

## RESOLUTION 14 - 2013

### RESOLUTION ESTABLISHING A PROCEDURE FOR INCLUSION OF A NEW LPA PROJECT IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**WHEREAS**, this resolution supersedes the previous Resolution 19-12 adopted October 11, 2012, and

**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 regional 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 (MPA), and

**WHEREAS**, MCCOG has a limited amount of funds that can be designated to qualifying projects within the Anderson/Madison County Metropolitan Planning Area (MPA), 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 recognizes that the burden of responsibility to provide documentation of a funding award, the intent to use such award, and the verification of local match availability is the responsibility of the LPA, and

**WHEREAS**, MCCOG has developed a Procedure for a new, qualifying Local Public Agency (LPA) Project to be added into the TIP or additional funding is awarded to an existing project requiring amendment to the TIP, the LPA *Employee in Responsible Charge* (ERC) shall adhere to the following basic *TIP Inclusion Process*:

- (1) At such time when an LPA receives an initial *Funding Award Letter*, the LPA ERC must submit,
  - a) completed *TIP Inclusion Request Form*, with an original signature, and
  - b) copy of the *Funding Award Letter*, and
  - c) completed *Local Matching Funds Verification Form*, including all original signatures by the CEO, CFO, and ERC of the LPA;

or,

At such time when an LPA is ready to submit an Application for FTA Funds or when notified by MCCOG Staff that a new TIP Document is being prepared, the LPA ERC (for Transit) must submit,

- a) completed *TIP Inclusion Request Form*, with an original signature, and
- b) completed *Local Matching Funds Verification Form*, including all original signatures by the CEO, CFO, and ERC of the LPA, and
- c) PDF copy of the *Annual Apportionment Announcement* as listed in the *Federal Register* that is being requested;

or,

At such time, when an LPA receives an additional *Funding Award Letter* through the submittal of a *Funding Application*, the LPA ERC must submit,

- a) completed *TIP Inclusion Request Form*, with an original signature, and
- b) copy of the *Additional Funding Award Letter*, and
- c) completed *Local Matching Funds Verification Form*, including all original signatures by the CEO, CFO, and ERC of the LPA;

or,

At such time, when there is a *Call for Projects* by the MPO and the LPA receives an Award Letter from the MPO, the LPA ERC must submit,

- a) completed *TIP Inclusion Request Form*, with an original signature, and
- b) copy of the *MPO Funds Award Letter*, and
- c) completed *Local Matching Funds Verification Form*, including all original signatures by the CEO, CFO, and ERC of the LPA;

or,

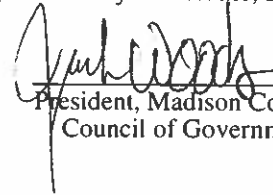
- At such time, when an LPA receives a Federal Earmark, State/District Direct Funding Award, or other initial or additional funding award without submitting a formal application, the LPA ERC must submit,
- a) completed *TIP Inclusion Request Form*, with an original signature, and
  - b) adequate documentation of the funding award and the source of funding (such as an excerpt from the Federal Register), and
  - c) completed *Local Matching Funds Verification Form*, including all original signatures by the CEO, CFO, and ERC of the LPA;
- (2) At such time, when the aforementioned documents are received by MCCOG staff, MCCOG will have no less than ten (10) business days to review those documents, and
  - (3) At such time, when the MCCOG staff reviews the documents provided, including a review of project scope, existing alignment, and proposed alignment; an *Air Quality Conformity Determination Letter* will be provided to the LPA ERC with a determination of Exempt or Non-Exempt to ensure that *Congestion Mitigation & Air Quality Standards* are met, as outlined by FHWA and INDOT:
    - a) **Non-Exempt**
      1. Any Non-Exempt Project that will require an *Air Quality Conformity Determination* must follow the requirements set forth by the *Intergovernmental Consultation Group* (ICG) and all state and federal requirements prior to inclusion in the TIP, and
      2. At such time, when MCCOG staff has completed their review of a **Non-Exempt Project**, an *Air Quality Conformity Determination Letter* with details regarding the *Air Quality Conformity Determination Process* will be provided to the LPA ERC with direction as to the next steps required, and
      3. At such time, when the *Air Quality Conformity Determination Process* is complete, MCCOG staff will provide a *Air Quality Conformity Determination Letter* explaining the results and requirements that must be adhered for the design and construction of the proposed project, and
      4. At such time, when the *Air Quality Conformity Determination Letter* has been received, the LPA ERC must provide a *Completed Set of Quarterly Reporting Forms* as provided by MCCOG within thirty (30) business days prior to the next regularly scheduled Quarterly Tracking Meeting(s), and
    - b) **Exempt**
      1. Any Exempt Project (i.e., Exempt from Air Quality Conformity Analysis) must follow any requirements set forth in a completed *Air Quality Conformity Determination Letter* (if any) as provided to the LPA ERC, and
      2. At such time, when MCCOG staff has completed their review of an **Exempt Project**, the LPA must provide a *Completed Set of Quarterly Reporting Forms* as provided by MCCOG within thirty (30) business days prior to the next regularly scheduled Quarterly Tracking Meeting(s), and
  - (4) At such time, when MCCOG staff receives a *Completed Set of Quarterly Reporting Forms*, MCCOG staff will complete an INDOT Designation Number (Des. #) Request Form and submit to INDOT on behalf of the Funded Project within ten (10) business days, and
  - (5) At such time, when an INDOT Designation Number (Des. #) Request Form has been processed, MCCOG staff will prepare a Resolution for inclusion in the TIP and add it to the agenda of the next regularly scheduled MCCOG Policy Board Meeting, and
  - (6) At such time, a signed Resolution has been executed, MCCOG staff will submit within ten (10) business days a copy of the signed Resolution and the INSTIP Request Form to INDOT as required for inclusion into the INSTIP, and
  - (7) At such time, when confirmation that the project has been added to the INSTIP, MCCOG staff will notify the LPA by email to confirm that the TIP request has been processed and thus, the project has been added

to the TIP and the INSTIP, as well as notification of the INDOT Designation Number (Des. #) that was issued for the project.

**WHEREAS**, the aforementioned MCCOG Procedure to include a new LPA Project in the Transportation Improvement Program (TIP) is not followed, the LPA requesting federal aid funds may not be able to initiate their project to move forward because of non-inclusion in the TIP.

**THEREFORE, BE IT RESOLVED THAT** the Madison County Council of Governments hereby certifies the aforementioned Procedure to include a new LPA Project in the Transportation Improvement Program (TIP) 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 3<sup>rd</sup> day of October, 2013.

  
\_\_\_\_\_  
President, Madison County  
Council of Governments