version of the IRTIP.
- INDOT preservation projects (AQ exempt) that do not involve ROW acquisition

All administrative amendments will be posted on the MPO's website.

Public Involvement for IRTIP Administrative Modification

No public review is required for administrative modifications of the IRTIP. However, all modifications will be posted on the IMPO's website.

Public review of IRTIP emergency amendment

- A public comment period of at least 7 days will be provided. The public comment period will be advertised in the Indianapolis Star and on the IMPO's website, and draft amendments will be posted on the IMPO's website for review by the public.
- Any public comments received will be provided to the Committee in a summary memorandum prior to their vote.
- Emergency amendments will be provided to members of the Technical and Policy Committees and final action will be taken by the Administrative Committee at their regularly scheduled meeting.

All comments on the IRTIP should be directed to Steve Cunningham, Principal Planner at steve.cunningham@indy.gov and/or Catherine Schoenherr at catherine.schoenherr@indy.gov. Hard copy comments can be sent to 200 E Washington St, Suite 1922, Indianapolis, Indiana 46205. Contact information (name, address, or email) should be provided, if commenter is seeking response from staff.

For further information on IRTIP amendments and modifications, please see the Policies and Procedures Manual at http://www.indympo.org/About/Documents/MPO_Policy_and_Procedure_Manual_2010.pdf

Contact

Those seeking more information about our activities can contact the Indianapolis Metropolitan Planning Organization
200 East Washington Street
City-County Building, Suite 1922
Indianapolis, IN 46204-3310
Phone: 317.327.5136
Fax: 317.327.5950
TDD: 317.327.5186
E-mail: anna.tyszkiewicz@indy.gov
Website: www.indympo.org

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APPENDIX D

TITLE VI COMPLAINT PROCEDURES

In accordance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, the Indianapolis MPO does not discriminate based on race, color, national origin, sex, religion, or disability.

I. Overview and Mission Statement

The Department of Metropolitan Development was designated as the Metropolitan Planning Organization for the Indianapolis Urbanized Area in the early 1970s. Prior to that, regional transportation planning activities began in 1962 for the Regional Study Area¹. Since then the Metropolitan Planning Area has expanded to include all or portions of eight counties: Marion, Hamilton, Hendricks, Shelby, Morgan, Johnson, Hancock and Boone. The Indianapolis Metropolitan Planning Organization (MPO) provides regional transportation planning services for all jurisdictions within the Metropolitan Planning Area².

Title VI of the Civil Rights Act of 1964 and its implementing regulations require all agencies receiving federal funding to develop and implement plans to ensure that no one is discriminated against on the basis of race, color, national origin, gender, age or handicap/disability in the administration of federal programs.

The purpose of Title VI of the Civil Rights Act of 1964 is to prohibit programs that receive federal funds from discriminating against participants or clients on the basis of race, color, national origin, gender, age or handicap/disability. The intent of the law is to insure that all persons, regardless of their race, color, national origin, gender, age or handicap/disability, are allowed to participate in these federally funded programs. To insure the Indianapolis MPO and its sub recipients meet their compliance responsibility, the following procedures have been established to provide for monitoring of Title VI compliance activities and complaint processing in all programs, directly or indirectly responsible to the Indianapolis MPO, all of which receive federal funding in whole or part.

II. Scope

The Indianapolis MPO reaffirms its policies to afford all individuals the chance to participate in federally financially assisted programs and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, national origin, gender, age or handicap/disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance”

¹ The Regional Study Area was comprised of Marion County, Carmel and Greenwood

² Map of the MPA is found in Appendix B

Title VI prohibits the following actions for recipients of federal assistance. Recipients [hereinafter sometimes referred to as Recipient(s) or Subrecipient(s)] of federal assistance (either directly or through contractual means), on the grounds of race, color, national origin, gender, age or handicap/disability shall not:

1. Deny a person the chance to participate as a member of a planning or advisory body that is an integral part of the program.
2. Provide a service or benefit to an individual that is inferior (either in quantity or quality) to that provided to others in the program.
3. Provide an individual with a service or benefit in a manner different from others under the program.
4. Address an individual in a manner that denotes inferiority because of race, color, national origin, gender, age or handicap/disability.
5. Subject an individual to segregation in any manner related to the receipt of services or benefits under the program.
6. Subject an individual to separate treatment in any manner related to receiving services or benefits under the program.
7. Restrict an individual in any way in the receipt of any advantage or privilege enjoyed by others under the program.
8. Require different standards or conditions as prerequisites for accepting an individual into a program.
9. Deny an individual any service or benefit provided under the program.
10. Use criteria or methods of administration which have the effect of subjecting individuals to discrimination or operate to defeat or substantially impair the accomplishment of the objectives of the program.
11. Permit discriminatory activity in a facility built in whole or in part with federal funds.
12. Fail to provide service or information in a language other than English when significant numbers of potential or actual beneficiaries are of limited English speaking ability.
13. Fail to advise the population eligible to be served or benefited by the program of the existence of the program.
14. Subject an individual to discriminatory employment practices under any federally funded program whose object is to provide employment.
15. Locate a facility in any way that would limit or impede access to a federally funded service or benefit.

III. Responsible Official

The overall responsibility for complying with the provisions of Title VI resides with the MPO Executive Director. The Executive Director and Assistant Director will serve as Agency Coordinators, who will be responsible for administering the complaint procedure and Title VI complaint processing for recipients and subrecipients of the program.

Currently the Agency Coordinators for the MPO are Lori Miser and Philip Roth. MPO Executive Director Lori Miser can be reached at 200 East Washington Street, Suite 1922, Indianapolis, IN 46204, by phone at 317-327-5269 or email address lmiser@indy.gov. MPO Assistant Director Philip Roth can be reached at the same mailing address, by phone at 317-327-5149 or via email address proth@indy.gov.

Staff oversight of the Title VI process is provided by Kevin Mayfield, Senior Planner, who can be reached at the same mailing address noted above, by phone at 317-327-5135 or via email at kmayfiel@indy.gov.

This document will be updated to indicate current coordinators as needed.

IV. Statement of Assurances

Financial assistance is conditioned on the subrecipients signing the contracts and providing assurances that the program be operated without discrimination. The Assurance is a contractual obligation through which the recipient promises to comply with Title VI regulations and will take immediate and continuing steps to effectuate this compliance. The assurance obligates the recipient for the period during which federal money is extended. In the case of real or personal property, the assurance obligates not only the recipient, but also any subsequent transferee for the period during which possession or ownership is retained, or during which the property is used for a purpose for which the property has been given. The assurance further acknowledges that the federal financial assistance is extended in reliance on the representations and agreements made in the assurance, and that the government has the right to seek its judicial enforcement.

V. Programs/Activities Subject to Title VI

The Indianapolis MPO receives funding from the following units of government for planning purposes: Indiana Department of Transportation, US Department of Transportation, Federal Highway Administration and the Federal Transit Administration. All programs funded in whole or in part from these sources are subject to Title VI.

VI. Complaint Process

Acceptance of Complaints of Discrimination:

Any person alleging discrimination based on race, color, national origin, gender, age or handicap/disability has a right to file a complaint within 180 days of the alleged discrimination. At the discretion of the complainant, the complaint may be filed with the federal department, the state recipient, or the agency providing the service [e.g. Federal Highways Administration (FHWA), Federal Transit Administration (FTA), or Indianapolis Department of Transportation (INDOT)].

The complaint may be filed through a legal representative. The identity of the complainant is not necessary provided the information is sufficient to determine the identity of the recipient and indicates the possibility of a violation. Should the complaint is submitted to the Indianapolis MPO the following procedures will be followed.

- A. All complaints, written or verbal, made to the MPO shall be accepted. In the event a complainant sets forth the allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made shall reduce the elements of the complaint to writing.
- B. Complaints, whether written or verbal, should contain the following information:
 - Name, address and telephone number of the complainant if available
 - Name and location of the entity delivering the service
 - Nature of the incident that led the complainant to believe discrimination was a factor
 - Basis of the complaint, i.e., race, color, national origin, gender, age or handicap/disability
 - Names, addresses and phone numbers of people who may have knowledge of the event
 - Date or dates on which the alleged discriminatory event or events occurred
 - A complaint log shall be kept by the MPO for the record and date of submission of the complaint by the MPO to the proper federal authorities
- C. Complaints:
 - Complaints shall be handled within 90 days of their receipt by the MPO, depending on the nature of the complaint and the complexity of the investigation
 - A certified letter shall be sent by the MPO acknowledging receipt of the complaint to the complainant and INDOT
 - A preliminary inquiry shall be conducted by the MPO on all complaints to substantiate or refute the allegations
 - If the preliminary inquiry by the MPO indicates that the complaint is valid, then a full complaint investigation shall be initiated. A certified letter shall be sent by the MPO to the complainant and any persons of interest notifying them that an investigation has begun and they should contact the MPO to schedule a date, time and place for their statement to be taken. The complainant, along with any additional persons of interest, shall also be notified at this time that no discussion should take place regarding this complaint other than with the investigator without prior approval and knowledge from the investigator.

- If the allegations are not substantiated, a certified letter shall be sent by the MPO to the complainant and INDOT that contains a description of the allegations investigated, the scope of the investigation, the facts learned and a closing statement summarizing the basis on which the determination was made.
- If the allegations are found to have merit, a certified letter shall be sent by the MPO to the complainant and INDOT that contains the results of the investigation, recommendations and a detailed plan of action as well as a means and time frame for follow-up to the recommendations. The complainant or his/her representative and INDOT will be advised of each step of the process by the MPO.

VII. Compliance/Non-Compliance

- A. The Indianapolis Metropolitan Planning Organization is required to complete an annual self-assessment of planning efforts to assure that planning and programming are nondiscriminatory by Title VI of the Civil Rights Act of 1964 and by FTA Circular 4702.1 Title VI Program Guidelines for Urban Mass Transportation Administration Recipients.
- B. Each contract for covered services shall contain Title VI assurances.

VIII. Public Notification

The Indianapolis MPO shall:

- A. Take positive and specific action to advise minorities of program availability by using such means of communication as newspaper articles and targeted mailings. The MPO will also distribute information to referral services and relevant minority organizations.
- B. Include in any published program information a statement that the program is available to all without regard to race, color, national origin, gender, age or handicap/disability. This statement shall be in bold type and in prominent location.

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APPENDIX E
INDIANAPOLIS MPO
TRANSPORTATION ENHANCEMENT PROCEDURES

GUIDANCE

Transportation Enhancement (TE) funds are a portion of the federal transportation dollars available to local public agencies (cities, towns, counties) for use in enhancing the local transportation system by providing safe bicycle and pedestrian facilities, scenic enhancements and historic transportation facility preservation and restoration among other things. Twelve project categories exist within the TE program. Here is FHWA's website that gives [guidance from FHWA on Transportation Enhancement](#) activities.

The Indiana Department of Transportation (INDOT) recently changed the TE application process charging the Metropolitan Planning Organizations (MPO's) with reviewing the applications and recommending to INDOT the projects that should receive TE funds. A committee comprised of MPO staff, Indianapolis Regional Transportation Council (IRTC) Technical and Policy Committee members and possibly state and local agency representatives will review the applications. Short listed applicants may be asked to present their project to the MPO's TE Committee. The TE Committee will make recommendations to the IRTC who will ultimately approve the final list of recommended TE project applications. Recommended applications must be submitted by the MPO to INDOT on the appropriate date. Once the projects are found eligible, the MPO will amend the approved TE projects into the Indianapolis Regional Transportation Improvement Program at the next appropriate opportunity.

Each jurisdiction has traditionally been limited to \$1 million in federal funding upon approval of an application. As such, applications will continue to be limited to a total cost of \$1,250,000 that includes the \$1 million federal portion and a minimum of a 20% local match (\$250,000). Should a jurisdiction have a project in mind that would require more than the annual maximum of \$1 million in federal funds, the applicant is encouraged to phase the project into logical segments that can be convenient to implement.

Each urban area has been allocated a proportionate share of federal TE funds based upon its population within the urbanized area compared to the total population of the State of Indiana. Based upon the 2000 Census data, the amount of funds allocated to the Indianapolis MPO urbanized area is \$3,770,000.

Federal legislation and the State of Indiana encourages the participation of citizen groups and not-for-profit corporations interested in enhancement projects; however, please note that only a city, county or town may apply for the MPO's TE funds. Neighborhood groups, trail groups or other non-governmental organizations may not apply for TE funds. However, a Local Public Agency could apply for these organizations and would be the recipient of the TE funds with all applicable responsibilities.

The highest local elected official having jurisdiction and responsibility for project implementation must approve projects and sign the application prior to submittal to the MPO. In addition, **an LPA submitting more than one application must include a prioritization of the applications.**

LOCAL MATCH

A 20% local match is required for each TE project recommended to INDOT by the MPO. Evidence of an existing local match will be considered in the review of TE applications.

Currently, applicants can receive match credit for preliminary engineering, construction engineering and right-of-way services and land acquisition only. In order for any services to be considered for match credit, all contractors/engineers must be pre-authorized through the INDOT selection process and selected via an RFP. For example: If an applicant is awarded a grant for \$100,000 federal monies then they are responsible for a \$25,000 match for a total project cost of \$125,000. They can select an engineering firm through the INDOT RFP process and count those fees at an 80/20 ratio for credit. If the fees are \$25,000 for instance, then the applicant will get credit for \$20,000 and will still owe \$5,000 in match. All invoices documenting engineering services and final match payment will be required before construction can begin.

The same process should be applied for any right-of-way acquisition services and/or purchases.

IMPORTANT NOTES:

- Local Public Agencies (LPAs) within the Indianapolis Urbanized Area must electronically submit their Transportation Enhancement (TE) application(s) to: 1) the MPO – in addition to the electronic copy also please submit two paper copies to the MPO only; 2) the appropriate INDOT District Local Programs Coordinator: Crawfordsville District – Susie Kemp, (765) 361-5228, skemp@indot.in.gov; Greenfield District – Tonya Fortner, (317) 467-3973, tfortner@indot.in.gov; Seymour District – Brandi Fischvogt, (812) 522-5649, bfischvogt@indot.in.gov; 3) Audra Blasdell, INDOT Director, LPA/MPO & Grants Administration (Central Office), ablasdell@indot.in.gov.
- Projects that are located inside Marion County should be coordinated with the Indianapolis Department of Public Works (DPW) based on their specific process and schedule. DPW's process and schedule as well as the MPO's Procedures can be found on the MPO's website at www.indympo.org/funding/pages/transport-enhance.aspx
- All TE applications that are not located within the City of Indianapolis or are not located on City of Indianapolis right-of-way must be submitted directly to the Indianapolis MPO if located inside the Urbanized Area of the MPO. This includes projects outside of Marion County and projects within the excluded Cities of Beech Grove, Lawrence, and Southport and the Town of Speedway if the projects are not on thoroughfares under the jurisdiction of the City of Indianapolis. Again please note that applications under the jurisdiction of the City of Indianapolis must follow the TE Application Guidelines set by the City of Indianapolis.
- All applications that do not fall under the jurisdiction of the City of Indianapolis are due to the MPO – two (2) hard copies (limit of 35 pages) and one electronic copy that does not exceed 5 mgs in size must be submitted to the MPO and as noted under the first bullet point, an electronic copy of the application must be sent to the appropriate INDOT District of and INDOT's Central office. Applicants for projects within the City of Indianapolis are due to DPW's Andy Lutz.

- Projects outside of the Urbanized Area, but inside of the Metropolitan Planning Area should be submitted to INDOT as detailed in the first bullet above. Please do not send these applications to the MPO.

The Indianapolis MPO is required to sign all TE applications for projects located within the Urbanized Area AND submit the applications to INDOT.

<http://www.indympo.org/Data/Maps/Pages/GeneralMaps.aspx> is the location of a map of the Indianapolis Metropolitan Planning Area of the MPO. Please use this as a reference to determine the appropriate agency to submit your TE application.

SCHEDULE

TE applications are due to INDOT on the appropriate date. As such, the signed (and prioritized where applicable) project **applications are due to the MPO on the appropriate date by 5:00 PM. Please refer to Table 1 on page 6 of this document for the complete Transportation Enhancement Project Application Schedule.**

FACTORS TO CONSIDER WHEN DEVELOPING TE PROJECTS

1. Neighborhood Considerations

- Who are the sponsoring neighborhood organizations?
- Has coordination occurred with local residents? Is there documented support?
- Has coordination occurred with local businesses in the area? Is there documented support?

2. Traffic Impacts

- Does the project potentially impact levels of service on arterial streets?
- Does the project potentially impact intersection levels of service?
- Will the project impact collector, local or residential streets?
- Has a traffic impact study been provided with the application (is one necessary)?
- Does the project require a street vacation?

3. Long-Range Transportation Plan

- Is the project consistent with the Long-Range Transportation Plan?
- Is public right-of-way available for the project or is funding available to purchase right-of-way? If right-of-way is needed, the federal process to purchase land is required.

For additional information on the Long-Range Transportation Plan see:

www.indympo.org/plans/regional/pages/home.aspx

4. Indianapolis Regional Pedestrian System Plan and Bike Plans

- Is the project consistent with the MPO's Regional Pedestrian System Plan?
- Is the project consistent with local bicycle/pedestrian plans?
- Does the project impact bicycle/pedestrian facilities?

For additional information on pedestrian, bicycle and other multimodal planning see:

www.indympo.org/plans/pages/multi-modal.aspx

5. Transit System Considerations

- Does the project provide linkages to the transit system (bus stops, sidewalks linking to bus stops, etc)?

- Does this project enhance transit system amenities?
 - Has the applicant coordinated with IndyGo and does IndyGo support the project?
- For additional information on IndyGo see: www.indygo.net

6. Drainage Considerations

- Are there documented drainage issues in the area?
- Have any potential drainage issues been addressed, including cost to correct?
- Does the project meet the storm water standards for Indianapolis/Marion County?

7. Environmental Considerations

- Are environmental studies needed/included?
- Does the project have potential air quality impacts?
 - Does the Air Quality Consultation Group need to discuss the project?

8. Project Costs

- Are the estimated costs reasonable and consistent with similar projects completed recently?
- Is the 20% local match available from the agency/entity submitting the application? Depending on local policy, the applicant may need to have matching funds for all phases of the project (design, construction and inspection) as well as contingency funds to match possible amendments or change orders that arise as part of the project.

9. Context Sensitive Solutions (CSS) Components

- What type of landscaping is proposed?
- Does the project involve street lights?
- What other amenities are included?
- Is the responsible agency/entity for project maintenance clearly identified?

10. Emergency Response Impacts

- Has coordination occurred with the appropriate emergency response agencies?
- Have potential impacts to emergency response routes been addressed, if applicable?

11. Freight Impacts

- Does the project involve facilities for goods movement?
- Does the project have potential impacts to the movement of goods?
-

12. ADA Considerations

- Are there ADA issues to be addressed?

CONTACT INFORMATION

Comments or questions on the TE process should be directed to the following individuals:

Indianapolis MPO	Mike Dearing	327-5139
City of Indianapolis Coordinator Department of Public Works	Andy Lutz	327-4891
Other Contacts Indiana Department of Transportation	Mike Cales	232-5021

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APPENDIX F

CONGESTION MITIGATION and AIR QUALITY (CMAQ) IMPROVEMENT PROGRAM

Project Selection Process

Indianapolis Metropolitan Planning Organization

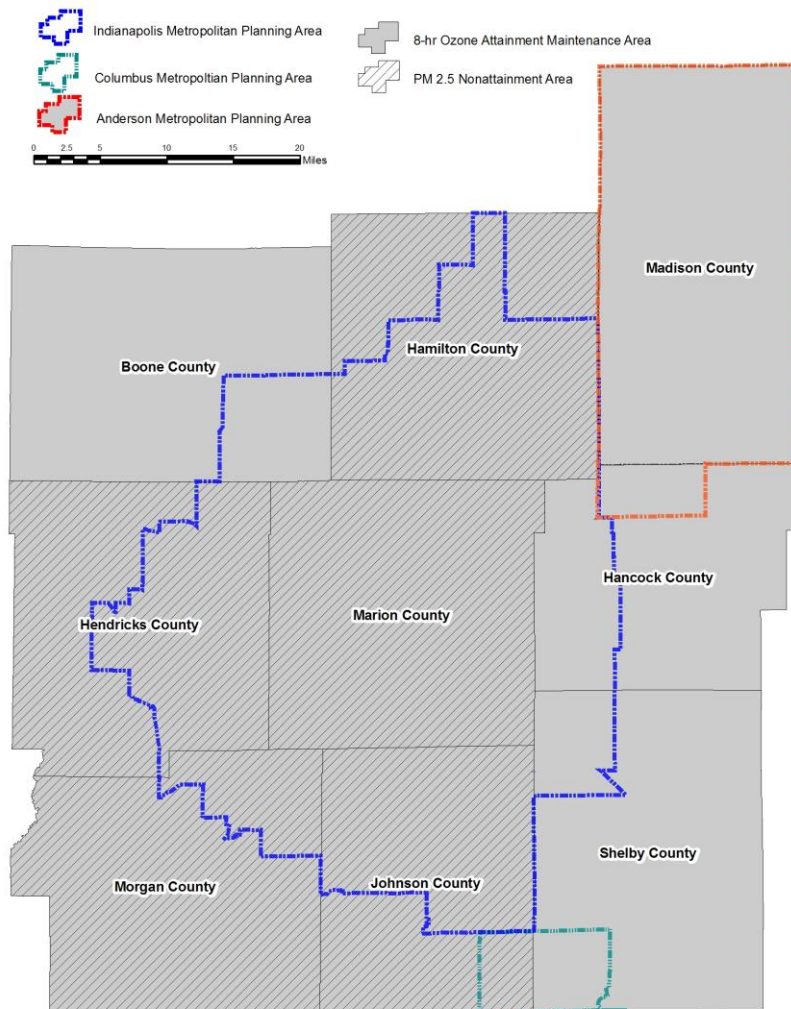
Autumn 2009

Introduction

The Indianapolis Metropolitan Planning Organization's (IMPO) Congestion Mitigation and Air Quality (CMAQ) Improvement Program identifies transportation projects and programs that will relieve congestion, improve air quality and reduce transportation-related emissions. 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 classified as an Air Quality Ozone Maintenance Area as shown on the map below. CMAQ funding is available through the Indianapolis MPO in the eight-county Indianapolis Metropolitan Planning Area (MPA) including all of Boone, Hamilton, Hendricks, Johnson, Marion, Morgan and Shelby Counties and most of Hancock County. CMAQ funding is available through the Anderson MPO for the remaining portion of the nine-county region, including Madison County and a small portion of Hancock County. All nine counties are classified as a maintenance area for the ozone pollutant under the 8-hour standard as of October 25, 2007. Additionally, Hamilton, Hendricks, Johnson, Marion, and Morgan Counties are classified as a single nonattainment area for fine particulate matter (PM 2.5).

Central Indiana Air Quality Conformity Area of Analysis (as of September 2009)



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 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. In general, local participation will be required. Projects requiring a match must certify that the project owner has the 20% match available and provide a financial plan that estimates the project costs in the year of construction to insure fiscal constraint.

Projects meeting these criteria will be forwarded to the Policy Committee for review and inclusion in the Indianapolis Regional Transportation Improvement Program (IRTIP) and subsequently in the State INSTIP. Projects determined to be eligible may not proceed or expend funds without the express written agreement of the MPO and INDOT. CMAQ funds cannot be reimbursed for any projects that have not been authorized through the MPO or through INDOT. An eligibility determination is NOT authorization to proceed.

The following processes identify the method to solicit, review and select projects and programs for CMAQ funding:

Step 1: “Call” for CMAQ Project Applications

Currently the opportunity to submit applications for funding of projects and programs using CMAQ federal dollars occurs semi-annually in summer and winter cycles. Applications will be solicited through a “call” that includes an announcement at an appropriate IRTC quarterly meeting as well as an email invitation to the member IRTC members and a notice on the Indianapolis MPO website. The date for the “call” for CMAQ applications will generally occur at the fourth quarter IRTC meetings in October for the winter cycle and at the second quarter IRTC meetings in May. Projects received after a Project Call deadline will not be considered for implementation or analysis during that call period.

Step 2: CMAQ Application Eligibility Review and Air Quality Analysis Process

A CMAQ Application Eligibility Review Committee comprised of Indianapolis Regional Transportation Council (IRTC) Technical and Policy Committee representatives and members of the MPO staff will review CMAQ project applications received by the date posted for CMAQ project submission. Note that IRTC committee members that intend to submit a CMAQ application for the current Call for CMAQ Projects may not participate in the selection committee in order to assure a non-prejudicial decision.

Examples of eligible projects/programs include:

- pedestrian/bicycle facilities
- 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 that 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 come from a conforming Transportation Plan and TIP or the state-wide transportation improvement plan, and 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. Note that the Indianapolis MPO's Congestion Management Process will also include projects to relieve congestion and may thus be a source that will identify potential strategies and projects that may ultimately be found eligible for CMAQ funding.

The CMAQ Project Selection Criteria Worksheet can be found in the Appendix of this document. The Criteria used to judge the value of a project or program includes:

1. the total emissions reduction
2. project cost effectiveness
3. transportation plan prioritization
4. project readiness
5. the use of partnerships during project implementation
6. the provision of the required local match that exceeds the minimum 20%
7. the documentation of plan support for the project

Per the new Local Public Agency (LPA) Guidelines applications must contain the name of a certified "employee in responsible charge" who will act as the principal contact for the project/program. Applications must contain all documentation required by the selection criteria in order to properly assign points and score the applications. Applicants who submit incomplete projects will be advised by email of the deficiency. All missing information must be submitted by close of business on the designated date.

Air quality analyses will be conducted by the MPO staff by reviewing emission reductions for the projects screened and performing the emissions calculations. The results of this analysis will be scored for each project application on the project selection criteria worksheet 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.

Projects will be scored and ranked by the MPO staff. The CMAQ Committee will review and affirm the scores and ranking, including a review of the emissions calculations. Photocopies of the applications will be available for review at the meetings.

The CMAQ Committee will assign funds to selected project applications in descending order of their score until there are insufficient funds remaining to fully fund another project. The CMAQ Committee may decide not to allocate any remaining funds or offer the remaining balance to an applicant if they are willing to accept a lesser amount than the amount requested in their application. The list of selected projects will be offered to the full IRTC Technical and Policy Committees for their approval. Upon their concurrence the applications will be posted on the CMAQ FTP website to initiate the

federal eligibility review. Should there be a need to revise an application per federal comments the IRTC will be advised of the revision.

Step 3: Inclusion of the CMAQ Project in the IRTIP

Projects/Programs found to be eligible by the federal review agencies will be presented to the IRTC Technical and Policy Committees for inclusion in the Indianapolis Regional Transportation Improvement Program (IRTIP). The applicant will be responsible for requesting inclusion of the project/program in the IRTIP and filling out a DES# number request form that will be sent to INDOT by the MPO staff.

All Congestion Mitigation and Air Quality project sponsors with projects/programs included in the IRTIP are required to understand and meet the federal aid guidance, construction and contracting process prior to beginning any phase of the project. Federal funds are not reimbursable. No project has authorization to proceed without the direct review and written authorization from the Administering Agency (INDOT).

**CONGESTION MITIGATION & AIR QUALITY (CMAQ)
PROJECT SELECTION CRITERIA**

I. Total Emissions Reduction (40 Point Maximum)

Factor: Projected Annual Reduction in Emissions (grams)

_____	VOC's
_____	NoX
_____	CO
_____	PM 2.5
_____	Total Annual Reduction (grams)

Scoring: Rank projects in descending order of total grams removed. Award points based upon this ranking (i.e., project with highest total emissions reduction receives the maximum of 40 points; the next highest receives 39 points, etc.).

II. Project Cost Effectiveness (15 Point Maximum)

Factor: Projected Cost per Ton per Year

_____	Total Grams per Year (from above)
_____	Tons per Year (Divide Grams by 746,484)
_____	Total Project Cost (from application)
_____	Project's Useful Life (Years)
_____	Cost per Year of Useful Life (Divide Total Cost by Useful Life)
_____	Cost per Ton per Year of Useful Life (Divide Cost per Year of Useful Life by Tons per year)

Scoring: Rank projects in ascending order of cost per Ton of emissions removed. Award points based upon this ranking (i.e., project with lowest cost per ton receives the maximum of 15 points; the next highest receives 14 points, etc.).

III. Transportation Plan Priorities (5 Point Maximum)

Note: Not all projects will qualify for all points.

1. Project promotes Economic Development in a Core Community (All projects – 2 points)

Points to be awarded to projects located in “core communities” and are related to employment creation or job retention. A “core community” is one with one or more of the following: Tax Increment Finance (TIF) District, Urban Enterprise Zone (UEZ), Airport Development Zone (ADZ), Empowerment Zone (EZ), or Certified Technology Zone (CTZ).

2. Project will Result in Removal of Barriers to Pedestrian, Bicycle and Transit Use Due to Safety, Security, and Crime (All Projects – 1 Point)

Points will be awarded if the funded activities include pedestrian, bicycle, and/or transit improvements that are a part of a larger project or program and the applicant clearly demonstrates the impact of the improvements on safety, security and crime.

3. Construction Project identified in one or More Adopted Comprehensive Plans. (1 Point)

Points will be awarded if the application is accompanied by excerpts from one or more comprehensive plans adopted by the applicant's governing body or board.

4. Applicant's Adopted Comprehensive Plan contains one or more of the Following Components (Construction Projects – 0.5 Points per Component Submitted):

- *Promote sustainable land use by concentrating new growth around existing centers and limiting growth in outlying areas.*
- *Promote mixed-use development of jobs, services and housing.*
- *Promote density for compact development.*
- *Allow for pedestrian-friendly communities, preservation of natural areas and the existence of open space buffers between communities.*

Points will be awarded if the application is accompanied by excerpts from one or more comprehensive plans adopted by the applicant's governing body or board.

5. Construction Project Utilizes Transit-Oriented / Transit-Friendly Development Principles. (3 Points)

Points will be awarded if the application is accompanied by excerpts from one or more comprehensive plans adopted by the applicant's governing body or board.

6. Non-Transit Construction Projects which include Installation of Bus Passenger Shelters. (1 Point)

Points will be awarded if the construction project involves installation of a bus passenger shelter.

7. Project is a highway construction project that includes bicycle storage facilities at an adjacent commuter rail station (1 Point)

Points will be awarded to qualifying projects.

8. Transit Service Expansion Projects: Projects which link an Environmental Justice (EJ) community or communities with job, medical, shopping recreation and education centers. (1 Point)

Points will be awarded to qualifying projects.

IV. Project Readiness (30 Point Maximum)

Maximum points (30) will be awarded if the applicant demonstrates a commitment to obligate funds prior to ____ ____, 20___. **All other applicants will receive zero points.** To receive these points, the applicant's project implementation schedule must demonstrate a clear intent and commitment to have obligated all allocated CMAQ funds prior to _____, 20__.

<p>Applicants who represent that they will have their CMAQ funds obligated by ____ ____, 20__, but fail to do so, will have their projects cancelled.</p>
--

V. Partnerships (5 Points)

Points will be awarded if project implementation involves multiple parties. Application must contain evidence of each party's commitment to the project.

VI. Local Match (5 Points)

Five (5) points will be awarded to projects that provide a local share that exceeds the minimum required of 20%.

VII. Required Prioritizations (No Points)

Required Prioritization of Transit Service Expansion Projects: Projects providing bus feeder service to commuter rail stations must be prioritized over other transit service expansion projects.

Community Bicycle Plan: Bicycle-related projects must be supported by a community-based bicycle plan, adopted in the same manner as the community's comprehensive plan or plans (or included therein). Such projects should not generally be funded where such plans do not exist.

Highway Construction Projects: Sidewalks are required along at least one side of each funded highway improvement project – unless compelling evidence to the contrary is submitted.

APPENDIX G

HIGHWAY SAFETY IMPROVEMENT PROGRAM

The Highway Safety Improvement Program (**HSIP**) is a core USDOT Federal-aid program. 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. Detailed provisions pertaining to the HSIP, such as qualifying projects and federal funding share, are defined in Section 148 of Title 23, United States Code (**23 USC 148**). Required provisions include State development of a Strategic Highway Safety Plan (**SHSP**), in consultation with other key State and local highway safety stakeholders, and a number of reporting requirements.

To ensure that application of the HSIP is organized and systematic providing the greatest benefits to safety, the Federal Highway Administration (FHWA) has established a formalized HSIP process that consists of three major components: planning, implementation and evaluation. These requirements are contained in Part 924, Title 23 Code of Federal Regulations (23 CFR 924).

The “Local HSIP Project Selection Guidance”, the application form for High Priority Low Cost Systematic project improvements and the current HSIP application schedule can be found on MPO’s L: drive at L:\TRANS\50 IRTIP\CMAQ, HSIP & TE Processes\HSIP Highway Safety Imp Program\7-9-10 Systematic App Form, Proj Select Guidance, & Schedule.

It is important to note and as stated in the guidance that applications for the low cost systematic safety improvements require justification documentation aggregated for the entire system as a single improvement project. However, whenever possible, analysis of crash data for a minimum of three continuous years or use of other data as described for each project type that would indicate an exposure to severe crashes at a greater than nominal rate or probability should be documented.

Short Form Application for High Priority Systematic Countermeasures

Certain High Priority Low Cost Systematic Countermeasures have been amply demonstrated to provide a very strong benefit to safety in the state of Indiana. As a result, certain pre-selected types of systematic improvements need only submit a cover letter from the LPA and a form with project information. The form is located in the appendix. From the list below of Low Cost Systematic Countermeasures, items (1, 2, 3, 4, 5, 6 and 10) may use this simplified application process

Cover Letter

It is mandatory that each LPA application must be accompanied by a cover letter signed by the highest elected official of the local public agency (county, city or town) that owns or maintains the public road(s) where the proposed infrastructure project will be constructed. The cover letter must include the following elements:

- The project cost estimate including all anticipated phases of project development and construction. This estimate will set the maximum amount of HSIP funding (federal aid and match) being sought.
- The timeline for project development and construction.
- Where new devices are installed, the owner agency must acknowledge the requirement to fund all future maintenance.

**APPENDIX H
PROJECT PRIORITY WORKSHEET FOR STP FUNDS**

IRTIP GROUP I URBAN STP - PROJECT PRIORITY WORKSHEET

A. New Signalization (100 points possible)

Circle
appropriate
SCORE

	CRITERION	MEASURES	SCORE
1	NEW SIGNAL WARRANTS as defined in the Indiana Manual on Uniform Traffic Control Devices (MUTCD) *	3 or more Warrants Met	70
		2 Warrants Met	55
		1 Warrant Met	35
2	FEDERAL FUNCTIONAL CLASSIFICATION (leg of intersection with highest classification)	Principal Arterial	15
		Minor Arterial	10
		Collector	5
3	SIGNAL COORDINATION / INTERCONNECTION	Included in Project	15

TOTAL POINTS for NEW SIGNALIZATION PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Propensity of Need
2. Roadway Hierarchy
3. Improved Corridor Efficiency

B. Existing Roadway Capacity Improvement (100 points possible)

Circle appropriate SCORE

	CRITERION	MEASURES	SCORE
1	FEDERAL FUNCTIONAL CLASSIFICATION	Principal Arterial	15
		Minor Arterial	10
		Collector	5
2	EXISTING OPERATIONS (Level of Service - LOS)	LOS = F	25
		LOS = E	15
		LOS = D	8
		LOS = C or higher	0
3	FUTURE OPERATIONS (Year 2035 Level of Service Without Project)	LOS = F	25
		LOS = E	15
4	EXISTING AVERAGE DAILY TRAFFIC VOLUME * (Average of Corridor Segments)	ADT x .0005	Maximum of 25 points _____
5	PERMANENT NEIGHBORHOOD DISRUPTION / RELOCATION *	No acquisition of residential or business structures	10
		No knowledge	0
		Requires acquisition of residential or business structures	-5

TOTAL POINTS for EXISTING ROADWAY CAPACITY IMPROVEMENT PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Roadway Hierarchy
2. Existing Congestion Level
3. Future Congestion/Need
4. Motorists Served/System Function
5. Impact/Ease of Construction

C. New Roadway Construction (100 points possible)

Circle
appropriate
SCORE

	CRITERION	MEASURES	SCORE
1	PROJECTED AVERAGE DAILY TRAFFIC VOLUME * (Average of Segments for Corridors) in 2035	ADT x .0008	Maximum of 40 points _____
2	PROJECT IS REGIONALLY SIGNIFICANT	YES	25
3	PROJECT ENABLES CONNECTIVITY / CONTINUITY OF THE CORRIDOR	YES	25
4	PERMANENT NEIGHBORHOOD DISRUPTION / RELOCATION *	No acquisition of residential or business structures	10
		No knowledge	0
		Requires acquisition of residential or business structures	-5

TOTAL POINTS for NEW ROADWAY CONSTRUCTION PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Motorists Served/System Function
2. Regional Context
3. Network Role
4. Impact/Ease of Construction

D. Roadway Reconstruction/Rehabilitation - per 3R Standards
 (100 points possible)

Circle

appropriate

	CRITERION	MEASURES	SCORE
1	FEDERAL FUNCTIONAL CLASSIFICATION	Principal Arterial	10
		Minor Arterial or Collector	5
2	PAVEMENT CONDITION INDEX *	PCI = 0 to 10	50
		PCI = 11 to 25	45
		PCI = 26 to 40	35
		PCI = 41 to 55	25
		PCI > 55	10
3	EXISTING TRAFFIC VOLUMES (ADT) * (Average of Segments for Corridors)	ADT x .0008	Maximum of 40 points _____

TOTAL POINTS for ROAD RECONSTRUCTION / REHABILITATION PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Physical Need for Improvement
2. Roadway Hierarchy
3. Motorists Served/System Function

E. Resurfacing (100 points possible)

Circle
appropriate
SCORE

	CRITERION	MEASURES	SCORE
1	FEDERAL FUNCTIONAL CLASSIFICATION	Principal Arterial	10
		Minor Arterial or Collector	5
2	PAVEMENT CONDITION INDEX (PCI) *	PCI = 0 to 25	50
		PCI = 25 to 40	45
		PCI = 41 to 55	25
		PCI > 55	10
3	EXISTING TRAFFIC VOLUMES (ADT) * (Average of Segments for Corridors)	ADT x .0008	Maximum of 40 points _____

TOTAL POINTS for RESURFACING PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Roadway Hierarchy
2. Physical Need for Improvement
3. Motorists Served/System Function

F. Bridge Replacement (100 points possible)

Circle appropriate SCORE

	CRITERION	MEASURES	SCORE
1	SUFFICIENCY RATING *	29.99 or less	40
		30.00 to 49.99	=[40- (rating-30)]
		50.00 or higher	0
NOTE: A bridge replacement project that has a sufficiency rating of 50 or higher is not eligible for STP funding			
2	STRUCTURALLY DEFICIENT / FUNCTIONALLY OBSOLETE *	Structurally Deficient	25
		Functionally Obsolete	15
		Neither S.D. nor F.O.	0
NOTE: A bridge replacement project that is neither structurally deficient nor functionally obsolete is not eligible for STP funding			
3	FEDERAL FUNCTIONAL CLASSIFICATION	Principal Arterial	10
		Minor Arterial	6
		Collector	3
		not on system	0
4	EXISTING TRAFFIC VOLUMES (ADT) * (Average of Segments for Corridors)	ADT x .0005	Maximum of 25 points

TOTAL POINTS for BRIDGE REPLACEMENT PROJECT _____

Note: The use of Urban STP funds is permitted to be used on both on-system and off-system bridges within the urbanized area only since Bridge (BR) funds are not available within the urbanized area

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Overall Bridge Condition
2. Safety Need (structural condition/design standard)
3. Roadway Hierarchy
4. Motorists Served/System Function

G. Bridge Rehabilitation (100 points possible)

Circle

appropriate
SCORE

	CRITERION	MEASURES	SCORE
1	SUFFICIENCY RATING *	49.99 or less	40
		50.00 to 79.99	=[40- (rating-50)]
		80.00 or higher	0
NOTE: A bridge rehabilitation project that has a sufficiency rating of 80 or higher is not eligible for STP funding			
2	STRUCTURALLY DEFICIENT / FUNCTIONALLY OBSOLETE *	Structurally Deficient	25
		Functionally Obsolete	15
		Neither S.D. nor F.O.	0
NOTE: A bridge replacement project that is neither structurally deficient nor functionally obsolete is not eligible for STP funding			
3	FEDERAL FUNCTIONAL CLASSIFICATION	Principal Arterial	10
		Minor Arterial	6
		Collector	3
		not on system	0
4	EXISTING TRAFFIC VOLUMES (ADT) * (Average of Segments for Corridors)	ADT x .0005	Maximum of 25 points _____

TOTAL POINTS for BRIDGE REHABILITATION PROJECT _____

Note: The use of Urban STP funds is permitted to be used on both on-system and off-system bridges within the urbanized area only since Bridge (BR) funds are not available within the urbanized area

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Overall Bridge Condition
2. Safety Need (structural condition/design standard)
3. Roadway Hierarchy
4. Motorists Served/System Function

H. Intersection or Intersection Groups (100 points possible)

Circle
appropriate
SCORE

	CRITERION	MEASURES	SCORE
1	EXISTING TRAFFIC VOLUMES (ADT) * (average for groups)	ADT x .0008 (Maximum of 40 points)	40
2	ACCIDENT RATES (Last 3 years; number of accidents / million vehicles; avg. of intersection groups)	Rate > 2.5	20
		Rate > = 2.0	15
		Rate > = 1.5	10
		Rate < 1.5	0
3	EXISTING OPERATIONS (Levels of Service) (overall for groups)	LOS = F	20
		LOS = E	15
4	FUTURE OPERATIONS (Improvements to peak hour LOS) e.g. LOS F to LOS C, LOS E to LOS B, LOS D to LOS A	3 or more LOS	20
		2 LOS	15
		1 LOS	10
		no LOS improvement	0

**TOTAL POINTS for INTERSECTION OR INTERSECTION GROUP
PROJECT**

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Motorists Served/System Function
2. Degree of Demonstrated Hazard
3. Existing Congestion Level
4. Future Congestion/Need

I. Bicycle Enhancement (100 points possible)

Circle
appropriate
SCORE

	CRITERION	MEASURES	SCORE
1	CONSTRUCTS NEW EXCLUSIVE BICYCLE LANE OR MULTI-USE PATH	Adds 2.5 or more miles (Project Length)	50
		Adds less than 2.5 miles (Project Length)	40
2	CONSTRUCTS NEW PUBLIC BICYCLE STORAGE	Adds 8 or more bike parking spaces	10
		Adds 1 to 7 bike parking spaces	5
3	PROXIMITY TO PRIMARY CORRIDOR IN BICYCLE PLAN * (primary corridors include all Regional Greenways and bike lanes, but does not include "local" corridors that serve only a local neighborhood)	On corridor	20
		Connects to corridor	15
4	NEW or REHABED SIDEWALK/MULTIUSE PATH CONNECTING TO a BUS STOP or RAPID TRANSIT STATION *	Existing mass transit route	20
		Planned mass transit route	15
		Not connected	0

TOTAL POINTS for BICYCLE ENHANCEMENT PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Non-motorized Travel Opportunity
2. Network Travel Function
3. Extension of Planned Network
4. Multi-Modal Travel Opportunity

J. Pedestrian Enhancement (100 points possible)

Circle appropriate SCORE

	CRITERION	MEASURES	SCORE
1	SIDEWALK EXPANSION / REHABILITATION *	Adds or rehabs 0.5 or more miles (Project Length)	20
		Adds or rehabs 0.3 to 0.49 miles (Project Length)	15
		Adds or rehabs less than 0.3 miles (Project Length)	10
2	PROJECT LOCATED ON RECOMMENDED CORRIDOR IN REGIONAL PEDESTRIAN PLAN or IDENTIFIED AS NEEDED SEGMENT in a WALKABILITY STUDY	Yes	15
		No	0
3	CONNECTS MISSING LINK IN SIDEWALK NETWORK * (identified in the Regional Pedestrian Plan)	Connects to a collector sidewalk	20
		Makes another connection	10
4	ELIMINATES PEDESTRIAN / VEHICLE HAZARD *	Yes	15
		No	0
5	CONNECTS MULTIPLE PEDESTRIAN DESTINATIONS * [high density (10+units/acre) residential, commercial, office districts and/or mixed use districts]	Yes	15
		No	0
6	NEW or REHABED SIDEWALK/MULTIUSE PATH CONNECTING TO a BUS STOP or RAPID TRANSIT STATION *	Existing mass transit route	15
		Planned mass transit route	10
		Not connected	0

TOTAL POINTS for PEDESTRIAN ENHANCEMENT PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

1. Pedestrian Travel Opportunity
2. Extension of Planned Network
3. Network Travel Function
4. Improved Safety
5. Improved System Function
6. Multi-Modal Travel Opportunity

K. Freight Enhancement (100 points possible)

Circle appropriate SCORE

	CRITERION	MEASURES	SCORE
1	IMPLEMENTS RECOMMENDATION FROM FREIGHT PLAN Per the list of "Priority Freight Infrastructure Projects" defined in the 1998 Indianapolis Intermodal Freight System Plan	Yes	25
		No	0
2	IMPROVES CONGESTION ON ESTABLISHED TRUCK ROUTE * Per the list of "Priority Freight Infrastructure Projects" defined in the 1998 Indianapolis Intermodal Freight System Plan	Intersection with LOS F	25
		Intersection with LOS D, E	15
		Intersection with LOS C	5
		Intersection with LOS B, A	0
3	ALLOWS MORE DIRECT ROUTING OF TRUCKS *	To Interstate interchange	15
		To Primary arterial	10
		None	0
4	ELIMINATES EXISTING IMPEDIMENT ON ESTABLISHED TRUCK ROUTE * Per the list of "Priority Freight Infrastructure Projects" defined in the 1998 Indianapolis Intermodal Freight System Plan	Overpass clearance	10
		Intersection turning radius	5
		None	0
5	IMPROVES SAFETY ON ESTABLISHED TRUCK ROUTE * Per the list of "Priority Freight Infrastructure Projects" defined in the 1998 Indianapolis Intermodal Freight System Plan	Improves 2 or more safety factors	15
		Improves 1 safety factor	10
		None	0
6	IMPROVES ACCESS TO INTER-MODAL FREIGHT TRANSFER *	Air <-> truck transfer	10
		Rail <-> truck transfer	10
		Air <-> rail transfer	5
		None	0

TOTAL POINTS for FREIGHT ENHANCEMENT PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

- | | |
|---|--|
| 1. Extension of Planned Freight Network | 4. Bottleneck Elimination for Goods Movement |
| 2. Existing Congestion Level | 5. Enhanced Safety (truck movements) |
| 3. More Efficient Goods Movement | 6. Intermodal System |

L. Transit Enhancement Capital Projects (100 points possible)

Circle appropriate SCORE

	CRITERION	MEASURES	SCORE
1	EXPAND / MAINTAIN TRANSIT SERVICE ACCESSIBILITY	Extend Sidewalk Access at Bus Stops	25
		Maintain/upgrade access at existing bus stops - curbs/ramps/crossings	25
		Increase Multimodal Accessibility - bike, trail	25
		Provide Additional Bus Stops	20
2	IMPROVES SAFETY & SECURITY (for transit service with lighting, audio and visual monitoring)	Yes	10
		No	0
3	IMPROVES COMFORT / AMENITIES of TRANSIT PATRONS (shelters/benches)	Yes	25
		No	0
4	ENHANCES COMMUNICATIONS / INFORMATION SHARING (with community/riders)	informational signage	15
		use of electronic media	15
		supports marketing efforts	10
5	IMPLEMENTS THE COMPREHENSIVE OPERATIONAL ANALYSIS or THE REGIONAL MASS TRANSIT SERVICE PLAN RECOMMENDATIONS	Yes	10
		No	0
6	UTILIZES TECHNOLOGY for TRANSIT SERVICE PLANNING (software, telephonic, computer, web access)	Yes	15
		No	0

TOTAL POINTS for TRANSIT ENHANCEMENT PROJECT _____

*** Documentation is required to substantiate the scores; particularly those criteria identified by an asterisk (*)**

VALUES CAPTURED

- | | |
|---------------------------------|---|
| 1. Transit Availability | 4. Transit Information for Users |
| 2. Transit User Safety/Security | 5. Extension of Planned Transit Network |
| 3. Transit Patron Service Level | 6. System Operation and Efficiency |