
**FY 2023 & 2024 UPWP Amendment
Purchase Order Roll-Over**

**Staff Report
January 12, 2023**

BACKGROUND AND REQUEST:

The FY 2023 & 2024 UPWP was adopted on June 7, 2022. FY 2022 ended on June 30, 2022. After completing the billing for FY 2022, the Area Plan Commission of Tippecanoe County still has a balance of \$58,186 remaining in the FY 2021 Purchase Order (PO # 20044229) and a balance of \$246,554 remaining in the FY 2022 Purchase Order (PO # 20065397). The total balance remaining between the two Purchase Orders is \$304,740. The Area Plan Commission is proposing a revision to the FY 2023 portion of the FY 2023 & 2024 UPWP. The additional balance of \$304,740 will be re-allocated to different work elements in the UPWP. The justification for re-allocating this balance is listed below for each work element with a proposed increase, and the updated balances are shown in the attached table.

141 CL: Staff is looking at purchasing some streaming equipment to take to public meetings. This equipment will allow meetings to be recorded and archived, which will improve transparency. Additionally, staff needs improved computer hardware to run the programs used in our transportation planning process. (\$9,740 added)

532.3: Traffic Signal Coordination Study. The Area Plan Commission is partnering with the cities of Lafayette and West Lafayette to evaluate traffic signal coordination along several different corridors. (\$150,000 added)

532.7: SS4A Action Plan. The Safe Streets and Roads for All program was introduced in 2022. This program creates an opportunity for grant-based funding. An Action Plan is required for localities looking to apply for this funding. The Area Plan Commission wants to create an Action Plan for Tippecanoe County, to enable future grant applications for this program. (\$70,000 added)

545.3: Data gathering for Traffic Model. As part of our planning work, APC maintains a traffic model. To improve the accuracy of this model, new demographic data is required. This data will need to be purchased from an outside vendor. (\$25,000 added)

612: Additional Public Outreach. Staff has created some plans to continue to make efforts to reach out to traditionally underserved populations in the planning process. The additional funding can be used to hire a consultant to evaluate these plans. The consultant will make recommendations to close gaps in these plans. (\$50,000 added)

Element	Total PL/5303 FY 2023	Additional PL/5303 (Roll- over from FY 2021 and FY 2023)	New Total PL/5303	SPR Rural Planning & State Match
141	\$3,286.00		\$3,286.00	
141 CL	\$12,000.00	\$9,740.00	\$21,740.00	
183	\$30,571.00		\$30,571.00	
100 Series Subtotal	\$45,857.00	\$9,740.00	\$55,597.00	
511	\$9,171.00		\$9,171.00	
511-R				0.00
511C				\$17,869.00
511C EQ				\$4,960.00
511C TC				\$8,060.00
515	\$38,214.00		\$38,214.00	
517	\$2,293.00		\$2,293.00	
521	\$7,643.00		\$7,643.00	
524	\$3,057.00		\$3,057.00	
525	\$459.00		\$459.00	
531	\$88,514.00		\$88,514.00	
531 CL	\$3,200.00		\$3,200.00	
532	\$22,928.00	\$150,000.00	\$172,928.00	
532.7	\$61,532.00	\$70,000.00	\$131,532.00	
533	\$2,293.00		\$2,293.00	
534	\$15,286.00		\$15,286.00	
536	0.00		0.00	
538	\$15,286.00		\$15,286.00	
539	0.00		0.00	
541	\$35,157.00		\$35,157.00	
545	\$66,385.00	\$25,000.00	\$91,385.00	
545 CL	\$2,400.00		\$2,400.00	
500 Series Subtotal	\$373,818.00	\$245,000.00	\$618,818.00	\$30,889.00
612	\$9,171.00	\$50,000.00	\$59,171.00	
600 Series Subtotal	\$9,171.00	\$50,000.00	\$59,171.00	
PL TOTALS	\$428,846.00	\$304,740.00	\$733,586.00	\$30,889.00

STAFF RECOMMENDATION:

Approve Resolution T-23-01, Amendment to the FY 2023 & 2024 UPWP (Purchase Order Roll-Over).

Resolution T-23-01

RESOLUTION TO AMEND THE FY 2023 & 2024
UNIFIED PLANNING WORK PROGRAM (PURCHASE ORDER ROLL-OVER)

WHEREAS, the Area Plan Commission of Tippecanoe County (APC) in its capacity as the Metropolitan Planning Organization (MPO) is responsible for transportation planning in Tippecanoe County, and

WHEREAS, the Area Plan Commission of Tippecanoe County, in its capacity as the MPO, is responsible for developing and maintaining the Unified Planning Work Program, and

WHEREAS, an unexpended balance of \$304,740 exists in the FY 2021 and FY 2022 Purchase Orders, and

WHEREAS, the Area Plan Commission of Tippecanoe County has provided an explanation of the planning activities that this unexpended balance will be spent on, and

WHEREAS, the attached table will be the updated funding table for the FY 2023 & 2024 UPWP, and

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the Metropolitan Planning Organization does hereby adopt this amendment to the FY 2023 & 2024 Unified Planning Work Program.

ADOPTED on Thursday, the 12th of January 2023.

Tony Roswarski
President

David Hittle
Secretary