



## **Introduction**

The state of Indiana continues its efforts to promote safety at public rail-highway intersections. The 1997 General Assembly with the support of the Railroad Corridor Safety Committee appropriated funding to carry out the provisions of Indiana Code 8-6-7. Pursuant to Indiana Code 8-6-7.7-6.1, the Railroad Grade Crossing Fund provides funding for railroad crossing safety improvements. There is \$700,000 set aside for fiscal year 2008 for the Other Safety Improvements (OSI) Program. These guidelines pertain to the OSI Program.

The OSI program is designed to increase driver knowledge and attention at the rail-highway crossings with the goal of enhancing safety at public rail-highway intersections. Completed projects should contribute to and improve the overall safety at the crossings through various project types described below.

The Indiana Department of Transportation (INDOT) Rail Office manages this program as a cost reimbursement grant. Local public agencies such as towns, cities, and counties are eligible to apply. Metropolitan Planning Organizations may apply on behalf of localities in their jurisdiction. A local match is not required for this grant program.

## **Eligible Projects –**

Projects eligible for funding are limited to the following activities:

Signage – Examples of eligible signage include “Advance Warning,” “Stop,” “Yield” and “Do Not Stop on Tracks.”

Pavement Markings – Pavement markings are used to supplement regulatory and warning messages. Stop bars are an eligible type of marking. Paint, thermoplastic and epoxy paint are eligible materials.

Illumination – (Street Light, Illuminated Advance Warning Signs) Illumination is used to improve nighttime safety at rail-highway intersections. Cost covers installation only, not continued maintenance.

Median Barriers – Flexible or solid median barriers are installed to deter motorists from driving around railroad gates while the gates are in their down position.

## **Other Safety Improvements Application Procedures**

Applications will be accepted up to and including January 9, 2008. Each application should include a project summary, project table and vendor bids. The sample forms can be used, or they can be reproduced; provided all requested information is included. **These forms cannot be completed on-line.** The total grant request to any local public agency may not exceed \$50,000. Completed applications should be sent to Mike Riley, Rail Manager at the following address:

Local Programs, Rail Office  
100 N. Senate, Rm N955  
Indianapolis, IN 46204

Project Summary. The Project Summary should be completed by providing the applicant name, address, city and county; contact person name and phone number, fax number and e-mail address; local public agency federal identification number; project type(s), and total grant request.

Table. The table should include the crossing identification number (DOT AAR #) for each crossing for which funds are being sought, and selected type(s) of project improvements, and standard data for each project type. A list of the standard data is included. This table will be incorporated into the grant contract. If additional space is needed for more entries, please reproduce the form.

### **Standard Data for Table**

- 1) List the county in which the project is located
- 2) List the city or town (if applicable) in which the project is located
- 3) List the street/road name
- 4) List rail-highway intersection identification numbers – AAR-DOT#. (This 7-digit alpha-numeric number is posted on the signal or sign pole at each crossing or is available through the FRA website shown below)<sup>1</sup>
- 5) List the unit cost per project item

Signage, and pavement marking projects must meet the specifications of the Indiana Manual on Uniform Traffic Control Devices.

### **Selection Process**

Projects are scored using a point system, with the projects funded in highest descending point order until the funds available for the fiscal year are exhausted. Railroad and local public agency projects will be ranked together, although slightly different criteria will be used to evaluate their respective applications.

### **Grant Monitoring**

Applicants receiving a grant are required to retain material reports for two years after completion of the project. The applicant is required to provide INDOT with any and all project related reports which INDOT deems necessary to monitor the project. INDOT may, at its discretion, conduct unscheduled site inspections. Grantees have twelve (12) months following the date of the purchase order to complete project activities. The State of Indiana encourages the use of minority owned business enterprises (MBE) and women owned business enterprises (WBE) participation on state funded grants when possible.

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<sup>1</sup> This information can be obtained by checking the Federal Railroad Administration's crossing inventory web site at <http://safetydate.fra.dot.gov/officeofsafety/query/default.asp>

# Frequently Asked Questions about the Railroad Grade Crossing Program

1. *When can I start to spend money on the project?*  
Invoices dated after the grantee signs the agreement are eligible for reimbursement; however, no invoices will be paid until a purchase order is generated.
2. *Who should execute the contracts?*  
The highest ranking elected official or their designee; usually the city mayor, president of the county board of commissioners, or town president.
3. *How long does it take to get a fully executed contract after the contract is submitted to the State?*  
Approximately 8-10 weeks. Each grantee must receive clearance from the Department of Revenue and the Department of Workforce Development
4. *Can we hire a subcontractor to complete the project?*  
Yes, and the costs associated with the subcontractor are reimbursable under this grant.
5. *Are project funds eligible for use at sites with train activated warning devices?*  
Yes. Projects can be applied for at both active and passively warned crossing locations.
6. *Is there a local match required?*  
No, a local match is not required.
7. *How will cost overruns be handled?*  
No additional funds will be made available above the approved project budget.
8. *How much time do I have to complete the project?*  
Projects should be completed within twelve months from the date of the purchase order.
9. *Who do I contact if I have questions?*  
Contact Mike Riley at (317) 232-1491 or Venetta Keefe at (317) 232-1474.
10. *Is there a maximum grant award?*  
Yes, the maximum grant award for the Other Safety Improvements application is \$50,000 to any local public agency.
11. *Will I receive the original contract back?*  
No, grantees sign one contract, which after fully executed, is kept by INDOT's Contract Administration division. You will receive a copy.

12. *I did not receive a grant. How can I appeal that decision?*

The applicant must send, by certified mail, an appeal within 15 calendar days after receiving notification of INDOT's decision. The appeal must be mailed to:

John Jordan, Director  
Local Programs Division  
Indiana Department of Transportation  
100 N. Senate Avenue, Room N955  
Indianapolis, IN 46204

The Local Programs Director will make a final decision within 15 working days from receipt of appeal request and additional materials, and will notify the applicant in writing of the final decision.

Project Summary and Budget  
Local Public Agency Application for FY 08 Railroad Grade Crossing Fund

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name, Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Web Address \_\_\_\_\_ Email Address \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Project Type	Number of Crossings by Project Type
Signage (Stop, Yield, Advance warning, Stop ahead)	_____
Pavement Markings including stop bars (Paint, Thermoplastic or Epoxy paint)	_____
Illumination (Street light at rail-highway intersection)	_____
Median Barrier	_____
Other Safety Improvement:	_____
Total Grant Request:	_____

**Please include copy of vendor bid sheet(s) with application**