

RESOLUTION T 2023-06
FY2023 - 2024 UNIFIED PLANNING WORK PROGRAM
FY 2024 UPDATE EXPLANATION AND HIGHLIGHTS
May 18, 2023

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 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 \$486,537.00. We were also given \$9,997 to promote safe and accessible transportation for all users. We applied for \$31,698.27 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 FY2024 to program into the UPWP is \$528,232.27. 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 34.46% and the indirect cost rate is 42.05% for a total overhead rate of 76.51%.

Every \$1 spent in direct salaries captures an additional \$0.77 (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 \$1.41 (80% of \$1.7651) 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 FY2024 are as follows:

FY 2024 FHWA/FTA Planning Emphasis Areas

- Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement

- Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination
- Federal Land Management Agency Coordination
- Planning and Environmental Linkages (PEL)
- Data in Transportation Planning
- TIP/STIP Process Review
- Metropolitan Planning Area & Urbanized Area Boundaries

APPROVAL PROCESS

The Cost Allocation Plan approval letter was received on February 20, 2023. INDOT, FTA and FHWA comments were received on April 11, 2023 and have been included in this version of the UPWP which you are being asked to adopt. Your adoption of Resolution T 2023-06 will complete the approval process, pending further comments from the commenting agencies.

RESOLUTION T-23-06

to adopt the

FY 2023 - 2024 UNIFIED PLANNING WORK PROGRAM (FY 2024 UPDATE)

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, in its second year the UPWP must be updated to include a new Cost Allocation Plan and to allocate financial and staff resources to accomplish those planning functions, and

WHEREAS, the FY 2023 - 2024 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 2023 and 2024 is hereby adopted, pending any further comments from reviewing agencies, on this 18th day of May 2023 by the MPO Policy Board

By _____
Tony Roswarski, President

ATTEST:

David Hittle, Secretary