



## CITIZENS ADVISORY COMMITTEE

February 1, 2023

6:30 – 8:00 pm

Bloomington City Hall - McCloskey Room and Virtual Location via Zoom

Join Zoom Meeting

<https://bloomington.zoom.us/j/87136603496?pwd=TVNBRW5QM0xUb2dYTzY1cXljRkFzZz09>

Meeting ID: 871 3660 349

Passcode: 304084

Find your local number:

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Clicking on the link will take you to the meeting. You will automatically receive a dial-in number if you want to use your phone for audio and not your computer microphone.

- I. Call to Order and Introductions
- II. Approval of Meeting Agenda\*
- III. Election of Calendar Year (CY) 2023 Citizens Advisory Committee Officers\*
  - a. Chair
  - b. Vice-Chair
- IV. Approval of Minutes\*
  - a. September 27, 2022
- V. Communications from the Chair and Vice Chair
- VI. Reports from Officers and/or Committees
- VII. Reports from the MPO Staff
  - a. CY 2023 BMCMPPO Committee Meeting Schedules
  - b. Metropolitan Planning Organization 101 - Introductory Overview
  - c. INDOT/BT/BMCMPO Metropolitan Planning Agreement
  - d. Fiscal Year 2024 - 2028 Transportation Improvement Program - Call for Projects
  - e. Fiscal Year 2023 Transportation Improvement Program - Call for Project Amendments - Carbon Reduction Program (CRP) and PROTECT Formula Programs
  - f. FY 2024 Unified Planning Work Program - Status Report
  - g. 2050 Metropolitan Transportation Plan - Status Report
  - h. 2020 Census Qualifying Urban Areas and Final Criteria Clarifications  
<https://www.federalregister.gov/documents/2022/12/29/2022-28286/2020-census-qualifying-urban-areas-and-final-criteria-clarifications>

## VIII. Old Business

- a. Indiana 2-4-year Performance Measures Targets (Excluding PHED and Non-SOV)\*  
(<https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-490>) - Required Adoption by 02-10-23\*

## IX. New Business

- a. INDOT Annual Performance Measures - 2023 Safety Target Declaration\*  
(<https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-490>) - Required Adoption by 02-10-23\*
- b. FY 2022 - 2026 Transportation Improvement Program (TIP) Amendments\*
  - (1) DES# 2101785 - INDOT Repair-Replace Lighting with LED @ Various Locations in the Seymour District
  - (2) DES# 1702957 & DES# 1900406 - Vernal Pike Connector
  - (3) DES# 1900399 - 1st Street from Fairview Street to College Avenue
  - (4) DES# 2200020 - High Street Intersection Modernization and Multiuse Path

- X. Public Comment on Matters Not Included on the Agenda (*non-voting items*)  
*Limited to five minutes per speaker, and may be reduced by the committee if numerous people wish to speak*

- XI. Communications from Committee Members on Matters Not Included on the Agenda (*non-voting items*)
  - a. Communications
  - b. Topic Suggestions for Future Agendas

## XII. Upcoming Meetings

- a. Policy Committee - February 10, 2023 at 1:30 p.m. (Hybrid)
- b. Technical Advisory Committee - February 22, 2023 at 10:00 a.m. (Hybrid)
- c. Citizens Advisory Committee - February 22, 2023 at 6:30 p.m. (Hybrid)

## XIII. Adjournment

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

**Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call [812-349-3429](tel:812-349-3429) or e-mail [human.rights@bloomington.in.gov](mailto:human.rights@bloomington.in.gov).**



## CITIZENS ADVISORY COMMITTEE

### Meeting Minutes

September 28 2022

6:30 - 8:00 p.m.

Virtual Location via Zoom

*Suggested  
Time:  
~6:30 p.m.*

Citizens Advisory Committee minutes reflect transcriptions in a summarized outline manner. Audio recordings of the meeting are available in the Planning & Transportation Department for reference.

Members present: Paul Ash, Elizabeth Cox-Ash, Mary Jane Hall, Sarah Ryterband, John Kennedy

Guests: Jeff Jackson (COB), Margaret Clements, Scott Faris, Pam Judd, Andrew Gunther

Staff present: Pat Martin, Ryan Clemens

I. Call to Order and Introductions: 6:30pm

II. Approval of Meeting Agenda\*

**\*\*Mary Jane Hall motioned to approve of the meeting agenda. Elizabeth Cox-Ash seconded. Motion passed by a unanimous roll call vote 4-0.\*\***

*~7:00 p.m.*

III. Approval of Minutes\*

**\*\*Mary Jane Hall moved to approve the August 10, 2022 meeting minutes. Elizabeth Cox-Ash seconded. Motion passed by a unanimous roll call vote 4-0.\*\***

IV. Communications from the Chair and Vice Chair – None.

V. Reports from Officers and/or Committees - None

VI. Reports from the MPO Staff – Staff reported on the following developments:

*~7:30 p.m.*

- a. FHWA FY 2022/2023 Electric Vehicle (EV) Infrastructure Deployment Plans ([https://www.fhwa.dot.gov/environment/nevi/ev\\_deployment\\_plans/](https://www.fhwa.dot.gov/environment/nevi/ev_deployment_plans/))
- b. Bloomington Transit Discretionary Capital Grant Award (<https://bloomington.in.gov/news/2022/08/25/5279>)
- c. 3<sup>rd</sup> Street and Grant Street - Bicycle & Pedestrian Safety Improvements Project
- d. 2022 City of Bloomington ADA Transition Plan (<https://bloomington.in.gov/accessible>)

VII. Old Business

a. BMCMPPO Public Participation Plan - Final

*~8:00 p.m.*

- (1) Ryan Clemens presented the final draft of the BMCMPPO Public Participation Plan. Discussion ensued. **\*\*Mary Jane Hall moved to approve the BMCMPPO Public Participation Plan as presented. Elizabeth Ash Cox seconded. Motion passed by a unanimous roll call vote 4-0.\*\***

- b. FY 2022 - 2026 Transportation Improvement Program (TIP) Amendments
  - (1) Rural Transit
  - (2) Monroe County
  - (3) City of Bloomington

Staff updated CAC members of the Policy Committee's amendment action taken on September 9, 2022 approving the allocation of FY22 Additional Infrastructure Investment & Jobs Act (IIJA) fund applications for Rural Transit, Monroe County, and the City of Bloomington. Discussion ensued.

#### VIII. New Business

- a. Bloomington Transit Alternative Fuels and Infrastructure Assessment Study Presentation - Staff presented the Bloomington Transit (BT) Alternative Fuels Study prepared under a BT consulting services contract. Discussion ensued.
- b. GO Bloomington Travel Demand Management Program Presentation - Jeff Jackson (COB) presented the GO Bloomington Program. Discussion ensued.
- c. Staff presented INDOT 2 and 4-Year Pavement and Bridge Transportation Management Targets\* - Staff presented the INDOT 2 and 4-Year management targets. **\*\*Mary Jane Hall moved to approve the INDOT Targets as presented. Paul Ash seconded. Motion passed by a unanimous roll call vote 4-0.\*\***
- d. BMCMPPO FY 2022 - 2026 Transportation Improvement Program (TIP) Amendments\*
  - (1) DES# 2000311 - SR46 Replace Superstructure at Jacks Defeat Creek WBL 6.04 Mile W of SR 37
  - (2) DES# 1900331 - SR46 HMA Overlay Structural from SR 446 to W Junction of SR 135, Right-of-Way Acquisition
  - (3) DES# 1900331 - SR46 HMA Overlay Structural from SR 446 to W Junction of SR 135, Construction
  - (4) DES# 2001983 - SR46 Small Structure Replacement 5.05 Mile E of SR 446
  - (5) DES# 1901791 - Pavement Markings at Various Locations in Seymour DistrictStaff presented the proposed FY 2022 - 2026 TIP amendments for the four (4) INDOT projects. Discussion ensued. **\*\*Mary Jane Hall moved to approve the INDOT Targets as presented. Paul Ash seconded. Motion passed by a unanimous roll call vote 4-0.\*\***

IX. Public Comment on Matters Not Included on the Agenda (*non-voting items*) - None.

X. Communications from Committee Members (*non-agenda items*) - None

#### XI. Upcoming Meetings

- a. Policy Committee - October 14, 2022 at 1:30 p.m. (Hybrid)
- b. Technical Advisory Committee - October 26, 2022 at 10:00 a.m. (Hybrid)
- c. Citizens Advisory Committee - October 26, 2022 at 6:30 p.m. (Hybrid)

#### Adjournment

Mary Jane Hall motioned to adjourn the meeting.

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

***Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call 812-349-3429 or e-mail human.rights@bloomington.in.gov.***



## 2023 BMCMPPO Committee Meeting Schedules

|                  | <b>POLICY COMMITTEE</b>          | <b>TECHNICAL ADVISORY COMMITTEE</b> | <b>CITIZENS ADVISORY COMMITTEE</b> |
|------------------|----------------------------------|-------------------------------------|------------------------------------|
| <b>January</b>   | <b>WINTER RECESS</b>             | 2/3/2023, 10:00 am <sup>o</sup>     | 2/1/2023, 6:30 pm <sup>^</sup>     |
| <b>February</b>  | 2/10/2023, 1:30 pm               | 2/22/2023, 10:00 am                 | 2/22/2023, 6:30 pm                 |
| <b>March</b>     | 3/10/2023, 1:30 pm               | 3/22/2023, 10:00 am                 | 3/22/2023, 6:30 pm                 |
| <b>April</b>     | 4/14/2023, 1:30 pm               | 4/26/2023, 10:00 am                 | 4/26/2023, 6:30 pm                 |
| <b>May</b>       | 5/12/2023, 1:30 pm               | 5/24/2023, 10:00 am                 | 5/24/2023, 6:30 pm                 |
| <b>June</b>      | 6/9/2023, 1:30 pm                | <b>SUMMER RECESS</b>                | <b>SUMMER RECESS</b>               |
| <b>July</b>      | <b>SUMMER RECESS</b>             | 7/26/2023, 10:00 am                 | 7/26/2023, 6:30 pm                 |
| <b>August</b>    | 8/11/2023, 1:30 pm               | 8/23/2023, 10:00 am                 | 8/23/2023, 6:30 pm                 |
| <b>September</b> | 9/8/2023, 1:30 pm                | 9/27/2023, 10:00 am                 | 9/27/2023, 6:30 pm                 |
| <b>October</b>   | 10/13/2023, 1:30 pm              | 10/25/2023, 10:00 am <sup>∞</sup>   | 10/25/2023, 6:30 pm <sup>∞</sup>   |
| <b>November</b>  | 11/17/2023, 1:30 pm <sup>^</sup> | 11/15/2023, 10:00 am <sup>*</sup>   | 11/15/2023, 6:30 pm <sup>*</sup>   |
| <b>December</b>  | 12/8/2023, 1:30 pm <sup>∞</sup>  | <b>WINTER RECESS</b>                | <b>WINTER RECESS</b>               |

\* Meeting moved ahead one week due to holiday; ^ Meeting moved back one week due to holiday or weather; <sup>o</sup> Meeting postponement date;  
<sup>∞</sup> Meeting to be held if necessary

ALL MEETINGS WILL BE HELD IN A HYBRID FORMAT  
 Policy Committee (2<sup>nd</sup> Fridays)  
 Technical & Citizens Advisory Committees (4<sup>th</sup> Wednesdays)

# **“MPO 101 Overview”**

## **The Purpose & Function of a Metropolitan Planning Organization (MPO)**



# MPO 101 Overview

## Key Concepts

- Metropolitan Planning Organizations (MPOs) – What, Why, Who
- Federal-aid Functions & Planning Product Requirements
- Structural Organization
- Best Practices
- Challenges
- Resources
- Open Discussion

# MPO 101 Overview

## Key Concepts

- Fiscal Constraint
- Public & Stakeholder Involvement
- Collaboration
- Multimodalism/Intermodalism
- Transportation - Land Use Connection
- Transportation - Economic Vitality Connection
- Safety and Security
- System Management and Operations (M&O)

# MPOs - **What**, Why, Who?

## What is an MPO?

- A transportation policy-making and planning body with representatives of local, state & federal government, transportation authorities, multi-disciplinary experts, and citizens
- Required in urbanized areas of 50,000+
- Ensures federal investment spending on transportation activities occurs through a comprehensive, cooperative and continuing (“3-C”) process
- Variety of organizational arrangements - typically “hosted” by another agency in small areas; stand-alone in larger areas; existing agency designated as an MPO by Governor

# MPOs - What, **Why**, Who?

## Why an MPO?

- Transportation investment means allocating scarce transportation funding resources conforming to federal/state guidelines within fiscal constraint limitations.
- Transportation planning must reflect the region's shared policy vision for its future.
- Requires a comprehensive examination of the region's future and investment alternatives.
- MPOs **facilitate collaboration** of governments, interested parties and residents.

# MPOs - What, Why, **Who?**

## Who is the MPO?

- Elected Officials
- Municipalities, Counties, Regional Agencies
- Transit Operators
- State Agencies
- Federal Agencies
- Public Representatives
- Private Sector Representatives
- ADA Accessibility
- Other Interest Groups



# MPO – Functions, Process, Products

## MPO Core Functions

- Establish a fair and impartial setting
- Evaluate transportation operational and capital investment alternatives
- Develop a Transportation Improvement Program (TIP)
- Maintain a Long Range Metropolitan Transportation Plan (MTP)
- Involve the public residents and key affected sub-groups (Public Participation Plan)

# MPO – Functions, Process, Products

## The MPO Process

- Regional Vision, Goals, Strategies, Action Steps
- Alternate Transportation Improvement Strategies - Operations & Capital
- Continual Evaluation and Prioritization of Strategies
- Development of Fiscally Constrained Transportation Improvement Program (TIP)
- Development of a Long-Range Metropolitan Transportation Plan (MTP)
- Local Project Development, supportive project planning, and advancement/monitoring up to construction
- System Maintenance and Operation

# MPO – Functions, Process, Products

## Metropolitan Planning Organization – Required Products

- *Unified Planning Work Program (UPWP)*
  - 1-2 Year Time Fiscal/Calendar Year Horizon
  - Includes Planning Studies, Tasks, Budget
  - Update Requirements = Annual
- *Transportation Improvement Program (TIP)*
  - Short-Term 5-Year Time Horizon
  - Includes Capital and Operating Transportation Investment Projects
  - Local Project Federal Funding Sources: Surface Transportation, Safety, Transportation Alternatives, Climate Protection, Transit Operating and Capital, Discretionary Awards
  - Update Requirements = Every 2 years
- *Metropolitan Transportation Plan (MTP)*
  - 20 Year Minimum Time Horizon
  - Includes Future Goals, Strategies, Performance Measures, Needs Assessments, Project Public Participation
  - Update Requirements = Every 5 years

# MPO – Functions, Process, Products

## *Unified Planning Work Program*

- Reflects annual federal state, and local transportation planning priorities
- Identifies studies & performance tasks by MPO and/or member agencies with federal planning funds
- Covers at least one year
- Often includes a “preamble” element explaining a purpose and need
- Identifies funding sources for each planning study task
- Forms the basis for metropolitan planning and transit funding transferability
- Identifies Responsible Agencies for each study/task
- Establishes End Product delivery schedules

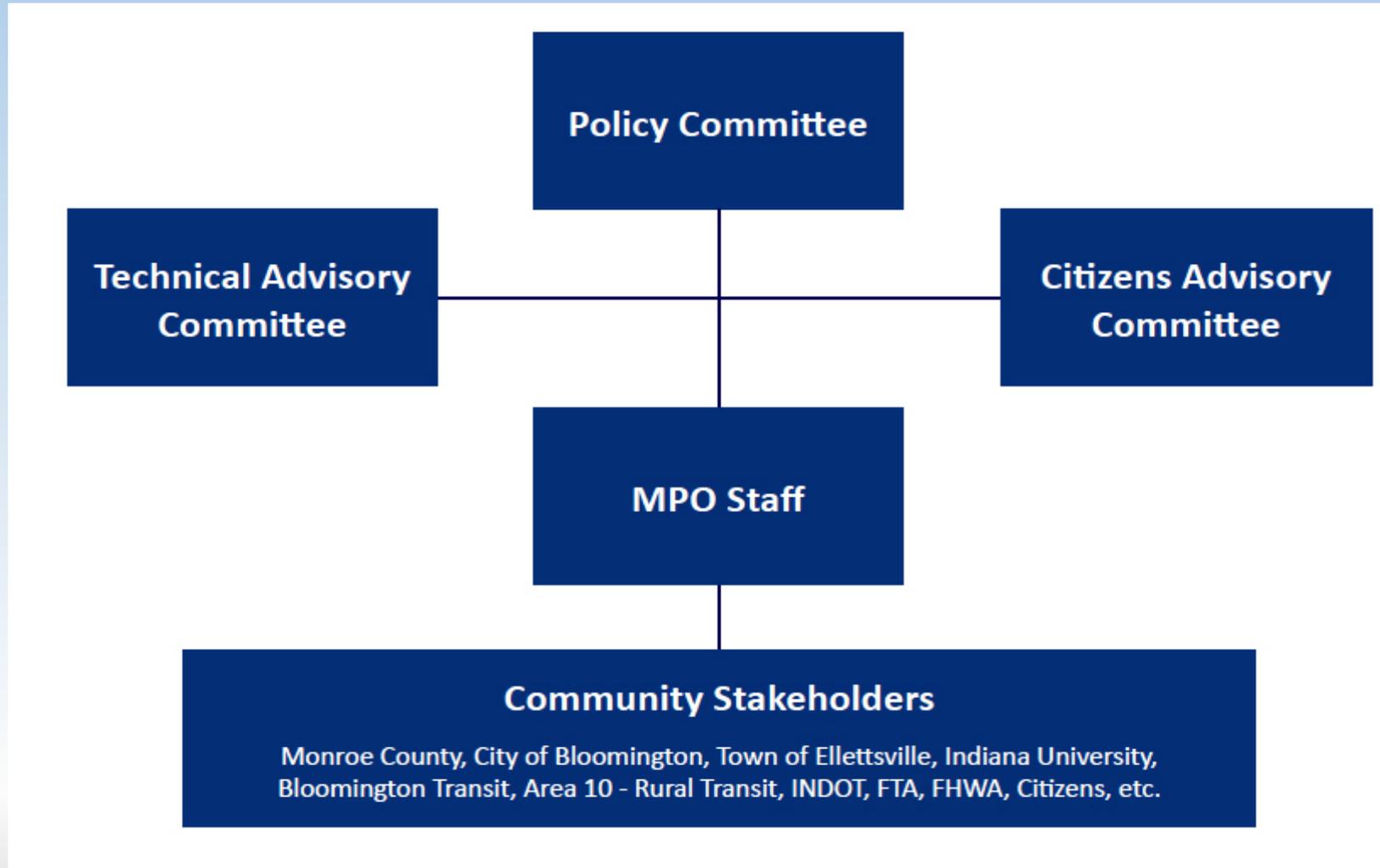
# MPO – Functions, Process, Products

## *Metropolitan Transportation Plan*

- Statement of regional transportation system performance-based investment priorities & plans
- Minimum 20-year time horizon
- Focused on systems level intermodal/multimodal issues and performance
- Emphasizes safe, efficient & efficient use of the existing transportation system
- Recognizes clear link with regional land use, development, housing, and employment goals/plans
- Consistent with Statewide Transportation Plan
- Conforms with State Implementation Plan for Air Quality in non-attainment areas
- Fiscally-constrained prioritized listing of projects



# Bloomington-Monroe County Metropolitan Planning Organization Structure



# “Typical” MPO Structure

## MPO Policy Committee - Composition

- Locally Elected and Appointed Officials
- Multi-Modal Representatives
- State Agency Officials
- Federal Agency Officials
- Interest Group Representatives
- Tribal Governments

# “Typical” MPO Structure

## Technical Advisory Committee - Composition

- An advisory body to the MPO Policy Committee for technical transportation issues
- Oversees MPO staff technical work and develops recommendations on projects and programs for Policy Committee consideration
- Meets on a regular schedule
- Usually comprised of staff-level technical officials from local/state/federal agencies, Citizens’ Advisory Committee, and MPO professional staff

# “Typical” MPO Structure

## Citizens Advisory Committee - Composition

- Often acts in an advisory capacity to the MPO on public participation strategies and offers “real world” feedback on issues of jurisdictional concern
- Meets regularly to review and develop plans, and also assists in organizing and managing public meetings and comments; relies upon “free flowing” discussions
- Comprised of volunteer members representing public interests
  - May include representatives of community, neighborhood, environmental, disability, and other interested organizations

# MPO Operating Procedures

## MPO Operations

- Facilitate decision-making processes
- Effective and ongoing public involvement

## Decision-Making

- MPO process is designed as “bottom-up” from stakeholders
- Leadership is also critical to progress
- Policy Committee must clearly delineate roles and responsibilities of committees and staff, usually through adoption/maintenance of Operational Bylaws

# MPO Operating Procedures

## Effective Public Involvement

- *Public Participation Plan (PPP)*
  - Required document
  - Must clearly lay out process, strategy and responsibilities for ensuring continuous public input and education opportunities
  - Public involvement methods stressed in current “Bipartisan Infrastructure Law” federal transportation funding bill
- Public involvement innovation can enhance planning processes and promote cost-effectiveness

# MPO Operating Procedures

## Effective Public Involvement Examples

- Newsletters/media releases
- Electronic communications
- Public Access TV
- Community meetings
- Interactive workshops/open houses
- Resident surveys
- Social media and interactive websites
- Videos/Animation
- Telephone “hotlines”
- Speakers and Speaker kits
- Local liaisons
- Other efforts to reach the “under-involved”

# MPO Operating Procedures

## MPO Best Practices

- Considerable innovation across MPOs in many different topics
- Small MPOs are often among the more agile innovation leaders by being closer to stakeholders
- Worth considering best practices for lessons learned and local applicability

# MPO Operating Procedures

## Themes of MPO Best Practices

- Creativity & innovation in public & stakeholder involvement
- Focus on consensus-building for priorities & actions
- “Push the envelope” - use planning tools & process to effectively address hot topics the in region (e.g., visualization)
- Aggressively monitor & report on regional transportation system performance measures
- Develop plans, projects and work programs within a strategic framework
- Strong leadership & involvement is most important determinant of MPO “success”

# MPO Operating Procedures

## MPO Challenges

- “Meeting fatigue” - MPO participants, citizens, professional staff
- Coordination among different players in MPO process (and knowing who they are!)
- Staying on top of emerging issues and requirements - federal, state, local levels
- Balancing management of in-house work and consultant tasks
- Achieving organizational goals with limited resources



# MPO 101 - Resources

## Additional MPO Informational Resources

- Transportation Planning Capacity Building Program - <https://www.planning.dot.gov/default.aspx>
- Association of Metropolitan Planning Organizations (AMPO) <https://ampo.org/>
- TRB Committee on Metropolitan Policy, Planning and Processes <https://www.nationalacademies.org/trb/transportation-research-board>
- USDOT Bipartisan Infrastructure Law (BIL) Summary highlights <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/> and <https://www.transit.dot.gov/BIL>

# MPO 101 - Resources

## Additional Public Informational Resources

- Indiana Department of Transportation <https://www.in.gov/indot/>
- INDOT4U: Use the Customer Service Portal at <https://indottsc.service-now.com/csm>
  - Call Toll-Free at **(855)-463-6848**
  - Email [INDOT@INDOT.in.gov](mailto:INDOT@INDOT.in.gov)
  - INDOT TrafficWise Mobile App <https://www.in.gov/indot/contact-indot/indot-mobile-app/>
  - Mail letters to INDOT Customer Service at 100 North Senate Avenue, Indianapolis, IN 46204
- Monroe County Highway: Call **(812) 349-2555**, Fax (812) 349-2959, Email [ljridge@monroe.co.in.us](mailto:ljridge@monroe.co.in.us)
- Town of Ellettsville: Call **(812) 876-3860**, Email [utilities@Ellettsville.in.us](mailto:utilities@Ellettsville.in.us)
- Bloomington Transit: Call **(877) 336-7433**, Email <https://bloomingtontransit.com/contact-us/>
- Rural Transit: Call **(812) 876-1079**, Email <https://area10agency.org/contact/>
- City of Bloomington: Call **(812) 349-3400**, Hearing Impaired/TDD: **812.349.3458**, Customer Service: <https://bloomington.in.gov/ureport/>



# MPO 101 - Questions

- Questions?
- Suggestions?



**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
BLOOMINGTON-MONROE COUNTY METROPOLITAN PLANNING  
ORGANIZATION,  
INDIANA DEPARTMENT OF TRANSPORTATION, AND  
BLOOMINGTON PUBLIC TRANSIT CORPORATION**

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This Memorandum of Agreement is made by and between Bloomington-Monroe County Metropolitan Planning Organization (hereinafter referred to as BMCMPPO), Indiana Department of Transportation (hereinafter referred to as INDOT), and Bloomington Public Transit Corporation (hereinafter referred to as BPTC).

**WHEREAS**, the most recent Federal Transportation Authorization Legislation requires the establishment of Metropolitan Planning Agreements between the state, the metropolitan planning organization, and public transportation operator(s) in accordance with 23 CFR § 450.314; and

**WHEREAS**, the metropolitan transportation planning process includes BMCMPPO, INDOT, and BPTC; and

**WHEREAS**, transportation planning incorporates a comprehensive, cooperative, and continuing process with relevant agencies including Federal Highway Administration (FHWA) and Federal Transit Authority (FTA); and

**WHEREAS**, BMCMPPO is the designated MPO for the Metropolitan Planning Area (MPA); and

**WHEREAS**, the MPA boundary is determined by agreement between BMCMPPO and the Governor of Indiana, referencing the latest U.S. Census Bureau's Decennial Census; and

**WHEREAS**, INDOT administers the statewide Tier II Transit Asset Management Plan, and is therefore the Tier II group plan leader; and

**WHEREAS**, BPTC is the designated recipient for Section 5307 funding in the Urbanized Area; and

**NOW THEREFORE** BMCMPPO, INDOT, and BPTC mutually agree as follows:

## **RESPONSIBILITIES OF BMCMPO**

### **METROPOLITAN TRANSPORTATION PLAN (MTP)**

1. BMCMPO shall develop a Metropolitan Transportation Plan (MTP), in accordance with the requirements of 23 CFR § 450.324, that addresses the planning factors from the most recent federal transportation authorization bill.
2. BMCMPO shall follow the most recent version of the INDOT, MPO, & RPO Planning Cooperative Procedures Manual for the development of the MTP.
3. BMCMPO shall develop the MTP in consultation with the other parties in this agreement at minimum once every 5 years.
4. BMCMPO develops the financial plan for the MTP that demonstrates the fiscal constraint with respect to available and projected sources of revenue.
5. BMCMPO is responsible for developing and maintaining a travel demand forecasting model for the MPA. BMCMPO will share the results of Travel Demand Forecasting with INDOT and BPTC as requested.
6. MTP amendments and administrative modifications follow the procedures outlined by BMCMPO's procedures and Public Participation Plan in place at the time of amendment.
7. The BMCMPO Policy Board/Committee approves the MTP and its periodic updates.

### **TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

8. BMCMPO shall develop a Transportation Improvement Program (TIP), in accordance with 23 CFR § 450.326, that addresses planning regulations from the most recent federal transportation authorization bill.
9. BMCMPO shall follow the most recent version of the INDOT, MPO, & RPO Planning Cooperative Procedures Manual for the development of the TIP.
10. BMCMPO develops the TIP in cooperation with INDOT, FHWA, FTA, BPTC, and other agency partners in accordance with the agreed-upon schedule for the INDOT Statewide Transportation Improvement Program (STIP).
11. The TIP shall reflect the investment priorities established in the current MTP, cover a period of no less than 4 years.
12. BMCMPO will develop the financial plan for the TIP that demonstrates how the approved TIP can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the TIP, and recommends any additional financing strategies for needed projects and programs.

13. The TIP shall include all federal aid funding projects as well as regionally significant projects, regardless of funding source, within the MPA. Federal funds, other than Metropolitan Planning (PL) dollars, identified for transportation planning activities in the UPWP, must be included in the TIP.
14. BMCMPPO TIP is approved by the Governor of Indiana and incorporated into the STIP which is approved by FHWA and FTA.
15. BMCMPPO will process TIP amendments and administrative modifications in accordance with applicable BMCMPPO TIP amendment and administrative modification procedures as well as INDOT's amendment/modification procedures.
16. The Annual Listing of Obligated Projects (ALOP) will adhere to the process outlined in 23 CFR § 450.334 and as referenced in the most recent version of the INDOT, MPO, & RPO Cooperative Procedures Manual.

### **UNIFIED PLANNING WORK PROGRAM (UPWP)**

17. BMCMPPO will prepare a Unified Planning Work Program (UPWP), in accordance with 23 CFR § 450.308, that addresses the Federal Planning Emphasis Areas (PEAs) identified by FHWA and FTA.
18. BMCMPPO shall follow the most recent version of the INDOT, MPO, & RPO Planning Cooperative Procedures Manual for the development of the UPWP.
19. BMCMPPO will prepare a Unified Planning Work Program (UPWP) in cooperation and consultation with INDOT, FHWA, FTA and BPTC.
20. BMCMPPO will prepare a UPWP for the fiscal year that will take effect beginning on July 1<sup>st</sup> and will provide the draft UPWP to INDOT Technical Planning & Programming.
21. BMCMPPO will submit a final UPWP to INDOT Technical Planning & Programming in a timely manner that allows for final review and recommendation for approval to FHWA and FTA.
22. BMCMPPO will submit invoices on a timely basis, following the most recent version of the INDOT, MPO, & RPO Cooperative Procedures Manual.
23. BMCMPPO will submit a Cost Allocation Plan (CAP) in accordance with 2 CFR § 200.416 and the most recent version of the INDOT, MPO, & RPO Planning Cooperative Procedures Manual.

## **PERFORMANCE-BASED PLANNING & PROGRAMMING (PBPP)**

24. BMCMPO shares data and information with INDOT and BPTC to assist with the development of performance targets.
25. BMCMPO may review and provide comments on proposed INDOT or BPTC performance targets prior to final adoption.
26. BMCMPO shall provide documentation to INDOT that either supports the statewide performance targets as established by INDOT or provides an alternate set of performance targets.
  - a) In the case that BMCMPO chooses to adopt the statewide performance targets as established by the INDOT, the expected documentation is a resolution or meeting minutes by the BMCMPO Policy Board/Committee.
  - b) In the case that BMCMPO chooses to adopt an alternate set of performance targets, the expected documentation is a description of the procedure used to set alternate performance targets as well as a resolution or meeting minutes by the BMCMPO Policy Board/Committee. BMCMPO will be responsible for reporting the two-year and four-year performance targets within the federal reporting system for the MPA.
27. BMCMPO includes information outlined in 23 CFR § 450.324 (f) (3-4) in any MTP amended or adopted after May 27, 2018, and information outlined in 23 CFR § 450.326 (d).
28. Reporting of targets and performance measures by BMCMPO shall conform to 23 CFR § 490, 49 CFR § 625, and 49 CFR § 673.

## **PUBLIC PARTICIPATION & INVOLVEMENT**

29. BMCMPO will maintain a Public Participation Plan that is adopted by the BMCMPO Policy Board/Committee. The Public Participation Plan will include coordination with the INDOT public participation process.
30. BMCMPO shall follow the Public Participation Plan throughout the planning process, including, but not limited to the development of the MTP and the TIP.
31. BMCMPO's TIP participation process will serve to meet the public participation requirements of BPTC.
32. BMCMPO will comply with all appropriate federal assurances, civil rights, and DBE requirements, Title VI guidance, ADA requirements, and procurement activities guidelines.
33. BMCMPO shall comply with the required provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.

## **TRANSIT PLANNING**

34. BMCMPPO will sponsor and participate on committees related to the provision and coordination of transit and para-transit services.
35. BMCMPPO will serve as the lead for the development of the Coordinated Public Transit Human Services Transportation Plan.

## **RESPONSIBILITIES OF INDOT**

INDOT Technical Planning & Programming provides Planning Liaisons to coordinate with BMCMPPO. INDOT Planning Liaisons regularly attend BMCMPPO Technical Board/Committee meetings and BMCMPPO Policy Board/Committee meetings. The INDOT District Capital Program Manager will attend BMCMPPO Technical Board/Committee meetings and have voting representation for INDOT. INDOT District Deputy Commissioners will attend BMCMPPO Policy Board/Committee meetings and have voting representation for INDOT.

### **MTP & TIP**

1. INDOT develops the Statewide Long-Range Transportation Plan (LRTP) in congruence with BMCMPPO's MTP.
2. INDOT will coordinate with BMCMPPO on MTP development and INDOT LRTP development.
3. INDOT will coordinate with BMCMPPO in the development of BMCMPPO's TIP and the development INDOT's STIP.
4. INDOT will develop planned improvement needs on state jurisdictional highways for the development of BMCMPPO's TIP and INDOT's STIP.
5. INDOT will provide BMCMPPO with estimates of available federal and state funding in a timely manner for the development of the financial plans demonstrating the fiscal constraint of BMCMPPO's MTP and TIP. Should funding information be delayed for any reason, BMCMPPO may flat-line funding based on past information.
6. INDOT will develop the STIP in congruence with BMCMPPO's transportation planning process and incorporate BMCMPPO's approved TIP by reference or amendment in its entirety.
7. INDOT will provide timely lists of INDOT projects within the MPA. Project information includes DES #, clear project description, total project cost, state and federal share, federal funding program or source, and letting date or fiscal year.
8. INDOT will develop a Statewide Transportation Improvement Program (STIP) that includes the review and written approval of BMCMPPO's TIP in a timely manner.
9. INDOT will provide a list of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year. The list of projects will be sorted specifically to include only projects within the MPA. Project information will include DES #, county, sponsor, district, route, project description, work type, phase, fund type, federal obligation amount, advanced construction amount, if any total obligation and obligation date. This will support BMCMPPO in developing the Annual List of Obligated Projects (ALOP).

10. INDOT will collect and share transportation system information with BMCMPPO to facilitate a cooperative transportation planning process and will conduct training sessions and workshops on pertinent topics.

### **UNIFIED PLANNING WORK PROGRAM (UPWP)**

11. INDOT Technical Planning & Programming will assign a planning liaison to participate in transportation planning activities related to the UPWP such as review of the document, preparation of contracts following its approval, review of billings submitted by BMCMPPO, etc.) and to assist with coordination of the PEAs identified by FHWA and FTA.
12. INDOT will provide PL and Transit 5303 estimates to the Indiana MPO Council's PL Committee annually.
13. INDOT Technical Planning & Programming will review and provide approval of the UPWP in a timely manner and begin development of the required contracts and purchase orders. INDOT will strive for a timely notice-to-proceed, a signed contract and a purchase order.
14. INDOT Technical Planning & Programming will review progress reports through the Planning Liaison and initiate the reimbursement of invoices pursuant to applicable Federal Regulations and Indiana Code 5-17-5, Public Purchases.
15. Properly submitted invoices shall be reviewed and processed for payment following the procedures as outlined by the Auditor of the State of Indiana.

### **PERFORMANCE-BASED PLANNING & PROGRAMMING (PBPP)**

16. INDOT will collect bridge and pavement condition data for the state asset management plan for the National Highway System (NHS). INDOT shall coordinate changes to the NHS with BMCMPPO.
17. INDOT, as the Tier II transit provider group plan leader, will collect transit data and produce the Tier II Group Transit Asset Management Plan, to include all Tier II transit providers who elect not to create their own Transit Asset Management Plan.
18. INDOT will provide BMCMPPO with the statewide performance data used in developing statewide targets. Updates of this data will include prior performance data.
19. INDOT will develop draft statewide performance targets in coordination with all Indiana MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication.
20. INDOT shall give all Indiana MPOs an opportunity to provide comments on statewide targets before final statewide targets are adopted.
21. INDOT performance targets will be reported to FHWA and FTA as applicable.
22. INDOT will include information outlined in 23 CFR § 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in

23 CFR § 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.

23. Reporting of targets and performance by INDOT shall conform to 23 CFR § 490, 49 CFR § 625, and 49 CFR § 673.

## **RESPONSIBILITIES OF BPTC**

### **METROPOLITAN TRANSPORTATION PLAN (MTP)**

1. BPTC will provide data, including financial planning information, upon request, and participate in the development of the MTP update.
2. BPTC will provide copies of its Transportation Development Plan, as updated.
3. BPTC will provide MTP amendment requests to BMCMPPO according to the applicable schedule.

### **TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

4. BPTC will provide a Financial Capacity Analysis showing a 5-year Financial Plan as part of the TIP development process.
5. BPTC will provide a 5-year capital project and operating plan (program of projects) for inclusion in the TIP to BMCMPPO. The capital and operating plan will be updated annually and submitted with the Financial Capacity Analysis. This will be reviewed by the INDOT Transit Office within the Multimodal Division.
6. BPTC will provide TIP amendment requests to BMCMPPO according to the applicable schedule.
7. BPTC will provide a copy (PDF file preferred) to BMCMPPO of each final grant request to FTA and provide a copy of each grant award acceptance.
8. BPTC will provide on an annual basis, no later than 90 calendar days following the end of the program year, a list of transit projects for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year.

### **UNIFIED PLANNING WORK PROGRAM (UPWP)**

9. BPTC will provide BMCMPPO with details for any significant planning activities requiring the use of federal funds and/or planning document outlined in this agreement.

### **PERFORMANCE-BASED PLANNING & PROGRAMMING (PBPP)**

10. BPTC will annually update their Transit Asset Management Plan and performance targets.
11. BPTC may share and request comments on proposed transit targets with INDOT and BMCMPPO prior to adopting them.
12. BPTC will provide BMCMPPO with performance data used in developing targets, as requested.

13. As the designated recipient of federal transit funds, BPTC will offer to complete a Group TAM for eligible subrecipients. If a Group TAMP is completed, BPTC will share its performance data and targets with BMCMPPO and INDOT.
14. BPTC will share the public transit safety plan, any amendments, and its supporting documentation and data with INDOT and BMCMPPO.
15. Reporting of targets and performance by BPTC shall conform to 23 CFR § 490, 49 CFR § 625, and 49 CFR § 673.

### **PUBLIC PARTICIPATION & INVOLVEMENT**

16. BPTC will assist, as requested by BMCMPPO, in any public meetings regarding transit.
17. BPTC will coordinate with BMCMPPO to ensure that the TIP participation process states it will serve to meet BPTC' public participation requirements for the Program of Projects (POP).

### **TRANSIT PLANNING**

18. BPTC will provide a staff liaison to assist with transit planning efforts.
19. BPTC will participate on the Executive Committee, BMCMPPO Technical Board/Committee and BMCMPPO Policy Board/Committee.
20. BPTC will participate in the development of the Coordinated Public Transit Human Services Transportation Plan.
21. BPTC will be responsible for its Capital Improvement Plan and its ADA Compliance Plan and other activities directly related to the operation of public transit services in BMCMPPO's Urbanized Area.
22. BPTC, as the designated recipient of federal transit funds, will be required to maintain all necessary records in support of the expenditure of funds where it is a direct recipient and oversight of expenditures of BPTC' subrecipients. For all other monies, those direct recipients are responsible to maintain records and make them available to all necessary parties.
23. BPTC is responsible for the local matching dollars for all funds for which it is a direct recipient. BPTC is not responsible for the local matching dollars for its subrecipients.
24. BPTC agrees that it will comply with all required federal objectives.

## **SIGNATORIES & AUTHORIZATION**

**IN WITNEES WHEREOF**, the undersigned executive staff members of BMCMPO, INDOT, and BPTC have authorized this Memorandum of Agreement on the dates indicated.

### **INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)**

|   |       |
|---|-------|
| _____   | _____ |
| Deputy Commissioner of Capital Program Management | Date  |

### **BLOOMINGTON-MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION (BMCMPPO)**

|                    |       |
|--------------------|-------|
| _____              | _____ |
| Executive Director | Date  |

### **BLOOMINGTON PUBLIC TRANSIT CORPORATION (BPTC)**

|                 |       |
|-----------------|-------|
| _____           | _____ |
| President & CEO | Date  |



January 6, 2023

## Call for Projects

### **Fiscal Years 2024 - 2028 Transportation Improvement Program**

The Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) hereby announces a FY 2024 - 2028 Transportation Improvement Program (TIP) Call for Projects.

BMCMPPO funding from the Surface Transportation Block Grant Program (STBG), the Highway Safety Improvement Program (HSIP), the Transportation Alternatives (TA) Program, Section 164 Penalty funds, Carbon Reduction Program, and PROTECT program funds will include programming awards for TIP program fiscal years.

Local Public Agency (LPA) applicants for funding from these programs must have application submissions to the BMCMPPO by **5:00 PM on Friday, February 10, 2023**.

Please contact BMCMPPO staff if you have any questions about this Call for Projects.

Please submit questions and applications electronically to [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov) and [martipa@bloomington.in.gov](mailto:martipa@bloomington.in.gov).

The FY 2024 - 2028 TIP has the following development and approval schedule:

- Call for Projects Issued January 6, 2023
- Application Deadline February 10, 2023
- Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) Project Scores Sheet Reviews and Draft TIP Submission Recommendations February 22, 2023
- Policy Committee (PC) Project Score Sheet Reviews and Approval of Draft TIP Submission March 10, 2023
- Legal Advertisements March 11-12, 2023
- Thirty (30) Day Public Comment Period Begins March 13, 2023
- Draft TIP Submission to INDOT March 13, 2023
- Draft TIP Public Input Meeting (week of) March 13, 2023
- Thirty (30) Day Public comment Period Ends April 12, 2023
- TAC and CAC Final Draft Reviews and Recommendations April 26, 2023
- PC Approval of Final FY 2024 - 2028 TIP May 12, 2023
- Adopted Submission to INDOT of FY 2024 - 2028 TIP May 15, 2023
- FHWA/FTA/INDOT FY 2024 - 2028 TIP Approval Letter June 15, 2023

## Funding

The chart below details the funding available for the FY 2024 - 2028 TIP. Please note the following restrictions on the programming of funds:

- **No Rollover:** The annual allocation of funds for each fiscal year must have an expenditure within the specified programmed fiscal year and shall not roll forward to a future fiscal year. Any funds not spent from the fiscal year allocation will be lost. It is therefore very important to be as accurate and realistic as possible about project costs and schedules.
- **Fiscal Years 2023 - 2026:** These three fiscal years are currently programmed in the adopted FY 2022 - 2026 TIP with FY 2026 identified as “illustrative” and found on the BMCMPPO website at <https://bloomington.in.gov/mpo/transportation-improvement-program>. This FY 2024 - 2028 Call for Projects represents an opportunity for Local Public Agencies (LPAs) to make adjustments to those years if needed.

### **Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) FY 2024 - 2028 TIP Program Levels\***

| Program                                   | FY 2024             | FY 2025             | FY 2026             | FY 2027             | FY 2028<br>(Illustrative) |
|---|---------------------|---------------------|---------------------|---------------------|---------------------------|
| Surface Transportation Block Grant (STBG) | \$ 3,499,314        | \$ 3,567,483        | \$ 3,637,016        | \$ 3,637,016        | \$ 3,637,016              |
| Highway Safety Improvement Program (HSIP) | \$ 599,328          | \$ 571,731          | \$ 584,382          | \$ 584,382          | \$ 584,382                |
| Transportation Alternatives (TA)          | \$ 389,209          | \$ 396,993          | \$ 404,933          | \$ 404,933          | \$ 404,933                |
| Section 164**                             | \$ 133,293          | \$ 138,678          | \$ 138,678          | \$ 138,678          | \$ 138,678                |
| Carbon Reduction Program (CRP)            | \$ 84,898           | \$ 86,596           | \$ 88,328           | \$ 88,328           | \$ 88,328                 |
| PROTECT Program                           | \$ 125,693          | \$ 128,207          | \$ 130,771          | \$ 130,771          | \$ 130,771                |
| <b>TOTAL</b>                              | <b>\$ 4,831,735</b> | <b>\$ 4,889,688</b> | <b>\$ 4,984,108</b> | <b>\$ 4,984,108</b> | <b>\$ 4,984,108</b>       |

\*Source: INDOT Local Share of Federal Formula Apportionments to the BMCMPPO, 12-09-22

\*\*HSIP eligible projects

## Additional Guidance

Please use the following information as guidance for the preparation of FY 2024 - 2028 TIP project applications.

- **Letting Date:** *All projects must identify an assigned Letting Date for inclusion in the TIP* thereby allowing INDOT to build a project schedule when added to their project management system database. FHWA additionally tracks the percentage of projects that go to letting at their original proposed letting date as a measure of MPO performance. No project should have an assigned contract letting date later than March of any fiscal year.

LPAs should select letting dates earlier than March of a given calendar year (if at all possible) thereby ensuring enough post-letting time for INDOT to award bids, process financial approvals, and issue purchase orders for project funds before fiscal year closure.

- **DES#:** *All projects must have an assigned a DES# from INDOT for inclusion in the TIP.* INDOT has a special form for requesting a DES#. Staff will assist with forms and submissions for new projects selected for inclusion in the TIP. INDOT will not amend any project into the State TIP (STIP) without an assigned DES#. Moreover, any projects that propose to use HSIP and TA funding must have their eligibility for such funds approved by INDOT before a project DES# issuance.
- **Construction Engineering:** The TIP Project Request Form 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 require MPOs to prioritize low-cost, systemic HSIP projects for funding. There are currently twenty-five (25) project types listed by INDOT as eligible for HSIP funds under the low-cost, systemic categories.
- **Public Meeting:** The MPO shall host a hybrid public meeting to gather input on the proposed FY 2024 - 2028 TIP. This meeting shall take place in March 2023. The MPO strongly encourages LPA staff participation during this meeting for discussions of their proposed projects. MPO staff will coordinate with the LPAs to determine the best date, time, and electronic platform for this virtual meeting. The MPO will conduct hybrid in-person/virtual meetings given current CDC COVID-19 public health and safety guidelines.

### **Application Requirements**

LPAs must submit the following (as applicable) for project funding consideration in the FY 2024 - 2028 TIP. All applications must have appropriate signatures and dates.

- **TIP Project Request Form:** All LPAs must submit this form for all projects regardless of funding source. This includes any project that is in the current FY 2022 - 2026 TIP that needs to carry forward into the new FY 2024 - 2028 TIP. This Call for Projects represents an opportunity to update schedule and funding information for existing projects as well as to ensure compliance with the Construction Engineering (CE) phase requirements as noted above.
- **Surface Transportation Block Grant Program (STBG) Applications:** STBG funds represent the largest federal fund allocation received by the BMCMPPO and has the greatest eligibility. All projects eligible for the following funding types are also eligible for STBG. Federal guidance regarding STBG funds can be found at

[https://www.fhwa.dot.gov/bipartisaninfrastructurelaw/docs/surface\\_transportation\\_block\\_grant.pdf](https://www.fhwa.dot.gov/bipartisaninfrastructurelaw/docs/surface_transportation_block_grant.pdf).

- **HSIP Low Cost/Systemic Project Applications:** The purpose of local HSIP project funding is to deliver to road user's cost-effective countermeasures to hazards identified through data analysis as the greatest contributors to serious injury or fatality crashes. Any project requesting HSIP funds for a low cost/systemic project **must submit an INDOT HSIP Low Cost/Systemic Project Application in addition to the TIP Project Request Form**. Eligible HSIP Systemic Projects include the following:
  - Conduct inventory of traffic signs and upgrade warning and regulatory signs to meet MUTCD retro-reflectivity requirements
  - Improve the visibility of curves by upgrading curve warning signs and markings
  - Install vehicle activated advanced warning systems at rural, unsignalized intersections
  - Install new pedestrian crosswalk warning signs, flashing beacons, or special pavement markings
  - Install or upgrade pedestrian curb ramps and refuge areas at areas of high conflict between pedestrians and vehicular traffic
  - Install pedestrian push button Countdown And Audible (APS) heads on traffic signals
  - Make changes to yellow interval traffic signal timing or signal interconnect to improve safety
  - Upgrade traffic signals to a minimum of one signal head per travel lane
  - Install black backing plates with reflective border on all traffic signal heads
  - Install UPS battery backup (emergency power) systems at traffic signal locations for continuous use during power outages
  - Install emergency vehicle pre-emption systems at traffic signal locations to reduce response times and increase safety as the emergency vehicles pass through intersections
  - Improve sight distance at intersections by installing slotted left turn lanes
  - Install or upgrade passive or new active warning devices at railroad crossings
  - Install railroad pre-emption systems at signalized intersections that are within the influence area of crossing railroad trains
  - Install new centerline or edge line pavement markings on unmarked roadways
  - Install raised medians for access control at intersections and roadway segments
  - Add centerline and/or edge line rumble stripes (pavement markings over the rumble) to rural roads
  - Complete road diet projects at locations that can be accomplished through the use of signs and pavement markings (Not Applicable to pavement reconstruction or geometric modifications)
  - Add FHWA recommended High Friction Surface Treatments (HFST) to spot locations
  - Upgrade guardrail end treatments to current standards
  - Install guardrails or median barriers at locations where none existed previously

- Install median cable barrier systems on divided roads with grass medians
- Remove or shield permanent roadside safety obstructions
- **HSIP Intersection Improvement Applications:** Please reference INDOT HSIP Guidelines for more information about the supporting documentation required in addition to the TIP Project Request Form.
- **TA (Transportation Alternatives) Applications:** Any project requesting TA funds **must submit a TA Application in addition to the TIP Project Request Form.** Please reference the BMCMPPO TA Guidelines for more information about supporting documentation that must accompany the TA Application.
- **Carbon Reduction Program (CRP) Applications:** CRP funds represent a new federal-aid program under the Bipartisan Infrastructure Law (BIL), and may be obligated for projects that support the reduction of transportation emissions, including, but not limited to, the following:
  - A project to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems
  - A public transportation project eligible under 23 U.S.C. 142
  - A Transportation Alternative project including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation;
  - A project as described in 23 U.S.C. 503(c)(4)(E) for advanced transportation and congestion management technologies
  - The deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment
  - A project to replace street lighting and traffic control devices with energy-efficient alternatives
  - The development of a carbon reduction strategy developed by the State of Indiana per requirements in 23 U.S.C. 175(d)
  - A project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs
  - Efforts to reduce the environmental and community impacts of freight movement
  - A project that supports deployment of alternative fuel vehicles, including
    - Acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure

- Purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities
    - A project described and in 23 U.S.C. 149(b)(8) for a diesel engine retrofit
    - Any other STBG-eligible project, if the Secretary certifies that the State has demonstrated a reduction in transportation emissions, as estimated on a per capita and per unit of economic output basis (Note: FHWA will issue guidance on how the Secretary will make such certifications)
- **Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Applications:** PROTECT funds represent another new federal-aid program under the Bipartisan Infrastructure Law (BIL), and may be obligated for projects that help to make surface transportation more resilient to climate change and natural disasters. Eligible activities include the following:
  - Resurfacing, restoration, rehabilitation, reconstruction, replacement, improvement, or realignment of an existing eligible surface transportation facility eligible for assistance under 23 U.S.C.
  - Incorporation of natural infrastructure
  - The upgrade of an existing surface transportation facility to meet or exceed a design standard adopted by the Federal Highway Administration
  - Installation of mitigation measures that prevent the intrusion of floodwaters into surface transportation systems
  - Strengthening systems that remove rainwater from surface transportation facilities
  - Upgrades to and installation of structural storm water controls
  - A resilience project that addresses identified vulnerabilities described in the eligible entity's Resilience Improvement Plan
  - Relocating roadways in a base floodplain to higher ground above projected flood elevation levels, or away from slide prone area
  - Stabilizing slide areas or slopes
  - Installing riprap
  - Lengthening or raising bridges to increase waterway openings, including to respond to extreme weather
  - Increasing the size or number of drainage structures
  - Installing seismic retrofits on bridges
  - Adding scour protection at bridges
  - Adding scour, stream stability, coastal, and other hydraulic countermeasures, including spur dikes
  - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, facilitate wildfire control, and provide erosion control
  - Any other protective features, including natural infrastructure, as determined by the Secretary

### **Application Scoring**

The MPO staff shall score new project applications consistent with the adopted *Complete Streets Policy* (<https://bloomington.in.gov/mpo/clearinghouse>) and report score results through Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee meetings.



# FY 2024 - 2028 Transportation Improvement Program Project Request Form

(Please return fully completed form by February 10, 2023)

**Mail:** Bloomington - Monroe County MPO  
401 N Morton Street, Suite 130  
Bloomington, Indiana 47402  
**Email:** [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov)  
**Fax:** (812) 349-3530

## Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT
- \_\_\_\_\_

**Employee in Responsible Charge (ERC):** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

## Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

\_\_\_\_\_  
Employee in Responsible Charge (ERC) Date

## Section 3: Project Information

- A. Project Name: \_\_\_\_\_
- B. Is project already in the TIP?  
 Yes  No
- C. INDOT DES# or INDOT Office of Transit ID# (if assigned): \_\_\_\_\_
- D. Project Location (detailed description of project termini if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Please identify the primary project type (select only one):

- Bicycle & Pedestrian
- Bridge
- Road – Intersection
- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Public Transit
- Other (Specify) \_\_\_\_\_

F. Project Support (local plans, LRTP, TDP, etc.):

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G. Allied Projects:

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H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes     No

If yes, is the project included in the MPO's ITS Architecture?

- Yes     No

I. Anticipated Letting Date: \_\_\_\_\_

### Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases **must** incorporate a four percent (4%) per year inflation factor per BMCMPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

*Note: Fiscal Year 2024 begins on July 1, 2023 and ends on June 30, 2024.*

| Phase          | Funding Source | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | Outlying Years |
|----------------|----------------|---------|---------|---------|---------|---------|----------------|
| PE             |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
| RW             |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
| CE             |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
| CN             |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
|                |                | \$      | \$      | \$      | \$      | \$      | \$             |
| <b>Totals:</b> |                | \$      | \$      | \$      | \$      | \$      | \$             |

## Section 5: Complete Streets Policy

### A. Select one of the following:

- Compliant** - This project is subject to the Complete Streets Policy because it involves the new construction or reconstruction of local roadways that will use federal funds through the BMCMPO for any phase of project implementation. *Additional Information items 1-8 (below) must be submitted for compliant projects.*
  
- Not Applicable** - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*
  
- Exempt** – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

*Justification for Exemption:*

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### B. Additional Required Information:

Please attach to this application form or provide the following information below as required by the Complete Streets Policy to expedite processing of this project request. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

- 1) **Detailed Scope of Work** – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).

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- 2) **Performance Standards** – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.

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- 3) **Measurable Outcomes** – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.).

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- 4) **Project Timeline** – Identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.

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- 5) **Key Milestones** – identify key milestones (approvals, permits, agreements, design status, etc.).

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- 6) **Project Cost** – Identify any anticipated cost limitations, additional funding sources, project timing, and other important cost considerations not included in the table above.

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- 7) **Public Participation Process** – Describe the public participation process (types of outreach, number and type of meetings, etc.), and the benchmark goals for the project (participation rates, levels of outreach, levels of accountability and corresponding response methods to input received, etc.).

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- 8) **Stakeholder List** – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose for being on the list.

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## FY 2024 - 2028 Transportation Alternatives (TA) Project Application

Please complete all relevant fields, attach appropriate documentation, and return an electronic copy to MPO staff at [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov) or [martipa@bloomington.in.gov](mailto:martipa@bloomington.in.gov).

### Detailed Project Description (not to exceed 250 words)

Please identify the project scope, overview, objective, and any other relevant project details.

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### Primary Purpose (Select one)

Please select an appropriate primary project purpose for the identified project. All eligible project types shall have equal consideration during evaluation.

- Construction of bicycle/pedestrian facilities
- Multi-use trail project
- Safe Routes to Schools
- Other (Please Specify) \_\_\_\_\_

### Project Elements (Select all that apply)

- 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 (Engagement, Equity, Engineering, Encouragement, Education, Evaluation)
- Other (Please Specify) \_\_\_\_\_

### Community Support (20 points maximum)

- Does the project have documented state or local community planning support **(10 points maximum)**? Please list each planning document supporting the project and how it provides support.

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- Has the project received letters of support from state or local community organizations **(5 points maximum)**? Please include each letter as a PDF scanned attachment.

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- Has the project been presented at public meetings **(5 points maximum)**?  
Please list the name, date, and location of each meeting.

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**Safety (25 points maximum)**

- a. Does the project location occur on any of the following lists in the MPO's crash reports from the previous five (5) years **(10 points maximum)**? *Please check each list on which the project location appears and indicate which year's crash report the list is in.*
  - Top Locations by Crash Total - Year(s): \_\_\_\_\_
  - Top Locations by Crash Rate - Year(s): \_\_\_\_\_
  - Top Locations by Crash Severity - Year(s): \_\_\_\_\_
  - Eligible HSIP Locations - Year(s): \_\_\_\_\_
  - Top Bicycle and Pedestrian Crash Locations - Year(s): \_\_\_\_\_
- b. How many total crashes occurred within ¼ mile of the proposed project in the previous five (5) years **(5 points maximum)**? \_\_\_\_\_
- c. How many fatal or serious injury crashes occurred within ¼ mile of the proposed project in the previous five (5) years **(5 points maximum)**? \_\_\_\_\_
- d. Does the proposed project improve safety for multiple user groups **(5 points maximum)**?  
*Please check all that apply.*
  - Pedestrians
  - Bicyclists
  - Motorists
  - Transit users
  - Disabled persons

**Utility (25 points maximum)**

- a. Does the project connect to destinations such as parks, schools, libraries, retail centers, or employment centers **(10 points maximum)**? *Please check all that apply.*
  - Public Park
  - School
  - Library
  - Employment
  - Retail

b. Does the proposed project connect to existing bicycling and walking networks **(5 points maximum)**? *Please check all that apply.*

- Multi-use trail
- On-street bikeway
- Sidepath
- Sidewalk
- Signed bike route or greenway

c. How many transit routes and transit stops are located within the proposed project, or are located within ¼ mile of the proposed project **(5 points maximum)**?

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d. Does the project enhance bicycle and pedestrian access for traditionally underserved/Environmental Justice residents as identified in the MPO's *2045 Metropolitan Transportation Plan* (<https://bloomington.in.gov/mpo/metropolitan-transportation-plan>) **(5 points maximum)**?

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**Project Readiness (30 points maximum)**

a. What percentage of preliminary engineering has been completed for the project **(10 points maximum)**? \_\_\_\_\_

b. What percentage of the project right-of-way has been acquired **(10 points maximum)**?

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c. Is this project eligible for a Categorical Exclusion (CE) from National Environmental Policy Act (NEPA) reviews **(5 points maximum)**?

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d. Will the project be fully funded, or a phase of the project fully funded with the funds requested **(5 points maximum)**? \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO THE COMPLETED TAP APPLICATION:**

1. FY 2024 - 2028 TIP Project Request Form
2. Project Area Map
3. NEPA Approval Letter (if applicable)
4. Letters of support (if applicable)

I hereby certify that the information submitted as part of this application is accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **HIGHWAY SAFETY IMPROVEMENT PROGRAM GUIDELINES**

**Last Revised: 12/23/22**

## **Overview**

The Bloomington-Monroe County Metropolitan Planning Organization (BMCMPO) has responsibility 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: (1) low-cost systematic improvements (e.g., sign replacement, backing plates on signal heads, pedestrian countdown signals, etc.), and (2) 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.

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<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

Project selection procedures differ for low-cost systematic and site-specific projects. 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 BMCMPO 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 and, warning 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

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<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/)

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 placement of any new stop sign requires an engineering analysis for justification of placement. The LPA should coordinate the placement of traffic control devices at railroad crossings with the railroad.
- 11) ***Other improvements as authorized by INDOT/FHWA.*** Certain systematic improvements may be authorized on a temporary basis by INDOT and FHWA in order to allow MPOs additional flexibility in spending HSIP funds. These supplemental authorizations, when applicable, will be conveyed to the LPAs during the annual HSIP call for projects.

### **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. 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.

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 20 local 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.

Applications for site-specific improvement projects at eligible locations will be prioritized based on the following criteria (total of 100 points possible):

| <i><b>Factor</b></i>                            | <i><b>Measure</b></i>                            | <i><b>Points</b></i> |
|---|--|----------------------|
| <b>Safety*</b>                                  | More than 2.5 Crashes per MEV                    | <b>30</b>            |
|   | More than 2.0 Crashes per MEV                    | 20                   |
|   | More than 1.5 Crashes per MEV                    | 15                   |
|   | More than 1.0 Crashes per MEV                    | 10                   |
|   | More than 0.5 Crashes per MEV                    | 5                    |
| <b>Benefit/Cost</b>                             | Greater than 10                                  | <b>30</b>            |
|   | Greater than 5                                   | 20                   |
|   | Greater than 2                                   | 10                   |
|   | Greater than 1                                   | 5                    |
|   | Less than (or equal to) 1                        | 0                    |
| <b>Status of Project</b>                        | Construction & ROW plans complete                | <b>25</b>            |
|   | PE & Environmental complete                      | 20                   |
|   | Initial request for construction funding only    | 15                   |
|   | Initial request for construction and ROW funding | 10                   |
| <b>Local Share<br/>OVER Amount<br/>Required</b> | 25% or more additional                           | <b>15</b>            |
|   | 20% or more additional                           | 12                   |
|   | 15% or more additional                           | 9                    |
|   | 10% or more additional                           | 6                    |
|   | 5% or more additional                            | 3                    |
|   | Required local amount                            | 0                    |

\*For projects that apply to a road segment rather than an intersection, crash rates should be calculated per MVMT (Million Vehicle Miles Traveled) rather than MEV (Million Entering Vehicles).

### **Project Application Requirements**

**LPAs must include the following materials in their applications:**

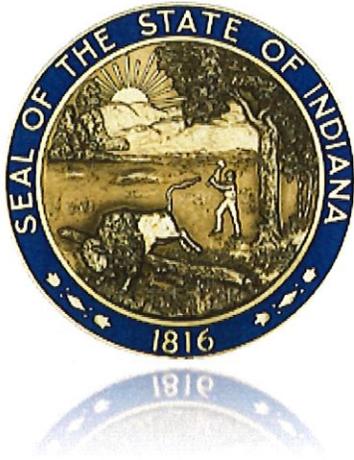
- 1) A cover letter signed by the highest elected official of the LPA that owns or maintains the public road(s) where the proposed infrastructure project will be constructed and a signature by the LPA's highest financial official. The letter shall address all of the following:
  - a) Project intent, 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.
- 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 of the project.
- 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.

### **HSIP Project Selection Process**

The process for awarding BMCMPO HSIP funds to LPA projects shall be as follows:

1. The BMCMPO will issue a Call for Projects.
2. LPAs will submit completed project applications with appropriate supporting materials to the BMCMPO by the Call for Projects deadline.
3. BMCMPO staff will review submitted project applications and, if necessary, work with LPAs to refine or clarify their applications.
4. BMCMPO Staff and LPAs will present project applications to the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC). The CAC and TAC will prioritize the project applications and make recommendations as to which project(s) should be awarded HSIP funding. These recommendations will be forwarded to the Policy Committee.
5. The Policy Committee will approve the local HSIP funding awards.
6. BMCMPO Staff will submit the approved funding awards to INDOT for evaluation by the Traffic Safety Division staff.
7. The Traffic Safety staff will make a final determination regarding the BMCMPO HSIP funding awards.
8. Approved projects will be added to the Transportation Improvement Program (TIP) in accordance with BMCMPO TIP amendment procedures.



# HIGHWAY SAFETY IMPROVEMENT PROGRAM LOCAL PROJECT SELECTION GUIDANCE

*Effective for projects submitted for calls after*

*December 1, 2010*

<http://www.in.gov/indot/div/engineering/shsp.htm>

**Indiana Department of Transportation**

3/21/2014

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Table of Contents

Introduction ..... 4

Guiding Principles ..... 5

Identifying Traffic Safety Problems and Countermeasures ..... 6

HSIP Project Eligibility Requirements..... 7

    Addresses SHSP Emphasis Area ..... 8

    Needs Analysis ..... 8

        Sources of crash data ..... 9

        Safety Summaries ..... 9

    Financial Analysis ..... 10

    Maintenance of HSIP Installations ..... 10

    Post Construction Safety Evaluation..... 10

    Cover Letter ..... 11

Steps to Project Selection ..... 12

    Selection Process for Public Agencies within MPO areas ..... 15

    Selection Process for Public Agencies outside MPO areas ..... 17

    High Crash Location Projects ..... 18

    Low Cost Systematic - Improvement Projects ..... 19

        Short Form Application for High Priority Systematic Countermeasures ..... 19

Programming and Development of Selected Projects..... 23

Appendix ..... 24

    HSIP Local Project Proposal Checklist ..... 25

    Financial Analysis Tools..... 26

    HELPERS Program..... 27

    Glossary..... 28

# Local Highway Safety Improvement Program Project Selection Guidance

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<http://www.in.gov/indot/div/engineering/shsp.htm>

*Effective for projects submitted for calls after July 1, 2010*

## Introduction

The “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” (**SAFETEA-LU**), which was signed into law on August 10, 2005, established the Highway Safety Improvement Program (**HSIP**) as a core Federal-aid program. The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

Detailed provisions pertaining to the HSIP, such as qualifying projects and federal funding share, are defined in Section 148 of Title 23, United States Code (**23 USC 148**). Required provisions include State development of a Strategic Highway Safety Plan (**SHSP**), in consultation with other key State and local highway safety stakeholders, and a number of reporting requirements.

To ensure that application of the HSIP is organized and systematic providing the greatest benefits to safety, the Federal Highway Administration (**FHWA**) has established a formalized HSIP process that consists of three major components: planning, implementation and evaluation. These requirements are contained in Part 924, Title 23 Code of Federal Regulations (**23 CFR 924**).

The US Code, federal regulations and policy guidance are available at [http://safety.fhwa.dot.gov/hsip/policy\\_guide/#code](http://safety.fhwa.dot.gov/hsip/policy_guide/#code).

Complete Federal Highway Administration HSIP guidance is available at <http://safety.fhwa.dot.gov/hsip/>

This Indiana Department of Transportation (**INDOT**) document provides guidance to govern Local Public Agency (**LPA**) participation in HSIP. Presented here are practices for LPA and Metropolitan Planning Organization (**MPO**) activities to identify eligible safety improvement projects for HSIP funding. The features addressed in this document include among others, monitoring network performance relative to traffic safety and screening sites and features for safety issues, identifying feasible crash countermeasures, analyzing cost effectiveness of alternative investment choices and prioritizing needs among candidate projects to deliver an efficient safety program.

Procedures contained in this document are subject to change following evaluation for effectiveness in future guidance.

## Guiding Principles

The impact that traffic crashes have on the economy of Indiana is measured in terms of billions of dollars per year – greater than \$3-Billion in 2009. While property damage crashes provide valuable information on potential safety problems, the federal charge for the application of highway safety funding directs a focus on fatal and severe injury crashes. Consequently, the purpose of local HSIP project funding is to deliver to our road users cost effective countermeasures to hazards identified through data analysis as the greatest contributors to incapacitating injury or fatality producing crashes.

Doing so requires identifying either high crash locations with demonstrated overrepresentation of severe crashes or a systematic application of proven countermeasures to address system-wide safety needs. Since a limited amount of funding is available to make roads safer, Indiana must make fiscally sound choices in where and how to spend safety funding. Governments can have a great number of potential problem sites or systematic safety needs and there is limited HSIP funding to address them. Therefore, consistent systematic rating and prioritization of safety needs and countermeasures is the best means to making wise spending decisions.

In all cases, candidate projects must demonstrate eligibility in order to receive HSIP funding.

## Identifying Traffic Safety Problems and Countermeasures

INDOT requires that projects submitted for funding under the HSIP address a highway safety problem identified as an infrastructure emphasis area in Indiana's SHSP. Table 1 lists eligible HSIP projects and the corresponding Indiana SHSP emphasis areas (Table 2).

**Table 1 Highway Safety Improvement Project Types**

|    | Safety project Type   | SHSP Emphasis Area(s) |
|----|---|-----------------------|
| 1  | An intersection or road segment safety improvement  | 1,2,5                 |
| 2  | Pavement and shoulder widening (including addition of a passing lane to remedy an unsafe condition)   | 1,2                   |
| 3  | Installation of rumble strips or another warning device, if the rumble strips or other warning devices do not adversely affect the safety or mobility of bicyclists, pedestrians, and the disabled  | 1,2                   |
| 4  | Installation of a skid-resistant surface at an intersection or other location with a high frequency of accidents  | 1,2                   |
| 5  | An improvement for pedestrian or bicyclist safety or safety of the disabled   | 5                     |
| 6  | Construction of any project for the elimination of hazards at a railway-highway crossing that is eligible for funding under section 130, including protection devices   | 3                     |
| 7  | The conduct of a model traffic enforcement activity at a railway-highway crossing   | 3                     |
| 8  | Construction of a traffic calming feature   | 5                     |
| 9  | Elimination of a roadside obstacle  | 1                     |
| 10 | Improvement of highway signage to meet MUTCD retroreflectivity requirements and new pavement markings where none existed before   | 2,3,5                 |
| 11 | Installation of a priority control system for emergency vehicles at signalized intersections  | 2,4                   |
| 12 | Installation of a traffic control or other warning device at a location with high crash potential   | 1,2                   |
| 13 | Safety-conscious planning   | All                   |
| 14 | Improvement in the collection and analysis of crash data  | All                   |
| 15 | Planning integrated interoperable emergency communications equipment, operational activities, or traffic enforcement activities (including police assistance) relating to workzone safety   | 4                     |
| 16 | Installation of new guardrails, barriers and crash attenuators where none existed before.   | 1,4                   |
| 17 | Construction, installation and maintenance of signs (including fluorescent, yellow-green signs) at pedestrian-bicycle crossings and in school zones   | 2,5                   |
| 18 | Construction and operational improvements on high-risk rural roads  | 1,2,3,4,5             |
| 19 | A safety project under any other section of USC Title 23 -- includes a project to promote the awareness and education of the public concerning highway safety matters (including motorcyclist safety) and a project to enforce highway safety laws. | 3,5,6                 |

**Table 2 SHSP Emphasis Areas**

|   |  |
|---|--|
| 1 | Lane Departure Crashes   |
| 2 | Intersection Crashes   |
| 3 | Large Vehicle Conflict Crashes (Large Trucks and Trains)   |
| 4 | Roadway Restriction Related Crashes (quick crash clearance and work zone safety)                         |
| 5 | Vulnerable User Crashes (pedestrian, bicycle and motorcycles)  |
| 6 | Human Factor Contribution to Crashes (Alcohol, Occupant Protection, Young Drivers and Dangerous Driving) |

The FHWA provides guidance on safety countermeasures that advance highway safety that should be a consideration in all types of federal aid funding. The Transportation Planner's Safety Desk Reference identifies and summarizes the information in the National Cooperative Highway Research Program (NCHRP) Report 500 Series of interest to transportation planners. It is located on the FHWA Web site at: [http://tsp.trb.org/assets/FR1\\_SafetyDeskReference\\_FINAL.pdf](http://tsp.trb.org/assets/FR1_SafetyDeskReference_FINAL.pdf)

For expanded guidance and information regarding best practices and treatments for specific areas of traffic safety, the complete National Cooperative Highway Research Program (NCHRP), Report 500 series is available on the Transportation Research Board (TRB) web site at <http://pubsindex.trb.org/default.asp>

## **HSIP Project Eligibility Requirements**

All project documentation is subject to review and eligibility determination by the multi-agency Highway Safety Advisory Committee (HSAC). In order to provide advice regarding policy for the various safety programs, the INDOT Office of Traffic Safety has established a multi-agency HSAC. The HSAC will also act as the final authorization body for determination of eligibility of all local safety program project funding decisions. The HSAC will provide oversight of the project selections made by MPOs and will be the direct approving authority for proposed projects from public agencies outside MPO areas. FHWA and INDOT retain the right to refuse funding eligibility to any proposed project that the HSAC finds does not meet the minimum requirements for federal aid safety funding as set out by federal guidance and/or this document.

***Note: INDOT will not approve the use of HSIP funds for projects intended to address capacity enhancement, beautification, economic development, bridge need or to meet federal requirements for a railroad quiet zone. Additionally, annual maintenance needs are not eligible for federal aid.***

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*There are six general requirements guiding HSIP project eligibility:*

**☑ REQUIRED ELEMENT #1**

## **Addresses SHSP Emphasis Area**

The first eligibility requirement for local HSIP funding is that the project must address one of the emphasis areas (see Table 1) in Indiana's SHSP, available at <http://www.in.gov/indot/files/shsp.pdf>

In January 2009, with the promulgation of new HSIP regulations in 23 CFR Part 924, INDOT began a process to evaluate and revise the original SHSP. This action successfully completed in late 2010 with the signing of the SHSP by Governor Mitch Daniels and its endorsement by FHWA.

This new document provides coordination of purpose, data sources, problem identification and emphasis areas. The lead state agencies evaluate implementation action plans annually as part of the following federally required highway safety action plans and reports, Highway Safety Improvement Program (Per 23 CFR 924), Highway-Rail Grade Crossing Safety Action Plan (Per 49 U.S.C. § 202), Highway Safety Plan (Per 23 U.S.C. § 402), and Commercial Vehicle Safety Plan (Per 49 CFR 350).

**☑ REQUIRED ELEMENT #2**

## **Needs Analysis**

The vast majority of crashes involve driver error due to confusion or inattention to traffic and road conditions. However, conditions in the roadway environment often contribute to recurrent crashes that in other situations may not have a negative effect on safety and the causes are sometimes not easy to isolate. Without analysis of the specific situation, the correct set of countermeasures may not be readily apparent. The best practice is to begin all safety evaluations without a preconceived selection of the countermeasure. For high crash locations, a review of the pattern of crashes is most often vital to determining the appropriate set of countermeasures. If review of appropriate data indicates a repeating pattern of crashes at disparate locations or a type of location is encountering high risk of future severe crashes, it may be appropriate to deploy a low cost crash countermeasure systematically over a wide area or corridor.

It is required that selection of countermeasures for an HSIP funded high crash location project employ a review procedure modeled on the RSA process to evaluate conditions and crash history by an interdisciplinary team involving interests including engineering and emergency responders along with parties representing road and/or adjacent land users. While the RSA process utilizes an independent team of experts to bring a fresh perspective to the existing conditions, it is not always practical for the RSA team to work entirely independently of the local road agency but the team's recommendations must always be free of preconceived decisions. The report generated from an RSA process should provide all the documentation necessary to make a decision regarding the use of HSIP funds. Local

public agencies must include in their application, a response to the RSA recommendations. A good place to begin learning about the RSA process is at <http://safety.fhwa.dot.gov/rsa/>.

An RSA may also help define the size and area of treatment for some low cost systematic countermeasures and is the *recommended* approach.

***Note: RSA teams can also be used to review projects under design by other designers to look for those subtle factors that may lead to future crash problems.***

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## Sources of crash data

Review of crash history is a necessary part of discovering sites with safety concerns and is frequently needed to determine the best countermeasure to the safety concerns. The best source of data for analysis of crash histories is provided by the Indiana State Police Vehicle Crash Records System (VCRS) database that is now a part of the Automated Reporting Information Exchange System (ARIES) website. The ARIES system undergoes continual updates and improvement so that crash data is becoming increasingly more available and accurate. Therefore, any multiyear crash analysis should be conducted using the most recent crash data available. Access to this data source is available to MPOs and most LPAs. While ARIES should serve as the primary source for essential crash data, other legitimate sources for reliable data may supplement ARIES data. For example, the Fatal Accident Reporting System (FARS) or local law enforcement sources may be appropriate data sources.

While strictly speaking it is not required to use calendar years as the basis for all multiyear crash history analysis, most of the available and new analysis tools use a calendar basis for their equations so INDOT *recommends* the use of 3 to 5 continuous calendar years for analysis of crash history.

## Safety Summaries

If an LPA lacks the resources to conduct an area-wide crash analysis there are other means to identify sites where safety issues could exist. An LPA may use the annual Five Percent Report or some other pre-approved local safety monitoring process to determine sites for further analysis and possible eligibility for selection as safety projects. Any locally developed safety monitoring process must include crash severity as part of the process. The Five Percent Reports for Indiana and all other states is available on the FHWA website at <http://safety.fhwa.dot.gov/hsip/fivepercent>

The Indiana Criminal Justice Institute (ICJI) provides an Indiana Crash Facts Book on its website at <http://www.in.gov/cji/2572.htm> that contains crash data summaries. While focused primarily upon driver behavior contributions to crashes, planners can find helpful county-level data that can inform comprehensive local safety planning.

**☑ REQUIRED ELEMENT #3**

## **Financial Analysis**

Safety program dollars are limited in amount but they present an opportunity to save lives and prevent severe injuries so it is very important that this funding be used wisely. To use HSIP safety funds in the best manner possible federal requirements currently call for a financial analysis to document the safety benefits versus the project's lifecycle cost. A Benefit/Cost analysis (B/C) is a requirement for individual sites that have a high priority due to severe crash history. For projects proposed to address sites of this type INDOT *recommends* a B/C ratio at or above 2.0 based on acceptable crash reduction factors and an accurate total project cost estimate including all phases of project development is the acceptable financial standard. In all cases, 1.0 is the minimum acceptable B/C ratio.

Fortunately, tools are available to assist the crash and financial analysis process. The Hazard Analysis Tool (HAT) Software provides a relatively easy-to-use benefit/cost analysis form.

**NOTE: LPAs, MPO's and RPO's can obtain HAT software from the INDOT Office of Traffic Safety at no cost.**

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Most systematically applied low cost crash countermeasures also should use a Benefit/Cost analysis to establish financial eligibility. However, some low cost crash countermeasures applied on a system wide basis do not readily lend themselves to conventional B/C analysis so, in those cases, a program planning-based method for prioritizing and assessing the merits of investment choices may be used.

**☑ REQUIRED ELEMENT #4**

## **Maintenance of HSIP Installations**

Where the approved HSIP project involves the installation or placement of new traffic safety devices the LPA will commit in the project agreement to either identify an existing or establish a new maintenance program to maintain the devices. The LPA agrees to replace the devices when damaged or worn out at their own expense per the criteria established by the aforementioned maintenance program.

**☑ REQUIRED ELEMENT #5**

## **Post Construction Safety Evaluation**

Federal guidance for HSIP funding requires that the LPA agree to conduct a post construction safety performance analysis of the project for a pre-established period before and after construction of the project. For those projects that require analysis of crash history, there must be an analysis of crashes of the type identified in the project proposal for a minimum period of three full years before and three full

years after construction of the project is complete. For those systematic improvements that don't lend themselves to approval based solely on analysis of site crash histories a time period will be identified in the project proposal that will define the pre and post construction analysis process used to justify project funding . The post construction analysis report of any projects taking place in communities within an MPO will be submitted to its' MPO for approval while communities outside MPO areas will submit their reports to the Local Technical Assistance Program (LTAP) HELPERS manager for approval. The MPOs and the HELPERS Manager will then forward the reports to the INDOT Traffic Safety Office to meet federal reporting requirements.

**☑ REQUIRED ELEMENT #6**

### **Cover Letter**

Each LPA application must be accompanied by a cover letter signed by the highest elected official of the local public agency (county, city or town) that owns or maintains the public road(s) where the proposed infrastructure project will be constructed. The cover letter must include the following elements:

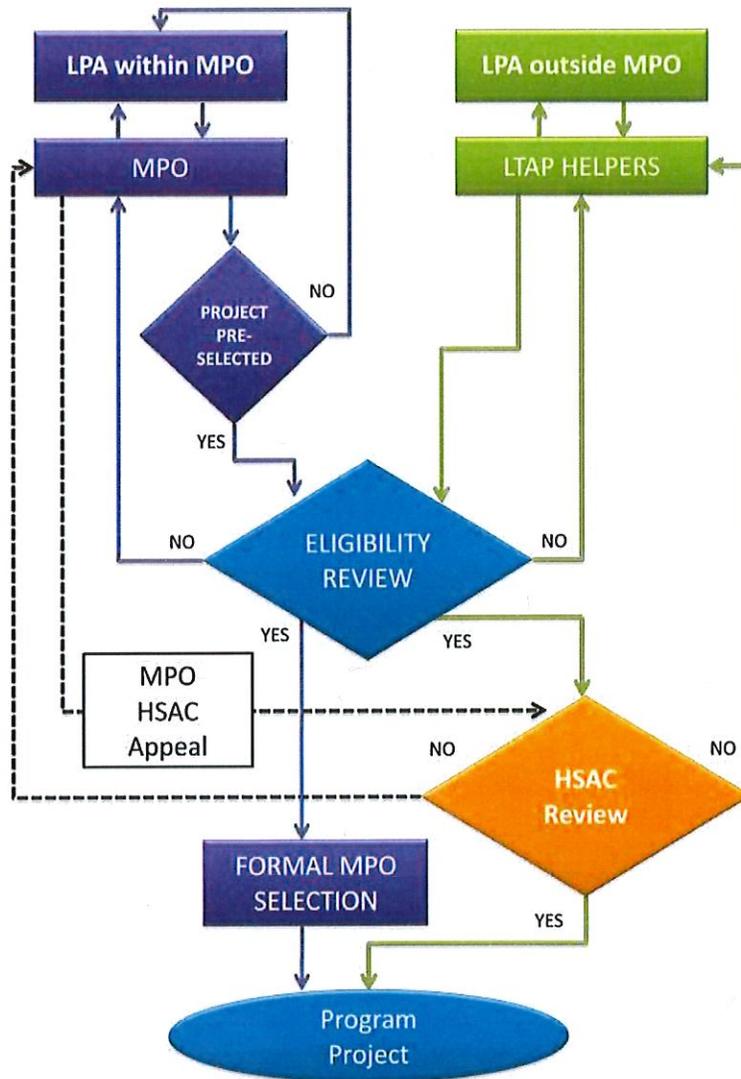
- The project cost estimate including all anticipated phases of project development and construction. This estimate will set the maximum amount of HSIP funding (federal aid and match) being sought.
- The timeline for project development and construction.
- Where new devices are installed, the owner agency must acknowledge the requirement to fund all future maintenance.

## Steps to Project Selection

This section lays out the basic steps that must be followed for a project to be approved for Federal Aid using funding under the HSIP.

Project selection for communities inside of MPO areas will be managed by their MPO. Project selection for communities outside of MPO areas will be managed by the LTAP HELPERS project. HELPERS assist LPA and Rural Planning Organizations (RPO). A description of the HELPERS project can be found in the appendix.

*Chart 1 Project application flow*



An LPA should follow four steps to apply for HSIP project funding:

**☑ STEP #1**

Use a methodical process to establish safety needs

- Any candidate project affecting an INDOT maintained facility must have documented approval from the appropriate INDOT district planning director.
- LPAs may use the annual Five Percent Report or some other pre-approved local safety monitoring process to determine site locations for safety analysis.
- Crash data collection and analysis when required must include a minimum of three continuous years of crash data. The ARIES Web portal at <http://crashreports.in.gov> allows free access for government agencies to Indiana's State Police Crash database, which is the state of Indiana's repository for traffic collision reports completed by all of Indiana's law enforcement agencies. Access can be obtained by filling out a Web Access Agreement, which can be obtained by contacting John Nagle, Safety Management Engineer, (317-232-5464), [jnagle@indot.in.gov](mailto:jnagle@indot.in.gov).
- Traffic volume data from the same years as crash data (when available)
- All relevant roadway inventory and/or condition data.
- Likewise, a rational process must be used to determine need for low cost systematic safety improvements with a known crash reduction factor. Location selection should tie crash history or factors causing greater than normal exposure to crashes to the sites chosen.

**☑ STEP #2**

Prioritize safety needs according to the severity of the problem

- The number or rate of severe crashes can best be expressed by the index of crash costs (Icc) in the HAT software.
- Other pre-approved methods for establishing project priority may be used. MPO partners should contact the INDOT Traffic Safety Office to discuss pre-approval of your suggested prioritization method prior to using an alternate method as part of any call for local safety projects.
- The severity of a safety site can usually be established by using form F1 on the HAT Software version 2.1.79 (distributed after 8/7/2007). The Index of Crash Cost (Icc) indicates the relative severity of an intersection or road segment by number of standard deviations from nominal safety. This is a very good indicator of relative severity.
- Note that the Highway Safety Manual (HSM) method examines a wider variety of road types but does not consider crash severity so the applicant still must identify the number of fatal and severe injury crashes reported at the location.

- Prior to making any application for project funds, an MPO submit an alternate prioritization methodology for review and approval by the HSAC. Note that crash severity is a required element to be used in any alternate method. If the alternate methodology is approved by the HSAC, the LPAs within the planning area of that MPO may be permitted to use it to provide a priority for candidate project applications.

**☑ STEP #3** Use an RSA to identify crash problems and potential solutions for high-crash locations

- The goal of the RSA is to use unbiased safety experts to provide a fresh view of safety needs and to produce recommendations that the roadway owner will consider and provide a response to their recommendations.
- Any LPA contemplating safety improvements to an intersection or road segment should use an RSA process to define the problem(s) and establish alternatives for viable safety improvements. Submission of a candidate location for HSIP funding requires an RSA report to define the safety issue(s) and recommend effective crash countermeasures.
- Information regarding the RSA process is available on the Federal Highway Administration Website at <http://safety.fhwa.dot.gov/rsa/>. LTAP may also be a source of information on the RSA process, and will maintain a list of persons trained to participate on RSA teams.
- Communities outside MPO planning areas may contact the HELPERS program to assist in facilitating an RSA upon request
- The basic elements of an RSA are:
  - Assemble an RSA Team (Independent experts to provide un-biased advice)
  - RSA Team conducts the safety audit (On site inspection and data review)
  - Produce an RSA report including safety improvement recommendations
  - The LPA must provide a written response to the RSA recommendations

**☑ STEP #4** Apply for funding approval through the process established for your LPA

- As described below and in Chart 1, all applications will be submitted via the appropriate organization depending on the planning group of the LPA. Communities inside MPO planning areas submit to their MPO, while communities outside MPO areas submit to the HELPERS Project Manger. Final project eligibility determination will be made by the HSAC.
- The HSAC will conduct up to two calls for candidate projects each year.

- MPOs will determine priorities for safety funding in their area and submit the highest priority candidate HSIP projects to the HSAC for final determination of eligibility.
- Each MPO safety project call concludes with the submission of a list of formally selected projects with prioritized by the fiscal year of construction as reflected in the local TIP.
- No reimbursement of project costs will be made using HSIP funds until project eligibility has been authorized by the FHWA.
- LPAs outside of MPO areas will first submit their candidate project applications to the HELPERS Engineer at LTAP. The HELPERS Engineer will review the applications to determine which candidate projects are appropriate for possible federal aid and will forward those applications to the HSAC for determination of project eligibility.
- Both the MPOs and the HELPERS Project will be responsible for reviewing the candidate applications and will only approve and forward those applications that have appropriate intent to improve safety, use accurate analysis techniques and are complete with all required elements.

### **Selection Process for Public Agencies within MPO areas**

Applications for funding of candidate projects may be submitted by an LPA to the MPO at any time but approval of funding will be withheld by the MPO until the HSAC approves project eligibility at the conclusion of the cycle established for each call for safety projects. Funding applications must be submitted by the MPO on or before the closing date of the project call to be considered for funding in that cycle. After the MPOs have pre-selected safety projects, they will forward a list of the projects and the application documentation to the INDOT Office of Traffic Safety where they will be date stamped and reviewed for completed documentation of need and financial prioritization. If all of the listed project applications are complete, the list of projects from each MPO will be forwarded to the members of the HSAC for finding of eligibility.

**NOTE: Electronic submittals are encouraged and may be sent to:**  
[mholowaty@indot.in.gov](mailto:mholowaty@indot.in.gov)

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INDOT and FHWA retain final authority to deny funding for any project not meeting the requirements set out in FHWA Safety Program Guidance. The Office of Traffic Safety will forward to the HSAC the documentation of any project deemed to have outstanding questions regarding its eligibility for safety funding. The HSAC may then vote three options:

1. The HSAC may vote to approve the funding request as is.
2. The HSAC may table the project funding request and request the LPA to furnish additional justification documentation. The MPO will be asked to remove temporarily the project in

question from their current list of approved safety projects until the needed documentation is submitted and eligibility is approved at the next call for safety projects.

3. The HSAC may vote to deny HSIP funding to the project and inform the MPO to remove the project from their list of approved HSIP projects.

A determination by the HSAC that a project is ineligible for HSIP funding is final. In addition, the HSAC will occasionally select at random project(s) for detailed review.

The intent is that whenever possible, INDOT will report the funding decisions for each MPO within 60 days after a "Call for Safety Projects" has closed. The current intent is to have two such project calls each year.

MPOs each establish their own local process to answer the state calls for projects as well as to meet their obligations under 23 CFR Part 450. This process typically follows these steps:

1. MPO issues a local HSIP call for projects to solicit applications from eligible LPAs in the metropolitan planning area. This call for projects will normally coincide with and support INDOT's call for local HSIP projects to Group III and IV LPAs.
2. Eligible LPAs submit complete project applications to the MPO by the deadline specified in the MPO's call for projects.
3. MPO validates consistency of the proposed project with the adopted Long Range Transportation Plan, determines initial project eligibility under the HSIP Program, and develops a prioritized and fiscally constrained list of eligible projects to be considered by the HSAC this program cycle.
4. MPO uploads the prioritized and fiscally constrained list of projects, along with the project applications and other supporting documentation, to the appropriate section of the Indiana MPO Council FTP Site by the established INDOT deadline for submitting projects to be considered by the HSAC this program cycle.
5. INDOT Office of Traffic Safety disseminates uploaded project applications and support documentation to the HSAC.
6. HSAC evaluates submitted project applications and votes to take one of the following actions regarding each project:
  - a) Approve project eligibility based on the information submitted,
  - b) Delay an eligibility determination until such time as the MPO and the LPA submit any additional information requested by the HSAC, or
  - c) Disapprove the request to fund the project with HSIP funds. A determination by the HSAC that a project is ineligible for HSIP funding is final.

7. INDOT Office of Traffic Safety endeavors to publish and distribute a list of approved/disapproved projects within 60 days of the end of the program cycle to the MPO.
8. MPO notifies the LPA of the HSCA determination.
9. In consultation with the LPA, the MPO selects validated projects to be programmed into the appropriate year of the TIP and STIP.
10. LPA and MPO work with the INDOT District LPA Coordinator to advance programmed projects following procedures contained in the *INDOT LPA Process Guidance Document*.

### **Selection Process for Public Agencies outside MPO areas**

For local public agencies outside MPO areas the HELPERS project will act as the gatekeeper that all applications for federal HSIP funding will have to pass in-order to reach the HSAC for a funding approval decision. The LTAP HELPERS program will contact the MPO and/or RPO for their areas and encourage their participation in all project identification and selection activities, as part of the HELPERS Project.

Funding applications must be submitted by the HELPERS Engineer on or before the closing date of the project call to be considered for funding in that cycle. INDOT and FHWA retain final authority to deny funding for any project deemed not to meet eligibility requirements as described above in the MPO Selection Process.

More detailed information regarding the operation of the HELPERS Project is available at the LTAP Web site at <http://rebar.ecn.purdue.edu/LTAP/TechAssist/HELPERS.aspx>

## High Crash Location Projects

Many cities, towns and counties have intersections or short segments of roadway where a larger than usual share of crashes have occurred. In many cases, the number of crashes may not be much higher than usual but the severity of crashes has been unusually bad. Often these sites call for mid to relatively high cost safety improvements such as curve corrections or intersection improvement projects to add auxiliary turn lanes, roundabouts, Michigan left turn treatments or other innovative intersection designs.

Candidate projects intended to correct safety problems at a particular site should address the most severe crash problems identified by the LPA. Locations experiencing a history of fatal and incapacitating injury crashes will have priority over sites with property damage crashes or any other perceived need.

For individual intersections or short road segments a multiyear crash analysis must be presented that clearly demonstrates the safety needs at the location and define the size of the problem. The analysis must use a minimum of three continuous years of crash data (most analysis software uses calendar years) and (when available) reasonably accurate traffic volume data for the same period. The same data set will be used in the economic analysis required as part of the application. In addition, the LPA should have a method to demonstrate that the proposed project has been prioritized using an approved method and is one of the highest safety needs in the LPA's area.

It is required that LPAs use the statewide Vehicle Crash Records System (VCRS) database maintained by the Indiana State Police and available via the ARIES website as the source for crash data. LPA's may include local law enforcement sources of crash data; however, they should include an explanation as to why the local data source is a better choice. Note the failure of a local enforcement agency to meet the requirements of state law and submit all crash records to the Indiana State Police in a timely manner may be cause to deny approval for HSIP funding of candidate projects in that jurisdiction.

## Low Cost Systematic - Improvement Projects

Proposals for the low cost systematic safety improvements noted below require justification documentation aggregated for the entire system as a single improvement project. However, whenever possible, analysis of crash data for a minimum of three continuous years or use of other data as described for each project type that would indicate an exposure to severe crashes at a greater than nominal rate or probability should be documented.

### Short Form Application for High Priority Systematic Countermeasures

Certain High Priority Low Cost Systematic Countermeasures have been amply demonstrated to provide a very strong benefit to safety in the state of Indiana. As a result, certain pre-selected types of systematic improvements need only submit a cover letter from the LPA and a form with project information. The form is located in the appendix. From the list below of Low Cost Systematic Countermeasures, items (1, 2, 3, 4, 5, 6 and 10) may use this simplified application process.

***NOTE: Any federal-aid project is subject to review by the FHWA. LPA's are responsible for executing, documenting and recording a process that establishes installation priorities. Although submission of the process and determinations is not required for short-form project applications, LPA's are strongly encouraged to document their projects thoroughly.***

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### Low Cost Systematic Countermeasures

1. **High Priority** ♦ **Conduct replacement of outdated regulatory, warning and guide signs to meet MUTCD retroreflectivity requirements – Form Application Eligible!**

The basis for this project type is to assist LPAs on meeting the federally mandated time requirements to upgrade warning, regulatory, and guide signs to current standards of the Manual of Uniform Traffic Control Devices (MUTCD) and allow for the use of local HSIP funds to accomplish the needed upgrades. The federal policy can be found at:

[http://safety.fhwa.dot.gov/roadway\\_dept/night\\_visib/policy\\_guide/](http://safety.fhwa.dot.gov/roadway_dept/night_visib/policy_guide/)

***NOTE: The LPA should use an existing inventory system to determine the regulatory, warning and guide signs that are eligible for replacement. If the LPA lacks an inventory system an RSA process may be used to assess the needs on a representative 10% of the road miles in that jurisdiction. If an RSA is used, creation of an inventory system must be a component of the project.***

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Criteria:

- a) Signs that are known to be in place longer than 10 years
- b) Signs that do not meet MUTCD requirements
- c) Signs that are at the time of the inventory/RSA are damaged to the extent that their nighttime retroreflectivity is inadequate.
- d) Signs that fail to meet minimum retroreflectivity requirements (reference below)

Reference from FHWA website: The standard in Section 2A.09 requires that agencies maintain traffic signs to a minimum level of retroreflectivity outlined in [Table 2A-3](#) of the MUTCD.

***NOTE: An appropriate cost estimate for replacement of selected warning, regulatory, and guide signs with prismatic sheeting will be obtained from two or more sign vendors. If the cost estimate exceeds available funding, replacement of signs may be prioritized on the basis that stop signs and warning signs are highest priority followed by regulatory signs and guide signs.***

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**2. High Priority ♦ Upgrade traffic signals on public road approaches to a minimum of one signal head per travel lane – Form Application Eligible!**

The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations are recommended to be prioritized based on any two or more of the following criteria:

- a) crash history
- b) lcc value
- c) traffic volume
- d) B/C ratio

**3. High Priority ♦ Install black backing plates on all signal heads on a public road approach traffic signal – Form Application Eligible!**

The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations are recommended to be prioritized based on any two or more of the following criteria:

- a) crash history
- b) lcc value
- c) traffic volume

d) B/C ratio

**4. High Priority ♦ Make changes to yellow interval signal timing or interconnect to improve safety on public road approaches – Form Application Eligible!**

The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations are recommended to be prioritized based on any two or more of the following criteria:

- a) crash history
- b) lcc value
- c) traffic volume
- d) B/C ratio

**5. High Priority ♦ Install pedestrian push button and countdown heads on a public road approach traffic signal – Form Application Eligible!**

This countermeasure is described in INDOT Design Standards and is eligible at public road crosswalks. Prioritization of locations are recommended to be made according to a documented pedestrian plan that identifies corridors serving pedestrian traffic generators such as multimodal trails, schools, libraries, retail and central business districts. Proposed locations are recommended to be prioritized on:

- a) traffic volume
- b) estimated pedestrian conflicts

**6. High Priority ♦ Install new pedestrian crosswalk warning signs, flashing beacons, special pavement markings and refuge areas on a public road approach– Form Application Eligible!**

Justification of locations are recommended to be according to a documented pedestrian plan that identifies corridors serving pedestrian traffic generators such as multimodal trails, schools, libraries, retail and central business districts. Proposed locations are recommended to be prioritized based on two or more of the following criteria:

- a) traffic volume
- b) estimated pedestrian conflicts
- c) B/C ratio

7. *Improving visibility of intersections by providing lighting*

The basis for this project type is a well established crash reduction factor associated with this countermeasure. Proposed locations must be prioritized based on two or more of the following criteria:

- a) crash history
- b) traffic volume
- c) estimated pedestrian conflicts
- d) B/C ratio

8. *Install new guardrail end sections upgraded to current standards*

This activity is considered an approved HSIP activity to allow for the replacement of substandard 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 must be prioritized based on any two or more of the following criteria:

- a) crash history
- b) lcc value
- c) traffic volume
- d) B/C ratio

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 must be prioritized based on any two or more of the following criteria:

- a) crash history
- b) lcc value
- c) traffic volume
- d) B/C ratio

**10. High Priority ♦ Passive warning improvement at railroad crossings that lack active warning devices – Form Application Eligible!**

The local highway agency may install (after agreement with the railroad owner) new cross buck assemblies in compliance with the 2009 MUTCD at grade crossings with only passive warning devices.

***NOTE: An engineering study is required to place a stop sign instead of the 2009 MUTCD required yield sign.***

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Improvements are preferable at crossings of short lines and regional railroads. Installing improvements on a rail corridor rather than at 'spot' locations is also preferred. Coordination with INDOT district rail/utility coordinators is mandatory as they can assist LPA's prioritize deployment and secure the required agreement with the railroad owner.

## **Programming and Development of Selected Projects**

Once the LPA has received notification that their candidate project has been approved for funding by the HSAC it is their responsibility to notify the Local Programs Coordinator at the appropriate INDOT District Office and schedule an initial meeting to set project parameters. MPOs are responsible for inclusion of approved project(s) in their Transportation Improvement Plan (TIP).

***NOTE: INDOT will not program the approved project(s) into the INDOT scheduling system or include them in the Indiana State Transportation Improvement Program (INSTIP) before the initial meeting with the Local Programs Coordinator.***

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The "INDOT LPA Process Guidance Document" provides the process by which all LPA projects proceed through project development to contract letting.

After a determination of eligibility and notification of federal approval via FHWA Fiscal Management Information System (FMIS) form, HSIP funds are eligible for reimbursement of expenses for the preliminary engineering, right of way and construction phases of the project. (Including but not limited to environmental documentation, railroad coordination, utility coordination and construction inspection/engineering).

All projects are expected to be ready for construction no later than four years after approval for HSIP funding. After this date, the LPA must make a request for time extension with an explanation of the project development delay and a new proposed timeline for project completion. The HSAC retains the right to cancel funding of projects that fail to make acceptable progress toward construction within the approved timeline. The project owner or their designee will report on project status at the completion of every project development stage to the appropriate INDOT district LPA coordinator.

## **Appendix**

*HSIP Local Project Proposal Checklist*

*Financial Analysis Tools*

*HELPERS Program*

*Glossary*

*Application for High Priority Low Cost Systematic Highway Safety Improvement Project*

## HSIP Local Project Proposal Checklist

- Cover letter signed by highest elected official of the local public agency (county, city or town) that owns or maintains the public road(s) where the proposed infrastructure project will be constructed.
- Statement of project Intent (e.g. proposed project elements) must address one of the emphasis areas in the current Indiana Strategic Highway Safety Plan.
- project location (County, Township, City/Town and roadway)
- Work Type
- Total project cost (P.E., R/W, Const.)
- Project timeline with dates (P.E., R/W, Const.)
- Justification that this is one of the worst problems in your area\*\*
- Financial analysis\*\*
- RSA Report\*\*\*

\*\* Not required for **High Priority Low Cost Systematic Safety Improvement Projects**

\*\*\* Required for **High Crash Location Project** Submittals and while not required for submittal, recommended for low cost countermeasures

## Financial Analysis Tools

The HAT software contains a relatively easy to use form for benefit/cost analysis along with attached lists of crash reduction factors and length of service life for many common crash countermeasures. The list of Crash Reduction Factors (**CRF**) attached to the HAT software was developed specifically for the state of Indiana. However, INDOT recognizes that some possible crash countermeasures may not be defined by this resource so another acceptable CRF source is maintained by The American Association of State Highway and Transportation Officials (**AASHTO**) on-line at:

<http://www.transportation.org/?siteid=35&pageid=1490>.

The Michiana Area Council of Governments (**MACOG**) also has a good tool for that can conduct benefit/cost analysis of proposed safety improvements. There are other software and spreadsheet applications for financial analysis and it can be done by hand.

## HELPERS Program

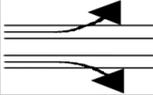
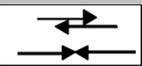
1. Serves as the primary monitor for traffic safety performance on local roads outside of MPO areas – e.g. continued assessment of local road system to determine emerging traffic safety needs. Will work with INDOT in identifying and notifying LPA's of crash high crash locations
2. Receiving information and advising agencies outside of MPO areas regarding problem areas and opportunities to make safety improvements. Will be a point of contact for LPA's for addressing identified traffic safety needs
3. Provide agencies outside of MPO areas with specialized traffic safety technical assistance. Much like the Kentucky Circuit Rider the HELPERS Engineer will provide training and technical assistance in finding those low cost safety improvements that LPA's can make on their own.
4. Carry out and assist LPA staff in performing Road Safety Audits (RSA)'s at the request of local agencies outside of MPO areas. The HELPERS Engineer will have a list of trained volunteers to help conduct RSA's at the request of the LPA
5. Assist agencies outside of MPO areas in making application for available federal safety funding when appropriate. When the findings of an RSA indicate that federal aid may be appropriate, the HELPERS Engineer will assist the LPA in filling out the application for local HSIP funding through the web based local funding application portal. They will also forward all necessary supporting information to the Highway Safety Advisory Committee (HSAC) for review and scoring of the applications prior to the competitive funding selection process. Supporting information such as the RSA Report, HAT analysis and Project Estimate will be used by the HSAC to make project funding decisions.
6. Assist agencies outside of MPO areas in conducting post construction crash analysis required for federally funded safety improvements. One of the unique requirements of federal safety funding is post construction analysis of the projects to determine the success or failure of the improvements made to improve continually the data and processes that reduce fatal and injury crashes. Three years after construction is complete, the HELPERS Engineer will assist/ advise the LPA in completing the necessary post construction analysis.
7. Functions as the Program Oversight for the portion of Highway Safety Improvement Program (HSIP) funds dedicated to agencies outside of MPO areas safety needs. Note that INDOT district LPA Coordinators will still be the primary project managers for individual local federal aid safety projects once they have been selected and programmed for development. The HELPERS Engineer will provide the LPA's with impartial advice in deciding if federal aid funds are a good fit for a particular safety need. The HELPERS program will monitor the progress of approved local HSIP projects and will work with both the HSAC and the LPA's to keep scheduled projects in line with the available HSIP funding for each fiscal year.

## Glossary

23 CFR 924 -- Part 924 of Title 23, Code of Federal Regulations  
23 USC 148 -- Section 148 of Title 23, United States Code  
AASHTO -- The American Association of State Highway and Transportation Officials  
B/C -- Benefit/Cost analysis  
CRF -- Crash Reduction Factors  
FARS -- Fatal Accident Reporting System  
FHWA -- Federal Highway Administration  
INDOT -- Indiana Department of Transportation  
LPA -- Local Public Agency  
LTAP -- Local Technical Assistance Program  
HELPERS -- Hazard Elimination Project for Existing Roads and Streets  
MPO -- Metropolitan Planning Organization  
RPO -- Rural Planning Organization  
ARIES -- Automated Reporting Information Exchange System  
VCRS -- Vehicle Crash Records System  
FMIS -- FHWA Fiscal Management Information System  
HAT -- Hazard Analysis Tool (Software)  
HSAC -- Highway Safety Advisory Committee  
HSIP -- Highway Safety Improvement Program  
HSM -- Highway Safety Manual <http://safety.fhwa.dot.gov/hsm/>  
ICJI -- Indiana Criminal Justice Institute  
lcc -- index of crash costs  
MACOG -- The Michiana Area Council of Governments  
MUTCD -- Manual of Uniform Traffic Control Devices  
NCHRP -- National Cooperative Highway Research Program  
RSA -- Road Safety Audit  
SAFETEA-LU -- The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users  
SHSP -- Strategic Highway Safety Plan  
TIP -- Transportation Improvement Plan  
TRB -- Transportation Research Board

# FY 2024 - 2028 TIP - HIGHWAY SAFETY IMPROVEMENT PROGRAM BENEFIT/COST WORKSHEET

Directions: Fill in all applicable white cells

| <b>HSIP<br/>Benefit/Cost<br/>Worksheet</b>   |                                     | Roadway/<br>Intersection Code(s)  | Location   |  |  |   |   | Study<br>Period<br>Begins | Study Period<br>Ends |       |  |
|--|-------------------------------------|---|--|--|--|---|---|---------------------------|----------------------|-------|--|
|  |                                     | Description of<br>Proposed Work   |  |  |  |   |   |                           |                      |       |  |
| Crash Type / Number  |                                     | Rear End<br> | Sideswipe<br>Same Direction<br> | Left Turn Main Line<br> | Right Angle<br> | Ran off Road<br> | Head On/ Sideswipe -<br>Opposite Direction<br> | Pedestrian                | Other                | Total |  |
| <b>Number of<br/>crashes during<br/>study period</b>   | Fatal<br>F                          |   |  |  |  |   |   |                           |                      |       |  |
|  | Personal Injury (PI)<br>A<br>B<br>C |   |  |  |  |   |   |                           |                      |       |  |
|  |                                     | Property<br>Damage<br>PD  |  |  |  |   |   |                           |                      |       |  |
|  |                                     |   |  |  |  |   |   |                           |                      |       |  |
| <b>% Change in<br/>Crashes (from<br/>FHWA Desktop<br/>Reference for<br/>Crash Reduction<br/>Factors)</b> | Fatal<br>F                          |   |  |  |  |   |   |                           |                      |       |  |
|  | Personal Injury (PI)<br>A<br>B<br>C |   |  |  |  |   |   |                           |                      |       |  |
|  |                                     | Property<br>Damage<br>PD  |  |  |  |   |   |                           |                      |       |  |
|  |                                     |   |  |  |  |   |   |                           |                      |       |  |
| <b>Change in<br/>Crashes (no.<br/>crashes x CRF)</b>   | Fatal<br>F                          |   |  |  |  |   |   |                           |                      |       |  |
|  | Personal Injury (PI)<br>A<br>B<br>C |   |  |  |  |   |   |                           |                      |       |  |
|  |                                     | Property<br>Damage<br>PD  |  |  |  |   |   |                           |                      |       |  |
|  |                                     |   |  |  |  |   |   |                           |                      |       |  |
|  |                                     | Type of<br>Crash  | Study<br>Period,<br>Change in<br>Crashes   | Annual<br>Change in<br>Crashes   | Cost per Crash   | Annual Benefit  |   |                           |                      |       |  |
| Year (Safety Improvement Construction)   |                                     | F   |  |  | \$ 3,400,000   |   |   |                           |                      |       |  |
| Project Cost (excluding Right of Way)  |                                     | A   |  |  | \$ 280,000   |   |   |                           |                      |       |  |
| Right of Way Costs (not included in B/C calculation)   |                                     | B   |  |  | \$ 63,000  |   |   |                           |                      |       |  |
| Traffic Growth Factor  |                                     | C   | 1%   |  | \$ 31,000  |   | <b>Benefit</b>  | \$                        | -                    |       |  |
| Discount Rate  |                                     | PD  | 4.0%   |  | \$ 4,600   |   | <b>Cost</b>   | \$                        | -                    |       |  |
| Project Service Life (n)   |                                     | Total   | 30   | 0.00   | 0.00   | \$ -  | <b>B/C=</b>   |                           |                      |       |  |

**Crash Codes**

- F Fatal
- A Incapacitating Injury
- B Evident Injury
- C Possible Injury
- PD Property Damage Only

**Notes**

Where more than one CRF applies, use the following formula to obtain the combined CRF:  
 CRF = 1 - [(1 - CRF1)(1 - CRF2)(1 - CRF3)]  
 from [http://www.dot.state.mn.us/trafficeng/safety/hes/kentucky\\_report.pdf](http://www.dot.state.mn.us/trafficeng/safety/hes/kentucky_report.pdf); Development of Accident Reduction Factors

See "Calculations" sheet for amortization.





January 17, 2023

## **Call for Project Amendments**

### **Fiscal Years 2023 Transportation Improvement Program Projects**

The Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) hereby announces a Fiscal Year (FY) 2023 Transportation Improvement Program (TIP) Call for Project Amendments for projects that are currently programmed within the Fiscal Year 2022-2026 TIP.

BMCMPPO project amendments must come from Carbon Reduction Program (CRP) and PROTECT program funds which will only include programming awards for FY 2023 ending on June 30, 2023.

Local Public Agency (LPA) applicants for funding from these two (2) programs must have application submissions to the BMCMPPO by **10:00 AM on Friday, January 20, 2023**.

Please contact BMCMPPO staff if you have any questions about this FY 2023 Call for Project Amendments.

Please submit questions and applications electronically to [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov) and [martipa@bloomington.in.gov](mailto:martipa@bloomington.in.gov).

The FY 2023 TIP Call for Project Amendments using CRP and PROTECT funds has the following development and approval schedule:

- |  |                   |
|--|-------------------|
| • Call for Project Amendments Issued   | January 17, 2023  |
| • Amendment Application Deadline   | January 20, 2023  |
| • Technical Advisory Committee (TAC) and Citizens Advisory Committee FY 2023 TIP Amendment Recommendations | January 25, 2023  |
| • Policy Committee (PC) TIP Amendment Approvals  | February 10, 2023 |
| • FY 2023 TIP Amendment Submission(s) to INDOT   | February 13, 2023 |
| • FY 2023 INDOT STIP Amendment Approval  | March-April, 2023 |

### **Funding**

The table below details the funding available for FY 2023 TIP Project Amendments. Please note the following restrictions on the programming of funds:

- **No Rollover:** The annual allocation of funds for each fiscal year must have an expenditure within the specified programmed fiscal year and shall not roll forward to a future fiscal year. Any funds not spent from the fiscal year allocation will be lost. It is therefore very important to be as accurate and realistic as possible about project costs and schedules.

- Fiscal Year 2023:** This single fiscal year has current programmed funding in the adopted FY 2022-2026 TIP with FY 2026 identified as “illustrative” and found on the BMCMPPO website at <https://bloomington.in.gov/mpo/transportation-improvement-program>. This FY 2023 Call for Project Amendments represents a single opportunity for Local Public Agencies (LPAs) to make adjustments to FY 2023 if needed.

**Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO)**  
**FY 2023 TIP Program Amendment Levels\***

| Program                        | FY 2023           |
|--------------------------------|-------------------|
| Carbon Reduction Program (CRP) | \$ 652,394        |
| PROTECT Program                | \$ 121,739        |
| <b>TOTAL</b>                   | <b>\$ 774,133</b> |

\*Source: INDOT Local Share of Federal Formula Apportionments to the BMCMPPO, 01-03-23

\*\*HSIP eligible projects

**Additional Guidance**

Please use the following information as guidance for the preparation of FY 2023 TIP Project Amendment applications.

- Letting Date:** *All projects must identify an assigned Letting Date for inclusion in the TIP* thereby allowing INDOT to build a project schedule when added to their project management system database. FHWA additionally tracks the percentage of projects that go to letting at their original proposed letting date as a measure of MPO performance.
- DES#:** *All projects must have an assigned DES# from INDOT for inclusion in the TIP.* INDOT has a special form for requesting a DES#. INDOT will not amend any project into the State TIP (STIP) without an assigned DES#. Moreover, any projects that propose to use HSIP and TA funding must have their eligibility for such funds approved by INDOT before a project DES# issuance.
- Construction Engineering:** The TIP Project Request Form 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.

**Application Requirements**

LPAs must submit the following (as applicable) for project funding consideration for the FY 2023 TIP Amendments. All applications must have appropriate signatures and dates.

- **TIP Project Request Form:** All LPAs must submit this form for all projects regardless of funding source. This includes any FY 2023 project that is in the current FY 2022-2026 TIP. This FY 2023 Call for Project Amendments represents an opportunity to update schedule and funding information for existing FY 2023 programmed projects as well as to ensure compliance with the Construction Engineering (CE) phase requirements.
- **Carbon Reduction Program (CRP) Applications:** CRP funds represent a new federal-aid program under the Bipartisan Infrastructure Law (BIL), and may be obligated for projects that support the reduction of transportation emissions, including, but not limited to, the following:
  - A project to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems
  - A public transportation project eligible under 23 U.S.C. 142
  - A Transportation Alternative project including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation;
  - A project as described in 23 U.S.C. 503(c)(4)(E) for advanced transportation and congestion management technologies
  - The deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment
  - A project to replace street lighting and traffic control devices with energy-efficient alternatives
  - The development of a carbon reduction strategy developed by the State of Indiana per requirements in 23 U.S.C. 175(d)
  - A project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs
  - Efforts to reduce the environmental and community impacts of freight movement
  - A project that supports deployment of alternative fuel vehicles, including
    - Acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure
    - Purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities
  - A project described and in 23 U.S.C. 149(b)(8) for a diesel engine retrofit
  - Any other STBG-eligible project, if the Secretary certifies that the State has demonstrated a reduction in transportation emissions, as estimated on a per capita and per unit of economic output basis (Note: FHWA will issue guidance on how the Secretary will make such certifications)

- **Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Applications:** PROTECT funds represent another new federal-aid program under the Bipartisan Infrastructure Law (BIL), and may be obligated for projects that help to make surface transportation more resilient to climate change and natural disasters. Eligible activities include the following:
  - Resurfacing, restoration, rehabilitation, reconstruction, replacement, improvement, or realignment of an existing eligible surface transportation facility eligible for assistance under 23 U.S.C.
  - Incorporation of natural infrastructure
  - The upgrade of an existing surface transportation facility to meet or exceed a design standard adopted by the Federal Highway Administration
  - Installation of mitigation measures that prevent the intrusion of floodwaters into surface transportation systems
  - Strengthening systems that remove rainwater from surface transportation facilities
  - Upgrades to and installation of structural storm water controls
  - A resilience project that addresses identified vulnerabilities described in the eligible entity's Resilience Improvement Plan
  - Relocating roadways in a base floodplain to higher ground above projected flood elevation levels, or away from slide prone area
  - Stabilizing slide areas or slopes
  - Installing riprap
  - Lengthening or raising bridges to increase waterway openings, including to respond to extreme weather
  - Increasing the size or number of drainage structures
  - Installing seismic retrofits on bridges
  - Adding scour protection at bridges
  - Adding scour, stream stability, coastal, and other hydraulic countermeasures, including spur dikes
  - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, facilitate wildfire control, and provide erosion control
  - Any other protective features, including natural infrastructure, as determined by the Secretary

### **Application Reviews**

The MPO staff shall review all project amendment applications consistent with FHWA/FTA eligibility guidelines previously noted for the CRP and PROTECT funding categories, and report initial eligibility through Technical Advisory Committee, Citizens Advisory Committee, and Policy Committee meetings.



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N758  
Indianapolis, Indiana 46204

PHONE: (855) 463-6848

**Eric Holcomb, Governor**  
**Michael Smith, Commissioner**

September 27, 2022

To: Anderson MCOG, Bloomington BMCMPPO, Cincinnati OKI, Columbus CAMPO, Evansville EMPO, Fort Wayne NIRCC, Indianapolis IMPO, Kokomo KHCGCC, Lafayette TPAPC, Louisville KIPDA, Muncie DMMPC, Northwest Indiana NIRPC, South Bend MCAG, Terre Haute THAMPO, Southwest Michigan SWMPC, Chicago CMAP

CC: Illinois DOT IDOT, Michigan DOT MDOT, Kentucky TC KYTC

Subject: Indiana 2- and 4-year PM 3 Targets

The Indiana Department of Transportation (INDOT), in collaboration with relevant MPO and State DOT partners, and pursuant to 23 CFR 490, has established new 2- and 4-year PM 3 targets as set below.

| Performance Measure  | 2024 2 Year Target | 2026 4 Year Target |
|--|--------------------|--------------------|
| Interstate Percentage of Person-Miles Reliable (LOTTR)                           | 93.0%              | 93.5%              |
| Non-Interstate Percentage of Person-Miles Reliable (LOTTR)                       | 93.0%              | 93.5%              |
| Truck Travel Time Reliability Index (TTTR)                                       | 1.32               | 1.30               |
| Annual Hours of Peak Hour Excessive Delay (PHED) Chicago/NW Indiana UZA          | 15.6               | 15.9               |
| Annual Hours of Peak Hour Excessive Delay (PHED) Louisville/Southern Indiana UZA | 10.0               | 10.0               |
| Annual Hours of Peak Hour Excessive Delay (PHED) South Bend/SW Michigan UZA      | 2.00               | 2.00               |
| Percent of Non-Single Occupancy Vehicle (Non-SOV) Travel: Chicago/NW Indiana UZA | 32.4               | 32.6               |
| Total Emission Reductions: PM2.5   | 3.0                | 4.0                |
| Total Emission Reductions: NOx   | 690.0              | 725.0              |
| Total Emission Reductions: VOC   | 590.0              | 600.0              |
| Total Emission Reductions: PM10  | 0.02               | 0.03               |
| Total Emission Reductions: CO  | 330.0              | 520.0              |

INDOT has been in contact with the appropriate MPOs and neighbor state DOTs in establishing these targets as part of a collaborative process.

MPOs are asked to direct any questions, comments, or resolutions in support of these targets to:

Reliability, PHED:

Nathan Shellhamer ([NShellhamer@indot.in.gov](mailto:NShellhamer@indot.in.gov)), Corridor Development Office

Non-SOV, Emissions:

Jay Mitchell, ([JayMitchell@indot.in.gov](mailto:JayMitchell@indot.in.gov)), Long Range Planning Office

MPO's have 180 days from the date of this letter to formally support INDOT's targets or establish their own.

Thank You,

A handwritten signature in cursive script that reads "Louis Feagans Jr".

Louis Feagans, INDOT  
Managing Director of Asset Management



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N758xxx  
Indianapolis, Indiana 46204

PHONE: (317) 232-5137

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

October 26, 2022

TO: All Indiana Metropolitan Planning Organizations (MPOs)

Subject: Draft Letter To MPO Council Members – Annual PM1 Safety Target Declaration

Dear Indiana MPO:

The Indiana Department of Transportation (INDOT) has completed the annual process to establish jointly with the Indiana Criminal Justice Institute (CJI) and the MPO Council, the PM1 Safety Performance Targets for the Year 2023. The Indiana Statewide Targets that were established are 5 year averages as follows:

Number of Fatalities = 894.2

Rate of Fatalities = 1.088

Number of Suspected Serious Injuries = 3348.1

Rate of Suspected = 4.068

Number of Non-Motorized Fatalities and Serious Injuries = 399.6

By February 28 – MPOs shall provide documentation to INDOT Office of Traffic Safety that either supports the Statewide PM1 Traffic Safety Performance Targets as established by INDOT for the subject calendar year or provide an alternate set of safety performance targets.

In the case that an MPO chooses to adopt the statewide safety performance targets as established by the INDOT/CJI procedures, the expected documentation is a resolution by that MPO's Executive Committee.

In the Case that an MPO chooses to adopt an alternate set of safety Performance Targets, the expected documentation is a description of the procedure used to set the targets and a resolution by the MPO's Executive Committee adopting the alternative targets.

Sincerely,

Roy Nunnally, Director  
INDOT Technical Planning Division  
Indiana Department of Transportation  
Room N642, 100 N. Senate Avenue,  
Indianapolis, IN 46204

cc: FHWA-Rick Drumm  
INDOT-Jay Mitchell, Mike Holowaty



## FY 2022 - 2026 Transportation Improvement Program Project Request Form

**Mail:** Bloomington - Monroe County MPO  
401 N Morton Street, Suite 130  
Bloomington, Indiana 47402  
**Email:** [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov)  
**Fax:** (812) 349-3530

### Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT**
- \_\_\_\_\_

**Employee in Responsible Charge (ERC):** Karlei Metcalf  
**Phone:** kmetcalfl@indot.in.gov  
**Email:** 812-525-1748

### Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

Karlei Metcalf  
Employee in Responsible Charge (ERC)

11/22/2022  
Date

### Section 3: Project Information

A. Project Name: **Seymour District Lighting**

B. Is project already in the TIP?  
 Yes  **No**

C. DES # (if assigned): **2101785**

D. Project Location (detailed description of project termini): **Repair or replace lighting with LED at various locations in the Seymour District**

E. Please identify the primary project type (select only one):

- Bicycle & Pedestrian
- Bridge
- Road – Intersection
- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.): N/A

G. Allied Projects: N/A

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes     No

If yes, is the project included in the MPO's ITS Architecture?

- Yes     No

I. Anticipated Letting Date: 12/13/2022

## Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

*Note: Fiscal Year 2022 begins on July 1, 2021 and ends on June 30, 2022.*

| Phase | Funding Source | FY 2022 | FY 2023 | FY 2024         | FY 2025 | FY 2026 | Outlying Years |
|-------|----------------|---------|---------|-----------------|---------|---------|----------------|
| PE    |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
| RW    |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
| CE    |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
| CN    | STBG           | \$      | \$      | \$ 2,600,000.00 | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       |                | \$      | \$      | \$              | \$      | \$      | \$             |
|       | <b>Totals:</b> | \$      | \$      | \$ 2,600,000.00 | \$      | \$      | \$             |

## Section 5: Complete Streets Policy

### A. Select one of the following:

- Compliant** - This project is subject to the Complete Streets Policy because it involves the new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for any phase of project implementation. *Additional Information items 1-8 (below) must be submitted for Compliant projects.*
- Not Applicable** - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*
- Exempt** – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

*Justification for Exemption:* \_\_\_\_\_

### B. Additional Information:

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

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

- 8) Stakeholder List – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose for being on the list.

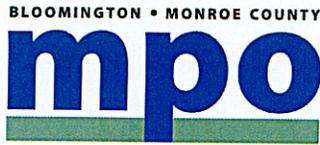
**STIP AMENDMENT and/or MODIFICATION REQUEST**

Date: 22-Nov

Amend  
modification

Requestor: Karlei Metcalf

| Sponsor | DES     | Route   | Work Type                  | Location                              | County  | District | Miles | Federal Category | Asset Program - (State Projects Only) | Phase | Federal   | Match   | 2022 | 2023 | 2024      | 2025 | 2026 | Remarks | Letting Date |
|---------|---------|---------|----------------------------|---------------------------------------|---------|----------|-------|------------------|---------------------------------------|-------|-----------|---------|------|------|-----------|------|------|---------|--------------|
| INDOT   | 2101785 | Various | Repair Or Replace Lighting | Various locations in Seymour District | Various | Seymour  | 0     | STBG             | Safety                                | CN    | 2,080,000 | 520,000 |      |      | 2,600,000 |      |      | None    | 12/13/23     |
|         |         |         |                            |                                       |         |          |       |                  |                                       |       |           |         |      |      |           |      |      |         |              |
|         |         |         |                            |                                       |         |          |       |                  |                                       |       |           |         |      |      |           |      |      |         |              |



# FY 2022 - 2026 Transportation Improvement Program Project Request Form

(Please return form fully completed by April 30, 2021)

**Mail:** Bloomington - Monroe County MPO  
401 N Morton Street, Suite 130  
Bloomington, Indiana 47402

**Email:** [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov)

**Fax:** (812) 349-3530

## Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT
- \_\_\_\_\_

**Employee in Responsible Charge (ERC):** Lisa Ridge  
**Phone:** 812-349-2555  
**Email:** ljridge@co.monroe.in.us

## Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

Lisa Ridge  
Employee in Responsible Charge (ERC)

1-20-2023  
Date

## Section 3: Project Information

- A. Project Name: Vernal Pike Connector Road
- B. Is project already in the TIP?  
 Yes  No
- C. DES # (if assigned): #1702957, #1900406,
- D. Project Location (detailed description of project termini): The new road and bridge construction will connect the new Profile Parkway extension, to Sunrise Greetings Court and Vernal Pike.

E. Please identify the primary project type (select only one):

- Bicycle & Pedestrian
- Bridge
- Road – Intersection
- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.): Monroe County Master Thoroughfare Plan

G. Allied Projects: Profile Parkway Extension

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes     No

If yes, is the project included in the MPO's ITS Architecture?

- Yes     No

I. Anticipated Letting Date: 2/15/2023

### Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

*Note: Fiscal Year 2022 begins on July 1, 2021 and ends on June 30, 2022.*

| Phase          | Funding Source | FY 2022               | FY 2023                | FY 2024   | FY 2025   | FY 2026   | Outlying Years |
|----------------|----------------|-----------------------|------------------------|-----------|-----------|-----------|----------------|
| PE             |                | \$                    | \$                     | \$        | \$        | \$        | \$             |
|                |                | \$                    | \$                     | \$        | \$        | \$        | \$             |
|                |                | \$                    | \$                     | \$        | \$        | \$        | \$             |
| RW             | Local          | \$2,000,000.00        | \$                     | \$        | \$        | \$        | \$             |
|                |                | \$                    | \$                     | \$        | \$        | \$        | \$             |
|                |                | \$                    | \$                     | \$        | \$        | \$        | \$             |
| CE             | Group III      |                       | \$644,185.00           | \$        | \$        | \$        | \$             |
|                | Local Match    | \$                    | \$ 835,515.00          | \$        | \$        | \$        | \$             |
|                | CRP            | \$                    | \$ 297,404.60          | \$        | \$        | \$        | \$             |
| CN             | Group III      | \$                    | \$9,854,000.00         | \$        | \$        | \$        | \$             |
|                | Local Match    | \$                    | \$2,108,393.00         | \$        | \$        | \$        | \$             |
|                |                |                       |                        | \$        | \$        | \$        | \$             |
| <b>Totals:</b> |                | <b>\$2,000,000.00</b> | <b>\$13,739,497.60</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b>      |

## Section 5: Complete Streets Policy

### A. Select one of the following:

- Compliant** - This project is subject to the Complete Streets Policy because it involves the new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for any phase of project implementation. *Additional Information items 1-8 (below) must be submitted for Compliant projects.*
- Not Applicable** - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*
- Exempt** - The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

*Justification for Exemption:* \_\_\_\_\_

### B. Additional Information:

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that "specific information has not yet been determined." Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

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

- 8) Stakeholder List – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose for being on the list.



# ***Monroe County Highway Department***

**501 N. Morton St., Suite 216, Bloomington, IN 47404**  
**(812) 349-2555 Fax (812) 349-2959**  
[www.co.monroe.in.us](http://www.co.monroe.in.us)

January 24, 2022

Vernal Pike Connector Project and the use of CRP Funds

The project involves roadway extension of Sunrise Greetings Court along with a new RR overpass, connecting Sunrise Greetings Court to the newly constructed Profile Parkway. The project will now provide a direct route from Vernal Pike to Profile Parkway and Gates Drive. The land use in the project vicinity is heavy Industrial/Commercial. The project will divert vehicular & truck traffic from the neighboring busy arterials (Curry Pike and Vernal Pike), thereby reducing emissions along those highways. Multiuse path/trail is also being constructed as a part of this project. Furthermore, due to the connection to Profile Parkway and Gates Drive, the new project corridor will also benefit from reduced emissions, due to the recently constructed roundabouts at these intersections.



## FY 2022 - 2026 Transportation Improvement Program Project **Amendment** Form

**Mail:** Bloomington - Monroe County MPO  
401 N Morton Street, Suite 130  
Bloomington, Indiana 47402  
**Email:** [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov)  
**Fax:** (812) 349-3530

### Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT
- \_\_\_\_\_

**Employee in Responsible Charge (ERC):** Patrick Dierkes  
**Phone:** 812-318-2507  
**Email:** patrick.dierkes@bloomington.in.gov

### Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BCMCMPO Complete Streets Policy.

1/17/2023

Employee in Responsible Charge (ERC)

Date

### Section 3: Project Information

A. Project Name: 1<sup>st</sup> Street Reconstruction

B. Is project already in the TIP?  
 Yes  No

C. DES # (if assigned): 1900399

D. Project Location (detailed description of project termini):  
1<sup>st</sup> Street from Fairview Street to College Avenue (some utility and infrastructure work may extend west as far as Patterson Drive or as far east as Walnut Street depending on detailed design)

E. Please identify the primary project type (select only one):

- Bicycle & Pedestrian
- Bridge
- Road – Intersection
- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.):

**BMCMPPO 2040 Metropolitan Transportation Plan** – Goals include “Promote projects that focus on improving safety for all;” “Directly focus on maintaining existing transportation facilities before building new ones;” “Encourage development patterns that are walkable, bikeable, and readily served by public transit;” and “Encourage infill development to most effectively utilize existing utilities and infrastructure.” This project improves multimodal safety and serves to facilitate infill development in a very central area of Bloomington where short trip lengths are particularly conducive to walking and bicycling.

**BMCMPPO Complete Streets Policy** – Goals include “To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development” and “To ensure that the safety and mobility of all users of the transportation system are accommodated....”

**Bloomington Comprehensive Plan** – Policies include “In land use decisions, require sufficient density through infill, redevelopment, and reuse of vacant or under-utilized parcels to support multimodal transportation and discourage urban sprawl;” “Consider all ages, all abilities, and all modes, including pedestrians, bicyclists, transit vehicles, emergency responders, and freight when planning, designing, modifying, and constructing transportation facilities;” and “Prioritize safety and accessibility over capacity in transportation planning, design, construction, and maintenance decisions.”

**Bloomington Transportation Plan** – “The 2018 Comprehensive Plan identifies the need to take a multimodal transportation approach to planning in Bloomington.” The plan also notes that “All facilities for pedestrians must be designed for safety, accessibility, and comfort.”

**Redevelopment Strategies for the Bloomington Hospital Site** – This report prepared by the Urban Land Institute details the need and vision for this area including a focus on dense, infill redevelopment that supports multimodal transportation.

**BMCMPPO FY2020-2024 Transportation Improvement Program** – Project is currently programmed for federal funding.

G. Allied Projects:

IU Health Hospital Redevelopment, Switchyard Park

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes     No

If yes, is the project included in the MPO’s ITS Architecture?

- Yes     No

I. Anticipated Letting Date: February 10, 2023

## Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

Note: Fiscal Year 2022 begins on July 1, 2021 and ends on June 30, 2022.

| Phase          | Funding Source | FY 2022   | FY 2023      | FY 2024 | FY 2025 | FY 2026 | Outlying Years |
|----------------|----------------|-----------|--------------|---------|---------|---------|----------------|
| PE             | Local          | \$        | \$           | \$      | \$      | \$      | \$             |
|                |                | \$        | \$           | \$      | \$      | \$      | \$             |
|                |                | \$        | \$           | \$      | \$      | \$      | \$             |
| RW             | Local          | \$ 90,000 | \$           | \$      | \$      | \$      | \$             |
|                |                | \$        | \$           | \$      | \$      | \$      | \$             |
|                |                | \$        | \$           | \$      | \$      | \$      | \$             |
| CE             | Local          | \$        | \$ 333,001   | \$      | \$      | \$      | \$             |
|                | CRP            | \$        | \$ 100,000   | \$      | \$      | \$      | \$             |
|                |                | \$        | \$           | \$      | \$      | \$      | \$             |
| CN             | Local          | \$        | \$ 875,297   | \$      | \$      | \$      | \$             |
|                | STP            | \$        | \$ 2,699,085 | \$      | \$      | \$      | \$             |
|                | TAP            | \$        | \$ 376,965   | \$      | \$      | \$      | \$             |
|                | PROTECT        | \$        | \$ 121,739   | \$      | \$      | \$      | \$             |
|                | CRP            | \$        | \$ 301,914   | \$      | \$      | \$      | \$             |
| <b>Totals:</b> |                | \$ 90,000 | \$ 4,808,001 | \$      | \$      | \$      | \$             |

This 1/17/2023 project amendment updates existing funding based on actual availability, adds Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) funds, and adds Carbon Reduction Program (CRP) funds.

PROTECT funds are eligible for use for the categories of “Strengthening systems that remove rainwater from surface transportation facilities, Upgrades to and installation of structural storm water controls, ... Increasing the size or number of drainage structures.” The majority of the existing 1<sup>st</sup> Street within the project limits does not have adequate stormwater infrastructure, and this project will install a modern stormwater system for the length of the project. The number of drainage structure will be substantially increased in order to remove rainwater from the roadway.

CRP funds are eligible for use in the category of “A Transportation Alternative project including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.” The 1<sup>st</sup> Street project is already approved to utilize Transportation Alternatives funding. The existing street does not have continuous sidewalks on both sides of the street, and this project will construct new, accessible sidewalks and curb ramps on both sides of the street.

## Section 5: Complete Streets Policy

### A. Select one of the following:

- Compliant** - This project is subject to the Complete Streets Policy because it involves the new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for any phase of project implementation. *Additional Information items 1-8 (below) must be submitted for Compliant projects.*
- Not Applicable** - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*

- Exempt** – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

*Justification for Exemption:* \_\_\_\_\_

**B. Additional Information:**

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

- 1) Detailed Scope of Work – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).

This project is expected to reconstruct portions of existing 1st Street to include continuous and accessible sidewalks on both sides of the street, install enhanced pedestrian crosswalks, improve/replace the traffic signal equipment at 1<sup>st</sup>-College, replace old underground utility infrastructure, and provide accessible accommodations for existing transit stops.

The project seeks to reduce conflicts between modes by providing separated and continuous sidewalks on both sides of the street (the existing street does not have continuous sidewalks on both sides and the portions of existing sidewalk do not include tree plot separation as desired). The project will improve access management by removing numerous driveway cuts that were previously used by the hospital. The project will also be designed to discourage high traffic speeds in order to improve safety for all modes of transportation. The City’s Transportation Plan designates this street as a neighborhood greenway, meaning that it will need to be designed to have calm motor vehicle traffic so that bicyclists are able to operate safely and comfortably within the street. Improvements at the signalized intersection would include accessible pedestrian equipment, signage updates, optimized traffic signal timings, signal head backplates, and a new traffic signal controller (existing equipment will be ~30 years old). The project is also expected to repave or reconstruct the existing asphalt roadway and perform maintenance/replacement/extension of existing underground utilities such as storm sewer systems.

This street reconstruction is necessary in general to improve safety and connectivity for all modes of transportation and it is necessary specifically to facilitate infill redevelopment of the current hospital site. This is a very central area of Bloomington where the short trip lengths are particularly conducive to walking and bicycling. As the hospital site redevelops the demands on this street are expected to increase substantially.

The primary geographic focus of this project is on 1<sup>st</sup> Street from Fairview Street to College Avenue. However, detailed design may lead to utility or other infrastructure work that could extend as far west as Patterson Drive or as far east as Walnut Street. All of 1<sup>st</sup> Street in this area is currently within City right of way. However, it is possible that small amounts of right of way or temporary right of way acquisition will be required.

- 2) Performance Standards – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.

Project will be constructed to optimize safety and comfort for users of all ages and abilities and all modes of transportation. Project will comply with PROWAG, the City’s adopted accessibility standards. Project will comply with all required environmental and historical regulations per the federal process. Project will have an appropriate maintenance of traffic plan to accommodate all users during construction.

- 3) Measurable Outcomes – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.).  
Project priorities include improving safety (as detailed in #1) and expanding capacity by adding facilities for non-motorized modes that connect to other existing pedestrian and bicycle facilities. By improving pedestrian and bicycle connections this project will improve the City’s ability to transport people while also working toward goals of equity and sustainability. This street is expected to receive increased pressure as the area redevelops. Furthermore, this project connects to the existing B-Line Trail and is less than half a mile from Bryan Park, Switchyard Park, Building Trades Park, Seminary Park, and Waldron/3<sup>rd</sup> Street Park. The project is also less than one mile from four elementary schools, one high school, the MCCSC Academy of Science and Entrepreneurship, and Indiana University. The project also connects to multiple lower income residential areas and the area is expected to redevelop with significantly more residential housing.
  
- 4) Project Timeline – Identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.  
Preliminary engineering is underway. Public participation is expected in 2022. Right of way acquisition, if necessary, is expected in 2022. Construction is expected in 2024.
  
- 5) Key Milestones – identify key milestones (approvals, permits, agreements, design status, etc.).  
All permits will be applied for at the appropriate time in project development. Preliminary engineering is underway. Public participation is expected in 2022. Right of way acquisition, if necessary, is expected in 2022. Construction is expected in 2024.
  
- 6) Project Cost – Identify any anticipated cost limitations, additional funding sources, project timing, and other important cost considerations not included in the table above.  
Local funding match is being provided by an existing Tax Increment Financing district.
  
- 7) Public Participation Process – Describe the public participation process (types of outreach, number and type of meetings, etc.), and the benchmark goals for the project (participation rates, levels of outreach, levels of accountability and corresponding response methods to input received, etc.).  
Project will be presented to the MPO committees and Bloomington Bicycle and Pedestrian Safety Commission. Those groups will receive updates about the project during development. Individual property owners adjacent to the project will be contacted after right of way impacts are determined. The Hospital Re-Use Steering Committee will also provide input on the project. At least one public information meeting will be held during design. Additional meetings or hearings may be necessary. Final details on public participation will be developed during the design phase. All comments and questions regarding the project will be considered and addressed as appropriate.
  
- 8) Stakeholder List – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose for being on the list.  
INDOT, BMCMPPO, various City of Bloomington Departments, City of Bloomington Utilities, Bicycle and Pedestrian Safety Commission, adjacent neighborhood associations, adjacent property owners/tenants, and other interested parties.



## FY 2022 - 2026 Transportation Improvement Program Project **Amendment** Form

**Mail:** Bloomington - Monroe County MPO  
401 N Morton Street, Suite 130  
Bloomington, Indiana 47402  
**Email:** [clemensr@bloomington.in.gov](mailto:clemensr@bloomington.in.gov)  
**Fax:** (812) 349-3530

### Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT
- \_\_\_\_\_

**Employee in Responsible Charge (ERC):** Neil Kopper  
**Phone:** 812-349-3913  
**Email:** koppern@bloomington.in.gov

### Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

*Neil Kopper*

1/17/2023

Employee in Responsible Charge (ERC)

Date

### Section 3: Project Information

- A. Project Name: High Street Intersection Modernizations and Multiuse Path
- B. Is project already in the TIP?  
 Yes  No
- C. DES # (if assigned): 2200020
- D. Project Location (detailed description of project termini): High Street from Arden Drive to 3<sup>rd</sup> Street. This project may be reduced or phased based on federal funding award or other constraints.

E. Please identify the primary project type (select only one):

- Bicycle & Pedestrian
- Bridge
- Road – Intersection
- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.):

**BMCMPO 2040 Metropolitan Transportation Plan** – Goals include “Promote projects that focus on improving safety for all” and “Pursue possible funding opportunities to increase trail/path use and investment.”

**BMCMPO Complete Streets Policy** – Goals include “To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development” and “To ensure that the safety and mobility of all users of the transportation system are accommodated....”

**Bloomington Comprehensive Plan** – Policies include “Consider all ages, all abilities, and all modes, including pedestrians, bicyclists, transit vehicles, emergency responders, and freight when planning, designing, modifying, and constructing transportation facilities” and “Prioritize safety and accessibility over capacity in transportation planning, design, construction, and maintenance decisions.”

**Bloomington Transportation Plan** – “The 2018 Comprehensive Plan identifies the need to take a multimodal transportation approach to planning in Bloomington.” The plan also notes that “All facilities for pedestrians must be designed for safety, accessibility, and comfort.” This multiuse path is specifically listed as MU-8 recommended project.

G. Allied Projects:

Jackson Creek Trail Project (which includes multiuse path on High from Rogers to Arden)

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes     No

If yes, is the project included in the MPO’s ITS Architecture?

- Yes     No

I. Anticipated Letting Date:   October 8, 2025  

## Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

*Note: Fiscal Year 2022 begins on July 1, 2021 and ends on June 30, 2022.*

| Phase | Funding Source | FY 2022 | FY 2023    | FY 2024    | FY 2025 | FY 2026      | Outlying Years |
|-------|----------------|---------|------------|------------|---------|--------------|----------------|
| PE    | Local          | \$      | \$ 172,550 | \$         | \$      | \$           | \$             |
|       | STBG Group III | \$      | \$ 439,720 | \$         | \$      | \$           | \$             |
|       | CRP            | \$      | \$ 250,480 | \$         | \$      | \$           | \$             |
| RW    | Local          | \$      | \$         | \$ 857,890 | \$      | \$           | \$             |
|       | STP            | \$      | \$         | \$ 242,110 | \$      | \$           | \$             |
| CE    | Local          | \$      | \$         | \$         | \$      | \$ 640,000   | \$             |
|       |                | \$      | \$         | \$         | \$      | \$           | \$             |
| CN    | Local          | \$      | \$         | \$         | \$      | \$ 2,638,244 | \$             |
|       | STP            | \$      | \$         | \$         | \$      | \$ 2,992,243 | \$             |

|  |                |    |            |              |    |              |    |
|--|----------------|----|------------|--------------|----|--------------|----|
|  | TAP            | \$ | \$         | \$           | \$ | \$ 169,513   | \$ |
|  | <b>Totals:</b> | \$ | \$ 862,750 | \$ 1,100,000 | \$ | \$ 6,440,000 | \$ |

This 1/17/2023 project amendment updates existing funding based on actual availability and adds Carbon Reduction Program (CRP) funds. CRP funds are eligible for use in the category of “A Transportation Alternative project including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.” The High Street project is already approved to utilize Transportation Alternatives funding. Among other multimodal improvements, the primary purpose of this project is to construct a multiuse path for use by pedestrians, bicyclists, and other non-motorized forms of transportation.

## Section 5: Complete Streets Policy

### A. Select one of the following:

- Compliant** - This project is subject to the Complete Streets Policy because it involves the new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for any phase of project implementation. *Additional Information items 1-8 (below) must be submitted for Compliant projects.*
- Not Applicable** - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*
- Exempt** – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

*Justification for Exemption:* \_\_\_\_\_

### B. Additional Information:

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

- 1) Detailed Scope of Work – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).

This project will construct multimodal safety and mobility improvements on High Street from Arden Drive to 3<sup>rd</sup> Street. Project improvements are expected to include sidewalk curb ramps, accessible bus stops, multiuse path, and traffic signal modernizations.

The project seeks to reduce conflicts between modes by constructing a multiuse path to connect to the existing (currently under construction) multiuse path and Jackson Creek Trail south of Arden Drive. Accessible bus stops will be constructed to complement the existing transit routes on the street. The traffic signals at Hillside Drive, 2<sup>nd</sup> Street, and 3<sup>rd</sup> Street will each be more than 30 years old when this project goes to construction. These traffic signals require replacement due to their age, but also to provide safety improvements such as signal head backplates, accessible pedestrian pushbuttons and countdown timers, and modern equipment capable of incorporating signal timings optimized to accommodate all modes. The intersection at 3<sup>rd</sup> Street will be evaluated for a realignment that is expected to significantly reduce delay by removing split phasing. All intersections will be evaluated for options to provide shorter pedestrian crosswalks. The project will also pursue other geometric modifications to reduce crash risk by encouraging speed limit compliance. The project will include signage and marking updates to improve predictability.

- 2) Performance Standards – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.

Project will be constructed to optimize safety and comfort for users of all ages and abilities and all modes of transportation. Project will comply with PROWAG, the City’s adopted accessibility standards. Project will comply with all required environmental and historical regulations per the federal process. Project will have an appropriate maintenance of traffic plan to accommodate all users during construction.

- 3) Measurable Outcomes – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.).

Project priorities include improving safety (as detailed in #1) and expanding capacity by adding facilities for non-motorized modes that connect to other existing pedestrian and bicycle facilities. By improving pedestrian and bicycle connections this project will improve the City’s ability to transport people while also working toward goals of equity and sustainability. This project connects to the existing Jackson Creek Trail and is less than half a mile from Southeast Park and the YMCA. The project is also less than one mile from five elementary schools and Indiana University.

- 4) Project Timeline – Identify anticipated timelines for consultant selection, public participation, design, right-of-way acquisition, construction period, and completion date.

Preliminary engineering consultant selection and design will begin in 2023. Public participation is anticipated in 2024. The project will be constructed along an existing right of way, but additional right of way acquisitions will be completed in 2025. Construction would take place during 2026.

- 5) Key Milestones – identify key milestones (approvals, permits, agreements, design status, etc.).

All permits will be applied for at the appropriate time in project development. Key milestones will include Stage 3 and Final Tracings plan submissions.

- 6) Project Cost – Identify any anticipated cost limitations, additional funding sources, project timing, and other important cost considerations not included in the table above.

The City’s local match portion will depend upon available/awarded federal funding levels. This project may need to be reduced or phased based on federal funding award or other constraints.

- 7) Public Participation Process – Describe the public participation process (types of outreach, number and type of meetings, etc.), and the benchmark goals for the project (participation rates, levels of outreach, levels of accountability and corresponding response methods to input received, etc.).

Project will be presented to the MPO committees and Bloomington Bicycle and Pedestrian Safety Commission. Those groups will receive updates about the project during development. Individual property owners adjacent to the project will be contacted after right of way impacts are determined. At least one public information meeting will be held during design. Additional meetings or hearings may be necessary. Final details on public participation will be developed during the design phase. All comments and questions regarding the project will be considered and addressed as appropriate.

- 8) Stakeholder List – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose for being on the list.

INDOT, BMCMPPO, various City of Bloomington Departments, City of Bloomington Utilities, MCCSC, IU, BT, Bicycle and Pedestrian Safety Commission, adjacent neighborhood associations, adjacent property owners/tenants, and other interested parties.