



Area Agency on Aging and Independent Living  
Area Development District  
Metropolitan Planning Organization



## **TRANSPORTATION TECHNICAL COORDINATING COMMITTEE**

**1:00 p.m., Wednesday, July 13, 2022**

**KIPDA Burke Room  
11520 Commonwealth Drive  
Louisville, Kentucky 40299**

### **Please review the following notes:**

TTCC members and the public may attend the meeting at 11520 Commonwealth Drive, Louisville KY.

TTCC members and the public may participate, observe, and comment online.

All TTCC members will be provided a unique web-link to the Zoom (video conference) in advance of the meeting should they wish to participate online.

All TTCC voting members when participating online must activate their web cameras during the meeting per Kentucky Open Meetings and Open Records Statutes.

The public may review the meeting materials and find the web-link to the video meeting at: <https://>

<https://www.kipda.org/committees-and-councils/transportation-technical-coordinating-committee/meeting-information/>

There will be a public comment period at the beginning of the TTCC meeting. The public may also submit comments in advance of the meeting by emailing: [KIPDA.trans@kipda.org](mailto:KIPDA.trans@kipda.org).

### **AGENDA**

1. *Call to Order, Welcome, Roll Call*
2. *June 2022 TTCC Meeting Minutes* – Review and approval (see enclosed). **Action Requested.**
3. *Transportation Policy Committee Report* – Staff will review the activities of the June TPC Meeting.
4. *Public Comment Period* – The TTCC Chair will facilitate a review of comments submitted prior to the TTCC meeting and entertain comments offered as part of Agenda Item 4.
5. *Clarksville Heat Island Project* – Heat Relief Coordinator for the Town of Clarksville Bronte Murrell will discuss the town's efforts and planning for improving residents' quality of life through mixed-used development by addressing the growing threat of summer heat.
6. *Amendment 8 to the FY2020-2025 Transportation Improvement Program and Connecting Kentuckiana 2040 Metropolitan Transportation Plan* – Staff will provide information on proposed Amendment 8 to the FY 2025 TIP and CK2040 MTP (see enclosed). **Action Requested**

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7. *Project Evaluation Process* – Staff will discuss changes to the project evaluation process for the ongoing update to the Connecting Kentuckiana 2050 Metropolitan Transportation Plan. **Action Requested**
8. *Project Management Guidebook Update* – Staff will present details on the update to the Project Management Guidebook to reflect the new funding program of the Bipartisan Infrastructure Law. **Action Requested**
9. *Safe Streets for All Grant* – Staff will provide an update on the application process for the Safe Streets for All Grants. This grant aims at improving roadway safety and eliminating or reducing transportation-related fatalities and serious injuries for all roadway users.
10. *Metropolitan Planning Organization Dedicated Funding Program* – Staff will provide updates on the funding obligations for the past quarter to the MPO Dedicated Funding Program.
11. *Department of Transportation Navigator & Thriving Communities Programs* – Staff will present a new resource created by the DOT to provide technical assistance and capacity building resources to improve and foster thriving communities through transportation improvements including a new online portal.
12. *Other Business*
13. *Adjourn*

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**MEETING MINUTES**  
**TRANSPORTATION TECHNICAL COORDINATING COMMITTEE (TTCC)**  
**1:00 p.m., Wednesday, June 8, 2022**  
**In-Person and Via Video Conference**

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**Call to Order**

Chair Keith Griffiee called the meeting to order at 1:01 p.m. After roll call was taken, it was determined that there was a quorum present.

**Review and Approval of Minutes**

**Dirk Gowin, Louisville Metro Public Works & Assets, made a motion to approve the minutes for the April TTCC meeting. Aid Copic, TARC, seconded the motion and it carried with a unanimous vote.**

**Transportation Policy Committee (TPC) Report**

Andy Rush, KIPDA staff, reported on the April and May TPC meetings. No action was required.

**Public Comment Period**

There were no public comments.

**Amendment 7 to the FY 2020-2025 Transportation Improvement Program (TIP) and Connecting Kentuckiana 2040 Metropolitan Transportation Plan (MTP)**

Nick Vail, KIPDA staff, provided information on proposed Amendment 7 to the TIP and MTP. There was discussion. **Dirk Gowin, Louisville Metro Public Works & Assets, made a motion to approve Amendment 7 to the TIP and MTP. Barry Armstrong, City of Mt. Washington, seconded the motion. Larry Summers, City of New Albany, abstained. The motion carried with a majority vote.**

**Socioeconomic 2050 Forecast**

Spencer Williams and Valerie Mohr of KIPDA staff presented the final socioeconomic data for the update to the 2050 MTP. There was discussion. **Matt Meunier, City of Jeffersontown, made a motion to approve the final data. Dirk Gowin, Louisville Metro Public Works & Assets, seconded the motion and it carried with a unanimous vote.**

**Federal Certification Review Update**

Andy Rush, KIPDA staff, provided an update on final preparations for KIPDA's Federal Certification Review scheduled for the end of June. No action was required.

**Safe Streets for All Grant**

Alex Posorske, KIPDA staff, provided details on a federal grant opportunity aimed at improving roadway safety and eliminating or reducing transportation-related fatalities and serious injuries for all roadway users. There was discussion. No action was required.

**2022 Crash Analysis Briefing**

Zach Herzog, KIPDA staff, provided an overview of new crash analysis data to be used in upcoming planning efforts. There was discussion. No action was required.

**2022 Indiana Metropolitan Planning Organization (MPO) Conference**

Greg Burress, KIPDA staff, provided an update on the upcoming Indiana MPO Conference which KIPDA is hosting in October 4-6. No action was required.

**Other Business**

Andy Rush, KIPDA staff, reminded committee members that, when attending the meetings via Zoom, cameras must be turned on according to the Kentucky Open Records and Open Meetings Act.

Keith Griffiee, Chair, announced that construction has begun on KY 44 and thanked everyone involved in the project.

**Adjournment**

The meeting was adjourned at 2:18 p.m.

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Andy Rush  
Recording Secretary

**Members Present:**

Keith Griffiee (Chair)	Bullitt County
Matt Meunier	City of Jeffersontown
Barry Armstrong	City of Mt. Washington
Larry Summers	City of New Albany
Kenan Stratman	City of St. Matthews
Brian Dixon	Clark County
*Noura Akkad	Federal Highway Administration – Kentucky
Nick Creevy	Floyd County
Robin Bolte	Indiana Department of Transportation – Seymour District
Isidro Delgado	Kentucky Transportation Cabinet
Tom Hall	Kentucky Transportation Cabinet – District 5
Andy Rush	KIPDA
Michelle King	Louisville Metro Air Pollution Control District
Michael King	Louisville Metro Economic Development
Dirk Gowin	Louisville Metro Public Works & Assets
Miguel Zamora	Louisville Riverport International
Aida Copic	TARC
Allison Woosley	TARC Accessibility Advisory Council
Claire Johnson	Town of Clarksville
*Bruce Bohne	TRIMARC

**Members Absent:**

\*AARP – Kentucky  
\*Bullitt County Chamber of Commerce  
City of Charlestown  
City of Jeffersonville  
City of Shepherdsville  
Clark County Air Board  
\*Clark County Fire Chiefs Association  
Clark County Planning Commission  
\*Federal Aviation Administration – Memphis  
\*Federal Highway Administration – Indiana  
\*Federal Transit Administration – Region 4  
\*Greater Louisville Inc.  
Indiana Department of Environmental Management  
Indiana Department of Transportation – Public Transportation  
Indiana Department of Transportation – Urban & MPO Section  
\*Indiana Motor Truck Association  
Kentucky Division for Air Quality  
Kentucky Transportation Cabinet – Office of Transportation Delivery  
\*Kentucky Trucking Association  
Louisville Metro Planning & Design Services  
Louisville Regional Airport Authority  
\*Louisville Water Company  
\*Louisville/Jefferson County Metro Sewer District  
\*Oldham Chamber & Economic Development  
Oldham County

Agenda Item #2

Oldham County Planning Commission  
\*One Southern Indiana  
Ports of Indiana – Jeffersonville  
\*River Hills Economic Development District  
\*Southern Indiana Transit Advisory Group  
\*University of Louisville

**Other Attendees**

John Callihan	AECOM
Karlei Metcalf	Indiana Department of Transportation – Seymour District
Larry Chaney	Kentucky Transportation Cabinet – District 5
Tracy Lovell	Kentucky Transportation Cabinet – District 5
Greg Burress	KIPDA
Randall Embry	KIPDA
Elizabeth Farc	KIPDA
Jarrett Haley	KIPDA
Zach Herzog	KIPDA
Valerie Mohr	KIPDA
Alex Posorske	KIPDA
Jeremeih Shaw	KIPDA
Randy Simon	KIPDA
Nick Vail	KIPDA
Spencer Williams	KIPDA
Mike Hill	Lochmueller Group
Craig Butler	Louisville Metro Air Pollution Control District
Bradley Coomes	Louisville Metro Air Pollution Control District
Amanda Deatherage	Louisville Metro Public Works & Assets
Douglas Smith	WSP USA
Ethan Ackerson Law	
Diana Mitchen	
Dan O'Dea	
Shannon Smith	
Ryan	

\* Denotes Advisory Members



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## Agenda Item #6

### MEMORANDUM

TO: Transportation Technical Coordinating Committee

FROM: Nick Vail

DATE: July 5, 2022

SUBJECT: Amendment 8 to the Connecting Kentuckiana 2040 Metropolitan Transportation Plan (MTP) and FY 2020-2025 Transportation Improvement Program (TIP)

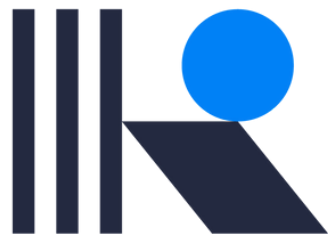
KIPDA staff is ready to present Amendment 8 to the committees for consideration. There was no air quality conformity analysis due to the fact these projects are considered air quality exempt and do not impact the region's air quality. The public comment period lasted 15 days from June 24<sup>th</sup> through July 8<sup>th</sup> with a virtual open house from 5-6pm on July 6<sup>th</sup>. Greg Burress will send all public comments to the Transportation Policy Committee (TPC) members as part of their 15-day review.

**Action is requested from TTCC to recommend TPC approval of Amendment 8 to the Connecting Kentuckiana 2040 MTP and the FY 2020-2025 TIP.**

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**K I P D A**

Kentuckiana Regional Planning  
& Development Agency

## Amendment 8

# Connecting Kentuckiana 2040 Metropolitan Transportation Plan & Fiscal Year 2020 - 2025 Transportation Improvement Program (TIP)

Scheduled for TPC Approval on

*July 28, 2022*



<b>TIP Action:</b>	N/A				
<b>MTP Action:</b>	Revise project description and purpose & need				
<b>Exempt/Non-Exempt:</b>	Exempt	<b>Model Impact:</b>	No impact to model		
<b>Project Sponsor:</b>	Clarksville	<b>KIPDA ID:</b>	3019	<b>State ID:</b>	TBD
<b>County</b>	Clark	<b>Parent ID:</b>	N/A	<b>Group ID:</b>	N/A
<b>Project Name:</b>	Stansifer Avenue Streetscape Improvements		<b>Total Estimated Cost in MTP (i.e. CK 2040):</b>	\$5,000,000	
			<b>Total Cost Programmed in TIP to Date:</b>	N/A	
<b>Funding Source:</b>	N/A		<b>Open to Public Date:</b>	2026	
<b>Description:</b>	The project is a complete overhaul of Stansifer Avenue from Akers Avenue to South Clark Blvd. The roadway will have new landscaped medians, curb and gutter, the addition of on-street parking, narrowing of the lane widths and drainage improvements. <b>The project will also include pedestrian sidewalk upgrades and widening to at least 5' and designated bike lanes.</b>				
<b>Purpose &amp; Need:</b>	Stansifer Avenue is directly off of I-65 and is a key exit for the Town's South End Redevelopment, as well as Orgin park. The Town recently built a new Fire Station on Stansifer Avenue and is working to redevelop the area. Stansifer Avenue is seen as one of the Gateway's to the Town. It will provide main access to two large development areas in Town. However it is unsafe. The lanes are almost 20 feet wide in some areas, which lead drivers to think that there are two lanes, when there is only one. This causes confusion and can lead to unnecessary accidents. The roadway also lacks parking and drainage. It needs improvement <del>access</del> <b>across</b> the board.				
<b>FY 20-25 TIP Funding:</b>	N/A				

\*This phase will only be shown in the TIP for illustrative purposes since it is outside of the first four years of the FY20-25 TIP.



<b>TIP Action:</b>	Add project				
<b>MTP Action:</b>	Add project				
<b>Exempt/Non-Exempt:</b>	Exempt	<b>Model Impact:</b>	No impact to model		
<b>Project Sponsor:</b>	Indiana Department of Transportation (INDOT)	<b>KIPDA ID:</b>	NEW	<b>State ID:</b>	1902858
<b>County</b>	Clark	<b>Parent ID:</b>	N/A	<b>Group ID:</b>	N/A
<b>Project Name:</b>	Henryville Welcome Center Reconstruction	<b>Total Estimated Cost in MTP (i.e. CK 2040):</b>		\$27,432,500	
		<b>Total Cost Programmed in TIP to Date:</b>		N/A	
<b>Funding Source:</b>	Surface Transportation Block Grant (STBG) - State	<b>Open to Public Date:</b>		2027	
<b>Description:</b>	Rest area modernization project in Henryville on I-65 north bound at mile marker 22.				
<b>Purpose &amp; Need:</b>	The Henryville Welcome Center will be reconstructed to help meet the needs of the traveling public. The welcome center building will be redesigned to accommodate a higher volume of travelers and the parking lot will be reconfigured to increase truck parking spaces by a minimum of 36 spaces.				
<b>FY 20-25 TIP Funding:</b>	FY 2023 Preliminary Engineering phase with the following STBG-ST funds: \$2,678,400 (Federal) + \$297,600 (Other) = \$2,976,000 (Total)  *FY 2025 Construction phase with the following STBG-ST funds: \$21,902,400 (Federal) + \$2,433,600 (Other) = \$24,336,000 (Total)				
<b>TIP Action:</b>	Add project				
<b>MTP Action:</b>	Add project				
<b>Exempt/Non-Exempt:</b>	Exempt	<b>Model Impact:</b>	No impact to model		
<b>Project Sponsor:</b>	Kentucky Transportation Cabinet (KYTC)	<b>KIPDA ID:</b>	NEW	<b>State ID:</b>	05-22066.00
<b>County</b>	Bullitt	<b>Parent ID:</b>	N/A	<b>Group ID:</b>	N/A
<b>Project Name:</b>	I-65	<b>Total Estimated Cost in MTP (i.e. CK 2040):</b>		\$59,400,000	
		<b>Total Cost Programmed in TIP to Date:</b>		N/A	
<b>Funding Source:</b>	National Highway System (NHS)	<b>Open to Public Date:</b>		2024	
<b>Description:</b>	Address condition of I-65 from milepoint 104.7 to milepoint 110.7.				
<b>Purpose &amp; Need:</b>	Improve pavement condition				
<b>FY 20-25 TIP Funding:</b>	FY 2022 Design phase with the following NHS funds: \$4,860,000 (Federal) + \$540,000 (Other) = \$5,400,000 (Total)  FY 2023 Construction phase with the following NHS funds: \$48,600,000 (Federal) + \$5,400,000 (Other) = \$54,000,000 (Total)				

\*This phase will only be shown in the TIP for illustrative purposes since it is outside of the first four years of the FY20-25 TIP.



# AMENDMENT 8 SCHEDULE

Connecting Kentuckiana (CK) 2040 Metropolitan Transportation Plan (MTP)  
Fiscal Year (FY) 2020 - 2025 Transportation Improvement Program (TIP)

## WHY ARE THERE AMENDMENTS TO THE MTP & TIP?

New projects that are not regionally significant and qualify as Group Projects, as well as many minor changes to existing projects, can be added through an administrative modification. Administrative modifications can be processed within 30 days.

New projects and project changes that do not fit the criteria above must be added to the MTP and/or TIP through an amendment. There are many reasons why a project must be amended. Adding a regionally significant project that does not fit KIPDA's Group Projects policy or changing the scope of a roadway project to add a travel lane are both examples of projects that must be amended. While every effort is made to expedite amendments, the process can take up to 6 months.

### KEY STEPS & TIMING

Project applications (new or modified) are due from sponsors	June 14, 2022
KIPDA staff completes project review	June 15, 2022
Interagency Consultation Group (IAC) Coordination	June 10 - 20, 2022
Public comment period	June 24 - July 8, 2022
Comments sent to the Transportation Policy Committee (TPC)	July 11, 2022
Transportation Technical Coordinating Committee (TTCC) Recommendation	July 13, 2022
TPC Action	July 28, 2022

### ADDITIONAL INFORMATION

The MTP & TIP amendment process is NOT an opportunity to request MPO dedicated funds.

All new projects and changes to existing projects must be submitted through the Project Application form found on KIPDA's Transportation Planning Portal.

The Portal can be accessed at the following address:  
[https://kipda.formstack.com/forms/kipda\\_epif](https://kipda.formstack.com/forms/kipda_epif)





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## Agenda Item #7

### MEMORANDUM

TO: Transportation Technical Coordinating Committee

FROM: Elizabeth Farc

DATE: July 6, 2022

SUBJECT: Project Evaluation Process for the Connecting Kentuckiana 2050 Metropolitan Transportation Plan (MTP) Update

The project evaluation process intends to help prioritize transportation projects for inclusion in the Connecting Kentuckiana 2050 Metropolitan Transportation Plan. As part of the MTP update, the project evaluation process has been changed to align with new goals, objectives, and performance measures adopted by TPC. A working group collaborated with KIPDA staff to define new criteria and a point award system. The final draft of the project evaluation is attached to this memo.

The project evaluation process provides a systematic approach to ranking candidate projects seeking inclusion in the financially constrained MTP. The process relies on the best available data and points of emphasis in the federal transportation bill and the MTP's goals, objectives, and performance measures. The evaluation is divided into two parts: Common Criteria and Modal Criteria. Both parts have a total of 100 points possible. In each mode – roadway, transit, bike/pedestrian – criteria are categorized by Mobility & Access, Safety, and Resiliency & Sustainability.

**Action is requested from TTCC to recommend TPC approval of the project evaluation process for the Connecting Kentuckiana 2050 MTP update.**

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## Project Evaluation Process for Connecting Kentuckiana 2050

This project evaluation process intends to help prioritize transportation projects for inclusion in the KIPDA Connecting Kentuckiana 2050 Metropolitan Transportation Plan. The project evaluation process provides a systematic approach to ranking candidate projects seeking inclusion in the financially constrained MTP. The process relies on the best available data and points of emphasis in the federal transportation bill and the MTP's goals, objectives, and performance measures.

The evaluation is based on 200 possible points. Projects will be scored and assigned a tier based on the possible top score of 200.

### Common Criteria for all Transportation Projects

Table outlines the criteria that apply to all transportation projects.  
**Total Points Possible = 100**

Criteria	Point Values						Points Possible	Goal(s) Supported
	5000+	2500-4999	1000-2499	750-999	500-749	0-499		
<b>Economic Development</b>							20	4
Awarded points for projects serving existing, expanding, or new employment centers. Projects are awarded points based on the existing employment within 1/2 mile of project.	20	18	14	10	6	2		
<b>Environmental Impact</b>							10	2
Awarded points for projects that do not intersect with significant environmental resources, as derived from KIPDA's Red Flag Inventory.	10	8	6	4	0			
<b>Local Priority</b>							20	n/a
Reflects the relative importance of each project as indicated by the future sponsor. It is important that KIPDA have a sense of the local situation and preference for solutions to transportation problems. Project sponsors are asked to review and prioritize their projects. The prioritized project listings received from public agencies (city, county, state, etc.) are used to assign high, medium, or low priority. Projects are awarded point values as follows:	Highest Priority	Medium Priority	Low Priority					
<b>Planning Study</b>							15	n/a
Awarded up to 10 points for projects identified in a formal, publicly-vetted corridor study, economic development plan, or comprehensive planning process completed in the last 10 years (since 2012). This is meant to recognize the significant overall detailed planning invested in key transportation corridors. Projects with little or no status relative to a corridor study or a comprehensive plan will be scored 0 points.	10	0						
<b>Environmental Justice</b>							20	3
Awarded points for projects that will have an overall net benefit to minority, ethnicity, and low-income population groups.	20	10	0					
<b>Future Economic Development</b>							15	4
Awarded points based on forecasted employment growth at the TAZ level. Awarded points based location in an area of high/medium/low growth.	15	10	5	0				

### Criteria for Roadway Projects

Table outlines the scheme for evaluating roadway projects. These projects include widenings, intersection improvements, interstate and interchange improvements, and ITS/TSMO operational projects.

**Total Points Possible = 100**

*\*Interchange New, Intersection/Interchange Improvement, Roadway Major Widening, Roadway Minor Widening, Roadway New, Roadway Operations, or Roadway Reconfiguration project type selected in the project application.*

	Criteria	Point Values						Points Possible	Goal(s) Supported
		40k+ or Freeway/Expressway	30k+ or Principal Arterial	20k+ or Minor Arterial/ Ramps	10k+ or Collector	Less than 10k or Local Road			
Mobility & Access	<b>Average Daily Traffic or Facility Type</b>								
	Ensuring resources are expended on facilities that experience a large amount of traffic is a core component of ensuring mobility on the roadway network. The combination of ADT and functional classification are used as a barometer of a roadway's significance in the regional system. This combination allows roadways with high volumes to be assigned a high score even if the facility is not high on the functional classification system. A roadway must be classified as a collector or "higher" to be eligible for federal funding. Projects are awarded the highest point value of either data source as follows:	5	5	4	3	0		5	5
	<b>Travel Time Index (TTI) or Level of Service (LOS)</b>	Greater than 1.5 or LOS F	1.2 - 1.5 or LOS D, E	Less than 1.2 or LOS A, B, C					
	Travel Time Index (TTI) compares peak period travel speed to a free-flow travel speed. TTI includes both recurring and incident conditions and is, therefore, an estimate of the conditions faced by travelers. It is calculated by dividing free-flow travel speed by peak period observed travel speed. Projects are awarded point values based on their TTI score as follows. If TTI is unavailable (collector roadways), LOS will be used.	15	8	2				15	5
	<b>Improves Access to Destinations</b>	3 Clusters	2 Clusters	1 Cluster, Park, or School Only	None				
	Transportation infrastructure should provide access to a variety of destinations and job opportunities for all types of trips and lifestyles. Project awarded points based on location in employment, commercial, and medical high-density land use clusters and schools.	10	6	2	0			10	2, 4, 5
<b>Freight Volumes</b>	Tier 1	Tier 2	No Impact						
The efficient movement of freight is an important goal of the transportation network. Award points based on a project's location on corridors with high volumes of truck traffic or importance as first & last mile connections to freight sites.	5	3	0				5	8	
<b>Improves Active Transportation</b>	Shared use path/trail	Separated bike lane or cycletrack	Sidewalk	Striped bike lane	Paved shoulder or other pedestrian amenity	None			
Roadway expansion projects should be designed for multimodal use that considers the needs to bicyclists and pedestrians. The construction of new roadway capacity also provides opportunities to add new active transportation infrastructure, improve existing infrastructure, or provide maintenance to existing infrastructure.	10	10	8	6	4	0	10	2, 7	
<b>Vehicular Safety</b>		More than 1000 crashes/ HMVMT	750 to 1000 crashes/ HMVMT	500 to 750 crashes/ HMVMT	250 to 500 crashes/ HMVMT	100 to 250 crashes/ HMVMT	Less than 100 crashes/ HMVMT	10	1
The existing accident rate per hundred million vehicle miles (HMVM) for the project area is used as the metric for assigning up to 10 points as follows:	10	8	6	4	2	0			
<b>Pedestrian and Bicyclist Safety</b>		Greater than 5 crashes	3-5 crashes	1-3 crashes	0 crashes				
The average annual number of crashes in project area over a five year period is used as the metric for assigning up to 10 points as follows:	10	8	5	0			10	1	

		High	Medium-High	Medium	Medium-Low	Low	None		
	<b>Improvement to Safety</b>							25	1
	Projects should strive to correct existing safety issues while maximizing safe design for all modes along a corridor. Points are awarded based on the potential of proposed safety countermeasures to address the issues in the project area.	25	20	15	10	5	0		
Resiliency & Sustainability	<b>Innovation/Alternative Fuels</b>	Yes	No					5	5, 9
	Project awarded points for advancing innovative transportation infrastructure, as it relates to automated vehicles, ITS infrastructure, or alternative fuel vehicles.	5	0						
	<b>Resiliency</b>	Yes	No					5	9
	Our region is at risk of flooding from heavy rainfall and rising rivers, in addition to other severe weather events. Roadway projects present opportunities to add green infrastructure that can help mitigate or adapt to flood risk. Projects will be evaluated on whether they contain green infrastructure elements.	5	0						

**Criteria for Transit Projects**

Table outlines the scheme for evaluating transit projects. These projects include improvements to transit and rideshare services, facilities, operations, and programs.

**Total Points Possible = 100**

*\*"Transit/Rideshare" project type selected in the project application.*

Criteria		Point Values					Points Possible	Goal(s) Supported
Mobility & Access	<b>Improves Access to Destinations</b> Transit expansion should focus on access to a variety of destinations and job opportunities. KIPDA's high-density land use clusters will be used as the source of important destinations to serve.	3 Clusters	2 Clusters; or School or Park	1 Cluster	None		20	6
		20	15	10	0			
	<b>Reliability</b> Reliability on expanded transit service focuses on ensuring proposed projects offer frequent service on dedicated or exclusive right-of-way or technology enhancements that improve on-time performance. These three measures enhance predicability in travel times and offer a competitive advantage over automobile travel.	Dedicated Right-of-Way	Transit Service Frequency	Transit Signal Priority	Vehicle Replacement	Technology Enhancements	20	6, 9
		10	10	5	10	5		
<b>Timing and Analysis Level</b> Projects should have the ability to be implemented in a timely fashion. The criterion is based on the time anticipated to fund and implement the project. The point values are as follows:	Near term	Mid/long term and part of local plan	Long term and not part of local plan			10	6	
	10	5	0					
Safety	<b>Transit Safety</b> Points awarded based on how the project helps achieve the regional transit safety targets.	High	Medium	Low	None		25	1
		25	15	10	0			
Resiliency & Sustainability	<b>Transit Project Type</b> Points awarded based on the type of project. Types may include, but are not limited to, vehicle replacement, service support, fixed facilities such as park and ride, stations or bus barns, and vehicle expansion.	Vehicle Replacement	Bus Stop/Station Facility	Supporting Existing Service	Vehicle or Service Expansion	Union Station/ Other	15	6, 9
		15	15	10	7	5		
	<b>Land Use</b> Points awarded to transit expansion projects that pass through transit-supportive housing density.	Yes	No				10	2, 6
	10	0						

### Criteria for Bike and Pedestrian Projects

Table outlines the scheme for evaluating bicycle and pedestrian projects. These projects include sidewalks, bike lanes, cycle tracks, and multi-use paths. All bicycle and pedestrian projects must connect to roadways at some point to receive federal transportation funds through KIPDA, unless specifically stated in the funding grant.

**Total Points Possible = 100**

\*"Bicycle/Pedestrian" project type selected in the project application.

	Criteria	Point Values					Points Possible	Goal(s) Supported	
		Multi-Use/Trail Path	Sidewalk	Separated, protected bike lane	Striped bike lane	Other			
Mobility & Access	<b>Network Connectivity</b> Fills a gap or creates a network where none currently exists. Building out local and regional networks for bicycle and pedestrian facilities is crucial in promoting these modes of travel. Projects that connect to existing networks or establish the beginnings of a new network are awarded points based on the facility type.	15	12	10	8	6	15	7	
	<b>Transit Connection</b> Interconnected bicycle and pedestrian facilities encourage usage of nearby transit routes. Projects awarded points based on distance to transit stops as follows:	1/4- mile or less	1/2-mile	1-mile	No connection		5	2, 7	
	<b>Access to Destinations</b> Transportation infrastructure should provide access to a variety of destinations and job opportunities for all types of trips and lifestyles. Project awarded points based on location in employment, commercial, and medical high-density land use clusters and schools.	3 Clusters	2 Clusters; School or University only	1 Cluster Only	None		15	7	
		10	6	2	0				
Safety	<b>Safety</b> The average annual number of crashes in project area over a five year period involving bicyclists or pedestrians is used as the metric for assigning up to 10 points as follows:	Greater than 5 crashes	3-5 crashes	1-3 crashes	0 crashes		20	1	
	<b>Improvement to Safety</b> Points are awarded based on the potential of proposed safety countermeasures to address the issues in the project area.	High	Medium-High	Medium	Medium-Low	Low	None	30	1
		30	25	20	15	10	0		
Resiliency & Sustainability	<b>Land Use</b> Implementing bicycle and pedestrian infrastructure where land use and demographics are more likely to generate these modal trips is a key factor in planning for project success. Points awarded to projects in areas of higher demand propensity.	High	Medium	Low	None		10	2	
	<b>Resiliency</b> Our region is at risk of flooding from heavy rainfall and rising rivers, in addition to other severe weather events. Pedestrian and bicycle projects present opportunities to add green infrastructure that can help mitigate or adapt to flood risk. Projects will be evaluated on whether they contain green infrastructure elements.	Yes	No					5	9
		5	0						





Area Agency on Aging and Independent Living  
Area Development District  
Metropolitan Planning Organization



## Agenda Item #8

### MEMORANDUM

TO: Transportation Technical Coordinating Committee

FROM: Nick Vail

DATE: July 5, 2022

SUBJECT: Project Management Guidebook Update

As the Metropolitan Planning Organization (MPO) for the Louisville, KY-IN Metropolitan Planning Area (MPA), the Transportation Policy Committee (TPC) has the authority to award and manage Federal funds from four programs in Indiana and two programs in Kentucky. The Project Management Guidebook (PMG) was first approved by the TPC in 2016 and then updated in November 2020. The PMG outlines the processes and procedures related to the award and management of funds from KIPDA's MPO dedicated programs. The Bipartisan Infrastructure Law (BIL) that was passed in November 2021 included a new dedicated funding program known as the Carbon Reduction Program (CRP). Both INDOT and KYTC will suballocate funds from this program to the MPOs. Therefore, the PMG must be updated to reflect the new funding program. Please find attached the updated PMG.

**Action is requested from TTCC to recommend TPC approval of the Project Management Guidebook update.**

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# **Project Management Guidebook**

**Metropolitan Planning Organization (MPO)  
Dedicated Funding Programs**

**DRAFT**

**Presented to TPC on July 28, 2022**



# KIPDA’s Project Management Guidebook Metropolitan Planning Organization (MPO) Dedicated Funding Programs

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# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

### Introduction

### Background

In August 2016, KIPDA's Transportation Policy Committee (TPC) approved a Project Management Process (now titled Project Management Guidebook) for the Surface Transportation Block Grant (STBG-MPO) Program to clarify requirements and procedures and to increase transparency and accountability. It was a new process for planning, programming and prioritizing STBG-MPO funds for which the TPC has sole authority to award.

In February 2020, a Transportation Technical Coordinating Committee (TTCC) working group was formed to examine the PMG rules and procedures in order to identify improvements that would further the original goals while reducing the administrative burden faced by project sponsors. This new Project Management Guidebook (2020) is the product of the TTCC Working Group's efforts and replaces the original Project Management Process (2016). This guidance will be used to develop recommendations to TPC but shall not limit TPC's ability to make decisions in the best interest of the Metropolitan Planning Organization (MPO).

### Goals

The goals of the PMG are as follows:

- Support the goals of the [Connecting Kentuckiana 2040](#) Metropolitan Transportation Plan (MTP)
- Support the performance targets as defined by the [KIPDA Performance Management Plan](#)
- Ensure that projects advance in a timely and efficient manner so the community may benefit
- Establish a process that provides clear and understandable rules for project sponsors to follow
- Reduce the administrative burden to ensure it is not an impediment to project delivery

### What's changed?

While there are many things that have changed from the original Project Management Process (2016), there are a few prominent changes, outlined here:

- The processes and procedures included in this guidebook apply to all of KIPDA's MPO Dedicated Funding Programs; variations by program are outlined. This includes:
  - Indiana programs: **Carbon Reduction Program (CRP-MPO)**, Congestion Mitigation and Air Quality (CMAQ-MPO), Highway Safety Improvement Program (HSIP-MPO), Surface Transportation Block Grant (STBG-MPO) and Transportation Alternatives (TA-MPO)
  - Kentucky programs: **Carbon Reduction Program (CRP-MPO)**, Surface Transportation Block Grant (STBG-MPO) and Transportation Alternatives (TA-MPO)

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

- The administrative burden on project sponsors has been reduced and KIPDA is transitioning to online submittal of forms, applications, etc.
- Funds available for planning studies were increased from 2% to 5% of the annual KY STBG-MPO program. Cost increases are now only available for projects that have previously been awarded funds through an MPO dedicated funding program.
- The 20% cost increase threshold, requiring sponsors to submit additional paperwork for those cost increase requests, has been eliminated.
- The rules for managing project schedules (i.e. delays and phase shifts) have been restructured to maintain accountability, while acknowledging the external factors for which sponsors have little to no control over.
- The reporting and meeting requirements for Kentucky project sponsors were streamlined.

### Overview

#### Programs

KIPDA manages annual sub-allocations for **five** federal funding programs in Indiana and **three** in Kentucky. These are known as the MPO Dedicated Funding Programs. The table below indicates which programs KIPDA receives an annual sub-allocation of funding for.

Program	Indiana	Kentucky
<b>Carbon Reduction Program (CRP-MPO)</b>	Y	Y
Congestion Mitigation and Air Quality (CMAQ-MPO)	Y	N
Highway Safety Improvement Program (HSIP-MPO)	Y	N
Surface Transportation Block Grant (STBG-MPO)	Y	Y
Transportation Alternatives (TA-MPO)	Y	Y

The purpose of each of these Federal Funding Programs is outlined here:

- **Carbon Reduction Program (CRP-MPO)**: This new funding program is designed to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions.
- **Congestion Mitigation and Air Quality (CMAQ-MPO)**: This is a funding source focused on reducing vehicle emissions in designated areas of the United States. Federal funding is available to government agencies for projects that will contribute greatly to air quality improvements and decreases in traffic congestion without adding vehicle capacity on roadways. Federal CMAQ funds

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

must be spent in non-attainment or maintenance areas as determined by the Environmental Protection Agency (EPA).

- Highway Safety Improvement Program (HSIP-MPO): This is a Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads with a focus on performance.
- Surface Transportation Block Grant (STBG-MPO): This is a Federal-aid program that provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.
- Transportation Alternatives (TA-MPO): This program provides funding for a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity.

### Process Overview

The following is an overview of the project management process. The details of each activity will be covered in subsequent sections of this guidebook.

KIPDA announces a Call for Projects, specific to each state and the applicable funding programs, every two to ~~four~~ ~~three~~ years. Local public agencies (i.e. project sponsors) must submit an MPO Dedicated Funding Program Application. If the project the sponsor is applying for is new to KIPDA, then the sponsor must also submit a Project Application. If sponsors request more funds than are available, a TTCC Working Group will be formed to review and evaluate the project applications. The TTCC Working Group will ultimately make a funding recommendation to be considered by the TTCC and then the TPC. After TPC awards the MPO dedicated funds to a specific project, KIPDA staff will work with the sponsor to add the project to the Transportation Improvement Program (TIP) and if not already included in the MTP. Once that is accomplished then the sponsor can work with their respective state department of transportation to proceed with federal authorization and ultimately obligate the funds for a particular phase of the project. More details about the specifics can be found in the section about [Calls for Projects](#).

A sponsor may realize that additional funds (i.e. cost increase) are needed for a particular phase of the project. Periodically there are opportunities for sponsors to apply for a cost increase. If funds are available, then project sponsors must submit a Cost Increase Application. If sponsors request more funds than are available, a TTCC Working Group will be formed to make funding recommendations to TTCC and ultimately TPC. There are many nuances as to whether funds will be available and when sponsors can apply. More details about the specifics can be found in the section about [Managing Costs](#).

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

There are also occasions when a particular phase of a project is delayed, and the sponsor may wish to shift the phase to a different fiscal year. Only Kentucky project sponsors can shift a phase of a project due to INDOT rules. KIPDA staff will alert Kentucky sponsors when phase shift requests can be submitted. In some cases, sponsors must submit a Phase Shift Application so that a TTCC Working Group may consider recommending that TPC grant an exception to the phase shift rules. More details about the specifics can be found in the section about [Managing Schedules](#).

### Decision-making

As previously mentioned, there are occasions when a TTCC Working Group must be formed. It could be related to a new Call for Projects, phase shift exception request or an instance where there are not enough funds available to cover every cost increase request. In each of these instances KIPDA staff will convene a TTCC Working Group comprised of representatives from the following agencies:

- Indiana Department of Transportation (INDOT)
- Kentucky Transportation Cabinet (KYTC)
- Kentuckiana Regional Planning and Development Agency (KIPDA)
- Louisville Metro Government
- Transit Authority of River City (TARC)
- Two rotating TTCC member agencies with voting status from Indiana
- Two rotating TTCC member agencies with voting status from Kentucky

If a rotating TTCC member agency prefers not to participate, then the next member agency on the rotating list of agencies will be asked to participate. It is not required that all nine TTCC Working Group members participate, but it is recommended.

The TTCC Working Group members must reach a consensus on any recommendations. Members have discretion as to how they reach their decision, but the following factors should be considered when applicable:

- Project's MTP ranking
- Project's potential contribution to achieving KIPDA's performance targets
- Ability of project sponsor to provide necessary non-federal match
- Project sponsor's history of advancing projects in a timely and efficient manner
- Information provided via any applications
- Relationship of the project to the Environmental Justice areas
- Justification for cost increase or phase shift
- Amount of a cost increase relative to the original cost estimate
- Amount of a cost increase relative to the available balance

Once the TTCC Working Group has reached consensus, a KIPDA staff member will draft a recommendation report. The TTCC Working Group recommendation will then be presented to the

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

TTCC for their consideration and recommendation to TPC. The TTCC has discretion to modify the TTCC Working Group's recommendation. The TPC also has discretion to modify the recommendation from TTCC. Ultimately it is up to TPC to make any final decisions. Once TPC approval has occurred, KIPDA staff will follow up with project sponsors on the next steps needed to incorporate any project changes in the TIP and MTP.

## Calls for Projects

### Announcement

Calls for Projects (i.e. Call) do not occur annually. Instead KIPDA prefers to wait until at least two fiscal years' worth of funding is available prior to announcing a Call. When a Call is announced, KIPDA staff will provide a schedule of activities including the submittal deadline(s) for potential project sponsors. Ample time will be provided so that sponsors can adequately prepare documentation and complete the appropriate application(s).

### Eligibility

All state and local public agencies in the Louisville/Jefferson County KY-IN Metropolitan Planning Area (MPA) are eligible to compete for available funds. However, all Calls are state specific and only sponsors who are located or operate in Indiana can compete for Indiana funding programs and those who are located in Kentucky can compete for Kentucky funding programs.

Project eligibility depends on the specific MPO dedicated funding program. Each of the four programs listed in the [Overview](#) section of this guidebook have their own federally defined project eligibility. The STBG-MPO program is the most flexible in terms of project eligibility, while the CMAQ-MPO, HSIP-MPO and TA-MPO programs are all very specific in the types of projects that are eligible.

One type of eligible project that is a bit different from the rest is planning studies. Planning studies are only eligible through the STBG-MPO program. Up to 5% of the annual sub-allocation of STBG-MPO funds may be awarded to planning studies. Planning studies must be obligated in the year they are programmed, and they are not eligible for cost increases.

Finally, there is a cap on how much federal funding Kentucky project sponsors are eligible to receive for a single phase of a project through the STBG-MPO program. KIPDA annually receives approximately \$20M through the program. The most a single phase can receive is 50% of the adjusted annual allocation of STBG-MPO funds. More information about the adjusted annual allocation of STBG-MPO can be found in the [Managing Costs](#) section. The reason the 50% rule does not apply to the programs in Indiana and the TA-MPO program in Kentucky is that the amount KIPDA receives annually is significantly lower which already makes it difficult to fully fund a single phase of a project.



# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

### Applying for Funds

Projects that are new to KIPDA's planning documents (i.e. MTP and TIP) must first submit a Project Application which is found on [KIPDA's Transportation Planning Portal](#). Every transportation project in the current MTP and TIP must have submitted a Project Application at some point in time. The Project Application provides KIPDA staff with all of the relevant details about a project including the scope, total cost and anticipated open to public (OTP) date. Additional questions asked in the Project Application help KIPDA staff determine a project's potential contribution to the regional performance targets as well as its ranking in the MTP. Be sure not to include any project phases in the TIP funding section of the application unless the funds have been secured/committed (e.g., sponsor is certain funds are committed by funding agency). Existing MTP and/or TIP projects do not need to submit a Project Application unless there has been a change to the scope, OTP date or some other important change such as a new State ID.

Once a sponsor has submitted a Project Application, made changes to a Project Application, or verified that existing Project Application data is accurate, an MPO Dedicated Funding Application can be submitted. This application is also found in the [Transportation Planning Portal](#). Sponsors must also upload documentation reflecting the agency's ability to provide the required local match and the project's cost estimate.

Staff will review the Project Application and MPO Dedicated Funding Application for completeness and will follow-up with sponsors if any additional information or clarifications are required.

### Funding Awards

If there are more federal funds available than requested all eligible applications will be sent to TPC for final approval. While it is possible, it is highly unlikely as Calls are typically very competitive in terms of the number of applications submitted and funds requested. If the total request for funding is greater than what is available. If that is the case, then the process will follow what was explained in the section about [Decision-making](#) found in the [Overview](#) section. In short, a TTCC Working Group will make a funding recommendation that is then sent to TTCC for consideration. TTCC will then either accept the recommendation or modify the recommendation for TPC to consider. Once TPC takes action, then the next step is to incorporate the newly awarded projects into the MTP, and TIP as needed. Depending on the scope and total project cost some projects can be processed through an administrative modification to the TIP. All other projects must be added to the MTP and TIP through an amendment which typically takes 3-4 months. Once the projects have been added to the planning documents, project sponsors can work with their respective state department of transportation to seek federal authorization and ultimately obligate federal funds for a particular phase.

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

### Managing Costs

There are opportunities for sponsors, with projects funded through one of the MPO dedicated programs, to request a cost increase for a particular phase. Whether funds are available depends on the particular funding program and the state in which the project is located. Cost increases are only available to projects that were awarded MPO Dedicated Program funds previously.

### Indiana

Although KIPDA receives annual sub-allocations for four funding programs, the total amount of funding received through the programs is ~~typically between \$6-9M annually approximately \$4-5M~~. Due to the limited availability of funds coupled with the typical cost of a transportation project no funds are set aside for cost increases through any of the four programs. The result is that cost increase opportunities are random and may not occur every year. Federal Highway Administration (FHWA) and INDOT rules provide some flexibility to shift funds among four MPO dedicated funding programs which increases the probability that there may be funds available for cost increases. Typically, the availability of funds for cost increases depends on four questions:

- During the last Call for Projects, were sponsors awarded 100% of the estimated funds available?
- Was the actual amount of funds sub-allocated by INDOT greater than the estimated amount?
- Was the actual cost for a particular project phase less than the amount awarded to a sponsor?
- Were any projects and/or a phase of a project cancelled or delayed?

The answers to these four questions will determine whether there are opportunities for Indiana sponsors to request cost increases in a particular fiscal year. If there are funds available only existing MPO dedicated projects can request cost increases. All available funds are comingled, so it does not matter which of the four dedicated programs a particular project was originally awarded funds from.

### Kentucky

KIPDA manages annual sub-allocations for two funding programs, each with their own unique circumstances.

In the STBG-MPO program there is a cost increase reserve that is set aside annually for anticipated cost increases. The amount set aside each year is equal to 20% of the annual sub-allocated amount. Therefore, the adjusted annual allocation of STBG-MPO funds is 80% of the annual sub-allocated amount. Kentucky sponsors with existing STBG-MPO projects can expect up to four opportunities annually to apply for cost increases. Only current STBG-MPO projects are eligible to request funds from the STBG-MPO cost increase reserve. Any funds remaining at the end of the fiscal year will be added to the cost increase reserve set aside for the next fiscal year.

In the ~~CRP-MPO and TA-MPO~~ program there is no cost increase reserve for the same reasons that no funds are set aside in Indiana. ~~The sub-allocated amount that is made available to KIPDA annually is~~

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

~~approximately \$1M~~. Cost increase opportunities are unpredictable. Whether an opportunity will arise is based on the same four questions outlined above for Indiana cost increases. If there are funds available only existing **CRP-MPO** and TA-MPO projects can request cost increases.

### Bi-State Process

KIPDA will follow the same process in both states when cost increase opportunities arise. An announcement will be made regarding how much funding is available for cost increases and an application deadline will be specified. Planning studies and programs are not eligible for cost increases. Other than the total amount available, there is no limit on how much funding a sponsor may request. All requests must be submitted through the Cost Increase Application found in the [Transportation Planning Portal](#).

If there are more federal funds available than requested all eligible applications will be sent to TPC for final approval. The only exception is if KIPDA staff determines that the request is extremely unusual or excessive. If there are not enough funds available to cover every request, then the process will require the formation of a TTCC Working Group. More information about this process is explained in the section about [Decision-making](#) found in the [Overview](#) section of this guidebook.

### Shifting Funds Between Project Phases

During the life of a project, sponsors may realize that one phase requires more funding than originally anticipated, while another phase of the same project requires less funding. If this is the case project sponsors may shift funds between phases of the same project by simply emailing KIPDA staff and attaching an updated engineer's cost estimate. Upon review and approval KIPDA staff will instruct the sponsor to submit the change via the Project Application found in the [Transportation Planning Portal](#).

### Managing Schedules

TPC strongly encourages project sponsors to set reasonable schedules that can be maintained to minimize delays and expedite project delivery. For example, if the Construction phase of Project X is scheduled for FY 2021 then the sponsor will be expected to seek federal authorization to obligate the funds in FY 2021. However, there will inevitably be issues that arise which force a sponsor to delay a phase of a project. Due to state specific rules from INDOT and KYTC there are differences as to whether KIPDA staff can accommodate a project delay.

### Indiana

INDOT does not allow KIPDA to carryover MPO dedicated program funds from one fiscal year to the next. Therefore, Indiana project sponsors cannot request that funds associated with a particular phase of a project be shifted back to another fiscal year. If for some reason a project sponsor does not obligate MPO dedicated funds in the fiscal year they are programmed then the sponsor will have to pay for the

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

phase with 100% local funds, consider cancelling the project or swap MPO dedicated funds with another project sponsor. Sponsors should alert KIPDA staff as early as possible if there is any chance that the MPO dedicated funds will not be obligated within the fiscal year in which they are programmed. KIPDA staff will attempt to reprogram those funds to another project(s) that needs a cost increase.

### Kentucky

KYTC does allow KIPDA to carryover MPO dedicated program funds from one fiscal year to the next. If a sponsor would like to advance a phase of a project to an earlier fiscal year, please contact KIPDA staff. If for some reason a sponsor needs to shift a project phase back due to a delay the following rules apply:

A phase shift is defined as any number of years as long as the phase is being shifted to a fiscal year within the current TIP. The initial design phase of a project must be obligated in the year in which it was programmed in the TIP.

- While a project is under design the sponsor can shift the right of way, utilities, and construction phase twice. If the sponsor needs to shift a third time it must request an exception.
- If a phase of a project (R, U, C) requires a fourth shift (after initial design obligation and before obligation of the next phase) all future programmed MPO dedicated funds will be removed from the TIP and the project will have to re-compete through the next Call for Projects. Sponsors should be aware that if they do not move into the next phase after design within ten years, they may be asked to pay the Federal funds back.
- There is no limitation on the programming of additional design funds (design funds needed after the initial design obligation) as long as the above rules are met.
- Sponsors only need to submit a Phase Shift Application when an exception is being requested. Otherwise the sponsor simply needs to notify KIPDA staff about the particular phase shift and then submit a change to the Project Application found in [Transportation Planning Portal](#).
- Once the sponsor obligates the next phase (i.e. right of way or utilities) of the project after design, then the remaining phase(s) can be shifted an unlimited number of times as long as the fiscal year that the phase is being shifted to is still within the current TIP years.
- If a sponsor shifts a phase out of the current TIP it will have to re-compete for MPO dedicated funds through the next Call for Projects.

<b>SHIFT =</b>	<b>Allowable Number of Shifts (of any remaining phases)</b>	
	<b>After Initial Design Obligation and Before Next Phase is Obligated</b>	<b>After Obligation of Any Phase Beyond Design (R, U, or C)</b>
Any number of years	2 shifts + 1 exception	unlimited

# KIPDA's Project Management Guidebook

## Metropolitan Planning Organization (MPO) Dedicated Funding Programs

### Project Progress

#### Tracking

KIPDA staff maintains a project tracking sheet for all projects awarded MPO dedicated program funds. The tracking sheet reflects how much federal funding each phase of a project has programmed in the current TIP. It also indicates how much federal funding has been obligated towards a particular phase of a project. In addition to tracking the progress of projects, the sheet also indicates how much funding KIPDA anticipates receiving in future fiscal years. Sponsors can also find information about whether there will be funding available for cost increases. This is a living, working document that is constantly updated. It can be found on [KIPDA's TIP webpage](#) under the MPO Dedicated Funding Programs section.

#### Reporting

Each project sponsor with an MPO dedicated project must submit progress reports. These reports request the month and year in which the sponsor anticipates obligating funds for a particular phase of a project. When funds have been obligated the sponsor should indicate as much in the progress report.

In Indiana project sponsors are required to submit progress reports quarterly, whereas Kentucky sponsors will only submit reports semi-annually. KIPDA staff will prompt sponsors in advance of the deadline for progress reports.

#### Project Review Meetings

KIPDA staff will host project review meetings to discuss in greater detail the progress that sponsors have made on each active MPO dedicated project. During the meeting sponsors will make note of any significant project delays, upcoming funding obligations and projects that are now open to the public.

In Indiana project sponsors are required to meet quarterly, whereas Kentucky sponsors will meet semi-annually. KIPDA staff will coordinate these meetings.

#### Program Review

Sponsors that have recurring/ongoing programs funded with MPO dedicated funds will be asked by KIPDA staff to provide a written progress summary and/or formal presentation to the TTCC and/or TPC on an annual basis. The funding for programs is typically obligated at the beginning of the fiscal year so no progress reports are required.



Area Agency on Aging and Independent Living  
Area Development District  
Metropolitan Planning Organization



## Agenda Item #9

### MEMORANDUM

TO: Transportation Technical Coordinating Committee

FROM: Alex Posorske

DATE: July 6, 2022

SUBJECT: Safe Streets for All federal grant opportunity

Safe Streets for All (SS4A) is a new competitive grant program established by the Bipartisan Infrastructure Law (BIL) – the recently passed federal infrastructure bill. SS4A grants are intended to improve roadway safety and support efforts to significantly reduce or eliminate transportation-related fatalities and serious injuries involving all roadway users – drivers; pedestrians; bicyclists; public transportation, personal conveyance, and micromobility users; and commercial vehicle operators

**SS4A grant applications must be submitted by September 15, 2022.** Awarded grants will be divided into two primary areas – action plan grants and implementation grants.

- Action plan grants will support a locality or region's efforts to develop, complete, or supplement a comprehensive safety action plan that establishes a well-defined strategy to prevent roadway fatalities and serious injuries. There is an expected minimum of \$200,000 for all awarded action plan grants and an expected maximum of \$1,000,000 for an action plan grant awarded to a local government and an expected maximum of \$5,000,000 for an action plan awarded to an MPO or a joint application comprised of a multijurisdictional group of entities that is regional in scope (e.g., a multijurisdictional group of counties, a council of governments and cities within the same region, etc.). USDOT encourages action plan grant recipients to apply for implementation grants in the later years of the program.
- Implementation grants support the implementation of projects and strategies identified in an action plan to address a roadway safety problem. Projects and strategies may be infrastructure, behavioral, and/or operational activities. Applicants must have an existing Action Plan to apply for Implementation Grants or have an existing plan that is substantially similar and meets the

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eligibility requirements. Implementation grant awards are expected to range from \$5,000,000 to \$30,000,000 (for a local government) or \$50,000,000 (for an MPO or joint regional application).

The United States Department of Transportation (USDOT) is encouraging regional or joint applications, so KIPDA staff recommends consideration of a region-wide action plan grant application for the following reasons:

- **The region will be eligible for more SS4A funding in the next five years.** Completing an action plan now will put the region in a strong position to win funding for implementation of projects in a relatively short time horizon. With \$5 billion available over five years, this could be an important opportunity to leverage federal funding to implement comprehensive safety improvements throughout the regional transportation network.
- **The region will be better positioned for additional federal funding.** Safety is increasingly one of the top priorities of USDOT. A regional transportation safety action plan will likely not only position the region for future SS4A grants but will position the region to be more competitive for a range of additional funding opportunities.
- **SS4A is an important opportunity to advance safety throughout the region.** Travel doesn't stop at the jurisdictional line, it's regional in nature. But the region does not have a comprehensive region-wide priority list of projects to ensure the safest transportation network possible for residents on both sides of the Ohio. SS4A is a great opportunity to do that and set in motion a generational round of safety improvements.

KIPDA staff will be hosting one to two informational sessions for interested jurisdictions to reply by COB June 27 and will reach out to discuss next steps with interested parties after that. KIPDA staff will update the TPC on the status of discussions at the July TPC meeting.

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Area Agency on Aging and Independent Living  
 Area Development District  
 Metropolitan Planning Organization



**Agenda Item #10**

**MEMORANDUM**

TO: Transportation Technical Coordinating Committee  
 FROM: Nick Vail  
 DATE: July 5, 2022  
 SUBJECT: MPO Dedicated Funding Programs

As the Metropolitan Planning Organization (MPO) for the Louisville, KY-IN Metropolitan Planning Area (MPA), the Transportation Policy Committee (TPC) has the authority to award and manage Federal funds from four programs in Indiana and two programs in Kentucky. On a quarterly basis, KIPDA staff provides an update on the status of projects funded by these programs, presents any cost increase and phase shift requests, and highlights any project phases for which funds were obligated in the previous three months. This quarter KIPDA staff held a project review meeting with Indiana project sponsors. There are no cost increase or phase shift requests.

*Funding Obligations During Past Quarter*

Sponsor	Project Name	KIPDA ID	State ID	Phase	Funds Obligated
Clark County	CR 403 and Stacy Road Roundabout	2549	1802805	ROW	\$71,720
Clarksville / Jeffersonville	Montgomery Avenue / 9 <sup>th</sup> Street Multimodal Connection	2393	1700725	RR	\$352,671
KYTC	US 42	1271	05-441.01	ROW	\$180,000
Lou. Metro	McNeely Lake Park Segment – Louisville Loop	2539	05-3034.00	PE	\$185,200
New Albany	E. Main Street Reconstruction	2392	1700730	C	\$3,956,981
Oldham County	Spring Hill Trace Sidewalk Project	2236	05-757.00	C	\$404,800







Area Agency on Aging and Independent Living  
Area Development District  
Metropolitan Planning Organization



## Agenda Item #11

### MEMORANDUM

**TO:** Transportation Technical Coordinating Committee

**FROM:** Nick Vail

**DATE:** July 5, 2022

**SUBJECT:** U.S. Department of Transportation (DOT) Navigator and Thriving Communities Programs

The U.S. DOT Navigator is a new resource to help communities understand the best ways to apply for grants, and to plan for and deliver transformative infrastructure projects and services. Interested parties can sign up for email updates for grant opportunities and technical details and guidance. The Thriving Communities program is a specific grant opportunity from the DOT and the Department of Housing and Urban Development (HUD) to improve the coordination of housing and transportation planning to advance residents' access to opportunity, spur economic development and increase housing supply. The DOT and HUD will separately issue their notices of funding availability in the Fall to select technical assistance and capacity building providers. The DOT will use cooperative agreements with philanthropic entities, non-profit organizations, other Federal agencies, state or local governments and their agencies, Tribal governments, or other technical assistance providers to provide technical assistance, planning and capacity building support through the Thriving Communities and Reconnecting Communities Pilot Program programs to communities.

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