



**POLICY COMMITTEE**

June 3, 2016

1:30 – 3:00 p.m.

Council Chambers (#115)

- I. Call to Order
- II. Approval of the Minutes
  - a. May 13, 2016
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
  - a. Citizens Advisory Committee
  - b. Technical Advisory Committee
- V. Reports from the MPO Staff
- VI. Old Business
- VII. New Business
  - a. Unified Planning Work Program FY 2017- 2018 Final Document\*
- VIII. Communications from Committee Members (*non-agenda items*)
  - a. Topic Suggestions for Future Agendas
- IX. Upcoming Meetings
  - a. Technical Advisory Committee – June 22, 2016 at 10:00 a.m. (McCloskey Room)
  - b. Citizens Advisory Committee – June 22, 2016 at 6:30 p.m. (McCloskey Room)
  - c. Policy Committee – August 12, 2016 at 1:30 p.m. (Council Chambers)

Adjournment

*\*Action Requested / Public comment prior to vote (limited to five minutes per speaker)*



## **POLICY COMMITTEE**

May 13, 2016  
1:30 – 3:00 p.m.

### **Policy Committee Meeting Minutes May 13, 2016 Council Chambers #115**

Attendance:

Policy Committee: Jason Banach, Tony McClellan, Lisa Ridge, John Hamilton, Andrew Cibor, Kent McDaniel, Richard Martin, Kevin Tolloty, Sarah Ryterband.

Staff: Josh Desmond, Emily Avers

Others:

- I. Call to Order: Kent McDaniel called the meeting to order.
- II. Approval of the Minutes
  - a. April 8, 2016: Richard Martin approved. Jack Baker seconded. Motion passed through unanimous voice vote.
- III. Communications from the Chair: McDaniel mentioned the City is providing active shooter training and opening it to all board and commission members.

Josh Desmond provided an overview of the training. These are put on by the Police Department so we're all prepared in the event of any incident here at City Hall. It's not mandatory for Boards and Commissions but it is helpful to you if you would like that knowledge. There are 5 or 6 upcoming training sessions in the Council Chambers and the Utilities Board Room. It's a 2 hour session.

McDaniel said I work on the Emergency Preparedness Committee at IU so I am familiar with this stuff. The only time I felt I really needed it was right here in this room. It's a good idea to think about attending.

- IV. Reports from Officers and/or Committees
  - a. Citizens Advisory Committee:

Sarah Ryterband said we had an interesting conversation about things our members want to look at in the upcoming year. We have a lot of education and interesting topics on our agenda. We may bring some of those to the PC.
  - b. Technical Advisory Committee:

Andrew Cibor said the TAC met and went through a review of ongoing projects in the various organizations. MPO staff reviewed their draft Unified Planning Program which we'll be reviewing today. The TAC has a couple of suggestions for future discussions. One involved relooking at the board membership. Another idea was to talk about making the process more transparent.
- V. Reports from the MPO Staff
  - a. FY 2016 Q3 Quarterly Reports:

Desmond presented the 3<sup>rd</sup> quarter report. We met with all the LPAs, INDOT, FHWA. There are not a lot of red flags on project progress out of that quarter. We've had 3 or 4 projects let in the last several months. The Black Lumber Trail let and is under construction now. The Walnut St. railroad crossing, Karst Farm

Trial Phase 3 and the Old 37 and Dunn intersection improvement project were all let and awarded. They should start construction in the next 3 months or so. The only project that had a change was Fullerton Pike Phase I. There were issues with acquiring the final pieces of right-of-way which has delayed them past the deadline for the letting date they had originally scheduled, so their letting date has been pushed from August to November. It hasn't affected the Fiscal Year funding so we don't have any concerns about that our TIP funding for the project.

Martin said in the project report the Fullerton Pike Phase 2 got split between a Phase 2 and a bridge component. What was the reason?

Desmond said INDOT has changed the way they want to track funding on infrastructure projects so anytime there's a bridge they want a separate tracking number for the bridge in addition to the overall project.

- b. June Policy Committee Meeting Rescheduled from June 10 to June 3:  
Desmond we moved the next meeting date up by 1 week because no MPO staff will be in the office on that day. This will also help us get the Work Program adopted a week earlier and get it submitted to INDOT.

VI. Old Business: None at this time

VII. New Business

- a. Unified Planning Work Program FY 2017- 2018 Draft Document:  
Desmond presented. The Work Program is the budget for the MPO. It's a 2 year work program. We are coming to the end of Fiscal Year '16 so it is now time to adopt one for FY '17-18 which starts this July 1st. This draft document to matches what we expect our budget and tasks to be over the next several years. The budget is somewhat fluid as we go into the second year because at the end of every two year work program any leftover funds will be audited by INDOT to determine the amount and added back to the Work Program the following spring. The numbers in the draft reflect what we know we will receive. We do expect to have some carry over funding added in the second year because the Bicycle and Pedestrian Coordinator position has been vacant for several months and we won't have a new hire probably until June so we will have approximately 5 months of compensation for that. The budget for our 2 year Work Program should be \$262,252 in federal funds. That represents 80% of the total budget. We spend out of our budget and then we get an 80% reimbursement from INDOT on a quarterly basis. That brings our total budget to \$327,815. The bulk of that goes to staff time. A certain times there are consultant studies paid for through this. We have some funds that go to our partners at Monroe County and Ellettsville to assist them in conducting traffic counting and other studies. Some funds go to Bloomington Transit to help them conduct studies and do annual ridership counts. We try to work with all our local partners and support their needs in addition to the core MPO tasks we have to accomplish. The budget is a decrease of approximately 13% from our current work program. The funds in our previous work program were inflated from our normal funding level because INDOT held some funds back that should have gone to the MPOs for their Work Programs and those funds were finally released and paid back. So we had a bump in funding but are returning to more normal levels. Of course these amounts always fluctuate with federal funding levels and the annual budgets in response to the transportation legislation. It is equal amounts for both years and then we will add funding back to the second year's Work Program as I mentioned earlier.

We discussed the Planning Emphasis Areas (PEAs) a couple months ago. 3 out of the 4 are things we've already being addressing in our Work Program from past years. The new one is Title VI- Program Management. As a prerequisite for getting federal funding for transportation projects in the TIP all our LPAs have to show they are working towards non-discrimination compliance in their public facilities and programs. They are required to have programs and plans in place to insure that none of the facilities, programs or the activities of these agencies are discriminating against any parties. The MPO is going to provide education to our LPAs, staff assistance, and provide them with resources to help them along the way to get an approved and acceptable Title VI plan in place. They're doing an audit on the federal and finding some deficiencies not just in Indiana but nationally and want to make sure everyone gets a current plan in place. At a later date they'll start more strictly enforcing the requirement that all LPAs have a plan in place

before receiving federal funds. The remainder of these emphasis areas we've talked about before in our previous Work Programs.

The organization and structure has changed from the last Work Program. All the MPOs do their Work Program a little differently and this year INDOT requested we all follow the same format. The way you see work program laid out is in accordance with that. Our 4 element program is being increased to a 6 element program. Element 100 is the same as it's always been. Element 200 is our data collection and analysis- all our traffic volume counting, our annual crash reports. Element 300 is short range planning and management systems. It's largely focused on the Transportation Improvement Program where we do our short term planning for projects and our different funding programs within that. Element 400 is long range planning, so our 2040 MTP or any subsequent MTPs we are planning. Element 500 is transit and active transportation- all our bike/ped promotion and coordination, bike and ped counts, any transit studies we might be doing with BT. Element 600 is a catchall for any other initiatives we need to address. Primarily that's the Title VI plans and ongoing human services public transportation plan that helps us support some of our transit grants. I won't go through this page by page. Our liaison from INDOT reviewed the plan and didn't have any red flags or concerns. They're ready to take it through the contract process and get us locked in for our funding once we adopt a document. The CAC and TAC reviewed this a few weeks ago. They'll look at it again at their late May meeting with any changes we may have made and will vote on it. You will vote at the June 3<sup>rd</sup> meeting and then we will submit to INDOT.

There are the major things upcoming. We have a new TIP to develop this fall for FY '18-'21 so we maintain our required 4 year time horizon. That's always a major undertaking. We'll get our estimated funding allotment in October or November, do a call for projects and then find ways to fund our priorities. The 2040 MTP is still hanging out there and we are working to get some resolution on our travel demand model. The consultant has been having a legal fight with their former employee who was working on our Travel Demand Model about who is working on what projects. Our project has been caught in the middle of that and we have not been able to get our final model because of this. The good news is we paid out our contract so they've been working to finish it for no further charge. If can get the final product we'll be able to get a draft ready to bring forward this fall. We want to get it adopted by the end of FY '17 or as soon as possible before that.

Hamilton said did you say we've paid them everything we owe them but we don't have the product? We don't typically wait for the final product before we pay the full contract amount?

Desmond said we paid them as they did the work. The model wasn't finished and they kept doing work even though we paid them what we owed them.

Hamilton said in a program like that, I'd expect the delivery of the product would trigger final payment. We're not in a good position.

Desmond said I already talked about the Title VI plan. There are two consultant studies we're going to help fund for Bloomington Transit. Those are both in the second year of the work program right now. The only change I anticipate between this work program and what we'll ask you to adopt in a month is Lew May may ask one of those studies be moved up to the first year. I don't see any reason we couldn't move money around to accommodate that. Those are federally required safety plans and asset management plans BT needs to develop in response to federal legislation so we want to help them get those done. I am happy to answer any questions.

Ryterband said is the quarterly report a 101 line item?

Desmond said it is in the 300 element because it is part of the TIP. It's all TIP projects.

Ryterband said the comment I have is in Appendix A there is a problem. The CAC membership doesn't include our correct members. One of the members listed is deceased.

Baker said I wanted to thank you for added information at bottom of each project in the quarterly report. It's a summary of each project so we have more information about each project. Before there was space but you didn't put any information in it. I think this is something they asked for at the CAC. In work element 104-Public Outreach, the last item is alternative methods of outreach. In light of the conversation at last meeting I want to suggest a couple things as alternative methods. One of those would be to do a public participation meeting once or twice a year for the TIP to explain and take comments. That's after the projects are designed and funding is awarded so there is not much opportunity to make changes in the project but at least it would add some transparency to how we work and what projects are there. Maybe even if we don't go over entire TIP the latest additions might be something that would be worth doing. I see that being a consortium of the CAC, TAC and PC. We could maybe present it through the CAC. The other thing doesn't really apply to this but I want to bring it up anyhow. In that conversation I didn't hear anything about how to get public participation. I suggest the MPO could require the LPAs to hold a public participation meeting early in the project design. As it comes out they're going to do a project, hold a meeting and let the public come and comment and make it more transparent that way. I think we could make a rule that must be done before the project comes to us to be added to the TIP.

Hamilton said I have some questions about the PEAs. Under ladders of opportunity it says "identification of these deficiencies could be done through the creation of performance measures used to specifically measure such gaps". Do we have performance measures that specifically measure gaps in connectivity to employment, healthcare, schools, recreation, etc.?

Desmond said we do not at this time. We are expected to develop a range of performance measures in response to federal legislation. First, the feds will establish certain performance measures, then the states must establish corresponding performance measures, then the MPOs have to determine performance measures so all three levels work together. In the next couple of years and in our transportation plan we will see a lot of those things addressed but at this time we don't have anything we would use for that.

Hamilton said measuring things like that is very important. Have we identified stages to get done by a certain time? Particularly looking at things like access to housing, access to employment and the transportation relationship to that. I don't know how much depends upon waiting for the federal or state to outline what we need to do but I think that's a really important process. My next item is Map21 requires development of performance measures. Is that same thing you just referred to?

Desmond said yes. There are eight or nine areas and the feds have only released a couple of them. The states have until next spring to establish theirs and then the MPOs will have six months after that to establish MPO level performance measures. For example, there's a safety performance measure that was just released which says we're going to measure performance of our safety programs by the number of fatal crashes per million trips on our roads. We'll have to come up with a local measure of that.

Hamilton said that's a more accessible and effective way to engage wide public dialogue about what are we measuring, how do we measure, are they the right things? The process of thinking about what we measure and what goals we set that's where you want the most public input rather than on a specific project. There you often get input from people with a very particular perspective which is not always representative of the larger community. We could get some good public input on those bigger issues.

Desmond when we started the Transportation Plan process we went through a visioning and goal setting process. We are very mindful of developing a vision and measurable goals to determine if we've been successful at achieving our vision. I think you'll see some of that born out in our plan over the next several months.

Hamilton asked what the time line is on the MTP.

Desmond said the goal is by June 30, 2017 or earlier, depending on how fast we can get things doing.

Hamilton said we have to get the model before we can start it?

Desmond said we've started it but we need the model results to illustrate different scenarios we might want to pursue before we can make some decisions about our plan.

Hamilton is the Travel Demand Model informed by these performance measures and goals or is it meant to be abstracted from the community purpose?

Desmond said it's both. We've set goals for the community and certain performance measures we want to achieve based on those goals. We can look at scenarios on this model to see how close we're hitting those performance measures. We can compare different scenarios to decide which is a more appropriate combination of projects.

McDaniel said have you kept the City's Legal Department apprised of the situation with the consultant?

Desmond said yes and it's time to have another conversation about that. We need to draw a line and say one or the other of you need to give us a product so we can move on.

McDaniel said there is an event occurring Monday that I thought might be of interest to the committee. I was approached by the Transportation Security Agency about participating in the Base Assessment for Security Enhancement (BASE) program. It's an audit; they look at your security arrangements for vehicles and facilities. I talked to May with BT and Perry Maul at IU Campus Bus and we arranged for the TSA to come in Monday to do one. It makes sense to do one simultaneously because we operate out of the same facility. We also got Go Express Travel involved. It's not tied to funding and not a requirement but I wouldn't be surprised if it is one day. If it ever is a requirement, we'll be ahead of the game, plus it's just a good idea.

Martin said in the document you talk about contract service agreements we have with City of Bloomington, Monroe County and Town of Ellettsville. There are big differences in how much each of them is under contract for. Are these payments we make to those agencies?

Desmond said they are payments for work they do.

Martin said they produce a product and send it to you along with a bill.

Desmond said yes, we get documentation of the hours they spent on traffic counts and all the things they do.

Martin said in many of these work elements the MPO is doing the same thing the LPAs are doing. What benefit accrues to the MPO by doing an activity our LPAs are already doing? How can we take the MPO effort that is occurring to provide additional benefit for our LPAs? Is there a mechanism for doing that or do we all have to operate independently?

Desmond said there are probably some synergies we can find. We are expected to conduct a lot of these as basic requirements for being an MPO. We need to do public outreach on our own documents or plans. Even though vetting projects at that level may be redundant to the LPA vetting their project independently it's still a requirement we have to fulfill. I'd be happy to look for some efficiencies in the future to help take the burden off of everybody.

Martin said you get involved in a lot of these projects very early on and it would make sense we would have joint activities so we don't end up with two full staffs available in two places essentially doing the same thing. The public doesn't always feel they are invited because it's not something that's directly impacting them if, for example, the Town of Ellettsville has a meeting and it's about a trail that's going to run through the county for a considerable distance by the time it's done. There is a larger impact on these projects. I wonder if we can help identify in the language you're using to describe these opportunities for better interaction with the LPAs so it's not we do this and they do that kind of stuff.

- VIII. Communications from Committee Members (*non-agenda items*)
- a. Topic Suggestions for Future Agendas:

Martin said I'd like to go back to the TAC report. You mentioned there were two things the TAC talked about.

Cibor said one member requested we talk about board membership of the various committees. The other idea that came up was looking at ways to make the process more transparent.

Martin said does the TAC want to talk about membership of the TAC and the CAC? Or was that in reference to the PC? That was established by a Memorandum of Understanding.

Cibor said I think it had to do with the membership of all three committees.

Martin said how do we do that? I know the MPO PC board is established by the MOA. How are the CAC and TAC participations identified?

Desmond said there are no official requirements I'm aware of. Typically you'll see it reflect the same organizational membership as the PC, so the technical staff that reports to the elected or appointed officials who serve on the PC. The CAC is even looser than that. It's pretty much left to the MPO for how they want to establish it.

Ryterband said anyone who's interested in joining the CAC must come to three consecutive meetings before they have a voting membership. If they miss three consecutive meetings, they're off the CAC and would have to start again.

McDaniel said there are twice as many people on the TAC as on the PC.

Desmond said it is a very large group. One of the things staff has proposed is to do an assessment of all our fellow MPOs in Indiana to get an idea of what their membership is to see if there are any ideas we can take from them. We'll bring something back in the fall.

McDaniel said it's been a while since I looked in our bylaws but I thought we had some standards about membership in the by-laws.

Desmond said it's going to be up to the PC to make any changes and it will require a bylaws amendment.

McDaniel said doesn't changing the membership of the PC requires approval from the State?

Desmond said as long as we meet the minimum requirements, we have flexibility.

Ryterband said I want to commend Neil and Andrew for all the levels of participation and involvement of the community in determining what the 4<sup>th</sup> and Rogers project might look like. It was totally commendable. The neighborhood is extremely grateful and I wanted to express my deep appreciation for how it was managed.

Martin said aren't we due for a review by FHWA soon?

Desmond said we've been due for several years. The reviews have been shifted down to INDOT to conduct and they haven't gotten to all of us yet. I anticipate that to happen at any time.

#### IX. Upcoming Meetings

- a. Technical Advisory Committee – May 25, 2016 at 10:00 a.m. (McCloskey Room)
- b. Citizens Advisory Committee – May 25, 2016 at 6:30 p.m. (McCloskey Room)
- c. Policy Committee – June 3, 2016 at 1:30 p.m. (Council Chambers)

Adjournment

*\*Action Requested / Public comment prior to vote (limited to five minutes per speaker)*



---

## MEMORANDUM

---

To: MPO Policy Committee  
From: Joshua Desmond, AICP  
MPO Director  
Date: June 3, 2016  
Re: FY 2017-2018 Unified Planning Work Program

---

### Background

The MPO is in the process of developing its Fiscal Years 2017 through 2018 Unified Planning Work Program (UPWP). A draft UPWP document follows this memo. Below is an overview of the budget, PEAs, and organizational structure of the proposed UPWP.

### Budget

The budget for the FY 2017-2018 UPWP is as follows:

	<b>Federal (PL)</b>	<b>Local</b>	<b>Total</b>
<b>FY 2017</b>	\$262,252	\$65,563	\$327,815
<b>FY 2018</b>	\$262,252	\$65,563	\$327,815
<b>Total</b>	\$524,504	\$131,126	\$655,630

The yearly budget represents an approximate decrease of 13% from the initial budget of the FY 2015-2016 UPWP. In that work program, there was a “payback” of funds from INDOT to the MPOs for funds that were mistakenly held back in a previous year, which resulted in slightly higher than normal budgets. In addition, Federal apportionments are slightly lower at this time. These two factors result in the overall budget decrease for the new UPWP. There should be some additional funding returned to the MPO prior to FY 2018 which will be amended in to the UPWP for use in that year.

### Planning Emphasis Areas

There are four Planning Emphasis Areas (PEAs) proscribed for Fiscal Year 2017:

- **Title VI Program Management:** MPOs must work with their LPAs to ensure that they comply with Title VI nondiscrimination requirements for the receipt of federal funds.
- **Performance Based Planning Measures and Targets:** MPOs must develop performance targets in line with the requirements of MAP-21/FAST legislation.
- **Ladders of Opportunity:** MPOs should seek ways to better connect centers of employment, education and healthcare services, especially for non-drivers in distressed areas.
- **HSIP Fund Programming:** MPOs should encourage LPAs to program HSIP funds for low-cost, systematic type projects rather than significant intersection reconstructions.

## Structure & Organization

MPO staff spent a significant amount of time developing a totally new format and organization for the UPWP when the FY 2015-2016 document was created. This new format consolidated and streamlined the UPWP into four main activity areas:

- 1.0 Administration
- 2.0 Programming
- 3.0 Planning
- 4.0 Data Collection & Analysis

Since that time, INDOT has requested that the fourteen Indiana MPOs work together to develop a general UPWP organizational structure that all MPOs can utilize. This would make INDOT's job easier as the reviewer of these documents, allowing them to more easily find the content they need to see in order to confirm that each MPO is meeting its obligations under Federal requirements. After some discussion, the MPOs agreed on the following organizational structure for all UPWPs going forward:

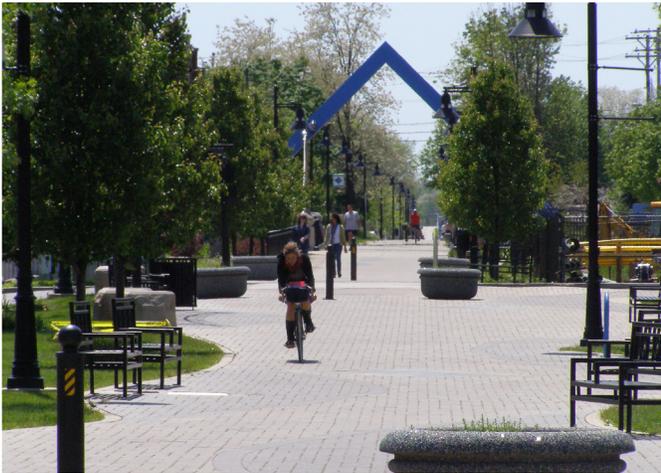
- 100 Administration/Public Participation
- 200 Data Collection/Analysis
- 300 Short Range Planning/Management Systems
- 400 Long Range Planning
- 500 Transit and Active Transportation
- 600 Other Planning Initiatives/Special Projects

The following is a general outline of proposed tasks for the FY 2017-2018 UPWP:

- 100 Administration/Public Participation**
  - 101 Intergovernmental Coordination
  - 102 Unified Planning Work Program
  - 103 Staff Training & Education
  - 104 Public Participation
  
- 200 Data Collection/Analysis**
  - 201 Traffic Volume Counting
  - 222 Annual Crash Report
  
- 300 Short Range Planning/Management Systems**
  - 301 Transportation Improvement Program
  - 302 Highway Safety Improvement Program (HSIP)
  - 303 Transportation Alternatives Program (TAP)
  - 304 Infrastructure Management Systems
  - 305 ITS Architecture Maintenance
  
- 400 Long Range Planning**
  - 401 2040 Metropolitan Transportation Plan (MTP)
  
- 500 Transit and Active Transportation**
  - 501 Bicycle & Pedestrian Coordination
  - 502 Bicycle & Pedestrian Counts
  - 502 Bloomington Transit Studies
  - 503 Transit Ridership Counts
  
- 600 Other Planning Initiatives/Special Projects**
  - 601 Title VI Plans
  - 602 Coordinated Human Services Public Transit Plan

**Requested Action**

The TAC and CAC gave positive recommendations on the final draft. The Policy Committee is asked to vote for the adoption of the proposed FY 2017-2018 UPWP.



# Unified Planning Work Program

Fiscal Years  
2017 & 2018

*Adopted:*  
TBD

BLOOMINGTON • MONROE COUNTY



## **ACKNOWLEDGMENT & DISCLAIMER**

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

## Table of Contents

### Introduction

<i>Overview</i>	4
<i>MPO Organization &amp; Composition</i>	5
<i>Planning Emphasis Areas</i>	6

### Budget

<i>Fiscal Year 2017-2018 MPO Budget</i>	10
<i>Budget Use by Matching Agency</i>	10
<i>Object Class Budget by Funding Source</i>	11
<i>Summary Budget by Funding Source</i>	12
<i>Contract Service Agreements</i>	13

### Work Elements

<i>100 Administration &amp; Public Participation</i>	15
<i>200 Data Collection &amp; Analysis</i>	21
<i>300 Short Range Planning &amp; Management Systems</i>	25
<i>400 Long Range Planning</i>	33
<i>500 Transit &amp; Active Transportation</i>	37
<i>600 Other Planning Initiatives &amp; Special Projects</i>	43

### Appendices

<i>A MPO Committee Membership</i>	47
<i>B Transit Operator Local Match Assurance</i>	53
<i>C Abbreviations</i>	55
<i>D BMCMPPO Metropolitan Planning Area Map</i>	57
<i>E Planning Emphasis Areas</i>	59
<i>F Adoption Resolution &amp; Approval Letter</i>	63

*This page intentionally left blank.*

# Introduction

---

## Overview

In March 1982, the Governor of the State of Indiana designated the City of Bloomington Plan Commission as the Metropolitan Planning Organization (MPO) for the Bloomington urbanized area. The MPO is responsible for ensuring that the Bloomington urbanized area has a continuing, cooperative, and comprehensive (3-C) transportation planning process as mandated by Federal law. Federal certification of the 3-C planning process is a prerequisite for obtaining approval of any subsequent transportation improvement projects, which are to be funded by the FHWA and/or FTA.

Federal transportation policy and programs relating to MPOs are guided by Moving Ahead for Progress in the 21st Century (MAP-21), the Federal legislation that succeeded the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA – LU) in 2012. MAP-21 provides eight planning factors that guide the programs and policies of all MPOs:

1. **Economic Vitality:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. **Safety:** Increase the safety of the transportation system for motorized and non-motorized users;
3. **Security:** Increase the security of the transportation system for motorized and non-motorized users;
4. **Mobility:** Increase accessibility and mobility of people and freight;
5. **Environment:** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. **System Integration:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. **System Management:** Promote efficient system management and operation; and
8. **System Preservation:** Emphasize the preservation of the existing transportation system.

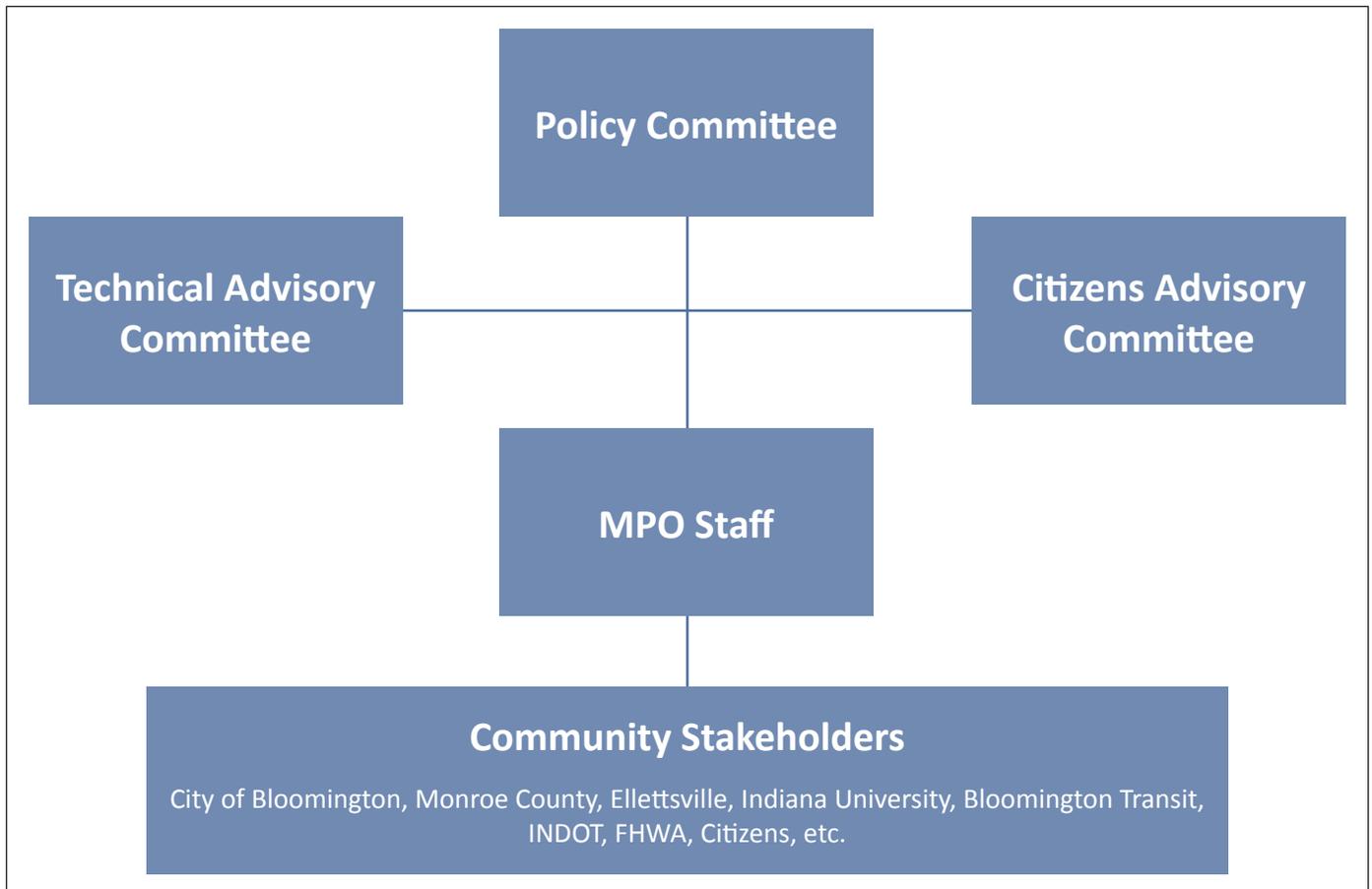
One of the requirements of the urban transportation planning process for an MPO involves the development of a Unified Planning Work Program (UPWP), which describes all planning activities that are anticipated in the urbanized area over the next programming year. The UPWP also documents the work that will be performed with federal planning funds. The FY 2017-2018 UPWP is intended to satisfy the Bloomington metropolitan planning area's work program requirement for Fiscal Years 2017 and 2018 (July 1, 2016 to June 30, 2018).

## MPO Organization & Composition

The Bloomington/Monroe County MPO is consists of a three-part intergovernmental steering committee, the City of Bloomington Plan Commission as the contracting entity, and the City of Bloomington Planning Department as the lead staff agency.

The three-part intergovernmental steering committee is made up of a Policy Committee (PC) which acts as the decision-making body for the MPO, a Technical Advisory Committee (TAC), and a Citizens Advisory Committee (CAC). This arrangement provides for close communication between key policy/decision makers, the technical planning staff, and citizen representatives. Detailed listings of membership for the three committees are provided in Appendix A.

The MPO Staff maintains close working relationships with City of Bloomington, Monroe County, and Town of Ellettsville departments and agencies, the Bloomington Public Transportation Corporation, Indiana University, Monroe County and Richland Bean Blossom Community School Corporations, the Indiana Department of Transportation (INDOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA).



## Planning Emphasis Areas

In addition to the general planning factors discussed previously, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Indiana Department of Transportation (INDOT) annually issue a set of Planning Emphasis Areas (PEAs) to Indiana MPOs. These PEAs prioritize key tasks and policies for implementation by MPOs in their Unified Planning Work Programs. The fulfillment of these tasks and policies helps to implement the provisions of MAP-21. The Planning Emphasis Areas that have been provided for the FY 2017-2018 UPWP are summarized below.

### Title VI Program Management

MPOs are asked to ensure that their local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have complied with Title VI nondiscrimination requirements. MPOs should survey local governments to determine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate data on the impacts of the LPA's programs and projects. The MPO should provide technical assistance to LPAs that do not have such plans in place. MPOs are expected to monitor Title VI status going forward and to move toward limiting funding to those entities that are not meeting their requirements as federal-aid recipients. The BMCMPPO will address this PEA through Element 601 of the UPWP.

### Ladders of Opportunity

The MPO must, as part of the planning process, identify transportation connectivity gaps in access to essential services. These essential services include housing, employment, health care, schools/education, and recreation. Identification of these deficiencies could be done through the creation of performance measures used to specifically measure such gaps. This has been accomplished to some extent through the Coordinate Human Services Public Transit Plan (Work Element 602) and will take another step forward through the development of the new 2040 Metropolitan Transportation Plan (Work Element 401).

### Performance-Based Planning Measures & Targets

This PEA emphasizes the transition that all MPOs must make to performance-based planning and programming. MAP-21 requires the development of performance measures on the national, state and MPO level. MPOs must create systems of planning and programming that direct local efforts to achieving established performance measures. The BMCMPPO will address this first through the development of the 2040 Metropolitan Transportation Plan (Work Element 401), expected to be completed by the end of FY 2017. The guidance from that plan will then be implemented through the MPO's planning and programming operations.

## Programming of HSIP Funds

A renewed emphasis must be placed on programming HSIP funding for low cost systemic projects as well as for safety planning activities. The MPO should encourage and assist the LPAs in identifying such projects and developing them through the Federal aid process. This will occur as part of the MPOs administration of HSIP funds (Work Element 302) These projects should focus on addressing the causes of crashes on a system-wide basis rather than simply making infrastructure improvements to the location of crashes. FHWA and INDOT will provide MPOs with eligible project types for this purpose. In addition, up to 15% of the MPOs HSIP allocation may be programmed for planning purposes for activities like Road Safety Audits.

*This page intentionally left blank.*

# Budget

---

## FISCAL YEAR 2017-2018 MPO BUDGET

The Bloomington/Monroe County MPO has an estimated \$524,504 available from the Federal Highway Administration and Federal Transit Administration for programming in Fiscal Years 2017 and 2018. These funds are available on a 20% local match basis, thereby requiring a total local match assurance of \$131,126 should all funds be used. The combined total of federal assistance and local match that may be used for programming in the FY 2017-2018 UPWP is \$655,630. This budget is split between the two Fiscal Years, with \$327,815 allocated for FY 2017 and \$327,815 allocated for FY 2018.

### FUND USE BY MATCHING AGENCY

The table below summarizes FY 2017-2018 funding allocations based on the agency using the programmed funds. The figures in the MPO column represent MPO staff time spent per work element, including fringe and indirect costs. The Bloomington Transit and Consultant columns identify funds set aside for consultant services, purchase of equipment, and other direct MPO expenses (separate from staff costs). The CSA column shows funds identified for use by partner agencies through Contract Service Agreements. More detailed breakdowns of each work element are provided in later sections of this document.

Work Element	MPO Staff	BT	Cons/Supp	CSA	Total
<b>100 Administration &amp; Public Participation</b>					
<i>FY 2017</i>	\$105,897	\$0	\$2,545	\$0	\$108,442
<i>FY 2018</i>	\$106,074	\$0	\$2,610	\$0	\$108,684
<b>200 Data Collection &amp; Analysis</b>					
<i>FY 2017</i>	\$30,744	\$0	\$0	\$11,000	\$41,744
<i>FY 2018</i>	\$30,744	\$0	\$0	\$13,000	\$43,744
<b>300 Short Range Planning &amp; Management Systems</b>					
<i>FY 2017</i>	\$67,900	\$0	\$0	\$23,000	\$90,900
<i>FY 2018</i>	\$51,048	\$0	\$0	\$23,000	\$74,048
<b>400 Long Range Planning</b>					
<i>FY 2017</i>	\$45,390	\$0	\$1,000	\$0	\$46,390
<i>FY 2018</i>	\$0	\$0	\$1,000	\$0	\$1,000
<b>500 Transit &amp; Active Transportation</b>					
<i>FY 2017</i>	\$28,436	\$3,300	\$1,500	\$0	\$33,236
<i>FY 2018</i>	\$28,436	\$63,300	\$1,500	\$0	\$93,236
<b>600 Other Planning Initiatives &amp; Special Projects</b>					
<i>FY 2017</i>	\$7,104	\$0	\$0	\$0	\$7,104
<i>FY 2018</i>	\$7,104	\$0	\$0	\$0	\$7,104
<b>TOTAL</b>					
<b><i>FY 2017</i></b>	\$285,470	\$3,300	\$5,045	\$34,000	\$327,815
<b><i>FY 2018</i></b>	\$223,405	\$63,300	\$5,110	\$36,000	\$327,815
<b><i>TOTAL</i></b>	\$508,875	\$66,600	\$10,155	\$70,000	\$655,630

**OBJECT CLASS BUDGET BY FUNDING SOURCE**

The table below summarizes FY 2017-2018 funding allocations by object class and funding source. Fringe and Indirect expenses are calculated based on the rates provided in the FY 2017 Cost Allocation Plan. As with the previous table, funding allocations for MPO Staff, Bloomington Transit, Consultants/Other, and CSA are separated for illustrative purposes. Please refer to the individual work element sections later in this document for further details on each category.

Object Class	Federal	Local	Total
<b>Direct Chargeable Salary</b>			
<i>FY 2017</i>	\$113,671	\$28,418	\$142,088
<i>FY 2018</i>	\$88,957	\$22,239	\$111,197
<b>Fringe Expenses</b>			
<i>FY 2017</i>	\$93,153	\$23,288	\$116,441
<i>FY 2018</i>	\$72,900	\$18,225	\$91,126
<b>Indirect Expenses</b>			
<i>FY 2017</i>	\$21,552	\$5,388	\$26,940
<i>FY 2018</i>	\$16,866	\$4,217	\$21,083
<b>Bloomington Transit</b>			
<i>FY 2017</i>	\$2,640	\$660	\$3,300
<i>FY 2018</i>	\$50,640	\$12,660	\$63,300
<b>Consultants/Supplies</b>			
<i>FY 2017</i>	\$4,036	\$1,009	\$5,045
<i>FY 2018</i>	\$4,088	\$1,022	\$5,110
<b>Contract Service Agreements</b>			
<i>FY 2017</i>	\$27,200	\$6,800	\$34,000
<i>FY 2018</i>	\$28,800	\$7,200	\$36,000
<b>TOTAL</b>			
<b><i>FY 2017</i></b>	\$262,252	\$65,563	\$327,815
<b><i>FY 2018</i></b>	\$262,252	\$65,563	\$327,815
<b><i>TOTAL</i></b>	<b>\$524,504</b>	<b>\$131,126</b>	<b>\$655,630</b>

**SUMMARY BUDGET BY FUNDING SOURCE**

The table below summarizes the FY 2017-2018 budget for each of the work elements in the Unified Planning Work Program. The federal funding/local match split for each work element is highlighted here. As illustrated in this summary table, the FY 2017 and 2018 funding allocations fall within the total available funding noted previously.

Work Element	Federal	Local	Total
<b>100 Administration &amp; Public Participation</b>			
<i>FY 2017</i>	\$86,754	\$21,688	\$108,442
<i>FY 2018</i>	\$86,947	\$21,737	\$108,684
<b>200 Data Collection &amp; Analysis</b>			
<i>FY 2017</i>	\$33,395	\$8,349	\$41,744
<i>FY 2018</i>	\$34,995	\$8,749	\$43,744
<b>300 Short Range Planning &amp; Management Systems</b>			
<i>FY 2017</i>	\$72,720	\$18,180	\$90,900
<i>FY 2018</i>	\$59,238	\$14,810	\$74,048
<b>400 Long Range Planning</b>			
<i>FY 2017</i>	\$37,112	\$9,278	\$46,390
<i>FY 2018</i>	\$800	\$200	\$1,000
<b>500 Transit &amp; Active Transportation</b>			
<i>FY 2017</i>	\$26,589	\$6,647	\$33,236
<i>FY 2018</i>	\$74,589	\$18,647	\$93,236
<b>600 Other Planning Initiatives &amp; Special Projects</b>			
<i>FY 2017</i>	\$5,683	\$1,421	\$7,104
<i>FY 2018</i>	\$5,683	\$1,421	\$7,104
<b>TOTAL</b>			
<i>FY 2017</i>	\$262,252	\$65,563	\$327,815
<i>FY 2018</i>	\$262,252	\$65,563	\$327,815
<b>TOTAL</b>	\$524,504	\$131,126	\$655,630

## CONTRACT SERVICE AGREEMENTS

The Bloomington/Monroe County Metropolitan Planning Organization enters into annual Contract Service Agreements (CSA) with the City of Bloomington Public Works Department, the Town of Ellettsville, and the Monroe County Highway Department in order to assist with the completion of certain UPWP work elements. Each CSA provides a mechanism for coordination and ensures that duplication of transportation planning services is minimized. Each CSA will follow the scope of work detailed within this Unified Planning Work Program and will be approved by the Policy Committee. Each non-MPO government entity entering into a CSA with the MPO is responsible for paying all costs detailed within a CSA and is reimbursed up to a maximum of 80% of federal aid eligible costs. The table below summarizes the funding allocated to CSAs for each local agency within the MPO.

Agency	Federal	Local	Total
<b>City of Bloomington</b>			
<i>FY 2017</i>	\$12,000	\$3,000	\$15,000
<i>FY 2018</i>	\$13,600	\$3,400	\$17,000
<b>Monroe County</b>			
<i>FY 2017</i>	\$7,200	\$1,800	\$9,000
<i>FY 2018</i>	\$7,200	\$1,800	\$9,000
<b>Town of Ellettsville</b>			
<i>FY 2017</i>	\$8,000	\$2,000	\$10,000
<i>FY 2018</i>	\$8,000	\$2,000	\$10,000
<b>TOTAL</b>			
<b><i>FY 2015</i></b>	\$27,200	\$6,800	\$34,000
<b><i>FY 2016</i></b>	\$28,800	\$7,200	\$36,000
<b><i>TOTAL</i></b>	<b>\$56,000</b>	<b>\$14,000</b>	<b>\$70,000</b>

*This page intentionally left blank.*

# Work Elements

---

ADMINISTRATION & PUBLIC PARTICIPATION

100

## 101 Intergovernmental Coordination

MPO staff will administer the MPO Policy Committee, the MPO Technical Advisory Committee, the Citizens Advisory Committee, and other routine MPO activities. Meetings of the MPO Committees generally occur on a monthly basis. Activities that occur in association with these committees include the preparation of information packets for each meeting, clerical support activities, and documentation of such meetings. All meetings are open to attendance by the public.

The fourteen Metropolitan Planning Organizations in the State of Indiana have a statewide MPO association, known as the Indiana MPO Council, that meets monthly to discuss and act on matters of mutual interest. The monthly meetings provide an opportunity for the MPOs to coordinate their transportation planning activities and to work collectively with INDOT and FHWA. MPO staff will attend these meetings to represent the interests of BMCMPPO on the State and Federal levels.

Every four years, each MPO must undergo a certification review by the Federal Highway Administration. The last BMCMPPO certification review was completed in May 2011. This puts the MPO on schedule for the next review to occur in calendar year 2016.

### Responsible Agency and End Product(s)

- A. MPO Staff to conduct up to 10 Policy Committee meetings per fiscal year. *[Estimated Completion: Monthly]*
- B. MPO Staff to conduct up to 10 Technical Advisory Committee meetings per fiscal year. *[Estimated Completion: Monthly]*
- C. MPO Staff to conduct up to 10 Citizens Advisory Committee meetings per fiscal year. *[Estimated Completion: Monthly]*
- D. MPO Staff to attend up to 12 MPO Council monthly meetings per fiscal year. *[Estimated Completion: Monthly]*
- E. MPO Staff to participate in Federal MPO Certification Review *[Estimated Completion: Q4/FY17]*

## 102 Unified Planning Work Program (UPWP)

The development and administration of a Unified Planning Work Program (UPWP) is a requirement of the metropolitan transportation planning process. The UPWP describes all planning activities that are anticipated in the MPO study area over the next two fiscal years and documents the work that will be performed with federal planning monies and local matching funds. This element also includes the preparation of a Cost Allocation Plan/Indirect Cost Proposal to be used in determining billing rates for MPO staff.

MPO Staff will administer the FHWA and FTA planning grants associated with the FY 2017-2018 UPWP. Quarterly progress reports, billing statements, and the financial status of the FY 2017-2018 UPWP will be provided to the Policy Committee and to the member agencies to update the progress of all MPO activities that have occurred pursuant to the completion of the UPWP.

### Responsible Agency and End Product(s)

- A. MPO Staff to develop amendment(s) to FY 2017-2018 Unified Planning Work Program (UPWP). *[Estimated Completion: Q4/FY17]*
- B. MPO Staff to develop FY 2019-2020 Unified Planning Work Program (UPWP). *[Estimated Completion: Q4/FY18]*
- C. MPO Staff to develop the Cost Allocation Plan as part of the FY 2019-2020 UPWP. *[Estimated Completion: Q3/FY18]*
- D. MPO Staff to prepare and submit the FY 2016 Annual Completion Report to INDOT. *[Estimated Completion: Q1/FY17]*
- E. MPO Staff to prepare and submit the FY 2017 Annual Completion Report to INDOT. *[Estimated Completion: Q1/FY18]*
- F. MPO Staff to prepare and submit the FY 2017 Self Certification Review Statement to INDOT/FHWA/FTA representatives. *[Estimated Completion: Q4/FY17, with TIP]*
- G. MPO Staff to prepare and submit the FY 2018 Self Certification Review Statement to INDOT/FHWA/FTA representatives. *[Estimated Completion: Q4/FY18, with TIP]*
- H. MPO Staff to prepare and submit 8 quarterly progress reports to INDOT for review. *[Estimated Completion: Quarterly]*
- I. MPO Staff to prepare and submit 8 quarterly billing statements to INDOT for reimbursement. *[Estimated Completion: Quarterly]*

### 103 Staff Training and Education

The on-going development of MPO staff expertise will occur through attendance and participation in transportation related courses, seminars, and conferences, as well as the purchase of educational/reference materials, professional periodical subscriptions, and technical software training. These educational tools are essential for the professional development of all MPO staff and to enhance local knowledge of regional and national best practices in transportation planning.

#### Responsible Agency and End Product(s)

- A. MPO Staff to attend the annual Indiana MPO Conference. *[Estimated Completion: Annually]*
- B. MPO Staff to attend the annual Purdue Road School. *[Estimated Completion: Annually]*
- C. MPO Staff to renew professional membership dues to the American Planning Association and other relevant professional organizations. *[Estimated Completion: On-going]*
- D. MPO Staff to attend webinars, classes, and/or conferences and utilize educational materials for professional development from national associations such as the American Planning Association, the Association of Pedestrian and Bicycle Professionals, the Urban Land Institute, and Institute of Transportation Engineers. *[Estimated Completion: On-going]*

## 104 Public Outreach

The MPO will continue to implement its Public Participation Plan (PPP), last updated in 2011, to ensure that appropriate public participation occurs for all MPO activities and programs. Staff will post meeting notices, agendas, minutes and MPO documents on-line and in hard copy for access by interested citizens. Staff will assist the CAC with recruitment materials, such as a brochure and letter to local organizations, to provide diverse representation among CAC participants.

Staff will maintain the MPO web site (a subsection of the City of Bloomington web site) as a key point of public engagement. Citizens, businesses, and other community members can access and download reports, data, updates, and other information related to the functions of the MPO, in addition to the traditional forms of correspondence that are available. Staff will continue to explore new methods of communication, such as social media, in order to enhance public engagement with the MPO.

### Responsible Agency and End Product(s)

- A. MPO Staff to post MPO Committee agendas, minutes, and MPO documents on-line. *[Estimated Completion: On-going]*
- B. MPO Staff to implement all procedures required to ensure compliance with the MPO's Public Participation Process. *[Estimated Completion: On-going]*
- C. MPO staff to ensure proper public posting of MPO meeting agendas and proposed plans and documents, including printing of legal notices for public comment periods in the local newspaper. *[Estimated Completion: On-going]*
- D. MPO Staff to employ alternative methods of outreach (e.g. social media) to better engage the public. *[Estimated Completion: On-going]*

## Work Element 100 Budget

	Task	FY 2017	FY 2018	Total
<b>101</b>	<b>Intergovernmental Coordination</b>			
	<i>Federal Share</i>	\$47,736	\$41,597	\$89,333
	<i>Local Share</i>	\$11,934	\$10,399	\$22,333
	<b>Total</b>	<b>\$59,670</b>	<b>\$51,996</b>	<b>\$111,667</b>
<b>102</b>	<b>Unified Planning Work Program</b>			
	<i>Federal Share</i>	\$12,742	\$17,701	\$30,443
	<i>Local Share</i>	\$3,186	\$4,425	\$7,611
	<b>Total</b>	<b>\$15,928</b>	<b>\$22,126</b>	<b>\$38,053</b>
<b>103</b>	<b>Staff Training &amp; Education</b>			
	<i>Federal Share</i>	\$16,078	\$17,092	\$33,170
	<i>Local Share</i>	\$4,020	\$4,273	\$8,293
	<b>Total</b>	<b>\$20,098</b>	<b>\$21,365</b>	<b>\$41,463</b>
<b>104</b>	<b>Public Outreach</b>			
	<i>Federal Share</i>	\$10,197	\$10,558	\$20,755
	<i>Local Share</i>	\$2,549	\$2,639	\$5,189
	<b>Total</b>	<b>\$12,747</b>	<b>\$13,197</b>	<b>\$25,944</b>
	<b>TOTAL FEDERAL SHARE</b>	\$86,754	\$86,947	\$173,701
	<b>TOTAL LOCAL SHARE</b>	\$21,688	\$21,737	\$43,425
	<b>TOTAL</b>	<b>\$108,442</b>	<b>\$108,684</b>	<b>\$217,126</b>

# Work Elements

---

DATA COLLECTION & ANALYSIS

200

## 201 Traffic Volume Counting

The MPO staff, in conjunction with Monroe County Engineering and the Town of Ellettsville, will conduct vehicular volume counts within the Metropolitan Planning Area (MPA) for arterial and collector streets/roads on a rotational cycle that will provide complete coverage of the MPO's functionally classified roadway network. In addition to the above-mentioned counts, provisions need to be made to allow for special counts to be conducted upon the request of local entities to assist with engineering alternatives analysis and design decisions. Specifically, information may be needed to conduct traffic control warrant studies, traffic calming requests, safety examinations, development petition reviews, and corridor studies. Traffic volume link and segment counts will be conducted throughout the MPO urbanized area on a rotating basis of once every three (3) years, or as requested.

The traffic volume sampling program will also be used to support INDOT's HPMS data collection efforts and to continuously refine link volumes, capacities, and speeds for calibration of the MPO's travel demand forecast model. Bloomington Planning & Transportation Department to purchase new counting equipment, software and supplies including but not limited to battery replacements, Hi-Star portable traffic analyzer, replacement tubing, nails, padlocks, and other related materials necessary for the maintenance and capital replacement of traffic counting equipment.

### Responsible Agency and End Product(s):

- A. City of Bloomington Planning & Transportation Staff to perform approximately 150 coverage counts [*Estimated Completion: Annually*]
- B. Town of Ellettsville staff to perform approximately 80 coverage counts [*Estimated Completion: Annually*]
- C. City of Bloomington Planning & Transportation Staff to perform one-third of the required HPMS traffic counts for INDOT [*Estimated Completion: Annually*]
- D. City of Bloomington Planning & Transportation Staff to purchase traffic counting equipment, software and supplies to support annual traffic counting program needs [*Estimated Completion: As needed*]

## 202 Annual Crash Report

The Bloomington/Monroe County MPO produces an Annual Crash Report. The report identifies hazardous intersections and corridors within the MPO study area. The analysis of crash data allows local jurisdictions to undertake roadway safety improvements and to establish longitudinal measures of effectiveness for the evaluation of alternative actions over time. The Annual Crash Report is also used to determine project locations that may be eligible for funding through the MPO Highway Safety Improvement Program (HSIP).

### Responsible Agency and End Product(s):

- A. MPO Staff to produce the Calendar Years 2014-2016 Crash Report [*Estimated Completion: Q4/FY17*]
- B. MPO Staff to produce the Calendar Years 2015-2017 Crash Report [*Estimated Completion: Q4/FY18*]

## Work Element 200 Budget

	Task	FY 2017	FY 2018	Total
201	<b>Traffic Volume Counting</b>			
	<i>Federal Share</i>	\$27,621	\$29,221	\$56,842
	<i>Local Share</i>	\$6,905	\$7,305	\$14,210
	<b>Total</b>	<b>\$34,526</b>	<b>\$36,526</b>	<b>\$71,052</b>
202	<b>Annual Crash Report</b>			
	<i>Federal Share</i>	\$5,774	\$5,774	\$11,548
	<i>Local Share</i>	\$1,444	\$1,444	\$2,887
	<b>Total</b>	<b>\$7,218</b>	<b>\$7,218</b>	<b>\$14,436</b>
	<b>TOTAL FEDERAL SHARE</b>	\$33,395	\$34,995	\$68,390
	<b>TOTAL LOCAL SHARE</b>	\$8,349	\$8,749	\$17,098
	<b>TOTAL</b>	<b>\$41,744</b>	<b>\$43,744</b>	<b>\$85,488</b>

# Work Elements

---

SHORT RANGE PLANNING & MANAGEMENT SYSTEMS

300

### 301 Transportation Improvement Program (TIP)

The development of a Transportation Improvement Program (TIP) is a Federal requirement for MPOs that intend to implement projects with Federal funds. All federal-aid projects must be included in the TIP, and the adopted program of projects must be fiscally constrained for inclusion within the Indiana Statewide Transportation Improvement Program (INSTIP) prepared by the Indiana Department of Transportation (INDOT). The MPO will coordinate with its LPAs to develop and administer a valid TIP on an on-going basis. This includes processing required amendments, managing a Quarterly Project Tracking program, assisting with LPAs with Red Flag Investigations, and other activities as outlined below. The MPO will work with INDOT and the LPAs to develop best practices for project scheduling and cost estimation.

#### Responsible Agency and End Product(s)

- A. MPO Staff, in concert with Local Public Agencies, to develop the Fiscal Years 2018-2021 Transportation Improvement Program. *[Estimated Completion: Q4/FY15]*
- B. MPO Staff to administer the TIP through coordination with LPAs, management of the Change Order Policy, and processing of TIP amendments as needed. *[Estimated Completion: On-going]*
- C. MPO Staff to assist LPAs with development of Red Flag Investigations for new transportation projects to be added to the TIP. *[Estimated Completion: On-going]*
- D. MPO Staff to administer the Quarterly Project Tracking Program for local projects in the TIP, including quarterly meetings with LPAs, design consultants, INDOT and FHWA. *[Estimated Completion: Quarterly]*
- E. MPO Staff to produce the Fiscal Year 2016 Annual List of Obligated Projects *[Estimated Completion: Q1/FY17]*
- F. MPO Staff to produce the Fiscal Year 2017 Annual List of Obligated Projects *[Estimated Completion: Q1/FY18]*
- G. MPO Staff to attend City Projects Team meetings for interagency coordination and participation. *[Estimated Completion: Monthly]*

### 302 Highway Safety Improvement Program (HSIP)

The Bloomington/Monroe County MPO has established a local Highway Safety Improvement Program (HSIP) in compliance with MAP-21 and the directives of INDOT. Going forward, staff will administer procedures whereby appropriate projects will be solicited from LPAs and HSIP funding will be awarded depending on project compliance with HSIP selection criteria. The MPO will encourage LPAs to implement low cost systemic improvements to treat the factors contributing to severe crashes in the community. Opportunities will also be sought to program HSIP funds for planning purposes, such as Road Safety Audits.

#### Responsible Agency and End Product(s)

- A. MPO Staff to administer the FY 2018 HSIP funding call for projects.  
*[Estimated Completion: Q2/FY17]*
- B. MPO Staff to administer the FY 2019 HSIP funding call for projects.  
*[Estimated Completion: Q2/FY18]*

#### FY 2017 PEA

*See Appendix E for detailed requirements.*

### 303 Transportation Alternatives Program (TAP)

The Bloomington/Monroe County MPO has an established local Transportation Enhancement (TE) program in compliance with SAFETEA-LU and the directives of INDOT. With the adoption of the new MAP-21 legislation, this program will be revised to reflect the new Transportation Alternatives (TA) program that replaced Transportation Enhancements. Going forward, staff will administer procedures whereby appropriate projects will be solicited from LPAs and TA funding will be awarded depending on project compliance with TA selection criteria.

#### Responsible Agency and End Product(s)

- A. MPO Staff to administer the FY 2018 TAP funding call for projects. *[Estimated Completion: Q2/FY17]*
- B. MPO Staff to administer the FY 2019 TAP funding call for projects. *[Estimated Completion: Q2/FY18]*

## 304 Infrastructure Management Systems

The BMCMPPO has historically supported the efforts of its LPAs to establish and maintain robust asset management systems. The City of Bloomington, Monroe County, and the Town of Ellettsville regularly collect asset condition data for infrastructure components such as pavement, signs, and street markings, and manage it using an appropriate software package. This methodology allows the respective jurisdictions to develop long term management plans for their infrastructure assets. These asset management systems will be continuously updated to maintain the quality of their data and to ensure that the most recent conditions are reflected.

### Responsible Agency and End Product(s):

- A. City of Bloomington to maintain Ten-Year Pavement Management Plan and provide quarterly status reports. *[Estimated Completion: On-going, Annually]*
- B. Monroe County to maintain Ten-Year Pavement Management Plan and provide quarterly status reports. *[Estimated Completion: On-going, Annually]*
- C. Town of Ellettsville to maintain Ten-Year Pavement Management Plan and provide quarterly status reports. *[Estimated Completion: On-going, Annually]*

### 305 ITS Architecture Maintenance

Intelligent Transportation Systems (ITS) use a number of technologies, including information processing and communications to achieve transportation network operating efficiencies. ITS allows the Bloomington/Monroe County Urban Area to improve safety, reduce congestion, improve mobility, enhance economic productivity, and save public investment dollars without negatively affecting the environment. The Bloomington/Monroe County MPO completed its Regional ITS Architecture in 2008. Administrative modifications to the ITS Architecture are warranted when an LPA wishes to include a new technology into a transportation project. Updates and revisions will be made as needed to ensure that the Architecture remains current and accounts for changes and improvements in the transportation network. Staff will also assist local entities with the implementation of ITS projects as detailed in the ITS Architecture.

#### Responsible Agency and End Product(s):

- A. MPO Staff to maintain the established Intelligent Transportation Systems (ITS) architecture. *[Estimated Completion: As needed]*

Work Element 300 Budget

Task	FY 2017	FY 2018	Total
<b>301</b>	<b>Transportation Improvement Program</b>		
<i>Federal Share</i>	\$38,725	\$25,244	\$63,969
<i>Local Share</i>	\$9,681	\$6,311	\$15,992
<b>Total</b>	<b>\$48,407</b>	<b>\$31,555</b>	<b>\$79,962</b>
<b>302</b>	<b>Highway Safety Improvement Program</b>		
<i>Federal Share</i>	\$6,672	\$6,672	\$13,344
<i>Local Share</i>	\$1,668	\$1,668	\$3,336
<b>Total</b>	<b>\$8,340</b>	<b>\$8,340</b>	<b>\$16,680</b>
<b>303</b>	<b>Transportation Alternatives Program</b>		
<i>Federal Share</i>	\$6,231	\$6,231	\$12,462
<i>Local Share</i>	\$1,558	\$1,558	\$3,116
<b>Total</b>	<b>\$7,789</b>	<b>\$7,789</b>	<b>\$15,578</b>
<b>304</b>	<b>Infrastructure Management Systems</b>		
<i>Federal Share</i>	\$20,015	\$20,015	\$40,029
<i>Local Share</i>	\$5,004	\$5,004	\$10,007
<b>Total</b>	<b>\$25,018</b>	<b>\$25,018</b>	<b>\$50,037</b>
<b>305</b>	<b>ITS Architecture Maintenance</b>		
<i>Federal Share</i>	\$1,076	\$1,076	\$2,153
<i>Local Share</i>	\$269	\$269	\$538
<b>Total</b>	<b>\$1,346</b>	<b>\$1,346</b>	<b>\$2,691</b>
<b>TOTAL FEDERAL SHARE</b>	<b>\$72,720</b>	<b>\$59,238</b>	<b>\$131,958</b>
<b>TOTAL LOCAL SHARE</b>	<b>\$18,180</b>	<b>\$14,810</b>	<b>\$32,990</b>
<b>TOTAL</b>	<b>\$90,900</b>	<b>\$74,048</b>	<b>\$164,948</b>

*This page intentionally left blank.*

# Work Elements

---

LONG RANGE PLANNING

400

**FY 2017 PEA**

*See Appendix E for detailed requirements.*

**401 2040 Metropolitan Transportation Plan (MTP)**

Federal requirements mandate that the Metropolitan Transportation Plan (MTP) maintain a 20 year time horizon. The MPO is currently developing a new 2040 Metropolitan Transportation Plan. MPO staff began the update process during FY 2011 and expects to complete it in FY 2016. The new MTP will include a complete update of the BMCMPPO Travel Demand Model, done with the assistance of a consultant. Public input will be a significant component of the plan's development. The plan will look beyond automobile travel needs to encompass all modes of travel in its evaluation of long-term transportation needs for the region.

The BMCMPPO Travel Demand Model (TDM) is built using TransCAD modeling software. This software requires an annual license fee that pays for software support and periodic upgrades.

**Responsible Agency and End Product(s)**

- A. MPO Staff, with consultant assistance, to develop the 2040 Metropolitan Transportation Plan. *[Estimated Completion: Q4/FY17]*
- B. MPO to pay annual TransCAD license fees. *[Estimated Completion: Annually]*

Work Element 400 Budget

LONG RANGE PLANNING

Task		FY 2017	FY 2018	Total
401	2040 Metropolitan Transportation Plan			
	<i>Federal Share</i>	\$37,112	\$800	\$37,912
	<i>Local Share</i>	\$9,278	\$200	\$9,478
	<b>Total</b>	<b>\$46,390</b>	<b>\$1,000</b>	<b>\$47,390</b>
	<b>TOTAL FEDERAL SHARE</b>	\$37,112	\$800	\$37,912
	<b>TOTAL LOCAL SHARE</b>	\$9,278	\$200	\$9,478
	<b>TOTAL</b>	<b>\$46,390</b>	<b>\$1,000</b>	<b>\$47,390</b>

*This page intentionally left blank.*

# Work Elements

---

TRANSIT & ACTIVE TRANSPORTATION

500

## 501 Bicycle & Pedestrian Coordination

In conjunction with the Bloomington Bicycle and Pedestrian Safety Commission (BBPSC), MPO staff will continue to build upon safety/awareness efforts that will promote and encourage bicycle and pedestrian activities as viable modes of transportation. One MPO staff member is certified to teach bicycle safety curricula developed by the League of American Bicyclists. The MPO will utilize this skill set to host bicycle skills and safety training seminars that are open to the public. Educational outreach activities may include structured classes developed by the League of American Bicyclists or may be informal presentations to target populations on the subject of bicycle and pedestrian safety.

Staff will assist the BBPSC in reviewing local development proposals for bicycle and pedestrian issues, and will develop policy recommendations for education and safety programs for bicyclists and pedestrians.

### Responsible Agency and End Product(s):

- A. MPO Staff to attend regular monthly meetings of the Bloomington Bicycle and Pedestrian Safety Commission, including the formal business meetings and the interim work sessions. *[Estimated Completion: Monthly]*
- B. MPO Staff to conduct bicycle and pedestrian outreach, education, workshops, and other events such as, but not limited to, League of American Bicyclists training programs, informational booths at special events, and presentations to targeted groups. *[Estimated Completion: On-going, As needed]*

## 502 Bicycle/Pedestrian Counts

Bicycle and pedestrian data collection is an important component of the overall data collection and analysis program for the MPO. Collecting this data aids LPAs in developing and prioritizing projects and programs that enhance the quality of these transportation modes. The MPO will conduct counts to determine usage of bicycle and pedestrian facilities within the MPO area in order to assist LPAs in this effort.

The MPO Staff works with the Bloomington Public Works Department to maintain a GIS sidewalk inventory. This inventory identifies missing sidewalk segments and helps to prioritize sidewalk improvement projects. The sidewalk inventory incorporates sidewalk data on condition, width, and ADA compliance for integration into asset management software.

### Responsible Agency and End Product(s):

- A. MPO Staff to conduct seven-day seasonal baseline counts (spring, summer, and fall) on multi-use trails and bike lane facilities to establish baseline data for bicycle and pedestrian volume counts. *[Estimated Completion: Q4/FY17, Q4/FY18]*
- B. MPO Staff to report on the results of the seasonal coverage counts conducted under Element 502(A). *[Estimated Completion: Q4/FY17, Q4/FY18]*
- C. MPO Staff to produce annual Sidewalk Project Prioritization Report *[Estimated Completion: Q4/FY17, Q4/FY18]*

### 503 Bloomington Transit Studies

In the coming fiscal years, Bloomington Transit will be required to prepare certain plans and studies as mandated by Federal authorities. The implementation of performance measures as required by MAP-21 will necessitate the completion of two specific studies by Bloomington Transit. The first is an Asset Management Plan that sets a foundation for managing the service's fleet and operations infrastructure in the future. The second is a Safety Plan that provides policy and operational guidance for protecting the safety of Bloomington Transit customers and employees. Both of these plans will be produced with the assistance of planning consultants.

#### Responsible Agency and End Product(s):

- A. Bloomington Transit to produce an Asset Management Plan with the assistance of a consultant. *[Estimated Completion: Q4/FY18]*
- B. Bloomington Transit to produce a Safety Plan with the assistance of a consultant. *[Estimated Completion: Q4/FY18]*

## 504 Transit Ridership Counts

Bloomington Transit conducts annual transit ridership counts for all of its routes and services. This information aids in establishing annual passenger mile estimates for mass transit, in identifying facilities that are under or over utilized, and in the prioritization of capital improvements. The counts follow FTA guidelines which describe the methodology to estimate annual passenger miles based on data from a sample of randomly selected bus trips for Bloomington Transit fixed route and demand response service.

### Responsible Agency and End Product(s):

- A. Bloomington Transit to collect operating data required for estimates of annual passenger miles. *[Estimated Completion: Annually]*
- B. Bloomington Transit to report annual passenger mile data estimates for Bloomington Transit fixed route and demand response service. *[Estimated Completion: Annually]*

## Work Element 500 Budget

	Task	FY 2017	FY 2018	Total
<b>501</b>	<b>Bicycle &amp; Pedestrian Coordination</b>			
	<i>Federal Share</i>	\$13,882	\$13,882	\$27,764
	<i>Local Share</i>	\$3,470	\$3,470	\$6,941
	<b>Total</b>	<b>\$17,352</b>	<b>\$17,352</b>	<b>\$34,705</b>
<b>502</b>	<b>Bicycle/Pedestrian Counts</b>			
	<i>Federal Share</i>	\$10,067	\$10,067	\$20,133
	<i>Local Share</i>	\$2,517	\$2,517	\$5,033
	<b>Total</b>	<b>\$12,583</b>	<b>\$12,583</b>	<b>\$25,166</b>
<b>503</b>	<b>Bloomington Transit Studies</b>			
	<i>Federal Share</i>	\$0	\$48,000	\$48,000
	<i>Local Share</i>	\$0	\$12,000	\$12,000
	<b>Total</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$60,000</b>
<b>504</b>	<b>Transit Ridership Counts</b>			
	<i>Federal Share</i>	\$2,640	\$2,640	\$5,280
	<i>Local Share</i>	\$660	\$660	\$1,320
	<b>Total</b>	<b>\$3,300</b>	<b>\$3,300</b>	<b>\$6,600</b>
	<b>TOTAL FEDERAL SHARE</b>	\$26,589	\$74,589	\$101,177
	<b>TOTAL LOCAL SHARE</b>	\$6,647	\$18,647	\$25,294
	<b>TOTAL</b>	<b>\$33,236</b>	<b>\$93,236</b>	<b>\$126,471</b>

# Work Elements

---

OTHER PLANNING INITIATIVES & SPECIAL PROJECTS

600

**FY 2017 PEA**

*See Appendix E for detailed requirements.*

**601 Title VI Plans**

MPOs are asked to ensure that their local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have complied with Title VI nondiscrimination requirements. MPOs should survey local governments to determine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate data on the impacts of the LPA's programs and projects. The MPO should provide technical assistance to LPAs that do not have such plans in place. MPOs are expected to monitor Title VI status going forward and to move toward limiting funding to those entities that are not meeting their requirements as federal-aid recipients.

**Responsible Agency and End Product(s):**

- A. MPO Staff to assist LPAs in complying with Title VI as part of TIP development process and in the development of Title VI Plans as needed.  
*[Estimated Completion: Q4/FY18]*

## 602 Coordinated Human Services Public Transit Plan

SAFETEA-LU created new funding opportunities for public transportation programs, including the Jobs Access Reverse Commute (JARC) program and the New Freedom program. MAP-21 has since eliminated those programs, but their eligible activities have been incorporated into the 5307 Urban Formula Grant Program. Certain eligibilities are also included in the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant program. In order for local transit operators to use these funding sources, any project proposed to be funded must be included in a locally developed Coordinated Human Services Public Transit Plan, which the MPO originally completed in 2007. A significant update to this plan was completed in February 2012. This update expanded the list of eligible transportation providers, identified new transportation needs in the community, and provided new strategies for addressing those needs. In Fiscal Years 2017 and 2018, MPO staff will continue to assist local transportation providers with the implementation of key projects outlined in the local Plan.

### Responsible Agency and End Product(s):

- A. MPO Staff to assist local transit and human services providers with the implementation of projects specified in the Coordinated Human Services Public Transit Plan. *[Estimated Completion: As needed]*

### FY 2017 PEA

*See Appendix E for detailed requirements.*

## Work Element 600 Budget

Task		FY 2017	FY 2018	Total
601	<b>Title VI Plans</b>			
	<i>Federal Share</i>	\$3,008	\$3,008	\$6,017
	<i>Local Share</i>	\$752	\$752	\$1,504
	<b>Total</b>	<b>\$3,760</b>	<b>\$3,760</b>	<b>\$7,521</b>
602	<b>Coordinated Human Services Public Transit Plan</b>			
	<i>Federal Share</i>	\$2,675	\$2,675	\$5,349
	<i>Local Share</i>	\$669	\$669	\$1,337
	<b>Total</b>	<b>\$3,343</b>	<b>\$3,343</b>	<b>\$6,686</b>
<b>TOTAL FEDERAL SHARE</b>		\$5,683	\$5,683	\$11,366
<b>TOTAL LOCAL SHARE</b>		\$1,421	\$1,421	\$2,841
<b>TOTAL</b>		<b>\$7,104</b>	<b>\$7,104</b>	<b>\$14,207</b>

# Appendix A

---

**MPO COMMITTEE MEMBERSHIP**

## MPO Committee Membership

### Policy Committee

Member	Title	Representing
Kent McDaniel, <i>Chair</i>	Board of Directors Member	Bloomington Public Transportation Corporation
Jack Baker, <i>Vice Chair</i>	President, Plan Commission	City of Bloomington
John Hamilton	Mayor	City of Bloomington
Andy Ruff	Common Council Member	City of Bloomington
Adam Wason	Director of Public Works	City of Bloomington
Jason Banach	Director of Real Estate	Indiana University
Patrick Stoffers	County Commissioner	Monroe County
Geoff McKim	County Council Member	Monroe County
Richard Martin	President, Plan Commission	Monroe County
Lisa Ridge	Director of Highways	Monroe County
Kevin Tolloty	Town Council Member ( <i>Designee</i> )	Town of Ellettsville
Sarah Ryterband	Chair, Citizens Advisory Com.	Citizens Advisory Committee
Tony McClellan	Deputy Commissioner	INDOT Seymour District
Jermain Hannon	Administrator, Indiana Division ( <i>Acting</i> )	Federal Highway Administration ( <i>non-voting</i> )
Marisol Simon	Administrator, Region V	Federal Transit Administration ( <i>non-voting</i> )

## MPO Committee Membership (cont.)

### Technical Advisory Committee

Member	Title	Representing
Andrew Cibor, <i>Chair</i>	Transportation & Traffic Engineer	City of Bloomington
Jane Fleig, <i>Vice Chair</i>	Assistant Engineer, Utilities Department	City of Bloomington
Lew May	General Manager	Bloomington Transit
David Walter	Vice Chair, CAC	Citizens Advisory Committee
Dave Williams	Director of Operations, Parks Department	City of Bloomington
Christy Langley	Director, Planning & Transportation Dept.	City of Bloomington
Jeff Underwood	Controller	City of Bloomington
Laura Haley	GIS Coordinator	City of Bloomington
Joe VanDeventer	Assistant Street Superintendent	City of Bloomington
Steve Saulter	Auditor	Monroe County
Chuck Stephenson	Administrator, Parks Department	Monroe County
Larry Wilson	Director, Planning Department	Monroe County
Kurt Babcock	GIS Coordinator	Monroe County
S. Bruce Payton	Executive Director, Monroe County Airport	Monroe County Airport
Chris Ciolli	Director of Building Operations	Monroe County Community Schools Corp.
Mike Wilcox	Superintendent	Richland-Bean Blossom Comm. Schools Corp.
Amy Leyenbeck	Manager	Rural Transit
Mike Cornman	Street Department	Town of Ellettsville
Kevin Tolloty	Director, Planning Department	Town of Ellettsville
Perry Maull	Operations Director, IU Transportation	Indiana University
John Collison	Assistant Highways Director	Monroe County
Jim Ude	District Planning & Programming Director	Indiana Department of Transportation
Emmanuel Nsonwu	Transportation Planner/MPO Liaison	Indiana Department of Transportation
Brian Jones	Project Manager, Transit	Indiana Department of Transportation
Reggie Arkell	Region 5	Federal Transit Administration ( <i>non-voting</i> )
Michelle Allen	Indiana Division	Federal Highway Administration ( <i>non-voting</i> )

## MPO Committee Membership (cont.)

### Citizens Advisory Committee

Member	Representing
Sarah Ryterband, <i>Chair</i>	Prospect Hill Neighborhood
David Walter, <i>Vice Chair</i>	Sixth & Ritter Neighborhood
Paul Ash	McDoel Gardens Neighborhood
Jack Baker	McDoel Gardens Neighborhood
Laurel Cornell	Prospect Hill Neighborhood
Mary Jane Hall	Bloomington Board of Realtors
Lillian Henegar	Citizen
Larry Jacobs	Greater Bloomington Chamber of Commerce
Joan Keeler	Citizen

## MPO Committee Membership (cont.)

### MPO Staff

Name	Position
Joshua Desmond, AICP	MPO Director
Scott Robinson, AICP	Long Range/Transportation Manager
Anna Dragovich	Senior Transportation Planner
TBD	Bicycle & Pedestrian Coordinator
Emily Avers	Planning Assistant

*This page intentionally left blank.*

# Appendix B

---

**TRANSIT OPERATOR LOCAL MATCH ASSURANCE**

## Transit Operator Local Match Assurance



### FY 2017-2018 Federal Highway Administration (FHWA) Planning Funds (PL) and Federal Transit Administration (FTA) Section 5303 Planning Funds:

The City of Bloomington Public Transportation Corporation (hereinafter referred to as the "Transit Provider") HEREBY GIVES ITS ASSURANCES THAT the local matching requirements for its FY 2017-2018 FHWA and FTA grants shall be met. The MPO is requesting FHWA and FTA Planning grant funds totaling \$524,504, requiring \$131,126 local match. As specified in the FY 2017-2018 Unified Planning Work Program (UPWP), the Transit Provider shall be responsible for \$53,280 of the total grant, requiring \$13,320 in local match for the following UPWP elements:

- 1) 503(A) – Asset Management Plan
- 2) 503(B) – Safety Plan
- 3) 504(A) – Annual Passenger Count Data Collection
- 4) 504(B) – Annual Passenger Count Report

\_\_\_\_\_  
Date

Bloomington Public Transportation Corporation  
Legal Name of Applicant

\_\_\_\_\_  
By:

Lew May  
General Manager  
Bloomington Transit

401 N. Morton Street • Suite 160 • PO Box 100 • Bloomington, IN 47402 • Ph: (812) 349-3423 • Fx: (812) 349-3535

[www.bloomington.in.gov/mpo](http://www.bloomington.in.gov/mpo) • [mpo@bloomington.in.gov](mailto:mpo@bloomington.in.gov)

# Appendix C

---

## ABBREVIATIONS

## Abbreviations

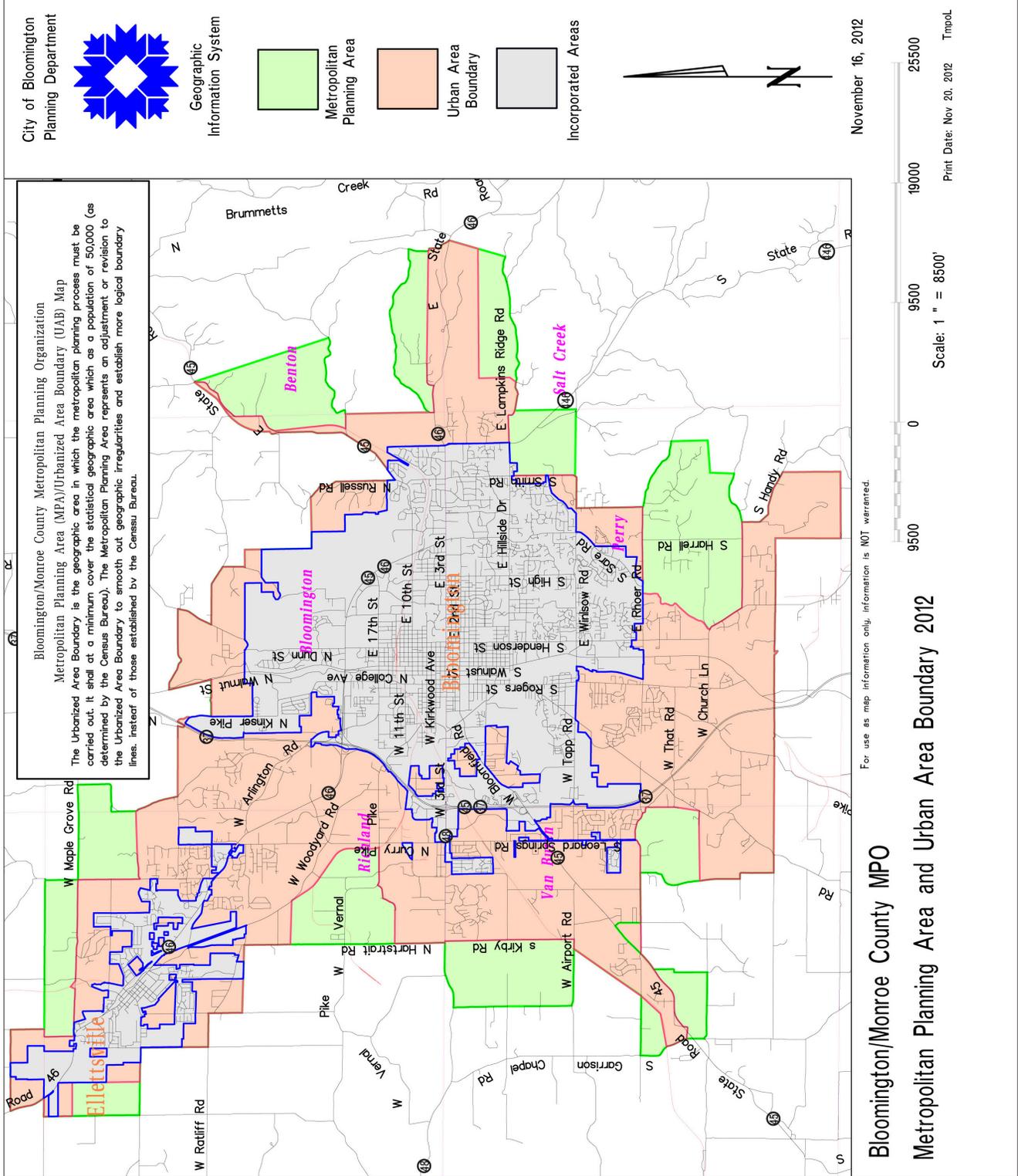
<b>3-C</b>	Continuing, Comprehensive, and Cooperative Planning Process
<b>ADA</b>	Americans with Disabilities Act
<b>BBPSC</b>	Bloomington Bicycle and Pedestrian Safety Commission
<b>CAC</b>	Citizens Advisory Committee
<b>EJ</b>	Environmental Justice
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year (July 1 through June 30)
<b>HPMS</b>	Highway Performance Monitoring System
<b>HSIP</b>	Highway Safety Improvement Program
<b>INDOT</b>	Indiana Department of Transportation
<b>INSTIP</b>	Indiana State Transportation Improvement Program
<b>ITS</b>	Intelligent Transportation System
<b>IU</b>	Indiana University
<b>LPA</b>	Local Public Agency
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century
<b>MCCSC</b>	Monroe County Community School Corporation
<b>MPO</b>	Metropolitan Planning Organization
<b>MTP</b>	Metropolitan Transportation Plan
<b>PDP</b>	Program development Process
<b>PL</b>	Planning
<b>SAFETEA-LU</b>	Safe, Affordable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
<b>STP</b>	Surface Transportation Program
<b>TAP</b>	Transportation Alternatives Program
<b>TAC</b>	Technical Advisory Committee
<b>TEA-21</b>	Transportation Equity Act for the 21st Century
<b>TIP</b>	Transportation Improvement Program
<b>UPWP</b>	Unified Planning Work Program
<b>VMT</b>	Vehicle Miles of Travel

# Appendix D

---

**BMCMPO METROPOLITAN PLANNING AREA MAP**

# BMCMPO Metropolitan Planning Area Map



# Appendix E

---

## PLANNING EMPHASIS AREAS

## Planning Emphasis Areas



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Indiana Division**  
January 27, 2016

575 N. Pennsylvania St, Room 254  
Indianapolis, IN 46204  
317-226-7475  
317-226-7341

In Reply Refer To:  
HDA-IN

Dear Indiana MPO Directors and INDOT:

The Indiana Division Office of Federal Highways Administration (FHWA) and Federal Transit Administration Region V (FTA) are issuing its annual planning emphasis areas (PEAs) for the FY 2017 to be addressed in the metropolitan planning organizations' (MPOs') and the Indiana Department of Transportation's (INDOT's) future work programs. The purpose of the PEAs is to focus our efforts on implementing the programs and reforms of Moving Ahead for Progress in 21<sup>st</sup> Century Act (MAP-21). We anticipate information will be rolled out on Fixing America's Surface Transportation Act (FAST Act).

The FY 2017-PEAs are:

- Title VI Program Management
- Performance-based planning measures and targets
- Ladders of Opportunity
- Program Highway Safety Improvement Program (HSIP) funds for safety planning activities and/or identify low cost systemic use of HSIP funds

**Title VI Program Management** – When considering federal-aid highway funding for a local transportation project, the MPOs need to be able to ensure the Local Public Agencies (LPAs) complies with their Title VI nondiscrimination requirements. MPOs should survey local governments and determine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate data on impacts from the LPA's programs and projects. If a plan is not in place with the project sponsor (a city, town, or county) steps should be taken to provide technical assistance for the development and implementation of such a plan. Please contact FHWA or INDOT for any training needs. This will have the effect of better ensuring that programs and projects adhere to the principles of nondiscrimination, as well as making the MPO's nondiscrimination self-certifications accurate. The FHWA expects INDOT and the MPOs to monitor Title VI plan implementation and begin moving toward limiting funding to those entities that are not meeting their requirements as federal-aid recipients.

## Planning Emphasis Areas (cont.)

2

**Performance base planning measures and targets** – MAP-21 requires INDOT and the MPO to implement performance-based plans and programs, as well as the formal use of performance measures. Several final rulemakings are anticipated in 2016. INDOT and the MPOs should work cooperatively together to set performance measures and targets.

**Ladders of Opportunity** – As part of the planning process, we continue to encourage INDOT and MPOs to create better connected communities to centers of employment, education, and healthcare services, especially for non-drivers in distressed areas. There is a need to identify criteria for underserved populations and essential services and map connectivity and identify if gaps exist. Underserved populations are low income, minorities, elderly, Limited English Proficient (LEP) individuals, persons with disabilities. Transportation services, such as transit, bicycle routes, etc., should be overlaid for the underserved populations to essential services such as, health care facilities, schools, supermarkets, employment centers, voting/polling places, courthouses, recreational areas, bureau of motor vehicles, etc. Finally, analyze the existing facilities and identify where there are planned projects or identify opportunities for potential projects.

**Program HSIP funds for safety planning activities and/or identify low cost systemic use of HSIP funds** – FHWA and INDOT have provided guidance and will continue to expand guidance on options for use of HSIP to MPOs and local agencies that will result in eligible safety projects. FHWA reminds MPOs that up to 15% of the HSIP funds can be programmed for planning purposes for activities like Road Safety Audits and safety data collection and analysis.

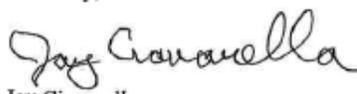
If you have any questions, please contact either me or your FHWA Planning and Environmental Specialist.

Sincerely,



Joyce E. Newland  
Planning Program Manager  
FHWA Indiana Division

Sincerely,



Jay Ciavarella  
Director, Office of Planning & Program Development  
FTA Region V

cc:

Indiana MPO Council  
Roy Nunnally, INDOT

*This page intentionally left blank.*

# Appendix F

---

**ADOPTION RESOLUTIONS**

## Adoption Resolutions