



January 13th, 2017

Dear Project Sponsor:

The St. Joseph Area Transportation Study Organization, the Metropolitan Planning organization for the St. Joseph urbanized area, is soliciting a call for projects for the Fiscal Years 2018-2021 Transportation Improvement Program (TIP). The St. Joseph metropolitan area encompasses the cities of St. Joseph, Savannah, Elwood, and Wathena; Country Club Village, and parts of Andrew, Buchanan, and Doniphan counties.

Proposed projects may encompass but are not limited to: transit operating, transit capital, highway/street improvements, aviation, rail crossing work, bridge replacement/rehabilitation, and enhancement projects. Federal regulations require that all federally funded transportation projects be listed and approved in the TIP, but staff would strongly encourage all member entities to list major locally funded projects as well. Collectively, such listings provide a more broad-based view of local and federal transportation investments in the region.

For transit systems operating in the St. Joseph urban area, all requests should include the nature of current operating/capital funding and the funding source restrictions regarding service delivery, level of service, type of service, cost of service (operating), and size of vehicles proposed to be procured with federal funds. Additional annual ridership (broken down in terms of charter and regular service) information shall be provided.

For street/highway projects, MPO staff asks that system management data be provided for evaluation, in addition to scope, cost, etc. State DOT's are not required to allow non-TMA MPOs to make project selections, but all such projects are required to be programmed in an MPO approved TIP. To that end, staff requires the appropriate level of information to effectively evaluate DOT project selections and recommend their inclusion in the TIP in the order proposed.

For projects currently listed in the TIP, projects will not be carried over to the following fiscal year unless already specified. For example, if a project is currently in the TIP and is not programmed for FY2018 or later years, it will be dropped from the TIP altogether. If you need to extend your schedule into FY2018 or later years, staff must be notified and project forms must be submitted.

For all jurisdictions, the Metropolitan Transportation Plan's (MTP) project listings should be consulted before a TIP submittal is made with an eye toward consistency and uniformity. In concert with the project submittals, staff is requiring signed certification sheets. In an effort to maintain proper federal requirements, compliance forms must be filled out by the applicable agency. There will also be an obligated mid-year report, a notice will be sent with further instructions. The completed attachments need to be emailed or mailed to the address listed on the forms, these include:

- Project Summary Sheet(s)
- MPO Policy and Plan Compliance Form
- Title VI/EJ Compliance Form

Forms are available online at <http://stjoempo.org/transportation-improvement-plan-tip/>.

The deadline for project submittals will be February 24th. It is important all TIP projects are submitted by this date as no transportation project/service in the urban area, financed with federal funds can be constructed or expended/procured without being included and approved in the MPO's TIP. For a full outline for the TIP approval process please reference the attached timeline.

If you have any questions or comments, please contact my office at (816) 236-1471.

Sincerely,

A handwritten signature in cursive script that reads "Caitlin Zibers".

Caitlin Zibers
Transportation Planner
St. Joseph Area Transportation Study Organization

Attachments