



**ANNUAL TRANSPORTATION
COMPLETION AND
PERFORMANCE REPORT
For
Fiscal Year 2019**

**AREA PLAN COMMISSION
OF TIPPECANOE COUNTY**

This report was prepared by:

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Cover picture courtesy of Visit Lafayette-West Lafayette

Reviewed by:



Sallie Dell Fahey, Executive Director APCTC

January 27, 2020

Date

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Executive Summary

The Area Plan Commission of Tippecanoe County (APCTC) serves as the MPO for Tippecanoe County and the Greater Lafayette Metropolitan area. It should be noted that Shadeland and the portion of Otterbein in Tippecanoe County do not fall under the jurisdiction of APCTC. In this *Annual Transportation Completion and Performance Report*, progress on transportation work elements of the *Unified Planning Work Program (UPWP)* are summarized for Fiscal Year 2019 (July 1, 2018 through June 30, 2019).

Elements in the *UPWP* are identified as work that is “ongoing,” “as needed,” or “annual.” “Ongoing” work elements typically do not have an end product, but they can in some cases. “As needed” work elements are done in cooperation with our planning partners, and they are left in the work program for times when the work is needed. A work element that is identified as “annual” indicates that it has a product that is completed each year. The following major planning projects and milestones were completed this year:

- FY 2019 and 2020 Unified Planning Work Program
- FY 2018 Annual Performance and Completion Report
- Updated 5- Year Production Schedule of projects
- FY 2020-2024 Transportation Improvement Program
- FY 2018 Annual Listing of Projects
- Quarterly Project Tracking and financial management of all locally initiated Federal Aid projects
- 100% Federal-Aid funding allocation to projects
- 2017 Vehicular Crash Report
- Project with Bicycle Lafayette to collect bicycle traffic counts at multiple locations
- Completion of INDOT’s Small Urban and Rural Transportation Planning program grant activities, including Traffic Counts for Carroll County.
- Completed an updated version of the Title VI plan for the MPO and RPO for Carroll County. Adoption will occur in FY 2020

Significant progress on major planning projects included:

- New Thoroughfare Plan
- Bicycle Crash Report
- Pedestrian Crash Report
- Bicycle and Pedestrian Facility Inventory and Plan

This Annual Completion and Performance Report demonstrates how the MPO allocated PL and FTA funds by describing each UPWP work element and its objectives, and listing activities accomplished and completed in Fiscal Year 2019.

Plan Commission Roster, Committee Members, and Staff Roster

Area Plan Commission Members 2019

Tom Murtaugh, President	Member of Board of County Commissioners
Jackson Bogan, Vice President	Citizen Appointed by Lafayette Mayor
Gerry Keen	Member West Lafayette City Council
Dr. Carl Griffin	Citizen Appointed by West Lafayette Mayor
Michelle Long	Citizen Appointed by West Lafayette Mayor
Gary Schroeder	Citizen Appointed by Board of County Commissioners
Jerry Reynolds	Member Lafayette City Council – Council Appointment
Jake Gray	Citizen Appointed by Lafayette Mayor
Tyrone Taylor	Member Dayton Town Council
Larry Leverenz	Elected Official for West Lafayette
Vicki Pearl	Citizen Appointed by Board of County Commissioners
Tracy Brown	Member of Board of County Commissioners
Lisa Dullum	Member of County Council
Greg Jones	Member Battle Ground Town Council
Perry Brown	Member Lafayette City Council – Mayor Appointment
Diana Luper	Clerk-Treasurer Clarks Hill
Roland Winger	Member of County Council

MPO Policy Board 2019

Voting Members

Tony Roswarski, President	Mayor City of Lafayette
John Dennis, Vice President	Mayor City of West Lafayette
Dave Byers	President Tippecanoe County Board of Commissioners
Bryan Metzger	President Tippecanoe County Council
Tom Murtaugh	President Area Plan Commission
Ron Campbell	President Lafayette City Council
Peter Bunder	President West Lafayette City Council
Mike Gibson	President Greater Lafayette Public Transportation Corporation (CityBus)
Cindy Murray	President Lafayette Board of Public Works Appointee
Shane Spears	Representative Indiana Department of Transportation
TBD	Representative of the President of Purdue University

Ex Officio Members

Robert Dirks	US Dept of Transportation, FHWA
Alexandria Burns	US Dept of Transportation, FTA
Sallie Dell Fahey	Executive Director of Area Plan Commission
Stewart Kline	Tippecanoe County Highway Department Director
Ed Garrison	West Lafayette City Engineer
Dennis Carson	Director of Lafayette Economic Development Department
Jeromy Grenard	Lafayette City Engineer
Scott Walker	Lafayette-West Lafayette Chamber of Commerce
Jon Fricker	Joint Transportation Research Program
Marty Sennett	Greater Lafayette Public Transportation Corporation (CityBus)
Jay Mitchell	INDOT-Central Office

Technical Transportation Committee 2019

Voting Members

Jon Fricker, Chair
Sallie Dell Fahey, Secretary
Jeromy Grenard
Bill Smith
Stewart Kline
Sgt. Will Carpenter
Ed Garrison
Adam Baxmeyer by proxy Jim Knapp
Marty Sennett
Capt. Troy Harris
Capt. Rob Hainje

Ex Officio Members

Robert Dirks
Alexandria Burns
Dennis Carson
Scott Walker
Susie Kemp
Sharon Emery
Jay Mitchell
Tim Watson
Mark Harlow

Joint Transportation Research Program
Area Plan Commission Executive Director
Lafayette City Engineer
INDOT-Crawfordsville District
Tippecanoe County Highway Department Director
Lafayette Police Department
West Lafayette City Engineer
Purdue University Airport
Greater Lafayette Public Transportation Corporation (CityBus)
West Lafayette Police Department
Tippecanoe County Sheriff Department

US Dept of Transportation, FHWA
US Dept of Transportation, FTA
Director of Lafayette Economic Development Department
Lafayette-West Lafayette Chamber of Commerce
INDOT- LPA Coordinator
INDOT- MPO Liaison
INDOT-Central Office
INDOT-District Permits Investigator
Dayton Town Manager

Area Plan Commission Staff

Sallie Dell Fahey
Catherine Schoenherr
Ryan O’Gara
Don Lamb
Kathy Lind
Doug Poad
Tim Stroshine
Larry Aukerman
John Burns
Rabita Foley
Linda Eastman
Aria Staiger
Diana Trader
Linda Underwood
Derek Paz

Executive Director
Assistant Director – Transportation/Comprehensive (until April 5, 2019)
Assistant Director – Current/Comprehensive
Senior Planner
Senior Planner
Senior Transportation Planner
Planner I – Transportation
Planner I
Planner I
Planner I
GIS Specialist – General (until May 24, 2019)
GIS Specialist – Transportation
Administrative Assistant and Accounting Coordinator
Meetings Secretary and Payroll Clerk (until November 30, 2018)
Intern

Zach Williams

Legal Counsel

Work Program Elements

141 CONFERENCES and MEMBERSHIPS – TRANSPORTATION [On-going]

OBJECTIVE:

- 1) To attend conferences and training seminars, including webinars provided by public agencies and professional organizations which enhance the capabilities of the agency and to fund those training expenses
- 2) To provide travel costs (mileage) to attend local and state transportation meetings; and
- 3) To pay for memberships in transportation related organizations.

ACTIVITIES:

Staff attended many conferences, seminars, webinars, and workshops during this fiscal year. All are aimed at expanding knowledge and understanding of transportation policies and practices. The following were attended:

- All Staff attended:
 - 2018 Indiana MPO Conference in Evansville
 - 2019 Purdue Road School
- Executive Director attended:
 - EDC Webinar
 - Virtual Public Involvement Webinar
- Executive Director and Financial Administrative Assistant attended:
 - 2-day FHWA Planning Grant Management Workshop
- Assistant Director attended:
 - Transforming Public Apathy to Energize Engagement Webinar
 - Indiana Bike & Walk Summit
 - EDC Webinar
 - Virtual Public Involvement Webinar
 - Prepared for Change Webinar: Environmental Changes Expected in Indiana
- Assistant Director and Staff attended:
 - Bike and Pedestrian Infrastructure Webinar
 - Talking Responsibly About Bike/Ped Fatalities Webinar
 - Autonomous Vehicle Webinar
 - Micromobility Webinar
- Staff attended:
 - IGIC conference
 - DNR Flood Map and GIS Datasets Webinar
 - TransCad Training
 - INDOT TransCad Training at Purdue
 - NEPA refresher course

END PRODUCT:

This is an on-going work item that does not have a final work product.

183 TRANSPORTATION PLANNING ADMINISTRATION [On-going]

OBJECTIVE:

To manage and coordinate transportation planning functions and work flow unrelated to specific transportation planning work elements.

ACTIVITIES:

Staff all worked together to share information and coordinate on planning projects, both internally and with planning partners. Specifically:

- The Executive Director and Assistant Director met regularly to coordinate and monitor transportation planning staff, work program priorities and assignments. Individual work tasks were developed for UPWP work items, assigned to staff and progress was monitored.
- Staff maintained hard copy and electronic file library, prepared timesheets and monthly production reports. Staff typically meets weekly to review task progress and discuss emerging issues.
- Data was compiled and grant application for SURP funds was completed and sent to INDOT.
- All transportation staff completed monthly cyber-security training required by the Tiptecanoe County IT Department.
- The Executive Director and Assistant Director reviewed all communication from FHWA and INDOT related to federal and state requirements and guidance and adjusted planning activities accordingly. The transition to performance based planning and programming began with the 2020-2024 TIP.

END PRODUCT:

Efficient management and supervision of transportation planning section, better flow of information and documentation of work progress. Most of this work item does not have specific work products and is ongoing, with the exception of the annual SURP Grant application.

511 TRANSPORTATION INFRASTRUCTURES (all modes)

OBJECTIVE:

To maintain a central file, databases, and drawings of roadway information to be used for reporting and in making decisions concerning needed physical improvements. The information is used to develop condition diagrams, capacity analysis, access permit evaluations, and other analysis necessary for informed decision-making.

ACTIVITIES:

Staff obtained various data items and information for the roadway infrastructure in Tippecanoe County. This included an emphasis on collecting bicycle, pedestrian, and e-scooter data and using that data for decision making. The following activities were completed:

511.1 Traffic Counts and HPMS [As needed]

- Staff assembled historic traffic count data for the SR 225 bridge over the Wabash River.

511.2 Bicycle and Pedestrian [Annual]

- Staff attended meetings with Bicycle Lafayette leadership to plan for the spring bicycle counts.
- Staff distributed information to bicycle count volunteers and met with volunteers after counts were taken to get their data and collect feedback from them. Staff summarized this information for distribution to our Policy Board and Technical Committee.
- Staff performed analysis on bike count data provided by a Purdue professor and Technical Committee member.
- Intern took bike counts and observed riding behavior at several different locations.
- Staff compiled a list of bicycle count locations so that, through a partnership with Purdue, Purdue students could assist with fall bicycle counts and safety data collection.
- Staff put together a presentation for the Lafayette Bicycle and Pedestrian Safety Committee.
- Staff attended the local ceremony for Bike to Work Day.
- Staff worked on updating the GIS layer with all the trails in the county. This information was passed along to a consultant, and also to the City of West Lafayette.
- Staff assisted the City of West Lafayette with some information for its application to become designated as a bicycle friendly city.
- Staff performed some research on the Big 4 Trail.
- Staff met with Kenneth Woodruff from FHWA about e-scooters and conducted field observations around Purdue's campus
- Staff attended an FHWA meeting on e-scooters and ADA in Indianapolis.
- Staff compiled data and information about various e-scooter companies that will be operating in Tippecanoe County

511.3 Time-Travel Data [As time allows]:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

511.4 ADA Compliance [On-going]:

A small number of hours was spent in this activity to keep up-to-date with LPA ADA activities.

END PRODUCT:

- Bicycle counts were taken, and the data was saved for future use.
- The bicycle and pedestrian facilities inventory (GIS trail layer) was updated. This layer is being used as part of the work to update the Thoroughfare Plan (UPWP element 541.4), which will require more bicycle and pedestrian infrastructure to be constructed.

511R TRANSPORTATION INFRASTRUCTURES (all modes) [On-going]

OBJECTIVE:

To provide technical planning support to INDOT Central Office by collecting data for the HPMS on rural, non-state jurisdictional roads in the counties surrounding Tippecanoe County (Montgomery, Benton, Carroll, Clinton, Fountain, Warren and White).

ACTIVITIES:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

END PRODUCT:

None listed in UPWP.

511C CARROLL COUNTY TRANSPORTATION PLANNING

OBJECTIVE:

In FY2011, the Area Plan Commission of Tippecanoe County (APCTC) as the MPO, partnered with INDOT and Carroll County (including the towns of Delphi, Flora, and Camden) to provide transportation planning data and assistance. Carroll County desires assistance in addressing growing transportation issues and opportunities, partly as a result of the completion of the Hoosier Heartland highway.

The APCTC proposes to assist INDOT and Carroll County through five components of the Small Urban and Rural Transportation Planning Assistance Program. As part of the “Core Planning Activities” the APCTC will provide: 1) “Planning Support to Local Governments” to include transportation planning services and preparing products derived from data collection, administrative coordination between INDOT, Carroll County and the APCTC, and organizing and staffing a committee structure of elected officials and stakeholders. The MPO will also conduct Quarterly Tracking Reviews; prepare crash analysis reports, LOS analysis, Functional Classification maps, and a short-term list of prioritized projects.

The APCTC will develop and implement a comprehensive traffic counting program as a part of the “Rural Traffic Count Program” and when required as a “Planning Capacity Enhancement” acquire traffic counters and needed supplies.

ACTIVITIES:

APCTC worked closely with Carroll County and its member city and towns on a variety of planning efforts. Specifically:

511C.1 TC Rural Traffic Count Program [Annual]

- Staff updated traffic count maps for 24 planned fall truck traffic counts, then performed quality control on these counts after they were taken. These counts were taken to gather data on the number of trucks hauling agricultural products during the harvest season.
- A meeting was held with staff and traffic count consultant focusing on equipment concerns and quality control of traffic count data.
- Staff prepared and modified the traffic count site list per meeting feedback and prepared a map and data sheet for the traffic counting consultant for the remaining 41 spring traffic count locations.
- Staff downloaded and performed quality control on the Carroll County traffic counts.
- Purchased 4 new Apollyon traffic counters and took oldest 4 counters out of service if not performing adequately.
- Staff tested count equipment in preparation for fall and spring counts.

511C.3 – Planning Support to Local Governments [On-going]

- The MPO held four Technical Committee meetings and four Administrative Committee meetings. The agendas included the FY 2018 and FY 2019 Traffic Count Program, discussion about US Bike Routes, Title VI Complaint Review Process, Hoosier Heartland/800 W intersection updates, the Transportation Task Force on Truck Routes, the FY 2020 SURP Grant, the approved update to the Functional Classification maps, and the 18-month letting list.
 - All meetings of the Administrative and Technical Committees involve developing an agenda, creating draft and final minutes, writing staff reports, creating and mailing

meeting packets, sending meeting reminders, meeting preparation, attendance, presentations and maintaining membership records.

- Staff prepared maps and information about the traffic counting program to present at quarterly meetings.
- Staff obtained the plans for the State Road 25/CR 800 project in Carroll County.
- Staff provided some crash data summaries for Delphi.
- Staff prepared maps comparing fall counts to historical counts in response to a request from Carroll County's Highway Engineer
- Staff prepared documentation to help with billing for the SURP grant that is used to fund the counts taken in Carroll County.
- Staff prepared information and graphics to share at Carroll County Technical and Administrative Committee meetings

511C.4 – Planning Support to INDOT Central Office (except GIS processing) [As needed]

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

511C GIS (part of 511C.4) [As needed]

GIS mapping of traffic count locations provided to INDOT No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

511C.5 – Planning Support to INDOT District Office (except GIS processing) [Quarterly Tracking and other work as requested]

Staff coordinated with LaPorte District to perform Quarterly Project Tracking.

END PRODUCT:

All work products will be included in the Annual Completion Report for the SURP Grant.

515 TRANSPORTATION RELATED CENSUS ACTIVITIES

OBJECTIVE:

To cooperate with and assist the U.S. Bureau of the Census in preparing for data collection activities that benefit transportation planning.

ACTIVITIES:

With the United States Decennial Census set to be taken in 2020, staff worked to collect information on behalf of the Bureau of the Census. Staff worked on the following items:

515.1 Building Permit Data [Monthly]

The building permit database was updated monthly and all 2018 building permit data was mapped in January 2019, however non-transportation planning staff who perform this work assigned it to a non-billable work item.

515.2 CTPP [As needed]

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

515.3 Census Bureau Geography [As needed]

- Staff regularly updated the street centerline and address point database which improves accuracy especially for the upcoming census.
- Staff compiled census population data for the County Highway Department.
- Staff attended INDOT-MPO GIS users group meeting.
- Staff worked on the Census PSAP program.
- Staff completed the LUCA 2020 addressing for the census begun in FY2018. The LUCA (Local Update of Census Addresses) process is the only opportunity offered to local governments to review and comment on the U.S. Census Bureau's residential address list for communities prior to the 2020 Census. Here's a breakdown of the work:
 - The Census Bureau sent 77,992 addresses for the county total
 - We made 10,304 entries of which
 - 7047 were additions
 - 1229 were deletions
 - 2028 were changes.

515.4 Socio-Economic Data [As needed]

A minor amount of work was performed in this item because the MPO was only creating the process for developing the 2050 MTP.

515.5 Coordination [On-going]

- Staff coordinated with Purdue, E911, and USPS on addressing issues.
- Staff attended the county GIS Users group meetings.

END PRODUCT:

- Census geometry files were updated and will be used in the upcoming 2050 Metropolitan Transportation Plan.
- GIS street centerline and address layers were updated. These layers are used to create maps for almost all our planning work.
- LUCA process completed for the 2020 Census.

517 TERMINAL AND TRANSFER FACILITIES AND FREIGHT MOVEMENT [As needed]

OBJECTIVE:

To monitor and evaluate terminal and transfer facilities including intermodal transfer between air, rail and highway as well as intra-modal transfer (i.e., tractor-trailer to local delivery vehicles). Collect information and data from private and public shippers, haulers, carriers and delivery services that can be used to identify locations or areas that delay and or impede the delivery and transfer of goods and/or products. Monitor and evaluate parking needs and usage.

ACTIVITIES:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

END PRODUCT:

- A freight study can be performed, but if it is performed, it will be done in conjunction with planning partners. Currently, there is no formal timeline for this work to be performed.

521 VEHICULAR, BICYCLE, PEDESTRIAN ANALYSIS

OBJECTIVE:

To maintain a coordinated traffic counting and reporting program which will include peak hour turning counts, measure peak and off-peak travel times in arterial corridors, and determine V/SV ratios for selected locations.

ACTIVITIES:

Staff worked in conjunction with planning partners to plan for, take, and perform quality control on traffic counts in various locations in the county. The count data was sorted and stored in our files for future use as needed. Staff worked on the following:

521.1 Traffic Counts [On-going]

- Compiled the traffic count locations that the MPO requested Lafayette and West Lafayette to take in calendar year 2019.
- Staff trained Lafayette personnel to use the MioVision counter owned by the MPO.
- Compiled traffic count data and created associated maps.
- Staff set up the MPO's MioVision traffic counter to record data at the intersection of Grant and Williams in West Lafayette. This data was given to the West Lafayette engineering department so that it could perform analysis of bicyclist and pedestrian behavior.
- Staff prepared guidelines for formatting traffic counts using both the JAMAR and the PicoCount equipment. This will help standardize the data that staff receives from the LPAs.
- Staff performed testing and maintenance on some of the traffic counters to determine how well they were functioning.

521.2 Bicycle and Pedestrian [Annual]

- Staff mapped 2017 and 2018 bike counts.

Staff compiled information for the bicycle count program.

521.3 Travel-Time and Vehicle Occupancy Studies [As time allows]

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners.

521.4 Crash Analysis and Reports [On-going]

These activities are now performed under 532.7. Work Item 536 is only used when HSIP funds are added to the UPWP.

521.5 Safety Emphasis [As Needed]

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

521.6 Safe Routes to School [As Requested]

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

END PRODUCT:

- Traffic counts were planned and taken in conjunction with planning partners. Traffic count maps were produced. This data will also be used in conjunction with upcoming long-range planning efforts.
- Travel time data was not collected or analyzed. In the past, this data has been very time-consuming to collect. However, the MPO in Evansville has recently devised a method for estimating travel times that is much less time consuming. We are in the process of evaluating this method to see if we can apply it in Tippecanoe County. No formal timeline for this work has been discussed, it is still in a preliminary evaluation phase.

524 MASS TRANSPORTATION [As Needed]

OBJECTIVE:

To enhance and maintain files on characteristics and usage of the transit system

ACTIVITIES:

- In conjunction with task 533, a staff member attended the weekly CityBus staff coordination meetings and discussed grant and funding opportunities, ridership, revenue, and other route and marketing information.
- Staff participated in a conference call with INDOT staff and CityBus staff regarding the bus stop inventory project.

END PRODUCT:

All end products from this item are completed as requested. No end products were requested by CityBus of the MPO in FY 2019.

525 AIRPORT USAGE AND FACILITIES [As needed]

OBJECTIVE:

To maintain records of airport usage and characteristics for the development of long and short-range plans in the surrounding highway network. Monitor changes and development of airport facilities and land use changes potentially affecting airport operations or expansion. Protect the Purdue Airport from land use encroachments through local regulations.

ACTIVITIES:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

END PRODUCT:

All end products from this item are completed as requested. No end products were requested in FY 2019.

531 TRANSPORTATION IMPROVEMENT PROGRAM

OBJECTIVE:

To prepare an annual program of transportation improvements drawn from various planning resources such as the Metropolitan Transportation Plan and from systems management activities; coordination of local TIP with INSTIP; inform the public about transportation projects and answer questions; monitor projects; and coordinate with state, federal, local and Purdue University planning partners.

ACTIVITIES:

Staff worked on various elements of project planning and coordination with planning partners. Staff performed the following work:

531.1 TIP [New TIP every 2 years, all other work On-going]

- Staff prepared the Draft 2020-2024 TIP, including collecting project requests from LPAs, developing a funding allocation proposal to present to the Technical Transportation Committee, public notices, requesting des. #s and submitting to INDOT for review and approval. The final 2020-2024 TIP was approved by the Policy Board on May 9, 2019 by Resolution T 2019-07.
- Staff performed 5 Red Flag Investigations for projects in the new TIP.
- GIS Technician prepared the RFI for CR W 800 S.
- Staff implemented a plan for enhanced public involvement for the TIP.
- Staff attended two public outreach events where information about the TIP was distributed, and staff answered questions about upcoming projects, needs, and transportation challenges.
- Following adoption of the state performance measures for the TIP, staff realized that the shared language did not apply to our MPO, so the Executive Director coordinated with FHWA and created language customized for Lafayette.
- Staff responded to calls from the public about projects using federal funding and responded to calls about other projects as needed.
- Staff worked with FTA on NEPA documentation.
- Staff attended the INDOT public open house on the STIP, LRTP, and PIP.
- The FY 2018-2021 TIP was amended seven times, making over forty changes to projects or new project additions for INDOT, LPAs and CityBus; prepared and approved fourteen administrative modifications that impacted nine projects; and arranged for a federal funding swap with the Evansville MPO. Staff updated the TIP document and posted it on the MPO's website. Staff worked closely with INDOT to ensure the TIP and STIP figures agreed.
- Staff created the TIP Amendment staff reports for Policy Board and Technical Committee meetings.
- Staff met with LPAs to discuss projects and federal funding and assisted an LPA that has never had a federally funded project and therefore required extra assistance.
- Staff prepared for the annual INDOT/MPO Regional Coordination and Planning Meeting by reviewing newly submitted INDOT projects and compiling questions.
- Staff worked with LPAs and INDOT Central and Crawfordsville District offices to ensure that the FY 2019 funds were obligated. This involved processing and tracking FMIS and PO requests, as well as amending the TIP to ensure that all funds were obligated to active projects before the end of the fiscal year. Staff also worked with INDOT, LPAs, and consultants on change orders for FY 2019 projects.

- Staff submitted the Red Flag Analysis for Yost Drive to the Town of Dayton.
- Staff consulted on the RFP for the Yost Drive project.
- Executive Director attended and participated in the Yost Drive Consultant Selection Committee meetings and process.
- Executive Director attended a meeting with the County Highway Director and Dayton Town Manager regarding consultant contracts for the Yost Drive project.
- Staff updated the Five-Year Production Schedule.
- Staff completed the “Comparison of Federally Funded Projects in the TIP for FY 2018 Report” and submitted it to FHWA.
- Staff drafted letters required by INDOT for CN funding.
- Staff rated the roads in Clarks Hill using the PASER rating system. Staff also updated the pavement asset management plan for Clarks Hill. Staff set up traffic counters in Clarks Hill. The PASER ratings, asset management plan, and traffic counts were needed for Clarks Hill to apply for the Community Crossings Grant. Staff worked with Diana Luper, Clerk-Treasurer from Clarks Hill to begin the process to apply for these funds.
- Staff researched traffic counts on State Road 43.
- Staff worked on specific projects with major cost increases in construction costs, requiring major funding shifts and changes in funding strategies.
- Staff attended Community Crossings Training in Indianapolis.
- Staff attended a meeting with local engineers and parks employees to discuss a plan to apply for INDOT’s Next Level trail funding.
- Staff held a meeting to discuss the Yost Drive project in Dayton, and methods for funding that project.
- Staff coordinated with the Senior Center regarding issues related to transportation for senior citizens.

531.2 Quarterly Project Tracking [Quarterly], Project Monitoring [On-going], and Change Orders [As-Needed]

- Tracking reports were received, reviewed and summarized. The Quarterly Tracking meetings were held in conjunction with the Technical Transportation Committee where project progress is discussed. Quarterly Tracking reports are then revised and summarized at the Policy Board meetings.
- Staff summarized and presented INDOT’s 18 month letting list at all Citizen, Technical Committee and Policy Board meetings.
- Staff produced a monthly funding obligation report, following review of the report sent by INDOT.

531.3 Annual Listing of Projects [Annual]

- Staff updated the project tracking spreadsheet that is used to create part of the report for the Annual Listing of Projects.
- Staff prepared the state and local project sections of this report, including detailed timeline information, mapping and taking before and after photos of each project area.

531.4 Coordination with State and Federal Partners [On-going]

- The MPO Director prepared for and attended eleven MPO Council meetings, one INDOT asset management meeting, two INDOT Corridor Planning Study meetings, and serves on the Lafayette Traffic Commission which meets quarterly.
- Executive Director attended a Safety Committee meeting to review INDOT's new performance measures and targets.
- Assistant Director serves on the LTAP Board as the MPO Council's representative. The board meets quarterly.
- Assistant Director participated in the E-STIP committee that meets every two weeks to get the new E-STIP database ready for implementation by working with the consulting firm that is creating the software. There were times when this work also entailed quality assurance checks of data imported into the E-STIP from SPMS.
- Assistant Director and one staff member worked extensively on testing the E-STIP/TIP.
- Executive Director participated in an E-STIP/TIP vendor conference call.
- GIS Technician coordinated with INDOT-MPO GIS users group facilitators for meeting topics, moderation and administration.
- Staff attended a phone meeting with INDOT's Bike/Ped Plan consultant to discuss active transportation in our region and how it pertains to statewide plans and perception of regional and statewide needs.
- Staff attended a meeting with INDOT and project consultants to discuss an upcoming access permit.
- Staff attended the INDOT/MPO GIS Users Conference coordination meeting.

531.5 Purchase Equipment [As needed]

- Staff worked with JAMAR to troubleshoot traffic counter quality control and prepared a method to implement findings into the future count process. Some counters were sent back to JAMAR for repair, under warranty.
- Staff purchased supplies to refill traffic counting supply inventory.
- Staff compiled a list of traffic counters and supplies to be ordered from JAMAR and requested a price quote.

531.6 Coordination with MPO Committees [On-going]

- The MPO held twelve Technical Committee and eleven Policy Board meetings. In preparation for the meetings, agendas, staff reports, and minutes are created, posted to the web and emailed to members. The agendas included:
 - TIP Adoption Process
 - TIP Amendments
 - TIP Modifications
 - Community Crossings Funding and Awarded Projects
 - Access Permits
 - Quarterly project tracking
 - INDOT/LPA project timing coordination
 - Project funding/TIP maintenance/PYB discussion
 - MOA for Transferring Funds to CityBus
 - 5 Year Production Schedule

- INDOT's 18 Month Letting List
- INDOT's Long Range Plan
- Funding swap with NIRPC
- Funding swap with Evansville MPO
- Quality Based Selection
- Dynamic Message Signs on I-65
- The Bike Walk Greater Lafayette Safety Plan
- The FY 2018 Annual Listing of Obligated Projects
- Bicycle and Pedestrian Comfort Maps
- E-Scooter Data Analysis
- Planning for E-Scooters and ADA
- Indianapolis Scooter Data Analysis and Proposal for Lafayette MPO
- Purdue Research on Pedestrian Crossings
- Bridge and Pavement Performance Measure Targets
- Adoption of Performance Measures and Targets
- Multimodal Traffic Counts
- Bicycle Safety Data
- 2017 Tippecanoe County Crash Report
- Teal Road Project and US 52 Paving Project Updates
- South Street Project in Town of Dayton (locally funded)
- Changing the Functional Classification of Newman Road
- National Bike Route Authorization
- Discussing a proposed US Bike Route (USBR)
- 2018 MPO Conference Review
- UPWP updates

531.7 Models of Regional Planning Cooperation [On-going]

The Executive Director raised the topic of regional RPO work in Montgomery County with its County Highway Engineer. No commitment has yet been made.

531.8 Coordination with other Transportation Planning Organizations and Entities [On-going]

- Staff attended the final meeting of the Indiana Bicycle Trails Task Force, where the final plan was presented.
- Staff attended a meeting with Purdue nursing students and discussed transportation and public health issues.
- Staff met with Purdue Graduate Sociology students to discuss ideas for their assignment to create a policy encouraging transit and active transportation, and following completion of the policy, provided staff review.
- Executive Director participated in coordination meetings with NARC and a meeting of the Executive Director's Council by phone.

END PRODUCT:

- Adopted the [FY 2020-2024 TIP](#) including amendments.
- Minutes and actions for Technical and Administrative Committee, which are available on the [APC website](#).

- [Quarterly Project Tracking.](#)
- [FY2018-2021 TIP Amendments](#)
- [FY 2018 Annual Listing of Obligated Projects](#)

532 TRANSPORTATION MANAGEMENT SYSTEMS & SECURITY

OBJECTIVE:

To coordinate surveillance activities and develop management systems to anticipate project needs for implementation, to perform corridor evaluation for short and long-term system improvements in advance of preliminary engineering, to coordinate transportation functions in the Multi-Hazard Mitigation Plan, to amend as needed and update every 5 years the Regional Intelligent Transportation Architecture and monitor its implementation.

ACTIVITIES:

Staff worked to collect and analyze data, as well as updating plans based on that data. The data collected is also stored for future planning work. Staff worked on the following tasks:

532.1 Intergovernmental Coordination [On-going]:

Staff worked with LPAs when information was needed about a corridor prior to PE and with INDOT regarding a possible corridor study to extend relocated U.S. 231 north of U.S. 52 to I65.

532.2 Access Management [As needed], Local Assess Management Plan [As time allows]:

Staff worked with LPAs and INDOT when questions about access for building permits, rezoning cases or subdivisions arose.

532.3 Congestion [As needed]:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

532.4 Safety and Security Measures [On-going]:

A small amount of time was devoted to updating maps of critical facilities.

532.5 Tippecanoe County Multi-Hazard Mitigation Plan [On-going, new MHMP every 5 years]

- The Executive Director is a member of the Local Emergency Planning Committee. She attended six meetings, followed-up with the review of the minutes, and worked with other members on the LEPC strategic plan.

532.6 Regional ITS Architecture [As needed]:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

532.7 HSIP Crash Data and Analysis and IN-TIME [On-going]

- Staff completed the draft of the Bicycle Crash Report, which will become part of the Bicycle-Pedestrian Plan.
- Staff worked on the Pedestrian Crash Report.
- Staff obtained crash data for Teal Road/SR25/U.S. 52 to share with INDOT.
- Staff reviewed safety performance measures and incorporated them into the updated crash report.

- Staff coordinated schedules for bike/ped safety committee meetings and attended.
- Staff attended an open house at Bicycle Lafayette, where maps were reviewed to identify bicycling comfort levels along road corridors.
- Staff reviewed and commented on the comfort maps for bicycle and pedestrian routes developed for the county.
- Staff prepared a method to obtain stakeholders and public comment for use in the upcoming Bicycle and Pedestrian Plan. This included developing surveys for bicyclists and pedestrians regarding their safety and comfort when using the transportation system in Tippecanoe County.
- Maps were created for the Bicycle and Pedestrian Plan.
- Staff reviewed bicycle and pedestrian crash data to be used in the upcoming Bicycle and Pedestrian Plan.
- Staff created a list of possible places for bicycle infrastructure improvement based on bicycle crash reports.
- Senior Planner met with a Purdue student and contributed to his project on identification of crash locations and possible improvements in the ARIES database.
- Staff performed quality control review for 2018 and 2019 crash data for Tippecanoe County.
- Staff drafted a report using 2017 and 2018 crash data.

532.8 Hot Spot List [On-going]:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

END PRODUCT:

- Bicycle and Pedestrian Plan - work continues but there is no definite timeline for completion.
- [FY 2017 Crash Report](#)
- It should be noted that many of the remaining work items in this element are ongoing, or projects that APC coordinates with planning partners, so they did not result in a formal product.

533 TRANSIT STUDIES

OBJECTIVE:

To provide technical assistance, information and market research about the transit market environment. This activity includes present users and particularly non-users and is used to identify potential target markets by route. To aid CityBus regarding special projects, such as its proposed downtown transfer center and TOD project planning.

ACTIVITIES [On-going]:

Staff worked on the following activities:

- In conjunction with Task 524, a staff member attended the weekly CityBus coordination meetings and discussed grant opportunities, ridership, revenue, and other route and marketing information.
- Staff researched air quality data for the City of Lafayette at the request of CityBus.
- Executive Director and Intern coordinated with CityBus and its Intern regarding the CityBus bus stop inventory project. See Work Item 524

END PRODUCT:

- The work items in this element are ongoing, or projects that APC coordinated with CityBus. The bus stop inventory is found in Work Item 524.

534 ELDERLY, DISABLED, and LOW INCOME TRANSPORTATION SERVICES AND ENVIRONMENTAL JUSTICE REVIEW

OBJECTIVE:

To monitor and plan for transportation services provided to the elderly, disabled and low income. Monitor Environmental Justice activities, and reviews and manages the **Title VI** program for compliance.

ACTIVITIES:

Staff worked on various planning activities to comply with Title VI requirements and to develop a Coordinated Human Services Transit Plan. The following activities were completed:

534.1 Data Collection [On-going]:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

534.2 Data Analysis [On-going]:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

534.3 Title VI Program Management and Compliance [On-going]

- Staff continued the local, multijurisdictional effort to explore ways to cooperate with implementation of Title VI planning.
- Staff coordinated with Tippecanoe County's Human Relations Commission to be the MPO's **complaint reviewing agency**.
- Staff finalized the Title VI Plan and it was translated into Spanish. Adoption will occur in FY 2020

534.4 Coordinated Human Services Transit Plan (CHSTP) [Updated Annually] and Ladders of Opportunity [On-going]

- Staff reviewed INDOT's CHSTP for the counties surrounding Tippecanoe County.
- Staff updated thresholds for EJ based on information learned at NEPA training.
- Senior Planner attended Area IV's TAC meeting.
- Staff revised the Transportation Resource Guide.
- Meeting minutes from the November 2018 annual CHSTP update meeting were prepared and reviewed. The final meeting report was posted on the website
- Staff used downloaded Census data to develop new maps/tables with updated summary data.
- Staff researched other Indiana MPO CHST Plans and used that information to refine the contents of the annual update of the Tippecanoe County plan.

534.5 Environmental Justice [As needed]:

Work performed in this area was part of creating the 2020-2024 TIP.

534.6 Applications for Funding [As needed]:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

END PRODUCT:

- Updated Coordinated Human Services Transit Plan
- Title VI Plan

536 HSIP, CRASH DATA & ANALYSIS and LOCAL IN-TIME COMMITTEE
(See 532.7 - No HSIP funds used for planning in FY2019)

538 UNIFIED PLANNING WORK PROGRAM

OBJECTIVE:

Allocation of staff and financial resources for the Area Plan Commission / MPO with a specific budget for the transportation planning process in compliance with current federal transportation legislation.

ACTIVITIES:

Staff completed the FY 2020 UPWP Update and various budgeting, billing and reporting tasks, including:

538.1 UPWP Preparation [Annual]

- Executive Director, with assistance from Financial Administrative Assistant, prepared the CAP and UPWP for FY 2020 and submitted it to the Policy Board, INDOT and FHWA-IN for approval.

538.2 Billings and Reports [Annual with amendments and modifications as needed]

- Staff completed and submitted the FY 2018 2nd and 3rd Quarter UPWP Performance Report and billings. Executive and Assistant Director reviewed all reports, compiled tasks into a progress report and submitted report/billings to INDOT.
- Staff completed and submitted the Annual Completion Report for FY 2018 to INDOT, along with 4th Quarter billing.
- Staff completed and submitted the FY 2019 1st and 2nd Quarter UPWP Performance Reports and billing. Executive and Assistant Directors reviewed all reports, compiled tasks into a progress report and submitted report/billings to INDOT.
- Time was spent on Carroll County invoicing, including preparing forms and collecting documentation of work done or purchases made.

538.3 CityBus Work Elements [As needed]:

A small number of hours were spent to determine whether CityBus had any planning activities to add to the UPWP.

END PRODUCT:

- UPWP Revised for FY2020
- Annual Completion and Quarterly Reports

541 PLAN MAINTENANCE & REVIEW

OBJECTIVE:

Maintain an up-to-date Metropolitan Transportation Plan and Thoroughfare Plan. Collect and analyze data in conjunction with state and local project development. Examine new routes and corridors. Keep Urban Area Boundaries adjusted and maintain Federal Aid and Functional Classification systems.

ACTIVITIES:

Staff worked to update some of our older plans and create new plans, in part by providing transportation expertise to the West Lafayette Downtown Plan being developed by office Comprehensive Planning staff. These efforts included data collection and analysis. Staff worked on the following tasks:

541.1 Collect and Analyze Data [On-going]

- Staff used subdivision plat maps to fix property line errors on the County GIS map within the McCutcheon Pedestrian Safety project limits.
- Staff researched the South Street overlay project at the request of the City of Lafayette and gathered information about the pavement depth from a previous resurfacing project on South Street.
- Staff researched and provided data for a consultant regarding the right-of-way for Concord Road.
- Staff began exploring ideas for redesigning the Levee area street system as part of the Downtown West Lafayette Plan Initiative

541.2 Corridor Projects [As needed]

- Staff met with a developer to discuss US 52, the future of that corridor, and how that correlates with the Thoroughfare Plan.
- Staff worked with APC's Comprehensive Planning Staff on the Downtown West Lafayette Plan Levee area grid street system.
- Staff provided traffic count data for S. 9th St. to consulting firm.
- Staff researched background information about a bridge project on CR 500 S.
- Staff researched information about a project at SR 25 at the Wallace Regulated Drain.
- Staff discussed and researched an early plan for a new truck stop.
- Staff created a report and worked on a proposed U.S. Bike Route (USBR) through Lafayette.
- Staff used the traffic model to project traffic volumes for the SR 43 and I-65 interchange at INDOT's request. Growth rates were calculated and submitted.
- Staff provided traffic counts and crash data to Lafayette for Teal Road (SR25/52) at 22nd St.

541.3 Purdue Plans [As needed]

- Executive Director meets monthly with the Purdue Research Foundation Vice President to discuss plans and projects that affect land use and transportation plans.
- Executive Director attended a Campus Master Plan Update meeting with the Purdue Research Foundation and its consultants.

541.4 – Thoroughfare Plan [New plan in FY2020 and Amendments As needed]

- Staff drafted and mapped various street layouts for the Levee area proposed grid system for the West Lafayette Downtown Plan. The study done for this planning effort informed development of the new Thoroughfare Plan.
- Staff worked on revising and updating the Thoroughfare Plan. These revisions will include three different components: development intensity, land use, and street design, and will replace the current Thoroughfare Plan when completed. Staff met with LPA planning partners to obtain their feedback on the proposed changes.
- Staff attended a meeting with West Lafayette city staff and other LPA staff about the West Lafayette Downtown Plan Levee area street grid project.

541.5 – UAB, Federal Aid and Functional Classification [As needed]

- Staff worked with INDOT to amend the Functional Classification of Newman Rd.

END PRODUCT:

- A new Thoroughfare Plan was not completed, but it is well into development. It is anticipated to be completed by the end of CY 2020.
- Updated Functional Classification with a change to Newman Road

545 METROPOLITAN TRANSPORTATION PLAN UPDATES

OBJECTIVE:

Maintain adopted *2045 Metropolitan Transportation Plan: The Future of Mobility (MTP)*. Develop and adopt any additional amendments to the 2045 MTP necessary for compliance with the FAST Act or its successor. Update and maintain the Bicycle and Pedestrian Plan.

ACTIVITIES:

Staff began preparations for the next round of long range planning, including gathering socio-economic information that will be used to update the current Metropolitan Transportation Plan and other planning work. Staff also worked on the new Bicycle and Pedestrian Plan. Staff performed the following work:

545.1 Metropolitan Transportation Plan [Every 5 years]

- Staff developed a timeline for starting different planning elements for the 2050 Metropolitan Transportation Plan.

545.2 Socio-Economic Data [At least every 5 years and sooner if needed]

- Staff assisted Lafayette with information regarding dwelling unit and employment growth.

545.3 Traffic Forecasting and Modeling [At least every 5 years and sooner if needed]

- Senior Planner worked with Caliper's technical support to resolve some issues with our TransCad software.
- Senior Planner attended two IMUG meetings via phone
- Staff researched CTPP changing TAZ boundaries to match Census block boundaries and worked on how the MPO will adjust the model to handle the change.

545.4 Coordination with INDOT's Long range Plan [At least every 5 years and sooner if needed]

- Staff coordinated with INDOT, CityBus and GIS Planner to gather bus stop information, mapped that data on the APC's GIS route layer, and provided it to INDOT.
- Senior Planner attended INDOT Telephone Town Hall for its Long Range Plan.

545.5 Bicycle Pedestrian Plan [FY 2021 and every 5 years thereafter]

- Pre-planning conversations took place between staff and community advocates regarding the new Bicycle and Pedestrian Plan. Research was conducted to obtain local law and Indiana code for pedestrians and cyclists in Lafayette, West Lafayette, Tippecanoe County, the State of Indiana, and Purdue's campus. All previous goals and objectives of prior plans and planning efforts were assembled into one document. Proposed bike, trail and sidewalk projects were collected. An outline to guide development of the new plan was drafted and reviewed.

- Staff prepared a bicycle survey questionnaire.
- Assistant Director reviewed the draft of Bicycle Crash Analysis for the Bicycle and Pedestrian Plan.
- Staff assisted the City of Lafayette by researching some items required for the city's application for the Bicycle Friendly City designation.

545.6 Air Quality Education and Rules Monitoring [As needed]

A small amount of time was spent keeping up-to-date on air quality rules should the Lafayette Metropolitan Area become non-attainment.

545.7 Planning and Environmental Linkages [On-going]

- The Executive Director attended meetings of the League of Woman Voters Environmental and Sustainability Committee.
- Executive Director worked with League of Women Voters to strategize ways the community could improve sustainability education.

545.8 Wabash River Scenic Byway [On-going]

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

END PRODUCT:

- Bicycle and Pedestrian Plan. Progress continues to develop this plan, but there is no definite timeline for completion except for FY2021.

612 CPC MEETINGS & PUBLIC INVOLVEMENT [On-going]

OBJECTIVE:

To educate the public about the role of transportation planning in the community and to provide a program of opportunities for citizens to participate in the planning process, including plan reviews.

ACTIVITIES:

Staff prepared agenda, minutes and products for quarterly meetings of the Citizen's Participation Committee (CPC). Three of these meetings were held. The CPC discussed the FY 2018 Annual Listing of Obligated Projects, the Title VI Plan, a new proposal for wind farm regulation, and the FY 2020-2024 Transportation Improvement Program.

Staff expanded the core group to include newly formed community organizations, re-evaluated the MPO's public involvement procedures, and began updating the Public Participation Plan in ways that effectively engage the public. Staff reconnected to non-participating constituent groups and implemented methods to engage minority groups.

The MPO/APC Public Participation Plan update now includes the Tippecanoe County Social Media Policy adopted in February 2018.

END PRODUCT:

Updated Public Participation Plan needs final review prior to adoption.

FINANCIAL REPORTING

The table below shows the MPO's UPWP spending in FY 2019. Active purchase order numbers and issue dates are included. The special billing in the table refers to the invoice between 1st and 2nd quarter for the purchase of the annual TransCad license. At the end of FY 2019, the FY 2017 and FY 2018 purchase orders were completely spent down. The remaining balance of FY 2019 funding is \$216,942.93.

MPO SFY 2019 (and 2017 and 2018) Invoice Ledger			2017 PL/5303	2018 PL/5303	2019 PL/5303	2017 Total Balance	2018 Total Balance	2019 Total Balance
2017 Purchase Order Number 0017806769 Issued 10/25/2016 (Total balance is what remained at the beginning of FY 19)			\$292,193.89			\$4,334.772		
2018 Purchase Order Number 001800627 Issued 7/11/2017 (Total Balance is what remained at the beginning of FY 19)				\$319,674.00			\$233,539.23	
2019 Purchase Order Number 20001875 Issued 8/09/2018					\$329,237.00			\$329,237.00
Invoice #	Claim Period	Claim Amount						
01	Special Billing: 10-19-18	\$960.00	\$0.00		\$960.00			\$328,277.00
02	7-1-18 to 9-30-18	\$96,770.71	\$4,334.77	\$92,435.94		\$0.00	\$141,103.29	
03	10-1-17 to 12-31-17	\$86,973.26	\$0.00	\$80,000.00	\$6,973.26	\$0.00	\$61,103.29	\$321,303.74
04	1-1-18 to 3-31-18	\$94,649.10	\$0.00	\$61,103.29	\$33,545.81	\$0.00	\$0.00	\$287,757.93
05	4-1-18 to 6-30-18	\$70,815.00	\$0.00		\$70,815.00	\$0.00	\$0.00	\$216,942.93