

Bloomington/Monroe County Metropolitan Planning  
Organization

# LOCAL TRANSPORTATION ENHANCEMENT PROGRAM

Transportation Enhancement Information Packet

May 8, 2009



## INTRODUCTION:

The Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) is now responsible to review and award eligible Transportation Enhancement (TE) grant applications that fall within the BMCMPPO urbanized area. Indiana Department of Transportation (INDOT) will provide technical assistance and review to ensure that any submitted TE application meets federal requirements and are activities eligible to receive TE funding (compliance review). INDOT will also continue to administer TE funds and all subsequent project management aspects (e.g. engineering design reviews, contract bids, contract awards, etc.) once the BMCMPPO has awarded TE funds to a Local Public Agency (LPA).

Under this local TE administrative system the BMCMPPO will issue an annual call for projects to closely coincide with INDOT's state-wide program and call for projects (e.g. for non-MPO areas). All LPA members of the BMCMPPO will be appropriately notified of any pertinent dates and deadlines associated with the TE program. The reason for running the local and INDOT calls for projects concurrently is twofold. First, INDOT requires their application to be used and submitted to INDOT electronically for their compliance review. Second, this will help to ensure that the BMCMPPO uses the current and most up to date application issued by INDOT.

This information packet contains general information about the Local TE Program which is a process used to select and award TE grants within the urbanized area of the BMCMPPO. The packet also contains important reference material that will be needed by an LPA to submit a TE application.

## SELECTION COMMITTEE:

A TE Selection Committee will be formed after the deadline for applications has passed (usually two months after the call for projects is issued). The TE Selection Committee is responsible to review and score all applications received during the respective call for projects and to provide their recommendation to the BMCMPPO committees. At a minimum, the TE Selection Committee shall be comprised of at least one, but not more than two, member(s) from each of the BMCMPPO committees: the Policy Committee (PC), the Technical Advisory Committee (TAC), and the Citizens Advisory Committee (CAC). Members that are chosen to serve on the TE Selection Committee can do so provided the following conditions are met:

- The member is in good standing with the BMCMPPO;
- The member is nominated by their respective BMCMPPO committee to serve on the TE Selection Committee; and
- The member understands that in a good faith pledge their role is to serve in the best interest of the BMCMPPO community and not to any subordinate agency, group, or association where a perceived or real advantage may come to being through their association by serving this committee.

In addition to the BMCMPPO members serving on the TE Selection Committee, up to three at-large members may also be selected to serve on the TE Selection Committee if the MPO staff finds the composition of the committee could benefit from additional expertise outside the existing BMCMPPO membership. These at-large members may be asked to serve by the MPO staff provided the following conditions are met:

- The individual resides within the BMCMPPO urbanized area, with the exception for representative(s) of Indiana Department of Transportation, Indiana Department of Environmental Management, and other pertinent state agencies; and
- At least one of the at large members is directly associated with one of the following: Bloomington and Monroe County Visitors Bureau, Downtown Bloomington Inc., Bloomington Bicycle Club; Indiana Department of Natural Resource; Council of Neighborhood Association, a local bicycle or pedestrian advocacy or safety group, a local historic preservation group (HPC, Monroe County

Historical Society), a licensed engineer, architect, landscape architect, or planner, Indiana Department of Environmental Management, and Indiana Department of Transportation.

### PROJECT SELECTION CRITERIA, REVIEW, AND AWARD PROCESS:

The TE Selection Committee shall review all applications and score them on a 100 point system as prescribed by INDOT's methodology. This scoring system is comprised of two components. One is a general score that evaluates the level of: public participation/local support, maintenance, connection to existing plans, benefit/need/quality of proposal, relation to surface transportation, assurance of local match, supplemental funding, and early coordination/consultation. The general score has a maximum of 50 points. The other component is specific to the type of TE activity for which the project is seeking funding (see Eligible Activities for the types). This component also has a maximum of 50 points. The BMCMPO may implement a different prioritization system in the future; however currently all TE activities are considered equal and thus no additional selection criteria is needed to further consider local priorities. The merits of each application and its corresponding TE activity will be evaluated with no predetermined local priorities which would favor one TE activity over another TE activity.

Each TE Selection Committee member will be responsible to review and evaluate the submitted TE application(s). Each application/project shall be scored as described above by each TE Selection Committee member. Once the applications have been scored by the committee, the average of their respective scores will determine the rank order of the applications. In addition to the scoring and subsequent rank order of the applications, the TE Selection Committee members will also make funding recommendations based upon the estimated amount of available TE funds, the respective rank score, and the relative application funding request for each application/project. The TE Selection Committee shall not recommend partial awards.

The results of the TE Selection Committee review will be their recommendation for which application(s) to award and how much TE funding the application(s) should receive. Their recommendations then will be sent to the CAC and TAC for their consideration and subsequent recommendation. The PC will finally consider all these recommendations and make the final determination.

### ELIGIBLE ACTIVITIES:

Eligible activities to be considered for TE awards are promulgated by the Federal Highway Administration. Generally these activities are described as follows:

- Provision of facilities for pedestrians and bicycles;
- Provision of safety and educational activities for pedestrians and bicycles;
- Acquisition of scenic easements and scenic or historic sites;
- Scenic or historic highway programs;
- Landscaping and other scenic beautification;
- Historic preservation;
- Rehabilitation and operation of historic transportation buildings, structures, or facilities;
- Preservation of abandoned railway corridors;
- Inventory, control, and removal of outdoor advertising;
- Archaeological planning and research;
- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity; and
- Establishment of transportation museums.

### LIMITATIONS:

TE grant awards are based upon a grant formula where no more than 80% of the eligible costs will be reimbursed; which in turn requires a minimum of a 20% local match to be paid by the applicant. The BMCMPO

will get estimated amounts to award annually for the local TE program. Because of the popularity of the program and the time generally associated with design, ROW, and construction, INDOT is currently awarding TE funds several years in advance of when the funds will actually be available to disperse. The BMCMPPO will have the ability to rollover or bank any previous TE funds allocated to the local TE program that were not awarded. These funds can be used any subsequent year or TE grant award cycle in addition to the annual allocation. For the most current estimate available for the local TE Program, contact the BMCMPPO staff. Generally the BMCMPPO will receive approximately \$280,000 annually. This amount is subject to change and is only an estimate to give LPAs an idea on the amount of funding typically available per each call for projects. The following are guidelines and limitations to the Local TE Program:

- No limitation on the number of applications an LPA can submit for consideration;
- New projects, components of existing projects, and multiple phased projects are eligible;
- Application requests cannot exceed the estimated amount of TE funds available, and are capped at \$1,000,000 under any scenario.

### APPLICATION:

All TE project applications must be submitted by a Local Public Agency (a unit of government with authority to levy taxes) and by the deadline established by the call for projects. The application must follow INDOT guidelines as detailed in their information and application packet (see the resources listed below for additional information). Generally the following conditions apply:

- Limit each application's scope to one single project;
- Limit each application to a total of 35 pages in length;
- Include additional information pages, maps, pictures, letters of commitment/public support etc.;
- Include a detailed budget for your total project with itemized cost estimates;
- Include a signature page signed by the highest local elected official;
- An electronic copy of the application (not to exceed 5 MB in size) must be submitted to the BMCMPPO and to the Seymour District Local Programs Coordinator; and
- Re-submissions for future cycles will be accepted; however, the application must be updated and meet any new guidance or requirements.

These application requirements may change from time to time and it is recommended that applicants follow INDOT's most current application requirements to avoid any review delays or compliance issues.

### RESOURCES:

The following list provides pertinent information related to various aspects of the TE program and materials needed to submit an application to the BMCMPPO:

- Federal Highway Administration (FHWA) Final TE Guidance <http://www.fhwa.dot.gov/environment/te/1999guidance.htm>
- INDOT TE Program Guide, application, and state information <http://www.in.gov/indot/2988.htm>
- TE project evaluation form, score sheets and other BMCMPPO information [http://bloomington.in.gov/sections/viewSection.php?section\\_id=191](http://bloomington.in.gov/sections/viewSection.php?section_id=191)