



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

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**Michael R. Pence, Governor**  
**Karl B. Browning, Commissioner**

March 21, 2014

## **Local Program: Notice of Funding Availability (NOFA)**

The Indiana Department of Transportation (INDOT) is now accepting applications for federal funds for local projects. These funds are available for LPAs who are interested in any type of new project such as bridge, road, safety, trail, safe routes to school or any type of project that is eligible under the federal transportation highway bill (MAP 21). Funds for new projects will cover all phases of development and construction of the project to be bid in state fiscal year 2018. Our goal is to bid out these new projects between **July 1, 2017 – April 30, 2018** in order to be able to process all paperwork before the end of the state fiscal year.

The following documents are posted on the Local Public Agencies page of the INDOT website <http://www.in.gov/indot/2390.htm>

1. INDOT LPA Process Guidance Document
2. Transportation Alternatives Category Sheets
3. Bridge self scoring matrix
4. 2013 FHWA Bridges Data Base
5. Special Rules for Eligibility of HSIP Projects
6. Application for HSIP Systemic Project Eligibility
7. link to INDOT Technical Applications Pathway (ITAP) for access to Local Call Application

### **Application Information and Deadlines:**

LPA's applying for new projects must electronically submit their applications using INDOT's new on-line application. The Local Public Agency's (LPA) certified Employee in Responsible Charge (ERC) must have a user account in INDOT's Technical Applications Pathway (ITAP). If assistance is needed in obtaining a user account, please contact the appropriate District Program Director as listed below. Once the call opens, the ERC will then request a new application under "The Local Call Application". Upon approval, the ERC will be able to access, complete and submit the application.

Applications will be accepted through the described ITAP Local Call Application beginning at **8:00 A.M. on Monday April 14, 2014**. All applications and supporting documents must be submitted by **5:00 P.M. on Monday, May 12, 2014**. No late applications will be accepted. Failure to meet this deadline and receive a confirmation will result in an ineligible application. Project awards will be announced no later than **June 16, 2014**.

Applications from cities who owe INDOT money, which is more than 60 days past due will NOT be considered. An LPA which resolves its past due account will be eligible for award. The LPA should contact the appropriate District Local Programs Director to discuss its past due account.

All applications must be for projects going to bid letting. After discussions with FHWA, INDOT will no longer allow Force Account projects. Ensure that your funding request covers the necessary needs for the entire project development (Preliminary Engineering (including Environmental Document), Right of Way, Utilities Coordination and/or Relocation, Railroad Coordination if necessary, Construction and Construction Inspection.

### **Accessing the new on-line LPA Application**

Once a registered user account has been established, the ERC will then request a new application; the **Local Call Application** through ITAP.

### **Registration Process:**

The link to access the log-in page for ITAP is <https://itap.indot.in.gov/login.aspx>. If you are not registered in ITAP, you must complete a user enrollment form (if no one from the LPA is registered for any ITAP application, you will need to enroll the business. When you enroll a business, you will then receive your user ID at the same time and also be listed in ITAP as the primary contact for your business). Once you have a user ID, you will log-in and request the necessary applications.

The LPA must certify to INDOT during the application process that they are ADA and Title IV compliant before they can receive any federal aid. The ADA Self-Assurance survey is accessed through ITAP as well. The ERC will also need to request access to the Local Quarterly Report in order to fulfill the reporting requirements for projects.

An alternate way to locate the ITAP log-in page is by clicking the links from the INDOT webpage.

- INDOT webpage (<http://www.in.gov/indot/>)
- Doing Business with INDOT (link on left side of INDOT page)
- Local Public Agencies and MPOs (link on left side of Doing Business with INDOT page)
- Related Links (category heading on LPA/MPO page)
- INDOT Technical Applications Pathway (ITAP) (link under Related Links heading)

### **Eligible Applicants:**

Counties, cities and towns not inside the urbanized area of a Metropolitan Planning Organization (MPO) are eligible for these funds, except those LPAs inside of the urbanized areas are eligible to apply for Transportation Alternatives Program (TAP) funding. Each LPA MUST designate a certified Employee in Responsible Charge as defined in Chapter 1 of the INDOT Local Public Agency Project Development Process Guidance Document for Local Federal-Aid Projects. Only applications submitted by the Certified Employee in Responsible Charge from the LPA will be accepted.

### **Funding Information:**

The amount of federal funds to be awarded will be determined after the 2015-2017 programs are completely defined. Funding awards will be well distributed throughout the state; however, no exact amount of funding will be assigned to each district. There is approximately \$86,000,000.00 to be awarded during this NOFA. Of this amount, approximately \$3,000,000.00 will be HSIP funds which are reimbursed at 90%, approximately \$13,000,000.00 will be TAP funds which are reimbursed at

80%, and approximately \$70,000,000.00 will be STP (Surface Transportation Program) funds divided between Road and Bridge projects and reimbursed at 80%.

### **Eligible types of projects:**

#### **BRIDGE**

For Bridge projects, the following activities are eligible for funding: Bridge Replacement\*, Bridge Rehabilitation\*\*, Bridge Removal, and Replacement of Low Water Crossings. New bridges, INDOT's bridges, and bridges within the urbanized area of any MPO are not eligible. Preventative Maintenance projects are not eligible for funding.

Complete and upload Bridge Self-scoring Matrix.

\*Sufficiency Ratings of 50 or below are eligible for replacement. Removal of the existing bridge is an eligible expense as well.

\*\*Sufficiency Ratings of 80 or below are eligible for rehabilitations.

#### **TAP Projects**

Trail, Safe Routes to Schools and Enhancement projects that meet the eligibility requirement will be funded under the TAP program. INDOT is committed to funding these types of projects which promote a safe and healthy lifestyle. A portion of funding will be set aside for such projects.

#### **SAFETY**

INDOT is the recipient of Highway Safety Improvement Funds which are funds that must be used to enhance safety along roads. Such projects that may be eligible are sign and guardrail replacements, intersection improvements or pavement markings along roads. Local governments should be aware of the requirements that must be met when applying for HSIP funds for local projects. INDOT has prepared a guidance document for local public agencies on how they can participate in the HSIP. It is essential that public agencies planning to apply for this funding read and understand the guidance before beginning the project application process. These funds are restrictive and must meet strict guidelines established by the Federal Highway Administration. For HSIP Systemic Projects, please upload HSIP application as attachment to Local Call Application.

#### **ROAD**

Road projects that are on system that are in the jurisdiction of an eligible county, city or town and are not within the urbanized area of any MPO are eligible for funds from this NOFA (INDOT's roads and streets are not eligible projects). Preventative Maintenance projects are not eligible for funding.

On System refers to those roads described as:

- (1) All arterials (rural or urban);
- (2) All urban collectors;
- (3) All rural major collectors

Off System refers to those roads described as:

- (1) All rural minor collectors;
- (2) All local roads (rural or urban).

### **Selection Process:**

The applications will be scored by a team of INDOT experts in their related fields. Each District will assemble a team led by the District LPA Program Director and they will score and rank the projects

by type in their district. Once all scores are compiled, an executive review team will review all final scores for accuracy and determine funding types and awards for projects.

Scoring criteria will include such items as: Road AADT and AATT, LPA Past Performance; Planning Support, Community Support-Social Issues, Connectivity, Safety Improvements, Facility Condition, LPA who has Asset Management, Funding Participation, Funding Commitments, Economic Development; Previous /Existing Project and ADA accommodations. In addition, projects will be evaluated on ability to be let within the time frame for the call (FY 2018).

**Contact Information:**

Eligible LPA's should contact the appropriate INDOT District Local Programs Director listed below for any questions regarding this call:

<u>District</u>	<u>Contact</u>	<u>Telephone</u>	<u>E-mail</u>
Crawfordsville	Susan Kemp	765-361-5228	<a href="mailto:skemp@indot.in.gov">skemp@indot.in.gov</a>
Fort Wayne	David Armstrong	260-969-8277	<a href="mailto:darmstrong@indot.in.gov">darmstrong@indot.in.gov</a>
Greenfield	Kim Bowdell	317-467-3440	<a href="mailto:kbowdell@indot.in.gov">kbowdell@indot.in.gov</a>
Greenfield	Cassandra Hudson	317-467-3413	<a href="mailto:chudson1@indot.in.gov">chudson1@indot.in.gov</a>
LaPorte	Marcia Blansett	219-325-7564	<a href="mailto:mblansett@indot.in.gov">mblansett@indot.in.gov</a>
Seymour	Debbie Ault	812-524-3961	<a href="mailto:dault@indot.in.gov">dault@indot.in.gov</a>
Vincennes	Lora Lewis	812-895-7393	<a href="mailto:llewis@indot.in.gov">llewis@indot.in.gov</a>

In the event that INDOT learns that the federal funds available will be less than anticipated, INDOT reserves the right to proportionately reduce the federal funds available for award.

Sincerely

Kathy Eaton-McKalip  
Director  
LPA Grants Administration

