



POLICY COMMITTEE

January 13, 2017

1:30 – 3:00 p.m.

Council Chambers (#115)*

- I. Call to Order
- II. Nominations and Election of Officers for Calendar Year 2017
 - a. President
 - b. Vice-President
- III. Approval of the Minutes
 - a. November 4, 2016
- IV. Communications from the Chair
- V. Reports from Officers and/or Committees
 - a. Citizens Advisory Committee
 - b. Technical Advisory Committee
- VI. Reports from the MPO Staff
 - a. TIP Call for Projects
 - b. I-69 Update
 - c. MPO Certification Report
- VII. Old Business
- VIII. New Business
- IX. Communications from Committee Members (*non-agenda items*)
 - a. Topic Suggestions for Future Agendas
- X. Upcoming Meetings
 - a. Technical Advisory Committee – January 25, 2017 at 10:00 a.m. (McCloskey Room)
 - b. Citizens Advisory Committee – January 25, 2017 at 6:30 p.m. (McCloskey Room)
 - c. Policy Committee – February 10, 2017 at 1:30 p.m. (Council Chambers)

Adjournment

**Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call [812-349-3429](tel:812-349-3429) or e-mail human.rights@bloomington.in.gov.*

Public comments limited to five minutes per speaker.



POLICY COMMITTEE

November 4, 2016

1:30 – 3:00 p.m.

Council Chambers (#115)

Policy Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning & Transportation Department.

Attendance:

Policy Committee: Sarah Ryterband, Andy Ruff, Iris Keisling, Geoff McKim, Richard Martin, Jack Baker, John Hamilton, Andrew Cibor, Lisa Ridge, Tony McClellan, Kevin Tolloty, Jason Banach, Kent McDaniel

Staff: Josh Desmond, Pat Martin

Others: Nicholas Carder, Ron Brown, Liz Irwin, David Kronkle, Paul Satterly, Antonio Johnson

- I. Call to Order- Introductions were made.
- II. Approval of the Minutes
 - a. October 14, 2016- **Richard Martin moved for approval. Jack Baker seconded. Motion passed through unanimous voice vote.
- III. Communications from the Chair- None at this time.
- IV. Reports from Officers and/or Committees
 - a. *Citizens Advisory Committee*- Sarah Ryterband said the CAC met. We discussed that the State is building a campus at North Park where Curry and the Bypass come together. This will constitute the DCS, the FSSA, Work Force and the BMV. That works for automobile traffic. A lot of those folks have bus passes. The only thing that serves that area is Rural Transit, which only runs every couple of hours. They don't even stop out there at this time. The folks at DCS and FSSA get BT passes. We do not have a city bus line going out to that property. We have another year to really look at this and address it, but I think it will be a major social justice issue and it certainly falls to the MPO to be addressing it.

McDaniels asked if this was a comment from the Committee. As the representative of Bloomington Transit, I would like to say that BT is very aware of this development and very concerned about needs for transportation. There are, however, some financial constraints for service to this area. I know BT is actively looking into how they can afford to provide service to the new hospital when that opens in the next few years. They're really stressed. I'd like to put in a plug for Senator Mark Stoops' bill from the last 3-4 years to provide additional funding for public transportation which would allow BT and Rural Transit to better address issues like this. I assure you we're aware. I'll ask Lew May to look into this and see if he has any ideas.
 - b. *Technical Advisory Committee*- Andrew Cibor said TAC met and made a recommendation of approval of the UPWP amendment.

V. Reports from the MPO Staff

- a. *MPO Staff Introduction*- Josh Desmond introduced Pat Martin. Many of you may recognize him from his first go-around with us with the MPO. He departed in 2006, worked 10 years in Terre Haute as Chief Planner and has returned to us again. Feel free to get in touch with Pat for any questions, concerns, needs, etc. McDaniel said he had known Pat for many years and welcome him back.

- b. *FY 17 Q1 Project Tracking Reports*- Desmond said this first tracking meeting covered the first quarter of FY 2017 through September 30th. Those reports noted progress through that date. From what we heard and saw on the reports everything seems to be continuing on schedule towards the target letting dates for each of the projects. There are no real red flags to report to the Policy Committee this time around. We have four (4) key project letting dates coming up this Fiscal Year. Later in 2016 we will have the project letting for Fullerton Pike Phase I for the County. That will be a big ticket item that will go on the books soon. The City of Bloomington has three (3) projects that are going to let in March of 2017; a couple of signal upgrade projects as well as a downtown curb upgrade project which will address a number of intersections throughout the downtown. There are also a few key project changes to let you know about. As we discussed in September, two (2) projects from the City were removed from the TIP: the 4th and Rogers pedestrian improvements, and the Allen and Walnut flashing beacon where the greenway crosses Walnut and Allen. Those will continue their implementation using local money and are no longer in the TIP as federally-funded projects. The Tapp and Rockport project has a long history for the City. The environmental study has been approved. That process has concluded and now the City is moving into the right-of-way acquisition process heading toward a letting date in early 2018. The 17th St. reconstruction project is currently in the TIP, but we are working towards a contract with INDOT to replace federal funding with state funding. I'm told the final copy of that contract for our review is imminent. We should be receiving it any time and we would then be able to reassign that federal funding to a new project for that FY as we open up our TIP call for projects later this calendar year. Since I just mentioned that, I'll let you know we do need to start development on a new TIP which would cover Fiscal Years 2018-2021. We will start that later this month with a deadline of early next year. We'll be in close coordination with our LPAs to help us fit those projects together with the funding we have available over those four (4) years. That's something for folks to be aware of that's going to be a process we'll be jumping into fairly soon. Our next quarterly project tracking meeting will occur in January 2017 and that will cover the 2nd quarter of this Fiscal Year. If anyone has questions, I'll do my best to answer them. Of course Andrew and Lisa are here if you have project specific issues you'd like to address.

Richard Martin asked for an update on the Metropolitan Transportation Plan (MTP).

Desmond said we are expecting delivery of our travel demand model from the consultant by the end of this month. I'm in the process of setting up a face to face meeting with them to make sure that remains the case and that we know what the status is on that. Meanwhile, now that we have a full MPO staff, we've reorganized who's writing what parts of the document and have jumped back in to working on that process. We've put together a schedule that will take us into next fall in the worst case. I'm hoping we can stay well ahead of that and get that adopted before the end of this Fiscal Year. We're starting to make more progress.

Martin said we're flying in the dark with a lot of what we've been doing in the absence of a MTP.

Desmond said I hope to put more information in front of you in the next few months.

- c. *I-69 Update* - Desmond said I did get an update from the I-69 team this morning. They have put together their winter safety schedule, which identifies the steps they will take to winterize the project, get it ready for cold weather construction and get it in a safe place for people to drive in the winter months. What you see on the screen is what they plan to complete by the end of December if not into early January. They plan to open four (4) lanes of traffic wherever possible on the main line. This will exclude the southbound Bryant's Creek Bridge. They're going to untangle traffic at the bifurcated area, which is the area with the forested land between the 2 sides of the highway. The northbound area will continue as a single lane...

Hamilton said "Could you unpack this a little for me?"

Desmond said my understanding is that wherever they can accommodate four (4) lanes of traffic they will do that. The sub-bullets are the exclusions to that.

Hamilton said the bridge over Bryant's Creek will be a single lane through the winter, is that what that means?

Desmond said that's my understanding.

Hamilton said what is that "untangle traffic at the bifurcated area mean?"

Desmond said because traffic weaves back and forth across in this vicinity. It seems they're going to keep them to the discreet sides, even though one might be restricted to one lane, they'll at least have them to either side rather than weaving back and forth.

Hamilton asked if Bryant's Creek Bridge southbound and northbound will be one lane.

Desmond said yes.

Hamilton said how significant is that from our perspective? Is that the only place they will single-lane it?

Desmond said based on what they've written here, I don't think I can guarantee that. As long as they have the qualifier of "wherever possible" but it sounds to me like they're going to maximize the two lanes of travel wherever they can.

Hamilton said then that doesn't mean anything.

Desmond said they plan to move traffic back to the travel lanes and off of the shoulders where it's been diverted, complete inside bridge widening work at the CSX bridge and the three Bottom bridges, which are the bridges south of Walnut, and move traffic to the inside or left lanes where necessary.

Hamilton said does that mean single-lanes then? If you move traffic to the inside left lane? Or is that something else?

Desmond said that is a great question. There may be areas where they can do two lanes of traffic because they've added the lane adjacent to the wall in the center so that might be moving two lanes of traffic to the center two lanes instead of the outside two lanes. I received this less than an hour before this meeting so I don't have a whole lot of detail other than what's written here. Also they will attempt to open the Vernal Pike Bridge from Crescent St. west to Industrial Dr. This is all

designed to put the project in a position to have safer travel during the winter months as well as allow certain cold weather construction activities to occur during the cold months.

Lisa Ridge requested a copy of this update report. Desmond said he will email this out to the committee after the meeting.

Hamilton said what does that say next? “The public has seen increased construction activities...”

Desmond said their report is that there has been increased construction activity in general as well as longer hours to try to put this plan in place. They continue to work on the larger schedule targeting an October 2017 substantial completion date that was reported last time.

Hamilton said so I guess this is a message from the Partners of what they plan to do. Do we and INDOT have the opportunity to come back to them to say this is a good plan but it could be better in the following ways or why don't we talk about these two possibilities, etc? Do we get a little chance to discuss that? Would INDOT review this and comment? How much would it cost, for example, to open up two lanes each way on the bridge? Is it a money question? Is it a situation where if they put another \$1 million of time into it, could they do it? How do we evaluate that?

Desmond said as I read this, my understanding is that they're already in the process of implementing this, but that doesn't mean we couldn't provide them input if we had concerns about it. My guess is it may be a case where there may not be two lanes to have open on the bridge if it's in the middle of construction. I do not know. That's just a hypothesis on my part.

McClellan said I think we're trying to move those bridges as fast as we can. We are in construction phases where they can't get that second lane opened up so that's where we're at. They're trying to get to two lanes everywhere they can but with the bridge they're going to work on it as best they can but, with weather conditions and with other things, we're not at a spot where we've got room for two lanes.

Hamilton asked if INDOT is saying this is the appropriate plan for the winter. Has INDOT reviewed this?

McClellan said I have just received it too, but there has been communication back and forth. The ultimate direction INDOT has given the partners is to get us to as safe as we can get. Whatever is possible. Those bridges are the big factor because we can only move them so fast with waiting for concrete to cure plus the weather conditions you need for the concrete. That's where they're at with the bridges. With the rest of it they are trying to get it wherever they can to two lanes both directions. Where you've got two lanes running head to head, one each way, they want to get those where they're separated. Again, they're trying to make it as safe as they can. The other part of this that they're trying to work in here is that October 2017 date, so it's trying to make sure we do all those things, meet that deadline as well as make it as safe as we can.

Hamilton said will INDOT review this proposal formally in any way and okay it? I'm trying to understand.

McClellan said if anyone has suggestions they're more than welcome to bring them back to INDOT and we will work with the developer. INDOT has been in discussions with the partners and this is what they came up with. We knew we needed to provide an update on the winterization plan at this MPO meeting so that was what this was intended to do. INDOT and the developer are both in discussions and will continue to be as we work out these schedules for winter and the long term. Any suggestions anyone would have I'm sure we'd be willing to entertain them.

Hamilton said when it says “The Winter Safety Schedule is planned to be completed by the end of the year”, I assume that doesn’t just mean the schedule; that means the work to do that by the end of the calendar year?

McClellan said that’s right. They figured out how much time it’s going to take them to get everything where they need to plus because of phasing there may be a few places where they have work to complete to get everyone back to this configuration we would like to.

Hamilton said have they shifted to more hours per day? I was driving east in mid-October on a Sunday and I was not surprised there was no one doing anything on a Sunday. I got up to I-465 and there were people working on I-465. I guess they figured that priority was important enough to do it on a Sunday. I wonder what kind of negotiations we’re having with them about accelerating, what percent acceleration they’re doing and what they’ve committed to that way.

McClellan said I do not know the exact hours they’re working. I do know that light plants have been brought on site and they are using light plants so they are working longer hours than they were in the past, but I don’t know from when to when. I do know they’ve increase it significantly.

Hamilton said last time Gary Vandegriff said “We’re going to have something a lot better in a couple of weeks” That is on page 4 of the previous Policy Committee meeting minutes. Hammered out your milestones, is that schedule available? “We’re going to have something a lot better in a couple weeks. We gave the contractors a deadline of two (2) weeks and I made our expectations very clear to them in the meeting.” So have they shared anything? Desmond said I have not received anything. My assumption based on what they said in this is that they focused on the winter plan initially and that they are continuing to work on the larger schedule. I have not seen anything with that level of detail at this point.

Hamilton asked “Is this is the extent of the schedule we got for the winter plan?”

Desmond said yes, this is the information we’ve gotten.

Hamilton said I missed some of the last meeting but this whole panel is more of an expert than I am at these construction projects. I’m surprised that we wouldn’t have gotten some kind of schedule from here to October 2017. Have we been able to attend any of the weekly or monthly meetings they welcomed us to? Do any of us attend any of those? Did we have the chance to do that? They mentioned weekly construction meetings and monthly project meetings. I guess that’s some of what you’re talking about. I don’t really view this submission an hour before our Policy Committee meeting as much of a schedule. It’s more of a hopeful description of where they want to get.

McClellan said this is just the first step of the schedule process. They kind of state that at the end of the letter. They felt this was the highest priority because we’d asked for this plus I’m not sure if they had promised it or not, but our folks felt like that was an absolute promise they were trying to meet. This is the first phase of the longer schedule. It is the intent of the IFA (Indiana Finance Authority) and the Partners to provide a schedule such that everyone here can see it will be high-level items, it will be something we can look at a high-level, but will be such that we can see this structure looks like it’s getting done and it was supposed to be done by this date. That’s what they’re looking to do. They’re just still putting that together at this point.

Hamilton said I apologize but Gary four (4) weeks ago said they’d have something a lot better in a couple of weeks. The subcontractors were using a scheduling consultant to make sure it’s a real

schedule that all the subcontractors have bought into and understand completely. This clearly is not such a thing. I guess there may be something behind this?

Martin said again they're making statements that from our perspective are not being realized. I'm not sure they can realize them at this point. We hear what they say they were doing but we can't observe anything is happening at a schedule which matches the rate at which they say things are being done. That's been the problem all along. This particular public/private partnership is a failure and has been failing and is likely to continue to fail and we're going to have to make the best of it that we can. We can continue to try to put some pressure on them but I don't think we are in any position to modify the way things are being done. I think we gave up that opportunity and the State does not seem to be able to do anything better than it is. I'm very disappointed by this.

McClellan said that INDOT with the Development Partners want to provide a good schedule, but they do not have a good schedule yet to give you. They are working on that. I'm not going to promise you a point in time. I know they are going to continue to update you as best they can but they are working. Again they want to give you a good high-level schedule so that all of us, whether it's us or somebody in the public as you're driving up and down the road, you can see that, yes, that milestone was met or no it was not.

Hamilton said I do appreciate that but I have to say from the Policy Committee minutes of four (4) weeks ago in response to a question from Richard about when that schedule will be available, Gary Vandegriff said according to the minutes we're going to have something a lot better in a couple of weeks. The three (3) prime subcontractors are using a scheduling consultant to make sure it is a real schedule and that all the subcontractors have bought into and understand completely, something they're participating in completing with someone who's in the profession of doing very elaborate, detailed scheduling. We gave them a deadline of two (2) weeks and we made our expectations very clear to them in the meeting yesterday. I guess I would ask from INDOT's perspective if this is accurate? It would seem to me on all of our behalves that INDOT would be able to say "I69 Development Partners, you said you would give us a detailed schedule in two (2) weeks, but it's four (4) weeks later and you're giving us a single-page Memo." INDOT should express extreme frustration and displeasure with that performance on behalf of all of us who are paying for this road understanding what percentage of increase of pace they are achieving. There is a statement by Jim Stark who referenced "the need for intensification of effort by INDOT." You (INDOT) are the voice who really has the ability to speak to your partners in this manner for us. It's extremely frustrating from my perspective. I have 85,000 residents who live here. I also have thousands of people coming back and forth and we're working very hard to build confidence that we are on top of this project. If this report is what we get from the I69 Partners, it diminishes confidence rather than builds it. I have to express great frustration on behalf of my community.

Baker said after our last meeting I had an informal conversation with Jay DuMontelle from Federal Highway and a couple of associates he had with him who are watching this project. He offered at that time to give us some information. I took it to mean month to month and asked what sort of information we would like to have. I suggested a very brief summary month to month of things coming up and things done and a percentage of construction completed in that period and percentage of funds expended in that period. I'm going to suggest that we get back with him and ask him to work with INDOT and present that information to us month to month. I think that's exactly what we're talking about. We don't have any guidance here and with that offer I think that maybe enough pressure could be put on INDOT to give us more detail that we seem to be lacking here.

McDaniel said I'd just like to point out we aren't going to be meeting again until the middle of January. That's 2 ½ months from now. We're not in a position to be able to do much to generate influence. Does anyone have any suggestions?

McKim said I don't think we will necessarily get what we're looking for from Federal Highway. They will not necessarily have all the visibility into the internal relationships between the developer, their contractor and their subcontractors and everything. We have to realize that the visibility the public has into this project is simply less than it would be with a traditional design, bid, build project.

Baker said my point is that Federal Highway has been helpful to us in the past with I69. They stepped in at one point when we were having great difficulty getting any information out of INDOT. Granted we have very little influence, but Federal Highway has much more influence than we would have. I think it's worth keeping the contact up and since the offer was made to follow up on the offer and ask what they can do. As I understood it, Jay was intending to give us something they would put together but I'd like to carry that further and ask Jay if he would interact or have his people interact more with the INDOT people to put this together. We don't have any authority to do this. All we can do is act. But we have to use the sources available to us. They have been helpful to us in the past and I think they might be helpful to us again and I suggest we do that.

McDaniel said Jay did appear to want to be helpful because he approached the two of us after the last meeting and asked questions. I'm still looking for something tangible to do here.

Hamilton said is it possible for us to send someone to the weekly construction meetings or the monthly project meetings. I'm looking in the minutes and there's a place where they expect to have from the subcontractors detailed construction plans two (2) weeks from the last meeting which was two (2) weeks ago. If they're there, we should be able to see them.

McKim said when did the last meeting occur? My understanding is those meetings have not been occurring lately.

Hamilton said these are the meetings referred to by Gary.

McClellan said he doesn't know personally.

Ridge said we attend those meetings. They haven't occurred in the last three (3) weeks.

McKim said almost since the last meeting then.

Hamilton said do we attend those meetings?

Cibor said we have a project manager who tries to attend those when they happen. He also mentioned the monthly meetings the public agencies have. Those were created upon our request but they have not occurred for quite some time.

Hamilton said let's ask for one and have our staff attend and see what kind of detailed project schedules have been developed and share that information with us.

Martin said he will support that. Initiating meetings so that the staff gets an update so they can report to us. Hamilton thanked him.

McClellan said the entities represented here have invitations to those meetings. We would encourage you to attend those meetings. I will check on the frequency and see what's happened since we've not had a few. It absolutely is our intention this road get built at the time it's said it's going to in October 2017. I share your frustration. We want to see this thing open to traffic. INDOT wants to be as open as we possibly can to make sure you have the information you're looking for so we will do everything we can to provide that.

McDaniel said I don't think we need a motion for this. MPO staff can work with the Mayor's Office to determine which way they want to proceed. If there are no objections, that's the way we're going to proceed.

- d. *MPO Open House* - Pat Martin said the MPO Annual Christmas open house is scheduled for Friday December 9th from 12:00 – 1:00 in the McCloskey room with light refreshments and an opportunity for one-on-one conversations.

VI. Old Business

VII. New Business

- a. *FY 2017-2018 UPWP Amendment**- Desmond presented. This is largely an accounting maneuver to account for extra funds that are available to us from past years that we want to make sure are encumbered into our current work program so we have access to them. Typically we don't do a work program amendment until next spring when we're almost complete with the first year of the work program and we find out how much money was left from the last work program and we fold that into the second year of the work program. We have a little bit of a different situation due to the fact that INDOT has changed the way they want to administer our planning fund grants which fund out UPWP. They have done an analysis of all the open purchase orders for the MPOs for these planning grants and realized a lot of us have not only our current purchase order which was just ordered up for the FY '17 funding, but we also have previous year purchase orders that remain open with funds sitting on them to be expended. INDOT has decided it would be really great if they could only have one purchase order per MPO open at a time for these funds. It would be a lot simpler for them to administer and track as well as for us so we're not trying to bill against three (3) or more purchase orders as we submit our quarterly reimbursement requests to INDOT. They have asked that all purchase orders prior to FY '17 be closed out and any remaining monies from those purchase orders be added to the FY '17 purchase order.

Martin said can you give me an example what's in these purchase orders?

Desmond said we are given a number which says our planning grant for this fiscal year and, just like any project that money becomes real, when INDOT cuts a purchase order that banks the allocated money on an account line that we then reference every time we send them a bill to be reimbursed through that planning grant. It's got an expiration date, which in this case for FY '17 will be mid-2019. The money will stay available to us for two (2) years from now. It's just their accounting system that accounts for each of these. We'll get a purchase order for this. If the City's building a project and it's time to get a construction letting, once that contract is let there will be a purchase order cut for that out of those funds. It's really just the accounting system we use to draw down our funds.

Martin said these are funds we've encumbered but have not spend yet. Will they be spend in 2017 or will some carry beyond 2017?

Desmond said they can carry forward until the expiration date of that purchase order, after which they will not carry forward. We have the opportunity to spend as much of that as we can before the expiration of that purchase order.

Martin said the expiration of those purchase orders is based upon the projects that we approved against which those purchase orders were issued.

Desmond said for the work program it's based on the length of the work program plus an additional period. This is a two (2) year work program, so it's going to be two (2) years plus...an additional lag period so we can get the continued billing against the activities we did during that two-year period. INDOT has asked us to go through a process to add that money to our work program. They can't do the purchase order process until they get documentation from us that we've put that money in our work program. Basically all this is taking those numbers that are given to us through those old work program funds and sprinkling those throughout our current work program so they all add up to the new total number. We're not doing any sort of wholesale reevaluation of the projects or programs we're working on because we just did that when we adopted the program. We will have the opportunity next spring to do that. I'm fairly confident we will not burn through all this extra money in that period of time. It's a lot of money compared to our regular budget, but we will have the opportunity to get new Planning Emphasis Areas from INDOT and Federal Highway early next year we'll have to account for with possibly new projects and program. If our LPAs have some programs we can help fund through the Work Program, we can look at that as well. Right now we just want to document the money in the work program and next spring we'll reevaluate program projects if there are some areas we want to reallocate some of that money to. Right now we just want to show it in our documents.

Martin said if you're rolling these into a new purchase order, does that have the effect of extending the expiration date of any of these?

Desmond said there is one expiration date for the entire purchase order regardless of what project we spend it on. I think that June of 2019 expiration date is the new expiration date.

Martin said it just assures us access to these funds going forward.

Desmond said there is one text amendment. These are what all the new tables look like. I'm not going to go line by line through these. The key portion is that we have reflected all of these funds up to the new totals in all of these tables throughout our work program so these tables will be inserted into the existing Work Program document to replace the ones that are there now. We are recommending one text amendment to the work program that doesn't have anything to do with the funding. This is something we talked a little about in the adoption of the Work Program and has come back as something it seems to make sense to do is in one portion of our Work Program. Work Element number 304 covers what we call infrastructure management systems. This work element is where the MPO provides some funds to each of our LPAs, the City, the County and Ellettsville to pay for staff time maintaining their pavement management system. They maintain an inventory of all their assets and produce a multi-year pavement plan based on that data so they know the status of each piece of pavement in town is and when it needs to be upgraded and fixed. To bring it in line with what INDOT has required for the Community Crossings grant program, which is a 5-year pavement management plan as well as what seems to be more of the norm for these entities, which is a 5-year plan, we have proposed to change what we say in our work program which is a 10-year pavement management plan down to a 5-year pavement management plan. It's not a huge change. It's just changing 10 to 5, but it brings it in line with what actual practice is among the folks who are doing these things as well as what is required by INDOT for their grant programs so the LPAs are in support of this and the committees are in support as well

when we brought this forward last week at their meetings. We would request an approval of this amendment. INDOT has put us on a fast time line for this. This is a last minute change we had to do and they're waiting for us to complete all the other MPO ones because we are the last MPO to address our amendment. We are literally going to get this approved and then send in all the paperwork when we leave this meeting so they can process our change as well as all the other MPOs who have done theirs based on their schedule.

Hamilton said do we think it's better to plan for five (5) years than ten (10) for pavement? I'm a little surprised.

Desmond said I don't think this precludes anyone from looking further down the road based on their data. Once you have the data in there, I think you could set the time frame wherever you want it to be. We just felt five (5) years was consistent across the different requirements the LPAs had.

Hamilton said I assume if you have a 10-year plan you also have a 5-year plan. Did we move from 5 to 10 at some point in the recent past?

Desmond said it's been in our Work Program as long as I can remember. I think the LPAs moved towards 5 years and we just didn't make the connection.

Martin asked is it only 5 years? Or is it in 5 years and we'll come back and do another.

Desmond said we require a 5-year plan every fiscal year. So it's rolling.

****Ryterband moved for approval of the amendment as proposed. McKim seconded.**

Floor was opened for public comment. There was none.

****Motion passed through unanimous voice vote.**

VIII. Communications from Committee Members (*non-agenda items*)

a. Topic Suggestions for Future Agendas

Ridge said she wanted to mention Title VI plans. The Monroe County Commissioners approved the County's Title VI plan last Friday and we'll forward a copy to you if you need that. The other thing is that Anna Dragovich had discussed doing an "MPO 101" for people. It never surfaced. I would ask if that could be reconsidered,

Desmond said we can certainly have a meeting on the basics of MPO requirements, management and public involvement process.

IX. Upcoming Meetings

- a. Technical Advisory Committee – November 16, 2016 at 10:00 a.m. (McCloskey Room)
- b. Citizens Advisory Committee – November 16, 2016 at 6:30 p.m. (McCloskey Room)
- c. Policy Committee – January 13, 2017 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: January 6, 2017
Re: 2016 MPO Certification Report

Background

Every MPO must go through a routine certification process every four years. This process is akin to an audit of the MPO to ensure that it is following all required regulations and procedures and is meeting its obligations under Federal law. BMCMPPO was last certified under this procedure in 2011. In the interim, responsibility for conducting the certification process changed hands from the Federal Highway Administration to the Indiana Department of Transportation. This change in responsibility delayed the certification process for BMCMPPO from 2015 to 2016.

On July 19, 2016, a team of staff from INDOT, FHWA, and their consultant (KSM) met with MPO staff over the course of a day to discuss all aspects of the MPO's operations, plans, programs, and procedures. Staff had completed and submitted a rigorous questionnaire prior to the discussion, and this questionnaire formed the basis for the certification meeting. The discussion was comprehensive and wide-ranging, and concluded with an outline of the next steps in the process.

Over the course of the next several months, MPO staff responded to a variety of additional inquiries from INDOT and KSM to provide additional information and to clarify any issues that remained unresolved from the initial meeting in July. Staff was told that there would be an opportunity to review a draft of the report and provide feedback prior to it becoming official. However, the certification report was issued to the MPO in its final form on December 7, 2016, without such an opportunity. The full report is attached to this memo.

Key Findings

The bulk of the report is appendices detailing the discussion and research process that was conducted. There are three categories of findings that are highlighted at the beginning of the report for which staff provides the following responses:

Corrective Actions

1. **Update to the MTP:** As the MPO is well aware, the update to the MTP is behind schedule and must be completed as soon as possible. Identification of this issue was not unexpected, and MPO staff remain committed to finishing this process in the near term.

Recommendations

1. **Title VI Certification:** The report notes that the MPO must adopt its own Title VI Plan, though it has been relying on its adherence to the City of Bloomington's Title VI procedures. This is a change from previous guidance that had been given to MPOs and was only communicated during the actual certification process. FHWA has indicated that further guidance from the national level is expected on this issue, and the MPO will work to comply with that guidance when it becomes available.
2. **Use of Budgeted Planning Dollars:** While BMCMPPO has always worked hard to spend its available planning funds, the certification report process was immediately preceded by a period in which a

number of issues resulted in much lower than normal expenditures. The MPO lost two staff members during this period which contributed to reduced billings against the planning grant. In addition, two consultant studies that BT was expected to conduct did not occur, leaving an abnormally large share of funds unspent. Pursuant to the UPWP amendment approved in November 2016, all unspent funding has been brought forward to be spent in the next two years. The MPO is also fully staffed since October 2016, and staff billing levels are expected to ramp up significantly.

3. **Public Availability of Planning Documents:** As noted previously, the certification process occurred during a period of MPO staff turnover. Delays in posting a few documents occurred during this period as a result of a reduced staff taking on greater responsibilities. On the whole, MPO staff posts official documents as soon as possible after their adoption or amendment, typically within a week of Policy Committee action. Staff will continue to evaluate MPO procedures and ensure that all materials are posted in a timely fashion.

Commendations

1. **Public Participation:** BMCMPPO continues to be strong in its commitment to public involvement in all of its plans and programs. As noted in the report, this is reflected in public comment opportunities at Policy Committee meetings, in the programs supported by the UPWP, in the dissemination of information about MPO activities, and in the work of the Citizens Advisory Committee. Staff will continue to seek ways to expand and improve on this area.
2. **Website:** MPO staff has worked in recent years to improve the organization and function of the MPO website, which is a component of the overall City of Bloomington website. Both recent and historical documents are provided for consumption along with meeting agendas and minutes for all committees. Staff will continue to work with the City ITS Department as a new overall website is rolled out in the near future.
3. **Bike and Trails Projects:** The MPO does a great job of supporting bicycle and pedestrian planning through the UPWP and implementation of such projects through the TIP. This commitment will be reflected in the forthcoming MTP and continue to be supported in the MPOs work going forward.

Conclusions

BMCMPPO is officially certified per the findings of the report. As noted in the above items, key projects and procedures need some extra attention to ensure that they are completed. BMCMPPO will be due for another review in 2020.

Requested Action

No action is required. This report is on the agenda for discussion purposes only.

Planning Review Program- Bloomington Monroe County MPO



Conducted by:



Indiana Department of Transportation

October 2016

With support from:



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Introduction and Background

Introduction

A Metropolitan Planning Organization (MPO) is a federally mandated policy-making organization to ensure existing and future expenditures are based on a continuing, cooperative and comprehensive planning process. MPOs are established in an area with a population of greater than 50,000. MPOs with populations greater than 200,000 are deemed Transportation Management Areas (TMAs) and can be responsible for more planning requirements than those that are not as populated. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are responsible for reviewing and evaluating TMA transportation planning process no less than every four years.

MPOs, along with district offices of the Indiana Department of Transportation (INDOT), serve as primary sources of local input and as fundamental cooperating partners in the multimodal transportation planning and programming process. This process leads to, but is not limited to, the following key work products:

- Unified Planning Work Program
- Metropolitan Transportation Plan
- Transportation Improvement Program
- Participation Plan
- Annual List of Obligated Projects

Project Background and Scope

In addition to meeting its regulatory obligation to periodically evaluate TMAs, the FHWA Indiana office has historically conducted reviews of the lesser populated MPOs (non-TMAs). In the interest of improving the integration of local and its state planning, INDOT, after consulting with the FHWA Indiana Division, engaged KSM Consulting (KSMC) to develop a program to conduct these non-TMA reviews. The planning review program was developed based on interviews with key INDOT personnel, extensive review of federal program guidelines and review of prior FHWA evaluation reports. KSMC and INDOT first tested the program with the Evansville and Tippecanoe County MPOs and is finalizing the pilot program with the Bloomington Monroe County MPO.

It is INDOT's intention to conduct the planning reviews of all seven of the non-TMA MPOs. These reviews will serve as due diligence to the self-certification process required by 23 CFR 450.220 (a). It is anticipated that INDOT will further refine this program in conjunction with FHWA and FTA as it assumes these responsibilities. FHWA and FTA will continue to review and evaluate the Indiana TMAs.

MPO Planning Review

MPO Planning Review Template

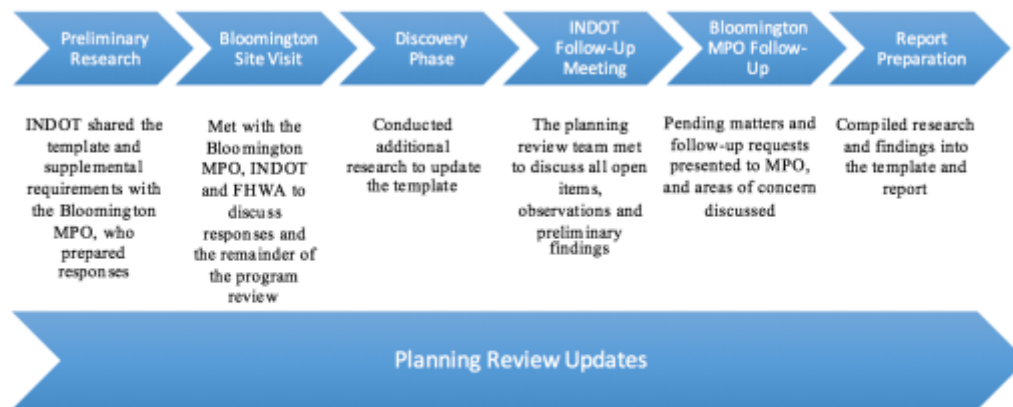
The MPO Planning Review Template was created to guide the review team through the significant elements of the transportation planning process and discern whether those attributes are present, lacking, or are in need of improvement. The requirements have been broken down into distinct areas of focus:

- Prior Findings
- MPO Designation and Governance
- Unified Planning Work Program (UPWP)
- Metropolitan Transportation Plan (MTP)
- Transportation Improvement Plan (TIP)
- Finance
- Commendations

These sections include citations to the applicable regulation and include questions relating to requirements common across more than one planning area, such as public participation.

Planning Review Process

The steps of the review process are depicted below. The Bloomington MPO was sent the series of questions contained in the MPO Planning Review Template, supplemented with additional questions and topics by INDOT and FHWA, in advance of a site visit held July 19, 2016 at the Bloomington MPO office. INDOT, FHWA, and KSMC attended the meeting with the Bloomington MPO staff (See Appendices A, B, and C). Field work was conducted by KSMC, and then observations and preliminary findings were documented in the template and reviewed with INDOT and FHWA.



Through the completion of these elements, the planning review template was revised, populated and finalized

Planning Review Findings

Planning Review Findings

Progress on 2011 Planning Review Recommendations

The 2011 Planning Review conducted by FHWA and FTA documented six recommendations. Two of the recommendations have been implemented or addressed.

- The planning agreement between the MPO and INDOT was updated in May 2015.
- Annual crash reports have highlighted state highway intersections which consistently experience a high volume of crashes.

The other four recommendations contemplated coordination with the MTP. These topics were:

- Transit revenues and expenditures presented by the year of expenditures.
- Analysis and documentation of land use/growth scenarios.
- Bicycle and pedestrian community needs.
- Development and implementation of performance measures.

Work in these areas has been initiated but not finalized through documentation in the MTP due to complications relating to the update efforts to that planning document. These matters are more fully discussed in the following Corrective Action.

Corrective Action #1-Update to the MTP

Requirement:

23 CFR 450.324(a) The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date; and 23 CFR 450.324(c) The MPO shall review and update the transportation plan at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon.

Status:

The MPO adopted and INDOT approved a minimally acceptable 2035 MTP update. Complications with the MPO's contractor to satisfactorily deliver a travel demand model created the need for this course of action.

Planning Review Findings

Finding:

The MPO expended funds and was reimbursed for services and technology relating to the development of an effective travel demand model. The matter has been elevated to INDOT and resolution efforts between INDOT, the MPO and the contractor are ongoing. It is believed that the contractor understands and is addressing this unacceptable status. The 2017-18 UPWP includes the completion of the 2040 MTP as a work element (401) with a Q4 FY2017 completion date, but since, the Bloomington MPO has developed a schedule of completion with a final approval of the 2040 MTP in November of 2017.

Corrective Action:

The MPO understands the need to resolve the matters noted above and committed to develop a schedule for the completion of the 2040 MTP which will include the documentation of substantial progress towards its delivery. The MPO has started this process through the submission of a proposed timetable for INDOT review.

Recommendation # 1 — Title VI Certification

Requirement:

23 CFR 450.336(a)(3) The State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.

Status:

The Bloomington Monroe County MPO is staffed by the Planning and Transportation Department of the City of Bloomington and has stated, as a result of this relationship, it has adhered to the requirements of the City's Title VI plan.

Finding:

The Bloomington MPO has acknowledged it must adopt a Title VI plan specifically related to its activities. The Bloomington MPO will work with INDOT and FHWA to document these requirements and will adopt its own plan.

The Bloomington MPO has outlined Title VI program management for local public agencies (LPAs) as part of its 2017-2018 UPWP and has recently hosted a training workshop for LPAs and MPO staff.

Recommendation:

The MPO Policy Committee should formally adopt its own Title VI plan to promote compliance to these requirements which is also part of the periodic self-certification.

Planning Review Findings

Recommendation # 2 — Use of Budgeted Planning Dollars

Requirement:

(INDOT): PL funds should be expended on a timely basis commensurate with the execution of the UPWP work elements.

Status:

Historically, the Bloomington MPO has minimized its unspent and carryover PL funds. Significant levels of FY 2015 and FY 2016 PL funds have been underutilized. Unspent PL funds for FY15 and FY16 were 38% and 48% of the respective programmed funding levels.

Finding:

Staff departures have been a contributing factor to the inability to complete certain UPWP work element which then results in the unspent PL funds.

Recommendation:

The review team requests an update for filling the open positions and that a forward looking assessment of the ability to meet the UPWP deliverable requirements be included in the quarterly PL funds reimbursement requests.

A proposed PL policy published by INDOT addresses the availability of PL funds beyond the current fiscal year. Bloomington, along with all MPOs, will need to adapt to this new policy if fully adopted and implemented.

Recommendation # 3 — Public Availability of Planning Documents

Requirement:

23 CFR 450.316(a)(1)(iv) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web.

Status:

The MPO maintains a variety and expansive amount of information on its website for access by interested parties. However, the most recent documentation is not always posted timely or conspicuously for easy location. There are occasional delays in posting the most current information.

Planning Review Findings

Finding:

The most recent UPWP is embedded in the minutes of its review but is not posted with past UPWPs. Certain reports have taken an extended period of time to get posted (ALOP, crash reports). The web page posting and updating may have been complicated with the recent staff turnover.

Recommendation:

The MPO should review or develop standard procedures for the timely posting of approved planning documents to promote the availability and ease of access of the most current information to the public.

Commendation # 1 — Public Participation

The Bloomington MPO provides ample opportunity for the public to provide thoughts and feedback on planning elements during the policy meeting. A well-outlined public participation plan has been made available online, and the MPO makes it clear when committee meetings are in order to allow the public to attend. The Bloomington MPO demonstrates clearly that the interests of the public are important when it comes to planning emphasis areas and work elements.

Commendation #2 — Website

The Bloomington MPO website contains a wide range of important documents. Although certain planning documents are not posted immediately, the MPO excels at archiving previous documents. The website is user friendly and easy to navigate.

Commendation #3 — Bike and Trails Projects

The Bloomington MPO plans and executes projects that make for well-developed trails for biking and walking. The MPO is recognized as one of the strongest offices in regards to planning bike and trails projects, and details work elements around the two in its UPWP.

An example of this can be noted in work element 501 of the 2017-2018 UPWP, where the MPO highlights “Bicycle and Pedestrian Coordination,” is an objective for the two-year period.

Appendix A: Meeting Agenda and Attendees

**Bloomington Monroe County Metropolitan Planning Organization
Planning Review
Kickoff Meeting-Bloomington, Indiana
July 19, 2016**

Agenda

- Past “Corrective Actions”
- Past “Recommendations”
- MPO’s organization, structure, and planning emphasis areas
- Review of the MPO’s Unified Planning Work Program (UPWP)
- Review of the MPO’s Transportation Improvement Program (TIP)
- Review of the MPO’s Metropolitan Transportation Plan (MTP)
- Financial compliance review
- Current and past planning studies
- Other items related to the MPO’s planning process

Attendees

- Indiana Department of Transportation:
 - Tony McClellan
 - Jay Mitchell
 - Emmanuel Nsonwu
 - Roy Nunnally
 - Catherine Schoenherr
 - Jim Ude
 - Jeanette Wilson
- Federal Highway Authority:
 - Michelle Allen
 - Joyce Newland
- Bloomington MPO:
 - Josh Desmond
 - Anna Dragovich
- KSM Consulting:
 - Cristopher Johnston
 - Connor Donnelly

Appendix B: Bloomington MPO Initial Responses

July 19, 2016 Kickoff Meeting Review Requirements with Bloomington Responses:

(Note: The Bloomington MPO's responses are contained in italicized font.)

Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) Certification Review Questions

These questions are intended to guide discussion at the upcoming BMCMPPO Certification Review site visit scheduled for July 19, 2016. Please answer as many of the questions as you can prior to the visit. Since this is a Microsoft "WORD" document, please integrate your MPO's responses into the document.

Progress on Recommendations from 2011 Certification Review

1. Play an active role in updating MPO planning agreements with INDOT.

The MPO updated its agreement with INDOT in May 2015. A copy of this agreement is attached.

2. Include transit revenue and cost estimates to reflect year-of-expenditure dollars, and discuss potential environmental impacts, or mitigation activities and areas to carry out these activities (in consultation with federal, state, tribal land management, wildlife, and regulatory agencies) in MTP.

The 2040 MTP will address these issues.

3. Improve consideration, analysis, and documentation of alternative land use/growth management scenarios.

The development of the 2040 MTP has included the consideration of multiple land use/growth scenarios. The new Travel Demand Model has run scenarios that include various rates of growth as well as different patterns/styles of growth. These scenarios have informed the creation of different transportation project packages to address future needs.

4. Review bicycle and pedestrian needs for the community, and include a map showing prioritized bike and pedestrian routes in MTP.

Bicycle and pedestrian needs have been a significant component of the development of the 2040 MTP. The final plan will include prioritized projects and routes for these transportation options.

5. Add multi-modal transportation system and community livability performance measures to next MTP.

The 2040 MTP will address these performance measures.

6. Discuss how crash locations on state highways relate to the State's list of prioritized safety projects and review these state safety projects annually.

The annual crash report produced by the MPO highlights intersections with the highest crash rates, with State highway intersections consistently in most of the top-ranked positions.

Appendix B: Bloomington MPO Initial Responses

MPO Designation and Organization

Agreements

1. Is there a written agreement where the MPO, the State, and transit operators have cooperatively determined their mutual responsibilities in the conduct of the planning process for the following areas? (23 CFR 450.314(a))

Yes - The MPO agreement was updated in May 2015. A copy of this agreement is attached.

2. Are the boundaries defined in an agreement between the MPO and the Governor? (23 USC 134(e)(1))

Yes - The MPO Urbanized Area and Planning Area boundaries were last updated after the 2010 Census and the approved, signed map of those boundaries is on file with INDOT.

Governance

1. Does the Executive or Policy Board represent at least 75% of the affected population (local elected officials)? (23 USC 134(d))

Yes - 100% of the residents of the MPO Planning Area are represented by elected officials from Bloomington, Monroe County, or Ellettsville on the Policy Committee.

2. Does the policy board include, representatives of transit agencies, INDOT District Deputy Commissioner (or designated staff) and other transportation agencies? (23 USC 134(d) and 23 CFR 450.310)

Yes - the INDOT Seymour District Deputy Commissioner, the Bloomington Transit Board of Directors and Indiana University (operator of IU Campus Bus) are all represented on the Policy Committee.

3. Has the State and the MPO been certified with the FHWA/FTA in the last 4 years to ensure that all planning process is being carried out in accordance with all applicable requirements? (23 CFR 450.334(a))

The last certification of the MPO was formally approved in May 2011. It has been five years due to delays that resulted from FHWA transitioning the certification responsibilities to INDOT.

4. [Suggested] Is the Advisory or Technical Committee composed of public agency engineers, planning staff, community advisors, and state governmental agencies that will provide the policy committee with a review and recommendations on pertinent business? (RRM)

Yes - a wide variety of those representatives are members of the Technical Advisory Committee.

5. Has the MPO updated its bylaws? If so, please provide an updated copy.

The BMCMPPO Operational Bylaws were last updated in January 2009. A copy of those bylaws is attached.

Appendix B: Bloomington MPO Initial Responses

Boundaries

1. Has the MPO provided the planning area boundary descriptions to the FHWA and the FTA after approval by the MPO and the Governor? (23 CFR 450.312)

Yes - The MPO Urbanized Area and Planning Area boundaries were last updated after the 2010 Census and the approved, signed map of those boundaries is on file with INDOT.

Public Participation Plan

1. Does the MPO have a documented public participation plan? (23 CFR 450.316)

Yes - The MPO last updated its Public Participation Plan (PPP) in March 2011. A copy of the PPP is attached.

2. Has the MPO periodically reviewed its public participation plan? (23 CFR 450.316(a)(1)(x))

Yes - The PPP was originally adopted in December 2002. It was subsequently updated in June 2007 and March 2011.

3. Has the participation plan been developed by the MPO in consultation with all interested parties and does it describe explicit procedures, strategies, and desired outcomes? (23 CFR 450.316(a)(1))

Yes - All parties were consulted during the development of the latest PPP revisions. The PPP documents clear procedures for public involvement relating to various MPO activities. The PPP includes Goals and a Mission Statement that together identify the purpose and desired outcomes of the PPP.

4. Was a minimum public comment period of 45 days provided before the public involvement process was initially adopted or revised? (23 CFR 450.316(a)(3))

Yes - A 45 day public comment period was provided before the latest revisions to the PPP were adopted. Further, the PPP explicitly requires such a comment period prior to any future amendments.

5. Does the MPO have a current Civil Rights (Title VI) plan?

The MPO is based in the City of Bloomington Planning & Transportation Department. As such, the MPO is subject to the City of Bloomington's Title VI plan. An update to this plan is on-going with assistance from the City's Legal Department.

UPWP

1. Does the work program cover a time period of one or two years? (23 CFR 450.308(c))

Yes - The UPWP covers a two year period. The most recent UPWP covers Fiscal years 2017-2018. This is the fifth two-year work program that the MPO has produced.

2. Has the work program been updated within the last year?

Yes - The FY 2017-2018 UPWP was adopted by the MPO Policy Committee in June 2016.

Appendix B: Bloomington MPO Initial Responses

3. Is the work program made publically available, can it be downloaded from the MPO website?

Yes - The UPWP is available at the front desk of the MPO Offices, in the Indiana Room of the Monroe County Public Library, and on the MPO website.

Content

1. Does the program include the following? (23 CFR 450.308)

a. Description of the planning work and resulting products

Yes - Each task is described in detail, including expected work products.

b. Who will perform the work

Yes - Each task is assigned to appropriate MPO Staff, Consultants, or local partners.

c. Time frames for completing the work

Yes - Each task is assigned an expected end date by fiscal year quarter.

d. Proposed funding by activity/task

Yes - Detailed tables that identify budgeted funds for each task are provided.

e. Summary of the total amounts and sources of federal and matching funds

Yes - The Budget chapter at the beginning of the UPWP provides a number of different breakdowns and summaries of the federal and local matching funds budgeted in the work program.

f. Incorporate Planning Emphasis Areas (PEAs)

Yes - The Introduction chapter provides an overview of the PEAs and how they are addressed in the UPWP. Key tasks related to implementing the PEAs are highlighted throughout the document. The official PEA letter is also included as an appendix to the UPWP.

g. Cost Allocation Plan with annual interest adjustments (and submitted to INDOT)

Yes - The MPO produces a Cost Allocation Plan prior to each UPWP. The most recent CAP was submitted to and approved by INDOT in Spring 2016.

h. Discussion of the planning priorities facing the planning area

Yes - The UPWP touches on planning area priorities as they relate to the Planning Emphasis Areas. The tasks included in the UPWP also attempt to address local priorities while also satisfying federal requirements and expectations.

2. Red Flag Investigations (RFI) for early identification of environmental and engineering issues prior to a project's inclusion for funding in the TIP

Yes - Red Flag Investigations are identified as a task in the development of the TIP. This is documented in Work Element 301(C) of the FY 2017-2018 UPWP.

Appendix B: Bloomington MPO Initial Responses

3. Quarterly Project Tracking to monitor funding and project development schedules

Yes - The MPO has conducted Quarterly Project Tracking for several years. This is documented in Work Element 301(D) of the FY 2017-2018 UPWP.

4. Is there evidence of the MPO cooperating with the State(s) and public transportation operator(s) to develop the program? (23 CFR 450.308(c))

Yes - The State is provided with an opportunity to review the UPWP during its development and the MPO makes appropriate changes based on comment received. The local transit operators are a partner in the development of the UPWP and receive funds from the MPO to conduct data collection as well as certain consultant studies.

5. Are the planning activities to be performed with funds provided under title 23, USC and title 49 USC chapter 53 documented in the UPWP? (23 CFR 450.308(b))

Yes - All planning activities to be undertaken with the support of federal funds are documented in the UPWP.

INDOT Requirements

1. For the first year (of a two year UPWP cycle), by April 1st, has the MPO provided the LPA Grants Admin MPO Coordinator, the FHWA, and the FTA with a copy of its UPWP and Cost Allocation Plan (CAP)?

Yes - The most recent CAP was submitted to and approved by INDOT in Spring 2016. The FY 2017-2018 UPWP was approved by INDOT in June 2016. All documents have been provided to the appropriate partner agencies.

2. Has the MPO prepared a new CAP and revised the PL amount for the second year of the program based on the estimate provided through the MPO planning Dollar Distribution formula process?

The CAP and UPWP will be revised prior to the second year of the UPWP (FY 2018) based on actual expenditures and updated PL distributions.

3. Have new Planning Emphasis Areas been listed for the second year if new ones are identified?

New Planning Emphasis Areas for the second year of the work program will be integrated during the amendment process prior to the second year of the UPWP (FY 2018).

4. Has the final version been submitted to LPA Grants Admin MPO Coordinator, FHWA, and FTA?

Yes - The most recent CAP was submitted to and approved by INDOT in Spring 2016. The FY 2017-2018 UPWP was approved by INDOT in June 2016. All documents have been provided to the appropriate partner agencies.

Appendix B: Bloomington MPO Initial Responses

5. Has the Annual Completion Report been submitted to the INDOT LPA Grant Admin MPO Coordinator, FHWA, and FTA by September 30th each year?

Yes - past Annual Completion Reports have been submitted to INDOT by this deadline and this will continue to be the practice of the MPO.

TIP

1. Does the TIP cover a period of no less than four years? (23 CFR 450.324(a))

Yes. FY 2016 - FY 2019.

2. Has the TIP been updated at least once in the last four years? (23 USC 134(j)(1))

Yes. The last update of the TIP was adopted May 8, 2015 and has been amended several times since.

3. Has the TIP been approved by the MPO and the Governor, along with any amendments? (23 USC 134(j)(1))

Yes.

4. Has the TIP been published or otherwise readily available for public review? (23 USC 134(j)(7))

Yes. The TIP is available on the MPO website, at the library, and available to walk-ins at the office.

Content

1. Does the TIP contain the following? (23 CFR 450.324)

a. A priority list for federally supported projects and strategies to be carried out within each 4 year period after the initial adoption of the TIP

Yes. The entire TIP is a priority list of projects

b. A financial plan that demonstrates how the approved TIP can be implemented.

Yes. See pages 2 & 3 of the TIP

c. Descriptions of each project (including type of work, length, and phase).

Yes, each project is illustrated through a verbal description as well as a map.

d. Performance targets and achievements consistent with the MTP, anticipated effect, linking investment priorities to those targets.

?

2. Is each listed project in the program consistent with the long range plan? (23 USC 134(j)(3))

?

Appendix B: Bloomington MPO Initial Responses

3. Are projects that are included anticipated to have full funding? (23 CFR 450.324(h))

Yes, using a combination of Federal and local funds.

4. Has a TIP, involving federal participation, been publically published along with an annual listing of obligated projects (ALOP) for which federal funds have been obligated in the preceding year? (23 USC 134(j)(7))

Yes. This documentation is available on our website.

5. Has the proposed and approved version of the ALOP been published, no later than 90 days following the end of the program year (June 30th)? (23 CFR 450.332)

TBD. Which fiscal year is this question asking about?

6. Has the TIP included capital and non-capital surface transportation projects, or phases of projects, proposed for funding under title 23 USC and 49 USC Chapter 53?(23 CFR 450.324(c) (including transportation enhancement; Federal Lands Highway program projects; safety projects included in the State's Strategic Highway Safety Plan; trails projects; pedestrian walkways; and bicycle facilities), except the following that may (but are not required to) be included:

a. Safety projects funded under 23 USC 402 and 49 USC 31102

Yes.

b. Metro planning projects funded under 23 USC 505 and 49 USC 5305 (e)

All planning type projects are included in the UPWP.

c. At the discretion of the State and MPO, State planning and research projects funded with National Highway System, Surface Transportation Program, and/or Equity Bonus funds;

N/A

d. Emergency relief projects (except those involving substantial functional, locational, or capacity changes);

N/A

e. National planning and research projects funded under 49 U.S.C. 5314; and

N/A

f. Project management oversight projects funded under 49 U.S.C. 5327."

N/A

7. Is the Federal share of projects in the TIP, for each of the individual years, at or below the levels of funding committed or expected? (23 CFR 450.324.k)

Yes.

Appendix B: Bloomington MPO Initial Responses

8. Have major projects been listed along with their progress including significant delays from previous TIPs? (23 CFR 450.324(1)(2))

No. This type of report is not included in the TIP but rather reported to the MPO committees on a quarterly basis.

9. After the FHWA and the FTA issue a conformity determination on the TIP, has the TIP been incorporated, directly or by reference, without change, into the STIP? (23 CFR 450.328(b))

By reference?

10. Is there evidence that projects are selected with consultation with INDOT? (23 CFR 450) With the exception of NHS, bridges, interstate maintenance, and Federal Land projects.

This type of evidence is not present in the TIP. However, local coordination with INDOT does occur when necessary. For example, when a project is within proximity of an INDOT project such as Monroe County's Fullerton Pike project and INDOT's I-69 project.

Public Participation

1. Is there evidence that there has been opportunities to comment and participate in the development of the TIP by interested parties? (23 USC(j)(1)(b)).

Yes. Public comment opportunities are submitted to the Herald Times as well as coordination with the MPO committees and the LPAs.

2. Has the TIP been made readily available for public review, including the web? (23 CFR 450.324(b)).

Yes. The TIP is available at the library and on the MPO website. It is also available upon request to walk-ins.

3. Has the MPO demonstrated explicit consideration and response to public input received for the TIP? (23 CFR 450.316(a)(1)(vi))

Yes. Just not sure we have documented this.

4. Has the MPO sought out and considered the needs of traditionally underserved by existing transportation systems? (23 CFR 450.316(a)(1)(vii))

Yes

5. Has a summary, analysis, and report on the disposition of comments made included in the final plan and TIP? (23 CFR 450.316(a)(2))

Yes.

6. If the TIP differed significantly from the original, was there an additional opportunity for public comment? (23 CFR 450.316(a)(1)(viii))

Yes. There is opportunity for public comment with each new TIP and each new amendment

Appendix B: Bloomington MPO Initial Responses

7. Has the MPO complied with all appropriate federal assurances, civil rights, and DBE requirements, title VI guidance, ADA requirements, and procurement activities guidelines? (RRM). *Yes.*

Stakeholder Collaboration

1. Has the TIP been developed with due consideration of other related planning activities that provide for the design and delivery of transportation services? (23 CFR 450.316)

Yes.

2. Is there evidence that the affected Federal agencies and Indian tribal governments have been involved appropriately in the development of plans and programs? (23 CFR 450.316(c))

Yes.

3. Is the metropolitan transportation planning process consistent with the Strategic Highway Safety Plan and other transit safety and security planning and review processes, plans, and programs, as appropriate? (23 CFR 450.324(c))

Yes.

4. Does the MPO have a process for project selection that includes all stakeholders including local government jurisdictions, transit agencies, and other transportation providers and users?

Yes.

MTP

1. Does the plan consider a planning horizon of not less than 20 years from its date of adoption? (23 CFR 322)

Yes - Our current Long Range Transportation Plan (LRTP) was adopted on May 8th, 2015 with a with a planning horizon of 2035. Staff is currently updating and developing a new MTP with a planning horizon of 2040. The timeline for considering to adopt the 2040 MTP is expected later in 2016 or early 2017.

2. Has the plan been reviewed and updated in at least 5 years since the date of the last MPO Board action? (23 USC 134(i)(b))

Yes - The LRTP plan was reviewed by the BMCMPPO committees and found the planning assumptions and policy consistent with regional needs as well as with legal requirements. The adoption resolution 2015-11 passed 11-1 on May 8, 2015.

3. Does the MPO planning process provide for consideration of the 8 planning factors? (23 USC 134(h))

- a. support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- b. increase the safety of the transportation system for motorized and nonmotorized users
- c. increase the security of the transportation system for motorized and nonmotorized users

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- d. increase the accessibility and mobility of people and freight
- e. 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
- f. enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- g. promote efficient system management and operation
- h. emphasize the preservation of the existing transportation system

Yes - The Vision Statement of the current MTP references the guidance on planning factors and the respective 12 goals addresses, in one way or another, the intent of this requirement. Please see pages 22-29 of the 2035 MTP.

4. Has the MPO submitted the plan to the Governor (INDOT), FHWA, and FTA? (23 USCR 134 and 23 CFR 450.322(c))

Yes - INDOT and FHWA are members of the BMCMPPO Policy Committee and with adoption resolution 2015-11, staff is under the assumption a copy has subsequently been provided for their information.

5. Have copies of any new/revised plans been provided to the FHWA and the FTA? (23 CFR 450.322(c))

No - Draft material for the 2040 MTP will be provided to FHWA and FTA prior to or during the review and adoption process expected later in 2016.

6. Has the MTP been published or otherwise readily available for public review? (23 USC 134(i)(7))

Yes - Copies of the LRTP are available on the City of Bloomington's website (<http://bloomington.in.gov/media/media/application/pdf/24201.pdf>), are available at the local public library, and available at the City of Bloomington Planning and Transportation Department.

Content

1. Does the plan, at a minimum, include the following? (23 CFR 450.322(f))

- a. Projected transportation demand of persons and goods in the planning area over the period of the plan.
- b. Existing and proposed transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions.
- c. Operational and management strategies to improve the performance of existing transportation facilities.
- d. Assessment of capital investment and other strategies to preserve the existing and projected future metro transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.
- e. A discussion of types of potential environmental mitigation activities and potential areas.

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- f. Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g)
- g. Transportation and transit enhancement activities
- h. A financial plan that demonstrates how the adopted plan can be implemented

2. Does the financial plan include the following? (23 USC 450.322(f)(10))

- a. System level estimates of costs and revenue sources that are reasonably expected
- b. Take into account all projects and strategies proposed for funding under federal funds, state assistance, local sources, and private participation.

3. Does the plan have a safety element that incorporates the priorities, goals, countermeasures, or projects for the planning area contained in the Strategic Highway Safety Plan required under 23 U.S.C. 148? (23 CFR 450.322(h))

Yes - The 2035 Long Range Transportation Plan constitutes the long-range, multi-modal transportation plan for the Bloomington, Indiana Urbanized Area as required by Federal statutes the programming of Federal funds for transportation project planning and implementation of ground transportation modes (roadway, transit, bicycle, and pedestrian facilities). The

Plan study area included all of Monroe County in order to make it coordinated and comprehensive in its scope. The 2035 Long Range Transportation Plan is a “living” document, and complements the ongoing operational and capital improvement programs of the City of Bloomington, Monroe County, and the Town of Ellettsville. The 2035 Long Range Transportation Plan document consists of:

- *A “Vision Statement” establishing transportation policies for preparing, evaluating and implementing multi-modal transportation improvements;*
- *A “Future Transportation Needs Plan” to identify forecasted transportation needs in the year 2035; and*
- *A “Cost Feasible Plan” showing the phasing for projects which reflects fiscal constraints.*

The 2035 Long Range Transportation Plan incorporates all of Monroe County (including Ellettsville) into its study area to improve project coordination on the edge of the expanding urban area. Upon adoption, the 2035 Long Range Transportation Plan will:

- *Serve as the basis from which to draw transportation projects involving Federal surface transportation funds for the Transportation Improvement Program for the Bloomington Urbanized Area;*
- *Be incorporated by reference into the Indiana Statewide Long-Range Multi-Modal Transportation Plan when it is updated; and*
- *Provide guidance of an advisory nature to Monroe County and the Indiana Department of Transportation on projects outside the Urbanized Area boundary.*

This 2035 Long Range Transportation Plan is designed to extend the required 20-year planning horizon in order to comply with federal requirements and to ensure that the BMCMPPO remains in good standing with regard to planning and fiscal standards. A 2040 Metropolitan Transportation Plan is under development and will replace the 2035 Long Range Transportation Plan well before it expires in May 2020.

Appendix B: Bloomington MPO Initial Responses

Public Participation

1. Is there evidence of the MPO providing opportunities for all interested parties to comment on the transportation plan such as holding public meetings, employ visualization techniques, and make information publically available, online? (23 USC 134(i)(6) and 23 CFR 450.316(a))

Yes - In general the typical public process for most BMCMPPO activities follow the minimum requirements detailed in the BMCMPPO Public Participation Plan. Public comments received are contained in the respective staff reports for action items being considered by all BMCMPPO Committees. This was true for the development and adoption of the 20135 LRTP. A more thorough public process has been underway and will continue as part of the 2040 Metropolitan Transportation Plan (MTP) development. A more detailed account of this public process will be included in the forthcoming 2040 MTP.

2. Has the MPO demonstrated explicit consideration and response to public input received for the MTP? (23 CFR 450.316(a)(1)(vi))

Yes - Staff documents comments received from the public in the respective BMCMPPO meeting packets and meeting minutes throughout the adoption process for each committee of the BMCMPPO. This also includes documentation within the respective staff reports on any consideration given to comments received before the BMCMPPO Policy Committee takes final action.

3. Has the MPO sought out and considered the needs of traditionally underserved by existing transportation systems? (23 CFR 450.316(a)(1)(vii))

Yes - All meetings of the BMCMPPO Committees are open to the public. Staff also holds community meetings at City Hall, the Monroe County Library, and other off-site locations. Recent examples include a workshop at the Ellettsville branch of the Monroe County Library, on board MTP travel surveys for area transit riders, MTP travel surveys at the Bloomington Housing Authority, as well as offering various online options for 24 hour access to BMCMPPO documents in addition to traditional notices posted in the local paper.

4. Is there a summary, analysis, and report on the deposition of comments made included in the final plan and TIP? (23 CFR 450.316(a)(2))

Yes - Appendix B Methodology provides a summary and analysis of the public input process. As previously mentioned comments and responses to public input are found within the respective meeting minutes of the BMCMPPO committees during the adoption process for the LRTP.

5. If the final plan differed significantly from the original, was there an additional opportunity for public comment? (23 CFR 450.316(a)(2))

Yes - Per the BMCMPPO Public Participation Plan (adopted in 2002, amended in 2007 and 2011) at a minimum requires "The Bloomington/Monroe County MPO shall follow to the fullest extent possible the Public Participation Plan for adoption resolutions and major amendments to the Long Range Transportation Plan and the TIP. MPO staff shall bring all such resolutions and amendments to the Citizen's Advisory Committee and Technical Advisory Committee before they are adopted by the Policy Committee. The public shall have a minimum of 30 days for written

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comment on such resolutions and amendments before they may be adopted by the Policy Committee.” The most recent amendment to the LRTP followed this process. There is however a provision for minor amendments that still does provide a minimum public comment requirement. It states “the Bloomington/Monroe County MPO shall follow to the fullest extent possible the Public Participation Plan for related MPO program adoption resolutions and minor amendments to the 2030 Long Range Transportation Plan and the TIP. MPO staff may bring such resolutions and amendments to the Citizen’s Advisory Committee and Technical Advisory Committee before they may be adopted by the Policy Committee, but may only present them to the Policy Committee due to time constraints. The minimum 30 day written public comment period may also be waived for such resolutions and amendments. Amendments to the Long Range Transportation Plan that modify transportation policy, document text, or other material in order to be compliant with federal, state, and/or local regulations and policy.” Finally, all committees of the BMCMPPO are open to the public and at a minimum all agenda items seeking approval offer opportunities for public comment.

6. Has the MPO complied with all appropriate federal assurances, civil rights, and DBE requirements, title VI guidance, ADA requirements, and procurement activities guidelines?
Yes - Appendix D Environmental Justice provides the summary of the requirements, the respective analysis for the LRTP, and the respective compliance findings.

Stakeholder Collaboration

1. Has the MTP been developed with due consideration of other related planning activities that provide for the design and delivery of transportation services? (23 CFR 450.316)

2. Has the MPO consulted as appropriate with State and local agencies responsible for land use management, natural resources, environment protection, conservation, historic preservation, and compared the plan to conservation plans and inventories of natural and historic resources? (23 CFR 450.322)

3. Is there evidence of the MPO coordinating with the statewide transportation planning process? (23 CFR 450.306(d))

4. Is the planning process consistent with the development of applicable regional intelligent transportation systems (ITS), architectures? (23 CFR 450.306(f))

5. Has the MPO provided timely information about issues and process to stakeholders and interested parties including those affected by plans, programs, and projects? (23 CFR 450.316)
1-5 Yes - In general the 2035 LRTP has at least, at minimum, fulfilled these requirements. Appendix H MAP-21 Compliance reviews and outlines various requirements and findings of compliance for the LRTP. Staff is currently in the process of developing the 2040 MTP and is eager to learn about new requirements and/or additional recommendations that will further improve consideration and coordination on these requirements.

Appendix B: Bloomington MPO Initial Responses

Performance Based Planning Process

1. Are there established performance targets that address the performance measures in Section 150 of 23 USC? (23 USC 134(h)(2)(b)) (Reference: National Goals and Performance Management Measures fact sheet)

No - The 2035 LRTP Vision Statement does provide broad expectations and has helped to develop an effective plan to meet area needs. These can be used to help further develop targets and performance measures. However, there are no specific targets or measures identified. Staff is using performance targets and measures to develop the 2040 MTP. These have been discussed with the BMCMPPO committees and are in anticipation from MAP-21 and FAST Act guidance.

2. Have the targets been established no later than 180 days after the date on which the State establishes their performance targets? (23 USC 134(h)(2)(c)) (Not yet fully applicable – all final rules have not yet been published.)

No - At this time the BMCMPPO is not under any required targets or standards. However, the 2040 MTP is being developed with the anticipation of applicable requirements in the near future.

3. Has the MPO begun to anticipate FAST Act performance measures through data collection and/or other means?

Yes - Staff has had limited discussions regarding anticipated FAST Act performance measures. Staff has also recently viewed a webinar hosted by FHWA regarding the rulemaking and anticipated requirements on April 1, 2016 titled “HSIP and Safety Performance Management Measures Final Rules Overview”. It is our understanding that all performance targets and measures are required by state DOTs and large MPOs. Staff is eager to learn of any anticipated or required performance targets and measures for the BMCMPPO.

4. In anticipation of FAST Act final rules, has the MPO done any work related to target setting? (i.e., discussions with committees, discussions with INDOT, etc.)

Yes - As previously mentioned the development of the 2040 MTP will have performance targets and measures.

5. In anticipation of FAST Act final rules, has the MPO considered how the TIP can be utilized to link investment priorities to anticipated performance targets?

Yes - There have been some internal discussions on linking investment priorities identified in the TIP to performance targets within the MTP. These are mostly general expectations and not specifically tied to any anticipated final rules. Staff is eager to learn of any additional guidance or requirements expected of the BMCMPPO.

6. Discuss how the MPO is assisting its LPAs with asset management.

This is an emergent area the BMCMPPO continues to work with LPA's on projects based on preservation and asset management. Furthermore, the BMCMPPO has used inflation factors to help improve fiscal management for project programmed within the TIP. It has been an area of concern, but generally most funding has been used for typical projects and perhaps has not taken

Appendix B: Bloomington MPO Initial Responses

an asset management approach. Programmatic HSIP funding has been a useful tool to help LPA's address some asset management needs. This is another area where staff is eager to learn about areas for improvement.

7. Is the MPO considering any performance measures for ped/bike facilities, like # of miles of ped/bike facilities, connectivity, network completeness, etc?

Yes - The development of the 2040 MTP will include performance targets and measures for transit, bike/ped, and automobile modes of transportation. At this time they are generally grouped into categories of demand (net change in non-motorized trips and net change in overall mode share), efficiency (net change in person-miles and person-hours and accessibility), safety, environmental (emissions estimate for ozone precursors, PM 2.5 and CO2), and economic (user benefit, benefit cost ratio, net present value of project, jobs, GDP impact, personal income).

Finance

1. Has a Financial Status Report and Progress Report been submitted with each Billing Invoice Letter to help track each activity contained in the UPWP and support the distribution of PL funds? (RRM)

Yes.

2. Is the reserve fund below 25% of their annual allocation (or maximum limitation of \$100,000)?

3. Are the carryover amounts supported by sufficient evidence?

4. Have the reimbursements been filed on a quarterly basis?

Yes.

5. Does Bloomington and Monroe County participate in the state's Regional Cities' program by submitting an application? If so, what were the transportation components and how was the MPO involved?

6. How successful has the MPO been in working with INDOT on spending its federal funds and the Prior Year Balances that INDOT and the MPOs agreed too? What have been the challenges to this process?

All PYBs have been successfully programmed to projects through FY 2019. One challenge is working to keep track of essentially three additional funding sources.

7. HB 1001 provides options the locals can use to raise additional revenues. Please discuss which jurisdictions are considering implementing and how this could change the local revenues.

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Other elements

Laws and Regulations pertaining to Title VI including Environmental Justice

What goals, policies, approaches, and measurements has the MPO adopted to monitor, assess, and document compliance with Title VI and other nondiscrimination requirements?

The MPO is based in the City of Bloomington Planning & Transportation Department. As such, the MPO is subject to the City of Bloomington's Title VI plan. The MPO has not developed its own measures for implementation and compliance with Title VI.

Does the MPO have a designated Title VI Coordinator who has easy access to the MPO Executive Director?

The MPO is based in the City of Bloomington Planning & Transportation Department. As such, the MPO is subject to the City of Bloomington's Title VI plan. The City of Bloomington's Title VI Coordinator is based in the City's Legal Department and has easy access to the MPO Director.

Since the last Certification Review, has the MPO received Title VI and/or other nondiscrimination complaints? If so, describe active as well as previously resolved complaints. Identify any trends or patterns in deficiencies relating to Title VI and other nondiscrimination requirements and how those have been or are being resolved.

The MPO has not received any such Title VI complaints.

How does the MPO use census and other data for identifying protected groups in the planning process? How is this information used to examine existing transportation facilities and services? Is there a program to augment national data with locally-collected development and demographic information?

The MPO primarily uses census data to do Environmental Justice analysis as part of developing its Metropolitan Transportation Plan. There is not typically an on-going program of analysis of existing facilities and services as they impact protected groups. The MPO does not have a program to supplement national data sources.

Has the MPO developed a demographic profile of the metropolitan planning area as a whole?

Yes - a demographic profile will be included in the 2040 MTP. It was created as part of developing the new Travel Demand Model.

Please describe the MPO's work in the US Department of Transportation Ladders of Opportunity initiative.

- a. WORK: Infrastructure investment creates jobs and paves the way for business, particularly small and disadvantaged business enterprises.
- b. CONNECT: A multimodal transportation system provides Americans with safe, reliable, and affordable connections to employment, education, healthcare, and other essential services.
- c. REVITALIZE: Transportation infrastructure can lift up neighborhoods and regions by attracting new opportunities, jobs, and housing.

Appendix B: Bloomington MPO Initial Responses

Who is responsible for public involvement? How do public involvement activities conducted throughout the metropolitan planning process influence transportation investment decisions and policies of the State and public transit agency/agencies?

Amendments to TIP

Describe the process by which protected groups and those “traditionally underserved” can comment on the UPWP, the TIP, the Transportation Plan, and other documents prepared through the planning process.

All interested people within the MPO are provided with an opportunity to comment on MPO documents via a public comment period that is advertised prior to consideration of such documents by MPO committees. They are also welcome to attend a Citizens Advisory Committee meeting to discuss those documents. Public comment is required at Policy Committee meetings prior to any adoption votes on these documents.

How do the MPO and partner agencies respond to comments from protected groups, and those “traditionally underserved?”

The MPO has not received such comments in the past. This may be a result of not having specific outreach efforts for those groups. This should be an area of emphasis for the MPO going forward.

What measures are used to verify that multimodal access and mobility performance improvements in the plan and the TIP comply with Title VI/nondiscrimination requirements?

The MPO has not had a program to ensure compliance with Title VI in the past. This will be a new focus for the MPO going forward.

What is the relationship between the State DOT and the MPO, as well as the relationship between the MPO, transit operators and other direct recipients and subrecipients, in assuring compliance with Title VI of the Civil Rights Act, as well as other nondiscrimination requirements?

The MPO has not had a program to ensure compliance with Title VI in the past. This will be a new focus for the MPO going forward.

Does the MPO have an LEP Plan? If so, summarize and describe the process and procedures in the plan. If not, are there plans to develop one in the near future?

The MPO does not have an LEP Plan. At this time, the MPO does not have plans to create one.

Are the MPO’s planning documents available in Spanish? How does the MPO accommodate request for service in another language?

MPO documents can be provided in alternative formats and languages upon request.

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Intelligent Transportation System

What updates have occurred to the ITS Strategic Plan?

When does the MPO plan the next major (more than minor) update to the ITS Strategic Plan?

Does the MPO have any new ITS projects for the years 2016-2020?

Has the MPO identified any new ITS Stakeholders since the 2010 plan was developed?

Has the MPO identified any changes in Regional Needs?

Are there any issues with ITS planning?

Integrating Freight in the Transportation Planning Process

What freight projects are in works for FY 2016?

No freight specific projects were in the works for FY 2016, however, some capacity adding projects will benefit freight movers.

How is the freight community engaged in the planning process, particularly in the development of the transportation plan and TIP?

A 30 day public comment period is held for each new TIP as well as each new amendment. Additionally, the three committees of the MPO hold public comment for all actions items at their meetings.

Is the involvement of the freight community in the planning process a sustained, ongoing collaborative effort?

What have been some of the outcomes from the participation of the freight community in the planning process?

Has the MPO taken into consideration the Indiana 2014 Multimodal Freight and Mobility Plan in the planning process?

Is the MPO aware of the new National Highway Freight Program and National Highway Freight Network (NHFN)? Is the MPO aware of the NHFN routes in the MPO Planning area?

Is the MPO aware of the new FASTLANE Grant program opportunities? MPOs are eligible to apply. There will be a Notice of Funding Opportunity (NOFO) each year of the act.

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Other Questions

How do you ensure your staff is appropriately trained in transportation safety planning (ex: IN TIM training)?

Staff has not been trained in this area and is not aware of area emergency responders (law enforcement, fire/rescue, emergency medical service, towing and recovery, emergency management, communications, highway/transportation and dispatch) on their level of TIM training.

Does the MPO have a Continuity of Operations Plan (COOP)? If yes, please describe.

No - Currently the BMCMPPO does not have a COOP.

What type of count equipment for bicycles and pedestrians is the MPO considering? Where will counters be installed? What communities are working with the MPO on this?

Currently two infrared counters are deployed that count bicycle and pedestrian activity along multi-use trails at several locations. Manual bicycle and pedestrian counts are often done for intersection turning movements as well as on a volunteer basis periodically at numerous locations within the City. Two new counters were recently purchased that are now able to more accurately count bicyclists. These are used at locations with existing bicycle facilities within the City. Finally, eight permanent Eco Counters will soon be installed within the city. For several years, the City of Bloomington regularly conducts bicycle and pedestrian counts (including bicycle parking utility rates). Staff is not aware of regular bicycle and pedestrian counting efforts by other members of the BMCMPPO. This may be due to the relative limited bicycle and pedestrian specific facilities by other members of the BMCMPPO. MPO staff now has utilizes MS2 that provides easy access to count data. Bicycle and pedestrian counts can be included with MS2 data. This can be used to both help demonstrate the City's efforts in this areas as well as allow others to use this data for comparison on any bicycle and pedestrian counts they may conducts.

When did the MPO update its Highway Functional Classification System? Did the MPO's Policy Board take formal action approving it?

The Policy Committee adopted the National Highway System and the National Truck Network on January 8, 2016. The Policy Committee subsequently adopted the Federal Functional Classification on February 8, 2016. These networks have since been sent to INDOT for their coordination and approval process with state and Federal agencies.

Red Flag Investigations (RFIs) were done for projects identified in the MTP. Have the RFIs identified issues that have resulted in better information for developing project development schedules? How have historic resources been identified at the MTP level?

All projects included within the TIP undergo RFIs including identifying historic resources. Some of the issues flagged have helped LPAs anticipate better project management strategies. The development of the 2040 MTP can conduct RFIs, but some of the project included at this time may not have undergone RFI. Some of the projects/scenarios are very large in scope and/or are more demonstrating a shift in roadway function or change in transit services. It may not be possible to conduct RFI for these types of scenarios in the MTP.

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Is the MPO aware 2 new planning factors were added in the FAST Act? Please share thoughts on how and when the MPO will incorporate them in for:

- a. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation; and
- b. Enhance travel and tourism.

The 2017-2018 UPWP was just adopted in June 2016. These PEAs were not included as part of the planning factors the BMCMPPO is directed to address with our UPWP activities. Staff is eager to learn of new or anticipated requirements as part of the FAST Act.

Appendix C: Prior Findings

Metropolitan Planning Organization Requirements: Prior Findings For: Bloomington Monroe County			
Corrective Actions			
Specifications	Corrected	Documentation	Comments*
Recommendations			
1	Yes		The MPO updated its agreement with INDOT in May 2015
2	No		The 2040 MTP will address these issues
3	No	2040 MTP under development	The development of the 2040 MTP has included the consideration of multiple land use/growth scenarios. The new Travel Demand Model has run scenarios that include various rates of growth as well as different patterns/styles of growth. These scenarios have informed the creation of different transportation project packages to address future needs
4	No	2040 MTP under development	Bicycle and pedestrian needs have been a significant component of the development of the 2040 MTP. The final plan will include prioritized projects and routes for these transportation options
5	No	2040 MTP under development	The 2040 MTP will address these issues
6	No	2013-15 Crash Report pending	The annual crash report produced by the MPO highlights intersections with the highest crash rates, with State highway intersections consistently in most of the top-ranked positions

*Comments are direct responses or summary of responses provided by the Bloomington MPO to the initial meeting questionnaire.

Appendix C: MPO Designation

Metropolitan Planning Organization Requirements: MPO Designation For: Bloomington Monroe County			
MPO Designation and Organization			
	Specifications	Compliant	Documentation
	Agreements		Comments
1	Is there a written agreement where the MPO, the State, and transit operators, have cooperatively determined their mutual responsibilities in the conduct of the planning process for the following areas? (23 CFR 450.314(a))	Yes	Signed agreement from May 2015
2	Are the boundaries defined in an agreement between the MPO and the Governor? (23 CFR 450.312(a))	Yes	Map of Urbanized Area Boundary and Metropolitan Planning Area available on MPO website
Governance			
3	Does the Executive or Policy Board represent at least 75% of the affected population (local elected officials)? (23 CFR 450.310(b))	Yes	Policy Committee Members document on MPO website
4	Does the policy board include, representatives of transit agencies, INDOT District Deputy Commissioner (or designated staff) and other transportation agencies? (23 USC 134(d) and 23 CFR 450.310)	Yes	Policy Committee Members document on MPO website
5	Has the State and the MPO been certified with the FHWA/FTA in the last 4 years to ensure that all planning process is being carried out in accordance with all applicable requirements? (23 CFR 450.336(a))	No	Delayed due to INDOT assuming certification responsibilities and being addressed by this project; last certification dated 2011
6	[Suggested] Is the Advisory or Technical Committee composed of public agency engineers, planning staff, community advisors, and state governmental agencies that will provide the policy committee with a review and recommendations on pertinent business? (RRM)	Yes	Technical Advisory Committee Members table on MPO website http://Bloomington.Indo.gov/documents/viewDocument.php?document_id=186
Boundaries			
7	Have the boundaries kept from overlapping other MPA boundaries? (23 CFR 450.312(g))	Yes	Map of Urbanized Area Boundary and Metropolitan Planning Area available on MPO website
8	Has the MPO provided the planning area boundary descriptions to the FHWA and the FTA after approval by the MPO and the Governor? (23 CFR 450.312(j))	Yes	MPO Urbanized Area and Planning Area boundaries were updated after the 2010 Census and a signed approval is on file with INDOT
Public Participation Plan			
9	Does the MPO have a documented public participation plan? (23 CFR 450.316)	Yes	Public Participation Plan
10	Has the MPO periodically reviewed its public participation plan? (23 CFR 450.316(a)(1)(x))	Yes	Public Participation Plan
11	Has the participation plan been developed by the MPO in consultation with all interested parties and does it describe explicit procedures, strategies, and desired outcomes? (23 CFR 450.316(a)(1))	Yes	Public Participation Plan
12	Was a minimum public comment period of 45 days provided before the public involvement process was initially adopted or revised? (23 CFR 450.316(a)(3))	Yes	45 day public comment period referenced on page 6 of Public Participation Plan

Appendix C: MPO Designation

		MPO Specific		
		Specifications	Yes or No	Notes
13	Does the MPO have a current Civil Rights (Title VI) plan? (23 CFR 450.336(a)(31))		Further Review	City of Bloomington's Civil Rights (Title VI) plan
14	Has the MPO been approved by the State, FHWA, and FTA to prepare a simplified statement of work in lieu of a UPWA? If so please see tab labeled "SOW" for specific requirements.		N/A	N/A
15	Is the MPO designated as nonattainment or maintenance area by the Clean Air Act? If so please see tab labeled "Nonattainment Areas" for specific requirements.		N/A	N/A
16	Are there multiple MPOs and/or States involved in the Urbanized Area? If so please see tab labeled "Multiple" for specific requirements.		N/A	N/A
17	Is the MPO the National Environmental Policy Act (NEPA) lead agency in developing the transportation planning studies? If so please see tab labeled "Planning Studies" for specific requirements. (23 CFR 450.318)		N/A	N/A
18	Does the MPO have specific and unique requirements not commonly required of other MPOs in the state? If so please see and complete the tab labeled "Specific Req."		N/A	N/A
19	Is this MPO an attainment area not designated as a TMA? (23 CFR 450) If yes, this planning area, if considered appropriate, can use simplified procedures for the development of plans and programs, in cooperation with the State and local transit operator.		N/A	N/A

The MPO is staffed by the Planning and Transportation Department within the City and adheres to its plan. An Environmental Justice Policy Statement is posted on MPO website. Title VI program management is a planning emphasis area and is featured in the 2017-18 UPWP. The MPO recognizes that in addition to these Title VI efforts, it must also adopt its own Title VI plan. The MPO will work with INDOT and FHWA to understand the requirements of this plan, and will then adopt a plan that pertains to MPO planning processes

Appendix C: UPWP

Metropolitan Planning Organization Requirements: Unified Planning Work Program For: Bloomington Monroe County			
UPWP (Unified Planning Work Program)			
	Specifications	Compliant	Documentation
	Does the MPO have approval for a simplified statement of work? If so, refer to the tab labeled "SOW" in lieu of this section. (23 CFR 450.308(d))	N/A	N/A
1	Does the MPO have approval for a simplified statement of work? If so, refer to the tab labeled "SOW" in lieu of this section. (23 CFR 450.308(d))	N/A	N/A
2	Does the work program cover a time period of one or two years? (23 CFR 450.308(c))	Yes	UPWP 2017-2018
3	Has the work program been updated within the last year? (MPOM)	Yes	UPWP 2017-2018
4	Is the work program made publicly available?	Further Review	UPWP 2017-2018
	Content		
5	Does the program include the following?		
5a.	Description of the planning work and resulting products	Yes	UPWP 2017-2018
5b.	Who will perform the work	Yes	UPWP 2017-2018
5c.	Time frames for completing the work	Yes	UPWP 2017-2018
5d.	Proposed funding by activity/task	Yes	UPWP 2017-2018
5e.	Summary of the total amounts and sources of federal and matching funds	Yes	UPWP 2017-2018
5f.	Incorporate Planning Emphasis Areas (PEAs) no later than December 1st (MPOM)	Yes	UPWP 2017-2018
5g.	Cost Allocation Plan with annual interest adjustments (and submitted to INDOT) (MPOM)	Yes	Cost Allocation Plan
5h.	Discussion of the planning priorities facing the planning area	Yes	UPWP 2017-2018
6	Red Flag Investigations (RFI) for early identification of environmental and engineering issues prior to a project's inclusion for funding in the TIP	Yes	UPWP 2017-2018
7	Quarterly Project Tracking to monitor funding and project development schedules	Yes	Monthly Policy Committee meeting minutes: most recently included in August 12, 2016 meeting notes
8	Is there evidence of the MPO cooperating with the State(s) and public transportation operator(s) to develop the program? (23 CFR 450.308(c))	Yes	UPWP 2017-2018
	INDOT Requirements		
9	For the first year (of a two year UPWP cycle), by April 1st, has the MPO provided the LPA Grants Admin MPO Coordinator, the FHWA, and the FTA with a copy of its UPWP and Cost Allocation Plan (CAP)? (RRM)	Yes	Confirmed at INDOT, FHWA, and Bloomington MPO meeting
10	Is there a record of meetings to review the submitted proposal of the CAP? Must be completed by April 15th each year and can be via phone. (RRM)	Yes	CAP not referenced in April 8th policy committee meeting packet, but submitted on April 20th, and approved by INDOT on May 5th

Appendix C: UPWP

11	Has the MPO prepared a new CAP and revised the PL amount for the second year of the program based upon the estimate provided through the MPO planning Dollar Distribution formula process? (RRM)	N/A		Cost Allocation Plan completed for FY17, but the next one will not be due until FY18
12	Have new Planning Emphasis Areas been listed for the second year if new ones are identified? (RRM)	Yes	UPWP 2017-2018	
13	Has the final version been submitted to LPA Grants Admin MPO Coordinator, FHWA, and FTA? (RRM)	Yes		Confirmed at INDOT, FHWA, and Bloomington MPO meeting
14	Has the Annual Completion Report been submitted to the INDOT LPA Grant Admin MPO Coordinator, FHWA, and FTA by September 30th each year? (RRM)	Yes	FY15 completion report	FY16 completion report not due until September 30, 2016

Appendix C: MTP

Metropolitan Planning Organization Requirements: Metropolitan Transportation Plan For: Bloomington Monroe County			
Specifications	MTP (Metropolitan Transportation Plan)	Documentation	Comments
	Compliant		
1	Does the plan consider a planning horizon of not less than 20 years from its date of adoption? (23 CFR 450.324(a))	Further Review 2035 LRTP	The MTP update for 2035 was a minimally acceptable document due to complications with its planning partners. 2040 MTP is under development, but these requirements cannot be addressed without the completed product. The MPO will be submitted a timeline for the satisfactory completion of the 2040 MTP. Reference "Prior Findings" sheet for more information.
2	Has the plan been reviewed and updated in at least 5 years since the date of the last MPO Board action? (23 CFR 450.324(c))	Further Review 2035 LRTP	See above
3	Does the MPO planning process provide for consideration of the 8 planning factors? (23 CFR 450.306(b))		See above
3a.	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency?		See above
3b.	Increase the safety of the transportation system for motorized and nonmotorized users?		See above
3c.	Increase the security of the transportation system for motorized and nonmotorized users?		See above
3d.	Increase the accessibility and mobility of people and freight?		See above
3e.	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?		See above
3f.	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight?		See above
3g.	Promote efficient system management and operation?		See above
3h.	Emphasize the preservation of the existing transportation system?		See above
4	Has the MPO submitted the plan to the Governor (INDOT), FHWA, and FTA? (23 CFR 450.324(c))	Yes 2035 LRTP	2035 plan provided to INDOT and FHWA. 2040 MTP under development.
5	Has the MTP been published or otherwise readily available for public review? (23 CFR 450.324(f))	Yes MPO Website	LRTPs are available on Bloomington MPO website
6	Does the plan, at a minimum, include the following? (23 CFR 450.324(f))		
6a.	Projected transportation demand of persons and goods in the planning area over the period of the plan.	2035 LRTP (for all below)	See above
6b.	Existing and proposed transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions.		See above
6c.	Operational and management strategies to improve the performance of existing transportation facilities.		See above
6d.	Assessment of capital investment and other strategies to preserve the existing and projected future metro transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.		See above
6f.	A discussion of types of potential environmental mitigation activities and potential areas.		See above

Appendix C: MTP

6h.	Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g)			See above
6i.	Transportation and transit enhancement activities			See above
6j.	A financial plan that demonstrates how the adopted plan can be implemented			See above
7	Does the financial plan include the following? (23 USC 450.322(f)(10))		2035 LRTP (for all below)	See above
7a.	System level estimates of costs and revenue sources that are reasonably expected			See above
7b.	Take into account all projects and strategies proposed for funding under federal funds, state assistance, local sources, and private participation.			See above
8	Does the plan have a safety element that incorporates the priorities, goals, countermeasures, or projects for the planning area contained in the Strategic Highway Safety Plan required under 23 U.S.C. 148? (23 CFR 450.324(h))		2035 LRTP	See above
Public Participation				
9	Is there evidence of the MPO providing opportunities for all interested parties to comment on the transportation plan such as holding public meetings, employ visualization techniques, and make information publically available, online? (23 CFR 450.316(a))		2035 LRTP: Public Participation Plan	See above
10	Has the MPO demonstrated explicit consideration and response to public input received for the MTP? (23 CFR 450.316(a)(1)(vi))		2035 LRTP: Public Participation Plan	See above
11	Has the MPO sought out and considered the needs of traditionally underserved by existing transportation systems? (23 CFR 450.316(a)(1)(vii))		2035 LRTP	See above
12	Is there a summary, analysis, and report on the disposition of comments made included in the final plan and TIP? (23 CFR 450.316(a)(2))		2035 LRTP	See above
13	If the final plan differed significantly from the original, was there an additional opportunity for public comment? (23 CFR 450.316(a)(2))		2035 LRTP: Public Participation Plan	See above
14	Has the MPO complied with all appropriate federal assurances, civil rights, and DBE requirements, title VI guidance, ADA requirements, and procurement activities guidelines? (RRM)		2035 LRTP	See above
Stakeholder Collaboration				
15	Has the MTP been developed with due consideration of other related planning activities that provide for the design and delivery of transportation services? (23 CFR 450.316)		2035 LRTP	See above
16	Has the MPO consulted as appropriate with State and local agencies responsible for land use management, natural resources, environment protection, conservation, historic preservation, and compared the plan to conservation plans and inventories of natural and historic resources? (23 CFR 450.324(g))		2035 LRTP	See above
17	Is there evidence of the MPO coordinating with the statewide transportation planning process? (23 CFR 450.306(f))		2035 LRTP	See above
18	Is the planning process consistent with the development of applicable regional intelligent transportation systems (ITS), architectures? (23 CFR 450.306(g))		2035 LRTP	See above
19	Has the MPO provided timely information about issues and process to stakeholders and interested parties including those affected by plans, programs, and projects? (23 CFR 450.316)		2035 LRTP	See above
Performance Based Planning Process				
20	Are there established performance targets that address the performance measures in Section 150 of 23 USC? (23 CFR 450.306(d)(2)) (Reference: National Goals and Performance Management Measures fact sheet)		2035 LRTP	Performance based planning measures and targets is a planning emphasis area and will be incorporated in the 2040 MTP as stated in the 2017-19 UPWP.
21	Have the targets been established no later than 180 days after the date on which the State establishes their performance targets? (23 CFR 450.306(d)(3))		2035 LRTP	Performance based planning measures and targets is a planning emphasis area and will be incorporated in the 2040 MTP as stated in the 2017-19 UPWP.

Appendix C: TIP

Metropolitan Planning Organization Requirements: Transportation Improvement Plan For: Bloomington Monroe County				
FY 2016-2019 TIP (Transportation Improvement Program)				
	Specifications	Compliant	Documentation	Comments
1	Does the TIP cover a period of no less than four years? (23 CFR 450.326(a))	Yes	2016-2019 TIP	
2	Has the TIP been updated at least once in the last four years? (23 CFR 450.326(a))	Yes	2016-2019 TIP	
3	Has the TIP been approved by the MPO and the Governor, along with any amendments? (23 CFR 450.326(a))	Yes		Bloomington TIP has been incorporated with STIP.
4	Has the TIP been published or otherwise readily available for public review? (23 CFR 450.326(b))	Yes	2016-2019 TIP	Published with other TIP documents on MPO website
5	Does the TIP contain the following? (23 CFR 450.326)		2016-2019 TIP (for all below)	
5a.	A priority list for federally supported projects and strategies to be carried out within each 4 year period after the initial adoption of the TIP	Yes	Pages 5-36	
5b.	A financial plan that demonstrates how the approved TIP can be implemented	Yes	Summary on page 2; breakdown at the beginning of each section and with each project	Sections: Monroe County, City of Bloomington, Bloomington Transit, Rural Transit, Indiana Department of Transportation
5c.	Descriptions of each project (including type of work, length, and phase)	Yes		
5d.	Performance targets and achievements consistent with the MTP, anticipated effect, linking investment priorities to those targets.	Yes		See Current Findings and MTP tabs for comments on performance measures and targets. FHWA and INDOT are still developing standards on the appropriate level of consistency between the TIP and MTP.
6	Is each listed project in the program consistent with the long range plan? (23 CFR 450.326(f))	Yes		Not referenced in each project in the TIP, but seem consistent. Check with INDOT
7	Are projects that are included anticipated to have full funding? (23 CFR 450.326(i))	Yes	Financial breakdown of each project	Clear funding sources provided with each project in TIP
8	Has a TIP, involving federal participation, been publically published along with an annual listing of obligated projects (ALOP) for which federal funds have been obligated in the preceding year? (23 CFR 450.326(b)) (23 CFR 450.334(a))	Yes	FY15 ALOP	
9	Has the proposed and approved version of the ALOP been published, no later than 90 days following the end of the program year (June 30th)? (23 CFR 450.334(a))	Yes	FY15 ALOP	FY15 ALOP published on TIP page of MPO website; FY16 ALOP is complete except for FTA funding data, which is pending with that agency.
10	Has the TIP included capital and non-capital surface transportation projects, or phases of projects, proposed for funding under title 23 USC and 49 USC Chapter 53? (23 CFR 450.326(e)) (including transportation enhancement; Federal Lands Highway program projects; safety projects included in the State's Strategic Highway Safety Plan; trails projects; pedestrian walkways; and bicycle facilities), except the following that may (but are not required to) be included: (23 CFR 450.326(e))			
10a.	Safety projects funded under 23 USC 402 and 49 USC 31102 (23 CFR 450.326(e)(1))	Yes	2016-2019 TIP	
10b.	Metro planning projects funded under 23 USC 505 and 49 USC 5305 (e) (23 CFR 450.326(e)(2))	Yes	2016-2019 TIP	Transit work referenced for city of Bloomington (pages 32 and 33)
10c.	State planning and research projects funded under 23 U.S.C. 402 and 49 U.S.C. 31102 (23 CFR 450.326(e)(3))	Yes	2016-2019 TIP	
10d.	At the discretion of the State and MPO, State planning and research projects funded with National Highway System, Surface Transportation Program, and/or Equity Bonus funds (23 CFR 450.326(e)(4))	N/A		Determined N/A on July 19, 2016 visit
10e.	Emergency relief projects (except those involving substantial functional, locational, or capacity changes) (23 CFR 450.326(e)(5))	N/A		Determined N/A on July 19, 2016 visit

Appendix C: TIP

10f.	National planning and research projects funded under 49 U.S.C. 5314 (23 CFR 450.326(e)(6))	N/A		Determined N/A on July 19, 2016 visit
10g.	Project management oversight projects funded under 49 U.S.C. 5327. (23 CFR 450.326(e)(7))	N/A		Determined N/A on July 19, 2016 visit
11	Is the Federal share of projects in the TIP, for each of the individual years, at or below the levels of funding committed or expected? (23 CFR 450.326(f))	Yes	2016-2019 TIP-Page 2	
12	Have major projects been listed along with their progress including significant delays from previous TIPs? (23 CFR 450.326(g)(1))	Yes		
13	After the FHWA and the FTA issue a conformity determination on the TIP, has the TIP been incorporated, directly or by reference, without change, into the STIP? (23 CFR 450.328(b))	Yes	2016-2019 TIP and FHWA approval	USDOT does issue a conformity finding at the BMC/MPO is not a non-attainment area. Approval letter from FHWA/FTA to INDOT dated 7/1/15
14	Is there evidence that projects are selected with consultation with INDOT? (23 CFR 450.332(c)) With the exception of NHS, bridges, interstate maintenance, and Federal Land projects	Yes	2016-2019 TIP	Appendix
Public Participation				
15	Is there evidence that there has been opportunities to comment and participate in the development of the TIP by interested parties? (23 CFR 450.326(b))	Yes	2016-2019 TIP	Appendix
16	Has the TIP been made readily available for public review, including the web? (23 CFR 450.326(b))	Yes	MPO website	Most recent TIP available online, along with previous TIPs
17	Has the MPO demonstrated explicit consideration and response to public input received for the TIP? (23 CFR 450.316(a)(1)(vii))	Yes		Public input requested in Policy Committee meeting minute documents
18	Has the MPO sought out and considered the needs of traditionally underserved by existing transportation systems? (23 CFR 450.316(a)(1)(viii))	Further Review		See comments relating to Title VI in Current Finding tab
19	Has a summary, analysis, and report on the disposition of comments made included in the final plan and TIP? (23 CFR 450.316(a)(2))	Yes		Public input requested in Policy Committee meeting minute documents; the MPO indicated there were no comments of a substantial nature which required specific evaluation and disposition.
20	If the TIP differed significantly from the original, was there an additional opportunity for public comment? (23 CFR 450.316(a)(1)(viii))	Yes	2016-2019 TIP	TIP does not differ significantly; opportunity for public comment reference in TIP
21	Has the MPO complied with all appropriate federal assurances, civil rights, and DBE requirements, title VI guidance, ADA requirements, and procurement activities guidelines? (RRM)	Yes		Referenced throughout TIP, confirmed at July 19, 2016 visit with Bloomington MPO, INDOT, and FHWA
Stakeholder Collaboration				
22	Has the TIP been developed with due consideration of other related planning activities that provide for the design and delivery of transportation services? (23 CFR 450.316)	Yes		
23	Is there evidence that the affected Federal agencies and Indian tribal governments have been involved appropriately in the development of plans and programs? (23 CFR 450.316(c))	Yes		
24	Is the metropolitan transportation planning process consistent with the Strategic Highway Safety Plan and other transit safety and security planning and review processes, plans, and programs, as appropriate? (23 CFR 450.324(h))	Yes	2016-2019 TIP, Strategic Highway Safety Plan	
25	Does the MPO have a process for project selection that includes all stakeholders including local government jurisdictions, transit agencies, and other transportation providers and users? (MPOM)	Yes		

Appendix C: Finance

Metropolitan Planning Organization Requirements: Finance For: Bloomington Monroe County			
Finance and Administration			
	Specifications	Compliant	Documentation Comments
1	Has a Financial Status Report and Progress Report been submitted with each Billing Invoice Letter to help track each activity contained in the UPWP and support the distribution of PL funds? (RRM)	Yes	FY16 quarterly reports
2	Is the reserve fund below 25% of their annual allocation (or maximum limitation of \$100,000)? (MPOM)	Further Review	FY15 annual completion report and Q4 FY16 quarterly report Historically, the Bloomington MPO has minimized its unspent and carryover funds. Unspent PL funds for FY15 and FY16 were 38% and 48% of the respective programmed funding levels. Staff departures may have been a contributing factor to these unspent funds, but positions must be filled promptly in order to assure that funds are being used to deliver on UPWP planning elements. A proposed PL policy published by INDOT addresses the availability of PL beyond the current fiscal year. Bloomington along with all MPOs will need to adapt to this new policy if fully adopted and implemented.
3	Are the carryover amounts supported by sufficient evidence?	Further Review	FY15 annual completion report and Q4 FY16 quarterly report INDOT has issued a draft policy statement regarding the availability of PL funds and the future termination of carryover balances. The proposed policy contemplates a one time carry over of unused PL funds which would address those noted above.
4	Have the reimbursements been filed on a quarterly basis?	Yes	FY16 quarterly reports Q1 FY16 filed 49 days after quarter end; Q2 FY16 filed 49 days after quarter end; Q3 FY16 filed 50 days after quarter end; Q4 FY16 filed 28 days after quarter end; frequency of filings is deemed acceptable and generally within 90 day intervals.

Appendix C: Commendations

Commendations For: Bloomington Monroe County		
	Commendations	Comments
1	Public participation	The Bloomington MPO creates ample opportunity for the public to provide thoughts and feedback on planning elements during the policy meeting
2	Website	The Bloomington MPO website contains a wide range of important documents.
3	Bike and trails projects	The Bloomington MPO plans and executes projects that make for well-developed trails for biking and walking

Appendix C: Current Findings

Metropolitan Planning Organization Requirements: Current Findings For: Bloomington Monroe County

Finding:

Yellow highlighted specifications signify compliance with an area with the need for improvement.

Specification	Comments/Recommendation	Reference
1 Actions related to Title IV and environmental justice issues are not clearly defined	The Bloomington Monroe County MPO is subject to the City of Bloomington's Title IV plans, but also recognizes the requirement of adoption of its own plan. The Bloomington MPO should formally adopt its own Title VI plan to promote compliance to these requirements as well as the periodic self-certification.	MPO Website and documentation links
2 Most recent documentation is not always posted timely or conspicuously for easy location.	The MPO maintains a variety and expansive amount of information on its website for access by interested parties. There are occasional delays in posting the most current information. As an example, the most recent UPWP, while embedded in the minutes of its review and approval is not posted with the past UPWPs. Certain reports have taken an extended period of time to get posted (ALOP, crash reports).	MPO Website
3 Planning dollars budgeted in UPWP are not being utilized and certain work elements have not been completed.	Reimbursements have not been claimed, and certain work products have not been completed, mostly due to heavy amounts of staff turnover. The challenges may require follow up with MPO on its ability to deliver on the current year UPWP work elements or the need for prioritization.	UPWP 2017-2018
Red highlighted specifications marks areas where corrective actions are needed.		
Specification	Comments/Corrective Action	Reference
4 The MPO expended funds and was reimbursed for services and technology relating to the MTP update that were not satisfactorily delivered. The 2035 MTP was a minimally acceptable update due to these complications.	2040 MTP under development and resolution efforts with contractor ongoing.	MPO Website

Appendix C: Meetings

Interviews/Meetings with Required Stakeholders					
Date	Name, Title	General Area of Discussion	Open Items	Item Completed?	
7/19/16	KSMC, Bloomington MPO, INDOT, FHWA	Initial review kick off meeting and review of responses to preliminary questions sent in advance of the meeting	<ul style="list-style-type: none"> 1.) Document collection 2.) Document tracking and review 3.) Preliminary findings development 	Yes	
9/28/16	KSMC, INDOT, and FHWA	Follow up on preliminary findings	<ul style="list-style-type: none"> 1.) Follow up on document collection with MPO 2.) Call with Bloomington MPO 3.) Final meeting to present findings and wrap-up 	Yes	
As of 10/12/2016	KSMC and Bloomington MPO		KSMC has made several attempts since mid August (without success) to follow up with the Bloomington MPO on certain pending matters.	Yes	
10/17/16	KSMC, INDOT, and FHWA	Final review of findings and Bloomington report	<ul style="list-style-type: none"> 1.) Formatting updates to Bloomington template and report narrative 2.) Finalization of requirements findings with Bloomington MPO 	Yes	
10/20/16	KMC, INDOT, FHWA, Bloomington MPO	Conference to discuss pending matters	Bloomington MPO to deliver requested documents or information by Oct. 26	Further Review	

Appendix D: Blank Template

Metropolitan Planning Organization Requirements: Prior Findings For: Bloomington Monroe County					
Corrective Actions					
Specifications	Corrected	Documentation	Comments		
Recommendations					
1					
2					
3					
4					
5					
6					

Appendix D: Blank Template

Metropolitan Planning Organization Requirements: MPO Designation For: Bloomington Monroe County			
MPO Designation and Organization			
	Specifications	Compliant	Documentation
	Agreements		Comments
1	Is there a written agreement where the MPO, the State, and transit operators, have cooperatively determined their mutual responsibilities in the conduct of the planning process for the following areas? (23 CFR 450.314(a))		
2	Are the boundaries defined in an agreement between the MPO and the Governor? (23 CFR 450.312(a))		
	Governance		
3	Does the Executive or Policy Board represent at least 75% of the affected population (local elected officials)? (23 CFR 450.310(b))		
4	Does the policy board include, representatives of transit agencies, INDOT District Deputy Commissioner (or designated staff) and other transportation agencies? (23 USC 134(d) and 23 CFR 450.310)		
5	Has the State and the MPO been certified with the FHWA/FTA in the last 4 years to ensure that all planning process is being carried out in accordance with all applicable requirements? (23 CFR 450.336(g))		
6	[Suggested] Is the Advisory or Technical Committee composed of public agency engineers, planning staff, community advisors, and state governmental agencies that will provide the policy committee with a review and recommendations on pertinent business? (RRM)		
	Boundaries		
7	Have the boundaries kept from overlapping other MPA boundaries? (23 CFR 450.312(g))		
8	Has the MPO provided the planning area boundary descriptions to the FHWA and the FTA after approval by the MPO and the Governor? (23 CFR 450.312(j))		
	Public Participation Plan		
9	Does the MPO have a documented public participation plan? (23 CFR 450.316)		
10	Has the MPO periodically reviewed its public participation plan? (23 CFR 450.316(e)(1)(xi))		
11	Has the participation plan been developed by the MPO in consultation with all interested parties and does it describe explicit procedures, strategies, and desired outcomes? (23 CFR 450.316(a)(1))		
12	Was a minimum public comment period of 45 days provided before the public involvement process was initially adopted or revised? (23 CFR 450.316(a)(3))		
13	Does the MPO have a current Civil Rights (Title VI) plan? (23 CFR 450.336(a)(3))		
MPO Specific			
	Specifications	Yes or No	Notes
14	Has the MPO been approved by the State, FHWA, and FTA to prepare a simplified statement of work in lieu of a UPWA? If so please see tab labeled "SOW" for specific requirements.		
15	Is the MPO designated as nonattainment or maintenance area by the Clean Air Act? If so please see tab labeled "Nonattainment Areas" for specific requirements.		
16	Are there multiple MPOs and/or States involved in the Urbanized Area? If so please see tab labeled "Multiple" for specific requirements.		
17	Is the MPO the National Environmental Policy Act (NEPA) lead agency in developing the transportation planning studies? If so please see tab labeled "Planning Studies" for specific requirements. (23 CFR 450.318)		
18	Does the MPO have specific and unique requirements not commonly required of other MPOs in the state? If so please see and complete the tab labeled "Specific Req."		
19	Is this MPO an attainment area not designated as a TMA? (23 CFR 450) If yes, this planning area, if considered appropriate, can use simplified procedures for the development of plans and programs, in cooperation with the State and local transit operator.		

Appendix D: Blank Template

Metropolitan Planning Organization Requirements: Unified Planning Work Program For: Bloomington Monroe County			
UPWP (Unified Planning Work Program)			
	Specifications	Compliant	Documentation
			Comments
1	Does the MPO have approval for a simplified statement of work? If so, refer to the tab labeled "SOW" in lieu of this section. (23 CFR 450.308(d))		
2	Does the work program cover a time period of one or two years? (23 CFR 450.308(c))		
3	Has the work program been updated within the last year? (MPOM)		
4	Is the work program made publicly available?		
Content			
5	Does the program include the following?		
5a.	Description of the planning work and resulting products		
5b.	Who will perform the work		
5c.	Time frames for completing the work		
5d.	Proposed funding by activity/task		
5e.	Summary of the total amounts and sources of federal and matching funds		
5f.	Incorporate Planning Emphasis Areas (PEAs) no later than December 1st (MPOM)		
5g.	Cost Allocation Plan with annual interest adjustments (and submitted to INDOT) (MPOM)		
5h.	Discussion of the planning priorities facing the planning area		
6	Red Flag Investigations (RFI) for early identification of environmental and engineering issues prior to a project's inclusion for funding in the TIP		
7	Quarterly Project Tracking to monitor funding and project development schedules		
8	Is there evidence of the MPO cooperating with the State(s) and public transportation operator(s) to develop the program? (23 CFR 450.308(c))		
INDOT Requirements			
9	For the first year (of a two year UPWP cycle), by April 1st, has the MPO provided the LPA Grants Admin MPO Coordinator, the FHWA, and the FTA with a copy of its UPWP and Cost Allocation Plan (CAP)? (RRM)		
10	Is there a record of meetings to review the submitted proposal of the CAP? Must be completed by April 15th each year and can be via phone. (RRM)		
11	Has the MPO prepared a new CAP and revised the PL amount for the second year of the program based upon the estimate provided through the MPO planning Dollar Distribution formula process? (RRM)		
12	Have new Planning Emphasis Areas been listed for the second year if new ones are identified? (RRM)		
13	Has the final version been submitted to LPA Grants Admin MPO Coordinator, FHWA, and FTA? (RRM)		
14	Has the Annual Completion Report been submitted to the INDOT LPA Grant Admin MPO Coordinator, FHWA, and FTA by September 30th each year? (RRM)		

Appendix D: Blank Template

Metropolitan Planning Organization Requirements: Metropolitan Transportation Plan For: Bloomington Monroe County			
Specifications		MTP (Metropolitan Transportation Plan)	Comments
		Compliant	Documentation
1	Does the plan consider a planning horizon of not less than 20 years from its date of adoption? (23 CFR 450.324(a))		
2	Has the plan been reviewed and updated in at least 5 years since the date of the last MPO Board action? (23 CFR 450.324(c))		
3	Does the MPO planning process provide for consideration of the 8 planning factors? (23 CFR 450.306(b))		
3a.	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency?		
3b.	Increase the safety of the transportation system for motorized and nonmotorized users?		
3c.	Increase the security of the transportation system for motorized and nonmotorized users?		
3d.	Increase the accessibility and mobility of people and freight?		
3e.	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?		
3f.	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight?		
3g.	Promote efficient system management and operation?		
3h.	Emphasize the preservation of the existing transportation system?		
4	Has the MPO submitted the plan to the Governor (INDOT), FHWA, and FTA? (23 CFR 450.324(c))		
5	Has the MTP been published or otherwise readily available for public review? (23 CFR 450.324(k))		
6	Does the plan, at a minimum, include the following? (23 CFR 450.324(f))		
6a.	Projected transportation demand of persons and goods in the planning area over the period of the plan. Existing and proposed transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions.		
6b.	Operational and management strategies to improve the performance of existing transportation facilities.		
6c.	Assessment of capital investment and other strategies to preserve the existing and projected future metro transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.		
6d.	Assessment of potential environmental mitigation activities and potential areas.		
6f.	Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g)		
6i.	Transportation and transit enhancement activities		

Appendix D: Blank Template

6j.	A financial plan that demonstrates how the adopted plan can be implemented				
7	Does the financial plan include the following? (23 USC 450.322(f)(10))				
7a.	System level estimates of costs and revenue sources that are reasonably expected				
7b.	Take into account all projects and strategies proposed for funding under federal funds, state assistance, local sources, and private participation.				
8	Does the plan have a safety element that incorporates the priorities, goals, countermeasures, or projects for the planning area contained in the Strategic Highway Safety Plan required under 23 U.S.C. 148? (23 CFR 450.324(h))				
	Public Participation				
9	Is there evidence of the MPO providing opportunities for all interested parties to comment on the transportation plan such as holding public meetings, employ visualization techniques, and make information publicly available, online? (23 CFR 450.316(a))				
10	Has the MPO demonstrated explicit consideration and response to public input received for the MTP? (23 CFR 450.316(a)(1)(vi))				
11	Has the MPO sought out and considered the needs of traditionally underserved by existing transportation systems? (23 CFR 450.316(a)(1)(vii))				
12	Is there a summary, analysis, and report on the deposition of comments made included in the final plan and TIP? (23 CFR 450.316(a)(2))				
13	If the final plan differed significantly from the original, was there an additional opportunity for public comment? (23 CFR 450.316(a)(2))				
14	Has the MPO complied with all appropriate federal assurances, civil rights, and DBE requirements, title VI guidance, ADA requirements, and procurement activities guidelines? (RRM)				
	Stakeholder Collaboration				
15	Has the MTP been developed with due consideration of other related planning activities that provide for the design and delivery of transportation services? (23 CFR 450.316)				
16	Has the MPO consulted as appropriate with State and local agencies responsible for land use management, natural resources, environment protection, conservation, historic preservation, and compared the plan to conservation plans and inventories of natural and historic resources? (23 CFR 450.324(g))				
17	Is there evidence of the MPO coordinating with the statewide transportation planning process? (23 CFR 450.306(f))				
18	Is the planning process consistent with the development of applicable regional intelligent transportation systems (ITS), architectures? (23 CFR 450.306(g))				
19	Has the MPO provided timely information about issues and process to stakeholders and interested parties including those affected by plans, programs, and projects? (23 CFR 450.316)				
	Performance Based Planning Process				
20	Are there established performance targets that address the performance measures in Section 150 of 23 USC? (23 CFR 450.306(d)(2)) (Reference: National Goals and Performance Management Measures fact sheet)				
21	Have the targets been established no later than 180 days after the date on which the State establishes their performance targets? (23 CFR 450.306(d)(3))				

Appendix D: Blank Template

Metropolitan Planning Organization Requirements: Transportation Improvement Plan For: Bloomington Monroe County			
FY 2016-2019 TIP (Transportation Improvement Program)			
	Specifications	Compliant	Documentation
			Comments
1	Does the TIP cover a period of no less than four years? (23 CFR 450.326(e))		
2	Has the TIP been updated at least once in the last four years? (23 CFR 450.326(a))		
3	Has the TIP been approved by the MPO and the Governor, along with any amendments? (23 CFR 450.326(a))		
4	Has the TIP been published or otherwise readily available for public review? (23 CFR 450.326(b))		
Content			
5	Does the TIP contain the following? (23 CFR 450.326)		
5a.	A priority list for federally supported projects and strategies to be carried out within each 4 year period after the initial adoption of the TIP		
5b.	A financial plan that demonstrates how the approved TIP can be implemented		
5c.	Descriptions of each project (including type of work, length, and phase)		
5d.	Performance targets and achievements consistent with the MTP, anticipated effect, linking investment priorities to those targets.		
6	Is each listed project in the program consistent with the long range plan? (23 CFR 450.326(i))		
7	Are projects that are included anticipated to have full funding? (23 CFR 450.326(j))		
8	Has a TIP, involving federal participation, been publicly published along with an annual listing of obligated projects (ALOP) for which federal funds have been obligated in the preceding year? (23 CFR 450.326(b)) (23 CFR 450.334(a))		
9	Has the proposed and approved version of the ALOP been published, no later than 90 days following the end of the program year (June 30th)? (23 CFR 450.334(a))		
10	Has the TIP included capital and non-capital surface transportation projects, or phases of projects, proposed for funding under title 23 USC and 49 USC Chapter 53? (23 CFR 450.326(e)) (including transportation enhancement; Federal Lands Highway program projects; safety projects included in the State's Strategic Highway Safety Plan; trails projects; pedestrian walkways; and bicycle facilities), except the following that may (but are not required to) be included: (23 CFR 450.326(e))		
10a.	Safety projects funded under 23 USC 402 and 49 USC 31102 (23 CFR 450.326(e)(1))		
10b.	Metro planning projects funded under 23 USC 505 and 49 USC 5305 (e) (23 CFR 450.326(e)(2))		
10c.	State planning and research projects funded under 23 U.S.C. 402 and 49 U.S.C. 31102 (23 CFR 450.326(e)(3))		
10d.	At the discretion of the State and MPO, State planning and research projects funded with National Highway System, Surface Transportation Program, and/or Equity Bonus funds (23 CFR 450.326(e)(4))		
10e.	Emergency relief projects (except those involving substantial functional, locational, or capacity changes) (23 CFR 450.326(e)(5))		
10f.	National planning and research projects funded under 49 U.S.C. 5314 (23 CFR 450.326(e)(6))		
10g.	Project management oversight projects funded under 49 U.S.C. 5327. (23 CFR 450.326(e)(7))		
11	Is the Federal share of projects in the TIP, for each of the individual years, at or below the levels of funding committed or expected? (23 CFR 450.326(f))		
12	Have major projects been listed along with their progress including significant delays from previous TIPs? (23 CFR 450.326(g)(1))		

Appendix D: Blank Template

13	After the FHWA and the FTA issue a conformity determination on the TIP, has the TIP been incorporated, directly or by reference, without change, into the STIP? (23 CFR 450.328(b))			
14	Is there evidence that projects are selected with consultation with INDOT? (23 CFR 450.332(c)) With the exception of NHS, bridges, interstate maintenance, and Federal Land projects			
Public Participation				
15	Is there evidence that there has been opportunities to comment and participate in the development of the TIP by interested parties? (23 CFR 450.326(b))			
16	Has the TIP been made readily available for public review, including the web? (23 CFR 450.326(b))			
17	Has the MPO demonstrated explicit consideration and response to public input received for the TIP? (23 CFR 450.316(a)(1)(vii))			
18	Has the MPO sought out and considered the needs of traditionally underserved by existing transportation systems? (23 CFR 450.316(a)(1)(viii))			
19	Has a summary, analysis, and report on the disposition of comments made included in the final plan and TIP? (23 CFR 450.316(a)(2))			
20	If the TIP differed significantly from the original, was there an additional opportunity for public comment? (23 CFR 450.316(a)(2)(viii))			
21	Has the MPO complied with all appropriate federal assurances, civil rights, and DBE requirements, title VI guidance, ADA requirements, and procurement activities guidelines? (RRM)			
Stakeholder Collaboration				
22	Has the TIP been developed with due consideration of other related planning activities that provide for the design and delivery of transportation services? (23 CFR 450.316)			
23	Is there evidence that the affected Federal agencies and Indian tribal governments have been involved appropriately in the development of plans and programs? (23 CFR 450.316(c))			
24	Is the metropolitan transportation planning process consistent with the Strategic Highway Safety Plan and other transit safety and security planning and review processes, plans, and programs, as appropriate? (23 CFR 450.324(h))			
25	Does the MPO have a process for project selection that includes all stakeholders including local government jurisdictions, transit agencies, and other transportation providers and users? (MPOM)			

Appendix D: Blank Template

Metropolitan Planning Organization Requirements: Finance For: Bloomington Monroe County			
Finance and Administration			
	Specifications	Compliant	Documentation
			Comments
1	Has a Financial Status Report and Progress Report been submitted with each Billing Invoice Letter to help track each activity contained in the UPWP and support the distribution of PL funds? (RRM)		
2	Is the reserve fund below 25% of their annual allocation (or maximum limitation of \$100,000)? (MPOW)		
3	Are the carryover amounts supported by sufficient evidence?		
4	Have the reimbursements been filed on a quarterly basis?		

Appendix D: Blank Template

Commendations For: Bloomington Monroe County	
	Comments
1	
2	
3	
4	
5	
6	

Appendix D: Blank Template

Metropolitan Planning Organization Requirements: Current Findings For: Bloomington Monroe County			
Finding:			
Yellow highlighted specifications signify compliance with an area with the need for improvement.			
Specification	Comments/Recommendation	Reference	
1			
2			
3			
4			
5			
6			
Red highlighted specifications marks areas where corrective actions are needed.			
Specification	Comments/Corrective Action	Reference	
7			
8			
9			
10			

