INDOT Office of Transit
Transportation Improvement Plan Guide to STIP Document Submissions.

Table of Contents

1. Introduction and Glossary 1
2. Submitting a DES Request to INDOT 2
3. Submitting a Modification Request to INDOT 3
4. Submitting an Amendment Request to INDOT 3
5. Submitting a Transfer of FHWA Funds to FTA Accounts 4
6. Submitting a Grant to FTA 4

1. Introduction and Glossary

The Statewide Transportation Improvement Plan **(STIP)** is a document that describes the transportation projects planned for the next four years. The STIP includes, by reference, a TIP from each MPO. Periodically a new TIP and STIP are created – usually every two years.

In between those times, changes to the STIP may need to be made. New projects will need to have their own **DES#,** Once you have this, the project may be added to the STIP with an **Amendment**. Should you need to add or reduce the funding toward this project, a **Modification** will due for small changes, or another Amendment may be required for larger changes. Occasionally you may need to move funds from an **FHWA** administered grant to an **FTA** Account. To do so will require a **Transfer**.

In order to understand this process fully, you will need to understand the definitions of a few terms.

53XX – Refers to FTA §5300 series grants such as FTA §5307 Urban Transit or FTA §5311 Other than Urban funds.

Amendment- A change to the STIP which adds a new project or makes large changes to a project's budget. This requires an approval from the Federal Transit Administration.

DES# - Designation number. This is a unique identifier for projects listed in the STIP.

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

Modification –A minor change to the STIP in which no new DES#s are added and does not require substantial budget changes.

MPO – Metropolitan Planning Organization – The organization which creates the TIP for their planning area. These organizations submit their TIP along with amendment and modification requests to INDOT to be included in the INDOT STIP.

Resolution- An official signed document from the governing body of an MPO which, among other things, requests that a TIP, Amendment, or Modification be included in the state's STIP.

STIP – State Transportation Improvement Plan

TIP – Transportation Improvement Plan.

Transfer – In this usage a transfer refers to a transfer of funds from an FHWA account to a FTA account.

2. Submitting a DES# Request to INDOT

To submit a DES# Request, you will need to complete the **Transit DES Request Form** located under the Transit STIP Heading at: https://www.in.gov/indot/2436.htm

You will need to know the MPO, Urban Area, The INDOT District and Sub-district, the Congressional District, and County that the project is to take place in. Transit Projects may take place in multiple INDOT districts, subdistricts, congressional districts or counties.

For a map of INDOT Districts see: https://entapps.indot.in.gov/dotmaps/districtmaps/
For a map of INDOT Congressional Districts see: https://www.govtrack.us/congress/members/IN#map

You will also need to know the year and type of funding that will be used. Transit Projects use the following funding types: Local, Transit (meaning FTA 5300 series grants) MPO funds such as CMAQ, or funds transferred from the FHWA, and MPO PYB funds which are MPO Funds from a previous year. You will need to know the year that each of the funds are from and a TOTAL for each type.

If you are using more than one funding source that uses the same type, such as CMAQ and Flex funds in the same year, (which both fall under MPO, or MPO-PYB) ***YOU*** *will need to provide a TOTAL AND a breakdown in the breakdown description line on the form.*

Once you have completed the form email it in the original MS Excel format to INDOT Transit Planner Jason Casteel JCasteel@indot.in.gov. Use the subject line "DES Request – MPO Name – Brief Project Description" such as

Subj: DES Request – Robertsville MPO - >35' Transit Busses.

After submitting a fully and properly completed DES# Request form, the typical turnaround time is less than a week, and often much quicker.

3. Submitting a Modification Request to INDOT

To Submit a modification Request, you will need to submit a signed resolution and the Amendment/Modification request form which you can find under the Transit STIP heading at https://www.in.gov/indot/2436.htm.

If you are changing any of the financial information such as adding money to a funding line or changing adding a source of funding, you will need to provide information regarding the current funding sources, and what you would like to change them to. You can check the current STIP Listing at https://www.in.gov/indot/2348.htm to verify you have the correct current amount. If you do not include the current amount, we will assume that your new amount is correct and make whatever adjustments to the funding are needed to achieve this.

In addition to the request form, you will need a signed adopted **Resolution** from the governing body of your MPO.

Once you have completed the form email it, in the original MS Excel format, and a .pdf of your signed resolution to INDOT Transit Planner Jason Casteel JCasteel@indot.in.gov. Use the subject line "Modification Request – MPO Name – DES#" such as

Subj: Modification Request – Robertsville MPO - DES# 2123456.

4. Submitting an Amendment Request to INDOT

The procedures for submitting an amendment request are nearly the same as for a modification request.

The primary difference is that this change must be approved by the FTA, therefore there is a longer turnaround time.

Once you have completed the form email it in the original MS Excel format to INDOT Transit Planner Jason Casteel JCasteel@indot.in.gov. Use the subject line "Amendment Request – MPO Name – DES#" such as

Subj: Amendment Request – Robertsville MPO - DES# 2123456.

5. Submitting a Transfer of FHWA Funds to FTA Accounts

To request a transfer of FHWA funds to an FTA Account, you will need to email your request to Larry Buckel, Manager, Office of Transit at LBuckel@indot.in.gov

Please keep in mind that if you are transferring funds to an FTA project, you will likely need to update that project with an amendment or modification as well.

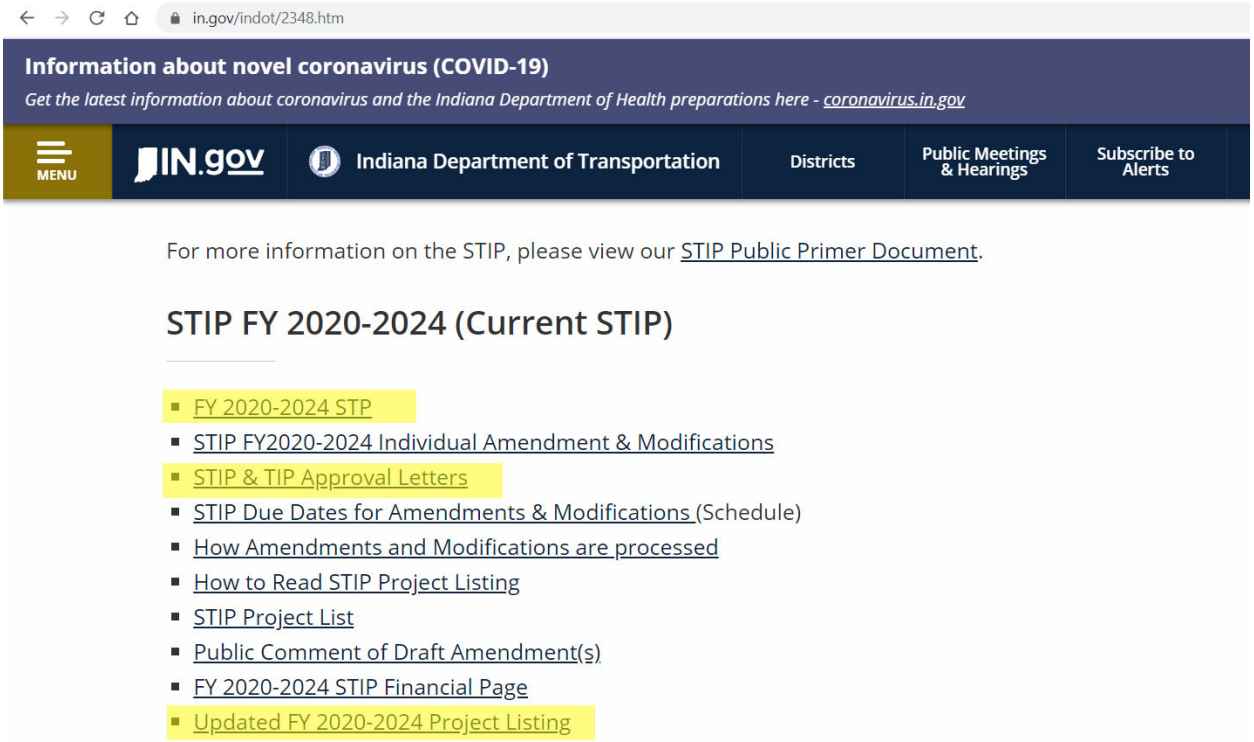
6. Submitting a Grant to FTA

Procedures for submitting a grant to the FTA are set by the FTA and may change or differ from any information given here.

In addition to your grant request, they generally require the following information.

- A screen print of the cover page of the current STIP

- A screen print of the page where your project appears in the STIP Project Listing.

- The Approval Letter for the STIP.

.pdf copies of the above resources may be found at: https://www.in.gov/indot/2348.htm