

# Application & Instructions for Transportation Improvement Program Projects

**Approved October 19, 2011  
Amended March 28, 2012  
Amended September 30, 2015  
Draft 7/31/2018**



*Kalamazoo Area Transportation Study*  
5220 Lovers Lane, Suite 110  
Portage, MI 49002

(269) 343-0766  
[info@KATSmpo.org](mailto:info@KATSmpo.org)  
[www.KATSmpo.org](http://www.KATSmpo.org)

# Application & Instructions for Transportation Improvement Program Projects

## 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 (MTP). In addition to the goals and objectives in the MTP, KATS has adopted goals to help facilitate the prioritization of funds in the TIP and guide the process. - These goals include:

1. To foster coordination and participation within the region, KATS will attempt to fund at least one project per Act51 Agency every two TIP cycles.
2. Every project is developed in coordination with adopted Transportation Performance Measures.
3. Affirm adopted projects reflect the goals of the MTP.
4. Encourage local agencies to coordinate with each other in preventative maintenance projects for funding.
5. Coordinate various funding sources for projects such as Transportation Alternatives Program (TAP), National Highway Performance Program (NHPP), Congestion Mitigation and Air Quality (CMAQ), and Transportation Alternative Program (TAP).
6. An out year call for projects during each TIP development for a two year overlap of projects.
7. Cost effectiveness of project and Transportation Asset Management Council (TAMC) goal of applying the right fix at the right time.

## 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, CMAQ, and TAP) funding.~~ When applicable, additional CMAQ and TAP forms

for a project will also need to be completed and sent with TIP application. All Project Concept Statements submitted to KATS for funding will be reviewed using the following procedures:

1. Local agencies submit projects from their Capital Improvement Program (CIP) using the KATS TIP Application along with supporting documentation for CMAQ or TAP.
2. KATS staff will review project submissions using the identified Prioritization Process. Each project will receive a score.
3. KATS staff and the Prioritization Subcommittee will develop a preliminary list of all projects based on the score of the Prioritization Process Factors. Projects will be competing against one another based on the funds available.
4. The prioritized list will be adjust to remain fiscally constrained and to meet the goals set forth in the Prioritization Process.
5. 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.

### ***Timeline***

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

Transportation Improvement Program – <del>97</del> Month Process					
TIP Development	Call for Projects	Project Prioritization	TIP Sub-Committee Review	Reorder of Prioritization based on Meeting Goals	Funded Proposed List goes to Adoption
<del>November</del> <del>October</del> 2018	<del>November</del> 2018	<del>December</del> 2018	<del>January</del> 2019	<del>February</del> 2019	<del>May-2019</del> June 2019
<u>Public Involvement Period</u>					

### ***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 ~~each~~ 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:**

~~Kalamazoo Area Transportation Study~~  
~~5220 Lovers Lane, Suite 110~~  
~~Portage MI 49002~~

~~(269) 343-0766~~  
~~info@KATSmpo.org~~

## 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.
- Preventive maintenance (PM) addresses pavement problems of roads before the structural integrity of the pavement has been severely impacted. PM is a planned set of cost-effective treatments applied to an existing roadway that slows further deterioration and that maintains or improves the functional condition of the system without significantly increasing the structural capacity. The purpose of PM fixes is to protect the pavement structure, slow the rate of deterioration, and/or correct pavement surface deficiencies.

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.
- Regional Safety Plan:  
[https://katsmpo.files.wordpress.com/2012/03/20171013\\_sc\\_rtsp\\_final.pdf](https://katsmpo.files.wordpress.com/2012/03/20171013_sc_rtsp_final.pdf)

National Functional Classification:

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

### Operational Improvements

- A capital improvement for installation of traffic surveillance and control equipment; computerized signal systems; motorist information systems; integrated traffic control systems; incident management programs; transportation demand management facilities; strategies, and programs; and such other capital improvements to public roads as the Secretary may designate, by regulation. By definition, an operational improvement still does not include restoration or rehabilitating improvements; construction of additional lanes, interchanges, and grade separations; or construction of a new facility on a new location.

# Prioritization Process Factors

Factor	Measure	Points Available
ADT (Average Daily Traffic)	ADT / 1000, rounded	Up to 15
<u>Freight</u>	<u>Percent of commercial traffic, rounded to the nearest whole number</u>	<u>Up to 5</u>
Condition- PASER	PASER (Pavement Surface Evaluation and Rating) 1-2      10 points 3-4      20 points 5-6      15 points 7-10     0 points Preventative Maintenance Project	Up to 20          +5 points
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	5
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- 3 Points  Project corrects the above identified safety issues and has a correctable MVMT/MEV crash rate of 3 or higher	Up to <del>5</del> 5          <u>10.5</u>
	Project <u>(or corridor)</u> identified in Regional Safety Plan	<u>5</u>
National Functional Classification	Interstate/Other Highway    10 Other Principal Arterial      8 Minor Arterial                    6 Major Collector                 4 Minor Collector                 2	10
Operational Improvements		5

Project Uses Multiple Federal Funding Sources 5

Project Located on Line Haul Transit Route 5

Total: 100