



**POLICY COMMITTEE**

September 13, 2013

1:30 – 3:00 p.m.

Council Chambers (#115)

- I. Call to Order
- II. Approval of Minutes
  - a. June 14, 2013
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
  - a. Citizens Advisory Committee
    - 10<sup>th</sup> Street Mobility Study CAC Resolution
  - b. Technical Advisory Committee
- V. Reports from the MPO Staff
  - a. MTP Task Force
  - b. Annual Completion Report for Fiscal Year 2013
  - c. Quarterly Project Tracking Report
  - d. Meeting Calendar – 2014
  - e. Fullerton Pike Report
- VI. Old Business
- VII. New Business
  - a. HSIP Selection Process
  - b. TA Selection Process
- VIII. Communications from Committee Members (*non-agenda items*)
  - a. Topic Suggestions for Future Agendas
- IX. Upcoming Meetings
  - a. Technical Advisory Committee – September 25, 2013 at 10:00 a.m. (McCloskey Room)
  - b. Citizens Advisory Committee – September 25, 2013 at 6:30 p.m. (McCloskey Room)
  - c. Policy Committee – October 11, 2013 at 1:30 p.m. (Council Chambers)

Adjournment

*\*Action Requested / Public comment prior to vote (limited to five minutes per speaker)*



**Policy Committee Meeting Minutes  
June 14, 2013 Council Chambers 115, City Hall**

*Policy Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department. \*\*Technical difficulties –an incomplete audio recording was produced for this meeting. See DVD for complete recording.\*\**

**Policy Committee:** Jack Baker (Bloomington Plan Commission), Jason Banach (IU Real Estate), Susie Johnson (Public Works), Richard Martin (County Plan Commission, Kent McDaniel (BT), Andy Ruff City Council), Iris Kiesling (County Commissioners), David Sabbagh (MPO-CAC), Dan Swafford (Town of Ellettsville), Cheryl Munson (County Council), Mark Kruzan (Bloomington Mayor), Jason Lowther (INDOT), Jay DuMontelle (FHWA) and Bill Williams (County Highway).

**Others:** Adrian Reid (City Engineering), Nan Brewer (citizen), Joe McWhorter (Perry Clear Creek Fire Dept.), Paul T. Ash (citizen), Elizabeth Cox-Ash (citizen), Lew May (Bloomington Transit), and Sandra Flum (INDOT).

**MPO Staff:** Vince Caristo, Anna Dragovich, Scott Robinson, and Jane Weiser

**I. Call to Order**

**II. Approval of Minutes--**Mr. Martin asked that roll call votes reflect which members voted for or against an action item. Mr. McDaniel asked for that change to the minutes. Mr. Banach abstained from voting on the April minutes since he was not at that meeting.

**a. April 12, 2013**

**b. May 10, 2013**

**\*\*\*Mr. Martin moved approval of both sets of minutes. Ms. Munson seconded. The minutes were approved by unanimous voice vote. (Mr. Banach abstained.)**

**III. Communications from the Chair --** None

**IV. Reports from Officers and/or Committees**

**a. Citizens Advisory Committee --**Mr. Sabbagh said that the CAC discussed the TIP, the LRTP, and the Feasibility Study on the one-way pairs (1<sup>st</sup> St. and 2<sup>nd</sup> St.). A motion was made to accept the TIP but the motion failed after a roll call vote was taken.

**b. Technical Advisory Committee --** Mr. Reid said the TAC voted in favor of adoption of the TIP with one dissenting vote.

**V. Reports from the MPO Staff**

**a. MTP Task Force ---**Ms. Dragovich reported that the consultant is still working on the traffic analysis zones and the model. At the next meeting they will be discussing the vision statement.

**b. 2012 Crash Report --** Mr. Caristo presented the report. He explained tables and how they have changed from the last crash report. (See report for details.) A new table illustrates the distribution of bike and pedestrian crash by month. As suspected the most active months are May and October. He presented a graph that showed that young drivers and elderly drivers are over-represented in fatal crashes. He would like to record crashes at all intersections in the future. Then you could compare crash rates among similar kinds of intersections.

Mr. McDaniel asked when and where the Crash Report would be posted. Mr. Caristo said it would be posted on the BMCMPPO Clearinghouse on the website. Ms. Kiesling asked if the report takes into account that the Hilly Hundred takes place in October. It could impact the data. Mr. Caristo said it could be a factor.

Mr. Martin asked what “the sum of average daily traffic entering intersection” means. What is the sum over what interval? Mr. Caristo said this is a standard way of calculating exposure values for an intersection. We find the average daily traffic for each approach entering the intersection. Mr. Martin asked where the 12, 6, and 3 numbers come from. How are they weighted? Mr. Caristo said it was standard to weight a fatal crash at 12, an injury crash at 3 and property crashes at 1. The results from using that system did not vary from non-weighted results. Mr. Martin asked how we translate the data we are collecting into changes we have made. Mr. Caristo said that staff has noticed that construction projects result in higher crash rates. The Crash Report is to provide information to the MPO committees and can result in the MPO contacting LPAs. He said that the improvements at Old SR 37 and Dunn St. were a direct result of the application for HSIP funds based on the Crash Report. Staff is applying to the Indiana Criminal Justice Institute using some of this data for funds to reduce unsafe behaviors of bicycles, pedestrians and motor vehicle users. Mr. Sabbagh thanked Mr. Caristo for the report.

## VI. Old Business

**VII. New Business**—Mr. McDaniel explained the procedure guidelines for public comment.

- a. **2014 – 2017 Transportation Improvement Program\***-- Ms. Dragovich presented the report. This TIP is fiscally constrained. It includes mostly carryover projects. The TA funding and HSIP funding are listed as illustrative projects only in this TIP. Three comments were submitted during the public comment period. The CAC did not recommend approval. The TAC did recommend approval. INDOT is withdrawing the bridge project from the TIP. Mr. Martin asked when FY 2014 begins. Ms. Dragovich said July 1, 2013. Mr. Martin asked why Section 4 of I-69 is not in this TIP. Mr. Reid said funds are obligated so it is considered funded. Mr. Baker said the programmed revenues are so much higher than the expenditures in all cases except for in 2017 where expenditure is higher than the revenue. Is that a mistake? Ms. Dragovich said 2014 is so much higher is due to carryover funds. Mr. Martin asked why the projects in Appendix 4 don't include Bloomington or State of Indiana projects. Ms. Dragovich said the State has to deal with its own fiscal constraint. This is just to show what they are spending. Mr. Martin said graphic is not clear that State projects are not included. Ms. Munson asked if the portion of Fullerton Pike in the TIP is not 4-lane. Ms. Dragovich said yes. Ms. Munson wanted to know in regard to the Fullerton Pike project why the CAC was so split in their vote and why there was a “no” vote on the TIP from the TAC. Mr. Sabbagh said that there was a lot of extraneous discussion. There was not much controversy on the TIP but on Fullerton Pike and 2<sup>nd</sup> St. specifically. He said there are personality clashes on the CAC. Mr. Baker said some CAC members don't want to do a feasibility study on 2<sup>nd</sup> St. and voted no because of that. Mr. Micuda said he was the single negative vote on the TIP at TAC because he is concerned about long term effects of the 4-laning and potential cost implications. Ms. Munson said the Fullerton Pike project is limited to the area between Walnut St. and Walnut St. Pike. It does not include the 4-laning of Fullerton, Gordon Pike or further east on Rhorer Rd. Ms. Dragovich said the money requested today is for a portion of the entire project. The County will have to request more funding for subsequent phases. Mr. McDaniel asked why this short portion is so expensive. Mr. Williams explained the \$3.4 million for construction overall. The intersection of Walnut St. Pike will be included. That involves a left turn lane and the installation of a traffic signal. Mr. McDaniel asked if the rest of the project on Fullerton is not done is this portion worth doing. Mr. Williams said yes. It has been a problem for a long time. Mr. Martin asked if the east SR 45 project is the same project that INDOT pulled several years ago. Mr. Micuda said this project is pavement overlay only. The pulled project had a much larger scope. Mr. Martin said he looked at the non-I-69 projects INDOT is planning to do and the list is a much shorter list than before. Where is the money? It all seems to be going in one place. Are we not getting as much money as we used to get? Mr. Ruff said on INDOT's own web page and see that 40% of all of the transportation funding that

the State has is going to I-69. Mr. Swafford asked about the light at Matthews and SR 46 location. He understood that it would be located on the other side of Matthews and SR 46. Ms. Dragovich said they would clarify before submitting to INDOT.

**\*\*\*Ms. Kiesling moved approval of the TIP for 2014-2017. Mr. Sabbagh seconded.**

Public comment:

Nan Brewer was on the CAC for the Fullerton project. She doesn't remember the vote being taken. She disagreed that the negative recommendation came from personality difference. The CAC public meeting held at Batchelor Middle School attracted huge numbers of neighbors in response to the Fullerton Pike project. They did not think it was appropriate for an I-69 arterial road to go through neighborhoods. Doing this one section connection seems like too much money for a residential area. The only commercial intersection there is on Business SR 37. Unless the zoning in that section is changed to commercial, it seems you are assuming a change is coming. The traffic study showed that taking a residential area and increasing traffic will make it more dangerous not less. She and her neighbors living in the Batchelor Middle School area would like to see traffic slowed and reduced. Bigger roads will make Fullerton in that area commercial. Houses are selling or becoming day cares already. She asked the PC to vote no. They should vote on the entire Fullerton Pike project rather than breaking it up into pieces.

Elizabeth Cox-Ash from the McDoel Gardens Neighborhood Association and the CAC was concerned that the hospital has never stated if they are going to stay or relocate. She did not vote for the TIP because she opposes the Fullerton Pike project. She would support the traffic study and the careful pairing of 2<sup>nd</sup> St. and 1<sup>st</sup> St. especially if the hospital would commit to staying. We need more information before approving the TIP.

Paul Ash who is on the Bike & Ped Commission, is from McDoel Gardens and is on the CAC said we need to study these issues so that we know what we are doing before doing anything. This is unlike what the State did where they decided they were going to build I-69 and then pretended to study it.

Joe McWhorter, fire chief of Perry-Clear Creek Fire Dept, said that improving Fullerton would help fire equipment movement. It would make it safer for them. It is very difficult to get east or west especially during times with high traffic volume.

Final discussion:

Mr. Baker said he doesn't know what the hospital wants. We haven't heard from them for months. He would like to know what the hospital needs before spending money on a feasibility study being done in a vacuum.

Mr. Kruzan said he would not be surprised if the hospital moves. But the feasibility study is not for the hospital but for the entire community. The location of the hospital does not require that we build one-way pairs. We are not waiting on the hospital. If the hospital moves there would be massive redevelopment in that area. We want to know all of the possibilities available to us. The study does not in any way pre-suppose that we are going to build one-way pairs.

Mr. Martin said he would like to know why the project is named what it is. Can we make the location and the project express what you want to do? Ms. Dragovich said staff was given this name. This is what the LPAs requested. Ms. Johnson said they would be happy to rename the feasibility study to more accurately reflect the intent. Mr. Martin asked if there is a proposed traffic light at Walnut St. Pike and Rhorer Rd. Mr. Williams said there was and there is also a possibility of a roundabout at that location.

Mr. Sabbagh explained that he was referring to the personality conflicts that occur at the CAC meetings. During the meeting the chairman was asked if he was going to vote the way the CAC voted. Someone brought up that

in the CAC bylaws the chairman has to vote the way the CAC votes. The MPO staff said the chairman did not have to vote the way the CAC votes. The chairman said that he had voted his conscience before. This was not new. There was a motion for a “no confidence” vote for the chairman. That vote failed. Anybody can vote his conscience. He will continue to vote his conscience. It was asked if the chairman accurately reflected the opinions of the CAC. He asked if after the draft CAC minutes are approved if they could be included as part of the Policy Committee minutes.

Mr. McDaniel said that didn't seem appropriate.

Mr. Lowther wanted to note that the signal location at SR 46 and Matthews Drive is supposed to be in the westbound direction.

Mr. Kruzan said that Fullerton Pike has long been considered a southern bypass of sorts. He is concerned about what it will do to neighborhoods. This will have impact on City residents now and in the future. We have some people in County government impatient with the City concerning the lack of annexation of the AIFA. This road will likely be within city limits in the near future. His concern is that the project is being expanded at a level that exceeds what we likely would do--16-ft lanes instead of 12-ft lanes, etc. This is an area ripe for improvement. The signalization makes sense. We ought to have a broader discussion about the Fullerton project and its financial impact. It will be a \$30 million project overall. He said he would ask to delay action on this part of the TIP. He did not want to kill funding to the County. He has discussed this with staff. Mr. Micuda said the TIP could still be approved. The project could be taken out of TIP and brought back at any time.

There was more discussion about removing the Fullerton Pike project from the TIP temporarily.

Mr. Martin sees a disconnect between our land-use planning in the City and County and transportation planning. There has not been a careful examination of the land-use implications of this southern connector. We have not been consistent with the decisions made in the area assuming both that the road was and was not going to be done.

Mr. Kruzan was concerned that the strip of Rhorer Rd. needs the light and intersection improvement but shouldn't be considered part of a larger Fullerton Pike project. He would like to discuss with the County the plans for that improvement project as a future part of the city prior to a vote.

Mr. Baker said we should start small and build up later like we have done on Tapp Rd. We have been pushed by I-69 coming through and worried about a lot more traffic being dumped in there. I don't think that will happen immediately.

Mr. Ruff suggested moving forward with the Mayor's amendment and then vote on the whole TIP.

Ms. Munson spoke as a County representative. She supported the stand-alone concept.

Mr. Sabbagh wants the improvement to Old SR 37 whether or not the rest of Fullerton happens. People cannot walk or bike on that street as it is now. Mr. Ruff said that no one is proposing not doing anything.

Ms. Kiesling supported including this section at this point. Mr. Williams said the lanes will only be 12-feet wide. This project has been in 2030 and 2035 Long Range Transportation Plans with the identical cross-section that we are talking about today.

**\*\*\*Ms. Kiesling called the question on the main motion. (There was no second.)**

**\*\*\*Mr. Ruff moved to withdraw the Fullerton Pike intersection proposal from the TIP and to put together a City/County study committee made up of the Commissioners, the Council of the County, the Mayor's office, the Council of the City, and the Plan Staff to report by next meeting. Mr. Kruzan seconded.**

Mr. Martin suggested that there be a City/County study committee formed as part of the preliminary engineering activity to report back to the MPO in September regarding acceptable design alternatives. The City has not had sufficient input in this process to date. If we take the money away, nothing is going to happen. We don't need to pull it out of this. We just need to dedicate ourselves to solving the problem.

Mr. Robinson suggested removing the funding to obligate it later as an amendment later on. That would show that there is interest in looking at this area as an illustrative project.

Mr. Kruzan asked if they could remove the project without removing the money.

Mr. DuMontelle said in normal circumstances, the federal money does not go away. However the MAP21 act ends at the end of 2014.

Mr. Kruzan wanted to make sure the funds would not be taken away from the County.

**\*\*\*Roll call vote was taken. The motion failed (6:7). (Yes votes: Banach, Baker, Johnson, Kruzan, McDaniel, Ruff; No votes: Martin, Swafford, Kiesling, Sabbagh, Munson, Williams, Lowther.)**

**\*\*\*Mr. Martin moved to amend the original motion that leaves the Fullerton project in but asks our LPAs of Monroe County and City of Bloomington to engage in a discussion about the impact of this particular section that is proposed here with respect to City and County land use plans and with respect to future development of that corridor at some other point in time and to report back to us as a body at our next regularly scheduled meeting. Ms. Munson seconded. Roll call vote was taken. The motion passed unanimously.**

Mr. McDaniel noted that the next action would be voting on the original motion as amended.

Mr. Ruff said he didn't want to vote against the TIP. Section 5 is in this TIP. We have just learned that the State Legislature has seen fit to take hundreds of millions of dollars out of the State's General Fund to put toward I-69. This is money that could go to the state's public schools, healthcare, economic development, etc. Monroe County is going to be facing another referendum. Funds are drying up mostly due to spending on I-69. The idea of "fiscal constraint" is somewhat meaningless when looking at the money the State has spent and is going to be spent on Sections 4 & 5 of I-69. Hoosiers will pay for this for generations. He said he will vote against the TIP. Some of the local projects are very important and needed. The projects connected to I-69 are to promote the expansion of the project. This kind of capacity expansion drives development which causes congestion, etc.

**\*\*\*Roll call vote was called on the original motion as amended. The motion was approved by a vote of 10:3. (Yes votes: Banach, Baker, Johnson, Kruzan, McDaniel, Swafford, Kiesling, Sabbagh, Williams, Lowther.) (No votes: Martin, Ruff, Munson.)**

**VIII. Communications from Committee Members (*non-agenda items*)** Mr. Martin said that he has learned that a substantial cavern as opposed to a sinkhole has opened up in Section 4. He requested a change to their memorandum of understanding to get Fish & Wildlife—or whatever group—involved in understanding the consequences of that and what has to happen as a result of the discovery of that particular feature.

Sandra Flum said that one sinkhole in a picture in the newspaper was known, excavated as part of the treat of the sinkhole in preparation for the road and reviewed by Karst MOA agencies including Fish & Wildlife, IDEM, DNR, & INDOT. Any additional connectivity to that sinkhole would have those same reviews as we find it. As you excavate you discover topology. The agencies have been consulted up front and they have reviewed this and each additional finds.

Mr. Martin said that a structure that large underground has a very large drainage system involved in it. A lot of water goes through there. That water leaves this your corridor and travels to other citizens who are dependant on it. At least during the time that there is this exposure, there is a considerable amount of material moving into that cave system that wasn't there before. He was really concerned that adequate protection has been taken now. The hole he saw had collapsed. It wasn't dug. There is a whole lot of material in it.

**a. Topic Suggestions for Future Agendas**

**IX. Upcoming Meetings**

- a. Technical Advisory Committee – June 26, 2013 at 10:00 a.m. (McCloskey Room)**
- b. Citizens Advisory Committee – June 26, 2013 at 6:30 p.m. (McCloskey Room)**
- c. Policy Committee – August 9, 2013 at 1:30 p.m. (Council Chambers)**

Adjournment

*\*Action Requested / Public comment prior to vote (limited to five minutes per speaker)*

**MEMORANDUM**

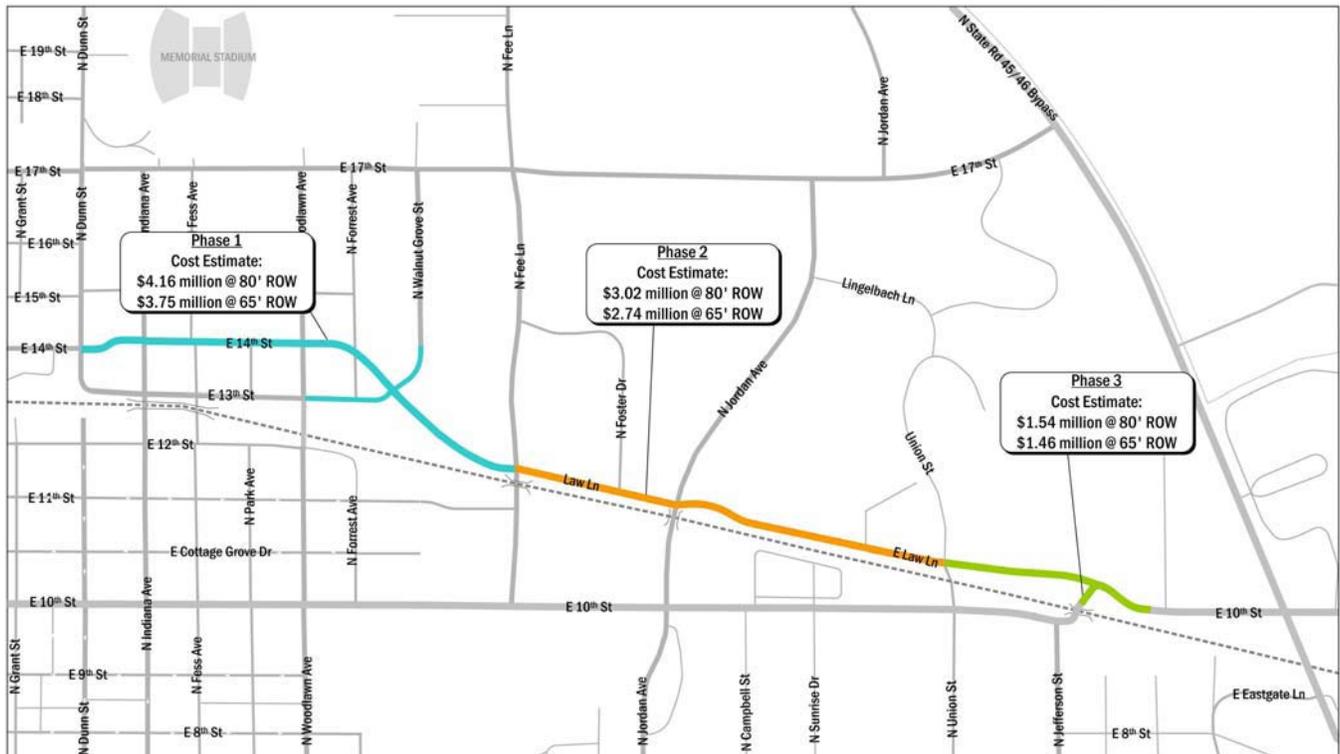
To: MPO Policy Committee  
 From: Anna Dragovich, Senior Transportation Planner  
 Date: September 13, 2013  
 Re: 10<sup>th</sup> Street Mobility Study

**Background**

The June meeting of the Citizens Advisory Committee included a refresher presentation on the 10<sup>th</sup> Street Mobility Study. The study evaluated current and future transportation conditions for all modes of travel within the study area. All modes of travel compete for use of the same roadway capacity, and so, naturally experience times of congestion and delay.

The study identifies Alternative 2 as the preferred alternative. This alternative includes the extension of Law Lane from Union to 10<sup>th</sup> Street and preserves two way travel direction. Additionally, the preferred alternative was split into three sections (1) The extension of Law Lane in the west between Dun Street and Fee Lane, following the existing alignment of 14<sup>th</sup> Street between Indiana Avenue and Woodlawn Avenue. (2) The existing Law Lane between Fee Lane and Union Street. (3) The extension of Law Lane in the east between union Street and 10<sup>th</sup> Street.

After much discussion, the CAC passed a resolution to urge the City of Bloomington and Indiana University to prioritize the implementation of Alternative 2, beginning with Phase 3. That resolution has been included in this month’s meeting packet.





**CAC RESOLUTION**

**RESOLUTION RECOMMENDING THE PRIORITIZATION OF ALTERNATIVE 2 OF THE 10<sup>TH</sup> STREET MOBILITY STUDY BEGINNING WITH PHASE 3** as agreed upon by the Citizens Advisory Committee of the Bloomington/Monroe County metropolitan Planning Organization on June 26, 2013.

**WHEREAS,** The Metropolitan Planning Organization is the organization designated by the Governor of Indiana as the Metropolitan Planning Organization responsible for carrying out, with the State of Indiana, the provisions of 23 U.S.C. 134, and capable of meeting the requirements thereof for the Bloomington, Indiana urbanized area; and

**WHEREAS,** The Purpose of the Citizens Advisory Committee is to serve as the formal means through which active citizen participation provides the Policy Committee with public input on official decision making for transportation matters; and

**WHEREAS,** A responsibility of the Citizens Advisory Committee is to keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues; and

**WHEREAS,** The 10<sup>th</sup> Street Mobility Study was completed in 2010 in conjunction with Indiana University, the City of Bloomington and the Metropolitan Planning Organization to make recommendations for improvements that would address mobility issues within the study area

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- (1) The Citizens Advisory Committee hereby urge the City of Bloomington and Indiana University to prioritize the implementation of Alternative 2 of the 10<sup>th</sup> Street Mobility Study beginning with Phase 3; and
- (2) This resolution shall be forwarded to the Policy Committee at their next regularly scheduled meeting.

**PASSED** unanimously by the Citizens Advisory Committee upon this 26<sup>th</sup> day of June, 2013.



## **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 6<sup>th</sup>.
- 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		
<b>Total</b>	<b>\$ 198,514.00</b>	<b>\$ 197,066.57</b>	<b>\$ 1,447.43</b>		

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 11<sup>th</sup>)
  - Staff attended South Rogers Public information meeting (January 24<sup>th</sup>)
  - 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
  - BMCMPPO 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		
<b>Total</b>	<b>\$ 54,000.00</b>	<b>\$ 19,918.28</b>	<b>\$ 34,081.72</b>		

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 BMCMPPO 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 BMCMPPO 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		
<b>Total</b>	<b>\$ 197,000.00</b>	<b>\$ 91,629.89</b>	<b>\$ 105,370.11</b>		

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		
<b>Total</b>	<b>\$ 12,500.00</b>	<b>\$ 8,503.37</b>	<b>\$ 3,996.63</b>		

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	<b>43.3%</b>	<b>56.7%</b>
Local	\$ 20,600.00	\$ 8,927.16	\$ 11,672.84		
<b>Total</b>	<b>\$ 103,000.00</b>	<b>\$ 44,635.81</b>	<b>\$ 58,364.19</b>		

### 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	\$ -	\$ -	\$ -		
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

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	<b>33.0%</b>	<b>67.0%</b>
Local	\$ 12,140.00	\$ 4,011.65	\$ 8,128.35		
<b>Total</b>	<b>\$ 60,700.00</b>	<b>\$ 20,058.24</b>	<b>\$ 40,641.76</b>		

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	<b>7.9%</b>	<b>92.1%</b>
Local	\$ 2,500.00	\$ 197.52	\$ 2,302.48		
<b>Total</b>	<b>\$ 12,500.00</b>	<b>\$ 987.62</b>	<b>\$ 11,512.38</b>		

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

Quarterly Spending Summary												
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	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 10,204.80</b>	<b>\$ 40,819.19</b>	<b>\$ 51,023.99</b>	<b>\$ 20,443.65</b>	<b>\$ 81,774.61</b>	<b>\$ 102,218.26</b>	<b>\$ 19,261.35</b>	<b>\$ 77,045.42</b>	<b>\$ 96,306.77</b>	<b>\$ 26,650.15</b>	<b>\$ 106,600.61</b>	<b>\$ 133,250.76</b>

## FISCAL YEAR 2013 BUDGET SUMMARY

Fiscal Year Budget Summary											
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%
<b>Total</b>	<b>\$ 127,642.80</b>	<b>\$ 510,571.20</b>	<b>\$ 638,214.00</b>	<b>\$ 76,559.96</b>	<b>\$ 306,239.82</b>	<b>\$ 382,799.78</b>	<b>\$ 51,082.84</b>	<b>\$ 204,331.38</b>	<b>\$ 255,414.22</b>	<b>60.0%</b>	<b>40.0%</b>

**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%
<b>TOTALS</b>	<b>\$ 15,200.00</b>	<b>\$ 3,800.00</b>	<b>\$ 19,000.00</b>	<b>\$ 6,170.98</b>	<b>\$ 1,542.75</b>	<b>\$ 7,713.73</b>	<b>\$ 9,029.02</b>	<b>\$ 2,257.25</b>	<b>\$ 11,286.27</b>	<b>40.6%</b>	<b>59.4%</b>

**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%
<b>TOTALS</b>	<b>\$ 54,800.00</b>	<b>\$ 13,700.00</b>	<b>\$ 68,500.00</b>	<b>\$ 26,805.82</b>	<b>\$ 6,701.45</b>	<b>\$ 33,507.27</b>	<b>\$ 27,994.18</b>	<b>\$ 6,998.55</b>	<b>\$ 34,992.73</b>	<b>48.9%</b>	<b>51.1%</b>

**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%
<b>TOTALS</b>	<b>\$ 11,600.00</b>	<b>\$ 2,900.00</b>	<b>\$ 14,500.00</b>	<b>\$ 3,920.41</b>	<b>\$ 980.10</b>	<b>\$ 4,900.51</b>	<b>\$ 7,679.59</b>	<b>\$ 1,919.90</b>	<b>\$ 9,599.49</b>	<b>33.8%</b>	<b>66.2%</b>

**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%
<b>TOTALS</b>	<b>\$ 40,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 50,000.00</b>	<b>0.0%</b>	<b>100.0%</b>

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**

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To: MPO Policy Committee  
From: Anna Dragovich, Senior Transportation Planner  
Date: September 13, 2013  
Re: 4<sup>th</sup> Quarter, Fiscal Year 2013 Quarterly Project Tracking Report

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**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>.

Please note that these updates are as of the most recent quarterly tracking meeting on July 22, 2013.

**Recommendations**

No Action Required.



## Quarterly Project Tracking Report

4<sup>th</sup> Quarter, Fiscal Year 2013

July 22, 2013

## Ellettsville Projects

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### **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

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### **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**

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### **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.

### **17<sup>th</sup> & 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.

### **17<sup>th</sup> & 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. 2<sup>nd</sup> 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**

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### **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:** BMCMPPO Policy Committee

**From:** Joshua Desmond, AICP  
BMCMPPO Director

**Date:** September 6, 2013

**Re:** Highway Safety Improvement Program (HSIP) Guidelines Update

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## 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.

## 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)

## Action Requested

No formal action is requested at this time. The TAC and CAC reviewed the revised guidelines at their August 28 meetings. Both committees provided feedback to staff and recommended further review and revisions to the proposal. Staff seeks similar input from the Policy Committee with the intention of bringing a final version forward for adoption at the October 11 meeting.

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Bloomington/Monroe County  
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.<sup>1</sup>

- 1) *The candidate project shall demonstrate that it will address one of the infrastructure emphasis areas outlined in the Indiana Strategic Highway Safety Plan.*<sup>2</sup>
  - 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.

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

<sup>2</sup> 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.<sup>3</sup> 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

<sup>3</sup> [http://safety.fhwa.dot.gov/roadway\\_dept/night\\_visib/policy\\_guide/](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.<sup>4</sup> 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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<sup>4</sup> 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):

<b>Factor</b>	<b>Measure</b>	<b>Points</b>
<b>Safety</b>	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
<b>Project Impact On Safety</b>	High Impact	30
	Medium Impact	15
	Low Impact	10
	No Impact	0
<b>Status of Project</b>	Construction & ROW plans complete	20
	PE & Environmental complete	15
	Initial request for construction funding only	10
	Initial request for construction and ROW funding	5
<b>Local Share</b>	25% or more additional	10
<b>OVER Amount</b>	20% or more additional	8
<b>Required</b>	15% or more additional	6
	10% or more additional	4
	5% or more additional	2
	Required local amount	0
<b>Benefit/Cost</b>	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:** BMCMPO Policy Committee  
**From:** Joshua Desmond, AICP  
BMCMPO Director  
**Date:** September 6, 2013  
**Re:** Transportation Alternatives Program (TAP) Guidelines Update

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## Background

Moving Ahead for Progress in the 21<sup>st</sup> 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 BMCMPO 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 BMCMPO 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 at this time. The TAC and CAC reviewed the revised guidelines at their August 28 meetings. Both committees provided feedback to staff and recommended further review and revisions to the proposal. Staff seeks similar input from the Policy Committee with the intention of bringing a final version forward for adoption at the October 11 meeting.

**BLOOMINGTON • MONROE COUNTY**



# TRANSPORTATION ALTERNATIVES PROGRAM GUIDELINES

## **INTRODUCTION**

Moving Ahead for Progress in the 21<sup>st</sup> 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]