

The
AREA PLAN COMMISSION
of Tippecanoe County

Special MPO Policy Board Meeting

Date.....April 27, 2020

Time.....2:00 PM

**Place.....Tippecanoe County Office
Building**

**Tippecanoe Room
20 North 3rd Street
Lafayette, Indiana**

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at apc@tippecanoe.in.gov. Comments must include **name** and **address** to be heard.

Members of the public may watch the livestream of the meeting at
<https://www.facebook.com/TippecanoeCountyIndiana> and
<https://www.youtube.com/channel/UCJleeA9ZQo9EIIgDZTdjurQ/featured>

AGENDA

I. RESOLUTION T 2020-02 - A RESOLUTION TO ADOPT THE FY 2021-2022 UNIFIED PLANNING WORK PROGRAM

A. [link to document](#)

Documents:

[Resolution T 2020-02 Resolution to Adopt the 2021-2022 UPWP Final.pdf](#)
[Report to Policy Board - UPWP FY2021 04-22-20.pdf](#)

II. PRELIMINARY RECAP OF FY 2020 FEDERAL FUNDS OBLIGATIONS

Documents:

[Detailed Summary of Federal Funds for April Policy Board.pdf](#)

III. INITIAL DISCUSSION ABOUT HOLDING THE 2020 MPO CONFERENCE

IV. OTHER BUSINESS

V. CITIZEN COMMENTS

VI. ADJOURNMENT

Next meeting is May 14, 2020

Check the APC website at <http://tippecanoe.in.gov/378/Area-Plan-Commission-APC> for updates.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Area Plan Commission of Tippecanoe County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For more information visit www.tippecanoe.in.gov/ada

RESOLUTION T 2020-02

to adopt the

FY 2021 - 2022 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Area Plan Commission of Tippecanoe County has been designated the Metropolitan Planning Organization (MPO) by the Governor; and

WHEREAS, the MPO and its Policy Board are responsible for coordinating at the local level all modes of transportation planning in its Metropolitan Planning Area (all of Tippecanoe County); and

WHEREAS, coordinated, comprehensive and continuing transportation planning benefits all member governments of the Area Plan Commission; and

WHEREAS, federal funding for required transportation planning is available to the Area Plan Commission, as MPO, for its usage in this Urban Area; and

WHEREAS, without required continuing transportation planning, local governments would be ineligible for federal transportation dollars; and

WHEREAS, a two-year Unified Planning Work Program (UPWP) is required to describe the MPO's transportation planning functions and to allocate financial and staff resources to accomplish those planning functions, and

WHEREAS, the FY 2021 - 2022 UPWP includes planning emphasis areas (PEA) required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), and

NOW THEREFORE BE IT RESOLVED, that the MPO Policy Board does hereby charge the staff of the Area Plan Commission of Tippecanoe County with the responsibilities for planning and administration of the continuing transportation study, for performance of work assignments in the Unified Planning Work Program, and ensuring coordination with and involvement of other agencies;

FURTHER BE IT RESOLVED that the Unified Planning Work Program for Fiscal Years 2021 and 2022 is hereby adopted on this 27th day of April 2020 by the MPO Policy Board and may be administratively amended by the Executive Director to add or subtract funds following the close of the previous funding year and final accounting.

By _____
Tony Roswarski, President

ATTEST:

Sallie Dell Fahey, Secretary

RESOLUTION T 2020-02
FY2021 - 2022 UNIFIED PLANNING WORK PROGRAM
FY 2021 EXPLANATION AND HIGHLIGHTS
April 22, 2020

EXPLANATION

The Unified Planning Work Program (UPWP), prepared every two years on Indiana's fiscal year calendar - July 1 to June 30 - allocates resources and staff time between the 66 general functions performed by our office. Its Cost Allocation Plan (CAP) prepared every year also enables us to capture overhead costs and staff fringe benefits for reimbursement to the County General Fund.

In this fiscal year, our share of the total Indiana MPO PL and FTA money is \$373,900.00, which includes an additional special allocation of \$16,000 to support our hosting of the 2020 MPO conference. Additionally, we applied for \$30,941.00 in Small Urban and Rural Planning (SURP) money for work in Carroll County. The total amount of all new state and federal planning funds for FY2021 equals \$404,841.00 to program into the UPWP. I also programmed an additional \$156,978.77 from prior year unexpended funds. The money has a 20% local match, paid by Tippecanoe and Carroll Counties.

FINANCIAL INFORMATION

The Cost Allocation Plan (CAP) calculates the fringe benefits rate and indirect costs for a total overhead rate. The recalculated fringe rate is 36.42% and the indirect cost rate is 53.20% for a total overhead rate of 89.62%.

Every \$1 spent in direct salaries captures an additional \$0.90 (rounded) in overhead. Work performed in transportation work elements (#141, 142, 183, all the 500 Series and #612) is eligible for reimbursement from our federal/state allocation at 80% of direct labor plus overhead. INDOT serves as the reimbursing agency. These planning funds will reimburse us \$1.52 (80% of \$1.8962) for every direct salary dollar spent in transportation planning. This money is returned to the County General Fund. We also use PL money (at the 80% rate) to purchase traffic counters periodically for all LPAs, capital items necessary for transportation planning and to pay the annual licenses and updates for our specialized transportation planning software. The County Commissioners authorize the 20% match for purchases in the county's budget, subject to final approval by the County Council.

PLANNING EMPHASIS AREAS (PEA)

Each year FHWA and INDOT require certain planning activities. FTA works with FHWA to develop joint PEAs for Indiana MPOs. PEAs for FY2021 are included below.

FY 2021 FHWA/FTA Planning Emphasis Areas

- Provide assistance as INDOT updates the Planning Roles and Responsibilities Cooperating Operating Manual (PRRCOM). **Work item 531.4**
- Facilitate efforts to establish and manage a Local Traffic Incident Management Group to plan and coordinate multi-disciplinary processes to detect, respond to, and clear traffic incidents so that traffic flow may be restored as safely and quickly as possible. The goals of this planning effort are to improve first responder safety and reduce secondary crashes **Work Item 532.7**
- Provide assistance to LPAs to develop Local Road Safety Plans for reducing roadway fatalities and serious injuries. Staff will attend the FHWA training likely in FY2020. **Work Item 532.7**
- Review Public Engagement Plan for compliance with 23 CFR 450.210 and 450.316 with incorporation of new social media platforms and tools. **Work Item 612**

OTHER HIGHLIGHTS

- complete the new *Thoroughfare Plan* (see p. 94 Work Item 541)
- continue compliance with the FAST Act;

- with INDOT, continue to develop statewide targets for all performance measures;
- provide INDOT with any collected data for use in the state asset management plan for the National Highway System;
- continue emphasis on safety measures with a special attention to pedestrians and bicyclists;
- further develop and expand a bicycle count program;
- work with Purdue faculty and others who are taking electric scooter counts;
- continue monitoring the existing network for changes;
- update the *Coordinated Human Services Transit Plan*;
- continue implementing the *Title VI Plan* for the MPO and assist LPAs as needed to reach compliance and begin implementation;
- adopt the updated *Public Engagement Plan* with social media options in tandem with social media policy and platforms adopted by Tippecanoe County government;
- complete a new community-wide *Bicycle Pedestrian Plan* that incorporates the work already completed by Lafayette and West Lafayette;
- work with INDOT and other MPOs and communities to extend through Tippecanoe County the U.S. Bicycle Routes system under the auspices of AASHTO
- amendments, as needed to the *2020-2024 Transportation Improvement Program*;
- complete the new *2022-2026 Transportation Improvement Program*;
- begin early work on the *2050 Metropolitan Transportation Plan*;
- freight planning as time allows;
- *Annual Listing of Obligated Projects*
- investigate the use of Community Context Audits as a complementary tool to RFIs
- methods to improve cost estimating for projects and to create realistic project schedules will evolve as INDOT and the MPOs develop best practices for use by MPOs and their LPAs. Other MPOs will be consulted for best practices. **(Work Item 531.4)**

APPROVAL PROCESS

The letter in which INDOT concurred with our fringe and indirect cost rates arrived February 4, 2020. INDOT, FTA and FHWA comments were received on April 8 and have been included in this version of the UPWP which you are being asked to adopt. Your adoption of Resolution T 2020-02 will complete the approval process.

Federal Funding Status Report for Fiscal Year 2020

Obligation Funding Summary

Project	Fed Amount	Action	Phase	Fund Type	Date	Des #
Yost Drive	171,150.00	FMIS	PE	STBG	10/15/2019	1900483
Yost Drive	180,050.00	FMIS	PE	STBG PYB	10/15/2019	1900483
McCutcheon	36,900.00	FMIS	RW	HSIP PYB	12/9/2019	1601028
Twyckenham	2,571,048.00	Letter	CN	STBG	12/11/2019	1401285
Twyckenham	217,598.00	Letter	CN	TA	12/11/2019	1401285
Twyckenham	315,200.00	FMIS	CE	STBG	12/13/2019	1401285
Yeager	15,067.00	email	PE	STBG	12/27/2019	1401281
Concord Trail Lighting	40,600.00	FMIS	CE	STBG	1/30/2020	1401285
Concord Trail Lighting	318,989.00	Letter	CN	STBG PYB	3/6/2020	1900477
Yeager (services)	54,756.00	FMIS	RW	HSIP PYB	3/12/2020	1401281
Yeager (acq.)	268,775.00	FMIS	RW	HSIP PYB	3/12/2020	1401281
Yeager (acq.)	129,625.00	FMIS	RW	STBG PYB	3/12/2020	1401281
Terre Haute Trade	573,000.00	Agreement	---	HSIP	3/16/2020	---
Klondike Road RR	71,438.50	FMIS	CN	STBG	3/19/2020	1173626
McCutcheon (acq.)	184,127.00	FMIS	RW	HSIP PYB	4/1/2020	1601028
Klondike CO	28,562.00	Adv. of Ch.	CN	STBG	4/13/2020	1173626
Klondike CO	152,478.00	Adv. of Ch.	CN	HSIP PYB	4/13/2020	1173626
McCutcheon	42,705.00	FMIS	PE	HSIP PYB	4/20/2020	1601028
9th Street	538,354.00	FMIS	PE	STBG	4/22/2020	1900482
9th Street	42,910.00	FMIS	PE	STBG PYB	4/22/2020	1900482
Klondike Road RR	108,388.00	FMIS	CN	STBG	4/23/2020	1173626
Klondike Road RR	33,790.00	FMIS	CN	HSIP PYB	4/23/2020	1173626
Twyckenham	2,409.26	Adv. of Ch.	CN	STBG	In Process	1401285
INDOT Trade	169,011.00	---	---	HSIP	In Process	---
231 Study	70,444.00	---	PE	STBG	In Process	2001532
231 Study, additional \$	169,754.00	---	PE	STBG	In Process	2001532

6,507,128.76 TOTAL

6,507,128.00 Total amount of FY 2020 STBG, STBG PYB, HSIP, HSIP PYB and TA funds

-0.76 Balance of Funds

FY '20 TIP Funding Allocation

STBG Funding		Annual Funds			PYB Funds		
Project	Des Number	Federal Funds Allocated in TIP	INDOT Report	Balance	Federal Funds Allocated in TIP	INDOT Report	Balance
Twyckenham Blvd, CN	1401285	2,909,003	2,888,657.18	20,345.82	-	0.00	0.00
Concord Road Trail Lighting, CN	1900477	138,600	40,600.00	98,000.00	318,989	318,989.00	0.00
Park East Boulevard, RW	1700405	-	0.00	0.00	-	0.00	0.00
Yeager Road, PE	1401281	15,067	15,067.00	0.00	-	0.00	0.00
Yeager Road, RW	1401281	42,608	0.00	42,608.00	129,625	129,625.00	0.00
Yost Drive, PE	1900483	179,950	171,150.00	8,800.00	180,050	180,050.00	0.00
South 9th Street, PE	1900482	538,354	538,354.00	0.00	42,910	42,910.00	0.00
Klondike Road, CN	1173626	208,388	208,388.00	0.00	-	0.00	0.00
US 231 Study	2001532	70,444	70,444.00	0.00	-	0.00	0.00
		4,102,414	3,932,660.18	169,753.82	671,574	671,574.00	0.00

HSIP Funding		Annual Funds			PYB Funds		
Project	Des Number	Federal Funds Allocated in TIP	INDOT Report	Balance	Federal Funds Allocated in TIP	INDOT Report	Balance
Yeager Road, RW	1401281	-	0.00	0.00	323,531	323,531.00	0.00
McCutcheon Ped Safety, RW	1601028	-	0.00	0.00	263,732	263,732.00	0.00
Klondike Road, CN	1173626	-	0.00	0.00	186,268	186,268.00	0.00
Trade to Another MPO	---	573,000	573,000.00	0.00	-	0.00	0.00
Trade with INDOT	---	169,011	169,011.00	0.00	-	0.00	0.00
		742,011	742,011	0.00	773,531	773,531.00	0.00

TA Funding		Annual Funds			PYB Funds		
Project	Des Number	Federal Funds Allocated in TIP	INDOT Report	Balance	Federal Funds Allocated in TIP	INDOT Report	Balance
Twyckenham Blvd, CN	1401285	217,598	217,598.00	0.00	-	0.00	0.00
		217,598	217,598	0.00	0	0	0.00

Balance of Federal Funds

The balance of funds for the four projects will be reallocated to the US 231 Corridor Study. The follow table shows the individual and total amounts.

Funding Balance Summary	
20,346	Twyckenham Blvd, CN
98,000	Concord Rd Trail Lighting, CN
42,608	Yeager Rd, RW
8,800	Yost Dr, PE

Total 169,754