

INDIANA TRANSPORTATION ENHANCEMENT (TE) PROGRAM GUIDE

2009



APPLICATIONS DUE: August 21, 2009

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<1> What is the Indiana Transportation Enhancement Program?

A provision of the Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA) required states to set aside ten percent of their Surface Transportation Program (STP) funds for projects that enhance the existing transportation system. Each state has the flexibility to create a program to best suit its respective needs within the limits of the law. This program was continued and somewhat expanded in 1997 under TEA-21 (Transportation Equity Act for the 21st Century). The program continues unchanged under the new transportation bill SAFETEA-LU.

Based on Indiana's anticipated apportionment, INDOT will award approximately \$20 million in federal transportation funds. These funds can provide a **reimbursement** of no more than **80 percent** of a project's eligible costs.

Transportation enhancements (TE) are transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's multi-modal transportation system. The transportation enhancement program funds a variety of non-traditional projects, with examples ranging from the restoration of historic transportation facilities, to bike and pedestrian facilities, to landscaping and scenic beautification, and to the mitigation of water pollution from highway runoff. Maintenance, operations, & staffing costs are not eligible for TE funding.

Transportation enhancement funding is a cost reimbursement program. **At least 20 percent** of a project's cost must be paid by the applicant. The authorized federal participation will be a fixed or "*capped*" amount; any costs above the authorized amount will be the responsibility of the project sponsor.

<2> What kinds of projects are considered transportation enhancements?

The following is a list of activities and facilities eligible for funding under the Transportation Enhancement (TE) Program.

1. Provision of facilities for pedestrians and bicycles
2. Acquisition of scenic easements and scenic or historic sites
3. Scenic or historic highway programs (including provision of tourist and welcome center facilities)
4. Landscaping and other scenic beautification
5. Historic preservation
6. Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
7. Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bike pathways)
8. Control and removal of outdoor advertising
9. Archaeological planning and research
10. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
11. Provision of safety and educational activities for pedestrians and bicyclists
12. Establishment of Transportation Museums

<3> What are the typical project components?

Preliminary engineering (PE)

- Engineering & Design
- Environmental

Right-of-way/**Acquisition**

- Scope of work meeting to be held before any work is accomplished to ensure compliance with the INDOT Land Acquisition requirements.

Construction

- The State will advertise for construction bids, award and make payments to the contractor. The bid letting and this funding activity take place when all the above described activities have been accomplished.
- In some cases, for projects under \$50,000, the initiating agency may accomplish the work by Force Account Agreement. This is where the initiating agency would subcontract some of the work and use local forces on the rest.
- Construction engineering (**CE**)/supervision is required on all projects. It is important that this be factored into your budget and the appropriate supervision of the contractor is accounted for. This cannot exceed 15% of the Total Project Cost.
- Final Construction Record, which includes daily reports, material records, quantities for payment and documentation on the project to satisfy INDOT and federal audit procedures.
- Agreement between the State and Local initiating agency must first be executed to accomplish this.
- Expenditures made prior to a funding award may not be eligible for re-imburement or considered for match.

<4> What monetary issues do the applicants need to consider?

This program is primarily a reimbursement program that follows rules established for federal and state highway programs. It is one in which prior approved expenses are reimbursed. When a project is selected, a “*fixed*” or “*capped*” amount is reserved for that project. The only way for this amount to increase is for the project to receive subsequent awards in following cycles. Any expenses beyond the Federal allocation are at the *Applicant’s cost*.

Eligible Match

- This program does not allow Federal funds to be paid up front, as do some federal grant programs. *Please note: money expended prior to project approval cannot be reimbursed.* Acquisition of right-of-way, by either purchase or donation, should only be done after there is an approved environmental document and the public involvement requirements have been satisfied.
- Federal highway program rules do not allow the use of other federal transportation funds to match federal transportation enhancement funds. State funds, local funds, private donations, and some non-transportation federal funds (etc.) may serve as an eligible match
- All cash match must come through the Local Public Agency (LPA). The LPA will enter into an agreement with INDOT delineating their responsibilities including the requirement to provide matching funds. The initiating agency will be required to provide their matching funds to INDOT shortly after the bids are accepted. INDOT will make construction progress payments as the project progresses and funds are expended.
- *If the project currently has interest or rights in real property within the project area, it should be documented what those interests or rights are in all phases of the project and what the terms are.*

Land Donations

- The fair market value of donations of needed right-of-way by private entities (property owners) may be used as part of the local match for federal funds. These donations must involve the transfer of real property interest from a private entity to an LPA or the non-profit project sponsor. All donors must be fully informed of their rights to be compensated. The use of private donations for matching funds must be approved in advance by INDOT. Federal considerations concerning right-of-way acquisition apply. Know these requirements before undertaking any right-of-way activities.

<5> How will the transportation enhancement program be managed?

Each District and MPO will be responsible for selection and monitoring of project(s) process within their respective areas.

<6> Who can apply?

All projects must be submitted by a state agency or city, county or town. In all rural areas, the highest local elected official having jurisdiction and responsibility for project implementation must approve projects. The highest local elected official of each jurisdiction must approve multi-jurisdictional projects.

State agencies can also propose and develop their own enhancement projects, either as part of the Indiana Statewide Transportation Improvement Program (INSTIP) or as independent projects.

Federal legislation and the State of Indiana encourages the participation of citizen groups and not-for-profit corporations interested in enhancement projects; however, please note all applications must be submitted by an LPA..

<7> Application Process

All applications shall include the following (using the current form available from web site):

1. Completed INDOT Transportation Enhancement Application Form and all applicable category application pages that apply. Please keep application brief and to the point, not to exceed 35 pages. Limit each application to one project.
2. Include additional information pages, maps, pictures, letters of commitment/public support, etc. Also submit a detailed budget for your total project with itemized cost estimate, remembering the \$1,000,000 upper limit for federal funds for projects outside the MPO urbanized area. These projects should be phased accordingly.
3. The signature page must be signed by the highest local elected official.
4. One electronic file (not to exceed 5MB in size) of each application is required for projects outside the MPO urbanized area: two electronic copies if inside an MPO urbanized area.
5. Re-submissions for future cycles will be accepted; however, the application must be updated and needs to observe the latest guidance and requirements. You must show progress on previously awarded projects if seeking additional funding.
6. Here is a bulleted list of six suggestions when submitting an application for a TE project.

- Matches showing more than 20% are looked upon favorably.
- Phase project outside the MPO urbanized area to accommodate \$1,000,000 maximum award per “call”.
- Stay within the guidelines of the application. Do not exceed page limitations. Do not leave any applicable areas blank.
- Public interest and support are required and must be illustrated.
- Select the most applicable category as it applies to your project. Selecting the wrong category(ies) could result in the wrong committee members reviewing your application and thus, scoring them poorly.
- You must demonstrate a relationship between your project and surface transportation.

<8> What are the Criteria for TE projects?

Pedestrian/Bicycle Facilities

Bicycle and pedestrian facilities include a variety of non-motorized transportation projects available to the general public. These projects must not be limited to recreational only facilities. Projects in this category must connect to more than one location, such as a residential, a school or work center. Any projects meeting these basic requirements can be considered. Projects exhibiting one or more of the following characteristics will be assigned higher priority than similar projects without these key features:

- Viable transportation alternatives capable of relieving congestion and/or improving air quality, especially projects supportive of multi-modal transportation.
- Projects requesting funding to acquire land for bicycle/pedestrian facilities.
- Multi-jurisdictional projects.
- Projects that join or extend an existing bicycle/pedestrian facility.
- Contributes to a local or state bicycle/pedestrian system identified in plans adopted by the appropriate governing entity.
- Multi-use facilities accommodating more than one group (i.e. hikers, walkers, runners, bicyclists of all types, cross-country skiers, skaters, horse riders, the physically challenged, families, the elderly, etc.), especially facilities serving utilitarian and recreational travel needs. Typically, such facilities are more than 10 feet wide.
- Projects that include support facilities to enhance pedestrian/bicycle travel, such as rest rooms, drinking fountains, picnic shelters and bicycle racks.
- Applicants that have not received Transportation Enhancement funds for bicycle/pedestrian facilities in the past.

Proposed projects should **not** seek to establish at grade pedestrian crossings of active railroad lines. If a project does require an at grade crossing, the applicant should be prepared to discuss what action it will take to ensure the safety of pedestrians as well as the railroad that would be affected. Under **Indiana Code 8-6-1-7**, an entity that plans to establish a public grade crossing **must petition and receive approval** from INDOT’s Rail Office before a crossing can be established.

Safety and Educational Activities for Bicyclists and/or Pedestrians

Eligible activities under this category include events and materials that promote increased safety of non-motorized travelers. School-aged children are especially targeted for safety materials. Events include but are not limited to bicycle rodeos, safe crossing initiatives, and expenses associated with hosting conferences specifically addressing pedestrian and bicycling safety. Registration and travel expenses for attending conferences are not eligible under this category. Events must be accessible to the general public and materials must be available free to the public.

Acquisition of Easements for Scenic or Historic sites

- Includes the use of funds for the purchase, transfer, or trade of property interest or real property (land) which has significant aesthetic, natural, visual or open space values. Use of funds is limited to lands and property listed in or eligible to be listed: the National Register of Historic Places, Indiana Register of Historic sites and structures, the National Natural Landmarks Registry, or the Indiana Natural Areas Registry.
- Acquisition activities should reinforce scenic or historic highway programs, state and local tourism effort, historic preservation efforts or efforts to conserve natural resources.
- In all instances, an appropriate state or local not-for-profit entity should be identified to hold title to the ownership interest, which is being acquired. For example, title to a scenic easement might be given to the Department of Natural Resources, a county parks department or a not for profit group such as the Natural Lands Trust or Historic Landmarks Foundation. The significant physical features of any property interest that is acquired can be protected through the use of protective covenants, deed restrictions, easements, purchase of development rights and/or ownership.
- Funds may be used for transaction costs of land acquisition including appraisals, surveys, legal costs, or purchase costs. Easements shall remain in perpetuity. Any organization that acquires an interest in property shall have the resources to monitor and/or enforce appropriate mechanisms to preserve the scenic or historic interests that are acquired. The State of Indiana shall have a remainder interest should the holder of an easement cease to exist for any reason.

Scenic or Historic Highway Programs

Currently, Indiana has two nationally designated scenic byways the Ohio River Scenic Byway and the Historic National Road, and one state byway, Indiana's Historic Pathways. The more significant a route is on an international, national and state level, the more likely it is the route will receive national designation status and consideration for TE funds. A separate process exists for designating scenic byways in Indiana.

Some routes in Indiana carry designations other than scenic byway, such as memorial highways, heritage routes, historical trails, etc. Though these routes are eligible for TE funding under this category of improvements, priority will be given to projects along designated scenic byways, particularly national scenic byways.

- A road or highway must display certain qualities in order to be designated as a scenic byway. It must be scenic, historical, recreational, natural, cultural, or archaeological in character. Many scenic byways feature more than one of these characteristics.
- Any location seeking funds under this category must have legal public access and strong local support.
- Projects along designated byways are preferred for funding under this category of TE projects in Indiana. A specific National Scenic Byway must be identified in connection with a proposed byway project to be considered a priority. Evidence of endorsement by the byway should be provided with the TE application.
- Projects along alternate routes or duplicate routes would not be considered scenic byway projects for the purposes of TE funding.
- Projects that enhance pedestrian or bicycle travel along the scenic byway, memorial highway, heritage route or historic trail would be eligible for TE funding under this category.
- Tourist information and welcome centers specifically associated with the designated scenic byway and developed to enhance travel along the scenic byway will receive priority for Transportation Enhancement funding. Tourist information and welcome centers along other types of routes are also eligible for TE funding.

Landscaping and other Scenic Beautification

Landscape projects that enhance the aesthetic or ecological resources along, or at points of access to, transportation facilities and corridors.

- Projects must be part of a comprehensive strategy for the area in which the improvement will be made. Projects should significantly advance state and local tourism, recreation, or community development efforts.
- A proposed landscaping effort should be comprehensive in nature and applicants must demonstrate local long-term capacity to maintain and/or operate any improvements.
- Funds will not be used for routine or incidental maintenance or erosion control activities.

Historic Preservation

These projects must involve properties listed in or eligible for listing in the National Register of Historic Places in order to qualify for funding. Prior to submitting an application for enhancement funding, please contact the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology if a determination of eligibility is needed. Please provide evidence of National Register eligibility with the application.

- Projects that involve mitigation required by federal law are not eligible for funding. Historic preservation projects may include the rehabilitation, preservation, restoration, stabilization, or acquisition of any historic building or object. All project work must meet the Secretary of the Interior's "*Standards for Historic Preservation Projects*".
- Projects in this category should feature resource interpretation. The objective of these projects should be to improve the ability of the public to appreciate the historic significance of the properties involved.
- Projects in this category meeting both of the following criteria will be given particular consideration.

(A) Transportation-related historic properties.

(B) National or statewide historical or architectural significance.

Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities (including historic railroad facilities and canals)

Below are key definitions used in this category of projects.

- "Historic Transportation Buildings" are those associated with the use, construction, or maintenance of any mode of surface transportation, and listed or eligible for listing in the National Register of Historic places.
- "Historic transportation structures and facilities" include tunnels, bridges, trestles, embankments, rails or other non-operational

vehicles, canals, viaducts, towpaths, and locks, stations, and other manmade surface transportation features. All such structures and facilities must be listed in or be eligible for the National Register of Historic Places.

- “Rehabilitation” means returning a property to a contemporary use while preserving the significant historic features of that property.
- “Operation” means providing access and service in a manner that continues a contemporary transportation or non-transportation use and is consistent with the historic character of the property and open to the public.

Projects that include mitigation required by federal law are not eligible for funding. Otherwise, the work must meet the Secretary of the Interior’s “*Standards for Rehabilitation*”.

The following types of projects will be given particular consideration.

- Railroad depots and railroad facilities (including interurban)
- Covered bridges
- Iron truss bridges
- Early 20th Century concrete and masonry bridges, bus depots
- Lighthouses
- Ferries and historic ships or vessels in Indiana waterways

Preservation of Abandoned Railway Corridors

Abandoned railroad rights-of-way are a unique and valuable resource because they transcend political and private property boundaries and provide unparalleled transportation and recreation opportunities. The Indiana Department of Transportation assigns the highest priority to activities that preserve abandoned railroad corridors. All projects must involve right-of-way acquisition. Project initiators must intend to provide for use by the general public. Any projects meeting these basic requirements can be considered.

Projects exhibiting one or more of the following characteristics will be assigned higher priority than similar projects without these key features:

- Non-motorized transportation uses
- Continuous project and over 5 miles long
- Contributes to a local or state bicycle/pedestrian system
- Project joins or extends an existing bicycle/pedestrian facility

Proposed projects should **not** seek to establish a pedestrian public grade crossing at points where the project crosses an active rail line. If a project does require the establishment of a grade crossing, the applicant should be prepared to discuss what action it would take to ensure the safety of pedestrians as well as the railroad, which would be affected. Under **Indiana Code 8-6-1-7**, an entity that plans to establish a public grade crossing **must petition and receive approval** from INDOT’s Rail Office before a crossing can be established. Railroads have actively objected to creating such crossings.

Control and Removal of Outdoor Advertising

Priority will be given to the removal of outdoor advertising signs, displays, and devices on designated scenic byways or in areas where local or state laws or ordinances ban new billboards, and/or in conjunction with other transportation enhancement projects.

Archaeological Planning and Research

“Archaeological planning and research” includes:

- Research on sites eligible for transportation enhancement funds
- Experimental projects in archaeological site preservation and interpretation
- Plans to improve identification, evaluation, and treatment of archaeological sites
- Problem-oriented syntheses, using data derived from (though not limited to) transportation-related archaeological projects
- Development of national and regional research to guide future surveys and data recovery.
- Projects having similar purposes carried out in partnership with other federal, state, and local government agencies and non-governmental organizations.

Projects that include mitigation required by federal law are not eligible for TE funding.

Projects that involve the following will receive particular consideration:

- Identification of prehistoric and historic archaeological sites in planned or future transportation rights-of-way.
- Identification of important archaeological sites along existing transportation routes.
- Interpretation of important archaeological sites along historic transportation routes as part of tourism.

Mitigation of Water Pollution due to Highway Runoff and Reduced Wildlife Mortality

This category is for facilities and programs that minimize pollution from transportation facility storm water runoff in environmentally sound ways beyond the current requirements and procedures for such mitigation. Projects that demonstrate aesthetic and ecological mitigation methods and that enhance recharge will be considered. This category of Enhancement improvements can also fund facilities that reduce wildlife injuries and fatalities due to vehicle traffic. It is important that these facilities help maintain or improve habitat connectivity.

Establishment of Transportation Museums

Museums designed to commemorate surface transportation are eligible for funding through the Transportation Enhancement Program. This category can be used to fund a new museum facility, add on a transportation wing to an existing facility, or convert an existing building. Purchase of artifacts necessary for the creation and operation of the facility are eligible. TE funds are not intended to reconstruct, refurbish, or rehabilitate existing museums or portions of museums that are not for transportation purposes. All buildings must be ADA compliant and the museum must be open to the public and have at least 1 full-time professional employee.

<9> How will potential projects be selected for funding?

Each MPO will determine (1) the membership of its selection committee, (2) its project selection criteria, (3) its limitations, if any, on the number of applications an LPA may submit for new and/or existing projects, (4) its limitations on funding, if any, per project, and (5) which eligible projects to fund and the amount of federal funds allocated to each. LPAs within the urbanized area of an MPO must electronically submit their application(s) to (1) the MPO and (2) the appropriate District Local Programs Coordinator.

Projects outside the MPO urbanized area will be selected based on the criteria contained in the Procedure for Local Federal Aid Programs. A city, county or town may submit a maximum of one (1) new application in addition to applications requesting an increase for existing projects. The maximum award from this "Call" to any applicant is \$1,000,000 in federal funds or the total amount available in its district, whichever is less. LPAs outside the MPO urbanized area must electronically submit their applications(s) to the appropriate District Local Program Coordinator.

Projects submitted by a State agency will be selected based on the Procedure for Local Federal Aid Programs. A state agency may submit applications (1) requesting an increase for existing projects and (2) for new projects. The maximum award from this "Call" to any state agency is \$2,000,000 in federal funds. State agencies must electronically submit their application(s) to Jeanette Wilson at jwilson@indot.in.gov. State agencies having questions regarding the application process may contact her at (317) 232-5496.

Final approval of projects will occur after a final determination call by FHWA.

<10> What is the development time for a typical TE project?

- 1) Environmental, Preliminary Plans, Field Check, 55% Complete, **12 Months**
- 2) Public Hearing, 70% Complete, **16 Months**
- 3) Final Plans, R/W Clear 90% Complete, **20 Months**
- 4) Tracing/Contract Documents, **24 Months**

Total development time is usually 24-28 months. If by 24 months, a Scope-of-Work meeting has not occurred and the project is not demonstrating any progress, the funds available for the project may be rescinded and allocated to another project.

<11> Whom do I contact if I have a question about the overall guidelines?

1. For projects within the MPO urbanized area please contact the appropriate MPO.
2. For projects outside the MPO urbanized area please contact the appropriate District Local Program Coordinator.
3. For State sponsored projects please contact Jeanette Wilson at 317-232-5496 or via email at jwilson@indot.in.gov.

Please see the following list of contacts for the MPO and District phone numbers.

<12> To whom do I send and one electronic copies of the completed application if I am not in an MPO area?

The appropriate MPO or District for the project(s) area. Please see following list

<13> To whom do I send a completed application if the project is inside an MPO urbanized area?

All applications being submitted from an area covered by the urbanized area of the MPO must submit the application to the appropriate MPO. This is required as the MPO is the Transportation planning Authority in the region and is responsible for maintaining the planning documents. Please contact the following [Metropolitan Planning Organization](#) appropriate for your location:

ANDERSON (MCCOG)

Jerrold Bridges, Executive Director; Pete Mitchell, Chief Transportation Planner
Madison County Council of Governments
County Government Center
16 East 9th Street, Room 100
Anderson, IN 46016
(765) 641-9482 FAX: (765) 641-9486
E-mail: jbridges@mccog.net
Website: www.mccog.net

Urbanized area: Anderson, IN; Counties: MADISON, Parts of DELAWARE, HANCOCK, HAMILTON

BLOOMINGTON (BATS)

Tom Micuda, Planning Director; Josh Desmond, Assistant Director;
Patrick Martin, Senior Transportation Planner
City of Bloomington Area Planning Department
P.O. Box 100
Bloomington, IN 47402-0100
(812) 349-3423 FAX: (812) 349-3535
E-mail address: mpo@bloomington.in.gov
Website: www.bloomington.in.gov/planning

Urbanized area: Bloomington, IN; County: MONROE

COLUMBUS (CAMPO)

Kent Anderson, Director
Columbus Area Metropolitan Planning Organization
123 Washington Street
Columbus, IN 47201
(812) 376-2502 FAX: (812) 376-2643
E-mail address: kanderson@campo.in.gov
Website: www.campo.in.gov
Urbanized area: Columbus, IN; County: BARTHOLOMEW, Blue River Township
in Johnson County, and Jackson Township in Shelby County

EVANSVILLE (EUTS)

Brad Mills, Executive Director, Seyed Shokouhzadeh, Chief Transportation Planner
Evansville Urban Transportation Study
1 Northwest Martin Luther King Boulevard.
Civic Center Complex, Room 316
Evansville, IN 47708
(812) 436-7833 FAX: (812) 436-7834
E-mail: bmills@eutsmpo.com ; sshokouhzadeh@eutsmpo.com
Website: www.eutsmpo.com
Urbanized area: Evansville, IN-KY; IN Counties: GIBSON, POSEY, VANDERBURGH, WARRICK

FORT WAYNE (NIRCC)

Dan Avery, Executive Director
Northeastern Indiana Regional Coordinating Council
Room 630 City-County Building
1 Main Street
Fort Wayne, IN 46802
(260) 449-7309 FAX: (260) 449-7682
E-mail: dan.avery@co.allen.in.us
Website: www.acdps.org
Urbanized area: Fort Wayne, IN; Counties: ADAMS, ALLEN, DE KALB, WELLS

INDIANAPOLIS (IMPO)

Lori Miser Executive Director; Philip Roth, Assistant Director
Indianapolis Metropolitan Planning Organization
Suite 1821, City County Building
200 East Washington Street
Indianapolis, IN 46204-3310
Miser - (317) 327-5036 E-mail: lmiser@indygov.org
Roth - (317) 327-5149 E-mail: proth@indygov.org
FAX: (317) 327-5103
Website: www.indygov.org/indympo
Urbanized area: Indianapolis, IN; Counties: BOONE, HAMILTON, HANCOCK,
HENDRICKS, JOHNSON, MARION, MORGAN, SHELBY

KOKOMO (KHCGCC)

Larry Ives, Director; Gene Ferguson, Transportation Planner
Kokomo and Howard County Governmental Coordinating Council
120 E. Mulberry Street, Suite 116
Kokomo, IN 46901
(765) 456-2336 FAX: (765) 456-2339
E-mail: khcgcc@aol.com
Website: www.kokomompo.com
Kokomo and Howard County Governmental Coordinating Council

LAFAYETTE (TCAPC)

Sallie Dell Fahey, Executive Director
Area Plan Commission of Tippecanoe County
20 North Third Street
Lafayette, IN 47901-1209
(765) 423-9242 FAX: (765) 423-9154
E-mail: sfahey@tippecanoe.in.gov Website: www.county.tippecanoe.in.gov/apc/
Urbanized area: Lafayette, IN; County: TIPPECANOE

LOUISVILLE (KIPDA)

Jack Couch, Executive Director; Larry Chaney, Transportation Director;
Mary Lou Hauber, Transportation Planner
Kentuckiana Regional Planning and Development Agency
11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-6084 FAX: (502) 266-5047
E-mail: Jack.Couch@ky.gov ; larry.chaney@ky.gov ; marylou.hauber@ky.gov ;
Website: www.kipda.org
Urbanized area: Louisville, IN-KY; IN Counties: CLARK, FLOYD

MUNCIE (DMMP)

Marta Moody, Executive Director; Hugh Smith, Principal Transportation Planner
Delaware-Muncie Metropolitan Plan Commission
Delaware County Building, Room 206
100 West Main Street
Muncie, IN 47305-2827
(765) 747-7740 FAX: (765) 747-7744
E-mail: mmoody@co.delaware.in.us ; hsmith@co.delaware.in.us
Website: www.co.delaware.in.us/departments/plancommission2
Urbanized area: Muncie, IN; County: DELAWARE

NORTHWEST (NIRPC)

John A. Swanson, Executive Director;
Planning; Steve Strains, Director of Transportation Development
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368-6409
(219) 763-6060 FAX: (219) 762-1653
E-mail: jswanson@nirpc.org ; sstrains@nirpc.org ; kdallmeyer@nirpc.org
Website: www.nirpc.org
Urbanized areas: Chicago, IL-IN, Michigan City, IN-MI;
IN Counties: LAKE, LA PORTE, PORTER Northwestern Indiana Regional Planning Commission (NIRPC)

MICHIANA AREA COUNCIL OF GOVERNMENTS (MACOG)

Sandi Seanor, Executive Director
1120 County-City Building
227 West Jefferson Boulevard
South Bend, IN 46601
Phone 574-287-1829
Fax 574-287-1840
Email macogdir@macog.com
Website <http://www.macog.com>
<http://www.macoggis.com>
Urbanized areas: South Bend, Mishawaka, Elkhart
IN Counties: ST. JOSEPH, ELKHART

TERRE HAUTE (WCIEDD)

Merv Nolot, Executive Director; Ron Hinsenkamp, Chief Transportation Planner;
Jackie Mitchell, Transportation Planner
West Central Indiana Economic Development District, Inc.
1718 Wabash Avenue, P.O. Box 359
Terre Haute, IN 47808-0359
(812) 238-1561 FAX: (812) 238-1564
E-mail: mnolot@westcentralin.com ; rhinsenkamp@westcentralin.com ; jmitchell@westcentralin.com
Website: www.westcentralin.com
Urbanized area: Terre Haute, IN; Counties: CLAY, PARKE, PUTNAM, SULLIVAN, VERMILION, VIGO

CINCINNATI (OKI)

Mark Policinski, Executive Director; Bob Koehler, Deputy Executive Director
Ohio-Kentucky-Indiana Regional Council of Governments
720 East Pete Rose Way, Suite 420
Cincinnati, OH 45202
(513) 621-6300 or (513) 621-7060 FAX: (513) 621-9325
E-mail: mpolicinski@oki.org ; rkoehler@oki.org
Website: www.oki.org
Urbanized area: Cincinnati, OH-KY-IN; IN County: DEARBORN

<14> Who do I contact if I have a question about TE outside an MPO area?

Please consult the local assistance coordinators at INDOT district offices:

Crawfordsville District Area: Please call Joe Spear (765) 361-5228

Fort Wayne District Area: Please call David Armstrong (260) 969-8277

Greenfield District Area: Please call Shahnaz (317) 467-3973

LaPorte District Area: Please call Marcia Blansett (219) 325-7564

Seymour District Area: Please call Brandi Fischvogt (812) 524-3961

Vincennes District Area: Please call Brian Malone (812) 895-7392

<15> If selected, what happens next?

After projects are selected and announced by the Districts and MPOs, they need to be programmed into INDOT's Project Management System (SPMS). This process will assign the project a seven digit designation number (Des#), with the first two digits representing the year. Next a letter will be sent to the LPA (Mayor, Town President, and County Commissioner) notifying them of the award. If the information for "Also Contact" has been completed a copy of the award letter will be sent to that address. This letter will state the Des#, the award amount, and instructions for contacting the appropriate MPO or District Local Programs Coordinator.

After contacting Local Programs Coordinator, an Early Coordination meeting will be scheduled to review your project, explain what costs are eligible as Match or Reimbursable Expenses, and explain the Milestones needed to complete your project.

- Select Qualified Consultant
- Scope of Work Meeting
- Environment Approval
- Preliminary Plan Development
- Field Check
- Public Hearing Requirements
- Right of Way (R/W) Acquisition
- Final Plans
- Tracings

<16> How do I acquire land for my project?

It is important that you contact INDOT before acquiring any land, as there are very specific procedures for acquiring land for federally funded projects. If anything is completed incorrectly, it could seriously affect your project. Please contact your assigned INDOT District for detailed information prior to land acquisition.