

RESOLUTION 19 - 2015

RESOLUTION ESTABLISHING AN MPO PROJECT ELIGIBILITY REVIEW PROCEDURE FOR TRANSPORTATION-RELATED PROJECTS

WHEREAS, each urbanized area participating in the programs of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must assure that funded transportation projects are included in the local Transportation Improvement Program (TIP), as well as the Indiana State Transportation Improvement Program (INSTIP), and

WHEREAS, the Madison County Council of Governments (MCCOG) is the agency designated by the Governor to maintain the Transportation Improvement Program (TIP) for the Anderson/Madison County Metropolitan Planning Area, and

WHEREAS, MCCOG has a limited amount of funds that can be designated to qualifying projects within the Anderson/Madison County Metropolitan Planning Area, and

WHEREAS, MCCOG understands the importance of adding qualifying projects in a timely manner, yet must be allowed time for thorough review, verify that it is a qualifying project, and confirm there are funds available, as there are a limited amount of funds, and

WHEREAS, MCCOG has developed an MPO Project Eligibility Review Procedure for any Federal Aid Application or other transportation-related funding mechanism, prior to submittal to the funding agency. To initiate this review in a timely manner, the LPA ERC shall adhere to the following basic *MPO Project Eligibility Review Process*:

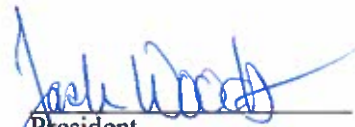
- (1) At such time, when MCCOG makes preparations to update its Metropolitan Transportation Plan (MTP) or, in some cases, its Transportation Improvement Program (TIP) Document, MCCOG staff will request LPA ERC's to submit project ideas, including both needs and wants, to the MPO for review.
- (2) At such time, the LPA shall complete the *Project Eligibility Review Form – Step 1* for each project idea without consideration of funding amount, funding type, nor funding year.
- (3) At such time, the LPA shall gather all completed forms (*Project Eligibility Review Forms – Step 1*) for that LPA, regardless of department, and prioritize those projects, one (1) being the most important project.
- (4) At such time, the LPA ERC and the highest elected official shall sign and date each form and submit them to MCCOG Staff.
- (5) At such time, MCCOG Staff shall review all *Project Eligibility Review Forms – Step 1* to ensure they are complete, that the details of the request are clearly described, and if necessary, request clarification and additional information to be added to the form and resubmitted.
- (6) At such time, MCCOG Staff shall conduct a Red Flag Investigation (RFI) on each submitted project.
- (7) At such time, MCCOG Staff shall provide the LPA ERC a *Red Flag Investigation Report* to be used to complete the *Project Eligibility Review Form – Step 2* for each submitted project.
- (8) At such time, the LPA ERC shall complete the *Project Eligibility Review Form – Step 2* for each submitted project, including the dated signature of the LPA ERC and highest elected official.
- (9) At such time, MCCOG Staff shall review all *Project Eligibility Review Forms – Step 2* to ensure they are complete, that the details of the request are clearly described, and if necessary, request clarification and additional information to be added to the form and resubmitted.

- 10) At such time, MCCOG Staff shall review each project by reviewing applicable project requirements, applying scoring criteria, applying prioritization criteria, and prioritizing all forms submitted to date (past and present) with one (1) being the most important.
- 11) At such time, MCCOG Staff will determine the funding mechanisms available, the projects that will be awarded those funds, and the state fiscal year (SFY) in which those funds must be obligated.
- 12) At such time, when MCCOG Staff has completed the *Eligibility Review Process*, MPO Funding Award Letters will be issued to the appropriate LPA ERC's.

WHEREAS, the aforementioned MCCOG Procedure to Review and Approve any Application for Transportation-Related Funding is not followed, the LPA requesting federal aid funds or awarded special funds may not be able to initiate their project because (1) the project does not have the required signatures, (2) does not adhere to required standards to be listed in the TIP, and (3) does not align with the current goals and objectives of the Metropolitan Planning Organization (i.e. MCCOG).

THEREFORE, BE IT RESOLVED THAT the Madison County Council of Governments hereby certifies the aforementioned MPO Project Review Procedure for any Application for Transportation-Related Funding as a Policy and Standard to be adhered by all LPA's and other potential Funding Recipients within the Anderson/Madison County Metropolitan Planning Area and is hereby endorsed and approved.

ADOPTED by the Madison County Council of Governments Policy Committee, this 10th day of December, 2015.



President
Madison County Council of Governments