



November 18, 2016

Call for Projects
Fiscal Years 2018-2021 Transportation Improvement Program

The Bloomington Monroe County MPO is pleased to announce the Call for Projects for the Fiscal Years 2018 through 2021 Transportation Improvement Program (TIP). Funding from the Surface Transportation Program (STP), Highway Safety Improvement Program (HSIP), and Transportation Alternatives Program (TAP), will be awarded for all four years of the TIP. Applications for funding from these programs must be submitted to the BMCMPPO by **5:00 PM on Friday, January 13, 2017**. Please contact BMCMPPO staff if you have any questions about this Call for Projects. Submit applications electronically to martipa@bloomington.in.gov. Further information about the call for projects is available at the following link:

http://bloomington.in.gov/documents/viewDocument.php?document_id=7862

The TIP will be developed according to the schedule below:

Call for Projects Issued:	November 18, 2016
Application Deadline:	January 13, 2017
TAP Committee Review:	January 2017
PC Award of TAP/HSIP:	March 10, 2017
Draft TIP for Public Input:	March 20, 2017
PC Approval of new TIP:	May 12, 2017
Submission of TIP to INDOT:	May 17, 2017

Funding

The chart below details the funding available for the FY 2018-2021 TIP. Please note the following restrictions on the programming of funds:

- **No Rollover:** The annual allocation of funds for each fiscal year must be spent within that fiscal year and may not roll forward to a future fiscal year. Any funds not spent from the fiscal year allocation will be lost. It is very important to be as accurate and realistic as possible about project costs and schedules.
- **Prior Year Balance (PYB):** The PYB represents all unspent Federal funds assigned to the MPO through Fiscal Year 2014. These funds may be applied to projects in any fiscal year in addition to the annual allocation for each program. MPOs are expected to spend down their PYB as soon as possible. Once the PYB is expended, only the annual fiscal year allocation will be available for each program.
- **Fiscal Years 2018 & 2019:** These two fiscal years are already programmed in the current TIP, which is available on the BMCMPPO website for your reference. This is an opportunity to make adjustments to those years if needed.

	PYB	FY 2018	FY 2019	FY 2020	FY 2021
STP	\$ 3,124,803	\$ 2,750,133	\$ 2,750,133	\$ 2,750,133	\$ 2,750,133
HSIP	\$ -	\$ 470,684	\$ 470,684	\$ 470,684	\$ 470,684
TAP	\$ 244,924	\$ 155,801	\$ 155,801	\$ 155,801	\$ 155,801

Additional Guidance

The following information is provided as guidance for the preparation of TIP project applications.

- Letting Date:** All projects must be assigned a Letting Date in order to be included in the TIP. This allows INDOT to build a project schedule when the project is added to their management database. FHWA also tracks the percentage of projects that go to letting at their original proposed letting date as a measure of MPO performance. No project should be assigned a letting date later than March of any fiscal year, and LPAs should select letting dates earlier than March if at all possible. This ensures enough time post-letting for INDOT to award bids, process financial approvals, and cut the purchase order for the project funds before the fiscal year closes.
- DES #:** All projects must be assigned a DES # in order to be included in the TIP. INDOT has a special form for requesting a DES #. If an LPA wishes to include a new project in the TIP, please contact MPO staff for a copy of the DES # application. Staff can assist in filling it out and will then submit it to INDOT on behalf of the LPA. INDOT will not amend any project into the State TIP (STIP) without an assigned DES #. Any projects that propose to use HSIP and TAP funding must have their eligibility for such funds approved by INDOT before a DES # may be issued for those projects.
- Construction Engineering:** The TIP Project Request Form now lists Construction Engineering (CE) as a separate phase from Construction (CN). This will make funding administration easier for the MPO and INDOT as projects move through the process. Please prepare your project financial plans accordingly.
- HSIP Project Priorities:** FHWA and INDOT have required MPOs to prioritize low-cost, systemic HSIP projects for funding. LPAs should seek to implement these types of projects rather than spot/intersection improvements with MPO HSIP funds. There are currently 18 project types listed by INDOT as eligible for HSIP funds under the low-cost, systemic categories. Information about these projects is provided on the call for project website at the link below. Existing spot/intersection improvement projects in the TIP may proceed forward, but future HSIP applications should focus on low-cost, systemic opportunities.
- Public Meeting:** The MPO anticipates hosting a public meeting to gather input on the proposed FY 2018-2021 TIP. This meeting is currently projected to take place in late March 2017. The MPO expects that LPA staff would be on hand at the meeting to discuss their proposed projects. MPO staff will coordinate with the LPAs to determine the best date, time, and venue for this meeting.

Application Requirements

LPAs must submit the following (as applicable) for projects to be considered for funding in the new TIP. All applications must be signed and dated.

- **TIP Project Request Form:** This form must be submitted for all projects regardless of funding source. This includes any project that is in the current TIP and that needs to be carried forward to the new TIP. This is an opportunity to update schedule and funding information for existing projects as well as to make sure they comply with the CE phase requirements as noted above.
- **TAP Application:** Any project requesting TAP funds must submit a TAP Application in addition to the TIP Project Request Form. See the TAP Guidelines for more information about supporting documentation that must accompany the TAP Application.
- **HSIP Low Cost/Systemic Project Application (INDOT):** Any project requesting HSIP funds for a low cost/systemic project must submit and INDOT HSIP Low Cost/Systemic Project Application in addition to the TIP Project Request Form.
- **HSIP Intersection Improvement:** See the HSIP Guidelines for more information about the supporting documentation required in addition to the TIP Project Request Form.