



Bloomington/Monroe County Metropolitan Planning Organization
TIP Project Form (Updated 01/03/2017)

Transportation Improvement Program Project Request Form

NOTE: This form must be completed in its entirety in order for a new project to be considered for inclusion in the Transportation Improvement Program (TIP) **OR** to make changes to an existing project already programmed in the TIP. Please complete all parts, including signature verification and attach support materials before returning to BMCMPPO staff at the address listed below.

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

-OR-

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

1. Public Agency Information (Fill in all applicable fields):

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

Contact Name ([ERC](#)): _____ Phone: _____ Fax: _____

Address: _____

Email: _____

2. Project Information: (Fill in all applicable fields):

- Project Name: _____ DES Number: # _____
- Is this project already in the TIP? ☐ Yes ☐ No
- Project Location (detailed description of project termini or attach an illustration): _____
- Brief Project Description: _____
- Support for the Project (e.g. Local plans, LRTP, TDP, etc.): _____
- Allied Projects (other projects related to this one): _____
- Does the project have an Intelligent Transportation Systems component? _____
If so, is the project included in the [MPO's ITS architecture](#)? _____

3. Financial Plan:

Identify ***ALL*** anticipated project costs for all phases, including total anticipated project costs beyond the four years to be programmed in the TIP (i.e. outlying years). Please identify any illustrative phases or costs in *italics*.

Note: Fiscal Year runs from July 1 to June 30 (ie: FY 2016 starts 7/1/15 and ends 6/30/16.)

Phase	Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	Outlying Years
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
	Totals:	\$	\$	\$	\$	\$

Construction Engineering/Inspection:

- Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections? ☐ Yes ☐ No ☐ N/A

Year of Implementation Cost:

- Has a four percent (4%) inflation factor been applied to all future costs? ☐ Yes ☐ No

4. Complete Streets

New Projects – If this is a new project to be included in the TIP, then section III **MUST** be completed.

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

Not Applicable – If project is subject to the Complete Streets Policy, check the **Not Applicable** box and proceed to Section 5.

Complete Streets Applicability and Compliance – Check one of the following:

- ☐ **Not Applicable** – If project is Not Applicable, please skip to Section 5. The project is not subject to the Complete Streets Policy because it is a transit project, a non-road project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, a ‘grandfathered’ local roadway project included in the TIP before the adoption of the policy, or is a project that uses federal funds which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*
- ☐ **Compliant** - The project will accommodate all users of the corridor. The project is new construction or reconstruction of local roadways that will use federal funds through the BMCMPPO for **any** phase of project implementation. *Additional Information items 1-8 (below) must be submitted for compliant projects.*
- ☐ **Exempt** - The project is unable to accommodate all users of the corridor due to certain circumstances or special constraints, as detailed in Section IV of the CS Policy. *Additional Information items 1, 4-8 (below) must be submitted for exempt projects.*

Reason for exemption: _____

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

- 1) **Detailed Scope of Work** – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) **Performance Standards** – List specific performance standards for 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 and roll for being on the list.

5. Verification

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

Signature

Date