



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



## **TRANSPORTATION TECHNICAL COORDINATING COMMITTEE**

**1:00 p.m., Wednesday, September 14, 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 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 link to the video meeting at: <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. *August 2022 TTCC Meeting Minutes* – Review and approval (see enclosed). **Action Requested.**
3. *Transportation Policy Committee Report* – Staff will review the activities of the August 2022 TPC Meetings.
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. *Project Management Guidebook (PMG) Update* – Staff will present changes to the PMG to include language for the recently-completed Complete Streets Policy (see enclosed). **Action Requested**
6. *Congestion Analysis* – Staff will showcase a method of using data acquired from Streetlight to calculate and display the TTI on the region's interstate and arterial road network that will be incorporated into the scoring process for roadway projects. **Action Requested**
7. *Freight Network* – Staff will showcase the newest additions and changes to the KIPDA Freight Network. **Action Requested**

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8. *Crash Analysis* – Staff has utilized a new analytical tool created by ESRI and the FHWA to calculate crash rate data for road segments and intersections in our region. **Action Requested**
9. *Safe Streets Update* – Staff will present the latest information and timetable for the Safe Streets for All Grant.
10. *Update on Project Development and MPO Dedicated Call for Projects* – Staff will provide an update on the MPO dedicated call for projects and project development for the new Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).
11. *2022 Indiana Metropolitan Planning Organization Conference* – Staff will provide updates on the upcoming Indiana MPO Conference which KIPDA is hosting October 4-6 in Jeffersonville.
12. *Other Business*
13. *Adjourn*

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**MEETING MINUTES**  
**TRANSPORTATION TECHNICAL COORDINATING COMMITTEE (TTCC)**  
**1:00 p.m., Wednesday, August 10, 2022**  
**In-Person and Via Video Conference**

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**Call to Order**

Chair Keith Griffie called the meeting to order at 1:07 p.m. After roll call was taken, it was determined that there was a quorum present.

**Review and Approval of Minutes**

**Jim Silliman, Oldham County, made a motion to approve the minutes for the July TTCC meeting. Miguel Zamora, Louisville Riverport Authority, seconded the motion and it carried with a unanimous vote.**

**Transportation Policy Committee (TPC) Report**

Andy Rush, KIPDA staff, reported on the July TPC meeting. No action was required.

**Public Comment Period**

There were no public comments at the start of the meeting. During the *Other Business* portion of the meeting, Greg Burrell, KIPDA staff, presented a comment which came in during the meeting in support of the Complete Streets policy.

**Complete Streets Policy**

Elizabeth Farc, KIPDA staff, presented the draft Complete Streets policy. There was discussion. **Aida Copic, TARC, made a motion to allow the Working Group to meet one more time to wrap up the draft and continue it on its course to the TPC. Jim Urban, Oldham County Planning Commission, seconded the motion. Tom Hall of Kentucky Transportation Cabinet (KYTC) – District 5 and Jim Silliman of Oldham County opposed the motion in preference of tabling it for further review. The motion carried with a majority vote.**

**Congestion Mitigation Air Quality (CMAQ) Performance Plan**

Jeremeih Shaw, KIPDA staff, presented the CMAQ Performance Plan and discussed applicable performance measures. **Barry Armstrong, City of Mt. Washington, made a motion to recommend approval by the TPC of the CMAQ Performance Plan. Jim Urban, Oldham County, seconded the motion and it carried with a unanimous vote.**

**Project Evaluation Process**

Elizabeth Farc, KIPDA staff, discussed changes to the project evaluation process for the ongoing update to the Connecting Kentuckiana 2050 MTP. There was discussion. **Dirk Gowin, Louisville Metro Public Works & Assets, made a motion to recommend TPC approval of the changes to the project evaluation process. Craig Butler, Louisville Metro Air Pollution Control District, seconded the motion and it carried with a unanimous vote.**

**Safe Streets for All Grant**

Alex Posorske, KIPDA staff, provided an update on the latest timeline for Safe Streets for All grants. There was discussion. **Jim Silliman, Oldham County, made a motion to recommend approval by the TPC of a KIPDA-led application. Dirk Gowin, Louisville Metro Public Works & Assets, seconded the motion and it carried with a unanimous vote.**

**Federal Certification Review Survey Results**

Greg Burress, KIPDA staff, delivered the results of the survey from the Federal Certification Review. No action was required.

**Access to Jobs Analysis**

Alex Posorske, KIPDA staff, presented an analysis of access to jobs via transit in the KIPDA region. There was discussion. No action was required.

**2022 Indiana MPO Conference**

Greg Burress, KIPDA staff, provided an update on the upcoming Indiana MPO Conference in October. No action was required.

**Other Business**

Greg Burress, KIPDA staff, presented a comment which came in during the meeting in support of the Complete Streets policy.

Noura Akkad, Federal Highway Administration (FHWA) – Kentucky, thanked KIPDA staff on the work done on the Complete Streets policy.

Jim Silliman, Oldham County, explained his vote against the Complete Streets policy as being due to some unclear points in the policy.

**Adjournment**

The meeting was adjourned at 2:38 p.m.

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Andy Rush  
Recording Secretary

**Members Present:**

Keith Griffie (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
Joe Reverman	Louisville Metro Planning & Design Services
Dirk Gowin	Louisville Metro Public Works & Assets
Miguel Zamora	Louisville Riverport Authority
Jim Silliman	Oldham County
Jim Urban	Oldham County Planning Commission
Aida Copic	TARC
Alli 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 Regional Airport Authority  
\*Louisville Water Company  
\*Louisville/Jefferson County Metro Sewer District  
\*Oldham Chamber & Economic Development  
\*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
Felicia Harper	Bullitt County
Karlei Metcalf	Indiana Department of Transportation – Seymour District
Greg Burress	KIPDA
Randall Embry	KIPDA
Elizabeth Farc	KIPDA
Joseph Garcia	KIPDA
Zach Herzog	KIPDA
Valerie Mohr	KIPDA
Alex Posorske	KIPDA
Jeremeih Shaw	KIPDA
Randy Simon	KIPDA
Nick Vail	KIPDA
Spencer Williams	KIPDA
Craig Butler	Louisville Metro Air Pollution Control District
Byron Gary	Louisville Metro Air Pollution Control District
Amanda Deatherage	Louisville Metro Public Works & Assets
Tony Mattingly	Louisville Metro Public Works & Assets
Burcum Keeton	TARC
Brian Eaton	
Glenn Essex	
Diana Mitchen	

\* Denotes Advisory Members



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## Agenda Item #5

### MEMORANDUM

TO: Transportation Technical Coordinating Committee

FROM: Nick Vail

DATE: September 6, 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 five programs in Indiana and three programs in Kentucky. The Project Management Guidebook (PMG) was first approved by the TPC in 2016, updated in November 2020 and again in July 2022 to incorporate the new Carbon Reduction Program. The PMG outlines the processes and procedures related to the award and management of funds from KIPDA's MPO dedicated programs. Last month TPC approved the new Complete Streets Policy (CSP). The CSP adds a new requirement for sponsors applying for funds through the MPO dedicated programs. Therefore, the PMG must be updated to reflect the new CSP. Please find attached the updated PMG.

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



# PROJECT MANAGEMENT GUIDEBOOK



**KIPDA**  
Kentuckiana Regional Planning  
& Development Agency



**UPDATED SEPTEMBER 2022**

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## 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.

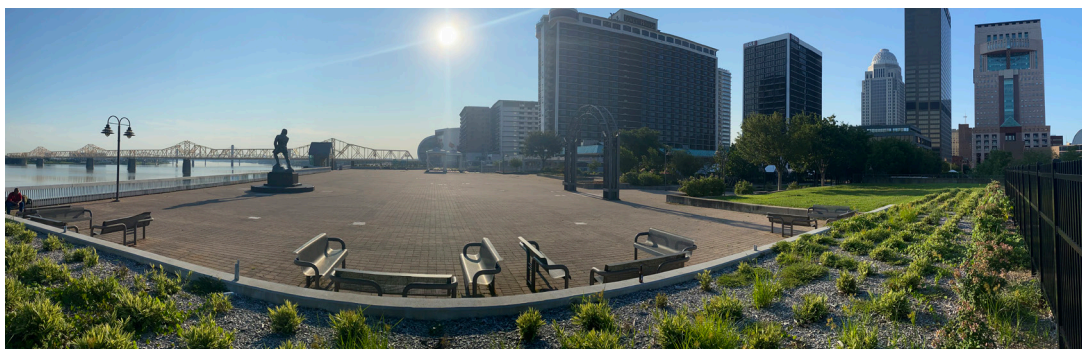
In February 2020, a Transportation Technical Coordinating Committee (TTCC) working group was formed to examine the PMG rules and procedures in order to identify improvements that would further the original goals while reducing the administrative burden faced by project sponsors. This new Project Management 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).

In August 2022, the TPC approved the new [Complete Streets Policy \(CSP\)](#). The CSP requires that all projects receiving KIPDA MPO dedicated funds adhere to this policy in order to be eligible. The PMG has been updated to incorporate the new requirement. More information about the CSP can be found in the Call for Projects chapter of the PMG.

## 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).
- 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.
- **As a result of TPC approving the Complete Streets Policy (CSP), all projects selected for their first commitment of MPO-dedicated federal funding starting with the 2022 Call for Projects shall adhere to this policy and are required to follow the Complete Streets Policy requirements and implementation process in the CSP. Projects approved for MPO-dedicated federal funding prior to 2022 should consider complying with the Complete Streets Policy where possible and are requested to provide related information during Quarterly Reviews, as required by the Project Management Guidebook.**



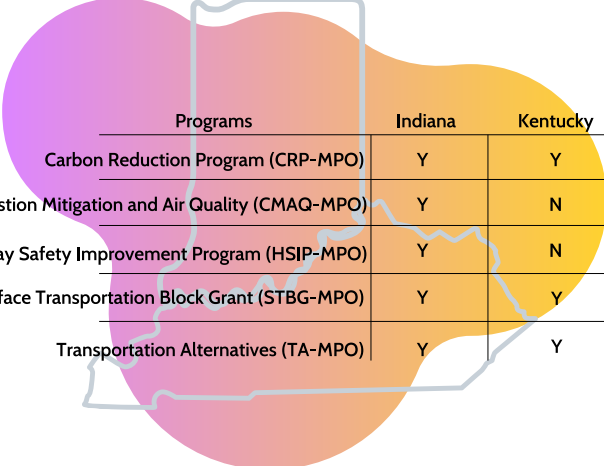






## PROGRAMS

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.



Programs	Indiana	Kentucky
Carbon Reduction Program (CRP-MPO)	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 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 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](#).

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

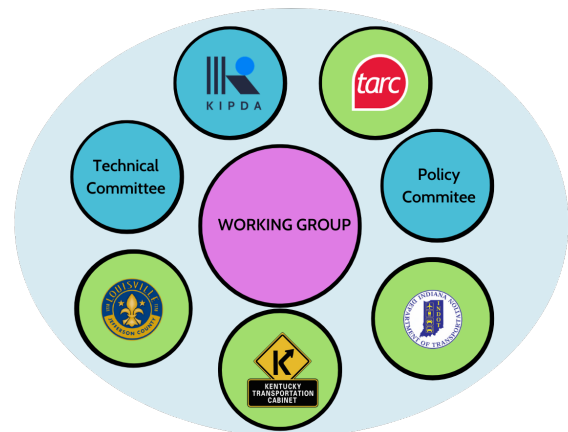
As previously mentioned, there are occasions when a TTCC Working Group must be formed. It could be related to a new Call for Projects, phase shift exception request or an instance where there are not enough funds available to cover every cost increase request. In each of these instances KIPDA staff will 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
- **Adherence to the Complete Streets Policy**
- **Consider how the context-sensitive design solutions meet the intent of the Complete Streets Policy, including geographic needs, population, etc.,**

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 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.



## ANNOUNCEMENTS

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 five programs listed in the [Overview section](#) of this guidebook has 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.

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 \$24M 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.



Project sponsors applying for MPO dedicated funding will be asked to acknowledge that their project will adhere to the Complete Streets Policy and explain how their project will safely and comfortably accommodate vulnerable road users. This should include a description of the pedestrian, bicycle, and/or transit facilities that will be included in the project. If the project does not provide any of these facilities, the project sponsor must explain why. Exemptions to the policy will be considered, but sponsors must provide justification as to why the specific exemption(s) applies to the project. Below is a list of the exemption types:

1. Where a particular user group is prohibited by law from using a transportation facility, e.g. an interstate highway or pedestrian mall.
2. When the project consists of routine maintenance, repair, or safety infrastructure installation and does not alter existing geometric designs of a transportation facility (e.g., mowing, sweeping, spot repair, guardrail installation.)
3. When the project consists primarily of the installation of traffic control devices and the existing crossing devices already accommodate all applicable user groups.
4. Where the transportation facility already adequately accommodates all users.
5. Where cost would be excessively disproportionate to probable use or need.
6. Where lack of population or other factors indicate an absence of need under both current and future conditions.
7. When alternative transportation facilities on other routes of similar or better quality already exist or are currently planned.



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## 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. **Finally, sponsors must fill out the new complete streets portion of the MPO Dedicated Funding Application**

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. Typically, 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. **TPC must also approve any recommended projects that have applied for exemptions to the Complete Streets Policy requirements.**

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.

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 five funding programs, the total amount of funding received through the programs is typically between \$6-9M annually. 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 five 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 five 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 five 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.



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## KENTUCKY

KIPDA manages annual sub-allocations for three 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. 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](#).



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 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 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.

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

## 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 [Transportation Improvement Program](#) 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

## PROJECT REVIEW MEETING

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.



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## **Agenda Item #6**

### **MEMORANDUM**

TO: Transportation Technical Coordinating Committee

FROM: Joseph Garcia and Randy Simon

DATE: September 14, 2022

SUBJECT: Congestion Analysis

In the next update of the Metropolitan Transportation Plan, projects will be evaluated on a number of factors including their relationship to roadway congestion. One metric that will be utilized in this congestion analysis is Travel Time Index (TTI). KIPDA staff have developed a method of using data acquired from Streetlight to calculate and display the TTI on the region's interstate and arterial road network that will be incorporated into the scoring process for roadway projects. KIPDA staff will provide an overview of TTI and the data sets created.

In addition, KIPDA staff have also been analyzing the congestion on roadways designated as collectors. The analysis is based on a comparison of the Streetlight traffic volumes of those roadway segments to the capacities for various levels of service for the segments. The results of the analysis will be presented at the committee meeting.

**Action is requested.**

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## Agenda Item #7

### MEMORANDUM

TO: Transportation Technical Coordinating Committee

FROM: Valerie Mohr

DATE: September 6, 2022

SUBJECT: KIPDA Freight Network Update

The anticipated update to the KIPDA long-range transportation plan includes a revised freight network for the MPO region. The KIPDA Freight Network is an internal designation for planning purposes and does not carry any funding implications for projects. While freight traffic travels on many roadways in the region, the Freight Network provides direction for project developers in order to give special consideration to freight on the designated routes with a concentrated level of freight traffic.

The network update includes roadway additions and reductions based on the most recent Highway Performance Monitoring System (HPMS) freight traffic counts, locations of freight and retail clusters, and needed connectivity between clusters and National Highway Freight Network corridors.

The process of identifying roadways for freight network inclusion was modified from the process used in the previous MTP update in 2018, which was developed through FAF4 (Freight Analysis Framework) data. The newest release of FAF data (FAF5) did not include the Average Annual Daily Truck Traffic (AADTT) counts due to model network changes from FHWA. This resulted in a decision to access truck counts based on HPMS data provided at the state level. HPMS counts are based on observed counts, which also allowed a more detailed traffic count database for year-over-year comparisons.





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The Freight Network criteria is divided into two tiers, one defined by set thresholds and the other defined by connectivity needs in building the network.

- Tier 1 contains the National Highway Freight Network (NHFN) and its subsystems as well as roadways with significant average annual daily truck traffic (AADTT) counts.
  - Tier 1 will no longer automatically include roadways included in the Kentucky Highway Freight Network (KHFN) within 1 mile of high-density freight clusters, as they were included in the previous Freight Network update in 2018.
  - The roadways that fell into this criterion stated above in 2018 will be grandfathered into the 2022 Freight Network update as Tier 2 roadways. The reason for this decision was to prevent the overabundance of roads that do not directly feed into freight clusters or existing connectors.

#### 2022 Tier 1 additions include:

Road	From	To	AADT	AADTT	Truck %
Poplar Level Rd (KY 864)	Watterson Expressway (I-264)	Fern Valley Rd (KY 1747)	13,110	1,389	10.6%
National Turnpike	Southside Dr	I-265 Gene Snyder	14,351	2,318	16%
Grade Ln Extension	Previous Network	Outer Loop (KY 1065)	12,681	2,173	17%
Clermont Rd	Preston Hwy (KY 61)	Jim Beam Way	10,658	1,605	15%

#### 2022 Tier 1 removals include:

Road	From	To	Reason
W Muhammad Ali Blvd	S 9 <sup>th</sup> St	S 7 <sup>th</sup> St	Unnecessary presence based on lack of direct access to freight centers and proximity to low-income housing
W Chestnut St	S 9 <sup>th</sup> St	S 7 <sup>th</sup> St	
S 8 <sup>th</sup> St	Magazine St	W Muhammad Ali Blvd	
S 7 <sup>th</sup> St	W Chestnut St	W Muhammad Ali Blvd	
Magazine St	S 9 <sup>th</sup> St	S 8 <sup>th</sup> St	
W Muhammad Ali Blvd	S 9 <sup>th</sup> St	S 7 <sup>th</sup> St	



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- Tier 2 contains roads providing access to high-density freight clusters, high density regional shopping clusters, and highways.

2022 Tier 2 additions include:

Road	From	To	AADT	AADTT	Truck %
River Ridge Pkwy	SR 62	International Dr	N/A	N/A	N/A
International Dr	Loop Rd	I-265	N/A	N/A	N/A
Bluegrass Pkwy	S Hurstbourne Pkwy	Blankenbaker Pkwy	8,152	N/A	N/A
Plantside Dr	Bluegrass Pkwy	Rehl Rd	N/A	N/A	N/A
Electron Dr	Watterson Trail	Blankenbaker Pkwy	N/A	N/A	N/A
Omega Pkwy	Ohm Dr	Cedar Grove Rd	N/A	N/A	N/A
Ohm Dr	I-65	Omega Pkwy	N/A	N/A	N/A

A map of the proposed freight network update and descriptions of network tier categorizations can be accessed [here](#).

**Action is requested from TTCC to recommend TPC approval of the KIPDA Freight Network update.**



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## **Agenda Item #8**

### **MEMORANDUM**

TO: Transportation Technical Coordinating Committee

FROM: Zach Herzog

DATE: September 14, 2022

SUBJECT: Crash Analysis

Planning safer roads in the region is one of KIPDA's top priorities for the next long range plan update. We have utilized a new analytical tool created by ESRI and the FHWA to calculate crash rate data for road segments and intersections in our region. Planning safer roads in the region is one of KIPDA's top priorities for the next long range plan update. KIPDA staff will provide an explanation to members on the methodology used to create the crash rate for both MPO road segments and intersections. The crash rate data layers will be shared online as a resource for planning partners as well as be used in the safety criteria for project evaluation in the current project development.

**Action is requested from TTCC to recommend TPC approval of the KIPDA Freight Network update.**

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## Agenda Item #9

### MEMORANDUM

TO: Transportation Technical Coordinating Committee

FROM: Alex Posorske

DATE: September 7, 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 grant 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.

Next steps for grant process:

- September/October: Organizational meeting for participating jurisdictions with designated representatives
- January 2023: Award notification

For more information email KIPDA Transportation Planner Alex Posorske at [alex.posorske@kipda.org](mailto:alex.posorske@kipda.org).

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## **Agenda Item #10**

### **MEMORANDUM**

TO: Transportation Technical Coordinating Committee

FROM: Nick Vail

DATE: September 6, 2022

SUBJECT: Update on MPO Dedicated Call for Projects and Project Development for the new MTP and TIP

Staff will provide an update on the MPO dedicated call for projects and project development for the new Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).



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## **Agenda Item #11**

### **MEMORANDUM**

TO: Transportation Technical Coordinating Committee

FROM: Greg Burress

DATE: September 7, 2022

SUBJECT: Indiana Metropolitan Planning Organization Conference

The deadline to register for this year's Indiana MPO Conference is September 9, 2022. KIPDA will host a "Nothing Competes with Complete Streets" themed MPO conference in Jeffersonville, Indiana October 4<sup>th</sup>-6<sup>th</sup>. Late registrations will be accepted; however, the fee goes from \$150 to \$200 dollars after September 9<sup>th</sup>. Register and learn more at <https://kipdatransportation.org/indiana-mpo-conference-2022/>.

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