



APPLICATION PACKET SFY 2029 CALL FOR PROJECTS

Indianapolis Metropolitan Planning Organization

2025 | www.indympo.gov/tip

This packet contains instructions on how to navigate the IMPO's call for projects and the application portal, [MiTIP](#) to submit project applications. To help make this information as useful as possible, the IMPO would ask that you send any questions, comments, or suggestions to:

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Part 1 – Overview

Introduction

About the MPO

Every Urbanized Area with a population of 50,000 or more (as defined by the US Census) is required by federal regulations to have a designated Metropolitan Planning Organization (MPO). MPOs are responsible for conducting a “continuing, cooperative, and comprehensive” transportation planning process. A successful MPO planning process is a prerequisite to the region receiving certain federal funds for planning projects and transportation improvements.

The Indianapolis Metropolitan Planning Organization (IMPO) is Central Indiana’s federally-designated regional planning organization. The IMPO develops short and long range plans to support local governments and advance the region’s goals in transportation, economic development, housing, safety, sustainability, and other quality-of-life issues. The IMPO collects, analyzes, and communicates regional data to inform planning efforts and guide decision-making. The IMPO also tracks and distributes specific grant funds to local governments for the planning and construction of roads, trails, transit, and other infrastructure that moves people and goods throughout Central Indiana. Our planning area spans nearly 1,500 square miles and includes Marion County and parts of Boone, Hancock, Hamilton, Hendricks, Johnson, Morgan, and Shelby counties. The IMPO serves 36 member jurisdictions and approximately 1.78 million residents.

About the TIP Call for Projects

Each year, the Indianapolis Metropolitan Planning Organization (IMPO) is allocated federal transportation funding from the Federal Highway Administration (FHWA), passed through the Indiana Department of Transportation (INDOT). The IMPO allocates this funding to local public agencies—including cities, towns, counties, and transit organizations—to support local transportation improvement projects such as roads, bridges, trails, and transit.

Working with local public agencies, the IMPO prioritizes, selects, and awards funding to projects that address needed transportation improvements. To select projects to receive the IMPO’s funding, the IMPO issues an annual “call-for-projects”. During the call-for-projects, local public agencies choose projects to submit for consideration by completing a data-driven application and committing to locally fund a portion of the project cost. Typically, the MPO funds up to 80% of construction and construction engineering costs with a 20% local match from the local public agency. The local public agency provides 100% of the funding for preliminary engineering, right-of-way acquisition, and other project costs. The process is highly competitive, with demand significantly exceeding available funds.

The IMPO reviews all applications and develops a list of projects recommended for funding. This recommendation list is guided by the allocation goals of the Metropolitan Transportation Plan, the requirements of federal transportation programs, and the scores of projects ranked through the IMPO’s TIP project selection (scoring) criteria. The recommendation list is then reviewed, amended as needed, and adopted as a TIP amendment by the Transportation Policy Committee, composed of representatives from member agencies.

Funding Information

The Indianapolis Metropolitan Planning Organization (IMPO) is accepting applications for projects under four major funding sources:

- Federal Funds Exchange Surface Transportation Block Grant (FFE-STBG)
- Federal Funds Exchange Congestion Mitigation and Air Quality Program (FFE-CMAQ)
- Federal Funds Exchange Highway Safety Improvement Program (FFE-HSIP)
- Federal Transportation Alternatives (TA) Program

For details on project eligibility under each funding source or more details on the TIP overall, please refer to the appendix of the [2026–2029 Transportation Improvement Program](#) (TIP). Project eligibility for funding sources may be found in the appendix.

In addition to these funding sources, the IMPO also receives funding from two other programs: the Carbon Reduction (CR) Program and the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Program. Because CR funding amounts are relatively small and closely align with CMAQ objectives, they are used for CMAQ-eligible projects. Because PROTECT funding amounts are relatively small and closely align with STBG objectives, they are used for STBG-eligible projects. Applicants seeking to use CR or PROTECT funds should apply under the CMAQ or STBG program.

Federal Funds Exchange (FFE) Program

Through an agreement with the Indiana Department of Transportation (INDOT), the IMPO exchanges most federal funds for state funds under this program at a rate of \$.90 on the \$1. STBG, CMAQ, and HSIP are included in the exchange agreement for SFY 2029. This allows local public agencies to follow state (rather than federal) project development standards, reducing costs and delays. Local public agencies interested in using the FFE program should review the [Federal Funds Exchange Guidance Document](#), which outlines the policies and procedures developed collaboratively by the IMPO, the Transportation Committees, and INDOT.

The Transportation Alternatives (TA) Program is not part of the FFE program, and projects using these funds must follow all federal regulations. The Carbon Reduction (CR) Program is also not part of the FFE program as a separate funding source, but is typically used on non-construction projects.

Project Development Timeline

The IMPO intends to keep Federal Funds Exchange (FFE) projects on a 3-year award schedule and federal TA projects on a 5-year award schedule. The call for projects for Federal Funds Exchange (FFE) projects is for State Fiscal Year (SFY) 2029. Projects awarded Federal Funds Exchange funds under the FFE-STBG, FFE-CMAQ, and FFE-HSIP funding sources must be ready for a local letting no later than **June 2029**. The call for projects for federal TA funds is for State Fiscal Year 2031. Selected federal TA projects must be ready for an INDOT letting no later than **February 2031**.

Per IMPO policy, IMPO funds may only be used for the Construction (CN) phase and Construction Engineering/Inspection (CE) phases. All project phases should be included in the MiTIP programming information, regardless of funding source, to reflect total project costs.

Application Timeline

Applications will open in MiTIP on October 6, 2025. Applications must be submitted to the IMPO via MiTIP no later than November 28, 2026 at 5:00 p.m.

DATE	
10/6/25	Call for projects opens
11/28/25	Project applications are due via MiTIP by 5:00pm.
February 2026	IMPO recommendation is emailed to the transportation committees and planning partners for 10-day review and comment
March 2026	10-day public review and comment of draft recommendations
4/15/26	Public Hearing and Transportation Policy Committee Adoption

Available Funding

Estimated funding is based on current year allocations. A total of approximately **\$72.2M** is estimated to be available for award through the call for SFY 2029 (and 2031 TA) projects.

This allocation estimate accounts for the \$0.90 on the \$1 exchange rate with INDOT per the Federal Funds Exchange agreement plus the 5% set-aside for cost increase requests at 18 months post award. Federal Carbon Reduction and Transportation Alternative allocations are not subject to the exchange rate or set-aside.

The breakdown by funding category is approximately:

- \$48.3M FFE-STBG
- \$2.9M FFE-HSIP
- \$11.2M FFE-CMAQ (includes CR)
- \$9.8M Federal TA

Helpful Links and Resources

Below are links for documents relevant to the TIP and call for projects:

- [2026-2029 TIP document](#) – outlines our four-year plan for tracking and funding transportation improvements across the MPO's planning area
- [TIP information page](#) – provides local agency forms and guidelines, including the TIP amendment schedule, quarterly tracking policy, and FFE guidebook
- [TIP call for projects page](#) – provides links and forms relevant to the call for projects, including the application packet, scoring information, and scoping form

Part 2 – Application Requirements, Policies, and Updates

Complete Application Requirements

The following items must be submitted to the IMPO using MiTIP, the IMPO's online TIP database, for an application to be considered for funding:

- Complete all TIP project information in MiTIP.
 - Requirements are dependent on the funding source and may require studies or data from the LPA. To determine application data needs, visit the selection criteria for the source you are applying
- Map project location using the “map” tab in MiTIP
- Upload the required scoping form
- Upload supporting documentation for selection criteria (i.e. traffic counts, level of service calculations, etc.)
- Upload a letter of local match commitment signed by the designated Transportation Policy Committee representative or the highest elected official of the submitting local public agency (LPA).

Materials are available on the IMPO's [call for projects page](#).

Cost Estimate Requirements

- Project cost estimates must be prepared and signed by a registered Professional Engineer, should be quantity-based, and in year of expenditure dollars. All cost estimates must be based on unit price data. Cost estimates should use the INDOT bid tab form or a similar form that provides itemized unit and quantity details. The source of the data should be noted on the [Project Scoping and Cost Estimating Form](#). The annual **compounding** interest to use in calculating Year of Expenditure (YOE) dollars is **4.0%** with a maximum allowable **15%** contingency rate. Requested total construction engineering (CE) funds should not exceed 10% of the construction estimate.
- A [Project Scoping and Cost Estimating Form](#) is required to better define project components, costs, and identify risks during early development. The completed form, including project purpose and need, should be uploaded to the application in MiTIP through the documents tab. [Instructions](#) to assist with completing the form can be found on the IMPO's website.

Determining Application Inputs

Each application requires different inputs for MiTIP to accept the project and generate a score. You can determine the inputs needed for an application by viewing the project selection (scoring) criteria for the funding source and project type you plan to apply for.

You may submit one application for multiple funding types. Funding type-specific questions will appear when you select the relevant funding source (e.g. TA) and put a funding amount under that funding source under the programming section.

Important Updates Since the Previous Call for Projects

New MTP Allocation Goals (*new*)

- In December 2024 the IMPO Transportation Policy Committee approved the 2050 Metropolitan Transportation Plan (MTP), including new allocation goals. More information on these goals is available on page 13. Recommendations from this call for projects will be reflective of the new allocation goals.

ADA and Title VI Requirements (*updated*)

- INDOT will not assign DES numbers to Federally funded LPA projects that do not comply with ADA and Title VI requirements.
- Local public agencies must submit compliant documents to INDOT by October 1 of each year. Fully updated Title VI plans must be submitted to INDOT annually. ADA plans must be fully readopted at least every 3 years and updated annually and provided to INDOT.
- In April 2025, USDOT Secretary Duffy provided a [memo](#) with additional federal guidance on Title VI for recipients of federal transportation funds.
- INDOT provides [resources](#) for developing compliant ADA and Title VI documents.
- The IMPO is required to ensure that local agencies are compliant. Local public agencies that submit during the call for projects must also submit their documents to the MPO. Each submitting LPA must send all documentation to info@indympo.gov to be eligible for funding from the IMPO.
- Local public agencies that receive funding or planning support from the IMPO must be in good standing with the State of Indiana, with Title VI of the Civil Rights Act of 1964 and all related statutes as well as the relevant aspects of the Americans with Disabilities Act (ADA).

Updated CMAQ Emissions Calculator (*new*)

- This year, the MPO updated the emissions calculator tool for CMAQ applications. All CMAQ applications must use the updated calculator.

Regionally Significant Projects; Consistency with the MTP

Federal regulations prohibit the IMPO from including regionally significant projects in the TIP if they are not consistent with the current [Metropolitan Transportation Plan \(MTP\)](#). As a result, projects that are regionally significant for air quality (typically new roadway construction, existing roadway widening project or interchange/grade separation projects), must be included in the current 2050 MTP project list, as amended, to be considered for funding. Added capacity projects should begin their application through the “request funding for an added capacity project” link for the 2029 call for projects to bring forward the project information from the 2050 MTP. If there are questions about a project’s status in the 2050 MTP, please contact Jen Higginbotham (jen.higginbotham@indympo.gov) and Joti Martin (joti.martin@indympo.gov).

Cost Estimating Resources

A [Planning-Level Project Cost Estimating Spreadsheet Tool](#) is available to assist the LPAs in the development of an initial project cost estimate and/or to check the reasonableness of a more detailed cost estimate. The results of the Spreadsheet Tool are not required as part of LPA project applications for this call for projects; however, the IMPO encourages LPAs

to use the tool as a check on detailed cost estimates and to upload the results with the project application in MiTIP.

Score Corrections

Staff will occasionally make corrections to scores that were incorrectly calculated in MiTIP, typically because of errors in submitted applications or misinterpretations of the criteria. Common errors include wrong functional classification and incorrect traffic counts. IMPO staff will contact LPAs about any impactful score changes in advance of recommendations.

Traffic Count Data

The IMPO prefers LPAs use recent actual traffic count data in their applications but may use the IMPO's [Replica Data](#) if recent traffic data is not available. The IMPO's license with Replica provides IMPO member agencies access to annual Average Daily Traffic, Turning Movement Counts, Speeds (Free Flow & Quarter Hourly Profiles), and Annual Hourly Auto Volumes. All traffic count data, regardless of source, must provide documentation uploaded with the application. Please contact IMPO Senior Planner [Jennifer Dunn](#) with questions or requests.

Functional Classification System Process

The functional classification of all applications should reflect the [current map](#) or the classification most recently approved by the IMPO. Applications that do not reflect the correct classification will be corrected, thus resulting in a different score. Contact [Jennifer Dunn](#) with questions about functional classification.

INDOT Coordination

Any project that intersects with or involves an INDOT facility must provide evidence of coordination and a letter of support from INDOT uploaded with the application.

Complete Streets

Local public agencies applying for funding through the IMPO must comply with certain policies to be eligible. The IMPO's Complete Streets Policy applies to the IMPO's Surface Transportation Block Grant (STBG) and Transportation Alternatives Program (TA) projects and requires certain design elements to meet project guidelines.

Red Flag Investigation (RFI)

The IMPO has created a standard procedure for developing a Red Flag Investigation (RFI) that is based on IndianaMap and other readily available datasets. While most LPAs include a full RFI in the environmental documentation for a project, the IMPO process may help LPAs better understand what environmental features may impact a proposed project and thus lead to better scope and cost-estimating development at the application stage. As such, upon request, the IMPO can prepare a simplified RFI report for LPAs to utilize in the application process. The IMPO recommends LPAs desiring an RFI report make a request to IMPO staff as early in the application development as possible. Contact Jennifer Dunn no later than October 17.

CMAQ Applications

Air quality analysis is required for FFE-CMAQ projects. The numbers entered here should come from the Emissions Calculator, which you can download on the IMPO's [call for projects page](#). Please note that the calculator was updated in 2025 before this call for projects. Please contact IMPO staff if your project cannot be analyzed in the default emissions calculator.

HSIP Program Requirements

HSIP applications will continue to be submitted either as a low-cost systematic countermeasure **and/or** as a "hot spot" improvement based on a Road Safety Audit Report plus a cost/benefit analysis.

- [Low-Cost Systematic Countermeasures](#) (LCSC) applications should only request FFE-HSIP funding for LCSC-specific projects or elements of projects. Non-LCSC elements will require RoadHAT data and a full Road Safety Audit report.
- For hot spot improvements (using a road safety audit and cost/benefit analysis), the questions are as shown below. This information should be generated in RoadHAT. RoadHAT is available through INDOT's ITAP [website](#). A Road Safety Audit report is required to be uploaded for all non-LCSC safety project applications.

USING ROADHAT VERSION 2.04; WHAT IS THE EXISTING SAFETY CONDITION OF THE PROJECT AREA?

CRASH COST INDEX (ICC)

CRASH FREQUENCY INDEX (ICF)

EXPECTED PROJECT IMPACT ON SAFETY (CRF)

BENEFIT (B/C)

Note: When calculating the expected traffic safety impact and benefit/cost of a proposed HSIP project, the LPA shall ensure that Crash Modification Factors are only applied to the crash types and/or severities indicated in the applicable INDOT or federal guidance. When combining multiple Crash Modification Factors, the LPA shall ensure that the combination of factors does not result in double-counting crash reduction benefits. Requires a road safety audit to be uploaded to MiTIP.

Per INDOT local HSIP Project Selection guidance, LPAs will commit in the project agreement to maintain any new traffic safety devices installed with the project at their own expense and to conduct a pre- and post-construction effectiveness evaluation. This requirement shall remain in effect for projects under the Federal Funds Exchange program as well. More information is available on INDOT's website at <https://www.in.gov/indot/doing-business-with-indot/files/LocalHSIPProjectSelectionGuidance.pdf>

Other HSIP resources available on the website:

- [Guide to Road Safety Audits](#)
- [Proven Safety Counter Measures](#)
- [Safe Streets and Roads for All: Safety Action Plan and High Injury Network](#)

TA Applications

Additional information required for the Transportation Alternatives Program – TA applications is auto-populated based on the selected project type. Please upload relevant documentation as necessary, including density information (zoning map, etc.), maintenance plan, transit map, map of connections to other trails, etc.

When submitting TA applications, maintenance plans are optional but are a significant factor in project selection. Maintenance plans should indicate how the project will be maintained over time (cleaning, snow removal, repairs, etc.). Alternatively, or in addition to this maintenance plan, the LPA may include documentation of a dedicated funding source (outside of the LPA's annual budget) to maintain the project or project type to meet this criterion for project selection.

When submitting TA applications, please indicate in the project description if the project will connect mixed-use or other high-priority destinations for walking or biking. Please also clearly indicate if the project will connect to other trails or bike/ped networks and list any connections and where those connections lead (other municipalities, major destinations, etc.)

If a project seeking Federal Funds Exchange Program – STBG or TA funding, the MiTIP application requires information related to the IMPO's [Complete Streets Policy](#).

Part 3 – Development Process

During each Call for Projects, local public agencies (LPAs) submit applications under a specific funding program (STBG, CMAQ, TA, or HSIP). The same application can be submitted for multiple funding categories. The IMPO then reviews all applications and develops a recommended list of projects for funding. This recommendation is based on three main factors:

- The project scores from the IMPO's TIP selection (scoring) criteria
- The resource allocation goals set in the Metropolitan Transportation Plan (MTP)
- Project eligibility under federal transportation program regulations and availability of each funding program

Scoring Process

Each project is automatically scored via MiTIP based on criteria specific to the funding source, based on the IMPO's [project selection \(scoring\) criteria](#). For example, CMAQ projects are scored primarily on air quality benefits, while HSIP projects are scored based on safety improvements. After scoring, projects are ranked within their respective funding categories.

Past Scoring and Awards

Below are average and low scores from the **five** previous calls for projects. These scores are provided as a guide in helping LPAs determine which project applications score well relative to past scores. This is the first call for projects in which intersections and road projects are separate allocation categories (see page 8).

- HSIP (all projects) – average funded 57 / lowest funded 45
- CMAQ (all projects-ranking) – max points 55 / lowest funded average 38
- TA (all projects) – average funded 83 / lowest funded average 78
- STBG (by project type)
 - Bridge – average funded 64 / lowest funded average 56
 - Expansion - average funded 70 / lowest funded average 67
 - Road and Road Geometry - average funded 66 /lowest funded average 63
 - Intersections - average funded 74 / lowest funded average 70

Allocation Goals & Connection to the Metropolitan Transportation Plan (MTP)

The projects in the TIP must also be consistent with the region's twenty-year vision for transportation, known as the Metropolitan Transportation Plan (2050 MTP). While the MTP sets long-term plans and goals, the TIP is meant to bring the MTP to life in the short term. Projects that may significantly impact air quality (such as road expansions) may not be funded in the TIP if they are not already approved in the MTP. Local public agencies applying for road expansion projects should ensure those projects are in the approved 2050 MTP.

The 2050 MTP sets specific resource allocation goals that guide how funding should be distributed across project types. These allocation goals focus on specific types of projects that the IMPO Policy Committee expects will help the region achieve its goals and objectives for the transportation system. The allocation goals serve as a clear signal of the IMPO's funding priorities, guiding LPAs to propose projects with a higher probability of selection. For engineers, project conceptualization should therefore begin with a thorough check against the current MTP and its

allocation goals. Proposing projects that align with these goals significantly enhances the likelihood of funding.

Project Type	Goal	Explanation
Intersection Improvements	26%	This category includes any intersection project including roundabouts, signalization improvements, intersection sightline improvements, intersection turning lane improvements, intersection safety improvements, and other intersection-focused projects.
Roadway Expansion	22%	This category includes projects to increase road capacity, such as adding lanes to existing roads or building entirely new roads.
Bridge Preservation	20%	This category includes projects such as bridge rehabilitation to keep bridges in a state of good repair or full bridge replacements.
Transit	12%	This category includes projects such as transit stops, signal improvements for transit, and transit vehicles such as bus purchases. The transit category also includes transit programming, such as carpool programs.
Road + Road Geometry	10%	This category includes a wide variety of significant road projects including road reconstructions, road rehabilitations, streetscape projects, resurfacings, lane reduction road diets, geometric changes (medians, curb extensions, etc.), segment-wide safety projects, traffic calming, and similar roadwork projects. This category does <u>not</u> include simple road maintenance such as filling potholes or road striping.
Bicycle & Pedestrian	10%	This category includes projects dedicated to people walking, rolling, or biking, including trails, trail bridges, safe routes to school, pedestrian safety projects like sidewalk or sidewalk crossing improvements, and similar projects.

Recommendation Development and Approval

The IMPO reviews each application by fund type to develop a recommended list of projects for funding that aligns with the MTP allocation goals. Any score changes made by staff will be communicated to the LPA for their concurrence.

Once the recommended list is finalized, it is distributed to the transportation committees for their review. After this review, the recommended project list is opened for public review and comment, adjusted if necessary, and then formally adopted as a TIP amendment by the Transportation Policy Committee. The goal of this project selection process is to fund high-quality, impactful projects that advance both local needs and the region's broader transportation goals.

MPO Funds Cost Increase Requests

The IMPO will recommend an initial project award amount based on the cost estimate submitted with the LPA's application. This recommendation is part of the project selection and approval process. If the Transportation Policy Committee approves the recommendation, the project will be added to the Transportation Improvement Program (TIP), and the LPA will receive an award letter confirming the initial award amount.

The initial project award amount is based directly on the detailed cost estimate submitted with the LPA's application. To manage potential unexpected cost changes, the IMPO sets aside 5% of the available STBG, HSIP, and CMAQ funds during each Call for Projects. However, there are strict limitations on requesting additional MPO funds. These guidelines encourage early project development prior to applying for funding to ensure a comprehensive application is submitted.

- Only **one** request for additional MPO funds is permitted per approved project through MiTIP.
- This request must be submitted within **18 months** of the award date.
- The additional funds requested are capped at **no more than 10%** above the initial award amount. All remaining funds will be 100% locally funded.
- Any request must include detailed information justifying the revised cost estimate.¹
- Crucially, "additional funding is not guaranteed" and depends on fund availability and justification strength.

If the request is acceptable, it will be presented to the Transportation Policy Committee as a formal amendment to the TIP. If the Committee approves the amendment, the revised cost estimate becomes the final award amount. This final amount will be programmed in the TIP and used in the IMPO-LPA Grant Agreement under the Federal Funds Exchange program. A second award letter will be issued to the LPA confirming the final award amount, which reflects the maximum funding the IMPO will provide.

It is important to note that additional funding is not guaranteed. All cost increase approvals depend on the availability of funds and the strength of the justification provided. Any additional limitations or deadlines for submitting revised cost estimates will be specified by the IMPO in each Call for Projects packet. If any of the 5% set-aside funds remain unused, they will be added to the total funds available in the next Call for Projects.

Local agencies should be financially prepared to complete projects. The IMPO provides an optional cost estimating tool to help scope projects. Any additional funds needed to complete and close out the project beyond the final IMPO project award amount will be the responsibility of the local agency.

Active Program Management

Once projects are adopted in the Transportation Improvement Program, local public agencies will be provided an award letter and may proceed through project development towards construction. Federal Funds Exchange and federally funded projects have significantly different requirements for program management. The program management process requires active participation from the local public agency, the IMPO, INDOT, and FHWA. Because this coordination takes time, agencies should ensure they are following best practices to avoid delays or risking losing funds entirely.

Projects with any federal funding must comply with all federal project development requirements along the established federal aid process. Federal Funds Exchange-supported projects should thoroughly review the IMPO [Federal Funds Exchange Program Guidance](#) document. This document outlines the policies, procedures, and processes necessary for program management under the FFE Program.

Both FFE-funded projects and federal projects require quarterly tracking and must be kept up to date in the TIP. The 2026-2029 IRTIP is available on the MPO's [Public MiTIP Website](#) and is the best source of current IRTIP information. Information regarding your projects, regardless of funding source, should be checked on a regular basis and MPO staff should be notified of any cost changes or corrections as the project proceeds. The MPO may need to process TIP amendments or modifications, even if only local funds are changing.

Part 4 - Explanation Of Project Submittal Process in MiTIP

Application Landing Page

The TIP Project Form in MiTIP can be accessed at <https://mitip.indympo.gov/>

Login/Create Account

- 1 If this is your first time using MiTIP, click the link “CLICK HERE” in the bottom right corner. You will be prompted to register as a user and create a username and password.
- 2 Otherwise, log in with your username and password.



Enter Call for Projects

Click on the “SUBMIT IN CFP” link then select whether you are going to:

- 1 Create a new application for a road widening or new road
- 2 Create a new project application
- 3 Resubmit an application from a previous call



If you plan to resubmit an application from a previous call in MiTIP, select the project you plan to resubmit from the project list by clicking on the temporary TIP ID. This will open the project application page. **Update the project information, including the cost estimate as necessary, and resubmit to the IMPO.**

1	TIP ID	TIP	LEAD	TITLE	PROJECT TYPE	TRANSIT SYSTEM	TOTAL COST	FED FUNDS	PROJECT MANAGER	LETTING DATE	MAP	DOC
	IMPO1702015	[RESUBMIT]	16-99	Avon	White Lick Creek Trail Phase 5-FUTURE PROJECT	Pedestrian Enhancement	N/A	\$739,370	FEDERAL - TAP	Ryan Cannon		
	IMPO1500742	[RESUBMIT]	16-99	Avon	CR 150 S and Dan Jones Rd Roundabout-FUTURE PROJECT	Intersection or Intersection Groups	Local	\$2,898,550	FEDERAL - CMAQ	Ryan Cannon		

If you are creating a new project application, the TIP Project Form consists of three sections and a mapping requirement. Below are instructions for completing the form, mapping the project location, and uploading required supporting documents in MiTIP.

Section 1: Project Information

Project Information Show/Hide CFP Forms

1 WHAT SUBSECTION OF FEDERAL EXCHANGE PROGRAM FUNDS ARE YOU APPLYING FOR THIS PROJECT (CHECK ALL THAT APPLY)?
☐ CMAQ ☐ HSIP ☐ PLANNING ☐ STBG ☐ TAP

2 DES NUM L RTP #

3 PROJECT TITLE Spell Check

PROJECT DESCRIPTION Spell Check

4 WORK TYPE WORK CATEGORY 5 CAP INC FUNCTIONAL CLASSIFICATION 6 AQ EXEMPT BIKE/PED COMPONENT(S) 7 % OF FED FUNDS TOWARDS BIKE/PED

LEAD AGENCY COUNTY INDOT DISTRICT 8 URBAN AREA

9 DOES YOUR PROJECT COMPLY WITH THE COMPLETE STREETS POLICY?

10 SYSTEM 2ND DES # LOCATION TYPE ROAD NAME NEAREST CROSS STREET Map

[ADD NEW LOCATION]

- 1 Please select the subsection of Federal Exchange Program Funds you are applying for (FFE-STBG, FFE-CMAQ, FFE-HSIP) or Federal TA. Please check all funding sources that apply. Specific information will be required depending on the funding sources you are applying for. Adding lines of funding will generate these funding source specific questions. These parts of the application are covered in Section 2.
- 2 A temporary DES number is automatically generated for the project and is shown in the box. If the project is selected for funding, the IMPO will assign a permanent unique identifier for the project.
- 3 Provide a project title and a project description. The title is typically the location of the project and the type of project. The description is required to include the type of project, location, and a scope of work including project length, design, right-of-way, utilities and other details necessary for the general public to understand the project. Additional project details can be uploaded with the application through the documents tab.
- 4 For work type, select the type that best suits your project. This answer will generate the selection criteria for “STBG” projects.
- 5 Under CAPACITY INC, select “yes” if your project type is “Existing Roadway Widening” or “New Construction.” All other project types should select “no”. NOTE: If your answer is “yes”, your project should be in the 2050 MTP and you should have utilized the “Request funding for an added capacity project” link to connect your application with the existing 2050 MTP project record. If adding capacity, your project is NON-EXEMPT. If not adding capacity, your project is EXEMPT.
- 6 FUNCTIONAL CLASSIFICATION – please reference the map on the IMPO’s website
- 7 For BIKE PED COMPONENTS, if sidewalks, bike lanes, or other associated components are included in your project, select “yes.” If bike or pedestrian components are included in your project, please indicate an approximate percentage of the project funds that will go towards these aspects in your project.

- 8 Identify whether the project is in the Urbanized Area. A link to the UAB boundary map is provided in MiTIP for your reference and is also available on the IMPO's website. Depending on the project funding requested, if the project is within the UAB, the IMPO's Complete Streets Policy may apply and additional prompts will appear.
- 9 Indicate either the project's compliance with the IMPO's [Complete Streets Policy](#) or request for an exception including supporting rationale.
- 10 Finally, provide the specific project location by first selecting the SYSTEM ("local" = local roads or "transit.") The option "highway" is for INDOT projects only. Select the LOCATION TYPE, from options such as "bridge," "intersection," "street segment," etc. The following location questions will change based on the location type selected, for example, if you select bridge, MiTIP will ask for the bridge number and local street name, but if you select street segment, MiTIP will ask for the local street name and the to and from cross streets.

*Please note the instructions in green text, stating that the "Map link will appear after you click save." This is where you are required to map your project; however, before accessing the map, data must be saved so it is not lost during the mapping process. After saving, by clicking the "Save for Later" button at the bottom of the page, a "MAP" link will appear at the far right of the shaded box where you provided the location information.

To map your project, click on the "MAP" link and a new window will open. Click on the Google map to begin mapping your project. To map a street segment, select the segment(s) that are included in the project. If the project is an intersection, please click the square. Do your best to map the location of your project and remember that additional maps with more detail can be uploaded and saved with your project for the IMPO to review. This mapping feature will allow the public to search for projects, in the future, by viewing a map and selecting the area and/or project in which they are interested.

Section 2: Programming Information

1 **Proposed Funding Information (\$0)**

2ND DES #	SFY (FISCAL YR)	FUND TYPE - FUND HELP	PE	RW	CN	CE	TOTAL
2							\$0
							\$0
GRAND TOTAL			\$0	\$0	\$0	\$0	\$0

- 1 This section requires scheduling and funding information for **all** phases of the project being submitted, including locally funded PE and ROW.
- 2 In the funding table, enter the STATE FISCAL YR (July 2028 – June 2029 is SFY 2029) for each phase of the project then select the FUND TYPE associated with each phase from the drop-down menu. IMPO funding should be shown as "State – MPO Federal Exchange – STBG/CMAQ/HSIP" or Federal TA. If a project phase is funded with various funding types (Federal, State, and Local funds for example) use one line for each funding type and enter the total funds for each type under the appropriate column (PE/PL, ROW, CN or CE). The funding for the CN phase will take two lines. The first line must show an amount of at least 20% (or 10% if HSIP) of the total cost as local funds with MPO funds shown in the second line, demonstrating the MPO funds requested and the local match commitment. Subtotals and totals will be automatically calculated within the form. Adding a funding source (i.e. FFE-HSIP) will generate the project-specific questions for that funding source (i.e. crash rate information).

Section 3: Adoption Reason

In this section, additional project information is gathered to help the IMPO better understand the background and intent of the project. Please check the boxes and provide information for all questions that are applicable to your project.

Please be sure to complete the TIP Project Form in its entirety (unless a question is not applicable) as incomplete forms will NOT be accepted by the IMPO for funding consideration. If you have left any required information blank, an error message will direct you to the missing information. If you receive this error, please enter the missing information and resubmit, or contact the IMPO with any questions.

Upload the required documents, listed in the Application Requirements section of this packet as well as any additional maps, drawings, or documents that support the project. To submit the final project package, click on “SUBMIT FOR REVIEW” at the bottom of the form. The form can be saved at any time by clicking “SAVE.” Once saved, the form can be accessed from the link, “IN PROGRESS” on the main menu.

Part 6 – Appendices

Appendix A: Eligible Local Public Agencies (LPAs) Within IMPO's Planning Area

The MPO plans and allocates funding within the [Metropolitan Planning Area](#) (MPA), which includes Central Indiana's Urbanized Area Boundary (areas that are already largely developed) as well as nearby areas expected to urbanize within the next 20 years. The following communities are eligible to compete for IMPO funds as they are located within the MPA and have paid local match dues. Projects must be located on or within the MPA.

Local Public Agencies (LPAs)	
Town of Avon	Town of McCordsville
Town of Bargersville	Town of Mooresville
City of Beech Grove	Morgan County
Boone County	Town of New Palestine
Town of Brownsburg	City of Noblesville
City of Carmel	Town of Pittsboro
Town of Cicero	Town of Plainfield
Town of Cumberland	Shelby County
Town of Danville	City of Southport
City of Fishers	Town of Speedway
City of Franklin	City of Westfield
City of Greenfield	Town of Whiteland
City of Greenwood	Town of New Whiteland
Hamilton County	Town of Whitestown
Hancock County	Town of Zionsville
Hendricks County	IndyGo
City of Indianapolis	CIRTA
Johnson County	Indianapolis Airport Authority (IAA)
City of Lawrence	INDOT
City of Lebanon	Ports of Indiana

Appendix B: Contact Information

Information	Contact Name	Phone	E-Mail
TIP General Info Complete Streets Federal Funds Exchange	Kristyn Sanchez Laura Drascic	(317) 327-5137 (317) 327-5108	kristyn.sanchez@indympo.gov laura.drascic@indympo.gov
Traffic Counts Red Flag Investigations Functional Classification	Jennifer Dunn	(317) 327-5495	jennifer.dunn@indympo.gov
CMAQ analysis	Andy Swenson	(317) 327-5132	andrew.swenson@indympo.gov
Metropolitan Transportation Plan Congestion Management Process	Jen Higginbotham	(317) 327-7587	jen.higginbotham@indympo.gov

Appendix C: Definition of Regionally Significant Projects

Regionally Significant means a transportation project (other than an exempt project) that is on a facility that serves regional transportation needs (such as access to and from the area outside the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

Projects that fit within the following criteria are definitively of regional significance and thus require a conformity finding:

- Interstates, expressway, and toll road capacity expansions (through new segments, added through lanes, new interchanges, continuous auxiliary lanes more than ¼ mile, and some modifications of existing interchanges subject to AQ consultation)
- Principal arterial expansions (through new segments, added through lanes, new interchanges, continuous auxiliary lanes more than 1 mile, and some modifications of existing interchanges subject to AQ consultation)
- Minor arterial expansions (through new segments greater than 1 mile and certain segments between ¾ mile and 1 mile, added through lanes greater than 1 mile and certain segments between ¾ mile and 1 mile subject to AQ consultation, and continuous auxiliary lanes greater than 1 mile)
- Rail and fixed guide-way transit expansions (through new routes or service, route expansions over 1 mile with stations, added track or guide-way capacity over 1 mile, and some new intermediate stations)

subject to AQ consultation.)

- Bus and demand response transit expansions (some new fixed routes subject to AQ consultation)

These criteria are in keeping with the Indianapolis MPO Travel Demand Model network, which consists of those facilities classified minor arterial and above in accordance with the FHWA Highway Functional Classification System.

Not Regionally Significant

Projects that are not of regional significance and thus do not require a conformity finding include:

- Interstate, expressways, and toll road auxiliary lanes less than ¼ mile
- Separation of existing railroad grade crossings on principal arterials
- Minor arterial new segments less than ¾ mile, added through lanes less than ¾ mile, continuous auxiliary lanes less than 1 mile, or the separation of existing railroad grade crossings
- Added service to existing services or new demand response services for demand response transit

Appendix D: Indianapolis MPO Disclaimer, Title VI, & Language Access

With regard to any claim, protest, dispute, cause of action or litigation arising from or related to the Applicant's performance in connection with or incidental to a Project or Agreement resulting from this call for projects, Applicant agrees to defend, indemnify, protect, and hold the Indianapolis Metropolitan Planning Organization and its agents, officers, Board members, and employees harmless from and against any and all claims, including, but not limited to prevailing wage claims against the Project, asserted or established liability for loss, damages or injuries to any person or property, including injury to the Applicant's or its sub-applicants employees, agents, contractors, sub-contractors or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Applicant and its sub-applicants and their agents, officers, contractors, subcontractors, or employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Applicant's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of Indianapolis Metropolitan Planning Organization, its Board of Directors, agents, officers, or employees.

The Indianapolis Metropolitan Planning Organization (IMPO) values each individual's civil rights. As a recipient of federal funds, the IMPO conforms to Title VI of the Civil Rights Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the IMPO. The IMPO further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded. For any and all inquiries regarding the application of this accessibility statement and related policies, please view the [IMPO Title VI page](#).

This plan was prepared in cooperation with the State of Indiana, the Indiana Department of Transportation, and the Federal Highway Administration. This financial assistance notwithstanding, the contents of this document do not necessarily reflect the official view or policies of the funding agencies.

Information from this document may also be provided in other formats and languages for viewing online or in-person at our offices. For more information contact staff at info@indympo.gov or 317-327-5108 or visit our offices at 200 East Washington Street, Suite 2322, Indianapolis, IN 46204.

If information is needed in another language, call 317-327-5136 or email info@indympo.gov. Si se necesita información en otro idioma, comuníquese con 317-327-5136 o info@indympo.gov.

Appendix E: Process Chart

