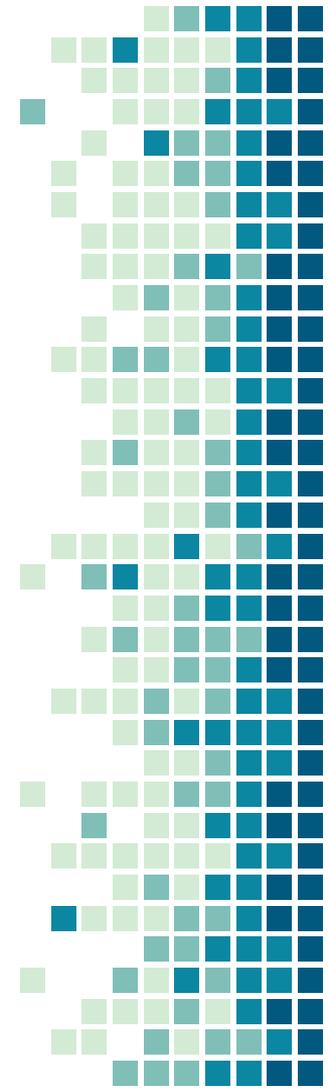


Completing KIPDA's Project Information Form (PIF)



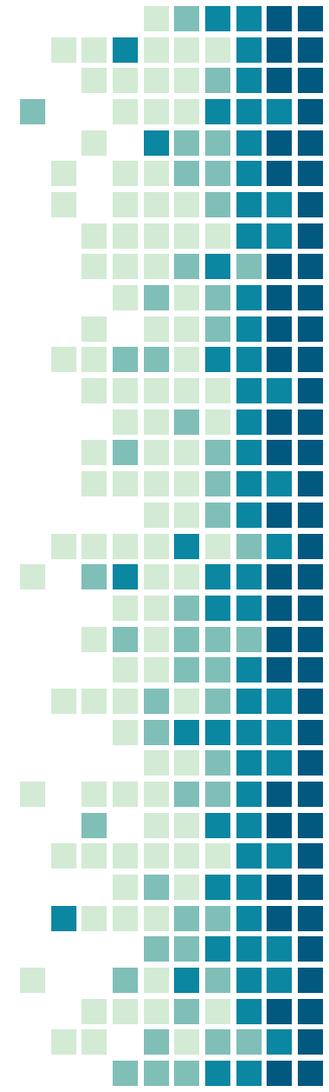
Background

- The PIF is the primary means for Local Public Agencies (LPA) to tell KIPDA about a project that either already has Federal/ State funding, or will be seeking Federal/ State funds in the future.
- PIFs are typically filled out for the first time when KIPDA is developing a new Metropolitan Transportation Plan (MTP) or when a project receives funds via a Notice of Funding Availability and needs to be added to the Transportation Improvement Program (TIP).



Planning Documents

- The MIP is KIPDA's long-range plan and covers a 20 year planning horizon. Every project that currently has Federal/ State funding or intends to seek Federal/ State funding must be included in the MIP.
- The TIP is KIPDA's short-range budget and covers a period of 5 years. Every project that currently has Federal/ State funding must be included in the TIP.



Overview of the PIF

Page 1

- High-level project information is provided here as well as planning-level information.

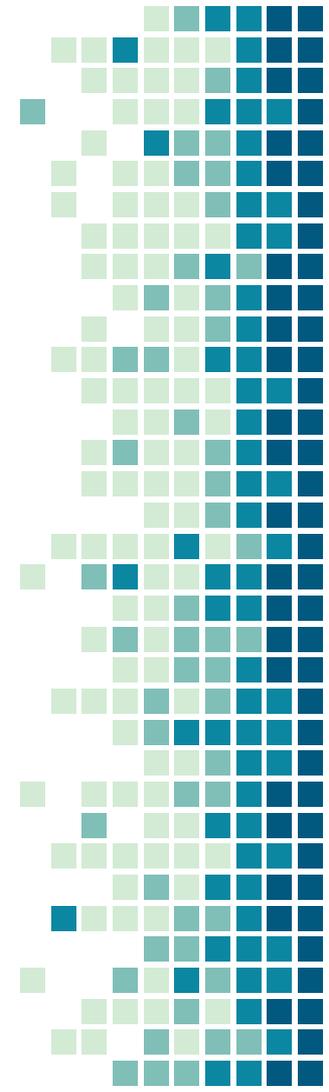
Page 2

Sponsors provide information about all of the funds the respective project has been awarded or allocated.

Page 3

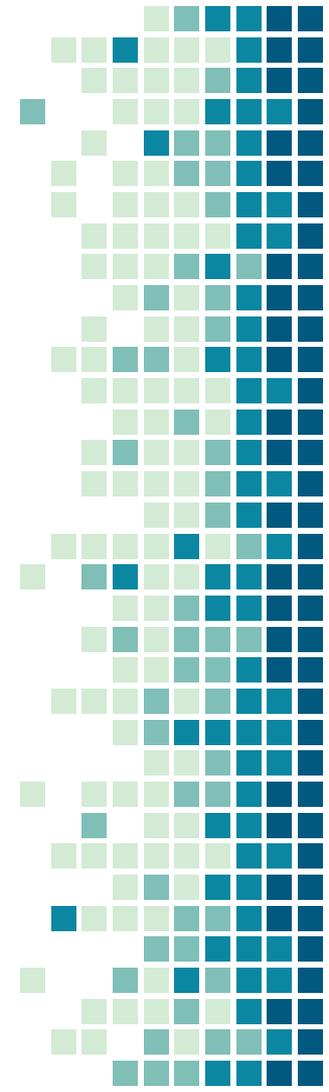
Detailed information is provided including the current status of each key phase of the project.

** Please note that KIPDA is planning to make minor changes to the PIF as part of the development of the new MTP in FY 2018.*



Explanation of the PIF Fields

- The remaining slides in this presentation provide detailed instructions about each field in the PIF.
- The information provided will help when LPAs complete their respective PIFs.
- When updating PIFs, it is very important that LPAs update every applicable field to provide KIPDA staff (as well as INDOT and KYTC) with the most recent information.



KIPDA Project Information Form

Submit by Email

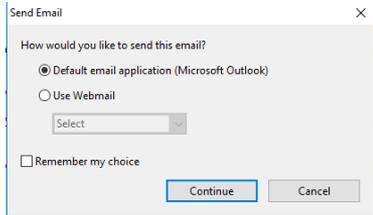
Print Form

Project Sponsor:

Project Changes

Directions: Please list any and all project changes in the space provided below.

Submit by Email: Click this button once the entire PIF has been completed / updated. The following prompt pops up—click 'Continue'.

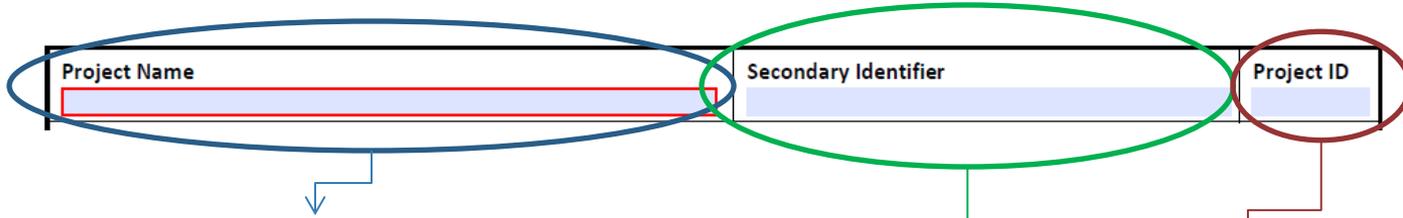


Next an Outlook email automatically pops up; add nick.vail@kipda.org and amanda.deatherage@kipda.org as cc's, then hit send.

Print Form: Click this button as another option to print the PIF.

Project Sponsor: Select your agency from one of the options in the drop-down menu.

For LPAs that have never implemented a Federal/ State project you will need to contact KIPDA staff to add your agency to the drop-down menu.



Project Name: Choose a name that is unique to the location and scope of the project.

A good example of a project name is: Hill Street Sidewalk Rehabilitation, as it references the specific roadway and a generalized statement of work.

Currently, there are too many projects in KIPDA's Project Database with generic project names such as I-65 or KY 1931. Every project name should be as identifiable as possible.

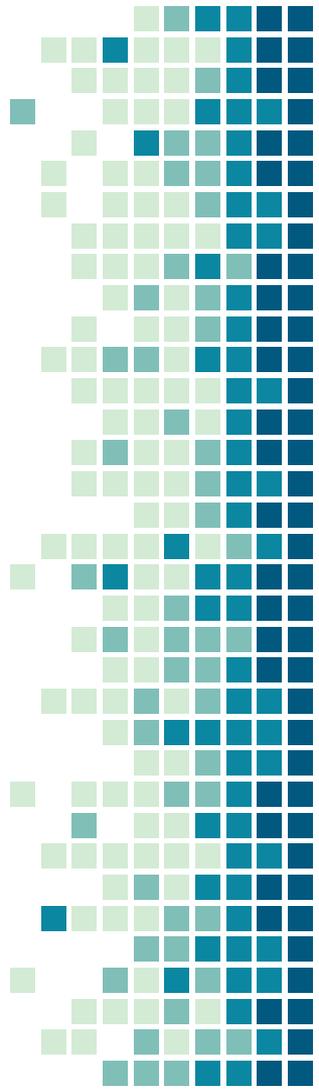
Secondary Identifier: If the project is known by another name, you may add a secondary name to the project.

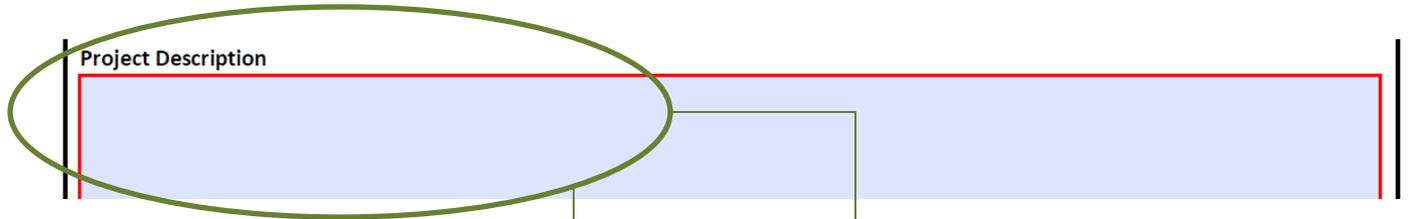
Not many LPAs utilize this, but KYTC typically uses this field to add some specificity when their Project Name is rather generic (e.g. KY 1931).

If the Project Name is not specific enough for the public to understand, then add a Secondary Identifier.

Project ID: KIPDA automatically assigns a numerical Project ID to each project in the MTP or TIP.

If an LPA is submitting a PIF for the first time, simply type 'New' in this field.





Project Description Part A:
Provide a clear statement about primary work to be completed.

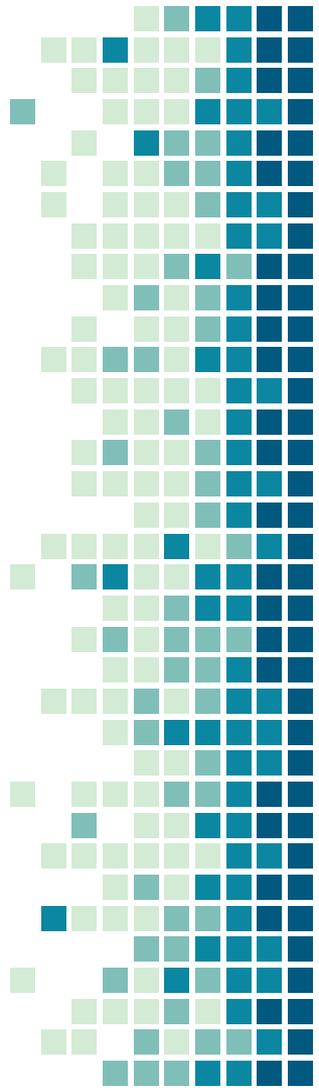
Examples include key phrases such as: Widen, Reconstruct, Rehabilitate, Bridge Painting, Corridor Study, Install bike lanes, etc.

Project Description Part B:
Provide the exact location of the project by stating the termini, mile points, and length (in feet or miles) of the project.

A good example would be:
“Charlestown Road from Hedden Court to Genung Drive (0.31miles).”

Project Description Part C:
Provide additional details about other secondary/ minor work that will be performed.

This includes things such as curb and gutter improvements, install sidewalks on west side of roadway from X Street to Y Street, add center turn lane, add edge line rumble strips, etc.



Project Purpose *Check all boxes below that apply to the project identified on this PIF and explain in detail in the space provided.*

<input type="checkbox"/> Congestion Relief	<input type="checkbox"/> Existing Hazard Mitigation
<input type="checkbox"/> Economic Development and/or Movement of Freight	<input type="checkbox"/> Maintenance (Repavement, Rehabilitation)
<input type="checkbox"/> Environmental Mitigation	<input type="checkbox"/> Non-Automotive Mobility

Project Purpose Part A: Use this space to explain how the project will accomplish the intended purpose.

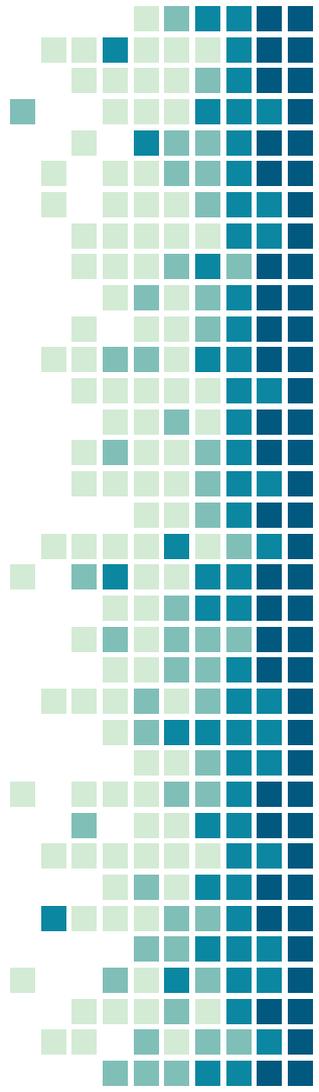
LPA's are not limited to just one purpose as many projects facilitate both congestion relief and mitigation of existing hazard.

Example: "These safety improvements are expected to reduce the number of wrong-way driver collisions."

Project Purpose Part B: Must select 1 or more of the six project purpose checkboxes.

Safety projects fall under 'Existing Hazard Mitigation', while transit, bicycle and pedestrian improvements fall under 'Non-Automotive Mobility.'

** In the near future, KIPDA staff may expand and refine the list of project purposes to more closely align with the region's goals and objectives.*



Project Planning Document Status	Project Cost for Plan and/or Illustrative List
<p>This Project belongs in the following KIPDA document(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transportation Plan <input type="checkbox"/> Transportation Improvement Plan <input type="checkbox"/> Illustrative List <input type="checkbox"/> Will no longer sponsor project, remove from KIPDA documents 	<p>Transportation Plan: <input type="checkbox"/> Today's \$ <input type="checkbox"/> Year of Expenditure \$</p> <hr/> <p>Illustrative List: <input type="checkbox"/> Today's \$ <input type="checkbox"/> Year of Expenditure \$</p>

Project Planning Document Status: Must check at least 1 or more of these options.

Transportation Plan means the project should be in the MTP and will be constructed within the next 20 years.

Transportation Improvement Program (TIP) should only be checked if the project will expend Federal/ State funds in the next 5 years.

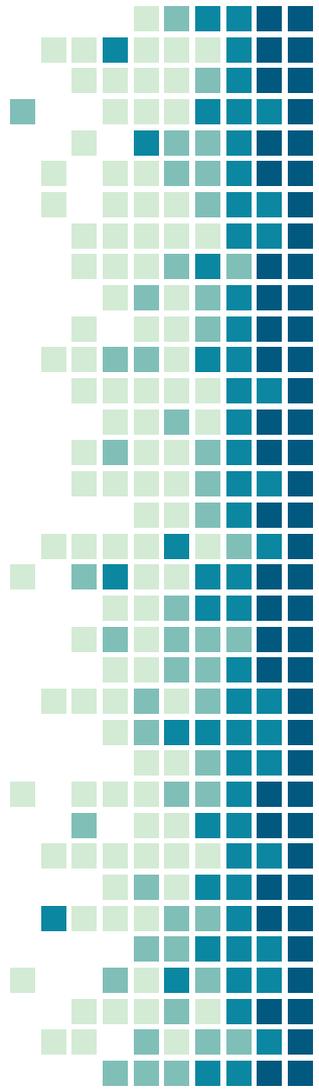
Illustrative List is being phased out, since projects that are planned for more than 20 years from now will no longer be tracked at the regional level.

For LPAs that would like to remove a project from the MTP and TIP, select 'Will no longer sponsor project, remove from KIPDA documents.'

Project Cost for Plan and/ or Illustrative List:

Enter the total project cost found at the bottom of Page 2 and indicate whether the amount is in 'Today's \$' or 'Year of Expenditure'.

Illustrative List costs will be phased out when the PIF is updated.



Project Completion Status			Anticipated Primary Funding Source	State ID #
Project Complete? <input type="text"/>	If YES, when?		<input type="checkbox"/> Federal <input type="checkbox"/> Non-Federal	<input type="text"/>
	Month	Year		
		Final Cost		

Project Completion Status: Fill out the 'Project Complete?' field every time the PIF is submitted.

The Month/ Year and Final Cost should only be filled in when the project is open to the public.

KIPDA staff realizes this isn't the ideal tool for LPAs to communicate when a project is complete. The reason for this is that PIFs are normally submitted to request a scope change, funding increase/ decrease or phase shift. If the project is complete, in theory, no changes would be requested by the LPA.

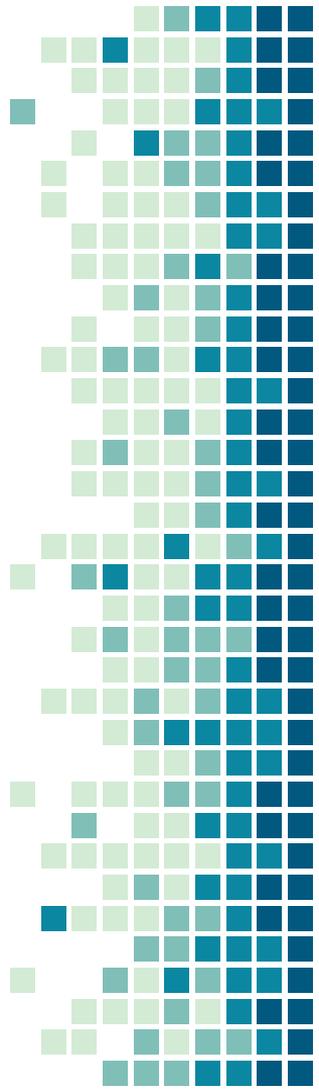
Anticipated Primary Funding Source: Indicate whether the majority of funds are Federal or State (Non-Federal) by checking one of the two boxes.

State ID#: Provide the project's State ID for existing projects.

Type 'New' if the project is new and has yet to be assigned a State ID.

In Indiana, State IDs are typically 6-7 numerical digits such as # 1173847.

In Kentucky, State IDs are typically 7 numerical digits such as 08706.00.



Transportation Improvement Program Funding Proposal					
Federal Fiscal Year	Funding Source	Project Phase	Federal Dollars	Other Dollars	Total Dollars
Grand Totals					

Remove this project from the Transportation Improvement Program

Federal Fiscal Year: Provide the applicable FFY.

The Federal fiscal year runs from October 1 – September 30.

Funding Source: Select one of the funding sources from the drop-down menu.

If the funding source you are looking for doesn't appear, simply type it in.

Project Phase: Select the appropriate phase from the drop-down menu.

If the phase you are looking for doesn't appear (e.g. 'Program'), simply type it in.

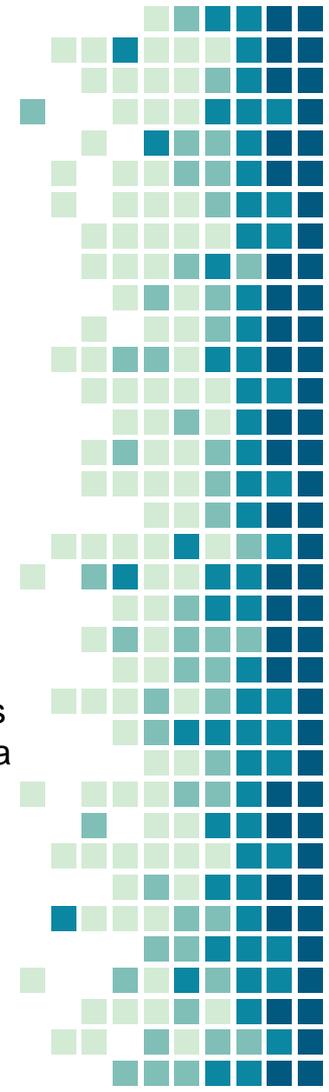
Federal Dollars: Indicate the amount of federal funds awarded to the respective phase.

** In the near future, KIPDA staff will update this field to clarify that only Federal funding programs should be reported here.*

**Auto calculated*

Other Dollars: Indicate the amount of funds which might be a Local or State source. If matched for federal funding, typically, LPAs must provide a 20% match.

** Disregard this field as it is duplicative of information provided on Page 1– Section 5. KIPDA staff will remove this as part of the PIF update.*



Town of Clarksville's Blackiston Mill Road Phase I

Page 2 - EXAMPLE

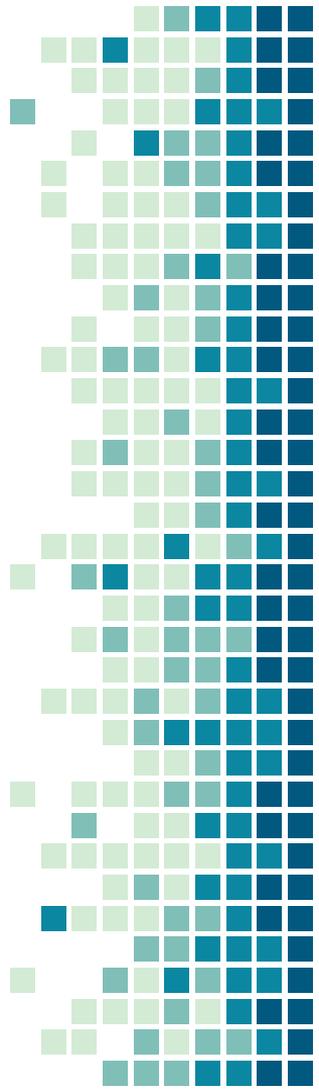
Transportation Improvement Program Funding Proposal					
Federal Fiscal Year	Funding Source	Project Phase	Federal Dollars	Other Dollars	Total Dollars
2016	HSIP-Urban ▾	Prel. Engineering ▾	\$144,000	\$16,000	\$160,000
2017	HSIP-Urban ▾	Prel. Engineering ▾	\$200,000	\$20,000	\$220,000
2018	HSIP-Urban ▾	Right of Way ▾	\$818,938	\$181,062	\$1,000,000
2020	STP-U ▾	Construction ▾	\$818,938	\$90,931	\$909,869
	▾	▾			
Grand Totals			\$1,981,876	\$307,993	\$2,289,869



Project Status	
<u>Design</u>	
Have the Plan, Specifications, and Engineering (PSE) documents been reviewed by the state?	<input type="text"/>
If NO, have the PSE documents been submitted to the state?	<input type="text"/>
If NO to the above question, when is it anticipated the documents will be submitted? (provide date)	<input type="text"/>
<u>Environmental</u>	
Has the project received an Environmental Certification letter from the state?	<input type="text"/>
If YES, when? (provide date)	<input type="text"/>
If NO, have the documents required for an environmental review been submitted to the state?	<input type="text"/>
If NO to the above question, when will the documents be submitted? (provide date)	<input type="text"/>

Design: Answer at least the first question regarding Design / Preliminary Engineering. If the answer to the first question is 'No', then answer the second question. Same thing for the third question. The purpose of collecting this information is to better understand the project's readiness.

Environmental: Answer at least the first question as well as the 2nd or 3rd question (whichever is applicable). Environmental clearance issues can often hold up projects from moving forward for a substantial amount of time. For some projects there is no environmental review – in those cases answer 'N/A' to the first question.



Permitting

Has the project received necessary permitting from KYTC/INDOT and any other applicable agencies?

If NO, when is it expected that the permit(s) will be acquired? (provide date)

What permits are required for this project? Please list all those that are applicable.

Construction

Has the project been put out for bid?

If YES, when? (provide date)

If NO, when is it anticipated to go to bid? (provide date)

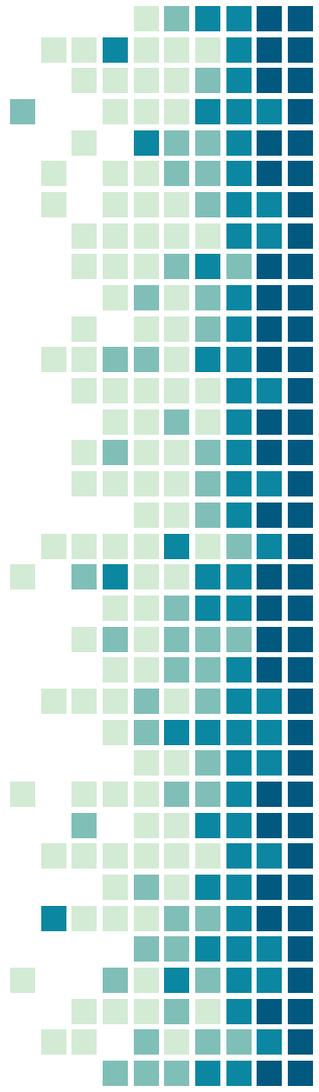
What is the letting/purchase date for this project? (provide date)

If needed, please provide additional comments concerning this project.

→ **Permitting:** Complete this section about whether the respective project's permits have been acquired. Make sure to answer at a minimum questions 1 and 3. If the answer to the first question is 'No', also answer the second question.

Construction: Use this section to explain how close the project is to beginning construction activities. Make sure to answer at a minimum questions 1 and 4, as well as either the second or third questions depending on the answer to the first question. ←

→ **Comments:** Use this field to further explain any details about the project's readiness.



Project Details						
	Existing	Proposed		Existing	Proposed	Year Open To Public
# of signals between termini			# of travel lanes			
Lane widths			# of turning bays			
Posted speed limits			Center turn lane (Y/N)	<input type="checkbox"/>	<input type="checkbox"/>	

Signals: Indicate the total number of traffic signals currently found between the project's termini. If the project is adding signals, indicate the new total number of signals in the proposed column.

Travel Lanes: Indicate the existing versus proposed number of travel lanes. Similar to speed limits, use a range (ex: 2-3) in cases where the number of travel lanes changes between the project's termini.

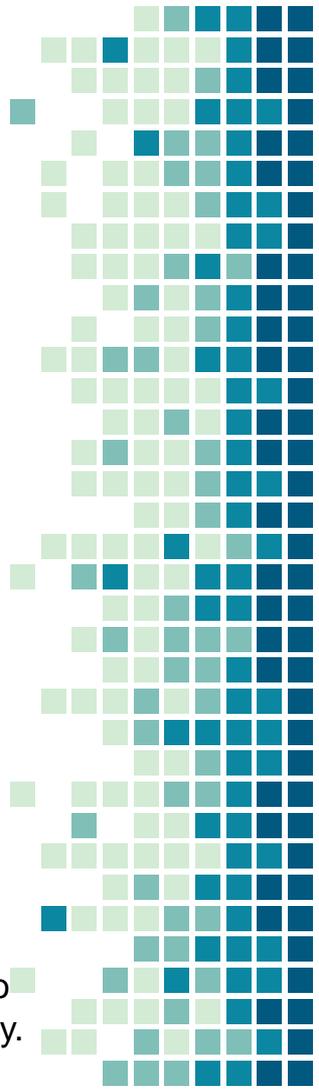
Speed Limits: Indicated the change in posted speed limits, if any. If the posted speed limit changes between the project's termini, indicate the range such as 25 – 35 mph.

Lane Width: Indicate the proposed change in lane widths, if any. In cases where the lane width changes between the termini, indicate the width found most often.

Center Turn Lane: Indicate the change in whether or not there is a center turn lane.

Turning Bays: Indicate the change in the number of turning bays.

Year Open to Public: Provide the year when the public is expected to be able to use the facility.



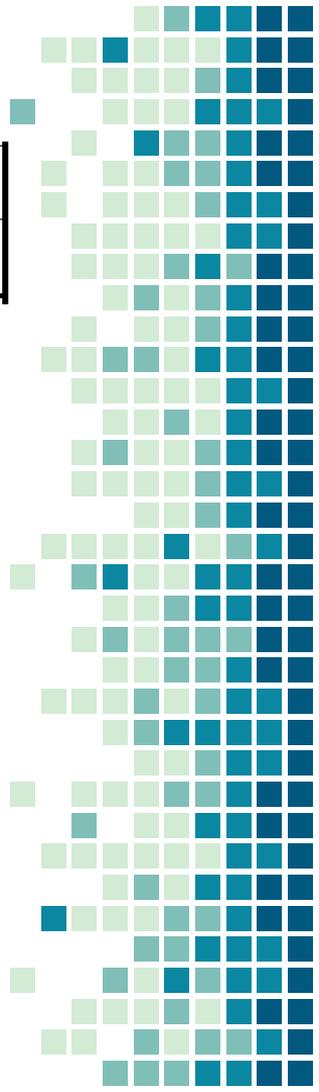
<p>Is the project ADA accessible?</p> <input type="checkbox"/>	<p><input type="checkbox"/> Map or Aerial Photo w/project depicted (required for construction projects: road, pedestrian, bike, intersection, signal improvements, building, etc.)</p>	<p>Bicycle Facilities</p> <p>Pedestrian Facilities</p>
--	--	--

ADA Accessibility: Indicate whether or not the new/ modified facilities will be accessible for individuals with disabilities. In some cases the answer may be 'N A.'

Map or Aerial Photo: With the exception of programs such as KAIRE or Ticket to Ride, LPAs should attach a map or aerial photo along with the PIF. There is no need to attach a map/ photo for existing projects whose scope or location is not changing.

Bicycle Facilities: Select an option from the drop-down menu. You cannot type in your own facility type, however, KIPDA will be updating the drop-down menu options as part of the PIF update.

Pedestrian Facilities: Select an option from the drop-down menu. You cannot type in your own facility type, however, KIPDA will be updating the drop-down menu options as part of the PIF update.



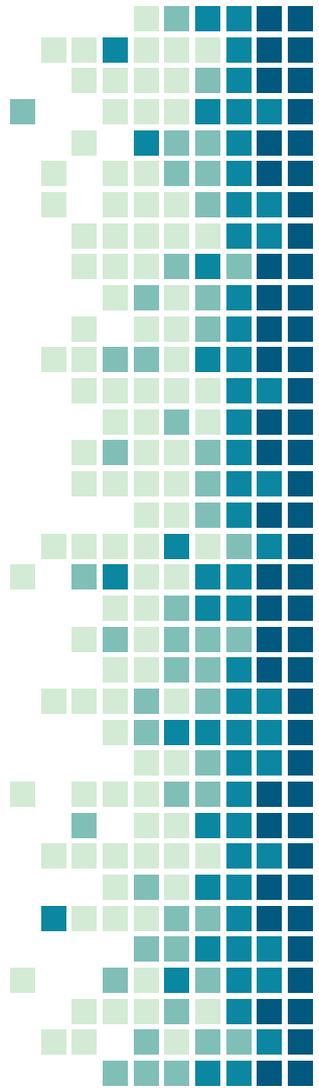
Consultation with Other Agencies			
Has your agency and/or jurisdiction consulted with any of the following local, state, or federal agencies about the specific project identified in this PIF? Please check all that apply.			
<input type="checkbox"/> Conservation	<input type="checkbox"/> Environmental Preservation	<input type="checkbox"/> Land Use Management	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Economic Growth	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> No Consultation to Date	<input type="checkbox"/> Other: _____
<input type="checkbox"/> The above project has no changes at this time.		Authorized Signature of Sponsoring Agency (Required)	
		Submitted by:	_____
		Date Submitted:	_____

Consultation with Other Agencies:

Check all of the boxes that apply. This information helps provide some context to the project’s path to completion. LPAs can also fill in an agency next to the ‘Other’ checkbox if you don’t see it listed.

Signature & Date: The staff member who is filling out the PIF simply types their name. Use the pop-up calendar to select a date. DONOT type in the date as it will create an error in the PDF form.

** Disregard this field as it is not an appropriate question to ask since PIFs are only filled out for new projects or when something about the project changes. KIPDA staff will remove this as part of the PIF update.*



For questions about how to fill out a PIF
contact one of the following KIPDA staff
members:

Nick Vail

502-266-6144 x114

nick.vail@kipda.org

Amanda Deatherage

502-266-6144 x113

amanda.deatherage@kipda.org

