

MADISON COUNTY  
COUNCIL OF GOVERNMENTS

Madison County Government Center  
16 East 9th Street, Room 100  
Anderson, IN 46016  
Phone: (765) 641-9482  
[www.mccog.net](http://www.mccog.net)

November 28, 2016

Joe Renner  
Town of Fortville  
714 E. Broadway  
Fortville, IN 46040

**RE: Award of Federal Funds or Additional Federal Funds from the Anderson MPO**

Congratulations! The **Town of Fortville** has been awarded \$ **61,456** in Federal Transportation Funds from the Anderson MPO (Madison County Council of Governments) for the following project:

**Main Street Corridor Improvement Project, Church Street to SR 67 (Broadway St)**

The following is the project scope required to be completed as a condition of this award letter:

*The proposed project will include the rehabilitation of the asphalt roadway and on-street parking along Main Street between Church Street and SR 67 (Broadway Street). Amenities and other infrastructure for this project must include a minimum 11 ft. concrete sidewalk, intermittent tree grate planting areas and trees, bump outs at any proposed mid-block crossings and all intersection crosswalks, and rain gardens incorporated into the curb and gutter system. This project also allows for the closing of Main Street between Pearl Street and Noel Street to allow safer vehicular traffic movement. Final amenities will be decided by a Fortville Steering Committee with participation by the MPO, within the budget and purpose of this project. A lighted pedestrian crossing area must be developed across the railroad line and include proper safety signage and audible warnings for pedestrians. The project must include pedestrian crosswalks with high visibility markings (continental, zebra, or ladder) at Pearl Street, Mill Street, Maple Street, and Noel Street on both sides of Main Street, as well as similar crosswalks across Main Street at these same locations. The project must also include pedestrian-scaled safety lighting, pedestrian signage, and at least 4 pedestrian resting areas (benches). All pedestrian transitions between sidewalks, roadways, crosswalks, alleyways, parking areas, and multi-use paths must adhere to PROWAG standards to ensure ADA compliant pedestrian ramps are installed throughout the project.*

The project scope provided and all of the elements described must be completed with the project, regardless of what length, phasing, or cost is determined. All awarded projects will be carefully monitored to ensure that the project scope, as provided by the MPO, will be specifically completed.

Please understand that the award amount is contingent upon the availability of funding through Congressional Appropriations to the State of Indiana. Also, it is important to understand that these funds are a part of the Federal Highway Reimbursement Program, which is not a "Grant", thus no funds may be used until the documentation of payment for services is received. Additionally, no project activities conducted prior to a signed LPA-Consultant contract are eligible for reimbursement.

These funds, administered by the Indiana Department of Transportation (INDOT) in partnership with the Federal Highway Administration (FHWA), may only be used as reimbursement for those work items eligible within Federal Guidelines (unless instructed otherwise by the MPO). However, regardless of the actual phases awarded funding, Federal Guidelines and the INDOT Product Development Process (PDP) must be followed through all phases of the project: Preliminary Engineering (PE), Right-of-Way (RW), and Construction (CN), which includes both Construction (CN) and Construction Engineering/Inspection (CE).

This funding award has been divided among the phases of the project. The following amounts may only be used on the phases identified below:

<u>State Funding Year</u>	<u>Phase</u>	<u>Federal Funds</u>	<u>Required Local Match</u>	<u>Funding Type</u>
2016	PE	\$ 61,456	\$ 15,364	STP
	RW	\$ -	\$ -	
	CE	\$ -	\$ -	
	CN	\$ -	\$ -	
	<b>Total Award</b>	<b>\$ 61,456</b>	<b>\$ 15,364</b>	

This funding award must be obligated in the State Funding Year (SFY) identified above, which occurs July 1st to June 30th. Additional funding awards for this project may or may not be available, so the LPA should proceed as if the funds are not available. Any additional costs or cost increases in any phase of this project will be at 100% responsibility of the LPA. Any non-participating elements of the project are not eligible for federal funds and therefore, will also be 100% responsibility of the LPA. This award may or may not include funding award for all phases of a project and there is no guarantee that additional funding awards will be available. Therefore, it is important to understand that upon acceptance of this award, if the project does not transpire into construction of the project, this funding award will be required to be paid back to INDOT, per FHWA Guidelines. Additionally, upon receiving a Notice to Proceed (NTP) from INDOT, monthly reimbursement requests must be submitted to INDOT to prove progress to FHWA on the project. The absence of regular reimbursement requests to INDOT proves inactivity and FHWA may close the project without recourse, at which time, the funding award will be revoked and the LPA will be required to pay back any reimbursements to INDOT.

The steps to begin utilizing this award of Federal Funds are as follows:

1. Follow the TIP Inclusion Process as outlined by the policies of the Anderson MPO as detailed in documents located at [www.mccog.net/TIP.html](http://www.mccog.net/TIP.html).
2. Receive Confirmation of TIP/STIP Inclusion from the MPO (allow 3-9 weeks for processing).
3. Schedule an Early Coordination Meeting with the INDOT District LPA Coordinator within 30 days (MPO requirement) of the date of this letter.
4. Request an INDOT-LPA Contract from the INDOT District LPA Coordinator within 90 days of the date of this letter.
5. Follow the Consultant Selection Procedures as defined in the LPA Process Guidance Document (ERC Manual) to hire a consultant.

*(The steps outlined above must be followed and completed in the order defined.)*

**Please Note:** If this is an award of additional funding, many of the required steps above and guidance below may already be underway or complete, however, this does not exempt the recipient of completing the TIP Inclusion Process for the additional funds. Also, be sure to contact our LPA District Program Director as revisions to existing contracts, purchase orders, and other documents may need revision to incorporate the additional funding award.

Once a copy of the LPA-Consultant Contract is received by INDOT, it will be reviewed and a Notice of Authorization (NOA) will be issued by INDOT. At that time, a written Notice to Proceed (NTP) should be issued by the LPA to the contracted consultant or contractor and from that point, the ERC should expect to receive invoices for work completed from the contracted consultant or contractor.

The required matching funds for this Federal Transportation Funding Award is \$ 15,364 .

Upon signing the LPA-Consultant Contract, the designated Employee-in-Responsible-Charge (ERC) must pay all invoices submitted by the consultant in full and submit a request for reimbursement of federal funds to INDOT.

To request reimbursement from INDOT, the ERC is required to submit the following:

1. One copy of the invoice submitted by the consultant or contractor.
2. One copy of the method of payment (check or money order) made to the consultant or contractor.

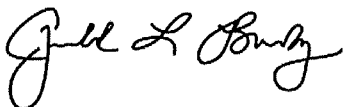
Please Note: For this award, the total funds reimbursed cannot exceed eighty percent (80%) of the total project cost.

Each LPA receiving federal transportation funds will also be required to maintain a detailed project schedule (set at the Early Coordination Meeting with INDOT) to demonstrate your willingness to complete your project in a timely manner or the **funding for your project will be withdrawn**. This schedule will be established at the Project Scoping Meeting held with INDOT, the MPO, and the contracted consultant. Please Note: Once a letting date has been established, formal approval will be necessary from the MPO and/or INDOT for any changes to the letting date. It is important to note that any changes to the dates in the project schedule that precede the letting date will affect the letting date.

To maintain eligibility for this award of federal funds, the designated ERC for your community must maintain certification through INDOT. The ERC will be required to actively participate throughout the life of the project, maintain project records on behalf of the LPA, and direct the contracted consultant. The ERC and the contracted consultant will also be required to attend Quarterly Tracking Meetings and follow the Quarterly Tracking Process as outlined by the policies of the Anderson MPO.

A hard copy of this correspondence will not be sent, but should be kept on file by the ERC.

Sincerely,



Jerrold L. Bridges  
Executive Director

cc: David Benefiel

MADISON COUNTY  
COUNCIL OF GOVERNMENTS

Madison County Government Center  
16 East 9th Street, Room 100  
Anderson, IN 46016  
Phone: (765) 641-9482  
[www.mccog.net](http://www.mccog.net)

March 7, 2016

Joe Renner  
Town of Fortville  
714 E. Broadway  
Fortville, IN 46040

**RE: Award of Federal Funds or Additional Federal Funds from the Anderson MPO**

Congratulations! The **Town of Fortville** has been awarded \$ **61,456** in Federal Transportation Funds from the Anderson MPO (Madison County Council of Governments) for the following project:

**Main Street Corridor Improvement Project, Church Street to SR 67 (Broadway St)**

The following is the project scope required to be completed as a condition of this award letter:

*The proposed project will include the rehabilitation of the asphalt roadway and commercial on-street parking along Main Street between Church Street and SR 67 (Broadway Street). Specific amenities and other infrastructure required for this project include a 11-12 ft. concrete sidewalk, intermittent tree grate planting areas and trees, bump outs for any proposed mid-block (if any) and all intersection crosswalks, and rain gardens incorporated into the curb and gutter system. A dedicated, lighted pedestrian crossing must also be developed across the railroad line and include significant safety signage for pedestrians that shall include, at a minimum, pedestrian cross-bucks, lights, and a gate. The project must also include pedestrian crosswalks with high visibility markings (continental, zebra, or ladder) at Pearl Street, Mill Street, Maple Street, and Noel Street on both sides of Main Street, as well as similar crosswalks across Main Street at these same locations. The project must also include pedestrian-scaled safety lighting, pedestrian signage, and at least 4 pedestrian resting areas (benches). All pedestrian transitions between sidewalks, roadways, crosswalks, alleyways, parking areas, and multi-use paths must adhere to PROWAG standards to ensure ADA compliant pedestrian ramps are installed throughout the project.*

The project scope provided and all of the elements described must be completed with the project, regardless of what length, phasing, or cost is determined. All awarded projects will be carefully monitored to ensure that the project scope, as provided by the MPO, will be specifically completed.

Please understand that the award amount is contingent upon the availability of funding through Congressional Appropriations to the State of Indiana. Also, it is important to understand that these funds are a part of the Federal Highway Reimbursement Program, which is not a "Grant", thus no funds may be used until the documentation of payment for services is received. Additionally, no project activities conducted prior to a signed LPA-Consultant contract are eligible for reimbursement.

These funds, administered by the Indiana Department of Transportation (INDOT) in partnership with the Federal Highway Administration (FHWA), may only be used as reimbursement for those work items eligible within Federal Guidelines (unless instructed otherwise by the MPO). However, regardless of the actual phases awarded funding, Federal Guidelines and the INDOT Product Development Process (PDP) must be followed through all phases of the project: Preliminary Engineering (PE), Right-of-Way (RW), and Construction (CN), which includes both Construction (CN) and Construction Engineering/Inspection (CE).

This funding award has been divided among the phases of the project. The following amounts may only be used on the phases identified below:

<u>State Funding Year</u>	<u>Phase</u>	<u>Federal Funds</u>	<u>Required Local Match</u>	<u>Funding Type</u>
2016	PE	\$ 61,456	\$ 15,364	STP
	RW	\$ -	\$ -	
	CE	\$ -	\$ -	
	CN	\$ -	\$ -	
	<b>Total Award</b>	<b>\$ 61,456</b>	<b>\$ 15,364</b>	

This funding award must be obligated in the State Funding Year (SFY) identified above, which occurs July 1st to June 30th. Additional funding awards for this project may or may not be available, so the LPA should proceed as if the funds are not available. Any additional costs or cost increases in any phase of this project will be at 100% responsibility of the LPA. Any non-participating elements of the project are not eligible for federal funds and therefore, will also be 100% responsibility of the LPA. This award may or may not include funding award for all phases of a project and there is no guarantee that additional funding awards will be available. Therefore, it is important to understand that upon acceptance of this award, if the project does not transpire into construction of the project, this funding award will be required to be paid back to INDOT, per FHWA Guidelines. Additionally, upon receiving a Notice to Proceed (NTP) from INDOT, monthly reimbursement requests must be submitted to INDOT to prove progress to FHWA on the project. The absence of regular reimbursement requests to INDOT proves inactivity and FHWA may close the project without recourse, at which time, the funding award will be revoked and the LPA will be required to pay back any reimbursements to INDOT.

The steps to begin utilizing this award of Federal Funds are as follows:

1. Follow the TIP Inclusion Process as outlined by the policies of the Anderson MPO as detailed in documents located at [www.mccog.net/TIP.html](http://www.mccog.net/TIP.html).
2. Receive Confirmation of TIP/STIP Inclusion from the MPO (allow 3-9 weeks for processing).
3. Schedule an Early Coordination Meeting with the INDOT District LPA Coordinator within 30 days (MPO requirement) of the date of this letter.
4. Request an INDOT-LPA Contract from the INDOT District LPA Coordinator within 90 days of the date of this letter.
5. Follow the Consultant Selection Procedures as defined in the LPA Process Guidance Document (ERC Manual) to hire a consultant.

*(The steps outlined above must be followed and completed in the order defined.)*

**Please Note:** If this is an award of additional funding, many of the required steps above and guidance below may already be underway or complete, however, this does not exempt the recipient of completing the TIP Inclusion Process for the additional funds. Also, be sure to contact our LPA District Program Director as revisions to existing contracts, purchase orders, and other documents may need revision to incorporate the additional funding award.

Once a copy of the LPA-Consultant Contract is received by INDOT, it will be reviewed and a Notice of Authorization (NOA) will be issued by INDOT. At that time, a written Notice to Proceed (NTP) should be issued by the LPA to the contracted consultant or contractor and from that point, the ERC should expect to receive invoices for work completed from the contracted consultant or contractor.

The required matching funds for this Federal Transportation Funding Award is \$ 15,364 .

Upon signing the LPA-Consultant Contract, the designated Employee-in-Responsible-Charge (ERC) must pay all invoices submitted by the consultant in full and submit a request for reimbursement of federal funds to INDOT.

To request reimbursement from INDOT, the ERC is required to submit the following:

1. One copy of the invoice submitted by the consultant or contractor.
2. One copy of the method of payment (check or money order) made to the consultant or contractor.

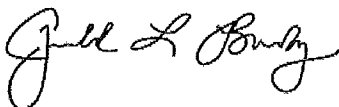
Please Note: For this award, the total funds reimbursed cannot exceed eighty percent (80%) of the total project cost.

Each LPA receiving federal transportation funds will also be required to maintain a detailed project schedule (set at the Early Coordination Meeting with INDOT) to demonstrate your willingness to complete your project in a timely manner or the **funding for your project will be withdrawn**. This schedule will be established at the Project Scoping Meeting held with INDOT, the MPO, and the contracted consultant. Please Note: Once a letting date has been established, formal approval will be necessary from the MPO and/or INDOT for any changes to the letting date. It is important to note that any changes to the dates in the project schedule that precede the letting date will affect the letting date.

To maintain eligibility for this award of federal funds, the designated ERC for your community must maintain certification through INDOT. The ERC will be required to actively participate throughout the life of the project, maintain project records on behalf of the LPA, and direct the contracted consultant. The ERC and the contracted consultant will also be required to attend Quarterly Tracking Meetings and follow the Quarterly Tracking Process as outlined by the policies of the Anderson MPO.

A hard copy of this correspondence will not be sent, but should be kept on file by the ERC.

Sincerely,



Jerrold L. Bridges  
Executive Director

cc: David Benefiel