

INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION (MPO)

TRANSPORTATION ENHANCEMENT PROCEDURES Calendar Year 2011 for Fiscal Year 2014 Funding

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.

[2011 Transportation Enhancement Applications available here.](#)

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. **The final list of recommended applications must be submitted by the MPO to INDOT no later than May 6, 2011.** 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 – Susi Kemp, (765) 361-5228, skemp@indot.in.gov;
Greenfield District – Shahnaz Afzaal, (317) 467-3973, safzaal@indot.in.gov;
Seymour District – Brandi Fischvogt, (812) 522-5649, bfischvogt@indot.in.gov;
3) Mike Cales, INDOT Local Programs Specialist, LPA/MPO & Grants Administration, mcales@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 on **March 15, 2011** – 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 Andy Lutz, DPW, by **March 1, 2011**.
- 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/Admin/PublishingImages/IndyMPA.jpg> 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. If a more detailed map is needed, view the detailed MPA map here: <http://www.indympo.org/Maps/Pages/general.aspx>. Please note this map may not be printed as it is too large, but does provide greater detail.

SCHEDULE

TE applications are due to INDOT on **May 6, 2011**. As such, the signed (and prioritized where applicable) project **applications are due to the MPO on March 15, 2011 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. Regional Transportation Plan

- Is the project consistent with the Regional 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 Regional 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
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City of Indianapolis Coordinator Department of Public Works	Andy Lutz	327-4891
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Other Contacts Indiana Department of Transportation	Michael Cales	(317) 232-5021
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TABLE 1

INDIANAPOLIS MPO

Transportation Enhancement 2011 Application Schedules

(Note: this is the first of two calls anticipated in CY 2011. INDOT may announce a second call during the second half of 2011)

Winter Schedule: TE Funding for Development and Construction of Projects in Federal Fiscal Year 2014 (October 1, 2013 through September 30, 2014)

DATE	ACTIVITY
January 10	INDOT's Call for Transportation Enhancement Applications
January 10	MPO announces availability of 2011 TE application via website and email to the IRTC
March 1	All Marion County Applications are due to Indianapolis DPW office – 1200 Madison Avenue, Suite 200 by 5:00 pm EDT
March 15	All applications due to Indianapolis MPO office
March 18	Copies of all applications sent to review committee members
March 19	Copies of all TE applications due to INDOT District Representatives
March 21-25	Review committee meets to discuss initial review and determine short list
April 8	Deadline for TE Review Committee to make recommendations
April 20 & May 4	Endorsement of the recommendations at the Second Quarter meetings of IRTC Technical and Policy Committees
May 6	Recommended TE project applications due to INDOT
May/June	INDOT/FHWA notifies MPO of eligibility finding
May/June	MPO notifies LPAs of TE awards for 2014 funding and issues public announcement