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**Application and Instructions  
for  
Transportation Improvement Program  
Projects**

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# **Application and Instructions for Transportation Improvement Program Projects**

*Kalamazoo Area Transportation Study*

## **Introduction**

The purpose of this document is to provide a guide concerning the Kalamazoo Area Transportation Study's (KATS) Prioritization Process. This process is used to prioritize and award Federal Surface Transportation Funding Program (STP) and National Highway Performance Program (NHPP) funding for projects that further the established goals of KATS.

## **Goals and Objectives**

Since the Transportation Improvement Program (TIP) is the short range planning element of the Metropolitan Transportation Plan, each TIP project must comply with the goals and objectives listed in the Metropolitan Transportation Plan.

## **Eligible Projects**

To be eligible to apply for and receive Surface Transportation Program (STP) funding, or to receive any additional funding received through inclusion in the Kalamazoo Area Transportation Study's Transportation Improvement Program (TIP), a project must be:

1. Proposed by an agency eligible to receive transportation funding through the State of Michigan.
2. Within the KATS Study Area Boundary.
3. Proposed by an active member of the Policy and/or Technical Committees.
4. Proposed by an agency that is satisfactorily contributing to the Transportation Planning Process of KATS through the means prescribed by the Policy Committee.

## **Guidance for Applicants**

### ***Review and Prioritization of Concept Statements***

This Prioritization Process is the adopted procedure to be followed in prioritizing and selecting projects for Federal Surface Transportation (STP) funding and National Highway Performance Program (NHPP) funding. All Project Concept Statements submitted to KATS for funding will be reviewed using the following procedures:

1. Each project submitted from a local agency's Capital Improvement Program (CIP) will be reviewed using the identified Prioritization Process.
2. KATS Staff and the Prioritization Subcommittee will develop a preliminary project list of all projects based on the weights of the Prioritization Process. Projects will be competing against one another based on the funds available.

3. The prioritized list will be adjusted to remain fiscally constrained.
4. The recommended project list will be reviewed at the Technical Committee level. Technical Committee will then make a recommendation to the Policy Committee for approval and funding.

### ***Timeline***

Projects to be considered for FY 2018-2020 funding need to be received by the KATS no later than ***November 25, 2015 at 5:00 pm.***

### ***Application Instructions***

The Project Concept Statement is to be filled out by the local agency for each project per fiscal year. Applications should be filled out thoroughly and include any supplemental information required.

It is recommended that agencies submit enough projects so that a comprehensive recommended project list may be developed.

**NOTE:** If there are more than one phase for the project (Preliminary Engineering, Construction), a separate sheet will need to be filled out with cost for that phase shown under Project Cost Estimate. If more than one Federal, State, or Local Cost are used during that phase, please provide the breakdown in the Other Project Information section of the application.

## **Contact Information:**

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## **Definitions**

### **Prioritization Process**

ADT (Average Daily Traffic):

- Count must be within 3 years of project.
- Count totals/divisions may need revision

Existing Condition:

- PASER for Roads, data is already collected and maintained by KATS staff
- If a roadway has more than one rating for the length of the project, the worst condition will be used.

Local Planning and Economic Development:

- Project conforms with either local land use plan, corridor plan, Complete Streets plan, water and sewer master plan, or other locally supported planning document

Environmental Justice:

- Project is located within, or directly adjacent to, an Environmental Justice area defined in the KATS Metropolitan Transportation Plan

Safety:

- Projects will be measured as a rate per Million Vehicle Miles Traveled (MVMT) for road segments and Million Entering Vehicles (MEV) for intersection projects.

National Functional Classification:

- The most recently adopted and approved National Functional Classification (NFC) for the roadway.

## Prioritization Process Factors

Factor	Measure	Points Available
ADT (Average Daily Traffic)	ADT / 1000, rounded	Up to 25
Condition- PASER	PASER (Pavement Surface Evaluation and Rating) 1-2 10 points 3-4 20 points 5-6 15 points 7-10 0 points 100% Preserve +5 points	Up to 25
Local Planning and Economic Development	Identified in Local Planning Efforts 5 points will be assigned up to a maximum of 15 for every capital, master plan and economic development plan that the project supports	Up to 15
Environmental Justice	Project located in identified EJ area	10
Safety	3 or more crashes per MVMT/ MEV- 5 Points Less than 3 crashes per MVMT/ MEV- 2 Points  Project corrects the above identified safety issues and has a correctable MVMT/MEV crash rate of 3 or higher	Up to 5  10
National Functional Classification	Interstate/Other Highway 10 Other Principal Arterial 8 Minor Arterial 6 Major Collector 4 Minor Collector 2	10

Total: 100

# Project Concept Statement

Reset Form

## Transportation Improvement Program

Year:  Agency:  Agency Contact Person:

Project Location (Include the village or township where the project is located):

Limits:

Road Name:  Beginning Mile Point:  Ending Mile Point:

Total Project Length:  Is the project listed in the KATS Metropolitan Transportation Plan? YES NO

National Functional Classification:  Primary Work Type:

### Project Description

### Phase Cost Estimate

### Project Phase:

Federal Cost:  Federal Fund Source:

State Cost:  State Fund Source:

Local Cost:  Local Fund Source:

Total Phase Cost:  Total Project Cost:

### Project Data

Number of Crashes per MVMT/MEV:  Current Traffic Volume:

Does the project fix the identified correctable safety issue: YES NO Current PASER Rating:

Located in an identified Environmental Justice area?\* YES NO Is the project 100% preserve? YES NO

Local Planning Description:

Other project information:

### Complete Streets Information (Please attach transit coordination documentation).

Project conforms with the Complete Streets Policy? YES NO Exception being requested? YES NO

Describe existing and future non-motorized facilities within the project limits/additional comments/exception rational:

\* For more information on Environmental Justice, please see the [2035 Metropolitan Transportation Plan](#).