

# Application & Instructions for Transportation Improvement Program Projects

**Approved September 26, 2018**  
**Amended September 30, 2015**  
**Amended September 5, 2018**



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# 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 for projects that further the established goals of the 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, the KATS has adopted goals to help facilitate the prioritization of funds in the TIP and guide the process. These goals include:

1. Foster coordination and participation within the region, the KATS will attempt to fund at least one project per Act51 Agency every two TIP cycles.
2. Develop every project 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).
6. Include an out year call for projects during each TIP development for a two year overlap of projects.
7. Promote 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 the 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, NHPP, CMAQ, and TAP. When applicable, additional [CMAQ](#) and [TAP](#) forms for a project will also need to be completed and sent with TIP application or completed through the Michigan Grant System (MGS). All Project Concept Statements submitted to the 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 adjusted 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 2020-2023 funding need to be received by the KATS no later than ***November 2, 2018 at 5:00 pm.***

Transportation Improvement Program – 9 Month Process					
TIP Development Starts	Call for Projects	Project Prioritization	TIP Sub-Committee Review	Reorder of Prioritization based on Meeting Goals	Funded Proposed List goes to Adoption
October 2018	October to November 2018	December 2018	January 2019	February 2019	May to June 2019
Public Involvement Period					

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

## 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
Freight	Percent of commercial traffic, rounded to the nearest whole number	Up to 5
Condition- PASER (Pavement Surface Evaluation & Rating)	PASER	Up to 20
	1-2	10 points
	3-4	20 points
	5-6	15 points
	7-10	0 points
	Preventative Maintenance Project	+5
Local Planning and Economic Development	Identified in Local Planning Efforts: 5 points will be assigned for a 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	Up to 5
	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	5
	Project (or corridor) identified in Regional Safety Plan	5
National Functional Classification	Interstate/Other Highway	10
	Other Principal Arterial	8
	Minor Arterial	6
	Major Collector	4
	Minor Collector	2
Operational Improvements		5
Project Uses Multiple Federal Funding Sources		5
Project Located on Line Haul Transit Route		5
<b>Total:</b>		<b>100</b>

# Transportation Improvement Program Project Application

Project Location

Total Project Length

Limits

Major Route (road name)

Beginning Mile Point

Ending Mile Point

Project Phase (choose one)

Primary Work Type

Federal non-participating work?

Yes No

CMAQ Funding?

Yes No

Advance Construct Funding?

Yes No

Agency

Agency Contact Person

Year (choose one):

Proposed Let Date

Project Description

Proposed Federal Cost:

Proposed Total  
Project Cost:

Proposed State Cost:

Proposed Local Cost:

Proposed Total Phase Cost:

Project listed in the KATS Metropolitan Transportation Plan?

Yes No

Identified in Local plan?

Yes No

Project conforms with 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:

Number of crashes per MVMT/MEV:

Current PASER Rating (choose one)

Current Traffic Volume

Is the project 100% preserve?

Yes      No

Does the project fix the identified correctable safety issues?

Describe how the project fixes identified correctable safety issues:

Yes      No

Project located in an identified Environmental Justice area?

Is this a preventative maintenance project?

Yes      No

Yes      No

National Functional Classification

Does this project include operational improvements?

Yes      No

Does this project have a capacity change?

If this project includes a capacity change, please attach travel analysis in pdf format.

Yes      No

Please attach a map image of the project location with project limits in jpeg or png format.