Project Application Guide

The Project Application form should be used to submit all project information included in the Metropolitan Transportation Plan (MTP) or the Transportation Improvement Program (TIP) for the KIPDA MPO.

Please contact Elizabeth Farc at elizabeth.farc@kipda.org or 502.266.6144 x121 for assistance.

CLICK HERE TO ACCESS THE PROJECT APPLICATION FORM

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1. Is the project in Connecting Kentuckiana 2040 MTP or TIP?
   - NO: Select Propose new MTP project
     - Fill out basic information and performance impact questions
     - Has the sponsor secured funding for the project that needs to be added to the TIP?
       - NO: Submit Project Application
       - YES: Enter information in TIP Funding Line Items section
         - Is this project being proposed as part of an MPO Dedicated Funds call for projects?
           - YES: Fill out the MPO Dedicated Funding Application
           - NO: Submit Project Application
             - Staff review of project proposal or changes
         - Submit Project Application
   - YES: Select Add a project to the TIP or modify an existing MTP or TIP project
     - Fill out scope or project details with new information
       - Enter information in TIP Funding Line Items section
         - Submit Project Application

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Propose New MTP Project Instructions

New projects are those not currently in the MTP or TIP (as a Group Project). Some new projects may fit the parameters of the Group Project process and be administratively modified to the TIP. Staff will make this determination after the project has been submitted.

The Project Application for new projects asks for basic project information regarding scope, purpose, location, and estimated cost. The remainder of the Project Application for new projects asks questions relating to anticipated performance. Staff use these answers to evaluate and rank a project regarding how the project may impact performance targets.

1. Open the Project Application and select Propose new project. Fill out the basic information for the project. Fields with an asterisk (*) are required.
   a. The description must indicate the type of work and location (with mile points or intersecting roads) and should include major components in enough detail to model for air quality, provide cost estimates, and other analysis as needed. (23 CFR Part 450(f)(9)). See below for examples.
      i. Widen ____ from 2 to 4 lanes from ____ to ____. A shared-use path will be built for the entire length of the project.
      ii. Bridge Deck Overlay project on ____ westbound bridge over ____ 00.40 miles west of ____.
      iii. Reconstruct ____ (no additional travel lanes) from the county line to ____; reconfigure "S" curve and realign ____ intersection.
      iv. New transit route with limited stop service on ____ from ____ to ____ providing connections between high residential areas and the new industrial park at ____.
      v. Intersection improvement at ____ and ____ adding turn lanes on westbound ____ and improving intersection geometry.
   b. The purpose and need statement should discuss why the project is needed to address issues in the region. References to data, studies, and land use changes are helpful. See below for examples.
      i. Rehabilitation of the bridge deck overlay will extend the life of this bridge, which is listed in the National Bridge Inventory (NBI) as Poor condition.
      ii. ____ is a major urban arterial and the main north-south connector in ____ . The substandard crest vertical curves that exist pose a hazard to vehicles. There are high truck traffic volumes turning in and out of this area.
      iii. ____ is the only highway corridor connecting the cities of ____ and ____ and is gradually changing from rural to a suburban character with the addition of more subdivisions and businesses. The existing 2 lane road carries high traffic volumes experiencing levels of service D and E.
      iv. This intersection has been identified in KIPDA’s top pedestrian crash locations. The bicycle and pedestrian improvements should increase line of sight and provide better protection for those users. The project also connects two ongoing shared-use path projects, providing critical alternative mode mobility in the area.
c. The project type should reflect the primary component of the project. “Program” should only be selected if the project cannot be mapped and is typically an ongoing funding stream.

2. **Transit and Program Projects Only**: If your project can be mapped, as in it has a specific location, route, etc., select Yes for the question “Does the project/program have a location that is able to be mapped?”.  
   a. If No is selected, a text box will appear asking how the project will contribute to achieving performance targets. A link to KIPDA’s Performance Management Plan will be below the text box (also available [here](#)). Identifying the exact performance measures is helpful.

3. **The Impact on Performance Targets** section utilizes the [Project Application Assistant](#), an interactive mapping app that allows you to draw the location of the project and overlay data layers to answer the subsequent questions. Follow the instructions in the form to draw the project.  
   a. Take a screenshot of the project you have drawn in the Project Application Assistant and upload it in the **Project Location** section. If the project consists of multiple parts, upload your own map of the project area. Accepted file types include jpg, jpeg, pdf, doc, and docx.

4. Several sections of Performance Impact Questions follow that will use the data layers in the Project Application Assistant. Follow the instructions in the form.  
   a. Answer all sections that pertain to the project. For example, if the project is to add travel lanes on an interstate, you would likely answer No to the questions for pedestrian and bicycle facilities.

5. In the **Transportation Improvement Program (TIP) Funding** section, select Yes if the project has secured funding in the current TIP years.  
   a. This section is not an application for funds. To apply for MPO dedicated funds, you must also complete the [MPO Dedicated Funding Application](#).
   b. Enter the TIP Funding Line Items by phase. For example:
6. Enter up to three email addresses to receive a confirmation of your application and click **Submit Form**.

7. Staff will review the proposed project and notify you of the next steps.

8. Once the proposed changes have been processed, staff will notify you that a Project Information Form (PIF) has been uploaded to your agency’s Dropbox file.
Add a project to the TIP or modify an existing MTP or TIP project

1. Open the **Project Application** and select **Add project to TIP or modify existing MTP or TIP project**.
   a. Three options will appear. Select all that apply.
      i. **Modify project scope and other details**: This includes project names, descriptions, purpose & need, State ID or Designation number, estimated open to public year, and proposed travel or turn lanes. See examples on page 2.
      ii. **Add project to TIP or modify existing TIP funding**: Any change to TIP funding can be proposed.
      iii. **Remove a project from the MTP**: A project can be removed if it is complete or if the sponsor is no longer interested in pursuing the project in the long-term.

2. Fill in the KIPDA ID and **Project Name** from the most recent Project Information Form (PIF) pdf document found in your sponsor agency’s Dropbox file with KIPDA. Follow the subsequent steps depending on what selections you made in the previous step.
   b. **Modify project scope and other details**
      i. Enter the new information for all that apply. Only update information that is changing.
   c. **Add project to TIP or modify existing TIP funding**
      i. List only the funding that is changing or being added in the TIP Funding Line Items section. Example of the information to enter in the TIP Funding Line Items is below:

      | 1: Project Phase *               |
      | Construction                    |

      | 1: Federal Fiscal Year *        |
      | 2022                            |

      | 1: Funding Source *             |
      | Surface Transportation Block Grant (STBG) - MPO |

      | 1: Federal Dollars *            |
      | $ 100000                       |

      | 1: Other Dollars *              |
      | $ 25000                        |

      | 1: Total Dollars               |
      | $ 125000                       |

      **Automatically calculated**

      ii. If removing TIP funding, identify the phase and reason for removal.
d. **Remove a project from the MTP**
   i. Select an option for (1) the project has been completed, (2) the sponsor agency is no longer interested in pursuing the project, or (3) other, if there is a situation that compels the removal of the project from the MTP.

3. **Enter up to three email addresses to receive a confirmation of your application and click Submit Form.**

4. **Staff will review the proposed project changes and notify you of the next steps. Once the proposed changes have been processed, staff will notify you that a Project Information Form (PIF) has been uploaded to your agency's Dropbox file.**