



TECHNICAL ADVISORY COMMITTEE

August 28, 2013

10:00 – 11:30 a.m.

McCloskey Room (#135)

- I. Call to Order and Introductions
- II. Approval of Minutes
 - a. May 22, 2013
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
 - a. Project Updates
 - b. MTP Task Force
- V. Reports from MPO Staff
 - a. Annual Completion Report
 - b. Quarterly Project Tracking Report
 - c. Meeting Calendar – 2014
- VI. Old Business
- VII. New Business
 - a. Transportation Improvement Program Amendments
 1. INDOT – Raised Pavement Markings for SR 37*
 - b. HSIP Selection Process*
 - c. TA Selection Process
- VIII. Communications from Committee Members (*non-agenda items*)
 - a. Topic suggestions for future agendas
- IX. Upcoming Meetings
 - a. Policy Committee – September 13, 2013 at 1:30 p.m. (Council Chambers)
 - b. Technical Advisory Committee – September 25, 2013 at 10:00 a.m. (McCloskey Room)
 - c. Citizens Advisory Committee – September 25, 2013 at 6:30 p.m. (McCloskey Room)

Adjournment

(*Recommendations Requested / *Public comment prior to vote – limited to five minutes per speaker)



Technical Advisory Committee Meeting Minutes
May 22, 2013 McCloskey Conference Room 135, City Hall

Technical Advisory Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.

Attendance

Technical Advisory Committee: Adrian Reid (Chair, City Engineer), Jane Fleig (Vice Chair, Utilities), Doug Norton (Rural Transit), John Collisson (County Highway), Jim Ude (INDOT), Emmanuel Nsonwu (INDOT), Connie Griffin (Ellettsville), Lew May (BT), Laurel Cornell (CAC), Bill Williams (Monroe Co. Highway), Tom Micuda (City Planning), and Laura Haley (City ITS).

Others: Jordan Miller (Rural Transit), David Miller (Michael Baker), and Jason Eakin (Monroe County Planning).

MPO Staff: Josh Desmond, Vince Caristo, Anna Dragovich, Scott Robinson, and Jane Weiser.

- I. **Call to Order and Introductions** – Mr. Reid called the meeting to order and the committee members introduced themselves.
- II. **Approval of Minutes**
 - a. **April 24, 2013** – ***Mr. Micuda moved approval of the minutes of 4/24. Ms. Fleig seconded. Mr. Miller (Baker Assoc.) offered a correction in Section IVB in the 6th line from the bottom of that section there is a reference to (I-69) Section 4 which should be Section 5. Voice vote was taken and the corrected minutes were unanimously approved.
- III. **Communications from the Chair** -- None
- IV. **Reports from Officers and/or Committees**
 - a. **MTP Task Force** – Mr. Desmond said the most recent meeting of the Task Force was on May 13. After evaluating some of the data collected, the next meeting will be on June 24 and monthly thereafter. We will be developing a vision statement, goals and policies for the new transportation plan. Those will help us select the type of projects to do. The travel demand model update is progressing well. The consultants are working on data processing and assignment geographically in the model.
 - b. **Updates on Projects** -- Mr. May reported on continued progress on their downtown facility. They are installing bus tracking and voice enunciator technologies in time for the fall semester. Mr. Reid said that they are installing a signal at Walnut and Smith. Right-of-way acquisition is nearly finished at 17th and Arlington. Construction continues on S. Rogers St.
- V. **Reports from MPO Staff**
 - a. **Quarterly Tracking** – Ms. Dragovich reported that will begin having formal meetings with the LPAs and INDOT. On 7/22, Bloomington, Monroe County and Ellettsville will meet. Other MPOs have said that these meetings really help projects move along more efficiently. Mr. Reid said he had requested not having all consultants come to these meetings for cost control. Is your idea to have the consultants call in at a certain time? Ms. Dragovich said that other MPOs like having the consultants attend the meetings in person. Staff has decided to schedule the projects being discussed so that the consultants can call in at that time. Mr. Williams said he has not found consultants to be necessary at all meetings. Ms. Dragovich said staff has arranged to submit the LPAs reports to Seymour so that they will not need to submit two. Mr. Micuda asked Mr. Williams for any other suggestions. Mr. Williams said the bottom line is that the LPAs are responsible for the project. Maybe for this

1st meeting we could have them call in but in the future it didn't seem necessary. Mr. Desmond noted that the MPO they have been talking to have a lot of very small LPAs. Our LPAs are more seasoned. He suggested trying a meeting with the consultants the 1st time and see how it goes.

Mr. Reid asked Mr. Miller to report on Section 5. Mr. Miller said the FEIS is still shooting for mid to late June. The kitchen table meetings continue. A copy of the Wapehani memorandum of agreement is awaiting signature from the City. People seem relieved that the project is not in limbo any longer. Mr. Reid asked if the scoping process has begun. Mr. Ude said the bypass project is wrapping up. Ms. Griffin said there would be an announcement from Ellettsville soon about their Heritage Trail project.

VI. Old Business -- None

VII. New Business

- a. **Fiscal Year 2014 – 2017 Transportation Improvement Program*** -- Mr. Desmond said that this has been on your agenda previously. This time we have the full document for your review and staff is asking for your recommendation to the Policy Committee. He presented a few changes in the funding amounts. The total program amount will be about 6% less than last year. (details in report) Mr. Reid asked when the next HSIP call would be. Mr. Desmond said staff needs to revise our criteria and selection procedure with INDOT and FHWA. We anticipate a call for projects in the fall. He pointed out that the numbers may change. Mr. Reid asked if there were any red flags from PC. Mr. Desmond said there was a discussion about Fullerton Pike project. Ms. Fleig noted that the mapping for Jordan and 17th project, you show the intersection as a circle. It is a linear project. Mr. Micuda said that regarding the Fullerton project, he didn't have any problems with this phase. He has concerns with the project overall. It is going to be very expensive and will be a big drain on projects that other LPAs might want to do. He still questioned if it needed to be a full 4-lanes west toward SR 37. There is significant acreage that is very rural, not planned for sewer extension or other utilities. There will be significant pressure for development after the highway is there. It will have significant impacts on the City and the County. *****Mr. Nsonwu moved approval. Mr. Micuda seconded. There was a majority voice vote fore approval with one vote against.**

VIII. Communications from Committee Members (non-agenda items)

- a. **Topic suggestions for future agendas**

IX. Upcoming Meetings

- a. **Policy Committee – June 14, 2013 at 1:30 p.m. (Council Chambers)**
b. **Technical Advisory Committee – June 26, 2013 at 10:00 a.m. (McCloskey Room)**
c. **Citizens Advisory Committee – June 26, 2013 at 6:30 p.m. (McCloskey Room)**

Adjournment

These minutes were approved by the TAC at their regular meeting held on, _____, 2013 (date, initial)



Bloomington/ Monroe County Metropolitan Planning Organization Annual Completion Report Fiscal Year 2013

INTRODUCTION

The Annual Completion Report for Fiscal Year 2013 summarizes the activities undertaken by the Bloomington/ Monroe County Metropolitan Planning Organization (BMCMPPO) as identified in the Unified Planning Work Program Fiscal Years 2013-2014 (UPWP). This report describes activities accomplished in Fiscal Year 2013 between July 1, 2012 and June 30, 2013. This document is prepared to meet federal financial reporting requirements.

The BMCMPPO had a budget totaling \$638,214 for fiscal years 2013 and 2014. This report focuses on FY 2013 which budgeted \$319,107 total dollars in the Unified Planning Work Program FY2013-2014. The BMCMPPO completed, satisfactorily completed, and/or continued all work elements with total expenditures of \$382,799.78 and a remaining balance of \$255,414.22.

The following report summarizes the accomplishments of the BMCMPPO and identifies the amount of money spent of each work element. The last section of the report titled: Expenditure Summary, is a synopsis of all expenditures made in FY 2013 broken down by quarter and by Work Element.

Work Element Analysis

This section of the Annual Completion Report analyzes each work element of the Unified Planning Work Program and identifies the tasks to be accomplished, the work completed by the BMCMPPO and its contract service agencies, a budgetary breakdown of the element, and the status of the element at the end of FY 2013.

#101 - Transportation Planning Coordination

Purpose

This element includes activities associated with administering the BMCMPPO Policy Committee, the Technical Advisory Committee, the Citizens Advisory Committee, and daily administrative activities with the Federal Highway Administration (FHWA) and the Indiana Department of Transportation (INDOT). Additionally, the BMCMPPO must develop and administer the Unified Planning Work Program (UPWP) which describes all planning activities and documents work that will be performed with federal planning monies and local matching funds over the course of the fiscal year. The BMCMPPO and its staff must also administer FHWA and Federal Transit Administration (FTA) planning grants associated with the FY 2013-2014 UPWP. BMCMPPO staff participates in monthly meetings of the statewide Indiana MPO Council. BMCMPPO staff is also expected to attend regular trainings and conferences to develop staff expertise. The BMCMPPO will also foster dissemination of information through the upkeep of its website. Lastly, the BMCMPPO will ensure that the public participation process is followed and improved upon.

Accomplishments

During FY 2013, the BMCMPPO accomplished the following tasks identified in the UPWP:

A. Intergovernmental Coordination

- Organize and facilitated all BMCMPPO meetings of the Policy Committee, the Technical Advisory Committee and the Citizens Advisory Committee.
- The BMCMPPO filled the Senior Transportation Planner vacancy.
- BMCMPPO staff hosted the Indiana MPO Conference which was held in Bloomington on October 16-18, 2012. Approximately 140 people attended.
- BMCMPPO adopted the Accessibility and Design Principles Policy Statement at the September 14 Policy Committee meeting.
- BMCMPPO exempted the Dunn & Old 37 project from the Complete Streets policy at the Policy Committee meeting on September 14
- BMCMPPO staff attended meetings of the Monroe County Coalition on Access and Mobility (MCCAM)
- BMCMPPO staff attended the I-69 Section 5 DEIS public hearing at the Monroe Co. Fairgrounds on December 6th.
- Staff attended meetings of the Monroe County Active Transportation Coalition
- Staff attended a I-69 Section 5 traffic micro-simulation results meeting hosted by INDOT on Feb. 15
- Staff guest lectured at Indiana University on:
 - Complete Streets on March 19
 - Bicycle Tourism on February 6
- Staff presented at the Indiana Urban Forestry Council on February 13
- Staff attended meetings of the Indiana University Transportation Working Group
- Staff attended I-69 Section 5 Participating Agency meetings
- Staff attended STIP coordination meeting at the Seymour district office on February 23

B. Unified Planning Work Program:

- BMCMPPO staff completed the FY 2012 Annual Completion Report.
- BMCMPPO staff finalized the Contract Service Agreements (CSA) with the City of Bloomington, the Town of Ellettsville, Bloomington Transit and Monroe County for elements within the UPWP.
- Completed the FY 2014 amendment to the UPWP for changes to funding availability

C. Planning Grant Administration

- Quarterly Progress Reports and Billing Statements
 - Tracked expenditures and receipts for FY 2013 and submitted four Quarterly Billing Statements
 - Produced four Quarterly Progress Reports for FY 2013
 - Completed CTAR audit and form audit from the State Board of Accounts

D. Indiana Metropolitan Planning Organization Council

- Attended Indiana MPO Council meetings

E. Staff Training and Education

- Annual Indiana MPO Conference, Purdue Road School, and other technical training
 - Planned and programmed the IN Motion MPO statewide conference
 - Attended the 2013 Purdue Road School
 - Attended 2013 National ADA Conference, April 13 through 16
- Professional Memberships and Organizations
 - American Planning Association membership dues and subscriptions
- MPO staff professional development
 - BMCMPPO staff attended the AASHTO 2012 Bike Guide webinar hosted by PBIC on Aug. 10
 - BMCMPPO staff attended the Vehicle Miles Traveled webinar hosted by the APA Sept. 26
 - BMCMPPO staff attended the Alliance for Walking Conference Sept. 7 – Sept. 10
 - BMCMPPO staff attended the Pro-Walk Pro-Bike Conference Sept. 10 – Sept. 13
 - BMCMPPO staff attended APA webinars on: Ethics and on Design Guidelines for Historic Neighborhoods, Zoning for Small-Scale Businesses, Fracking and Resource Extraction and

- Community Planning, Environmental Systems, Assessment and Carrying Capacity, Rethinking Urban Freeways, Bicycle and Pedestrian Planning.
- o BMCMPPO staff attended an APBP webinar on: Wayfinding Options for Cyclists, Federal Policy Briefing, Best Practices in Pedestrian Wayfinding
- o BMCMPPO staff attended PBIC webinars on: Promoting Cycling and Walking for Sustainable and Healthy Cities: Lessons from Europe and North America
- o BMCMPPO staff attended two workshops: Navigating MAP-21 on April 25 and NACTO Cities for Cycling on May 9
- o Trained new BMCMPPO staff for the Senior Transportation Planner position

F. Web Site Administration

- BMCMPPO website ongoing maintenance and public outreach tool
 - o Posted materials related to BMCMPPO Committees (PC, TAC, CAC) meetings, agendas, and packets
 - o Maintained the BMCMPPO, Policy & Advisory Committees, transportation planning, Long Range Transportation Plan Task Force, and bicycle & pedestrian planning webpages.
 - o Posted plans and documents to the BMCMPPO's webpage and on the documents clearinghouse webpage.
 - o Maintained the In Motion MPO Conference website

G. Public Participation Process

- o Ensured all meetings, meeting materials, and processes are accessible for public participation. No specific tasks outside of standard procedures were accomplished this fiscal year with the Public Participation Process.

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ 158,811.00	\$ 157,653.26	\$ 1,157.74	99.3%	0.7%
Local	\$ 39,703.00	\$ 39,413.31	\$ 289.69		
Total	\$ 198,514.00	\$ 197,066.57	\$ 1,447.43		

Status

This work element was satisfactorily completed in Fiscal Year 2013 and its ongoing status is continued into FY 2014 of the Amended Fiscal Year 2013-2014 Unified Planning Work Program.

#102 – Transportation Improvement Program

Purpose

This element includes activities to develop a Transportation Improvement Program (TIP), pursuant to U.S. Department of Transportation requirements, which details all federal-aid projects. This task includes on-going project coordination, federal aid grant coordination and assistance, quarterly project tracking, and attendance of project development meetings. The BMCMPPO is responsible for administering a local Highway Safety Improvement Program (HSIP) which awards funds to projects which address safety issues. The BMCMPPO is also responsible for administering a local allocation of Transportation Enhancement (TE) and Transportation Alternative (TA) funds used for eligible projects focused on the expansion of transportation choices. Lastly, the BMCMPPO is responsible for administering a local allocation of Safe Routes to School (SRTS) funds.

Accomplishments

During FY 2013, the BMCMPPO accomplished the following tasks identified in the UPWP:

A. Transportation Improvement Program (TIP)

- TIP development, interagency coordination, and approval.
 - o The FY 2014-2017 TIP was developed and approved by the Policy Committee on June 14 and subsequently incorporated in to the 2014 - 2017 State TIP.

- TIP Amendments, Change Orders, Project Coordination, and on-going TIP implementation
 - The Policy Committee approved the following amendments for the FY 2012-2015 TIP:
 - Bloomington Transit - Downtown Transfer Facility Equipment
 - Bloomington – S. Rogers Street; shift CN to 2013 add \$617,000 to CN phase
 - Bloomington – University Courts; shift CN to 2013 add PE phase in 2013 with \$52,300 local funds
 - Bloomington – Sign Upgrade (Zone 1) shift CN phase to 2013
 - Bloomington Transit – Bike Lockers; shift CN phase to FY 2012, adjust project funding to reflect \$24,000 FTA 5309 and \$6,000 local funds
 - Monroe County – Sign Upgrade; shift CN to FY 2013 and add \$32,500 to PE phase in FY 2013
 - INDOT – Statewide underwater bridge inspections
 - INDOT – Statewide fracture critical bridge inspections
 - INDOT – Statewide post-tensioned bridge inspections
 - INDOT – Statewide bridge load rating inspections
 - INDOT – New signal installation at W SR 46 & Matthews Drive
 - INDOT – Bridge deck overlay at SR 46
 - Bloomington Transit – Mobility Management Program in FY 2013 & FY 2014
 - Bloomington Transit – Modified Next Bus Customer Information System funds for FY 2013 from \$500,000 to \$250,000
 - INDOT – I-69 Section 5; add funding to FY 2013 through FY 2015 for total project cost of \$77,700,000
 - The BMCMPPO Director and Policy Committee Chair approved the following administrative amendments:
 - Monroe County - Upgrade Signs (Zone 1) to shift CON to FY 2013 and add \$32,500 to PE for FY 2013;
 - Bloomington – S. Rogers Street Reconstruction to add DES#1297261 to project listing, shift CON to FY 2012, add \$617,000 Local funds to CON;
 - Bloomington – University Courts Brick Streets to shift CON to FY 2013, add PE in FY 2013 with \$52,000 Local funds;
 - Bloomington – Upgrade Signs (Zone 1) to shift CON to FY 2013; and
 - Bloomington Transit – Bike Lockers shift CON to FY 2012, adjust \$24,000 FTA and \$6,000
 - INDOT – State Route 46 Bridge over Stephens Creek
 - Monroe County – Sign Upgrades
- LPA Project Assistance and TIP Project Requests
 - Coordinated all BMCMPPO-approved project TIP amendments with INDOT and FHWA
- Quarterly Project Tracking and Reporting
 - FY 2013 Quarterly Project Tracking Report
- LPA Interagency Project Coordination
 - Attended monthly City Projects Team meetings
 - Coordinated with INDOT concerning state projects
 - Monroe County Alternative Transportation Technical Advisory Group
 - Coordinated with IU Transportation working group
 - BMCMPPO staff fostered interagency coordination with FHWA, INDOT, and local project partners for TIP development. Participated in Participating Agency Meetings for Section 5 of I-69 with INDOT and FHWA.
 - Staff attended Fullerton Pike Citizens Advisory Council meeting (February 11th)
 - Staff attended South Rogers Public information meeting (January 24th)
 - Grant coordination
 - Surface Transportation Program (STP) on-going coordination with INDOT and LPA's
 - FTA grants on-going coordination with Bloomington Transit and IU Campus Bus
- B. Highway Safety Improvement Program (HSIP) Administration
 - Annual solicitation, selection, and coordination of HSIP eligible projects
 - No tasks were accomplished this quarter related to the HSIP program.

- C. Transportation Enhancements and Transportation Alternatives Program Administration
 - Annual solicitation, selection, and coordination of TE projects
 - No call for projects for Transportation Enhancements in FY 2013
 - No call for projects for Transportation Alternatives in FY 2013
- D. Safe Routes to School Program (SRTS) Administration
 - BMCMPO staff worked with Monroe County School Corporation and the consultant on the travel plans being developed for seven local schools.
- E. Planning and Environmental Linkages
 - No tasks were completed

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ 43,200.00	\$ 15,934.62	\$ 27,265.38	36.9%	63.1%
Local	\$ 10,800.00	\$ 3,983.66	\$ 6,816.34		
Total	\$ 54,000.00	\$ 19,918.28	\$ 34,081.72		

Status

This work element was satisfactorily completed in Fiscal Year 2013 and its ongoing status is continued into FY 2014 of the *Fiscal Year 2013-2014 Unified Planning Work Program*.

#201 – Long Range Transportation Plan

Purpose

This element includes activities to embark upon a multi-year process to update the Long Range Transportation Plan and the associated Travel Demand Model. The update will include public participation and support for technical expertise provided by a consultant. This element also includes licensing fees for TransCAD.

Accomplishments

During FY 2013 the BMCMPO accomplished the following tasks as identified in the UPWP:

- A. 2035 Long Range Transportation Plan (LRTP):
 - Travel Demand Model updates and LRTP development
 - The annual TransCAD license and software update were completed.
 - The BMCMPO staff continues to finalize the contract with the Corradino Group for consulting services related to the technical analysis required for the LRTP. Once the contract is finalized a notice to proceed will be issued and the LRTP Task Force will commence to help facilitate the update.
 - Organized LRTP Task Force meetings
 - Organized MTP Task Force meeting on March 4
 - Staff organized weekly MTP coordination meetings with The Corradino Group (on going)
 - Staff organized two MTP public visioning workshops on March 18 in Ellettsville and on April 1 in Bloomington
 - Staff held several individual stakeholder interviews for the development of the MTP during the weeks of March 25 and April (during fourth quarter). Stakeholders interviewed include: Hoosier Energy, Bloomington Hospital, MCCAM, Area 10 Agency on Aging, Indiana University Campus Bus, Indiana University Student Board, Bloomington Police Department, Ellettsville Fire Department, Van Buren Fire Department, and Indian Creek Fire Department
 - Staff worked with The Corradino Group to review and test a county-wide household transportation survey and an on-board transit survey.

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ 157,600.00	\$ 73,303.91	\$ 84,296.09	46.5%	53.5%
Local	\$ 39,400.00	\$ 18,325.98	\$ 21,074.02		
Total	\$ 197,000.00	\$ 91,629.89	\$ 105,370.11		

Status

This work element was satisfactorily completed in Fiscal Year 2013 and its ongoing status is continued into FY 2014 of the Fiscal Year 2013-2014 Unified Planning Work Program.

#202 – Short Term Transportation Studies and Activities

Purpose

This element includes special studies to be conducted by the BMCMPPO and its project partners, often with the assistance of a consultant. Specifically, the BMCMPPO will work to update the MPO's urbanized area boundary and will provide a supporting role to local public agencies in the development or update of their American with Disabilities Act Transition Plans.

Accomplishments

During FY 2013, the BMCMPPO accomplished the following tasks:

A. Urbanized Area/Metropolitan Planning Area Updates

- BMCMPPO updated the Urbanized Area Boundary and Metropolitan Planning Area based on the US Census Bureau's 2010 Census and it was adopted by the Policy Committee at their Sept. 14, 2012 meeting.

ADA Transition Plans

- LPA compliance review and ADA Transition Plan administration
 - The Town of Ellettsville, the City of Bloomington, and Monroe County continue to make progress towards their respective ADA Transition Plans. BMCMPPO staff has frequently coordinated with the Local Public Agencies to ensure Federal requirements and deadlines are met.
 - Staff regularly coordinates with Monroe County Coalition on Access and Mobility.

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ 10,000.00	\$ 6,802.70	\$ 3,197.30	68.0%	32.0%
Local	\$ 2,500.00	\$ 1,700.67	\$ 799.33		
Total	\$ 12,500.00	\$ 8,503.37	\$ 3,996.63		

Status

This work element was satisfactorily completed in Fiscal Year 2013 and its ongoing status is continued into FY 2014 of the Fiscal Year 2013-2014 Unified Planning Work Program.

#203 – Data Collection and Analysis

Purpose

This element includes activities to conduct vehicular volume counts within the Metropolitan Planning Area for arterial and collector streets on a rotational cycle. Traffic counts will be conducted with assistance from the Bloomington Public Works Department, and the Town of Ellettsville Planning Department so that the BMCMPPO's functionally classified roadway network is covered. The Bloomington Public Works Department, the Town of Ellettsville, and Monroe County Highway Department will continue to develop and maintain a comprehensive infrastructure management plan, with emphasis on pavement management. This element includes activities to develop and maintain a Regional Intelligent Transportation Systems (ITS) Architecture in order to identify technological solutions to improve the safety and efficiency of the transportation network. Additionally, the BMCMPPO will produce an annual crash report in an effort to identify potentially hazardous intersections and corridors.

Accomplishments

During FY 2013 the BMCMPPO, with the help of its contract service agencies, accomplished the following tasks:

A. Traffic Volume Counting

- The City of Bloomington Engineering Department conducted traffic counts and turning movement counts. This also includes administrative duties associated with these counts and purchase of traffic volume counting equipment

B. Infrastructure Management Plan

- The City of Bloomington work continues to transition data into the new management software Lucity with focus on the sidewalk inventory.
- The City of Bloomington purchased traffic volume counting equipment
- The City of Bloomington continued to see the implementation of new modules for the management software systems as well as continued work on the sidewalk inventory.
- Monroe County Highways Department continued review of asset management inventories, as well as, segment analysis, review and input with regards to I-69.
- Monroe County Highways Department continued segment data input and analysis.

C. ITS Architecture Maintenance

- Maintenance and updates of the Regional ITS Architecture Plan
 - No activity in FY 2013

D. Annual Crash Report

- Data analysis of stat crash data for the BMCMPPO area and produce annual crash reports
- BMCMPPO staff presented the CY 2009-2011 Crash Report to the committees of the BMCMPPO. The report is posted on the website and at the Monroe County Public Library and City of Bloomington Planning Department.
- Staff completed crash report data analysis for the calendar year 2012 Crash Report

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ 82,400.00	\$ 35,708.65	\$ 46,691.35	43.3%	56.7%
Local	\$ 20,600.00	\$ 8,927.16	\$ 11,672.84		
Total	\$ 103,000.00	\$ 44,635.81	\$ 58,364.19		

Status

This work element was satisfactorily completed in Fiscal Year 2013 and its ongoing status is continued into FY 2014 of the *Fiscal Year 2013-2014 Unified Planning Work Program*.

#301 – Long Range Alternative Transportation Planning

Purpose

This element includes activities to study long term bicycle, pedestrian, and transit investments.

Accomplishments

During FY 2013 the BMCMPPO, with the help of its contract service agencies, accomplished the following tasks:

- A. Placeholder for future study

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ -	\$ -	\$ -		
Local	\$ -	\$ -	\$ -		
Total	\$ -	\$ -	\$ -		

Status

#302 – Short Range Alternative Transportation Studies and Activities

This element includes activities to maintain the locally developed Coordinated Human Services Public Transportation Plan which evaluates how transit projects serve the needs of the elderly, persons with disabilities, and persons with low income. Additionally, the BMCMPPO will promote and encourage bicycle and pedestrian activities as viable modes of transportation through continued cooperation with the Bicycle and Pedestrian Safety Commission. BMCMPPO staff will also host bicycle skills and safety training seminars and other outreach on alternative forms of transportation.

Accomplishments

During FY 2013 the BMCMPPO, with the help of its contract service agencies, accomplished the following tasks:

- A. Coordinated Human Services Public Transit Plan
 - This task has been successfully completed since the recent update and adoption of the Coordinated Plan. BMCMPPO staff will commence The Mobility Steering Committee as needed in the near future to work towards filling gaps in the transportation network to serve the needs of persons with disabilities, low income populations, and older adults.
 - Refer to element #202.B on additional tasks accomplished associated with the Monroe County Coalition on Access and Mobility.
- B. Bicycle and Pedestrian Safety and Project Coordination
 - Bicycle and Pedestrian outreach, education/training, workshops, and events
 - BMCMPPO staff attended and provided staff support to the Bloomington Bicycle and Pedestrian Safety Commission (BPSC)
 - BMCMPPO staff attended the Monroe County Alternative Transportation and Greenways System Plan Technical Committee meetings.
 - Staff coordinated with US Bike Route project, specifically the Indiana portion of US Bicycle Route 50.
 - Staff worked with an IU intern to organize Bikes Month events and National Bike to Work Day
 - Staff also worked with IU student projects on the evaluation of city pedestrian and walkfriendly programs.
 - Staff organized a community bike ride: The Terrible, Horrible, No Good, Very Bad Bicycle ride Jan. 19
 - Staff coordinated with MCCSC on ways to increase the number of K-12 students who walk or bike to school
 - Staff organized a community bike ride: The Midnight Mosey on May 10

- Staff began organizing an Open Streets event
 - Staff attended quarterly update meetings hosted by Bloomington Transit
 - Staff is working on a Walk Friendly Community application
 - Staff began organizing a Civil Street Campaign
- C. 100% On/Off Transit Study
- Study is anticipated to commence in FY 2014.
- D. Title VI Compliance Study
- Study is anticipated to commence in FY 2014.

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ 48,560.00	\$ 16,046.59	\$ 32,513.41	33.0%	67.0%
Local	\$ 12,140.00	\$ 4,011.65	\$ 8,128.35		
Total	\$ 60,700.00	\$ 20,058.24	\$ 40,641.76		

Status

#303 – Transit, Bicycle, and Pedestrian Data Collection

This element includes activities to prepare transit ridership data and bicycle and pedestrian volume counts. This information will aid in establishing annual passenger mile estimates for mass transit, will aid in estimating facilities that are under- or over-utilized, and will aid in the prioritization of capital improvements.

Accomplishments

During FY 2011, the BMCMPPO with the help of its contract service agencies accomplished the following tasks:

- A. Transit Ridership, Bicycle, and Pedestrian Data Collection
- Staff continued with regular counts of bike rack usage in downtown Bloomington
 - The City of Bloomington updated its Sidewalk Inventory Map and further refined the Sidewalk Project Prioritization Methodology used to evaluate and rank sidewalk projects.
 - Staff worked with IU students to collect B-line Trail counts in November and December.

Budget

Funding Source	Programmed Amount	Spent Amount	Remaining Balance	Expenditures Ratio	
				Spent	Unspent
Federal (PL/FTA)	\$ 10,000.00	\$ 790.09	\$ 9,209.91	7.9%	92.1%
Local	\$ 2,500.00	\$ 197.52	\$ 2,302.48		
Total	\$ 12,500.00	\$ 987.62	\$ 11,512.38		

Status

This work element was satisfactorily completed in Fiscal Year 2013 and its ongoing status is continued into FY 2014 of the *Fiscal Year 2013-2014 Unified Planning Work Program*.

EXPENDITURE SUMMARY

FY 2013 QUARTERLY EXPENDITURES

<i>Quarterly Spending Summary</i>												
Quarter	Q1 / FY 2013			Q2 / FY 2013			Q3 / FY 2013			Q4 / FY 2013		
Period	07/01/2012 - 09/30/2012			10/01/2012 - 12/31/2012			01/01/2013 - 03/31/2013			04/01/2013 - 06/30/2013		
Element #	Local	PL/FTA	Total	Local	PL/FTA	Total	Local	PL/FTA	Total	Local	PL/FTA	Total
101	\$ 6,421.98	\$ 25,687.90	\$ 32,109.88	\$ 15,238.77	\$ 60,955.07	\$ 76,193.84	\$ 8,265.54	\$ 33,062.16	\$ 41,327.69	\$ 9,487.03	\$ 37,948.13	\$ 47,435.16
102	\$ 754.93	\$ 3,019.72	\$ 3,774.65	\$ 711.48	\$ 2,845.93	\$ 3,557.42	\$ 1,741.77	\$ 6,967.07	\$ 8,708.83	\$ 775.47	\$ 3,101.90	\$ 3,877.37
201	\$ 142.70	\$ 570.79	\$ 713.49	\$ 159.93	\$ 639.70	\$ 799.63	\$ 5,899.73	\$ 23,598.93	\$ 29,498.66	\$ 12,123.62	\$ 48,494.49	\$ 60,618.11
202	\$ 439.42	\$ 1,757.67	\$ 2,197.09	\$ 1,015.34	\$ 4,061.34	\$ 5,076.68	\$ 79.67	\$ 318.68	\$ 398.34	\$ 166.25	\$ 665.01	\$ 831.26
203	\$ 2,021.47	\$ 8,085.87	\$ 10,107.33	\$ 2,776.78	\$ 11,107.12	\$ 13,883.90	\$ 2,016.75	\$ 8,066.99	\$ 10,083.74	\$ 2,112.17	\$ 8,448.66	\$ 10,560.83
301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
302	\$ 373.10	\$ 1,492.40	\$ 1,865.50	\$ 482.83	\$ 1,931.34	\$ 2,414.17	\$ 1,170.11	\$ 4,680.44	\$ 5,850.56	\$ 1,985.60	\$ 7,942.42	\$ 9,928.02
303	\$ 51.21	\$ 204.84	\$ 256.05	\$ 58.53	\$ 234.10	\$ 292.63	\$ 87.79	\$ 351.15	\$ 438.94	\$ -	\$ -	\$ -
Total	\$ 10,204.80	\$ 40,819.19	\$ 51,023.99	\$ 20,443.65	\$ 81,774.61	\$ 102,218.26	\$ 19,261.35	\$ 77,045.42	\$ 96,306.77	\$ 26,650.15	\$ 106,600.61	\$ 133,250.76

FISCAL YEAR 2013 BUDGET SUMMARY

<i>Fiscal Year Budget Summary</i>											
Element #	Programmed Funds			Funds Expended To Date			Unspent Funds			Total Expenditures Ratio	
	Local	PL/FTA	Total	Local	PL/FTA	Total	Local	PL/FTA	Total	Expended	Unspent
101	\$ 39,702.80	\$ 158,811.20	\$ 198,514.00	\$ 39,413.31	\$ 157,653.26	\$ 197,066.57	\$ 289.49	\$ 1,157.94	\$ 1,447.43	99.3%	0.7%
102	\$ 10,800.00	\$ 43,200.00	\$ 54,000.00	\$ 3,983.66	\$ 15,934.62	\$ 19,918.28	\$ 6,816.34	\$ 27,265.38	\$ 34,081.72	36.9%	63.1%
201	\$ 39,400.00	\$ 157,600.00	\$ 197,000.00	\$ 18,325.98	\$ 73,303.91	\$ 91,629.89	\$ 21,074.02	\$ 84,296.09	\$ 105,370.11	46.5%	53.5%
202	\$ 2,500.00	\$ 10,000.00	\$ 12,500.00	\$ 1,700.67	\$ 6,802.70	\$ 8,503.37	\$ 799.33	\$ 3,197.30	\$ 3,996.63	68.0%	32.0%
203	\$ 20,600.00	\$ 82,400.00	\$ 103,000.00	\$ 8,927.16	\$ 35,708.65	\$ 44,635.81	\$ 11,672.84	\$ 46,691.35	\$ 58,364.19	43.3%	56.7%
301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
302	\$ 12,140.00	\$ 48,560.00	\$ 60,700.00	\$ 4,011.65	\$ 16,046.59	\$ 20,058.24	\$ 8,128.35	\$ 32,513.41	\$ 40,641.76	33.0%	67.0%
303	\$ 2,500.00	\$ 10,000.00	\$ 12,500.00	\$ 197.52	\$ 790.09	\$ 987.62	\$ 2,302.48	\$ 9,209.91	\$ 11,512.38	7.9%	92.1%
Total	\$ 127,642.80	\$ 510,571.20	\$ 638,214.00	\$ 76,559.96	\$ 306,239.82	\$ 382,799.78	\$ 51,082.84	\$ 204,331.38	\$ 255,414.22	60.0%	40.0%

FY 2013 TOTAL EXPENDITURES BY CONTRACT SERVICE AGENCY (CSA)

Monroe County

WORK ELEMENT	PROGRAMMED AMOUNT			SPENT AMOUNT (YTD)			REMAINING BALANCE			EXPENDITURES	
	PL/FTA	Local	Total	PL/FTA	Local	Total	PL/FTA	Local	Total	Spent	Unspent
202	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 1,050.38	\$ 262.59	\$ 1,312.97	\$ 949.62	\$ 237.41	\$ 1,187.03	52.5%	47.5%
203	\$ 13,200.00	\$ 3,300.00	\$ 16,500.00	\$ 5,120.61	\$ 1,280.15	\$ 6,400.76	\$ 8,079.39	\$ 2,019.85	\$ 10,099.24	38.8%	61.2%
TOTALS	\$ 15,200.00	\$ 3,800.00	\$ 19,000.00	\$ 6,170.98	\$ 1,542.75	\$ 7,713.73	\$ 9,029.02	\$ 2,257.25	\$ 11,286.27	40.6%	59.4%

Bloomington

WORK ELEMENT	PROGRAMMED AMOUNT			SPENT AMOUNT (YTD)			REMAINING BALANCE			EXPENDITURES	
	PL/FTA	Local	Total	PL/FTA	Local	Total	PL/FTA	Local	Total	Spent	Unspent
202	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 500.00	\$ 2,500.00	0.0%	100.0%
203	\$ 52,800.00	\$ 13,200.00	\$ 66,000.00	\$ 26,805.82	\$ 6,701.45	\$ 33,507.27	\$ 25,994.18	\$ 6,498.55	\$ 32,492.73	50.8%	49.2%
TOTALS	\$ 54,800.00	\$ 13,700.00	\$ 68,500.00	\$ 26,805.82	\$ 6,701.45	\$ 33,507.27	\$ 27,994.18	\$ 6,998.55	\$ 34,992.73	48.9%	51.1%

Ellettsville

WORK ELEMENT	PROGRAMMED AMOUNT			SPENT AMOUNT (YTD)			REMAINING BALANCE			EXPENDITURES	
	PL/FTA	Local	Total	PL/FTA	Local	Total	PL/FTA	Local	Total	Spent	Unspent
202	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 3,124.41	\$ 781.10	\$ 3,905.51	\$ (1,124.41)	\$ (281.10)	\$ (1,405.51)	156.2%	-56.2%
203	\$ 9,600.00	\$ 2,400.00	\$ 12,000.00	\$ 796.00	\$ 199.00	\$ 995.00	\$ 8,804.00	\$ 2,201.00	\$ 11,005.00	8.3%	91.7%
TOTALS	\$ 11,600.00	\$ 2,900.00	\$ 14,500.00	\$ 3,920.41	\$ 980.10	\$ 4,900.51	\$ 7,679.59	\$ 1,919.90	\$ 9,599.49	33.8%	66.2%

Bloomington Transit

WORK ELEMENT	PROGRAMMED AMOUNT			SPENT AMOUNT (YTD)			REMAINING BALANCE			EXPENDITURES	
	PL/FTA	Local	Total	PL/FTA	Local	Total	PL/FTA	Local	Total	Spent	Unspent
301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
303	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	0.0%	100.0%
TOTALS	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	0.0%	100.0%

Prepared by:
 Bloomington/Monroe County Metropolitan Planning Organization Staff
 August 2013

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Dept. of Transportation.

MEMORANDUM

To: MPO Citizens Advisory and Technical Advisory Committees
From: Anna Dragovich, Senior Transportation Planner
Date: August 28, 2013
Re: 4th Quarter, Fiscal Year 2013 Quarterly Project Tracking Report

Background

The BMCMPPO Unified Planning Work Program includes project tracking as a task to be accomplished on a quarterly basis. Project updates are also warranted pursuant to the Complete Streets Policy adopted in January 2009. The rationale for these project updates is to keep the committees of the MPO informed of project development in the hopes that projects stay on schedule and on budget. Each of the projects listed in the following report can also be found in the 2014-2017 Transportation Improvement Program, available online at: <http://bloomington.in.gov/media/media/application/pdf/15022.pdf>.

Recommendations

No Action Required.



Quarterly Project Tracking Report

4th Quarter, Fiscal Year 2013

August 28, 2013

Ellettsville Projects

Heritage Trail Phase 1 (DES # 0301167)

Project Manager: Connie Griffin

Letting: August 13, 2015

- The Ellettsville Town Council has decided to construct Phase 1 using local funds only.

Heritage Trail Phase 2 (DES # 1297579)

Project Manager: Connie Griffin

Letting: August 13, 2015

- Ellettsville be seeking Transportation Alternatives (TA) money for Phase 2 once a selection process is established.

Monroe County Projects

Fullerton Pike; Walnut St. to Walnut St. Pike (DES # 0801059)

Project Manager: Bill Williams

Letting: July 13, 2016

- Draft environmental assessment submitted for review in August, public hearing is set for September. The NEPA process is expected to be complete by October for the entire corridor. Preliminary engineering contract has been awarded for Phase 1 (Walnut St. to Walnut St. Pike).

Karst Farm Trail Phase 1 (DES # 0600370)

Project Manager: Bill Williams

Letting: July 8, 2015

- Project delayed due to insufficient funding for State Transportation Enhancement (TE) funding. Right of way acquisition is complete and project is ready for construction.

Karst Farm Trail Phase 2a (DES # 0902263)

Project Manager: Bill Williams

Letting: April 2, 2014

- Currently in right of way acquisition phase. Anticipated letting will be April of 2014.

Karst Farm Trail Phase 3 (DES # 1382431)

Project Manager: Bill Williams

Letting: Not yet known, waiting on MPO TA selection process

- Will be seeking funds through Transportation Alternatives (TA) program.

Mt. Tabor Bridge Replacement Over Jack's Defeat Creek (DES # 0801060)

Project Manager: Bill Williams

Letting: February 5, 2014

- Delayed because utility coordination showed a large sewer main that was in the way of the plan. New location was required along with one acre of wetland mitigation and one acre of forest mitigation. New design allows project to avoid stone emporium.

Bridge Inspections (DES # 1382121)

Project Manager: Bill Williams

Letting: N/A

- Request for qualifications advertised in May, eight proposals were received. Waiting on funding approval from County Council, contractor selection will follow.

Sign Upgrades (DES # 1006377)

Project Manager: Bill Williams

Letting: July 10, 2013

- Contract awarded on July 22, 2013

Bloomington Projects

University Court, Park Avenue Brick Restoration (DES # 0902258)

Project Manager: Adrian Reid

Letting: January 15, 2014

- Waiting on pavement design approvals from INDOT that was submitted in April. Working on design approval that includes unique design brick over concealed pavement. Project will be let in January of 2014, construction will begin in spring.

N. Dunn Street & Old State Route 37 (DES # 1297060)

Project Manager: Adrian Reid

Letting: August 28, 2015

- Project has gone through road safety audit that resulted in strong benefit to cost ratio. Project has been delayed due to property adjacent to project is eligible for national historic register. May have one exception for design with regard to shoulder width. Environmental permitting and coordination with DNR will be required due to placement of project within floodway. Environmental has taken a bit longer than anticipated.

17th & Arlington Rd. (DES # 0900216)

Project Manager: Adrian Reid

Letting: January 15, 2014

- Currently in right of way acquisition and waiting on pavement design approval from INDOT.

17th & Jordan Ave. (DES # 0901710)

Project Manager: Adrian Reid

Letting: December 10, 2014

- Pavement design submitted and waiting for approval. Right of way is complete, construction to begin spring 2015 once Indiana University lets out for the summer.

Tapp Rd. & Rockport Rd. (DES # 0901730)

Project Manager: Adrian Reid

Letting: February 4, 2017

- Decided on intersection improvement over roundabout design. Have acquired right of way for nineteen parcels.

Black Lumber Trail (DES # 1382429)

Project Manager: Dave Williams

Letting: March 1, 2015

- Requesting design money in city budget for 2014. Once budget is approved will move forward. Budget anticipated to be approved by City Council in September.

Sign Upgrades, Phase 2, Zones 5-8 (DES # 1006377)

Project Manager: Adrian Reid

Letting: December 10, 2014

- Letting date is anticipated and currently waiting on MPO HSIP selection process to be established

W. 2nd Street Study (DES # 1382427)

Project Manager: Justin Stuehrenberg

Letting: To Be Determined

- This project would be an early environmental and utility study where the traffic study portion would be performed in-house

INDOT Projects

SR46/ Matthews Drive Signal (DES # 1173647)

Project Manager: Debbie Ault

Letting: October, 2013

- Signal modernization at westbound State Route 46 and Matthews Drive in Ellettsville

I-69 Section 5 (DES # 1297885)

Project Manager: Sandra Flum

Letting:

- Conversion of SR 37 to fully access controlled interstate from Kinser Pike to Victor Pike

Pavement Project (DES # 1296962)

Project Manager: Debbie Ault

Letting: December 9, 2015

- Pavement maintenance project for SR 45 from SR 46 to Unionville

Parking Lot Pavement (DES # 1173506)

Project Manager: Debbie Ault

Letting: August 7, 2013

- Pavement maintenance project for Indiana State Police parking lot in Bloomington

Bridge Rehabilitation (DES # 1297004)

Project Manager: Debbie Ault

Letting: August 10, 2016

- Bridge rehabilitation over Stephens Creek on SR 46, three miles east of SR 446

Statewide Underwater Bridge Inspections (DES # 1297250)

Project Manager: Debbie Ault

Letting: N/A

- Bridge inspections are on-going throughout the State

Statewide Bridge Load Rating Inspections (DES # 1297451)

Project Manager: Debbie Ault

Letting: N/A

- Bridge inspections are on-going throughout the State



2014 Meeting Schedule

	POLICY COMMITTEE	TECHNICAL ADVISORY COMMITTEE	CITIZENS ADVISORY COMMITTEE
January	1/10/2014; 1:30pm (Tentative)	1/22/2014; 10:00am	1/22/2014; 6:30pm
February	2/07/2014; 1:30pm	2/26/2014; 10:00am	2/26/2014; 6:30pm
March	3/7/2014; 1:30pm	3/26/2014; 10:00am	3/26/2014; 6:30pm
April	4/11/2014; 1:30pm	4/23/2014; 10:00am	4/23/2014; 6:30pm
May	5/9/2014; 1:30pm (Tentative)	5/21/2014; 10:00am	5/21/2014; 6:30pm
June	6/13/2014; 1:30pm	6/25/2014; 10:00am	6/25/2014; 6:30pm
July	Summer Recess - No Meetings		
August	8/8/2014 1:30pm (Tentative)	8/27/2014; 10:00am	8/27/2014; 6:30pm
September	9/12/2014; 1:30pm	9/24/2014; 10:00am	9/24/2014; 6:30pm
October	10/10/2014; 1:30pm (Tentative)	10/22/2014; 10:00am	10/22/2014; 6:30pm
November	11/7/2014; 1:30pm	11/19/2014; 10:00am	11/19/2014; 6:30pm
December	Winter Recess - No Meetings		

Meetings are held at: City of Bloomington City Hall at the Showers Complex
 Policy Committee - Council Chambers; Suite 115
 Technical & Citizens Advisory Committees - McCloskey Room; Suite 135
 401 N. Morton Street
 Bloomington, IN 47404



MEMORANDUM

To: MPO Technical Advisory and Citizens Advisory Committee Members
From: Anna Dragovich, Senior Transportation Planner
Date: August 28, 2013
Re: Transportation Improvement Program (TIP) Amendment

Indiana Department of Transportation

The Indiana Department of Transportation has requested a TIP amendment to include a pavement marking project for State Route 37 in to the 2014-2017 TIP (DES# 1173441). The project consists of painting raised pavement markings would include \$200,000 of funding for Fiscal Year 2014.

State of Indiana Projects		Funding Source	Fiscal year			
			2014	2015	2016	2017
Project:	Pavement Markings	PE				
Location:	Various					
Description:	Painting of raised pavement markings on SR 37	RW				
DES#:	1173441		HSIP	\$ 200,000		
Support:		CN				
Allied Projects:		TOTAL	\$ 220,000	\$ -	\$ -	\$ -

Requested Action

The Technical Advisory and Citizens Advisory Committees are requested to make recommendations to the Policy Committee on the proposed TIP amendment.



Transportation Improvement Program Project Form

INSTRUCTIONS: This form must be completed in order for a new project to be considered for inclusion in the Transportation Improvement Program (TIP) **OR** to make changes to an existing project already programmed in the TIP. Please complete the applicable sections, attach support materials, and return to BMCMPPO staff at the address listed below.

Mail: Bloomington/Monroe County MPO
401 N. Morton Street Suite 160
PO Box 100
Bloomington, IN 47402

-OR- email: mpo@bloomington.in.gov
fax: (812)349-3535

I. PUBLIC AGENCY INFORMATION (Fill in all applicable fields):

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Monroe County | <input type="checkbox"/> City of Bloomington | <input type="checkbox"/> Town of Ellettsville | <input checked="" type="checkbox"/> INDOT |
| <input type="checkbox"/> Rural Transit | <input type="checkbox"/> Indiana University | <input type="checkbox"/> Bloomington Transit | <input type="checkbox"/> _____ |

Contact Name (**ERC**): Robin Bolte Phone: 812-524-3734 Fax: _____

Address: 185 Agrico Lane, Seymour, IN 47274

Email: rbolte@indot.in.gov

II. PROJECT INFORMATION (Fill in all applicable fields):

Project Name: SR 37 DES Number: # 1173441

Is this project already in the TIP? Yes No

Project Location (detailed description of project termini or attach an illustration): Various locations on SR 37 as needed.

Brief Project Description: Raised Pavement Markings, Refurbished

Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____

Allied Projects (other projects related to this one): _____

ITS: Does the project have an Intelligent Transportation Systems component? no If so, is the project included in the **MPO's ITS architecture**? _____



Bloomington/Monroe County Metropolitan Planning Organization

TIP Project Form (Updated 12/15/10)

Project Cost: Identify *ALL* anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*. Note: FY runs from July 1 to June 30; so FY2012 starts 7/1/11 and ends 6/30/12.

Phase	Funding Source	FY 2012	FY 2013	FY 2014	FY 2015	Outlying Years
PE		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
UT/C		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
N		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
CN	HSIP	\$	\$	\$ 200,000	\$	\$
		\$	\$	\$	\$	\$
Totals:		\$	\$	\$	\$	\$

Construction Engineering/Inspection: Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? Yes No N/A

Year of Implementation Cost: Has a four percent (4%) inflation factor been applied to all future costs? Yes No

III. COMPLETE STREETS - Complete the fields below as follows (refer to the [Complete Streets Policy](#) for more information):

New Projects – If a public agency wishes to request a new project to be included in the TIP, then section III **MUST** be completed.

Existing Projects – If a project is already included in the current, adopted TIP (compliant or exempt) and changes have occurred or will occur to the project which would have bearing on the Complete Streets Policy information on file, then all of section III must be updated and resubmitted for consideration.

Applicability and Compliance – Check one of the following:

Compliant - The project will accommodate all users of the corridor. The project is new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for **any** phase of project implementation. *Additional Information items 1-8 (below) must be submitted for compliant projects.*

Exempt - The project is unable to accommodate all users of the corridor due to certain circumstances or special constraints, as detailed in Section IV of the CS Policy. *Additional Information items 1, 4-8 (below) must be submitted for exempt projects.*

Reason for exemption: _____

Not Applicable - The project is not subject to the Complete Streets Policy because it is a transit project, a non-road project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, a ‘grandfathered’ local roadway project included in the TIP before the adoption of the policy, or is a project that uses federal funds which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*

Additional Information – Attach to this application form the following information as required by the Complete Streets Policy. If any fields are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.”

- 1) **Detailed Scope of Work** – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) **Performance Standards** – list specific performance standards for transportation, ADA/Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation, and/or upon project completion.
- 3) **Measurable Outcomes** – identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.)
- 4) **Project Timeline** – identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.
- 5) **Key Milestones** – identify key milestones (approvals, permits, agreements, design status, etc.)
- 6) **Project Cost** – identify any anticipated cost limitations, additional funding sources, project timing, and other important cost considerations not included in the table above.
- 7) **Public Participation Process** – describe the public participation process (types of outreach, number and type of meetings, etc.), and the benchmark goals for the project (participation rates, levels of outreach, levels of accountability and corresponding response methods to input received, etc.).
- 8) **Stakeholder List** – identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose and roll for being on the list.

IV. VERIFICATION

I hereby certify that the information submitted as part of this form is accurate. Furthermore, if applicable, I certify the project follows the Complete Streets Policy.

Signature

7-22-13

Date

MEMORANDUM



To: Technical Advisory & Citizens Advisory Committees

From: Joshua Desmond, AICP
BMCMPPO Director

Date: August 21, 2013

Re: Highway Safety Improvement Program Guidelines Update

Background

The BMCMPPO adopted its Highway Safety Improvement Program (HSIP) Guidelines in 2010, establishing procedures for awarding Federal HSIP funding to local projects. The INDOT Office of Traffic Safety recently reviewed the BMCMPPO HSIP Guidelines and made several recommendations for updates to bring the Guidelines into compliance with INDOT's latest procedures and areas of emphasis. BMCMPPO Staff have proposed minor revisions to the Guidelines that reflect INDOT's recommendations as well as some clarifications that Staff found useful. The proposed revised Guidelines, which include both the strikethrough edits and new material, are provided after this memo. Staff anticipates presenting the revised guidelines to the Policy Committee for adoption at the September 13 meeting.

Recommended Changes

The core focus of the BMCMPPO HSIP Guidelines – fatal and severe crash reduction – remains unchanged. The procedures detailed within the Guidelines have been updated to ensure the local program meets state and Federal requirements. Changes to the BMCMPPO HSIP Guidelines are relatively minor in nature and are as follows:

- Updated references to the current emphasis areas in the most recently approved Indiana Strategic Highway Safety Plan (dated October 1, 2010). (Page 2)
- Changed references to “Low-Cost Programmatic Improvements” to “Low-Cost Systematic Improvements”. (Throughout)
- Identified the requirement for LPAs to perform Benefit/Cost analysis no later than the design phase of the project and maintain that analysis in the project file. (Page 3)
- Identified that Road Safety Audits (RSA) are required for all HSIP projects. (Page 3)
- Included guidance for coordination with railroads on the placement of traffic control devices at railroad crossings. (Page 4)
- Identified that an LPA may utilize a LTAP Helpers Engineer to assist in locating the RSA team for “High-Cost Site Specific Projects”. (Page 4)
- Identified that all LPAs within the BMCMPPO Planning Area Boundary are eligible for HSIP funding. (Page 4)
- Clarified the safety data driven methods used to prioritize proposed projects for selection. (Page 5)
- Added requirement of a signature from the highest financial official of the LPA on the project application cover letter as well as the name and title of the LPA employee who is the primary contact for the project. (Page 5)
- Clarified the project submittal process after CAC and TAC review. (Page 6)
- Various minor editorial and formatting changes that did not affect the content of the Guidelines (Throughout)

Recommendation Requested

The TAC and CAC are requested to make a recommendation to the Policy Committee on the proposed changes to the BMCMPPO HSIP Guidelines.

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Metropolitan Planning Organization¶
Highway Safety Improvement
Program Guidelines

HIGHWAY SAFETY IMPROVEMENT PROGRAM GUIDELINES

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Overview

The Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) is responsible for administering the local Highway Safety Improvement Program (HSIP) process within the urbanized area, including establishing project selection procedures, soliciting projects from Local Public Agencies (LPAs), evaluating project applications, and awarding funding to projects. The Indiana Department of Transportation (INDOT) retains final authority regarding which projects are funded.

There are six general provisions guiding the Indiana State Highway Safety Improvement Program:¹

- 1) *The candidate project shall demonstrate that it will address one of the infrastructure emphasis areas outlined in the Indiana Strategic Highway Safety Plan:*²
 - a. Roadway Departure Crashes
 - b. Intersection Crashes
 - c. Large Vehicle Conflict Crashes
 - d. Roadway Restriction Related Crashes
 - e. Vulnerable User Crashes
 - f. Human Factors Contribution to Crashes
- 2) *The candidate project must demonstrate a workable plan to address the identified safety problem.*
- 3) *The candidate project must demonstrate a financially sound design concept. For site-specific projects, a benefit/cost ratio at or above 2.0 is the minimum standard for eligibility. Low-cost, systematic countermeasures may be better suited to a program-based benefit/cost analysis.*
- 4) *All project documentation is subject to review and eligibility determination by the multi-agency Highway Safety Advisory Committee. INDOT and FHWA retain the right to refuse Federal safety funding for projects that can not document eligibility (justification of need) and cost effectiveness.*
- 5) *Where new devices are installed, the owner agency agrees to fund all future maintenance.*
- 6) *Post-construction analysis is a requirement for all completed projects. For site-specific projects, the normal standard is comparison of crash history for three continuous years before the start and end of project construction. Other low-cost systematic improvements not based on crash history may have post-construction reporting periods of different length.*

All phases of project implementation (Preliminary Engineering, Right-of-Way, Construction, and Construction Engineering/Inspection) are eligible under the HSIP program; however, HSIP funds may not be used as a component of a larger project. Local Public Agencies will be required to provide a minimum local match in the amount of 10% of the project cost.

Project Selection

There are two project categories for HSIP funding: low-cost systematic improvements (e.g., sign replacement, backing plates on signal heads, pedestrian countdown signals, etc.), and site-specific improvements (e.g., roadway realignment/reconfiguration, new signals, etc.). In keeping with statewide and federal goals, low-cost systematic strategies are preferred strategies. Some large scale site-specific projects, such as intersection reconstruction, would rapidly expend the funds and could tie up multiple years of funding. In addition, such projects would likely involve right-of-way acquisition, which would cause a significant lag in project implementation. Low-cost systematic and smaller scale site-specific projects can be implemented more quickly and are preferred.

¹ Indiana Department of Transportation. Local Highway Safety Improvement Program Project Selection Guidance. July 2009.

² Indiana Department of Transportation. Strategic Highway Safety Plan. October 1, 2010

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Project selection procedures differ for low-cost systematic and site-specific projects. Generally, site-specific projects require a greater burden of proof on the applicant to demonstrate the cost-effectiveness of the proposed strategy. A Road Safety Audit (RSA) must be performed for all proposed HSIP projects, regardless of type. The specific project selection procedures are detailed below.

Low-Cost Systematic Improvements

The low-cost systematic improvement project types listed below are eligible for BCCMPO HSIP funding. LPAs should prioritize improvements based on the greatest anticipated safety benefit. The project application requires the LPA to discuss its prioritization method. LPAs are required to perform the benefit/cost analysis and Road Safety Audit (RSA) reports no later than the design phase of the project. It is not necessary to demonstrate a particular cost/benefit ratio for these types of projects.

- 1) *Conduct replacement of outdated regulatory, warning and guide signs to meet Manual of Uniform Traffic Control Devices (MUTCD) retroreflectivity requirements.* The basis for this project type is to assist LPAs in meeting the Federally mandated requirements to upgrade warning, regulatory, and guide signs to current standards of the MUTCD.³ Regulatory and warning signs are eligible for replacement based on the following criteria:
 - a. Signs that are known to be in place longer than 10 years
 - b. Signs that do not have prismatic sheeting
 - c. Signs that are damaged to the extent that their nighttime retroreflectivity is inadequate.
 - d. Signs that fail to meet minimum retroreflectivity requirements
 - e. If the cost estimate exceeds available funding, replacement of signs will be prioritized on the basis that warning and stop signs are highest priority followed by other regulatory and guide signs.
- 2) *Upgrade traffic signals to a minimum of one signal head per travel lane.* The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations can be prioritized based on crash history and traffic volume.
- 3) *Install black backing plates on all signal heads at a traffic signal.* The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations should be prioritized based on crash history and traffic volume.
- 4) *Install pedestrian push button and countdown heads at traffic signals.* This countermeasure is described in INDOT Design Standards and is eligible at public road crosswalks. Prioritization of locations should be made according to crash history, pedestrian volume, traffic volume, and pedestrian conflicts.
- 5) *Install new pedestrian crosswalk warning signs, flashing beacons, special pavement markings and refuge areas.* Justification of locations should be according to a documented pedestrian plan that identifies corridors serving pedestrian traffic generators such as multimodal trails, schools, libraries, retail and Central Business District (CBD). Proposed locations should be prioritized based on traffic volume, and pedestrian conflicts.
- 6) *Make changes to signal timing to improve safety.* The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations can be prioritized based on crash history and traffic volume.
- 7) *Install new lighting at intersections and at trail crossings.* The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations should be prioritized based on crash history, traffic volume, and pedestrian conflicts.
- 8) *Install new guardrail end sections upgraded to current standards.* This activity is considered preventative maintenance under HSIP guidance that allows for the replacement of substandard

³ http://safety.fhwa.dot.gov/roadway_dept/night_visib/policy_guide/

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guardrail end sections (such as buried ends) with current guardrail end sections contained in INDOT Standards and Specifications. In order to provide the proper transition to existing guardrail, not more than 100 feet of the existing guardrail may also be replaced at each end section. Proposed locations should be prioritized based on crash history and traffic volume.

- 9) *Install new guardrail at approved locations where none existed before.* New runs of guardrail may be placed according to INDOT Standards and Specifications where the need is determined, according to Chapter 49 of the INDOT Design Manual. Proposed locations should be prioritized based on crash history and traffic volume.
- 10) *Install new stop signs at railroad crossings that lack active warning devices.* The basis for this project type is a well established crash reduction factor associated with this countermeasure. The LPA may install new stop signs at any public road crossing of an active railroad line that currently lacks active warning devices such as railroad activated lights and gates. If existing stop signs are present but are in poor condition they may be replaced under the basis of item 1 above. Proposed locations should be prioritized based on crash history and traffic volume. The LPA should coordinate the placement of traffic control devices at railroad crossings with the railroad.

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Site-Specific Improvement Projects

The selection process for site-specific improvement projects entails a greater level of analysis than is required for low-cost systematic improvements. In particular, a benefit/cost ratio greater than 2.0 is required for all site-specific projects. Additionally, projects must be located at one of the top 50 crash locations in the County, or another location formally approved by the Policy Committee. Road Safety Audits (RSA) are also required for site-specific projects. The RSA report should define the safety issues and identify alternatives and recommended crash countermeasures.⁴ The RSA team must consist of independent un-biased experts. The LPA application must include a formal written response to the findings of the RSA team. The LTAP HELPERS Engineer can assist the LPA in locating qualified team members for the RSA.

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The benefit/cost ratio is based on the relationship of the type and number of crashes to the specific countermeasures proposed. Therefore, the proposed treatment must be capable of reducing the types of crashes associated with the site. In order to facilitate benefit/cost analysis, the BMCMPO will provide a benefit/cost spreadsheet to the Local Public Agencies (LPAs). To complete the worksheet, it will be necessary for the LPAs to consult the police reports for the crashes under consideration. At the request of the LPA, the BMCMPO can provide a list of the crash record numbers for any particular location so that the crash reports can be more easily obtained. Relationships between crash type and countermeasures are detailed in FHWA's "Desktop Reference for Crash Reduction Factors."

In order to be eligible for BMCMPO HSIP funding, the following must be satisfied:

- 1. The LPA must be within the BMCMPO Planning Area Boundary; and
- 2. The proposed site-specific improvement project location must be exclusive of INDOT facilities, including intersections where a non-INDOT facility intersects or adjoins an INDOT facility; and
- 3. The proposed site-specific improvement project location must be identified in the list of the top 50 fatal/incapacitating injury crash locations in the most recent BMCMPO Crash Report, as included in the HSIP Call for Projects. LPAs may appeal to the Policy Committee to allow a project location that is not on the list of eligible project locations. Such appeals may be made concurrent to or prior to applying for HSIP funding. If the appeal is successful, the proposed location will be added to the list of eligible project locations.

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⁴ Information regarding the RSA process can be found at: <http://safety.fhwa.dot.gov/rsa>

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Site-specific improvement projects will be prioritized based on the following criteria (total of 100 points possible):

Factor	Measure	Points
Safety	More than 2.5 Crashes per MEV	20
	More than 2.0 Crashes per MEV	15
	More than 1.5 Crashes per MEV	10
	More than 1.0 Crashes per MEV	8
	More than 0.5 Crashes per MEV	5
Project Impact On Safety	High Impact	30
	Medium Impact	15
	Low Impact	10
	No Impact	0
Status of Project	Construction & ROW plans complete	20
	PE & Environmental complete	15
	Initial request for construction funding only	10
	Initial request for construction and ROW funding	5
Local Share	25% or more additional	10
OVER Amount	20% or more additional	8
Required	15% or more additional	6
	10% or more additional	4
	5% or more additional	2
	Required local amount	0
Benefit/Cost	Greater than 10	20
	Greater than 5	10
	Greater than 2	5
	Greater than 1	2
	Less than (or equal to) 1	0

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Project Application Requirements

LPAs must include the following materials in their applications:

- 1) A cover letter signed by the highest elected official of the LPA that owns or maintains the public road(s) where the proposed infrastructure project will be constructed and a signature by the LPA's highest financial official. The letter shall address all of the following:
 - a) Project intent, including the project location and type of work.
 - b) Explanation of how it was determined that this is one of the worst problems in the area.
 - c) Discussion of the relationship between the type and number of crashes and the treatments proposed.
 - d) Discussion of other treatments that were considered and why were they rejected.
 - e) Name and title of the LPA employee that is the primary contact for the project and who is responsible for sign off on project reports and other project milestones.
- 2) A completed Benefit/Cost worksheet or, in the case of systematic improvements, discussion of the prioritization method used.

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- 3) A map of the location(s) to be improved. For some low-cost systematic improvements involving multiple locations (e.g., sign replacement), a simple dot map is sufficient.
- 4) A data collection plan for pre/post treatment comparison (some low-cost systematic improvements may not be amenable to evaluation). The data collection plan should clearly indicate the LPA's ability to evaluate the effectiveness of the project, using three years of pre-treatment data and three years of post-treatment data. The analysis should include a breakdown of the type and number of crashes in each of the six years, and the estimated benefits of the project, based on the number of crashes reduced in the three year post-treatment period. Standard crash cost estimates are incorporated into the Benefit/Cost worksheet. Crash data collection and analysis will be the responsibility of the LPA.
- 5) Preliminary cost estimates for each phase of the proposed project (e.g. PE, ROW, Construction, and Inspection Services).
- 6) A proposed timeline for completion of each phase.
- 7) For site-specific projects only:
 - a) Road Safety Audit report, including RSA team member list, description of safety problems, and recommended crash countermeasures.
 - b) LPA response to RSA recommendations.

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HSIP Fund Distribution Process

The process for allocating and distributing BMCMPO HSIP funds shall be as follows:

- 1. The BMCMPO issues a Call for Projects.
- 2. LPAs submit project applications with appropriate supporting materials, to the BMCMPO.
- 3. BMCMPO staff reviews project applications and works with LPAs to refine their applications, if necessary.
- 4. BMCMPO Staff and LPAs present project applications to the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC). The CAC and TAC prioritize project requests and make recommendations as to whether the project should receive HSIP funding. These recommendations are forwarded to the Policy Committee.
- 5. The Policy Committee recommends HSIP funding awards.
- 6. BMCMPO submits funding recommendations to INDOT for evaluation by the Highway Safety Advisory Council (HSAC).
- 7. The HSAC makes a final determination regarding BMCMPO HSIP funding.
- 8. Approved projects are added to the Transportation Improvement Program (TIP), following public notice requirements.

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MEMORANDUM



To: MPO TAC and CAC Members
From: Vince Caristo, MPO Staff
Date: August 21, 2013
Re: Local Transportation Alternatives Program (TAP)

Background

Moving Ahead for Progress in the 21st Century (MAP-21), the transportation bill that went into effect in 2012, authorized a new funding program called the Transportation Alternatives Program (TAP). The TAP program is a consolidation of three Federal programs that existed independently under previous transportation bills - Transportation Enhancements (TE), Safe Routes to School (SRTS), and the Recreational Trails Program (RTP). In FY 2011-2012, TE, SRTS, and RTP projects in the BMCMPPO totaled \$981,588. MPO staff estimates the local TAP allocation for FY 2013-14 to be \$302,373 (a final allocation amount will be specified during the TAP Call for Projects).

The BMCMPPO must establish a local competitive process to review and award local TAP grants. MAP-21 does not establish minimum standards or procedures for competitive TAP processes at the MPO level. MPOs are given discretion to establish project priorities and to determine whether to fund (or not fund) eligible project categories.

Under MAP-21, eligible activities under the TAP program fall into four categories:

1. Transportation Alternatives:
 - A. On-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, such as sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure.
 - B. Infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
 - D. Construction of turnouts, overlooks, and viewing areas.
 - E. Community improvement activities, which include but are not limited to:
 - i. inventory, control, or removal of outdoor advertising;
 - ii. historic preservation and rehabilitation of historic transportation facilities;
 - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
 - F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
 - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
 - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
2. The Recreational Trails program under section 206 of title 23.
3. The Safe Routes to School program eligible projects and activities under SAFETEA-LU.
4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

In general, projects that were previously eligible through TE, SRTS, or RTP are now eligible under the new TAP umbrella. However, there are several important differences under TAP that are important to consider:

- There is no dedicated allocation for Safe Routes to School (SRTS).
- Non-profits can no longer apply directly for SRTS funding.
- SRTS projects now require a local match of at least 20%, whereas previously it was a 100% federally funded program.
- TAP funds can be used at any location inside an MPO's Metropolitan Planning Area (MPA)
- Some TE project types are no longer expressly described as eligible activities under TAP:
 - Safety, educational activities, and promotional activities, except as permitted under the SRTS.
 - Acquisition of scenic easements and scenic or historic sites (including historic battlefields), and scenic or historic highway programs (including tourist and welcome center facilities).
 - Landscaping and other scenic beautification.
 - Historic preservation, and rehabilitation and operation of historic buildings, structures, or facilities (including historic railroad facilities and canals).
 - Archaeological planning and research.
 - Establishment of transportation museums.

Attached to this memo are draft BMCMPPO TAP Guidelines. The major elements of the BMCMPPO TE selection process have been retained, with the following significant changes:

- Project eligibilities have been selected in order to focus on projects that improve active transportation (walking and bicycling) choices. This will help the BMCMPPO meet goals that have been established in the 2030 Long Range Transportation Plan (LRTP) and the Complete Streets Policy.
- Project application guidelines and selection criteria have been simplified. These changes are intended to reduce the administrative burden on local public agencies, BMCMPPO staff, and committee members throughout the application and selection process.
- The TAP Selection Committee is not restricted from recommending partial awards. This change is intended to allow for more flexibility in granting awards, and to facilitate coordination that may enable smaller projects to move forward (i.e. many SRTS projects).
- The application, project selection, review, and award processes will be reviewed after each funding round. This will allow the process to be refined over time in order to meet the needs of the community.

A revised project application form, including more details regarding project scoring for prioritization purposes, will be presented in the future.

Requested Action

No formal action is requested of the TAC and CAC at this time. MPO Staff would appreciate any comments or suggestions about the proposed process in order to refine it for future consideration by the MPO Committees.

BLOOMINGTON • MONROE COUNTY



TRANSPORTATION ALTERNATIVES PROGRAM GUIDELINES

INTRODUCTION

Moving Ahead for Progress in the 21st Century (MAP-21), the transportation bill that went into effect in 2012, authorized a new funding program called the Transportation Alternatives Program (TAP). In broad terms, TAP is a consolidation of three previously existing federal programs which were not independently authorized in MAP-21: Transportation Enhancements (TE), Safe Routes to School (SRTS), and the Recreational Trails Program (RTP). This packet contains general information about the process used to award TAP grants to eligible projects within the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO).

The Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) is responsible for reviewing and awarding eligible Transportation Alternatives Program (TAP) grant applications that fall within the BMCMPO Urbanized Area. MAP-21 does not establish minimum standards or procedures for competitive TAP processes. MPOs are given discretion to establish project priorities and to decide whether to fund (or not fund) eligible project categories.

The Indiana Department of Transportation (INDOT) will provide technical assistance and review to ensure that any submitted TAP application meets federal eligibility requirements (compliance review). INDOT will also administer TAP funds and all subsequent project management aspects (e.g. engineering design reviews, contract bids, contract awards, etc.) once the BMCMPO has awarded TAP funds to a Local Public Agency (LPA) project.

SELECTION COMMITTEE

A TAP Selection Committee will review and score all applications received during the TAP call for projects and will provide their recommendation to the BMCMPO committees. At a minimum, the TAP Selection Committee shall be comprised of at least one, but not more than two, member(s) from each of the BMCMPO committees: the Policy Committee (PC), the Technical Advisory Committee (TAC), and the Citizens Advisory Committee (CAC). Members that are chosen to serve on the TAP Selection Committee may do so provided the following conditions are met:

- The member is in good standing with the BMCMPO;
- The member is nominated by their respective BMCMPO committee to serve on the TAP Selection Committee; and
- The member understands that, in a good faith pledge, their role is to serve in the best interest of the BMCMPO 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 BMCMPO members serving on the TAP Selection Committee, up to three at-large members may also be selected to serve on the TAP Selection Committee if the MPO staff finds that the composition of the committee could benefit from additional expertise outside of the BMCMPO committee 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 BMCMPO Urbanized Area, with the exception of representatives of the 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 Associations, 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, or Indiana Department of Transportation.

PROJECT SELECTION CRITERIA, REVIEW, AND AWARD PROCESS

The TAP Selection Committee shall review all applications and score them on a 100 point system as prescribed by INDOT's methodology. This scoring system 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.

Each application shall be scored as described above by each TAP Selection Committee member. Once the applications have been scored by each member, the average of their respective scores will determine the rank order of the applications. The TAP Selection Committee members will make funding recommendations based upon the estimated amount of available TAP funds, the project rank scores, and the funding requests for each application/project.

The results of the TAP Selection Committee review process will be their recommendation for which application(s) to award and how much TAP funding the application(s) should receive. Their recommendations 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 TAP awards in the BMCMPO are described as follows:

- Sidewalks
- On-street or off-street bicycle infrastructure
- Pedestrian and bicycle signals
- Maintenance or construction of recreational trail or trailhead facilities
- Traffic calming techniques
- Lighting and other infrastructure that improves bicycle and pedestrian safety
- Infrastructure projects that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
- Safe Routes to School programming (Education, Encouragement, Enforcement, Evaluation)

LIMITATIONS

TAP 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 TAP program. The BMCMPO will have the ability to rollover or bank any previous TAP funds allocated to the local TAP program that were not awarded. These funds can be used any subsequent year or TAP grant award cycle in addition to the annual allocation. For the most current estimate available for the local TAP Program, contact the BMCMPO staff. Generally the BMCMPO is expected to receive approximately \$150,000 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 TAP 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 TAP funds available, and are capped at \$1,000,000 under any scenario.

APPLICATION

All TAP 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 guidelines as detailed in the 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 BMCMPO 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.

PROGRAM EVALUATION

The TAP program requirements will be reviewed by BMCMPO staff and Committees after each funding cycle.

RESOURCES

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

- Federal Highway Administration (FHWA) Final TAP Guidance
<http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>
- TAP project evaluation form, score sheets and other BMCMPO information [website location to be determined following approval]