

MEMORANDUM OF AGREEMENT

By and Between

BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION

THE INDIANA DEPARTMENT OF TRANSPORTATION

BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION

This Memorandum of Agreement (MOA) is made by and between the Bloomington/Monroe County Metropolitan Planning Organization (hereinafter referred to as BMCMPPO), the Indiana Department of Transportation (hereinafter referred to as INDOT), and the Bloomington Public Transportation Corporation (hereinafter referred to as BPTC).

WHEREAS, Moving Ahead for Progress in the 21st Century (MAP-21) and its previous sister legislative acts the Safe, Accountable, Flexible, & Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU), the 1998 Transportation Efficiency Act for the 21st Century (TEA-21) and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) require the establishment of Agreements among certain agencies involved in the transportation planning process, and

WHEREAS, the transportation planning process for the Bloomington/Monroe County Metropolitan Planning Organization includes the following agencies:

- Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO)
- Indiana Department of Transportation (INDOT)
- Bloomington Public Transportation Corporation (BPTC), and

WHEREAS, MAP-21 requires the establishment of agreements between the State, the Metropolitan Planning Organization (MPO) and the public transportation operator(s), and

WHEREAS, the BMCMPPO is the designated MPO for Bloomington and Ellettsville and includes its regional member County of Monroe County in Indiana, and

WHEREAS, BPTC is the designated recipient for Section 5307 in the Bloomington Urbanized Area, and

WHEREAS, the BMCMPPO has established various advisory groups, which provide input and direction, as well as assist and advise it on transportation planning and programming considerations. Membership in these technical, advisory, and citizens groups include persons representing Bloomington, Ellettsville, and Monroe County, and public and private transportation providers, and others not listed in this agreement.

NOW THEREFORE BMCMPPO, INDOT and BPTC mutually agree as follows:

RESPONSIBILITIES OF THE BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION (BMCMPPO):

Structure

1. The MPO organizational structure consists of a Technical Advisory Committee (TAC), a Citizens Advisory Committee (CAC), the MPO Policy Committee (BMCMPPO), and various ad hoc subcommittees established on an as-needed basis.

The Policy Committee includes the following voting members:

- Mayor, City of Bloomington
- President, City of Bloomington Common Council
- President, City of Bloomington Plan Commission
- Director, City of Bloomington Public Works Department
- President, Monroe County Commissioners
- President, Monroe County Council
- President, Monroe County Plan Commission
- Director, Monroe County Highway Department
- President, Town of Ellettsville Town Council
- Chair, Bloomington Public Transportation Corporation Board of Directors
- Vice President and Chief Administrative Officer, Indiana University
- Chair, BMCMPPO Citizens Advisory Committee
- Deputy Commissioner, INDOT Seymour District

The Policy Committee includes the following non-voting members:

- Division Administrator, FHWA Indiana Division
- Regional Administrator, FTA Region V

The Technical Advisory Committee includes the following voting members:

- City Engineer, City of Bloomington
- Deputy Director of Public Works, City of Bloomington
- Controller, City of Bloomington
- Planning Director, City of Bloomington
- Director of Operations & Development, City of Bloomington Parks and Recreation Department
- Assistant Utilities Director, City of Bloomington
- GIS Coordinator, City of Bloomington
- Streets Superintendent, City of Bloomington
- Assistant Director, Monroe County Highway Department
- Director, Monroe County Planning Department
- Auditor, Monroe County
- Parks & Recreation Administrator, Monroe County
- GIS Coordinator, Monroe County
- Director of Planning Services, Town of Ellettsville
- Executive Director of Transportation, Indiana University
- General Manager, Bloomington Transit
- Manager, Rural Transit
- Director, Monroe County Airport
- Transportation Director, Monroe County Community School Corporation

- Transportation Director, Richland-Bean Blossom Community School Corporation
- Vice-Chair, Citizens Advisory Committee
- Representative, INDOT Planning/Programming
- Representative, INDOT Public Transportation
- Capital Program Manager, INDOT Seymour District

The Technical Advisory Committee includes the following non-voting members:

- Representative, FHWA Indiana Division
- Representative, FTA Region V

2. The Citizens Advisory Committee is comprised of citizen volunteers and representatives of local organizations and interest groups. Voting privileges are obtained by attending three consecutive meetings of the CAC.
3. The Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee generally meet on a monthly basis. Other ad-hoc committees meet on an as needed basis.
4. The MPO will concur with the planning regulations for Self Certification to INDOT and the FHWA regarding the MPO's ability and intention to provide and fulfill the transportation planning requirement for the Metropolitan Planning Area (MPA). This will be made available as part of the Transportation Improvement Program (TIP) process.

Transportation Plan

5. The MPO will develop and maintain a Transportation Plan (TP) in cooperation with INDOT, its transit provider and other agency partners at least every 5 years as required by law.
6. The MPO will utilize the MAP-21 planning factors in the development of the Transportation Plan.
7. The MPO is responsible for developing a financially reasonable Transportation Plan in consultation with INDOT, its area public transit providers and the FHWA in compliance with current federal planning regulations.
8. The MPO will include a financial plan that demonstrates the consistency of the Transportation Plan with available and projected sources of revenue.
9. The MPO approves the Transportation Plan and its periodic updates.
10. All proposed TP or TIP amendments must include a project description, project cost, phase, ready for letting (RFL) date, federal, state, local and total dollar amount. There are two types of amendments: an Administrative Modification and an Amendment.
11. Administrative Modification: a change or revision to include project cost increase(s) or decrease(s) regardless of amount, DES number changes or modifications, or changes in the year or scope of non-regionally significant projects.
12. Amendment: new project added, new project phase, change in year or scope of a non-regionally significant project.

Public Participation and Involvement

13. The MPO will maintain a Participation Plan that is adopted by the Policy Committee. The plan will include coordination with the INDOT participation process. This process is followed during the development of the Transportation Plan and the Transportation Improvement Program. The BMCMPPO TIP participation process will serve to meet the BPTC public participation requirements.
14. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI guidance, ADA requirements, and procurement activities guidelines.

Transportation Improvement Program (TIP)

15. The MPO will complete a Transportation Improvement Program, as needed, in cooperation and coordination with the partners identified in this agreement. The MPO will submit an approved Transportation Improvement Program to INDOT in a timely manner.
16. All federal aid funding projects, regardless of funding category, will be included in the fiscally constrained TIP.
17. The MPO is responsible for developing a fiscally constrained TIP.
18. The Policy Committee of the MPO approves the TIP followed by approval by the INDOT Commissioner on behalf of the Governor, and it is included in the Statewide Transportation Improvement Program (STIP) by reference or amendment. The STIP is approved by the Federal Highway Administration along with the new TIP and any amendments.
19. During the TIP update the MPO will conduct a call for projects. The MPO will solicit and review requests for new project funding and current project cost increases, using its project selection process. Using its participation process, the MPO will solicit comment. The comments received from the participation process will be considered, addressed, responded to and documented. After reviewing the public comment, the MPO will make a decision regarding the TIP update.
20. The MPO will process TIP amendments following Policy Committee approval. Any major change to the TIP document made after the public comment period and before the Policy Committee approval that adds highway capacity may require a new comment period and will require an extended amendment approval process.
21. The MPO will provide and maintain a website that provides TIP and associated amendments for interested parties, public and agency consumption.

Travel Demand Forecasting

22. The MPO is responsible for developing and maintaining a travel demand forecasting model for the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) Metropolitan Planning Area (MPA).

Unified Planning Work Program

23. A Unified Planning Work Program (UPWP) will be prepared by the MPO in cooperation and consultation with INDOT, FHWA, FTA and the transit operator.

24. The MPO will include the planning emphasis areas (PEA's) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas should be received from FHWA and FTA in a timely manner so they can receive proper consideration.
25. The MPO will develop a financial plan that demonstrates the consistency of the TIP and Transportation Plan with available and projected sources of revenue.
26. The MPO will complete its Cost Allocation Plan and UPWP draft by the middle of March each year. The MPO's ability to meet this timeline is affected by INDOT providing timely PL Distribution numbers. Should PL funding information be delayed for some reason, the MPO may flat-line the estimated funding based upon the prior year and then adjust the PL funding when final figures are obtained. The INDOT Central Office Asset Planning & Management Division will take the lead in this effort in cooperation with the MPO Council and the INDOT Central Office Project Finance Division and the INDOT Transit Office.
27. The MPO will submit to INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division, a final Unified Planning Work Program in a timely manner that allows for final review and recommendation for approval to FHWA and FTA.

Management Systems

28. The development and implementation of a congestion management process (CMP), where needed, for the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) Metropolitan Planning Area will be the responsibility of the MPO in cooperation with INDOT, FTA and FHWA. The Technical Planning Section, within the Asset Planning & Management Division, will be the INDOT Leads.
29. The MPO will work cooperatively with the Technical Planning Section, within the Asset Planning & Management Division, as the lead and other relevant INDOT Divisions and other public agencies in the development of the other specified management systems as appropriate.
30. The MPO will maintain a Congestion Management Process in cooperation with the Technical Planning Section, within the Asset Planning & Management Division. The Congestion Management Process shall be coordinated with the development of the Transportation Plan.
31. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI submittals, ADA, and procurement activities guidelines. The Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) will complete a Title VI analysis for the urbanized area. INDOT's Office of Economic Opportunity and Pre-qualification within Central Office will be the INDOT contact for these efforts.

Transit Planning

32. The MPO will sponsor and participate on committees related to the provision and coordination of transit and para-transit services including but not limited to the Transit Planning Committee.
33. The MPO will serve as the lead agency for the development of the "Coordinated Public Transit Human Services Transportation Plan".

RESPONSIBILITIES OF THE INDIANA DEPARTMENT OF TRANSPORTATION (In cooperation with BMCMPPO, and the public transit provider BPTC):

1. INDOT Technical Planning Section, within the Asset Planning & Management Division will provide staff liaisons to coordinate with the MPO's. Said staff will regularly attend the MPO Council meetings, which are held in Indianapolis. INDOT Technical Planning Section Staff may participate in MPO Technical Transportation or Policy Committee meetings. The District Capital Program Manager will attend the meetings and have voting representation for INDOT. The District Deputy Commissioners will attend the Policy Committee meetings and have voting representation for INDOT.

Transportation Plan and TIP

2. The Statewide Transportation Plan shall be developed in cooperation with the BMCMPPO Transportation Plan.
3. The INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will develop a list of planned improvement needs on State jurisdiction highways developed in conjunction and in cooperation with the MPO for the Metropolitan Planning Area of the MPO. These identified needs will be consistent with the INDOT Asset Planning and Management Process. This is necessary in order to develop data the MPO needs to develop a Transportation Plan that is consistent with available funding sources and project revenues.
4. The INDOT Central Office Project Finance Division will provide the MPO in a timely manner with estimates of available federal and state funding as necessary for the development of the financial plans demonstrating the fiscal constraint of the MPO's Transportation Plan and TIP. Should funding information be delayed for some reason, the MPO may then flat-line funding based on past information.
5. The INDOT Central Office LPA and Grants Administration Division will develop the Indiana Statewide Transportation Improvement Program in cooperation with the MPO's transportation planning process and incorporate the MPO approved TIP by reference or amendment in its entirety.
6. The INDOT Central Office LPA and Grant Administration Division in cooperation with the Technical Planning Section, within the Asset Planning & Management Division and District staff, for the area that includes the MPO, will provide timely lists of INDOT projects within the MPO's jurisdiction in sufficient detail and accuracy to allow for the development of a TIP for the MPO's region.
7. INDOT Central Office LPA and Grant Administration Division will develop a Statewide Transportation Improvement Program (STIP) that includes the review and written approval of the BMCMPPO TIP in a timely manner. This will be done in cooperation with the Technical Planning Section, within the Asset Planning & Management Division.
8. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division working with the LPA and Grant Administration Division will provide in a timely manner lists of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the

preceding program year. This will allow the MPO to develop an Annual List of Obligated Projects (ALOP).

9. INDOT will provide Central and District Office coordination for the MPO on all matters including the TP and TIP. The Technical Planning Section, within the Asset Planning & Management Division will be the lead in cooperation with the LPA and Grant Administration Division and the appropriate District Office(s) for the area containing the MPO.
10. INDOT Central and District Offices will collect and share transportation system information with the MPO to facilitate a cooperative transportation planning process and will conduct training sessions and workshops on pertinent topics. The Technical Planning Section, within the Asset Planning & Management Division will be the lead in this effort.

UPWP Coordination Activities

11. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will assign a planning liaison to participate in transportation planning activities related to the UPWP (such as review of the document, preparation of contracts following its approval, review of billings submitted by the MPO, etc.) and also to assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.
12. INDOT Technical Planning Section, within the Asset Planning & Management Division will provide updated consolidated PL figures based on the current PL Distribution formula approved by the FHWA, INDOT and the MPO Council. INDOT will provide these figures in a timely manner each year to allow for development of the UPWP.
13. BMCMPPO will prepare a UPWP for the Fiscal Year that will take effect beginning on July 1 of the same year. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will review and provide approval of the UPWP and concurrence with the Cost Allocation Plan in a timely manner, and begin development of the required contracts and purchase orders. INDOT will strive for a timely notice-to-proceed, a signed contract and a purchase order.
14. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will review progress reports through the Planning Liaison and initiate the reimbursement of invoices pursuant to applicable Federal Regulations and Indiana Code 5-17-5, Public Purchases.

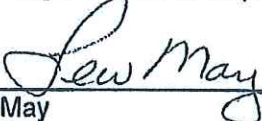
RESPONSIBILITIES OF THE BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC):

1. BPTC will provide data, including financial planning information, upon request and participate in the development of the Transportation Plan update. The INDOT Transit Office will take the lead in this process.
2. BPTC will provide copies of its Transportation Development Plan, as updated.
3. BPTC will participate on the Technical Advisory Committee.
4. BPTC will participate in the development of the Coordinated Public Transit Human Services Transportation Plan.

5. BPTC will provide a Financial Capacity Analysis showing a 5 year Financial Plan as part of the TIP development process. This will be reviewed by the INDOT Transit Office within the Multimodal Division.
6. BPTC will provide a four year capital project and operating plan (program of projects) for inclusion in the TIP to the MPO. The capital and operating plan will be updated annually and submitted with the Financial Capacity Analysis. This will be reviewed by the INDOT Transit Office within the Multimodal Division.
7. BPTC will provide amendment requests to the MPO in a timely manner prior to the next scheduled meeting of the Technical Advisory Committee. All amendment requests will be in writing.
8. BPTC will provide a copy (PDF file preferred) to the MPO of each final grant request to the Federal Transit Administration and provide a copy of each grant award acceptance.
9. BPTC will provide on an annual basis, no later than 90 calendar days following the end of the program year, a list of transit projects for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year.
10. BPTC will be responsible for its Capital Improvement Plan and its ADA Compliance Plan and other activities directly related to the operation of public transit services in the BMCMP Urbanized Area.
11. BPTC as the designated recipient of federal transit funds, will be required to provide the necessary local matching funds (unless otherwise agreed to) and will be responsible for maintaining all necessary records in support of the expenditure of those funds.
12. BPTC agrees that it will be in compliance with all required federal objectives.

In witness thereof, the undersigned executive staff members of BMCMPPO, BPTC and INDOT have executed this Memorandum of Agreement on the dates indicated.

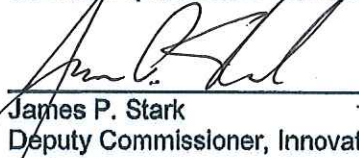
Bloomington Public Transportation Corporation



Lew May
General Manager

Date 5/14/15

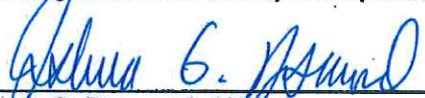
Indiana Department of Transportation



James P. Stark
Deputy Commissioner, Innovative Project Delivery

Date 5/15/2015

Bloomington/Monroe County Metropolitan Planning Organization



Joshua G. Desmond, AICP
BMCMPPO Director

Date 5/14/15