

Planning Roles, Responsibilities, & Cooperative Operation Manual

2014

Indiana Department of Transportation

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INDIANA DEPARTMENT OF TRANSPORTATION

Planning Roles, Responsibilities & Cooperative Operation Manual Letter of Adoption

Effective on the date signed by INDOT, the Planning Roles, Responsibilities, & Cooperative Operation Manual (PRRCOM) will replace the adopted 2012 MPO Cooperative Operation Manual.

The PRRCOM has been developed in cooperation with Indiana MPO Council; select Rural Transportation Planning Organization (RTPO) Directors; select INDOT planning and Local Programs Administration (LPA) staff; and FHWA for the purpose of clarifying roles and responsibilities for required transportation planning activities to enhance coordination, comprehensive, cooperation between the State DOT, metropolitan, and regional planning organizations.

The purpose of the PRRCOM is to summarize the planning requirements and describe how INDOT will coordinate with Indiana's 14 Metropolitan Planning Organization MPOs (MPOs) (6 MPOs are also RTPOs), and 13-RTPOs to implement the 3-C (continuing, cooperative, and comprehensive) planning process and carry out MAP-21 planning requirements.

The PRRCOM is an evolving document that will be maintained by the INDOT Technical Planning Section through input and coordination from a workgroup consisting: representatives of the MPO Council, RTPOs, INDOT Asset Planning & Management, INDOT LPA & Grants Administration, INDOT District Capital Programs, and Federal Highway Administration (FHWA) Indiana Division. This document provides a brief description of various coordinated INDOT, MPO, and RTPO areas of responsibility for specific planning functions, establishes business rules, and references various control documents.

Document Revision Performance Expectations

All revisions will be made thru the INDOT Office of Asset Planning and Management, INDOT Technical Planning Section. Jay Mitchell or respective INDOT Planning Liaison will be the lead contact for MPO or RTPO requested changes. A revised version with the track change option on will be available for those that are interested in the changes made.

Minor Revisions

Minor revisions include: typo corrections, staffing changes, INDOT business structure changes, map revisions, flow chart revisions, and non-process impacting changes. Minor revision to the document will be made by INDOT Planning & Asset Management Staff, Technical Planning Section and communicated to the MPO and RTPO Directors, and uploaded to the INDOT and MPO Council website within two weeks.

Major Revisions

Major changes: document update, changes to policies that directly impact MPO/RTPO operations and decision making will be coordinated with the document working group members for consensus prior to adoption of the



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changes. This level of changes must be approved by the INDOT Chief of Staff or their designee. The document will be uploaded to the INDOT and MPO Council website within two weeks of approval of the critical change. Key individuals within the Planning Process will be contacted for awareness of the changes.

A handwritten signature in blue ink, appearing to read 'Chris Kiefer', is written over a horizontal line.

Date: 10/8/2014

Chris Kiefer
INDOT Chief of Staff or Designee

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Planning Roles, Responsibilities, & Cooperative Operation Manual

Planning Responsibilities Overview

Transportation planning recognizes the critical links between transportation and other societal goals. The planning process is more than merely listing major capital projects. It requires developing strategies for operating, managing, maintaining, and financing the area's transportation system in such a way as to advance the area's long-term goals. Transportation planning balances the needs of access mobility and safety with environmental, economic and social equity concerns. The performance of the system affects public policy concerns like air quality, environmental, resource consumption, social equity, land use, urban growth, economic development, safety, and security.

The Federal-Aid Highway Program is a [State](#) administered program. The Governor and local elected officials in Indiana are charged with cooperatively evaluating surface transportation needs and jointly identifying an "agreed-to list of projects" to address these needs.

The purpose of this Roles and Responsibilities document is to summarize the planning requirements and describe how INDOT will coordinate with Indiana's fourteen Metropolitan Planning Organizations (MPOs), six MPOs are also Regional Transportation Planning Organizations (RTPOs), and thirteen-RTPOs to implement the 3-C (continuing, cooperative, and comprehensive) planning process. This document will also serve as a cooperative agreement with MPOs and RTPOs across the state. The document will be a "living document" as the website will be updated as new information becomes available (new contacts, procedures, agreements, funding tables, etc.). The Indiana MPO Council, the RTPOs Indiana Association of Regional Councils, INDOT, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) will periodically review this document and processes to ensure its compliance with State and Federal Code, Rules, Regulations, and Legislation.

Control Documents: 23 CFR 450; 23 CFR 500; and 49 CFR 613

MPO Responsibilities

Federal legislation passed in the 1960's (Federal-Aid Highway Act of 1962) required the formation of a metropolitan planning organization (MPO) for any urbanized area with a population greater than 50,000. An MPO is a transportation policy-making organization made up of elected representatives from local government and transportation authorities. MPOs were developed to ensure that existing and future Federal-aid expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive (3-C) planning process. Federal funding for transportation projects and programs are channeled through this planning process. All federally funded projects must be included in the MPO Transportation Improvement Programs in order to use federal funds.

The MPO develops a number of federal planning documents; manages local projects; assists with the development and analysis of state jurisdictional projects in their respective areas; and performs various support related transportation planning activities. MPO requirements are part of the U.S. Department of Transportation (USDOT) statute. Each MPO has an executive or policy board consisting mainly of local elected officials and should include representatives of transit agencies, INDOT District Deputy Commissioner or designated staff and other transportation agencies.

MPOs play a vital role in the planning and development of transportation projects and services throughout the urbanized areas of Indiana. Together with the INDOT District Offices, they serve as primary sources of local input and as fundamental cooperating partners in the multi-modal transportation planning and program implementation process. MPOs are required to:

- Ensure a continuing, cooperative, and comprehensive (3-C) transportation planning process between the MPO and INDOT through the sharing of information.
- Prepare a financially reasonable 20-year Metropolitan Transportation Plan (MTP) that serves as the basis for the selection of projects in the Transportation Improvement Program.
- Develop a 4-year Transportation Improvement Program that includes a prioritized list of projects and a financial plan demonstrating how the program will be financed and updated at least every four years.
- In areas classified as non-attainment and maintenance for the national ambient air quality standard (NAQMS), develop plans and projects that demonstrate compliance with the emissions inventory budgets set for their areas and listed in the Indiana Department of Environmental Management (IDEM) air quality State Implementation Plan (SIP). INDOT, the MPOs and IDEM all work together to develop mobile source transportation control measures for the SIP.
- MPOs in Transportation Management Areas (TMAs) develop a system for monitoring and managing congestion in their metropolitan area.
- MPOs select local projects for Federal Surface Transportation Program (STP), Congestion Mitigation/Air Quality (CMAQ), Highway Safety Improvement Program (HSIP), and Transportation Alternatives Program (TAP) funding.
- Each MPO must establish a competitive process for project selection, which must involve local government jurisdictions, transit agencies, and other transportation providers and users.
- Indiana MPOs develop a Unified Planning Work Program (UPWP)/Statement of Work (SOW), which is a comprehensive listing of the transportation planning activities to be completed by the MPO for the coming fiscal year(s), including a Cost Allocation Plan and the resources to fund the UPWP.
- Annually each MPO publishes a List of Obligated Projects (Annual Listing of Obligated Projects - ALOP) for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year.

For more information on Indiana's MPOs and contact information for each MPO agency, please visit the Indiana MPO Council website: <http://www.indianampo.com>.

MPO Council

A director's council known as the Indiana MPO Council meets monthly to address the various current issues in cooperation & collaboration with state & federal planning partners. Some MPOs also represent rural counties as a Rural Planning Organization (RTPO), in addition to being an MPO for urban areas.

The Indiana MPO Council is comprised of the Executive Directors of each MPO. The Indiana MPO Council meetings are coordinated with and include the participation of various INDOT staff (executive office, finance, local programs, multimodal planning, freight, safety, asset management, practical design, and others), Indiana Department of Environmental Management (IDEM) for air quality needs, FHWA, FTA, Conexus Indiana (freight and logistics stakeholder group), Indiana Economic Development Corporation, and others. Meetings are held monthly to address issues that come before it and to cooperatively determine the optimal solutions for transportation planning issues. The Indiana MPO Council meetings promote a 3 C planning process by seeking to enhance continuing, cooperative, and comprehensive discussions and interactions while striving to achieve those goals.

This Manual has been developed cooperatively by the Indiana MPO Council, INDOT, and the Federal Highway Administration to outline the cooperation necessary for both INDOT and the MPOs to produce the necessary work products.

MPO Policy Boards

Although structured differently, each MPO have a Policy Board or committee which is comprised of officials representing the region as defined by each MPO's bylaws. The MPO Policy Board or committee is charged with the responsibility to assure the development and implementation of a continuous, cooperative, and comprehensive (3-C) planning process. This includes the development of the **Unified Planning Work Program, Metropolitan Transportation Plan, and Transportation Improvement Program**, among other duties.

MPO Policy Boards are charged with the responsibility for local project selection, justification, and implementation. These responsibilities require collaboration and cooperation with various MPO partners including the Indiana Department of Transportation, Federal Highway Administration, Federal Transit Administration, and other federal, state, and local agencies.

MPO Advisory or Technical Committees

Although structured differently, each MPO is similar in that they all have advisory groups or committees, whose membership includes local public agency engineers, planning staff, community advisors, and state governmental agencies related to transportation and infrastructure. These advisory groups or committees provide the policy board or committee with a review and recommendations on pertinent business that comes before the policy board or committee.

Each MPO is required to develop and use a documented plan that defines a process for providing citizens, affected public agencies, representatives of public & private transportation, and providers of freight transportation services, with opportunities for participation. Private representatives of users of public transportation, users of pedestrian walkways and bicycle facilities, representatives of the disabled, and other interested parties must also be provided with reasonable opportunities to be involved in the metropolitan transportation planning process.

RTPO Responsibilities

Rural Transportation Planning Organizations (RTPOs) are often geared toward serving their rural communities as Rural Development Organizations. The INDOT launched the Small Urban and Rural Transportation Planning Program in 2001 with five regional development organizations (known locally as regional planning commissions) and four metropolitan planning organizations (MPOs). Starting in 2005, the program was expanded to 11 regional and small urban planning partners, including seven RTPOs, two RTPOs that also serve as MPOs and two MPOs.

The purpose of RTPOs is to involve local officials in multi-modal transportation planning through structured processes to ensure quality, competence, and fairness in the transportation decision making process. RTPOs are responsible for performing eligible planning activities in order to provide planning support to local communities. The planning activities of RTPOs include traffic count program development and maintenance and are aimed at supporting INDOT Central and District Office Planning staff with public outreach, technical assistance to local officials, and the collection of other transportation-related data. RTPOs funded through the SURTP program may also consider multi modal transportation needs for rural communities, review long and short term transportation needs and priorities and, make recommendations to INDOT.

INDOT typically provides each planning partner with \$40,000 that requires a 20 percent local match. In FY2006, the state restructured the program to make it more accountable and focused on a traffic count program and implementation of the state's Highway Performance Monitoring System (HPMS).

The federal surface transportation legislation Moving Ahead for Progress in the 21st Century (MAP-21), passed in 2012, included a definition of the basic structure and responsibilities of RTPOs for the first time in federal statute. This statutory language describes RTPOs as being voluntary institutions representing local governments. The organizations must have a lead planning agency that serves as the fiscal and administrative agent and provides planning staff support. Several required responsibilities are listed, including developing rural, regional long-range transportation plans; creating short-range transportation improvement programs; conducting public outreach; coordinating transportation with other relevant planning areas; and other tasks.

More information on RTPO's can be found at: <http://www.ruraltransportation.org/>.

INDOT District Office Planning Responsibilities

Note: *The LPA Grants Administration's MPO Coordinator will be the initial/primary MPO point of contact for all MPOs for various activities including PL-Funds. The LPA Grants Administration's MPO Coordinator will also coordinate with the appropriate district, planning, and STIP staff as needed.*

INDOT's six District Offices are responsible for various planning, local coordination, and construction activities. The District Offices serve as INDOT's front line for interaction with the general public and local elected officials. District Office Staff participate in MPO Technical/Advisory Committee and Policy Board meetings; select public hearings; and are active members of the Asset Management Teams. The Districts are responsible for submitting projects/needs for the eCall for Projects and annual call for projects for all assets within their respective district. The Districts will also be responsible for negotiations for all route relinquishments in their respected areas. For maps and contact information regarding the INDOT District Offices, please visit our website: <http://dotmaps.indot.in.gov/apps/districtmaps/>.

INDOT Central Office Planning Responsibilities (General)

INDOT Central Office Planning and Asset Management Teams are responsible for various transportation planning and local coordination activities. The Central Office serves a supporting role to INDOT District Offices and oversees the planning and project development process. Central Office Planning Teams:

- Ensure a continuing, cooperative, and comprehensive (3-C) transportation planning process between INDOT, MPOs, and transit operators, through information sharing.
- INDOT, pursuant to Title 23, Section 134 of the United States Code is apportioned federal transportation funds, and is the program administrator for the FHWA in the form of State Planning and Research funds (SPR). The funds available to the MPO include FTA Section 5307 funding, State Planning and Research (SPR) funds, Metropolitan Planning (PL) funds, Surface Transportation Program (STP) funds, and Federal Transit Administration (FTA) funds, and any funds provided to the MPO through INDOT for the purpose of the UPWP/SOW, as well as any other funds specifically identified for transportation planning purposes or over which INDOT has fiduciary responsibility.
- Congestion Mitigation and Air Quality Improvement (CMAQ) Program will be managed by the LPA and Grants Administration Division. However, The Technical Planning Supervisor will assist with CMAQ project eligibility determination/reviews and with the preparation of CMAQ eligibility applications for INDOT Projects and those local projects that are located in rural non-attainment and maintenance areas.
- Highway Safety Improvement Program (HSIP) – The Technical Transportation Planner will coordinate the collation of HSIP projects for eligibility determination and will convey HSIP eligibility approvals to the MPOs.
- State Transportation Improvement Program (STIP) and MPO Transportation Improvement Programs (TIPs) will be managed by the LPA and Grants Administration Division's STIPs

Specialist who reports to the STP/SPMS Manager. TIP reviews, amendments and administrative modifications will be processed through the STIP Specialist. The Technical Planning Section's review of TIPs will be limited to confirming that the TIP serves as a true subset of the MPO's Transportation Plan and the participation in the Interagency Consultation Group for those areas that are non-attainment and/or maintenance to ensure that a proposed TIP or TIP amendment conforms to the State Implementation Plan (SIP).

- INDOT is authorized to allocate said funds for all MPOs, (23 U.S.C. 104(d) and 49 U.S.C. 5305), based on the approved MPO distribution formula.
- The MPO is to be the sub-recipient of Metropolitan Planning Funds (PL) authorized under 23 U.S.C. 104 (d) and 49 U.S.C. 5305 to carry out the provisions of 23 U.S.C. 134/49 U.S.C. 5303.
- In accordance with 49 CFR 18.40 INDOT shall monitor all activities performed by MPO staff or sub-recipients of FHWA and FTA funds to assure that the work is being managed and performed satisfactorily and time schedules are being met.
- INDOT has primary responsibility for administering FHWA and FTA funds allocated to the MPO's and ensuring that such funds are expended for eligible costs, purposes, and activities in accordance with 23 CFR 420, that are allowable per 2 CFR 225, and that are within the MPO's planning boundaries,
- 23 CFR 450.314 requires that INDOT and each MPO enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Metropolitan Planning process and accomplishing the transportation planning requirements of state and federal law.
- INDOT will incorporate each MPO's Transportation Improvement Program (TIP) into its Statewide Transportation Improvement Program (STIP) in its entirety after approval by the MPO Policy Board and the Governor **§ 450.216(b)**.

INDOT will be represented by designated district staff as voting members on Technical Committees and by the Central Office Transportation Planner at Technical Committee meetings for issues related to long-range planning and air quality conformity. District Deputy Commissioner or designee will participate on the Policy Boards of each MPO, as appropriate for each MPO's composition.

Central Office Asset Planning & Management Division

As defined by the American Association of State Highway and Transportation Officials (AASHTO), Subcommittee on Asset Management, asset management is a strategic and systematic process of operating, maintaining, upgrading, and expanding physical assets effectively through their life cycle. It focuses on business and engineering practices for resource allocation and utilization, with the objective of better decision making based upon quality information and well defined objectives. Through the use of management systems, engineering and economic analysis, and other tools, transportation agencies can more comprehensively view the big picture and evaluate collected data before making decisions as to how specific resources should be deployed. Asset management principles and techniques should be applied throughout the transportation planning process, from initial goal setting and long-range planning to development of a Statewide Transportation Improvement Program (STIP) and then through to operations, preservation, and maintenance.

INDOT's asset management program defines performance measures, serves as a repository for asset data, and promotes standard data collection and technology applications. The program provides a platform to perform the following activities:

- Track system condition, needs, and performance
- Clearly identify costs for maintaining and preserving existing assets
- Clearly identify public expectations and desires
- Directly compare needs to available funding, including operating and maintenance costs
- Define asset conditions so that decisions can be made on how best to manage and maintain assets and the consequences of in-action
- Determine when to undertake action on an asset such as: preservation, rehabilitation, reconstruction, capacity enhancement, or replacement.
- Performing risk management assessments



The Asset Planning & Management Division is responsible for overall asset management and planning activities as well as the upkeep of essential road inventory asset system condition and related data collection needs. The purpose of the Division is to combine transportation planning and asset management activities for a comprehensive capital asset program. The Asset Planning & Management Division works cooperatively with following Asset Teams within the agency:

- Bridge – including small structures & culverts
- Roadway - pavement, geotechnical slide corrections, road modernization, and drainage
- Mobility/Congestion - added capacity, new road construction, new interchanges, interchange modification, intelligent transportation systems, sound wall barrier needs, and intersection improvements
- Safety – traffic and non-motorized roadway safety
- Statewide (handled by the Program Management Group)- Rest areas, weigh stations, utility, ROW, environmental needs, and others

These asset teams include System Assessment Managers (SAM) or representative from each of the INDOT districts to develop and maintain performance metrics measures and the ranking of projects. The division assists in the development and incorporation of performance measures and standards ensuring federal MAP-21 requirements are met. Each group is responsible for tracking relative performance of service for their assigned physical asset and developing/implementing strategic investments to ensure the best use of resources and other functions. The overall focus is on long-run performance relative to highway transportation investment through systematic application of rational, integrated asset management practices.

Several formal reports are produced within the Asset Teams. Many of which are federal requirements, while others are for the purpose of understanding and communicating the condition/performance of each of the transportation functional assets and consequences of various program investment strategies. Several transportation management applications are maintained and operated by each asset team. The Division serves to deliver outstanding stewardship in managing INDOT's transportation infrastructure.

Asset Performance Management (Placeholder, Under Construction)

Responsible Party: INDOT Asset Planning & Management Division, Program Management Group (PMG), Metropolitan Planning Organizations, Rural Planning Organizations, and Locals (for non-state NHS routes)

FHWA is currently working with states and planning organizations to transition toward and implement a performance based approach to carrying out the Federal Highway Program known as Transportation Performance Management. Transportation Performance Management represents the opportunity to prioritize needs, and align resources for optimizing system performance in a collaborative manner. This transition supports the recent legislation "Moving Ahead for Progress in the 21st Century," also known as MAP-21. This legislation integrates performance into many federal transportation programs and contains several performance elements.



Source: <http://www.fhwa.dot.gov/tpm/about>

Modification to MPO & RTPPO Planning Process

Performance-based planning

- Metropolitan Planning Organizations will be required to establish and use a performance-based approach to transportation decision making and development of transportation plans.
- Each MPO will establish performance targets that address the MAP-21 surface transportation performance measures (see: National Goals and Performance Management Measures fact sheet).
- The performance targets selected by an MPO will be coordinated with INDOT to ensure consistency to the maximum extent practicable.
- Performance targets selected by an MPO will be coordinated with public transportation providers, to the maximum extent practicable, to ensure consistency with sections 5326(c) and 5329(d) of title 49.
- MPOs are required to integrate into the metropolitan transportation planning process other performance-based transportation plans or processes.
- The MPOs will establish performance targets not later than 180 days after the date that the relevant State or public transportation provider establishes performance targets.
- Within 2 years of enactment of MAP-21, the structure of all MPOs will be required to include officials of public agencies that administer or operate public transportation systems.

Long Range Transportation Plan (Plan)

- The Plan will include a description of the performance measures and performance targets used in assessing the performance of the transportation system.
- The Plan will also include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.
- MPOs have the option of developing multiple scenarios for consideration during the development of the Plan.

Transportation Improvement Program (TIP)

- The TIP will include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets established in the Plan, linking investment priorities to those performance targets.

Performance report

The Secretary is required to submit a report to Congress not later than 5 years after the date of enactment of MAP-21. The report is to evaluate:

- The overall effectiveness of performance-based planning as a tool for guiding transportation investments;
- The effectiveness of the performance-based planning process for each metropolitan planning organization;
- The extent to which MPOs have achieved, or are making substantial progress towards achieving, the performance targets, and whether MPOs are developing meaningful performance targets; and
- The technical capacity of MPOs that operate within a metropolitan planning area of less than 200,000, and their ability to carry out the planning requirements.

Control Documents:

23USC134(h)(2) – Performance Based Approach
49USC5303(h)(2) – Performance Based Approach
Statewide Transportation Planning
23USC135(d)(2) – Performance Based Approach
49 USC5304 (d)(2) - Performance Based Approach

Office of Road Inventory & Tracking

The Office of Road Inventory is a primary data center for the Department. Primarily tasked with tracking the physical and administrative features of the 11,140 miles of state owned/maintained roads, 65,970 miles of county owned/maintained, and 18,750 miles of city & town owned/maintained roads, the office

is either directly responsible for, or has several inputs into, multiple State and Federally required reports including but not limited to: Certification of Public Road Mileage, Highway Performance and Monitoring System, and GASB 34.

In addition, the office's data is used as the backbone upon which several different corporate systems base their information. Applications such as the State Project Management System (SPMS), Work Management System (WMS), INDOT Answers application, Management Information Portal (MIP), Bridge Inspection Application Software (BIAS), the Traffic Monitoring System, the Pavement Management System, the Bridge Management System and Federal Highway Administration's Highway Performance Monitoring System (HPMS), all draw from the data such things as route, location and extent, functional classification, National Highway System status, rural or urban designation, and district.

The Office has many customers outside of the Department including: Department of Homeland Security, Indiana Department of Environmental Management, Indiana Department of Natural Resources, the Joint Transportation Research Board, Local Transportation Assistance Program, Purdue School of Civil Engineering, Metropolitan Planning Organizations, Regional Planning Organizations, county highway departments, cities and towns.

Collecting, verifying, coalescing, and transforming data into usable, easy to understand information, then presenting that information in a manner that is consistent with the needs of the consumer, whether that is a summary table, a chart of distributions, a graph of conditions, or a map of locations, the Office of Inventory provides a variety of services.

Within the Roadway Inventory and Tracking Office, there are three teams:

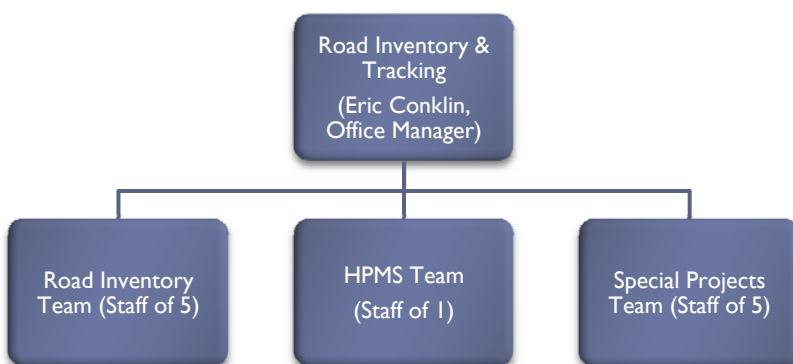
- Road Inventory - Functional classification of roads, total mileage, owner and the assets assigned to roadway sections. The section verifies, maintains, and reports mileage per owner to the State Auditor and to the Federal Highway Administration (FHWA).
- Highway Performance Monitoring System (HPMS) - HPMS is a national level highway information system that includes data on the extent, condition, performance, and use and operating characteristics of the nation's highways. The team maintains and runs reports on the HPMS data as required by the FHWA.
- Special Projects - runs intricate quality control procedures and assimilation of assets; assists with various mapping activities (spatial analysis, GIS assistance, map production, events mapping, and facilitate related training/educational seminars) and data integration. Relative to data integration, the team works to connect current data via a linear referencing system with the various other applications and departments, improving productivity and accuracy.

Other Inventory Activities:

- **Urban Area Boundaries** –FHWA requires that INDOT revisit the urban area boundaries for each of the MPO's at the release of updated census information. Census Urban Area Boundaries are revised to smooth out geographic irregularities, maintain administrative continuity, and encompass fringe area having residential, commercial, industrial and/or national defense

significance. The lead agency in the designation of FHWA UABs in urban areas over 50,000 population is the Metropolitan Planning Organization (MPO).

- **National Highway System (NHS)** – Coordinate with FHWA relative to National Highway System roadway, and insure the NHS is populated correctly in the agency’s data warehouse and other data applications.
- **New Small Urban Area designation** – FHWA requires that INDOT revisit census information as updated in terms of the “Urban Clusters” which have become Small Urban Areas in accordance with FHWA’s HPMS guidance. INDOT will collaborate with Regional Planning Organizations on establishing Small Urban Area Boundaries within their respective jurisdictions.
- **Traffic Section**– Work with the Traffic Statistics Team within the Asset Planning Division to map traffic count sections to upload traffic data critical for HPMS data submissions to FHWA.
- **MPO Coordination** - Work with MPOs regarding HPMS related data collection activities, and provide training, guidance, and data repository.



Route Relinquishment Section

Transportation facilities that no longer serve statewide transportation needs represent potential opportunities for transfer efforts. Upon transfer, INDOT management and maintenance of these facilities is turned over to the appropriate Local Public Agency (LPA) such as a county highway department or city department of public works for continued public highway purpose.

INDOT’s relinquishment process provides INDOT with a mechanism to transfer transportation network assets that no longer function to serve statewide transportation needs to local public agencies. This process enables local agencies to be more responsive to community interest in the administration, operation and timely improvement of these facilities while reducing INDOT maintenance costs and competition for capital funds for other regional and statewide improvements.

A variety of established laws, policies and procedures govern the road transfer process. These policies ensure that the transfer process is consistent and equitable and that the rights of INDOT, local public agencies, motorists and taxpayers are represented.

Upon completion of the road transfer process, management and maintenance of roadway facilities is transferred from INDOT to the appropriate Local Public Agency (LPA) such as a county highway department or city department of public works.

There are several benefits to INDOT in transferring facilities that no longer serve regional and statewide needs:

- Transfer allows local agencies to be more responsive to community interest in the administration, planning, construction, improvement and operation of those facilities.
- Transfer reduces INDOT's on-going maintenance costs for roads serving a large volume of local traffic.
- Transfer reduces tort liability.
- Transfer increases incidence response efforts.
- Transfer decreases competition for capital funds for regional and statewide improvements.

Road Transfer Factors

There are four major factors that INDOT considers in deciding whether a roadway is eligible for relinquishment:

- A new state facility being constructed.
- An old state facility being eliminated (pavement removed).
- An old state facility being transferred to the appropriate local agency (for continued public use).
- The local facilities that are somehow modified or constructed to serve local traffic (due to our new road alignment being built).

It is the goal of the road transfer process to identify the limits and conditions of these elements as well as the responsible parties for each. The final result is that all stakeholders are satisfied with the final construction results and the responsibilities that each will assume under the relinquishment agreement.

INDOT Central Office employees work with district staff to develop a proposal for approval by executive staff and a Road Transfer Agreement when a transfer is negotiated with an LPA. The Agreement will include supporting exhibits (plan sheets and/or maps) that detail the limits and any conditions agreed to by the parties. District staff handles the negotiations with the local agencies with respect to conditions/improvement needs.

Once a transfer agreement is executed, the new projects proceed to letting or payments are made in lieu of improvements. When all terms of the agreement are complete, INDOT will transfer the old state alignment and modified/new local roads to a local agency based on their corporate limits. These roads will be added to their road inventory for future funding through the state Motor Vehicle Highway account and the Local Road and Street fund programs.

Local government agencies have the same authority as INDOT with respect to the road and its right-of-way so long as it is for public purpose. After transfer, INDOT does not need to be involved in any future approvals for work on the road, except for those involving requests for cuts in limited access or to sell land parcels local governments may no longer need for public purpose.

Road Transfer Process

Responsible Party: Central Office Route Relinquishment Specialist in coordination with INDOT districts, legal team, and executive team.

INDOT utilizes a variety of established laws, policies and procedures to manage the road transfer process. These policies ensure that the transfer process is consistent and equitable, and that the rights of INDOT, local public agencies, motorists and taxpayers are represented.

The INDOT road transfer process involves several key steps.

1. The potential facility for transfer is identified. This step initiates the proposal and process of analysis.
2. Information for the benefit-cost analysis is gathered and analyzed.
3. INDOT Deputy Commissioners review, approve or deny a proposal for negotiation.
4. INDOT District Deputy Commissioner or authorized staff negotiates the road transfer agreement with the local government agency.
5. INDOT legal staff prepares the road transfer agreement and secures a final executed/recorded agreement.
6. Terms of Agreement are completed.
7. When terms are complete, a signed transfer letter is provided to the local public agency, notifying them that the highway has been relinquished by INDOT.
8. Upon LPA receipt of copy of Transfer Letter, INDOT changes its state maps and road inventory.

Expected Timeline: Route relinquishment activities are performed on an as needed basis. Timelines for each specific relinquishment varies depending on size, scope, and municipalities involved.

Control Document(s): *Indiana Code 8-23-4-10, 11 & 12, occasionally surrenders management and maintenance of state highway facilities through our Road Transfer Process.*

Technical Planning Section

The Technical Planning Section (TPS) within the Asset Planning and Management Division is responsible for Long-Range Planning; Air Quality Conformity Analysis; coordination with MPO, RTPO, and District Planning Staff regarding long-range transportation needs; and participates in public involvement activities for major capacity projects (added travel lanes, new road construction, new interchange, and facility upgrades). TPS also serves as planning support, providing technical model analysis on major capacity improvements. Technical analysis include travel demand modeling, benefit/cost analysis, economic benefit analysis, air quality conformity coordination, traffic forecasting, traffic counting, socio-

economic trend analysis, and pre-National Environmental Protection Agency (NEPA) activities. The division also provides limited oversight in coordination with the LPA and Grant Administration Division's Metropolitan Planning Organization Program Manager for various MPO and RTPO SPR programs and activities. TPS is made up of 3-groups: Technical Planning, Technical Modeling, and Traffic Forecasting.



Technical Modeling Team (TMT)

The TMT is responsible for developing and providing model assigned traffic forecasts, improvement needs modeling, and air quality analysis for designated non-attainment rural areas. The section provides technical support and guidance to the fourteen Metropolitan Planning Organizations (MPOs), six district planning offices, state Regional Planning Organizations, and various sections within the INDOT Central Office. The TMT provides cooperative interaction between the public, transportation professionals, and decision makers. The TPS performs the following:

- Technical modeling activities for districts to support the annual call for project submittals and corridor needs analysis.
- Technical analysis to support project scoring and ranking for the Traffic Engineering and Congestion/Mobility asset teams.

Other services available:

- **Travel Demand Modeling** –INDOT has an Indiana Statewide Travel Demand Model (ISTDM) in which the section is responsible for maintaining, modeling scenarios at the request of modeling studies, MPOs, District Staff, and others. The section not only performs statewide modeling functions, but also coordinates with MPOs regarding urban modeling activities. Travel Demand Models (TDM) are sets of computer programs assembled to forecast traffic flows on the transportation system and for long range forecasts: 20 to 30 years that identify possible future year transportation system deficiencies that may not exist today, and also evaluate the impacts

of alternative transportation solutions for development of long range transportation plans and provide input into other models such as emissions models.

- **Planning Level Benefit Cost Analysis** – The Technical Modeling and Forecasting Sections use the Highway Economic Requirement System (HERS) model which is a FHWA asset management tool to provide project specific benefit cost analysis and highway related transportation needs. The section also uses NET B/C which is a network level benefit cost analysis tool that provides aggregate systems level benefit/cost analysis for the various major capital construction programs and plans (Long-Range Transportation Plans and 10-Year Major Capital Plans).
- **Air Quality Conformity** – Air quality conformity applies to long-range transportation plans, shorter-term transportation improvement programs (TIPs) and transportation projects funded or approved by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). Conformity requirements apply in areas that either do not meet or previously have not met certain air quality standards. The TMT is responsible for conducting emissions analysis for rural areas not covered by an MPO that are designated as non-attainment areas and/or maintenance areas by the Environmental Protection Agency (EPA). The section works closely with the Indiana Department of Environmental Management (IDEM), EPA, and county officials to determine air quality conformity budgets and test proposed transportation improvements. The section also runs emissions analysis to determine various levels of ozone and particulate matter produced by the transportation system. The MPOs are responsible for carrying out air quality conformity testing for their regions and developing plans and programs to assure that they remain within their air quality budgets.
- **Certified Traffic Forecasts** - INDOT's Certified Traffic Forecasts provides base and projected year traffic and average growth rates for corridors and intersections. The traffic forecasts are used for preliminary studies, engineering reports, and design in the project developmental stage.
- **Economic Modeling** – INDOT uses a variety of econometric modeling tools to evaluate direct and secondary economic impacts of major capital decisions: job attractions, business operations savings, gross regional product, real personal income impacts, reduced crashes/delays, and environmental impacts. For the bulk of the economic modeling, the TMT use the Major Corridor Investment Analysis Tool, which is a simplified spreadsheet tool that can report these impacts in general categories. Output from this model is used as a performance measure for project scoring. INDOT also uses a statewide level Regional Economic Modeling Inc. (REMI) input-output econometric model that can provide more refined economic impact analysis broken out by industry sector that can also take into account impacts of transportation policies, multimodal facilities and improved accessibility to these facilities. The TMT is increasing their analysis capability by reviewing various off the shelf applications and working with Conexus Indiana, Indiana Economic Development Corporation, Purdue University, and others in testing transportation policies and complex infrastructure investment concepts.

Control Document(s): *23 CFR 450.216(f) and 40 CFR 93 of the Clean Air Act*

Certified Traffic Forecasting Process

Responsible Party: Asset Planning, Technical Planning Section Engineer and MPO Forecast Technician with occasional support from consultant contracts for complex traffic forecasting and traffic balancing requests.

Certified Traffic Forecasting involves the following key elements:

1. Districts and Central Office Project Managers/Engineers (requestors) submit traffic forecast requests of INDOT's proposed projects by accessing the INDOT Technical Application Pathway (ITAP) through INDOT's intranet homepage <https://itap.indot.in.gov/>.
2. Traffic forecast requests and project map locations are reviewed to determine type of the traffic forecast request. Traffic forecast requests are classified as "Minor", "ESAL", or "Special" based on the type-of-work of the project improvement.
3. In order to develop traffic forecasts, count station reports and the historical Annual Averaged Daily Traffic (AADT) must be obtained from the Traffic Statistics Section, and if the location is in an MPA or Regional Planning Area, the respective MPO and RPA.
4. Division Engineer develops "Special" traffic forecast requests which includes balancing and forecasting turning movements at intersections. These activities are conducted in consultation with the MPO and RTPA where applicable.
5. Outside consultants may be contacted, if deemed necessary, to balance turning movements at major and multiple intersections, forecast traffic at each intersection, and develop forecasting reports.
6. The modeling assistant develops the following traffic forecasts for "Minor" and "ESAL" requests:
 - AADT for base-year, construction year, intermediate year, and design year
 - Design Hour Volume (DHV) Percentage
 - AADT Commercial Percentage
 - Design hour Commercial Percentage
 - Peak Hour
 - Positive Directional Distribution Percentage
 - Averaged per-year growth (PYG) rate.
7. Based on the location of the project on a corridor in an MPO or RTPA area, if a developed averaged PYG is determined to be inaccurate, the forecast engineer and/or assistant modeler will coordinate efforts with the MPO and/or INDOT Modeling personnel to determine the correct traffic growth rate.
8. Complete traffic forecasts are uploaded into the Oracle database and transferred to ITAP.
9. Requestors receive an automated e-mail notification of the submitted traffic forecasts from INDOT's ERMS administration.

Expected Timeline: Traffic forecasts are developed on as-needed basis. Each forecast takes approximately ½ to 1 hour to complete depending on the type and complexity of the request.

Control Document(s): No control documents at this point.

Transportation Planning Team

Transportation planning recognizes the critical links between transportation and other societal goals. The planning process is more than merely listing major capital projects. It requires developing strategies for operating, managing, maintaining, and financing the transportation system in such a way as to advance the area's long-term goals. Transportation planning balances the needs of access, mobility and safety with environmental, economic and social equity concerns. The performance of the overall transportation system affects public policies for air quality, environmental resource consumption, social equity, land use, urban growth, economic development, safety, and security.

Technical Transportation Planners

Frank Baukert	Jerry Halperin	Jay Mitchell	Emmanuel Nsonwu (transitioning to a new role)	Randy Walter
<ul style="list-style-type: none"> • Secondary Planner for Greenfield Fort Wayne and LaPorte Districts and respective MPOs & RPOs • Technical Modeling (air quality conformity, statewide modeling, economic, and congestion management) • RPO Program Administrator • Asset Management: Roadway Asset Team Participation. • Special Initiative: ADA Transition Plan Coordination & Environmental Justice 	<ul style="list-style-type: none"> • Primary Planner for Fort Wayne and LaPorte Districts and respective MPOs & RPOs • Assists with the Coordination of UPWP Approval • LRP Coordination • STIP/TIP Coordination • Special Initiative: INDOT-MPO Coordination Manual • Freight & Logistics • Special Initiative : Bike & Pedestrian Planning 	<ul style="list-style-type: none"> • Oversee Planning Activities • Secondary Planner for Crawfordsville, Seymour, and Vincennes Districts, MPOs, and RPOs • NEPA Steamlining Contact • CMAQ Review & Participation 	<ul style="list-style-type: none"> • Primary Planner for Seymour & Vincennes Districts and respective MPOs & RPOs • Assists with the Coordination of UPWP Approval • LRP Coordination • STIP/TIP Coordination • Special Initiative: - MPO Information into LGD • Regional Economic Analysis • HSIP Coordinator • Economic Modeler 	<ul style="list-style-type: none"> • Primary Planner for Crawfordsville and Greenfield Districts and respective MPOs & RPOs • Assists with the Coordination of UPWP Approval & Monitors for timely compliance • LRP Coordination • STIP/TIP Coordination • Special Initiative: Scenic Byway Program • Primary Multi-Modal Coordinator

The TPT perform the following:

- Develop and update comprehensive capital program construction and asset management plans based on coordination with districts, asset teams, STIP Specialist, funds committee, and Executive Office.
- Develop, update, and maintain the INDOT Long Range/Future Year Transportation Plan.
- Coordinate Metropolitan Planning Organizations (MPO) capital planning with INDOT capital planning activities.
- Oversee work activities and programs for Regional Planning Organizations (RTPO).
- Coordinate with various planning partners regarding Congestion Mitigation and Air Quality (CMAQ) eligibility activities.
- Monitor current transportation conditions and socio-economic trends; and forecast future needs.
- Participate in various planning and corridor studies activities.
- Evaluate the impacts of proposed capital improvements projects.
- Support the development of transportation policies and goals.
- Facilitate required transportation related public involvement activities.
- Maintain the Annual Program Development Document (APDP) and Roles and Responsibilities document.
- Perform community context audits that assess local complete street policies, community needs, American with Disabilities Act (ADA) transition plans reviews, and consideration of local multimodal needs.

MPO Metropolitan Transportation Plan (MTP) Development & Coordination

Responsible Party: Technical Planning Section (in cooperation with the LPA Grants Administration Division)

- 1) MPO notifies designated Transportation Planner and LPA Grants Administration and FHWA/FTA that they are starting a new MTP update.
- 2) The designated Transportation Planner sets up early coordination plan development, consultation meeting with MPO to discuss plan development timelines, MPO vision, goals, land-use development patterns, multimodal issues/needs, financial outlook, year of expenditure assumptions, long-range roadway needs, policies, and potential strategies identified by the MPO.
- 3) MPO receives project specific information to update the state projects and an estimate of state funds available to operate, maintain and support the implementation of the MTP from the designated Transportation Planner.
- 4) The MPO reviews and updates the draft MTP, with a financial plan that demonstrates how the adopted transportation plan can be implemented and posts the plan for the required public review and comment period.

- 5) The designated Technical Transportation Planner participates in MPO Technical Committees relative to the plan development in person or via WebEx or telecommunication for remote MPO locations if available.
- 6) The designated Technical Transportation Planner monitors the MTP to maintain a working knowledge of the current status and coordinate with INDOT district and Grants Application Team staff as appropriate.
- 7) The MTP is submitted to INDOT, FHWA and FTA by the MPO. The designated Technical Transportation Planner will conduct an internal review to ensure the plan was developed in a manner consistent with federal regulations; accurately identifies INDOT project costs and program fiscal constraint; and INDOT funded projects are appropriately listed and consistent with INDOT planning documents.

Expected Timeline:

MTP updates to be completed 60 days prior to the expiration date of the existing MTP in order to avoid a lapse. § 450.322 (c). The MPO shall review and update the transportation plan at least every four years in air quality nonattainment and maintenance areas and at least every five years in attainment areas to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. The MPO may revise the transportation plan within these timeframes without extending the horizon year.

Control Document(s): *23 CFR 450.322; 23 CFR 134 (i)*

INDOT Long-Range Transportation Plan Development and Coordination

Responsible Party: INDOT Technical Planning Section (in coordination with INDOT Asset Management, Corridor Development and LPA Grants Administration Division) Transportation Planner

Process:

1. The Technical Planning Section will work with INDOT leadership and stakeholders in the development of system vision statements and planning goals for the next 20-25 years.
2. The designated INDOT Technical Transportation Planner will review completed and ongoing planning, corridor, environmental, and multimodal studies/planning documents as it relates to long-term, major capacity planning needs for their respective areas.
3. Technical Planning Section will work with the Technical Modeling Team in identifying transportation needs via technical modeling analysis, socio-economic trend analysis, and land-use development patterns.
4. During the plan development phase, the designated Transportation Planner sets up early coordination plan development consultation meeting with MPOs, RTPOs, and District Technical Services Directors and FHWA/FTA to discuss: long-range added capacity needs from INDOT

technical modeling analysis, district analysis, and MPO modeling analysis; potential illustrative projects; potential need-specific context sensitive solutions/complete streets strategies, and system policy needs (planning level only). Discussion with each of the districts, MPOs, and RTPOs will be summarized in meeting notes and displayed to INDOT's Plan Update website.

5. The Technical Planning Section will contact resource agencies to discuss identified statewide transportation improvement needs, agency goals, and vision statements.
6. Technical Planning Section coordinates with LPA Grants Administration Division. LPA Grants Administration provides details and concerns relative to local needs, policies, and plans that will impact INDOT projects.
7. Technical Planning Section Staff begin the development phase of the planning document verbiage. Phases of the planning document are discussed with INDOT leadership.
8. The Technical Planning Team works closely with the agency's Asset Management Teams and project managers relative to the development of the agency's 5-year construction plan.
9. The Technical Planning Section facilitate public involvement and outreach activities relative to draft plan documents, visions, goals, and public comment period as outlined in INDOT's Public Involvement Process Manual located at: <http://www.in.gov/indot/2366.htm>.
10. Indiana Resource Agencies are provided copies of the draft planning document for their review and comments.
11. The Technical Planning Section revise draft planning document based on public comments and input from executive staff, planning partners, and resource agencies. A final draft is developed for additional review, approval, and adoption. The adopted plan will be uploaded to the INDOT website.

Expected Timeline: Typically the plan update/development is performed in conjunction with the STIP update schedule. Document is updated as needed and can take between 1-2 years to develop.

Control Document(s): 23 CFR 450.214 (f), and 23 USC 135

INDOT 5-Year Asset Management/Construction Plan Development and Coordination

Responsible Party: INDOT Technical Planning Section (in coordination with INDOT Assessment Management, Corridor Development and LPA Grants Administration Division)

The 5-Year Transportation Asset Management Plan (TAMP) will be updated annually and revised as needed in the interim.

Process:

1. The designated INDOT Transportation Planner will work directly with the District Technical Services Director or system assessment managers six months prior to the annual call for projects for a listing of candidate projects needs.

2. The Transportation Planner will map identified needs and perform Community Context Audits, which will include Americans with Disabilities Act (ADA) Transition Plans checks, environmental red flag analysis, and local community needs checks. Findings will be summarized in the planning package report.
3. The Asset Management Manager will develop preliminary costs for environmental mitigation, ADA transition needs, and potential community amenities. This information will be summarized in the planning package report that will be submitted with the project.
4. The Transportation Planner will participate in various assigned Asset Teams to provide planning level input in decision making; project prioritization; and to ensure federal and local planning considerations are included in the analyses.
5. Once a Call has been prioritized, fiscally constrained, and programmed into SPMS, the Transportation Planner works with the local programs in developing a 5-year list of projects by Asset. The first four years of which is the STIP.
6. The Technical Planning Team (TPT) will work with INDOT leadership, FHWA, and stakeholders in the development of vision statements and asset management goals, objectives and metrics.
7. The TPT will work with PMG, Asset Directors, and Asset Teams in incorporating statistics into the Asset Management Plan.
8. TPT will work with Public Hearings, MPOs, RTPOs, Resource Agencies, Freight and Mobility Team, and others to set up district coordination meetings regarding the TAMP and will initiate a 30-day comment period and public activities.
9. The TPT will process public comments and make adjustment to the draft TAMP as needed.
10. The final draft TAMP is circulated for final review and approval.

Expected Timeline: Typically the TAMP development is performed on an annual basis. Timeline can range between 8-10 months, depending on activities.

Control Document(s): MAP-21 Asset Management/TAMP

INDOT/MPO Air Quality Conformity Analysis Coordination Process

Responsible Party: The Technical Planning Section (in coordination with INDOT LPA Grants Administration Division)

Process:

For MPO Non-Attainment and Maintenance Areas

1. The INDOT Transportation Planner, Technical Modeling staff, LPA and Grants Administration's MPO Coordinator and District staff participate in the Interagency Air Quality Conformity Consultation Group (ICG) along with IDEM, EPA, FHWA, FTA, transit operator and MPO.
2. INDOT Transportation Planner reviews the MPO's list of regional significant projects for air quality analysis and compares with the fiscally constrained capital program major added capacity projects.

3. The Transportation Planner coordinates with INDOT's Asset Management and Program Development Teams for consideration of any potential changes to state jurisdiction improvements in the designated non-attainment or maintenance area.
4. The Transportation Planner communicates; discusses and resolves issues; and comments on behalf of INDOT.
5. The Transportation Planner coordinates with the appropriate MPO and LPA, & Grants Administration Team providing technical assistance as needed.
6. The Transportation Planner will provide necessary technical support to MPO partners as needed.

For Rural, Non-MPO Non-Attainment or Maintenance Areas

1. The INDOT Technical Planning Section designated Transportation Planner and Technical Modeling staff participates in the Interagency Air Quality Conformity Consultation Group along with IDEM, EPA, FHWA and the RTPO.
2. INDOT Transportation Planner reviews the list of regional significant projects for air quality analysis and compares with the fiscally constrained capital program major added capacity projects.
3. The Technical Modeling Team coordinates with INDOT's Asset Management and Project Development Teams for consideration of any potential changes to state jurisdiction improvements.
4. The Transportation Planner coordinates with the appropriate RTPO providing technical assistance as needed.
5. The Technical Modeling Team coordinates with interagency groups providing project information and performs all emissions analysis for review and comment.
6. Once the emission analysis is approved, the technical modeling team coordinates with the designated Technical Planner. The Technical Planner will be responsible for contacting the project manager to continue moving forward with the project development activities.

Expected Timeline:

MPO Air Quality Conformity Analysis Coordination process is conducted periodically throughout the year as determined by transportation plan updates, plan/TIP amendments, and changes to the State Implementation Plan (SIP) budgets. MPO air quality conformity analysis may require public involvement and approval from the Policy Board. Analysis and final approval can range between 30-180 days, depending on complexity and setup. Analysis for rural areas can take between 30-45 days on average.

Control Document(s): *40 CFR 93 of the Clean Air Act and per the ICG Consultation Guidance issued August 23, 2007.*

Metropolitan Planning Organization (MPO) Annual Listing of Obligated Projects (ALOP)

Responsible Party: Technical Planning Section

In metropolitan planning areas, on an annual basis, no later than 90 days following the end of the program year (June 30th), the State, public transportation operator(s), and the MPO shall cooperatively develop a listing 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.

Process:

- 1) The INDOT designated Transportation Planner requests transactions list for Project for past fiscal year from MIS.
- 2) Transactions list is vetted for duplicates and overall obligations for each project for the year by Finance and Budget Section.
- 3) Overall transactions list is updated by MIS for connection of project location and description information to include County.
- 4) Updated list of obligated projects is sent back to INDOT designated Transportation Planner.
- 5) Final list is circulated to the MPOs by the designated Transportation Planner.

Expected Timeline:

Process operates on state fiscal year which ends on June 30th. The final listing is sent to MPOs by July 31st.

Control Document(s): 23 CFR 450.332, § 450.332 Annual listing of obligated projects

MPO Unified Planning Work Program Processes/Statement of Work Processes

NOTE: Starting in mid-fiscal year 15, PL-Funds activities will be transferred from the Technical Planning Section to the LPA Grants Administration's MPO Coordinator who will serve as the primary contact. A secondary contact will be identified and cross-trained for system redundancy.

Starting in mid fiscal year 15, when fully staffed with work flow structures established and in place, the LPA Grants Administration Team will manage all items MPO funds related programs (with exception of the rural program activities). The Technical Planning staff will be available to assist as secondary contacts for system redundancy and for select item reviews and will provide further support as needed. Once this occurs, the Roles and Responsibilities document will be revised to fully reflect the changes.

Responsible Party: Starting FY 2015 - The LPA Grants Administration MPO Coordinator

The majority of MPOs in Indiana develop a Unified Planning Work Program (UPWP), which is a comprehensive listing of the transportation planning activities to be completed by the MPO for the coming fiscal year. The smaller MPOs may develop a Statement of Work (SOW), which is a simplified version of the UPWP.

Each MPO will reflect its Policy Board's local priorities in the UPWP/SOW, and will be responsible for addressing the Planning Emphasis Areas (PEAs) developed in cooperation with INDOT, FHWA, FTA and the Indiana MPO Council.

For the first year of a two-year UPWP/SOW cycle, each MPO will provide the LPA Grants Administration MPO Coordinator, FHWA and FTA with a copy of its UPWP/SOW and Cost Allocation Plan (CAP) by April 1st. Meetings to review the UPWP/SOW proposal will be scheduled and may be conducted in person or by conference call, and must be completed by April 15th each year. Notice to proceed in the first year of the two-year UPWP/SOW will be issued no later than July 1st each year. Purchase Orders will be provided to the MPO no later than September 1st each year. (The dates above are based on a state fiscal year UPWP/SOW schedule and completion of the UPWP/SOW review process by April 15)

In the second year of the two-year UPWP/SOW, each MPO will prepare a new CAP and revise the PL amount for the second year based upon the estimate provided through the MPO Planning Dollar Distribution formula process. The two-year UPWP/SOW must also be amended to include any new Planning Emphasis Areas identified by FHWA, FTA and INDOT as and/or additional funding if available.

If an MPO operates under a fiscal year that differs from the July 1 to June 30 State Fiscal Year, the time line will be modified to meet that MPO's fiscal year starting date as needed.

Processes:

Planning Emphasis Area Coordination

Annually in November of each year, but no later than December 1st, INDOT and FHWA and FTA will work cooperatively with the MPOs to develop Planning Emphasis Areas (PEAs) for the new fiscal year. Performance measures will be established for each PEA and the use and examination of national best practices will be encouraged.

Process

1. Planning Emphasis Areas will be available by December 1 each year. Performance measures will also be established.
2. Each MPO will incorporate the PEAs as identified into its fiscal year UPWP/SOW.
3. Each MPO will be responsible for the PEAs cooperatively agreed to as part of the UPWP/SOW submittals and deliverables.

UPWP/SOW Amendments & Modifications

Amendment

An amendment is required when funds are added to or reduced from a UPWP/SOW, which will affect the Purchase Order and/or contract associated with the UPWP/SOW.

An amendment request, a revised/new UPWP/SOW element narrative, as well as revised/new financial pages must be forwarded to the LPA Grants Administration MPO Coordinator. The request must clearly describe the type of funds to be used (PL, STP, CMAQ, etc.) and must be accompanied by the appropriate TIP amended pages (if the funding source requires it).

Once received by the LPA Grants Administration MPO Coordinator, copies of the amendment request will be routed to the appropriate INDOT and FHWA staff for concurrence. Upon review and a determination of concurrence, a letter approving the amendment will be provided to the MPO. Simultaneously, the LPA Grants Administration MPO Coordinator will process the contract and PO amendments through the INDOT appropriate process and provide written notice to proceed with the amendment.

Modification

A UPWP/SOW may be modified by adding, subtracting, correcting narrative, or final calculation that does not impact the total funding amount related to the PO or contract associated with the UPWP/SOW.

A modification is accomplished by providing a written description of the changes, . The request must also include an amended UPWP/SOW narrative clearly showing the changes in text to the UPWP/SOW narrative. Once received by the LPA Grants Administration MPO Coordinator, copies of the modification will be reviewed and shall receive concurrence in writing by the LPA Grants Administration MPO Coordinator. Copies of the UPWP/SOW modification(s) will be provided to appropriate INDOT and FHWA staff.

UPWP/SOW Review and Approval:

1. The MPO submits its draft version of UPWP/SOW to LPA Grants Administration MPO Coordinator, FHWA, and FTA.
2. The LPA Grants Administration MPO Coordinator solicits review comments/concurrence from INDOT Transit, Traffic Counting, Freight, Finance, and respective District staff, to ensure the scope of work meets known needs.
3. Concurrently with the review process the MPO may initiate/complete passage of its resolution to adopt the UPWP/SOW.
4. After review and resolution of comments/questions/issues, the MPO submits its final version of the UPWP/SOW.

5. The LPA Grants Administration MPO Coordinator drafts a letter to FHWA recommending approval of the UPWP/SOW.
6. On receipt of the FHWA letter of approval, the LPA Grants Administration MPO Coordinator sends the letter notifying the MPO that the UPWP/SOW has been approved.
7. Following receipt of the approval letter from FHWA, LPA Grants Administration MPO Coordinator prepares the Contract to be circulated for review and signature.

UPWP Funding Process

Based on a 2-year UPWP/SOW cycle the steps below may be completed concurrently with, before or after completion of the review process as appropriate.

1. Upon approval of the UPWP/SOW by INDOT letter to the MPO, the LPA Grants Administration MPO Coordinator completes the contract for funding:
 - In the year a new UPWP/SOW is drafted the full contract including all sections is used, funding is shown as Exhibit A in the contract.
 - If an amendment is being processed only heading pages, section 7, and funding shown as Exhibit B, C, D, (as necessary) are included to document the funding being requested.
2. The LPA Grants Administration MPO Coordinator forwards the completed contract with non-collusion affidavit to MPO for signature by director and return of original signed copy.
3. Upon receipt of the MPO signed Non-Collusion Affidavit, the contract is submitted for INDOT signatures and those of the Department of Administration, the State Budget Agency and then to the Attorney General for review and approval. (If an amendment, the original contract is also submitted for review by the Attorney General).
4. The LPA Grants Administration MPO Coordinator begins the process/Request(s) for Federal Funds showing total funds, federal percentage, and local share total cost in a separate request for each fund category.
5. After receipt of the INDOT signed contract and Request for Federal Funds the LPA Grants Administration MPO Coordinator processes the required documents to have Purchase Order(s) issued.

Carry Over Projects

If an MPO does not complete a project within the fiscal year as expected, the project may be carried over to the following year's UPWP/SOW. To assure that projects that are underway continue to be funded the project must be clearly identified in the pending/new UPWP/SOW as a Carryover Project. A special section at the end of the pending/new UPWP/SOW called Carryover Projects will list each Carryover Project by work element. The LPA Grants Administration MPO Coordinator and MPO Billing Coordinator will make all required Purchase Order (PO) adjustments to assure that carryover projects are extended and correctly accounted for in the INDOT fiscal system. When billing for work performed on a Carryover Project, the prior FY PO number will continue to be used unless otherwise notified by the MPO Billing Coordinator. Carryover Projects do not include tasks performed every year as an ongoing work item.

Purchase Order Closeout

Each MPO will be responsible for complete drawdown of the funding in the PO issued for the first year of the UPWP/SOW until the PO has a zero dollar balance. The drawdown of the funding in the designated PO issued for the second year of the UPWP/SOW funding will be started after the first year PO has been zeroed out. At the conclusion of the second year of the two-year UPWP/SOW, the MPOs will terminate spending funds from the PO for funds expended after June 30th (projects completed as of June 30th are eligible to be billed and processed in the following fiscal year against the prior year PO). As of June 30th, any carryover projects from the UPWP/SOW may be carried forward as described in the Carryover Projects process above.

If an MPO fiscal year is other than July 1st to June 30th, the time line will be modified to meet the MPO's fiscal year starting date as needed.

Cost Allocation Plan (CAP)

As part of the development process for both the two year UPWP/SOW and the annual amendment to the UPWP/SOW each MPO will develop a Cost Allocation Plan (CAP) which will identify and set the direct and indirect reimbursement rates for the year. The CAP will be developed using the most recent 2 CFR Part 225 or 230 as applicable. By developing a CAP each year the MPO is required to adjust rates annually to allow for direct and indirect cost changes.

Each MPO shall submit a CAP plan which will identify the required information (see above paragraph) and such calculations as necessary to document the rates. INDOT will review the final calculation table, request clarification or correction on any discrepancies noticed and issue a letter of concurrence based on the information provided. *(See Appendix D)*

Financial Status Report

The INDOT LPA Grants Administration's MPO Coordinator will work closely with the INDOT Financial Team and the MPOs for tracking funds and ensuring accurate information.

The Financial Status Report shall be submitted with each Billing Invoice Letter documenting the funding status of each activity contained in the UPWP/SOW as of the end of the billing period. A separate entry for each activity is to be completed showing the activity number, and activity name, a breakdown of the components of the cost, the calculations to determine the amount being claimed and year to date totals. *(See Appendix D2)*

The invoice is the requesting document for payment to be processed by INDOT and credited to the MPO. The invoice should be addressed to the LPA Grants Administration MPO Coordinator, contain a reference to the type of funding, Purchase Order Number(s), billing period, fiscal year funding requested, work element(s), expenditure by element and share being billed for. Multiple purchase orders may be billed on an invoice letter. *(See Appendix E)*

If the PL Billing Coordinator pays any amount from the PO# listed, an email listing the PO#'s and amounts allocated to each will be sent to the submitting MPO Coordinator. This email will be forwarded to the MPO and a copy retained in the LPA Grants Administration MPO Coordinator's files.

Progress Reports

Each billing submitted for reimbursement must be accompanied by a Progress Report covering the period for the requested reimbursement. Each Progress Report must contain a concise description of the element activity for the billing period and follow the suggested format. (See Appendix 4D)

Annual Completion Report (ACR)

An Annual Completion Report describing the activities completed for the year will be submitted to the INDOT LPA Grants Administration's MPO Coordinator, FHWA and FTA by September 30th each year. An ACR will be completed for each year of a 2 year UPWP, using a PDF and CD/DVD searchable format when possible. (**See Appendix F**)

The ACR deliverables (not carried over) will be provided to the LPA Grants Administration's MPO Coordinator by September 30 of each year.

If an MPO fiscal year is other than July 1st to June 30th, the time line and the process will be modified to meet the MPO's fiscal year starting date as needed.

Control documents: 23 CFR 420 and 23 CFR 450.308

New MPO Designation Process

Responsible Party: Technical Planning Section (in coordination with GIS Department and the Office of Road Inventory Team)

A metropolitan planning organization (MPO) shall be designated for each urbanized area with a population of more than 50,000 individuals (as determined by the Bureau of the Census).

Process:

- 1) INDOT Technical Planning Section designated Transportation Planner reviews the urban place information provided by the U.S. Bureau of the Census.
- 2) Using GIS, INDOT's Technical Planning Team or Road Inventory Team creates specific street boundaries for a Draft Adjusted Urban Area Boundary, maintaining administrative continuity.
- 3) A Final Adjusted Urban Area Boundary is set through a collaborative process with INDOT and local officials.
- 4) The Adjusted Urban Area Boundary (UAB) information is forwarded to largest incorporated city as named by the Bureau of the Census and other local units of government that collectively comprise at least 75% of the Urban Area population. Agreement between the Governor and units of local government that represents at least 75% of the affected population is required to authorize a new Metropolitan Planning Organization.
- 5) The new Metropolitan Planning Organization will develop a Draft Metropolitan Planning Area and in consultation with INDOT's Technical Planning Team or Road Inventory Team seek concurrence and approval by the Governor.

- 6) Signatures of MPO/local and state officials as appropriate approving the MPA boundaries are obtained.
- 7) All required documentation is submitted to the Indiana Division FHWA Office for review and approval.
- 8) INDOT's designated Transportation Planner forwards approved documents to MPO.

Expected Timeline:

The new MPO's Adjusted Urban Area boundary and Metropolitan Planning Area boundary should be concluded within 1 year of the new population figures being released by the U.S. Census Bureau.

Control Document(s): *23 CFR 450.310*

Update and Maintenance of MPO Metropolitan Planning Area (MPA) Boundary

Responsible Party: Metropolitan Planning Organization in coordination with the Technical Planning Team, GIS department and Road Inventory Team.

Process:

- 1) The MPA boundaries shall be reviewed after each Census by the MPO (in cooperation with INDOT's Technical Planning Section and public transportation operator(s)) to determine if existing MPA boundaries meet the minimum statutory requirements for new and updated urbanized area(s), and shall be adjusted as necessary
- 2) MPA boundaries shall encompass the entire existing urbanized area (as defined by the Bureau of Census and refined through cooperative agreement between the urban area and INDOT's Road Inventory and GIS Section) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan.
- 3) The MPO will determine, in consultation with INDOT whether its current MPA boundary meets the requirements of 23 CFR 450.312.
- 4) If the MPO determines that a change to the MPA boundary is needed to meet the requirements of 23 CFR 450.312, the MPO staff will make suggested changes to the MPA Boundaries, preparing a draft MPA boundary map and circulation to its Policy Board and to INDOT for review.
- 5) The MPO will obtain approval from its Policy Board for the MPA boundary.
- 6) The MPA boundary map will be circulated for signature from MPO/local and state officials as appropriate approving the MPA boundaries are obtained.
- 7) All required documentation is submitted to the Indiana Division FHWA Office for informational purposes.
- 8) INDOT designated Transportation Planner forwards approved documents to MPO.

Expected Timeline:

The MPO's updated MPA boundary review should be concluded within 1 year of the new population figures being released by the U.S. Census Bureau. Revisions, if needed, should be submitted for the Governor's approval within the same 1 year time period.

Control Document(s): 23 CFR 450.312

Update and Maintenance of MPO Adjusted Urban Area (UAB) Boundary

Responsible Party: Metropolitan Planning Organization in coordination with INDOT's Technical Planning Team, GIS Department and Road Inventory Team.

Process:

- 1) Metropolitan Planning Organization reviews the urban place information provided by the U.S. Bureau of the Census.
- 2) Using GIS, the MPO creates specific street boundaries for the Adjusted Urban Area.
- 3) The revised Adjusted Urban Area Boundary (UAB) information is forwarded to INDOT's Technical Planning Team and Road Inventory Team for concurrence.
- 4) Final boundary is set through a collaborative process with INDOT, MPO and FHWA officials.
- 5) All required documentation is submitted to the Indiana Division FHWA Office for review and approval.
- 6) Signatures of MPO, state and FHWA officials as appropriate approving the Adjusted Urban Area Boundary is obtained.
- 7) INDOT designated Transportation Planner forwards approved documents to MPO.

Expected Timeline:

The MPO's updated Adjusted Urban Area Boundary revision should be concluded within 2 years of the new population figures being released by the U.S. Census Bureau.

Control Document(s): 23 CFR 450.312

INDOT-MPO Planning Agreements Development Process (New and Existing)

Responsible Party: Technical Planning Section in Coordination with the LPA Grant Administration Division

Federal legislation (23 USC 134) requires the MPO to work in cooperation with INDOT and public transportation operators in carrying out a continuing, cooperative, and comprehensive (3-C) metropolitan planning process. These agencies determine their respective and mutual roles and responsibilities and procedures governing their cooperative efforts. Federal regulations require that

these relationships be specified in written agreements between the MPO, and INDOT and the public transit operators. Provisions for developing and sharing information related to the development of financial plans that support the MTP, the TIP and the development of the annual listing of obligated projects shall be in the written agreement.

Process:

- 1) Designate a working group composed of MPO Executive Directors (or their designated representative), INDOT (Grants, Transit, Legal sections) and FHWA to oversee development of a boilerplate document
- 2) Develop a single agreement for consistency between all parties involved (MPO, State, Transit, air quality authority, FHWA) to include but not limited to:
 - A) Specifications for cooperatively developing and sharing information related to financial plans that support the metropolitan transportation plan.
 - B) Specifications for developing an annual listing of obligated projects.
 - C) Develop supplementary air quality agreements as required for attainment, maintenance, and non-attainment areas by urban area boundaries.
 - D) Coordinate planning efforts for multi-state transportation planning areas.
- 3) Provide draft boilerplate to all involved agencies with a 30 day review period.
- 4) Working group committee members receive comments, suggestions, request for inclusion of additional items and draft final recommended version for MPO inclusion in individual planning agreements.
- 5) MPOs prepare new planning agreements, specific issues differing from or in addition to boiler plate reviewed by and concurred with the MPO Coordinator.
- 6) MPOs obtain required local agency signatures.
- 7) MPOs forward executed planning agreement to INDOT for review and state agency signatures
- 8) Agreements to be reviewed and updated by designated Transportation Planner and MPO Executive Director after the issuance of revised planning regulations by the United States Department of Transportation.
- 9) Governor's designee should sign on behalf of INDOT.

Expected Timeline:

The INDOT-MPO Planning Agreements should be developed over a 180 day time period.

Control Document(s): 23 CFR 450.314; also see 23 CFR 450.322; 23 CFR 450.324 and 23 CFR 450.332.

Certification Review

Responsible Party: Federal Highway Administration (FHWA); Federal Transit Administration (FTA) with participation from the United States Environmental Protection Agency (EPA)

The landmark Intermodal Surface Transportation Assistance Act of 1991 (ISTEA) put the Metropolitan Planning Organizations (MPOs) on a more level footing with state Departments of Transportation. It doubled the federal funding for MPOs, expanded their horizons to include multimodal solutions to congestion problems, broadened the requirement for public involvement, and required that the MPO plans and programs be fiscally constrained. In keeping with the new federal role, ISTEA included new provisions to help assure that federal regulations were indeed being met, and the requirement for a joint Federal Highway Administration and Federal Transit Administration (FHWA/FTA) certification of the transportation planning process in Transportation Management Areas (TMAs) was introduced.

The Transportation Equity Act for the 21st Century of 1998 (TEA-21) continued this proactive federal certification requirement. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETEA-LU) further refined these regulations. In accordance with the requirements of SAFETEA-LU and Section 450 of Title 23 of the Code of Federal Regulations the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are required to jointly review and certify the transportation planning process in Transportation Management Areas (TMA). A TMA is defined as an urbanized area with a population of at least 200,000.

The certification review is conducted no less than every four years. In TMAs that are non attainment or maintenance for transportation related pollutants, the review must also evaluate the planning process to assure that it is in accordance with the Environmental Protection Agency's Air Quality Conformity Rule (40 CFR part 93). The review process includes three primary activities: a detailed desk review of all current plans, documents and processes required under 23 CFR 450; a site visit; and preparation of a report which summarizes the review and offers findings.

MPOs that are not TMAs, those MPOs with populations less than 200,000 also participate in a certification review process. The primary purpose of the MPO Planning Review process is to ensure that the planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 through 5305 are being satisfactorily implemented. This process offers an opportunity to enhance the planning process and improve the quality of transportation investment decisions.

Control Document(s):

- Section 450 of Title 23 of the Code of Federal Regulations
- 40 CFR part 93

Traffic Statistics Section

The measurement of traffic composition and volumes is one of the most basic functions of highway planning and asset management. Transportation planning and asset management at all levels requires understanding of historic, actual, and forecasted conditions. This involves determination of vehicle volumes, vehicle types, speeds, weights, as well as more detailed information such as trip length, trip purpose and trip frequency. The first group of data dealing with the characteristics of vehicle or people movement is obtained by undertaking traffic counts. Traffic count information is the most common measure of roadway use and influences various transportation decisions.

- **Engineering** – highway geometry, pavement design, structural design
- **Traffic Operations** – Signal timings, intersection and interchange modification needs, lane closure policies and, identification of congested areas
- **Transportation Safety** – Traffic control systems, accidents rates, bridge posting, and speed zones
- **Systems Planning** – transportation needs analysis, transportation policies such as: air quality, environmental resource consumption, social equity, land use urban growth, economic development, safety and security
- **Funds Apportionment** –federal transportation funding apportionment, and VMT estimates to estimate fuel tax revenue that support agency operation decisions
- **Traffic Modeling** - supports travel demand, economic, and emissions modeling development and maintenance activities
- **Interstate Lane Closure Policy Waiver Request** – provides detailed hourly classified reports of Interstate traffic to support queue length modeling in support of waiver requests

The Traffic Counting and Monitoring Section is responsible for:

- Collecting, analyzing, and reporting traffic data for all functional classifications in the State of Indiana. Data includes: volume, vehicle classification, weights and speeds.
- Developing and maintaining state-wide count databases and interactive traffic count flow maps for agency and public use, including downloadable geographic information system (GIS) map files that date back to 2006. This includes all state-owned and non-state-owned facilities that are federal-aid routes.
- Monitoring over 100-permanent count stations throughout the state.
- Performing counts on nearly 1/3 of the state's 20,000 count locations each year and 1/6th of the Indiana's non-state jurisdictional, federal-aid routes annually as part of the coverage count program.
- Coordinating with MPO, RTPO, District, and consultant count activities and programs. We currently have contracts with four (4) Metropolitan Planning Organizations and three (3) Regional Planning Organizations. Ensuring certification of count equipment and staff for all counting partners using federal aid/funds as part of the count program and Highway Performance Monitoring System (HPMS) reporting.

- Implementing mandates regarding traffic data monitoring as part of the federal Highway Performance Monitoring System (HPMS) program, ensuring certification of all state count equipment and staff used for traffic data collection on Indiana federal-aid routes. This includes MPOs, RTPOs, and contracted consultants.
- Providing the Annual Adjustment Factors in April by month and functional classification.
- Providing MPOs and RTPOs access to traffic count data in the most user friendly format for air quality, modeling, and planning needs.
- Coordinating with INDOT Road Inventory Office and supplying traffic count data (including counts from our various counting partners) for processing of the HPMS submittal to FHWA annually.
- Submitting required monthly reports to FHWA regarding VMT trends on a county basis.
- Providing certified traffic forecasts for developing projects. This information is used in preliminary engineering reports to aid in project decision making. The purpose of traffic forecasting is to produce future estimates of average daily traffic (ADT), design hour volumes (DHV) and truck percentages for use in design and planning activities.

Control Document(s):

- *23 CFR 500.203 requires all the requirements as identified in the HPMS Field Manual to be met.*
- *FHWA Traffic Monitoring Guide*
- *HPMS Field Manual*
- *AASHTO Guidelines for Traffic Data Programs*

The Traffic Statistics Section uses a variety of traffic count equipment and methods to collect Indiana's traffic data. Traffic data is collected in two primary forms:

- **Short-Term-Counts** – Portable devices that are deployed across the state for a period between 24-48 hours.
- **Continuous Counts** - Permanently installed devices within the roadway right-of-way that collect volume daily. Collected data is uploaded to a server weekly and used to develop monthly and annual VMT reports that are submitted to FHWA. The collected data is also used to develop seasonal and annual factors by roadway functional class to adjust short-term counts into annual and average daily counts.

The bulk of the count equipment used throughout the state is considered intrusive technology, meaning the equipment is used within the roadway. There are risks associated with using this technology as the technician usually works within the roadway with live traffic to install or repair the device; the device is left unattended for 24-48 hours within the right-of-way; and traffic loops and tubes are installed on the roadway surface. For select high volume and multi-lane locations some form of traffic control is required to minimize risks. Intrusive Technology includes:

- **Tube Traffic Counter** – Traffic counters frequently use rubber road tubes to sense and record the number of axles at a count location. When a vehicle's wheels cross the road tube, pulses of

air are recorded and processed by the traffic counter. The road tube is extended across the desired lanes or directions that need to be counted, and depending on the type of count needed, one of several different road tube configurations may be placed in the roadway.

- **Tape Switch Counters** – are temporary piezo sensors that function similar to the road tube concept. The tape sensor is installed across the roadway and attached using adhesives. When a vehicle's axle crossed the tape, an electronic signal is recorded and processed by the traffic counter.
- **Automatic Traffic Recorders** - These devices utilize permanent sensors, such as induction loop detectors, which are installed directly into each lane of pavement at a count location. An inductive-loop detector senses the presence of a metal object by inducing currents in the object. These types of counters collect counts daily, year round and require traffic control for installation and maintenance.
- **Weigh-in-Motion Devices** – These devices can determine the weight of a moving vehicle, in addition to recording vehicle classification and volume. These devices utilize permanent sensors (such as bending plates) or temporary sensors (such as piezoelectric strips) that monitor each lane of travel at a count location.

INDOT also uses non-intrusive technologies that eliminate the need for traffic control and minimizes risks and delays to motorists and the traffic count technician. INDOT uses the following devices:

- **Video Traffic Counters** – These devices record vehicle movements on roadways and intersections. The video data is processed using proprietary software. Video counters are often used in complex location where traditional count methods are unsuccessful. These devices are capable of capturing turning movement counts, roundabout movements, pedestrian and bicycle counts.
- **Laser Traffic Counters** – Use infrared laser technology. A laser beam is shot across the roadway just inches above the pavement. When a vehicle's wheel breaks the beam of light, a signal is recorded and processed by the count unit.
- **Radar Traffic Counters** – Use microwave signals to capture vehicle speeds. Vehicles are classified by length, not by axle. At this time, INDOT uses these devices for roadway speed and flow.
- **Other New Technology** – (Under Construction)

Coverage Count Program Process

Responsible Party: INDOT Traffic Statistics Field Technicians; MPO and RTPO traffic counting partners; contracted consultants; and INDOT Traffic Statistics Data Processors

The coverage count program consists of counts spread across a three year counting cycle. Each traffic count is of a 48 hour duration and is repeated once every three years. INDOT uses the service of internal staff; select MPOs, select RTPOs, and consultants to carry out this program. The INDOT Traffic Statistics Section is responsible for ensuring all traffic count technicians (INDOT staff, MPOs, RTPOs, and contracted consultants) that are collecting data for routes and equipment are certified annually.

Annual Training and Certification Procedures

The objective of a traffic monitoring program is to provide good quality traffic information to support the future decisions of an agency. The information obtained from the traffic monitoring program is only as good as the quality assurance of the personnel, the equipment, and the traffic count data. The documenting of methodology and procedures of the various components of the traffic monitoring program can provide an avenue for facilitating training, reviewing performance, and identifying opportunities that can lead to corrective action when necessary.

INDOT Traffic Statistics Section provides certification training to all parties annually. Training will be held in 3-areas (northern, central, and southern regions) of the state from late February to March. The Traffic Statistics Section provides certification training year round as needed for new hires. This involves safety and equipment training, count deployment, written tests, and hands-on observation test. There are two certification tracks:

- Full Certification – 2-day training that will expose the technician to the traffic monitoring program, federal requirements, safety training, equipment training, traffic count deployment scenarios/methods, a written test, followed by a hands-on observation test.
- Re-Certification – ½ day refresher course that will discuss in general new technology, methods, and safety. There's a written and hands-on observation testing. Every 3-4 years, all technicians will have to take the full certification.

Annual Equipment Calibration/Certification Procedures

Traffic monitoring equipment is another critical component of a successful program. All equipment must be properly functioning and personnel must have a good working knowledge of the equipment to ensure valid data. Performance standards should be established to address factors such as equipment tolerances and failure rates and equipment down time durations to assist in determining availability and scheduling of equipment. Testing schedules should be established to ensure all equipment is operating properly.

INDOT's TSS Team is responsible for ensuring all count equipment used for the coverage count program is certified annually. The TSS Team calibrates all INDOT equipment and ensure count equipment from our count partners are calibrated and certified. Traffic count partners are required to submit to INDOT

their equipment calibration procedures; a listing of count devices that have been certified/calibrated; and must keep on file calibration and certification reports from each of the devices to be submitted upon request from INDOT or FHWA audits.

Equipment Calibration Standards:

- Within ± 10 percent of a portable (road tube) automatic count
- Within ± 2 percent of a permanent (inductive loop sensor) automatic count
- Within ± 10 percent of a vehicle classifier automatic count
- Within ± 15 percent of a weigh-in-motion GVW automatic count.

General Data Collection Procedures (Still Under Development)

1. The TSS will work with our count partners to determine a 3-year count program for state and non-state owned routes. By March of each year, the TSS will provide count partners the location of counts to be collected for the entire count season.
2. Count technicians must plan counts to their agency for the month as directed.
3. Count Technicians are responsible for following their agency's safety and traffic control policy for traffic data collection. INDOT has a traffic control handbook, with specific language for traffic counting activities that must be adhered to. This book can be found on INDOT employee safety website: <http://intranet.indot.state.in.us/safety/>. These guidebooks follow OSHA and other DOT safety standards.
4. Traffic count devices are to be set Monday to Wednesday and retrieved after noon Wednesday-Friday.
5. Counts downloaded from retrieved devices are to be uploaded the INDOT Traffic Count Database Server each week. Counts can also be uploaded while in the field daily if equipment is available.
6. Submitted data will be QC/QA automatically. Immediate feedback will be provided to the submitter to determine if the data meets all checks. If data does not meet all checks the technician will be responsible for correcting the issue and resubmitting data
7. Any recounts from the consultant need to be coordinated with INDOT TSS Supervisor with a reasonable explanation. Recounts will be tracked.

Continuous Count Program Process

Responsible Party: INDOT Traffic Statistics Central Office Data Processors and Traffic Management Center.

The continuous count program consists of stations which are being counted hourly every day of the year. The INDOT Traffic Management Center (TMC) is responsible for the maintenance and upkeep of these devices. INDOT Traffic Statistics CO Data Processors are responsible for polling these devices weekly to upload and process incoming traffic data. The data is then checked for errors, processed, and used for monthly and annual submittals to FHWA

Permanent Site Polling Process:

1. TSS assigned Data Processor will poll each continuous site location weekly using an overnight routine.
2. The DP will review the uploaded data and check errors, missing data, non-reporting sites. If all sites report satisfactory, go to **process #5**
3. The DP will assess problem devices and perform routine troubleshooting skills. If deemed a problem that have not been corrected the DP will need to contact the TMC to have the site reset or a field visit by the electrical technician for repairs
4. If the site cannot be fixed within 1-week, the TMC will notify the DP of further action and timelines.
5. If the site is down for more than 2-weeks, the DP will be notified and the site will not be used for the current month VMT report

Only correctly working sites will be used to develop monthly reports **Monthly Report Process** (Under Development)

The TSS is responsible for the development of monthly TSS reports that are submitted to FHWA as part of federal requirements. The TSS reports are also forwarded internally to Executive Office, Traffic Management Staff, Division Directors, and Finance. Reports are to be supplied by the 15th of each month.

Adjustment Factor Process (Under Development)

Data from the continuous count devices are used to develop adjustment factors that are then used to develop annual AADT, ADT, and seasonal variation adjustment factors by functional classification. This activity occurs annually. However, INDOT TSS is implementing new technology and applications that will allow a rolling adjustment factor process .

General Data Processing

Responsible Party: INDOT Traffic Statistics Section (TSS) Central Office Data Processors

The INDOT TSS is responsible for processing all collected traffic count data. This process includes QC/QA checks based on AASHTO and FHWA standards and is ongoing year round. Once data passes all QC/QA checks, the data is available for use and distribution. The data is stored in INDOT's Traffic Count Database System (TCDS). The data is available online with detailed access for internal staff, MPOs, and RTPOs; and limited access for the general public. The TSS will be responsible for the collection of all traffic count data: vehicle counts; turning movement counts, bike/non-motorized vehicles; and others.

Flow Map Procedures (Under Development)

On a regular basis, INDOT TSS develops a flow map based on an interactive, online application. The flow map provides traffic flow AADT for corridors throughout the state. Currently, flow map only shows data on state jurisdictional facilities. The TSS is working with our MPO and RTPO count partners to begin including non-state routes in the interactive flow maps. Map layers from the flow map can be downloaded into a standard ESRI shapefile format. Files are available from 2006-current. The flow map and downloadable files are available to the general public.

The Traffic Statistics Section makes vast amounts of data available to INDOT and the public through the Interactive Traffic Data Map. This web-based map tool allows users to view the traffic flow on Indiana roads, get additional details about the road or a traffic count and download detailed reports. The data displayed on the map is a GIS representation of the HPMS report. It is prepared by the Traffic Statistics Section and transmitted to the Management Information Systems section (MIS) for integration into the Web-based map. The traffic Statistics Section also prepares and transmits to MIS the detailed count reports that are available for download via the map. Traffic Statistics Section and MIS work together to identify and implement needed revisions and improvements to the map.

Traffic Count Database System (TSDS) (Under Development)

The TSS is responsible for maintaining the TCDS. Midwestern Software Solutions is the background application used as the basis for the TCDS. This TCDS is provided as an online web portal for direct data submittal from INDOT and our various count partners. The application is capable of receiving counts from various count devices including all short-term count devices and various permanent count devices (ATRS, WIMS, PCS, Radar, and modernized traffic signals). The software provides a one-stop shop for all traffic count data. INDOT TSS is working on incorporating a module to house all turning movement count data as well. For the process, please see the traffic data collection process listed in previous sections.

Online web portal for direct data submittal from INDOT and our many count partner staff from various counting equipment, variant collection methods, and software application is planned. No manipulation or tedious pre-processing procedures or external applications will be required to submit data to INDOT.

Economies of scale – MPOs, RTPOs, districts, and consultants will no longer have to pre-process data, which allows them to focus on data collection only, therefore collecting more data. The data will be linked to the agency's data warehouse that will supply updated count information to various asset management and maintenance-operation systems; planning modeling tools; agency dashboards.

The Moving Ahead for Progress in the 21st Century (MAP-21) requires that States set aside 2 percent of the apportionments they receive from the Interstate Maintenance, National Highway System, Surface Transportation, Highway Bridge, Congestion Mitigation and Air Quality Improvement, and Equity Bonus programs for State planning and research activities. Of this amount, States must allocate 25 percent for research, development, and technology. These activities involve research on new areas of knowledge; adapting findings to practical applications by developing new technologies; and the transfer of these technologies, including the process of dissemination, demonstration, training, and adoption of innovations by users.

The State Planning and Research (SP&R) Program is intended to solve problems identified by state transportation agencies. State departments of transportation are encouraged to develop, establish, and implement research, development, and technology (RD&T) programs that anticipate and address transportation concerns before they become critical problems. Each State must develop, establish, and implement a program that ensures effective use of available SP&R funds for RD&T activities on a statewide basis, and each State is permitted to tailor its RD&T program to meet local needs. High priority is given to applied research on State or regional problems, transfer of technology from researcher to user, and research for setting standards and specifications. Major RD&T areas include infrastructure renewal (including pavement, structures, and asset management); activities relating to safety, operations, and management; environmental and real estate planning; and policy analysis and systems monitoring.

State departments of transportation are encouraged to include development and technology transfer programs to share the results of their own research efforts and promote the use of new technology. To promote effective use of available resources, State departments of transportation also are encouraged to cooperate with other States, the Federal Highway Administration, and other appropriate agencies to achieve RD&T objectives established at the national level and to develop a technology transfer program to promote and use those results. States are encouraged to pool their funds in cooperative research efforts as a means of addressing national and regional issues and as a means of leveraging funds. This includes contributing to cooperative RD&T programs such as the National Cooperative Highway Research Program, the Transportation Research Board, and transportation pooled fund studies

Currently, the Asset Management Division is responsible for only Part 1 of the work program. The division will continue to oversee the funding of business activities including enhancing geographic information systems, metropolitan and statewide planning, transportation data collection and traffic

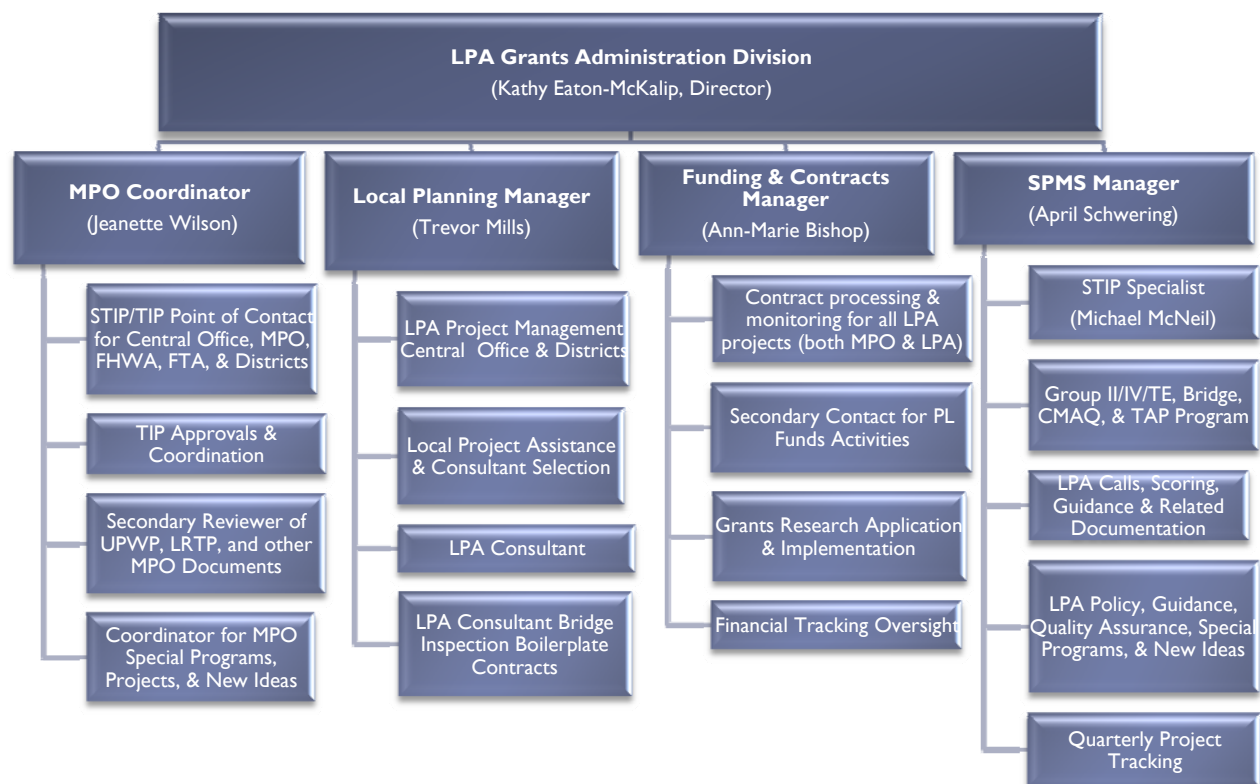
monitoring, air quality and Mobility Plan model development, as well as NEPA. The Department has developed some very important priorities which include the oversight of Inventory Data Collection, leverage models to support project assessment and strategic planning in project selection and long range planning.

Control document: 23 CFR 420.

LPA Grants Administration Division

The LPA Grants Administration section is responsible for the development, implementation and oversight of the LPA Federal-Aid Program, MPO interactions and administration, and grant-based funding sources.

Note: *The LPA Grants Administration Division is undergoing various staffing structure changes. Various activities will be transitioned from the INDOT Asset Planning and Management Division, Technical Planning Section. Changes in the org chart and roles are expected.*



LPA/MPO and Grants Administration Division – Responsible for:

- Coordinating with the MPOs on all program administration and policy matters relative to local programs and STIP/TIP coordination; and several other programs related activities.
- The distribution of federal funds to local public agencies (LPA). The following funds are distributed as grants: “Surface Transportation Program” (STP funds), Hazard Elimination/Safety (HES funds), Transportation Alternatives Program (TAP funds), and the Bridge Program (BR funds), and Congestion Mitigation and Air Quality (CMAQ) funds, where applicable.
- Maintaining the local Program Development Process (PDP-L) which can be found at: [http://www.in.gov/indot/files/PDP_L\(1\).pdf](http://www.in.gov/indot/files/PDP_L(1).pdf).

Included in the LPA Grants Administration section of the document are the following items:

- An organizational chart delineating roles, responsibilities and functions as they currently exist in the section. The organizational chart also serves as an overview of the responsibilities and functions assigned to the section.
- Process sheets that identify the responsible party, process, timeline, and control document for several of the activities completed by the section, particularly those associated with MPOs.
- A summary of the six special initiatives currently underway in the section and the associated proposed timeline for each.

The information that follows should provide a clear delineation of the roles and responsibilities of the LPA Grants Administration Division as well as the processes for completing several required tasks.

LPA Grants Administration Division Special Initiatives

Local Guidance Document Update

After being in effect for 18 months, several lessons have been learned in the local process as established under the Local Guidance Document. The purpose of this initiative is to work with our stakeholders, both internal and external, to update the document.

Lead: Brenda Fox

INDOT LPA Program Standard Operating Procedures

In order to ensure that INDOT effectively implements the Guidance Document, a set of internal Standard Operating procedures will be developed. The purpose of the Standard Operating Procedures will not only be to ensure proper implementation of the guidance document, but also to provide as consistent process as possible across all six districts. In addition, the expected outcome from the project is more efficient and effective customer service for all stakeholders.

Lead: Brenda Fox

LPA Program Applications, Guides, etc. update/re-write

After review of the various program applications (Group III, IV, TAP, Bridge, etc.), it was noted that information was scattered, confusing and out of date in the materials that were provided to those LPAs wishing to apply for federal funds. The purpose of this initiative is to develop program guidelines that are up to date, have a consistent look across programs, implement the first stages of accountability and transparency, and provide a reliable product for use by LPAs in the application process.

Lead: Mike Cales

The Transportation Alternatives Program (TAP)

Responsible Party: The LPA Grants Administration with coordination with FHWA, MPOs, and Locals.

Lead: Mike Cales

The Transportation Alternatives Program (TAP) was created by the Moving Ahead for Progress in the 21st Century Act (MAP-21), which was signed into law in July 2012. TAP is a competitive program that uses federal transportation funds designated by Congress for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options. MAP-21 establishes this new program to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs. The TAP replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs, wrapping them into a single funding source.

Eligible Project Sponsors

- Local government agencies
- Regional Transportation Authorities
- Transit agencies
- Department of Natural resource or public land agencies
- School districts, local education agencies, or schools;
- Other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

ELIGIBLE ACTIVITIES

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including inventory, control, or removal of outdoor advertising; historic preservation and rehabilitation of historic transportation facilities;

vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC.

- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address storm-water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff; or reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

Ineligible Activities

- General recreation and park facilities, play ground equipment, sport fields, and campground picnic areas, and pavilions.
- Establishment of museums
- Routine asset maintenance and operations

Process Consideration

- TAP projects must follow the same transportation planning requirements as other Federal-aid highway program projects.
- In MPO areas, Transportation projects must be programmed in a MPO's Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP). In these areas, the MPO will be responsible for issuing a call for projects, establishing/implementing a competitive project selection process, and establishing a call project selection application form. Call schedules will vary for each MPO.
- In rural and small urban areas not covered by an MPO, INDOT's Local Program and Grants Administration Team will be responsible for issuing a call for projects, establishing/implementing a competitive project selection process, and establishing a call project selection application form. Selected projects must be included in the STIP.

Generalized Process for MPO and Non MPO (small urban and rural)

- 1) Eligible project sponsor must complete project application for submittal to the assigned LPA Grants Administration staffer (and MPO if in an MPO area) by the specified call deadline
- 2) The assigned LPA Grants Administration staffer will forward their recommendation to the assigned FHWA TAP Coordinator for final approval (after review comments and recommendation is received from MPO if project is in an MPO area).
- 3) The assigned LPA Grants Administration staffer will provide results back to the project sponsors (and MPO if in an MPO area)

Control Document(s):

- (23 U.S.C. 213(c)(4)(A))
- 23 CFR 450.104
- 23 U.S.C. 213(c)

FHWA's TAP Guidance

https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance

Incorporation of MPO information in Local Guidance Document

After consultation with our MPO partners, it was noted that the Local Guidance Document neglected to address any additional steps or considerations LPAs should make if they are working in an MPO area. This initiative is intended to incorporate those steps and considerations into the Local Guidance Document through a collaborative process with our MPO partners.

Lead: Brenda Fox

Quarterly Project Tracking

All MPOs are required to maintain an up-to-date record of the progress of a project through the development process until the project reaches a bid letting. MPOs should meet on a quarterly basis with their LPAs to discuss project status, resolve problems, and document changes to project timelines, phases, and costs. Included in the meetings should be a representative from INDOT District Project Management to coordinate changes in SPMS to assure project records are accurate.

As each MPO will follow a process unique to its needs, each MPO must be contacted for its specific process, schedule, forms to be submitted, ERC (Employee in Responsible Charge), and other information as required for accurate project development tracking.

Financial Project Tracking

All MPOs are responsible for monitoring the financial status of the LPA projects through the review and submission of the project status reports to INDOT Project Accounting. These reports should be consistent with the TIP. MPOs will also monitor their LPA project construction costs initiating with the construction letting through project close-out. MPOs will administer a Change Order Policy and submit updated project construction cost information to INDOT Project Accounting.

LPA Change Order Process

It is the responsibility of each Local Public Agency (LPA) to make sure that change orders have been provided to the MPO and that the MPO has signed off on the change order to assure that if additional federal funds are available to be added to the project, they can be utilized. The following procedure is a process to document the proper procedure has been followed to apply to the MPO for additional funding if available.

- At the time the LPA Project Engineer/Manager receives a change order request from the Project Manager/Contractor, the LPA shall contact the MPO to determine if federal funds are available within the amount programmed for the project in the Transportation Improvement Program (TIP). The MPO will inform the LPA if federal funds are available. If federal funds are not available, the LPA will be required to pay for the additional costs with local funds.
- The LPA will provide a completed copy of the change order form, the amount of federal funds and the amount of local matching funds being requested, to the MPO. The MPO will

- review, sign, and return the form to the LPA for signature of Commissioner(s), Mayor, or appropriate signature authority.
- The LPA will return the signed change order to the MPO. The MPO will forward the signed change order request with the corresponding project DES# to Project Accounting.
- It is the responsibility of the LPA to make sure the signed change orders are provided to the MPO and the MPO has signed off to assure that the needed amount of federal funds will be available for the project.
- It is the responsibility of the LPA to secure local matching funds from the local governing body as necessitated by the increase in federal funding.

State Transportation Improvement Program (STIP) Specialist

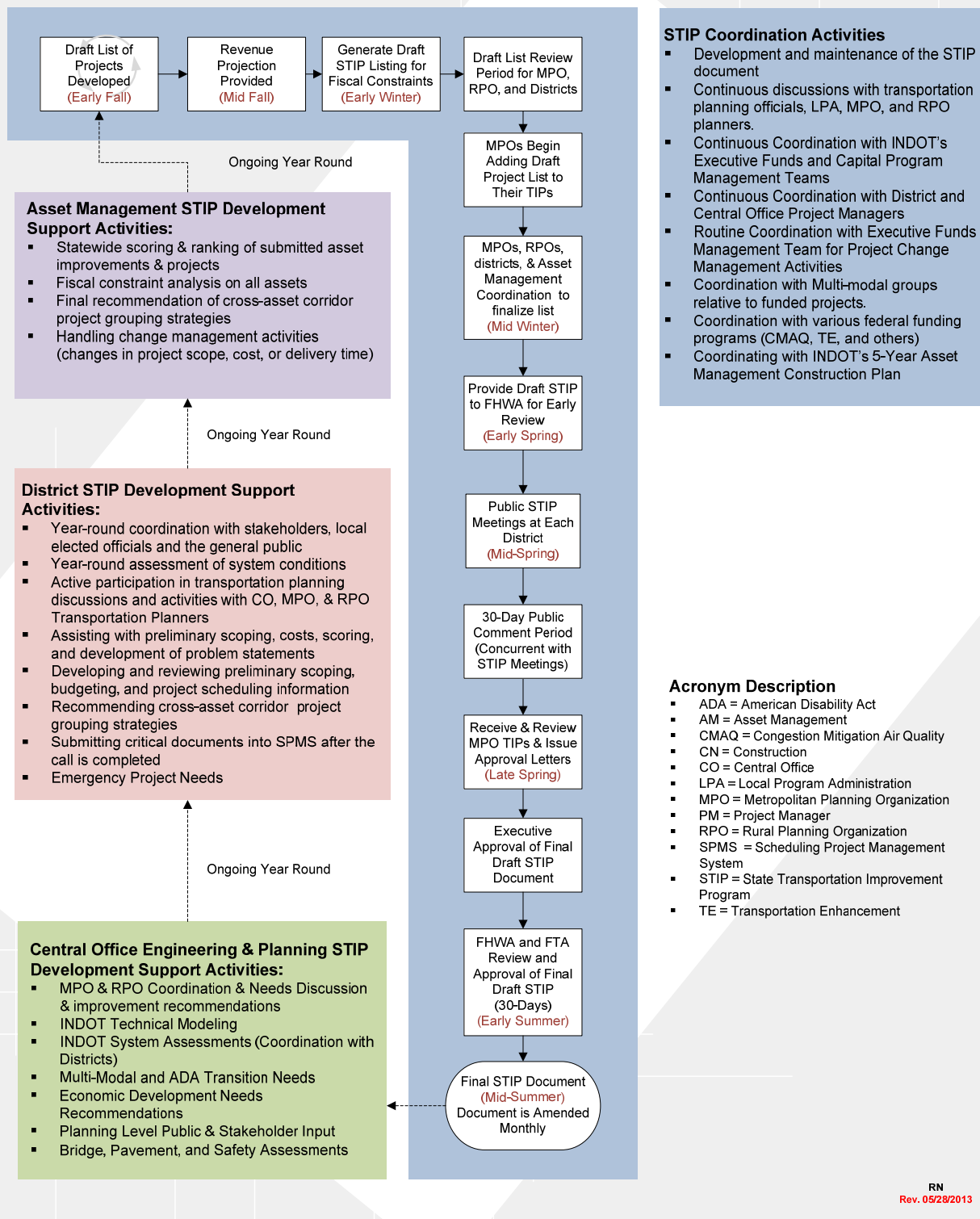
Note: Many of the STIP amendment and update activities will be automated in SPMS with the MPOs able to review and manage their projects in the scheduling system. This will result in increased efficiencies and more accurate information

The STIP Planning Office is responsible for the development and implementation of Indiana's Statewide Transportation Improvement Program (STIP) document and all subsequent modifications and amendments, development, implementation, monitoring of INDOT's Scheduling/Project Management System (SPMS). The pages that follow contain these items:

- An organizational chart delineating roles, responsibilities and functions as they currently exist in the division. The organizational chart also serves as an overview of the responsibilities and functions assigned to the division.
- Process sheets that identify the responsibility party, process, timeline and control document for several of the activities completed by the section, particularly those associated with STIP development.
- The information that follows should provide a clear delineation of the roles and responsibilities of the Intermediate Range Planning division.

Control document: 23 CFR 450.216

State Transportation Improvement Program (STIP) Development Process Every 2-Years



STIP Development Timeline:

<u>10/1-9/14</u>	Generate draft list for Early Coordination Meetings to be held at district offices, Meeting will include MPOs, RTPOs, district personnel and central office personnel.
<u>10/15-11/15</u>	Conduct early STIP coordination meetings
<u>11/1-12/15</u>	Generate Draft STIP listing and complete fiscal constraint using project revenue numbers.
<u>12/15</u>	Provide MPOs with draft list of projects to include in MPO TIP cycles
<u>12/15-2/15</u>	Meet with MPOs to review draft lists and finalize non-MPO lists with appropriate district and asset management personnel
<u>2/15-4/15</u>	Conduct district public meetings for STIP involvement
<u>2/15-6/1</u>	Receive and review draft MPO TIPS and issue approval letters. This must be completed by 6/1 to be included in draft STIP submittal to FHWA and FTA.
<u>4/15-5/15</u>	Public comment period to satisfy public involvement process
<u>5/15-6/1</u>	Draft STIP submitted to FHWA and FTA for review
<u>6/1-6/30</u>	FHWA and FTA to review draft STIP document
<u>7/1</u>	Receive approval of STIP document from FHWA

This timeline has the support and concurrence of FHWA and the MPOs.

INDOT Congestion Mitigation & Air Quality (CMAQ) Activities

Responsible Party: Technical Planning (in coordination with LPA Grants Administration), INDOT Transit Manager, MPOs, and applicable RTPOs.

CMAQ Eligibility Process

The Congestion Mitigation and Air Quality (CMAQ) Program was created to support two important goals: improving air quality and relieving congestion. Moving Ahead for Progress in the 21st Century (MAP-21) establishes priority consideration be given to cost effective emission reduction and congestion mitigation activities. To meet these goals and federal requirements, the following process will be used by INDOT, our MPO, and RTPO planning partners.

INDOT, MPOs, and RTPOs agree to coordinate the review of proposed CMAQ projects and programs with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Indiana Department of Environmental Management (IDEM), and United State Environmental Protection Agency (EPA).

MACOG, on behalf of the Indiana MPO Council will be the gatekeepers of CMAQ eligible activity needs. They will provide/maintain an FTP site, standard forms, and contact information/ databases; they will also house completed applications and facilitate various stages of the eligibility review process. Each stakeholder will review the information provided and provide written comments to ensure projects meet requirements for CMAQ funds.

The project selection processes are to be transparent, in writing, and publicly available. Processes should identify the agencies involved in rating proposed projects, clarify how projects are rated, and name the committee or group responsible for making the final recommendation to the MPO board or other approving body. The basis for rating projects including emissions benefits, cost effectiveness, and project readiness, should also be included. INDOT and MPOs will post their CMAQ Project Selection Process on their respective websites so the application process is transparent to applicants and the public.

To be considered, each MPO and RTPO will submit three elements for their CMAQ programs:

1. A project application (for CMAQ Application Form and supporting forms for Diesel Retrofit and Repower, Fuel Station, and Hybrid Vehicle projects) for each project that is proposed to use CMAQ funding (these forms were developed by the Indiana MPO Council)
2. A project selection process used by the MPO to rank CMAQ projects (INDOT Technical Planning Staff can assist applicable RTPOs in the effort as needed)
3. A list of CMAQ funded projects currently in the Transportation Improvement Program (TIP)

Process:

1. INDOT, the MPO Council, & applicable RTPO Directors will agree annually upon a schedule for CMAQ Project Coordination for the upcoming year or TIP/Statewide Transportation

Improvement Program (STIP) cycle. Each agency is responsible for providing an updated e-mail contact address for this process by September 1st each year. The updated e-mail contact addressee should be sent to macogdir@macog.com SUBJECT LINE: CMAQ Contact E-mail Address Your Agency (Example: CMAQ Contact E-mail Address for Evansville MPO).

2. MACOG, will send an e-mail notice to the agencies (INDOT, IDEM, FHWA, FTA, and EPA) to notify them of the agreed upon schedule.
3. Each MPO and INDOT will post their proposed CMAQ project applications, current CMAQ Project Selection Processes, and CMAQ Projects in Current TIP on the MPO Council FTP site at ftp.indianampo.com. MACOG will provide usernames and passwords.
4. If a procurement process does not currently exist to implement a proposed project, then the project application will not be approved for CMAQ funds.
5. If an MPO or RTPPO proposes to use "In-Kind Match," this must be detailed in the project application and approved as part of the project review process.
6. The project sponsor must be a local public agency (LPA) with transportation responsibility in accordance with *Indiana Code (IC 36-9-2)*.
7. MACOG will send an e-mail notice to the agencies that the CMAQ application deadline has expired. The notice will list the CMAQ Applications, by MPO area, that have been posted for agency review and comment and list the following summary information:

#	MPO Area	Project Description	CMAQ Amount	Fiscal Year	VOC \$/kg (day)	CO \$/kg (day)	NOx \$/kg (day)	PM2.5 \$/kg (year)	NOx \$/kg (year)
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- a. Agencies will have 10 business days to access the Indiana MPO Council FTP site and complete their reviews. The review should focus on both eligibility and cost-effectiveness.
- b. Each agency will forward their comments to everyone on the distribution list with the SUBJECT LINE: MPO Name - CMAQ Comments – Agency Name (Example: Evansville MPO CMAQ Comments – R-5 EPA) by a given deadline.
- c. Each MPO (or INDOT if the comment is directed at an INDOT CMAQ application) will "reply to all" and respond to agency comments with a SUBJECT LINE: MPO Name – Responses to CMAQ Comments that relate to their projects by a given deadline.
- d. If an agency requests an updated CMAQ application it must do so by e-mail to the MPO with SUBJECT LINE: MPO Name – Re-file CMAQ Application within the comment timeframe listed above (item 3). The MPO (or INDOT if INDOT CMAQ Application) will post the updated CMAQ application on the MPO Council FTP site if changes or clarifications are needed.
- e. Each individual MPO will be responsible for sending a broadcast e-mail to all agencies once the updated CMAQ project is Re-filed with the SUBJECT LINE: MPO Name – Re-filed CMAQ Project Name Posted.

8. A CMAQ Eligibility Conference Call will be held within 25 days of the start of the review process. Each MPO will be given an estimated time for their review and will be responsible for signing into the call. During the conference call, each MPO (or INDOT if INDOT CMAQ proposal) will step down through each of their CMAQ applications to address agency concern. Each MPO will also be responsible for taking accurate minutes of their portion of the meeting.
9. Each federal and state agency will have 5 days after the conference call to provide written comment to each MPO for inclusion with the minutes. If an agency has concerns they must be addressed, then the MPO will clearly document that in the minutes. These minutes must be forwarded to all agencies within 10 business days of the conference call with SUBJECT LINE: MPO Name – Draft CMAQ Minutes. If comments from agencies are not received, this will be highlighted in the draft minutes. Projects will not be advanced without written concurrence from each federal and state agency.
10. Each MPO will send a final version of their portion of the meeting to all agencies with the SUBJECT LINE: MPO Name – Final Month Year CMAQ Minutes. A copy will also be sent to the MACOG at macogdir@macog.com.
11. For each MPO area, if everything is in order, the INDOT Central Office CMAQ Coordinator or their appointed support designee will submit a letter to FHWA requesting a formal CMAQ eligibility finding. The MPO and the INDOT District LPA Coordinator will be copied on the letter.
12. If everything is in order, the appropriate FHWA planning/environmental specialist will notify the INDOT and MPO of their concurrence. Copies will be distributed electronically to INDOT Central Office and the appropriate District within 10 days. This letter will be provided to the MPO and all parties via e-mail with the SUBJECT LINE: MPO Name CMAQ Month Year Review Letter. Once the letter from FHWA is received, a project can be programmed in the TIP and STIP for CMAQ dollars. FHWA will also post the eligibility finding letter on the MPO FTP website.
13. On an annual basis, the CMAQ report will be completed as detailed in Appendix 2 to this process.

Expected Timeline:

This process is to be completed every 6-months. Annual coordination schedules and timelines will be developed in agreement with MPO and RTPOs.

Control Document(s): *Indiana Code (IC 36-9-2).*

Annual CMAQ Report Process

INDOT Technical Planning Section participates in the Interagency Air Quality Conformity Consultation Group along with IDEM, EPA, FHWA and the MPO. The group also participates in the congestion mitigation and identifying of CMAQ improvements. INDOT will coordinate the development and quality assurance of the Annual CMAQ Report that must be submitted on-line to FHWA and be approved by the Indiana Division by March 1st each year, to report emissions from all CMAQ projects that were authorized in the previous Fiscal Year.

Process:

1. INDOT CMAQ Coordinator will provide a list of all CMAQ projects that were authorized in FMIS during the previous Federal FY at the November MPO Air Quality Group Meeting. The INDOT Transit Manager will likewise provide a list of all CMAQ projects where FHWA transferred funds for grant management during the previous Federal FY at the November MPO Air Quality Group Meeting.
2. When there are new MPO staff submitting data, the MPO will confirm the name of the MPO staff that will need access rights to the FHWA Information System. The FHWA Air Quality/Environmental Specialist will work with these individuals to establish their User Profile and Access Control System (UPACS) user-id and password. The FHWA Air Quality/Environmental Specialist will host a conference call with these contracts to walk them through how to input the requisite information in the UPACS system during December.
3. Each MPO will be responsible for inputting the CMAQ emissions data for the projects in their respective MPO area by the end of January. INDOT CMAQ Coordinator will review the data and assure that the data is reasonable and complete and notify FHWA that the data has been entered and is ready for FHWA approval by mid-February.
4. FHWA will review the data in UPACS and if everything is in order, approve the data by March

MPO Transportation Improvement Programs (TIPs)
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Responsible Party: LPA Grant Administration STIP Specialist and Multimodal Division Transit Section with coordination Technical Planning Section

Process:

- 1) INDOT LPA Grants Administration STIP Specialist sends fiscally constrained list of state projects to MPOs.
- 2) MPOs complete and submit copies of draft TIP to INDOT LPA Grants Administration Division STIP Specialist, designated Transportation Planner, FHWA, FTA, and the Interagency Consulting Group (when appropriate).
- 3) Designated Transportation Planner will distribute draft TIP with a 2-week review period. The designated Transportation Planner will coordinate with INDOT sections (Transit, Finance, District Office, Project Management, and other sections as warranted) for the review of the draft TIP.
- 4) Designated Transportation Planner collates comments, inputs, or recommendations from INDOT sectional review. A maximum time needs to be added to INDOTs various review steps of MPO TIPs.
- 5) Designated Transportation Planner consults with designated FHWA and FTA counterpart for any comments and/or inputs on the document.
- 6) Designated Transportation Planner communicates, discusses and resolves comments, inputs and recommendations with MPOs.

- 7) MPOs update draft TIP based on step (6) and send final TIP to Designated Transportation Planner and LPA Grants Administration STIP Specialist.
- 8) The MPO Policy Board adopts a resolution and submits to INDOT, FHWA, and FTA with copies of the final TIP and requests formal conformity consultation and inclusion in STIP.
- 9) Designated Transportation Planner in coordination with LPA Grants Administration STIP Specialist processes official letter of approval for MPO TIP to the Governor/INDOT Commissioner.
- 10) Designated Transportation Planner conveys Governor's approval letter of TIP to MPO
- 11) The Designated Transportation Planner communicates to LPA Grants Administration STIP Specialist and requests inclusion of MPO TIP into the STIP by reference.
 - a. When INDOT is not developing a new STIP: MPO resolution and TIP are submitted to FHWA as an amendment to STIP to include by reference, SPMS is updated with TIP/STIP information.
 - b. When INDOT is developing a new STIP: ALL MPO resolutions and TIPs being amended into their new STIP are submitted with the STIP for review and approval by FHWA, SPMS is updated with TIP/STIP information.
 - c. The MPO is notified of approval of TIP being incorporated into STIP by Designated Transportation Planner and/or the INDOT STIP Specialist. In writing

Expected Timeline:

MPO TIP approval process to be completed no later than April 30th or as required to synchronize with the STIP development schedule/timeline; April 30th deadline should only be a target or goal dependent on individual MPO needs. The Indianapolis MPO doesn't generally follow INDOT's STIP development timeline.

Control Document(s): 23 CFR 450. 216; 23 *CFR* 450.324-330

General STIP Amendment Request Process

Responsible Party: LPA Grant Administration STIP Specialist and Multimodal Division Transit Section with coordination Technical Planning Section

ALL INDOT requests for MPO TIP/STIP amendments for state and local projects will be processed through in the office of LPA Grants Administration.

1. For all INDOT sponsored projects (District or State), the INDOT Project Manager will complete the Amendment/Modification Spreadsheet and forward it to the designated Transportation Planner who will review the request and forward it to the MPO with a copy to the District Funds Manager. The MPO will process the request for amendment under its appropriate policies and procedures.
2. For all MPO sponsored projects, the MPO will process the request for amendment using its appropriate policies and procedures.

3. Upon completion of processing the amendment (local and/or state projects) request the MPO will complete the Amendment/Modification Spreadsheet, attach the appropriate signed resolution(s) and forward to the designated District LPA Coordinator/Transportation Planner (State projects) with copies to the District Capital Program Manager.
4. The Designated Transportation Planner/LPA Coordinator will review and submit the Amendment/Modification Spreadsheet as a STIP request to the LPA Grants Administration Division, STIP Specialist for processing in the next STIP amendment, per the published STIP amendment schedule.
5. When FHWA approval has been received the STIP Specialist will send an email with the approval letter and copy of the approved amendment to all names on the STIP Amendment Distribution List.
6. SPMS log notes will be updated by the STIP Specialist with the latest TIP and STIP amendment information
7. Air Quality determinations have an effect on projects in the MTP, TIP, and STIP. Projects that are found to be non-exempt may not proceed to construction until an air quality conformity analysis has been reviewed and approved by the Interagency Consultation Group (ICG).

Expected Timeline:

Exempt and nonexempt project status is identified in the Interagency Consultation Group Guidance. Amendment process varies based on if the area has air quality sensitivity issues and the MPO's board meeting structure process. See Conformity Procedure Chart in **Appendix G-2**

Control Document(s): 23 *CFR* 450.324-330

General STIP Modification Request Process

Responsible Party: The LPA Grants Administration STIP Specialist

1. For local projects, the MPO will modify its TIP per its respective policy and procedures.
2. For state projects, the INDOT Project Manager will complete the Modification Spreadsheet and forward it to the designated Transportation Planner for review and processing to the MPO. **(See Appendix H)**
3. The MPO will modify its TIP per its respective policy and procedures.
4. The MPO will notify the LPA Grants Administration's MPO Coordinator/LPA Coordinator when the modification is complete and submit the Amendment/Modification Spreadsheet.
5. The LPA Grants Administration's MPO Coordinator reviews and forwards the Amendment/Modification spreadsheet to the LPA Grants Administration Division, STIP Specialist.
6. When the modification is processed an email will be sent by the STIP Specialist to all on the STIP Amendment Distribution list.
7. SPMS log notes will be updated by the STIP Specialist with the latest modification information

Control Document(s): 23 *CFR* 450.324-330

Transit STIP Amendment Process

Responsible Party: The LPA Grants Administration STIP Specialist and Multimodal Division Transit Section)

All transit projects will be issued DES numbers for tracking purposes. All requests for MPO transit TIP/STIP amendments/modifications will be processed through the INDOT LPA Grants Administration's MPO Coordinator/STIP Specialist and designated Transit Section.

Process:

- 1) MPO submits a DES number request using MPO – Transit TIP/STIP Amendment/Modification Request Spreadsheet to the LPA Grants Administration's MPO Coordinator.
 - The LPA Grants Administration's MPO Coordinator forwards the request for DES number to INDOT Transit Office, specifying the actions requested.
 - The INDOT Transit Office obtains DES number and returns completed spreadsheet with DES number to the LPA Grants Administration's MPO Coordinator.
 - The LPA Grants Administration's MPO Coordinator returns completed request to MPO.
- 2) MPO Submits a MPO – Transit TIP/STIP Amendment/Modification Request Spreadsheet (not combined with highway projects) to LPA Grants Administration's MPO Coordinator for processing.
- 3) The LPA Grants Administration's MPO Coordinator forwards the Amendment/Modification Spreadsheet to the INDOT Transit Office for review. Following review by the Office of Transit the Amendment/Modification Spreadsheet is transmitted to FTA for review and approval. If additional information is required for approval, the INDOT Office of Transit will contact the MPO.
- 4) When approval is received from FTA by the INDOT Office of Transit, copies of the approval document (spreadsheet & approval letter) are to be forwarded to the LPA Grants Administration's MPO Coordinator.
- 5) The LPA Grants Administration's MPO Coordinator forwards copy of Transit TIP/STIP Amendment/Modification Spreadsheet and approval letter to the STIP Specialist for updating of project logs in SPMS, and transmittal to FHWA with administrative modifications and to MPO.

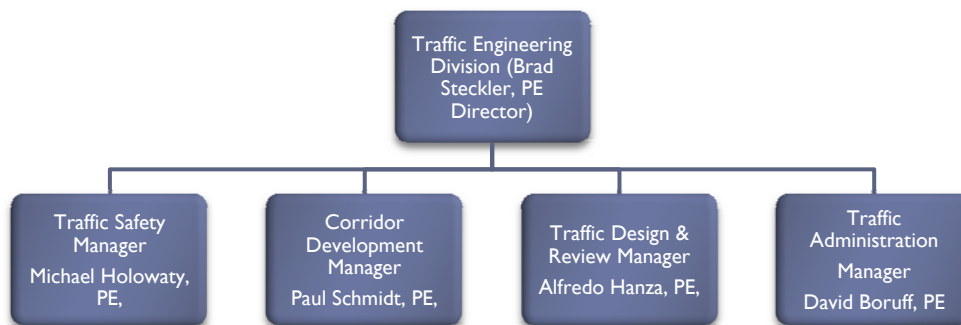
Recreational Trail Project STIP Amendment Process

Responsible Party: The LPA Grants Administration, and Indiana Department of Natural Resources, Recreational Trails Projects (RTP) Coordinator (in coordination with the Technical Planning Section). All Department of Natural Resources (DNR) Recreational Trails Projects (RTP) will be issued DES numbers for tracking purposes. All requests for RTP TIP/STIP amendments/modifications will be processed through the INDOT RTP Program Manager, Mike Cales and the INDOT Project Manager, Pam Williamson.

1. DNR submits a DES# request using RTP TIP/STIP Amendment / Modification Request Spreadsheet to the designated INDOT RTP Coordinator. (NO CC COPIES ARE TO BE SENT) (**See Appendix H**)
2. The designated RTP Coordinator forwards request to STIP Specialist (Michael McNeil) for processing of TIP/STIP amendments.
3. MPO processes the amendment under the procedures described in section G (A-F, Amendment Request Process) for a state sponsored project.
4. When approval is received from FHWA by the RTP Coordinator, a copy of the spreadsheet & approval letter is forwarded to DNR by the INDOT RTP Coordinator.

Traffic Engineering Division

Note: This Division is under development at the time of publication – no verbiage at this point.

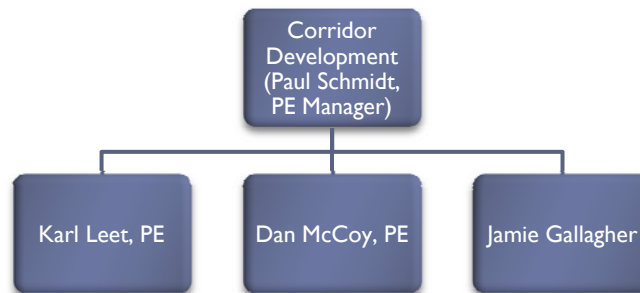


Corridor Development Office

The overall function of the Corridor Development Office is to provide engineering analysis for complex proposed and programmed major capacity corridor improvements (e.g. new interchanges, new corridors, multi-lane added travel lanes improvements, and large-scale interchange modifications) and potential INDOT economic development projects. Responsibilities include:

- Verifying major transportation capacity needs and performance issues
- Generating alternative treatments, analyzing and identifying merits of those options (including impacts, benefits and preliminary costs)
- Making recommendations, and documenting the assessment (reporting)

The Corridor Development Office also performs and manages selected programmatic traffic mobility initiatives (e.g. identification and definition of initial project intent of candidate railroad grade separation sites), and currently oversees, guides the INDOT Asset Management initiative for congestion and mobility projects. Proposed projects are provided via many sources: the annual call for projects; 5-year construction program; or through executive directive.



Planning Process for Non-Programmed, Major Capacity Improvements

- 1) The Corridor Development Office works closely with the INDOT Technical Planning staff for technical analysis and support.
- 2) The Technical Planning Section is responsible for:
 - Working with the various planning partners (MPOs, RTPOs, and District Offices)
 - Assisting with alternative improvement analysis using the statewide travel demand model (as needed)
 - Performing general benefit cost analysis (as needed)
 - Coordinating with the MPO for additional regional model analysis (using the MPO model) and local data assumptions (as needed)
 - Identifying preliminary Context Sensitive Solutions/complete street needs through coordination with locals and stakeholders (as applicable) and the MPOs.
 - Obtaining any additional supporting documents from local entities (as available).
- 3) If the project is recommended for programming in the 5-year construction plan, the Corridor Development Team will provide the recommendation to the appropriate Capital Asset Manager for additional analysis, scoring, and statewide prioritization.
- 4) Once scored, prioritized, and approved, the designated Technical Planning Planner will ensure the proper planning actions are taken (air quality conformity, TIP amendments, long-range planning document amendment, and other coordinated planning activities).
- 5) If the project is not recommended for programming, the Corridor Development Team will need to communicate their recommendation to the project sponsor or appropriate asset manager for documentation purposes and further action if needed.
- 6) If the MPO is the sponsor and the project is considered an Illustrative improvement submitted as part of the "Call for Projects" the designated Technical Planning Planner will be responsible for informing the MPO and providing supporting details to INDOT's decision.

Planning Process for “Programmed” INDOT Major Capacity Improvements

- 1) For projects programmed in INDOT’s scheduling system, the Corridor Development Office works closely with designated Technical Planning Planner and Technical Modeling Staff (the Transportation Planner will have the lead in terms of planning activities).
- 2) Any recommended changes to the project scope or recommendations to defer the improvement resulting from the analysis are communicated directly to Executive Office and the designated Technical Planner.
- 3) The recommended changes are forwarded to the appropriate Asset Manager for additional analysis, scoring, and statewide prioritization.
- 4) Once scored, prioritized, and approved, the designated Technical Planning Planner will ensure the proper planning actions are taken (air quality conformity, TIP amendments, long-range planning document amendment, and other coordinated planning activities).

Traffic Safety Office Responsibilities

The Traffic Safety Office is responsible for developing and implementing programming designed to reduce the number of people injured or killed each year on Indiana's roadways. The office administers state funds and federal dollars awarded to Indiana from the National Highway Traffic Safety Administration (NHTSA), U.S. Department of Transportation, Federal Highway Administration, and the Federal Motor Carrier Safety Administration. In this role, the Traffic Safety Office conducts grant management, organizes media campaigns, produces educational/informational materials and coordinates special enforcement efforts with state and local law enforcement agencies

The Office is responsible for developing and maintaining the federally required Strategic Highway Safety Plan (SHSP) in order to utilize Highway Safety Improvement Program (HSIP) funds. The SHSP uses a process that is data driven, comprehensive, and includes consultation with other key safety stakeholders in the State.

Highway Safety Improvement Program Process

Responsible Party: INDOT Traffic Safety Office (in coordination with MPOs, locals, law enforcement agencies, and FHWA) and Transportation Planning Section.

The HSIP is a "core" funding program under the federal transportation funding legislation MAP-21. The HSIP is designed to fund projects that reduce the number and severity of highway-related crashes and to decrease the potential for crashes on all highways.

Each MPO shall submit project(s) for HSIP funding to the designated Transportation Planner HSIP Safety Committee for review and approval following the guidance contained in the Highway Safety Improvement Program Local Project Selection Guidance. ([Procedures and Guidance Under Development](#))

Expected Timeline: Under development

Control Document(s): 23 CFR 148; 23 CFR Part 924 (Highway Safety Improvement Program); 49 U.S.C. § 202 (Rail Road Crossing Safety); Per 23 U.S.C. § 402 (Highway Safety Plan); 49 CFR 350 (Commercial Vehicle Enforcement)

The current guide for is HSIP Local Program Selection is located at:

<http://www.in.gov/indot/files/LocalHSIPProjectSelectionGuidance.pdf>.

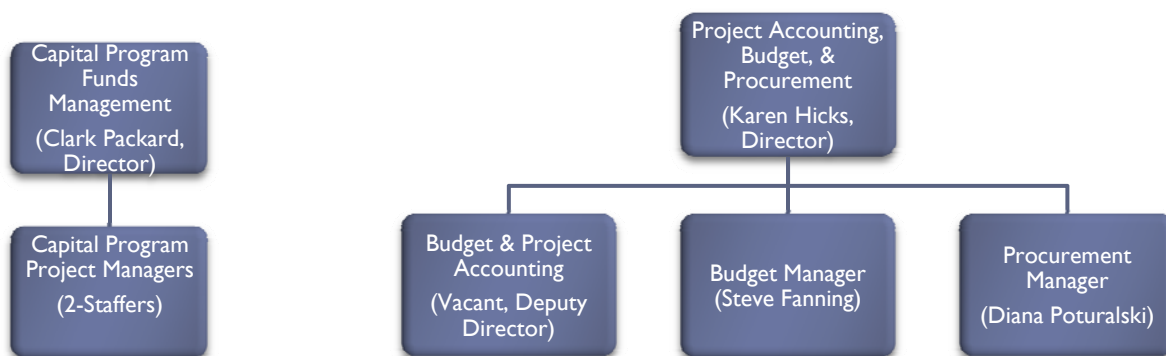
INDOT Finance Business Unit

Capital Program Management - Provides data management reporting to INDOT Executive Office Team regarding the asset management program and recommendations by asset type. Group supports scoring, scheduling, and provides statewide program management services.

Project Accounting, Budget, & Procurement – Responsible for providing the Planning Funds to MPOs and other planning activities. Group is also responsible for coordinating with the Capital Program Management Committee in terms of setting funding targets.

The INDOT Budget and Fiscal Management Division Federal-aid Specialist issues INDOT Funding Program Reports for each MPO, Group 3, and Group 4 program area. The INDOT Funding Program Report reflects Federal-aid apportionments for MPOs and other recipients, and the reports include the current unencumbered balance. These reports significantly contribute to the cooperative process by assuring that each area has reasonable access to their share of Federal-aid funds over the life of any given Federal Transportation Authorization bill.

If there are disagreements, the reports provide a mechanism for resolving issues as they arise. Each MPO has established a policy for MPO participation in project overruns over TIP programmed amounts and change orders during construction, and these reports provide a mechanism for assuring that these policies are implemented.



MPO Planning Funds (PL) Process

Responsible Party: Project Accounting from INDOT's Finance Division (in coordination with Technical Planning Section and LPA and Grants Administration Divisions)

Planning (PL) funds are made available to MPOs to accomplish planning activities in 23 USC 134.

Process:

- 1) INDOT Finance Department, Project Accounting determines overall Metropolitan Planning Funds (PL) amount for MPO's.
- 2) Designated MPO PL\$ Coordinator will be assigned and will work with MPO PL Distribution Committee to review the formula and any unspent PL funds. Carryover of any unspent PL-funds will be verified by the coordinator and presented to the MPO Council Committee by November of each year. Any changes to the formula are presented to the MPO Council for review and concurrence
- 3) No later than December 1st of each year, the Project Accounting will provide:
 - o All PL final adjustments for the previous fiscal year(s) (funding appropriation(s) plus or minus) and provide to the Technical Planning Section Manager; designated Transportation Planner; LPA and Grants Director; and the MPO PL Liaison a copy of the estimates.
 - o The sharing Agreement and PL funding category amount.
 - o The total of the two will be the amount available for distribution to the MPOs.
- 4) The MPO PL Liaison will meet with the MPO PL Distribution Committee and provide the total PL funding estimate by January 1st of each year.
- 5) The MPO PL Distribution Committee will review and concur or not in writing to the MPO PL Liaison no later than January 10th each year. If concurrence is not received the MPO PL Liaison, MPO PL Distribution Committee, and INDOT Finance Division will review and resolve issues to develop concurrence.
- 6) The MPO PL Liaison will distribute the preliminary MPO PL, to each MPO, for the new fiscal year by January 15th.
- 7) The Indiana MPO Council will conduct its Discretionary Pool of Funding process at its February meeting, or as soon as possible after the delivery of the planning estimates from the MPO PL Liaison.
- 8) The MPO PL Distribution Committee will forward the signed and documented final PL Distribution numbers by MPO to the MPO PL Liaison 5 business days after the February Indiana MPO Council meeting as well as to the INDOT Finance Specialist.
- 9) MPO's develop UPWP based on funding information provided in step 5
- 10) Draft Unified Planning Work Program(UPWP) follows the UPWP approval process
- 11) Contract for each MPO to authorize funding is created based on agreed funding information and routed to authorizing signatories for concurrence
- 12) Coordination with administrative staff is done and POs are provided for billings to each of the MPOs

- 13) Balances and files will be maintained by the INDOT MPO PL Liaison and the INDOT MPO Billing Coordinator in concurrence and cooperation with the Indiana MPO Council PL Distribution Committee.
- 14) The above process time line is based on MPOs with a fiscal year commencing July 1. If an MPO commences a fiscal year at another date, the time line will be modified to meet the MPO's fiscal year starting date as needed.

Expected Timeline:

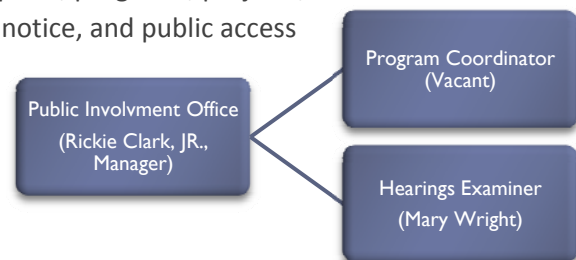
The PL\$ amount for Metropolitan Planning Areas to be distributed by November 1st by the finance office, or as appropriate for MPOs operating on a non-state fiscal year schedule.

Control Document(s): 23 CFR 420.109(a)

Public Involvement Office (formerly Public Hearings Office)

INDOT Public Involvement Office strives to diligently provide opportunities for early and continuing involvement of the public in developing transportation plans, programs, projects, and provide complete public information, timely public notice, and public access to key decisions.

Public Involvement Procedures Manual (jointly approved by FHWA and INDOT Commissioner);
Public involvement plan development for transportation improvement projects.



Process:

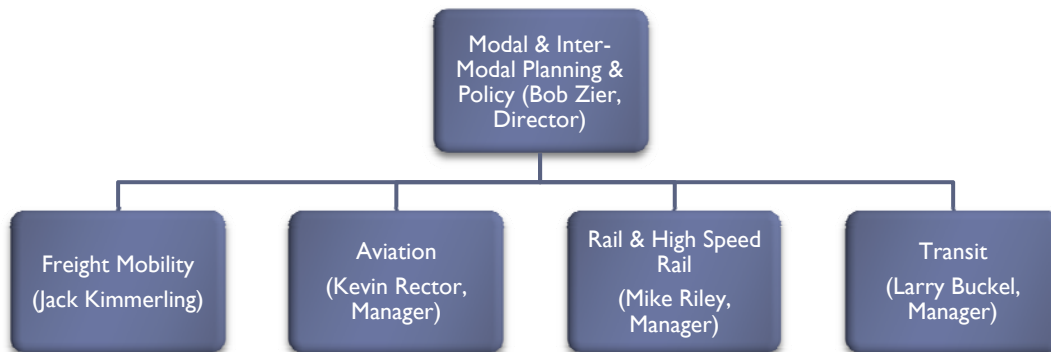
1. INDOT develops public involvement policy and procedures for projects (State and LPA) receiving federal aid as part of the overall funding mechanism. Documents established public involvement processes from planning through construction.
2. Implementation and/or coordination of public involvement activities as required per INDOT Public Involvement Procedures.
3. Set criteria to determine public involvement requirement thresholds to satisfy NEPA public involvement requirements necessary for approval of environmental documents.
4. Certification of public involvement requirements for all state and LPA projects which meet the minimum thresholds for NEPA required public involvement.
5. Implement and coordinate proactive project specific public outreach in accordance to public involvement plan development.

Expected Timeline:

INDOT's last (approved) revision to the Public Involvement Procedures document was last executed April 2009. INDOT must review and update procedures every two years.

Control Document(s): 23 CFR, Section 771.111(h) (1); 23 CFR 450.212 (a) (7); [23 USC 134(i)(5)(B); 23 C.F.R. 450.316(a); 23 C.F.R. 450.324(b) [INDOT's Public Involvement Web-page](#)

Multi-Modal & Inter-Modal Planning & Policy Division



The Multi-Modal Division is responsible for:

- Managing the Public Transit Section and Administrative Staff that manage all the transit grants and the SPR/PL work programs.
- Managing the Transportation Enhancement Committee and the associated project prioritization process.
- Coordinating the development, approval, and authorization of the Statewide Planning and Research (SPR) Work Program and MPO Unified Planning Work Programs (UPWPs). The Manager is also responsible for the associated Agreements, Purchase Orders (POs), billings, audits, closeout of old POs/Federal-aid Projects, and tracking MPO PL balances.
- Coordinating with the MPOs and Transit Operators to develop the transit element of the UPWPs and STIP. This staffs also administer the associated FTA grants (MPO planning grant and rural transit grants).
- Other functions and specialty areas within the Multi-Modal Division are available to MPOs for reviewing plans and providing guidance within their areas of expertise. These include: Rail (Freight and Passenger), Aviation (Commercial and Recreation), and Freight Mobility (All modes to include trucking, rail, water and air).

Transit Agreement/Coordination

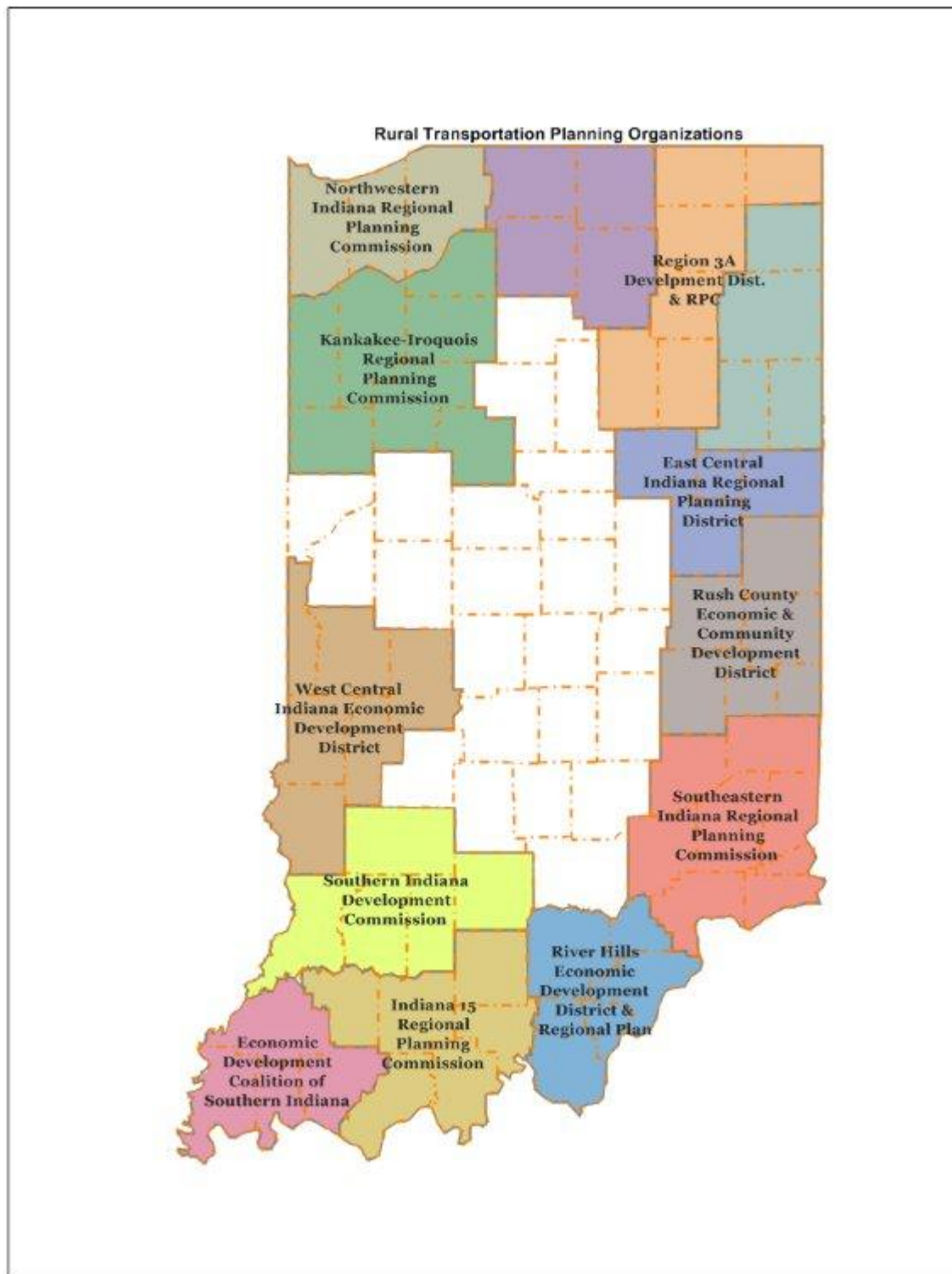
Federal legislation (23 USC 134) requires the MPO to work in cooperation with the State and public transportation agencies in carrying out a continuing, cooperative, and comprehensive (3-C) metropolitan planning process. These agencies determine their respective and mutual roles and responsibilities and procedures governing their cooperative efforts. Federal regulation requires that these relationships be specified in agreements between the MPO and the State and between the MPO and the public transit operators.

Control Document(s): 23 CFR 450.310(a); 23 CFR 450.310 (b); 23 CFR 450.310 (d); 23 CFR 450.310 (g)

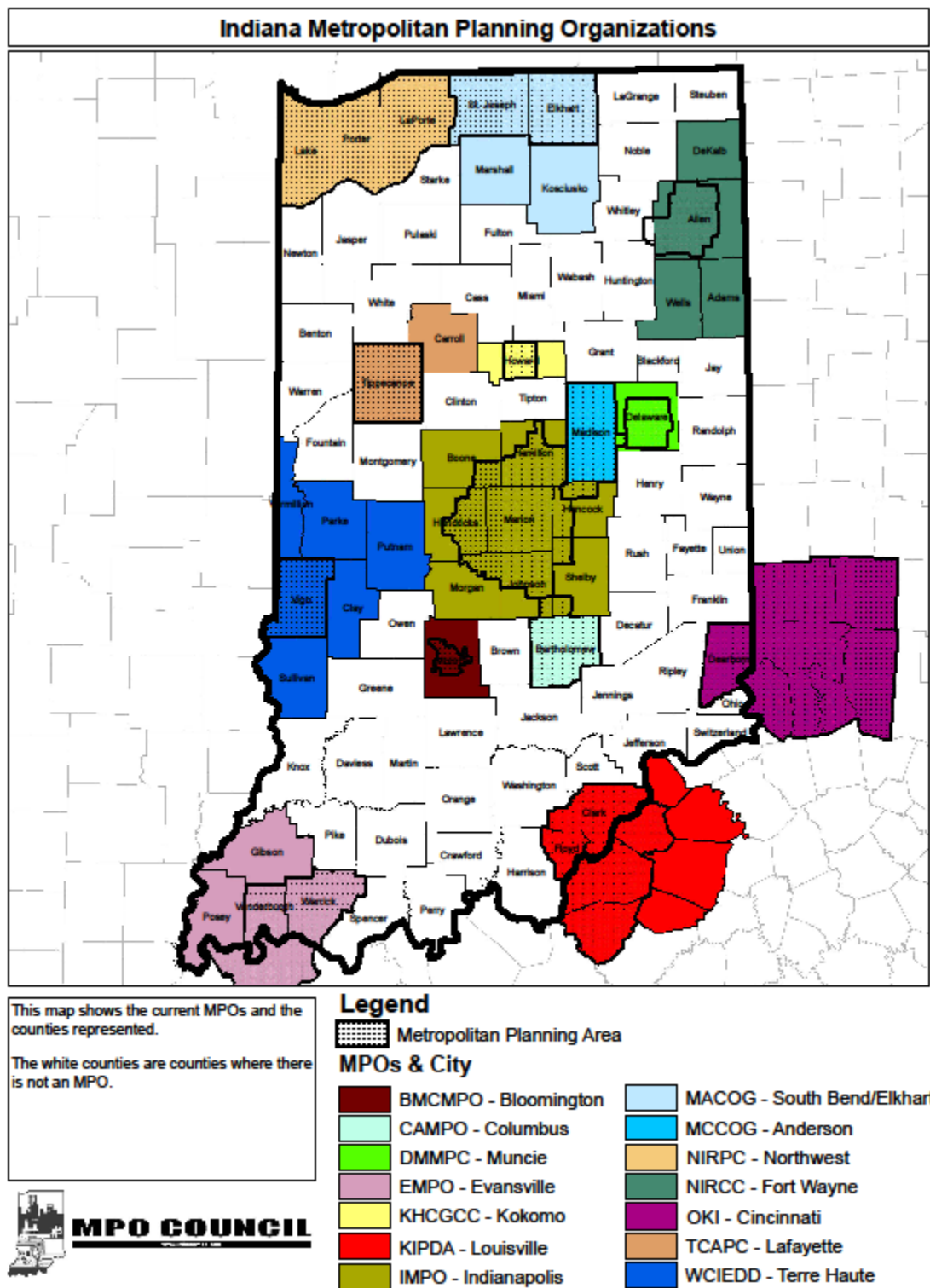
INDOT-MPO-Transit Memorandum of Understanding (MOU/Prospectus)

The INDOT Office of Transit Manager and staff are responsible for working with each MPO to establish and update, as needed, the INDOT-MPO-Transit MOU/Prospectus as part of the INDOT-MPO Self-Certification process. The planning agreement can either be a fully executed MOU, or a Prospectus in the UPWP that does not require signatures. The advantage of the Prospectus is that it can be updated as needed during the annual UPWP review process without the need to re-circulate the document for signatures. INDOT Director of the Office of Transit (Larry Buckel or his designee), INDOT Legal Staff and FHWA Representative (Joyce Newland) will oversee development of a new boiler plate for the MOUs. The MPO should review the MOU/Prospectus as they develop the annual Self-Certification documentation, and where needed update the MOU/Prospectus. The draft update of the INDOT-MPO-Transit MOU/Prospectus and the Self Certification documentation should be forwarded to all the review agencies at the same time that the draft UPWP is forwarded to the review agencies. The MOU/Prospectus and Self-Certification documentation can be reviewed/executed during the same timeframe as UPWP review/approval.

Appendix A: RTPO Planning Area

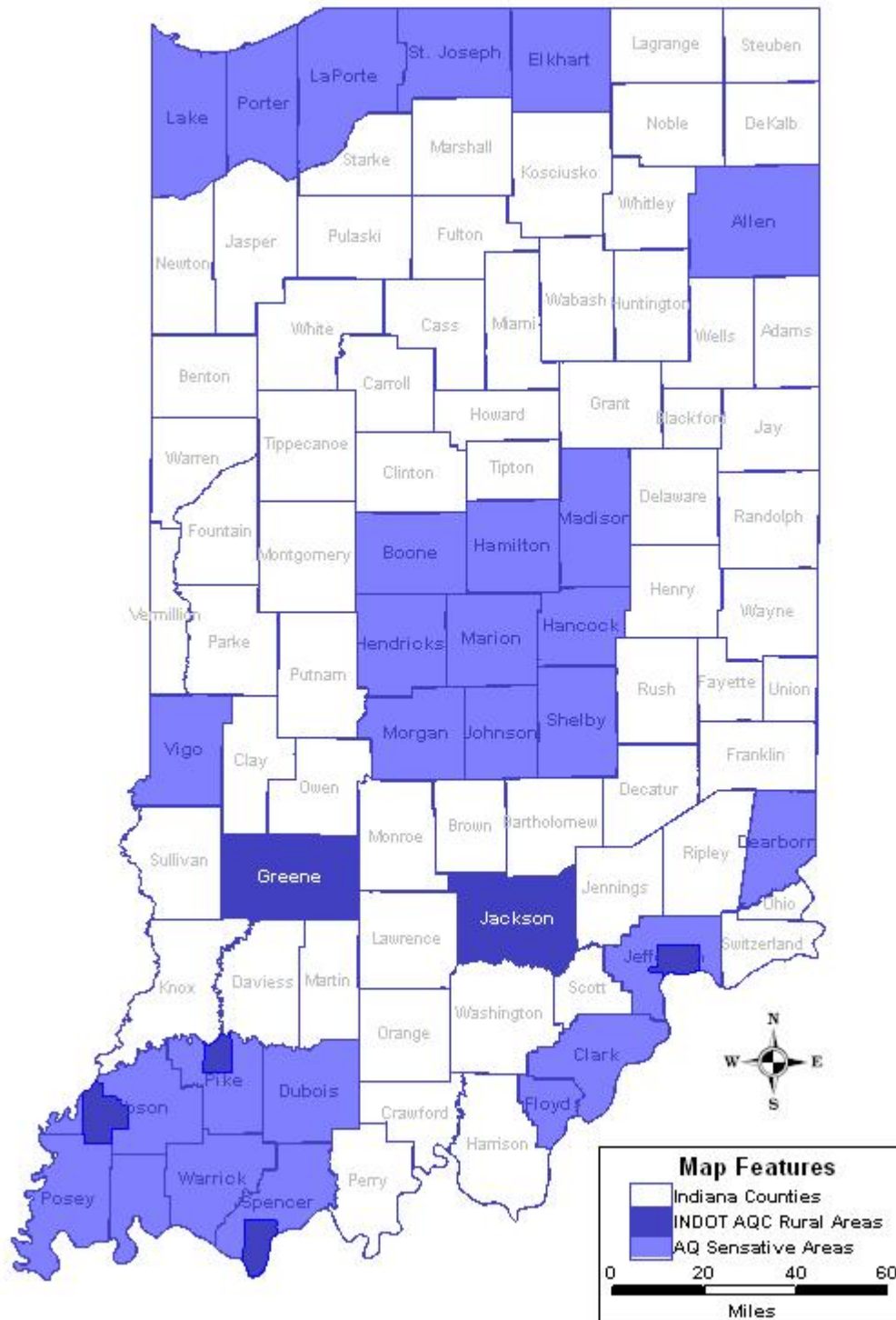


Appendix B: MPO Planning Area

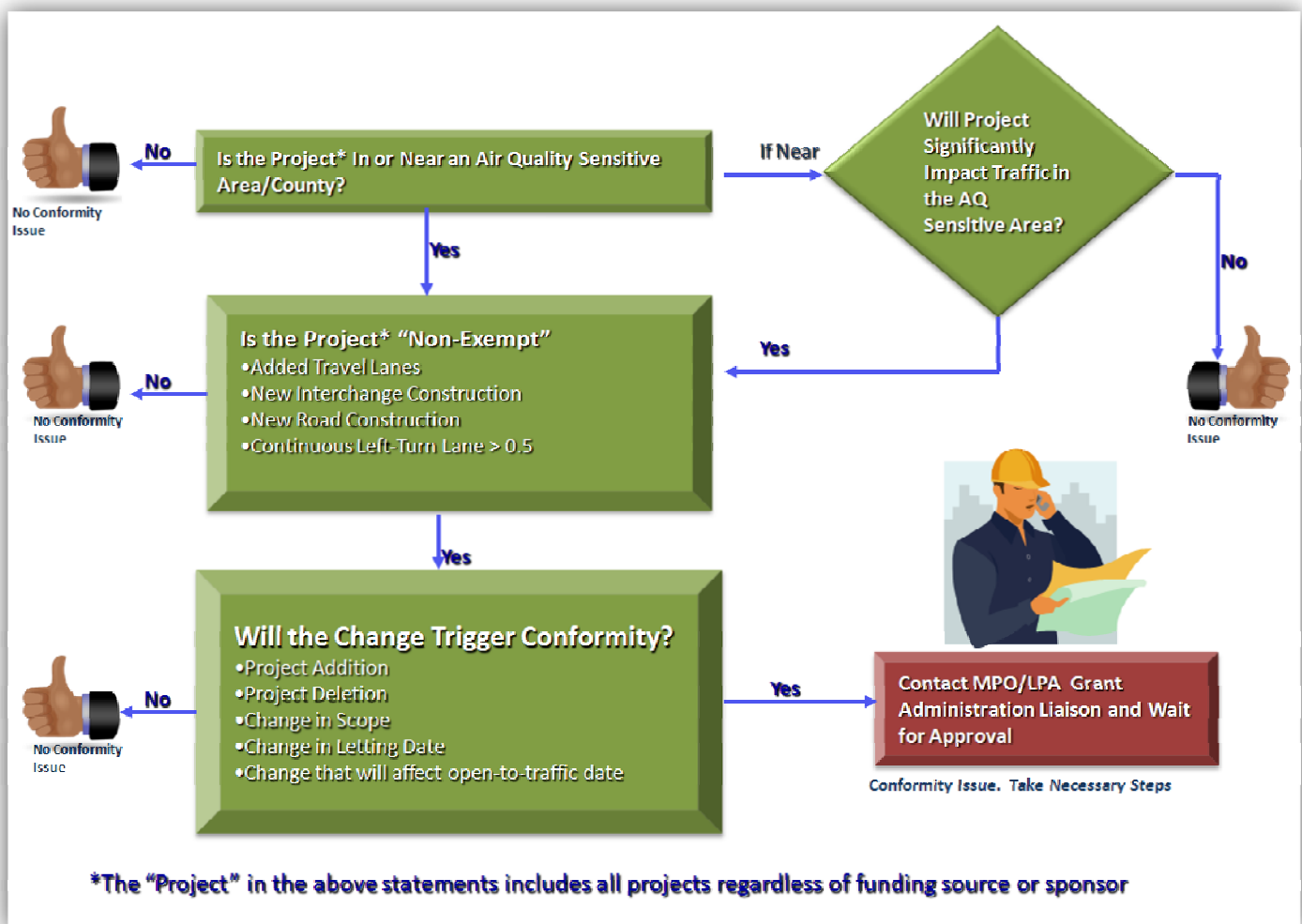


Appendix C: Indiana Air Quality Sensitive Area Map

Air Quality Sensitive Areas



APPENDIX C-2 Air Quality Conformity Checklist Flow Chart



APPENDIX D: Sample Cost Allocation Plan Concurrence Letter

SAMPLE of COST ALLOCATION PLAN CONCURRENCE LETTER

Date of Letter

MPO Director

MPO Name

MPO Address

Dear MPO Director;

INDOT has reviewed the Name of MPO

Cost Allocation Plan submitted for use in recovering costs for State Fiscal Year 2013.

Based on the information provided, INDOT concurs with the use of the following rates:

Fringe	00.0%
--------	-------

Indirect	00.0%
----------	-------

Should you have any questions or concerns regarding these rates, please feel free to call me at any time.

Sincerely,

CAP Reviewer

Office of LPA/MPO and Grant Administration

MPO Coordinator

317-232-XXXX

APPENDIX D-2: Financial Status Report Example

FINANCIAL STATUS REPORT

Page 1 of 3

(AGENCY NAME)

Fringe Rate: XX.xx%		Indirect Cost Rate: XX.xx%		from:		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
ELEMENT NUMBER	DESCRIPTION OF COSTS	TOTAL COSTS ALL GRANTS	PL	HSIP	FTA	OTHER
XXXX	1. Activity Name					
	2. DIRECT LABOR		\$ -	\$ -		
	3. DIRECT FRINGE					
	4. INDIRECT COSTS					
	5. OTHER DIRECT	\$ -	\$ -	\$ -		
	6. CONSULTANT		\$ -	\$ -		
	7. PERIOD TOTAL	\$ -	\$ -	\$ -	\$ -	
	8. LESS LOCAL MATCH		\$ -	\$ -	\$ -	
	9. CLAIM FOR PERIOD		\$ -	\$ -	\$ -	\$ -
	10. PRIOR CLAIMS		\$ -	\$ -	\$ -	\$ -
	11. CLAIMED TO DATE		\$ -	\$ -	\$ -	\$ -
	12. BUDGET AMOUNT		\$ -	\$ -	\$ -	\$ -
	13. % BUDGET SPENT					
	14. % WORK COMPLETE					
COMMENTS:						
XXXX	1. Activity Name					
	2. DIRECT LABOR	\$ -	\$ -	\$ -		
	3. DIRECT FRINGE					
	4. INDIRECT COSTS					
	5. OTHER DIRECT	\$ -	\$ -			
	6. CONSULTANT	\$ -	\$ -			
	7. PERIOD TOTAL	\$ -	\$ -	\$ -	\$ -	
	8. LESS LOCAL MATCH		\$ -	\$ -	\$ -	
	9. CLAIM FOR PERIOD		\$ -	\$ -	\$ -	\$ -
	10. PRIOR CLAIMS		\$ -	\$ -	\$ -	\$ -
	11. CLAIMED TO DATE		\$ -	\$ -	\$ -	\$ -
	12. BUDGET AMOUNT		\$ -	\$ -	\$ -	\$ -
	13. % BUDGET SPENT					
	14. % WORK COMPLETE					
COMMENTS:						

(Signature)

form 12803

APPENDIX E: Sample Billing Invoice Letter

MPO NAME & ADDRESS INFORMATION

Date:

TO:

XXX Technical Planner
Asset Planning & Management Division
Indiana Department of Transportation
100 N. Senate Ave. RM N955
Indianapolis, IN 46204

Attention Technical Planner,

RE: 1st Quarter SFY 2012 Progress Report & Request for Reimbursement

Please find enclosed our report, financial statement, and request for reimbursement for activities performed under the fiscal year 2012 agreement for use of funds:

STP	P.O. 1122334455	Amount Requested \$ XX,XXX.OO
PL	P.O. 1122334466	Amount Requested \$ XX,XXX.OO
CMAQ	P.O. 0022334455	Amount Requested \$ XX,XXX.OO

Payment Information:

Electronic Payment	or	Remit to;
Bank Name:		City/County Agency
Routing Number:		Address
Bank Account Number		

Should you have any questions, please feel free to contact me at PHONE NUMBER/Email

Signature

APPENDIX F: Sample MPO Progress Report & Completion Report

XXX MPO PROGRESS REPORT JANUARY THRU MARCH 2011 & ANNUAL COMPLETION REPORT FORMAT SFY 2011

Activity 1-2012 Planning Coordination

Conducted Technical Committee and Policy Board meetings, prepared and distributed meeting notes for 3 meetings of each committee

Performed the routine administrative, personnel, fiscal, contractual and management activities, and tasks necessary to maintain and support a viable metropolitan transportation planning process.

65% Complete

Activity 2-2012 Transportation Improvement Program (TIP) and Transportation Management

Staff assisted LPAs with local projects and various project related issues, change orders, and other miscellaneous tasks.

85% Complete

Activity 3-2012 Corridor Studies

No activity this quarter

40% Complete

Activity 4-2012 Transportation Data Collection

During this quarter, requests were received for traffic information for the region via telephone, E-mail and fax.

The travel time data collection for congestion management planning is on-going. This includes going to designated locations and performing travel time runs on a regular basis.

30% Complete

(The above is a sample of the type of description for each for each activity in the Work Plan to be included in both the Progress Reports and Annual Completion Report.

APPENDIX G: Conformity Timetable for Full TIP/Plan Update or Amendment

Conformity Procedure Timetable for a full update or extensive amendment

	Days - 0	30	60	90	120	150	180	210	240	270	300
1	Initial ICG Meeting	x									
2	Distribute Final Project List to ICG after 14-Day Consultation Period										
3	Travel Demand Modeling										
4	Emissions Analysis										
5	Develop Draft Air Quality Conformity Analysis and Distribute Draft to ICG										
6	Public Comment Period										
7	Provide Summary/Disposition of Comments										
8	MPO Policy Board Resolution Approval										
9	MPO requests FHWA Formal Conformity Consultation / Distribute to ICG										
10	FHWA Letter to ICG/Formal Conformity Consultation										
11	Formal Comment letters from ICG										
12	USDOT Conformity Determination Letter										

Bars indicate number of day's activity is expected to take

X's indicate steps in process






-----> Supplemental transportation planning activities, including but not limited to:

Update or Amendment



APPENDIX G-2: Conformity Timetable for Minor Amendments

Conformity Procedure Timetable for a minor amendment

	Days - 0	30	60	90	120	150	180
1	Initial ICG Meeting	x					
2	Distribute Final Project List to ICG after 14-Day Consultation Period						
3	Travel Demand Modeling						
4	Emissions Analysis						
5	Develop Draft Air Quality Conformity Analysis and Distribute Draft to ICG						
6	Public Comment Period						
7	Provide Summary/Disposition of Comments				x		
8	MPO Policy Board Resolution Approval				x		
9	MPO requests FHWA Formal Conformity Consultation / Distribute to ICG					x	
10	FHWA Letter to ICG / Formal Conformity Consultation					x	
11	Formal Comment letters from ICG					x	
12	USDOT Conformity Determination Letter						

Bars indicate number of day's activity is expected to take
X's indicate steps in process



STIP AMENDMENT and/or MODIFICATION REQUEST

Amendment
Modification

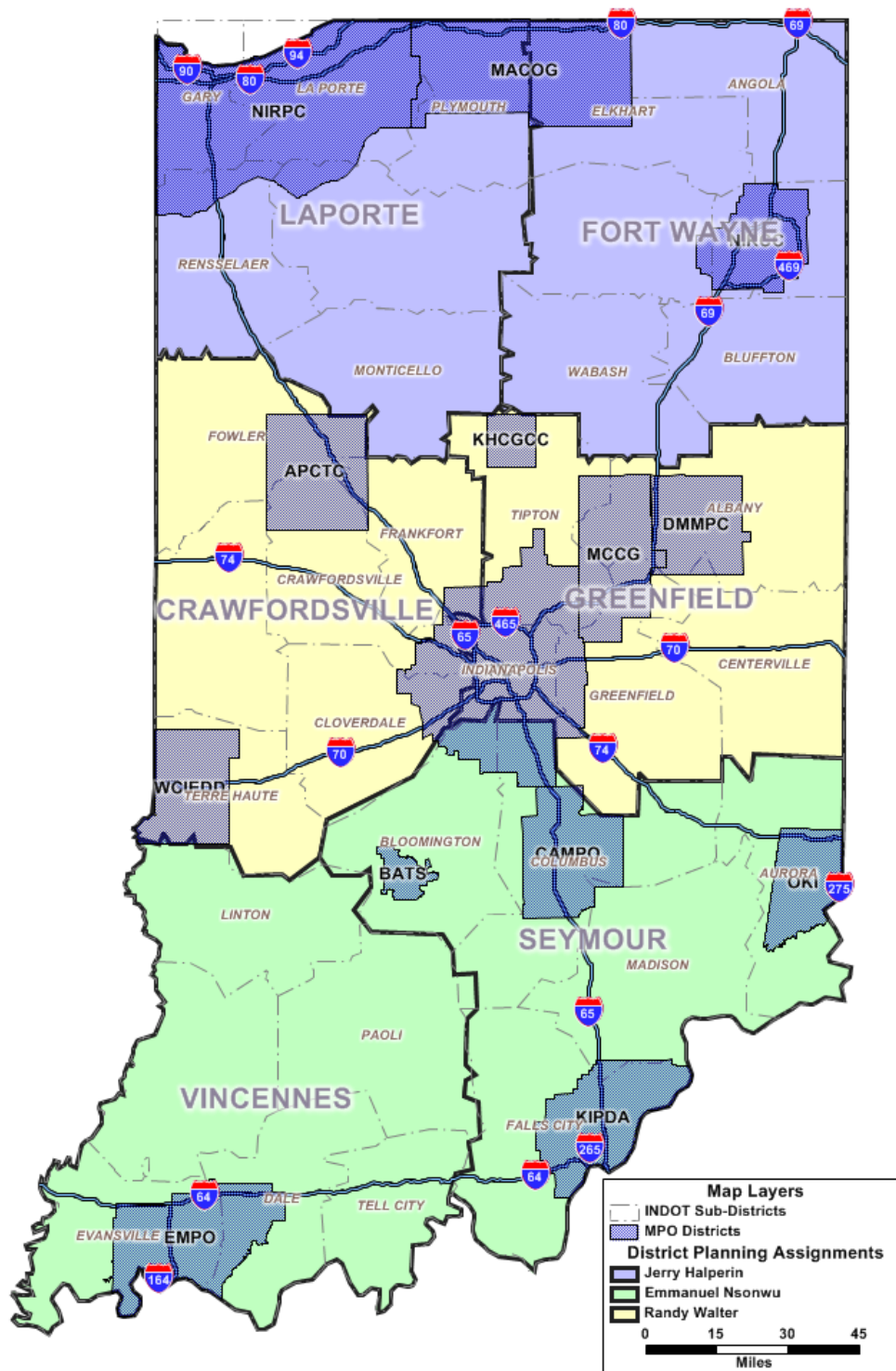
Date: _____

Requestor: _____

[illegible][illegible]

[illegible]

APPENDIX J: Technical Planning District Assignment Map



Memorandum of Understanding (MOU) Boiler Plate

MEMORANDUM OF AGREEMENT

By and Between

“Insert MPO name”

THE INDIANA DEPARTMENT OF TRANSPORTATION

“Insert Transit Property name if MPO has a transit property in its area”

This Memorandum of Agreement (MOA) is made by and between the “insert MPO name” here in after referred to as (insert MPO acronym), the Indiana Department of Transportation (herein after referred to as INDOT), and the “insert transit property name and also common acronym”,

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 “insert MPO name” includes the following agencies:

- “Insert MPO name with acronym following”
- Indiana Department of Transportation (INDOT)
- “Insert Transit Property name with acronym following”

NOW THEREFORE the agencies mutually agree as follows:

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 “insert MPO acronym here” is the designated MPO for the “insert MPO communities here” and includes its regional member Counties of “insert counties here” in Indiana, and

WHEREAS, “Insert Transit Property Acronym here” is the designated recipient for Section 5307 in the “insert name” of Urbanized Area,

WHEREAS, the “insert MPO acronym here” 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 “list communities here” and public and private transportation providers, and others not listed in this agreement.

The “list acronym for MPO”, INDOT, and “list acronym for transit property” mutually agree as follows:

RESPONSIBILITIES OF THE “List name of MPO here”:

Structure

1. The MPO organizational structure consists of a Transportation Technical Committee (TTC), Transit Planning Committee (“if one exists use acronym here”), the MPO Policy Committee (“list acronym here for MPO”), and various advisory committees and subcommittees.

The Policy Committee includes the following voting members:

“List of members inserted here”

The Transportation Technical Committee includes the following voting members:

“List of members inserted here”

2. The MPO has several Advisory Committees, which include members from the general public, transit consumers, bicycle groups, various technical staff, and other interested parties who sit on the Transit Planning Committee, Transportation Technical Committee, etc.
3. The Policy Committee and the Transportation Technical Committee generally meet on the “insert meeting times, such as monthly, bi-monthly, quarterly”. The other 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) and corresponding Conformity Analysis (“if required”) in cooperation with INDOT, its transit provider and other agency partners at least every 4 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 TIP and 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 three types of amendments. An administrative modification, an amendment, or a transportation plan or major amendment requiring a conformity analysis revision. "Some MPOs also offer administrative amendments so this option can be added to the list".
 - Administrative Modification: a change or revision to include project cost increase(s) or decrease(s) (regardless of amount) Des number changes or modifications, changes in the year or scope of non-regionally significant projects.
 - Amendments: new project added, new project phase, change in year or scope of a non-regionally significant project.
 - Plan or Major Amendment: new project added, new project phase, change in year or scope of a regionally significant project.
 - Administrative Amendment (where being used with description).
11. All federal aid funding projects, regardless of funding category, will be included in the fiscally constrained TIP.

12. A Conformity Determination shall be completed for each Transportation Improvement Program (TIP) and Transportation Plan developed by the MPO, which indicates that the plans maintain the area's air quality standard as identified by the Interagency consultation Group Procedures.

Public Participation and Involvement

13. The MPO will maintain a Participation Plan that is adopted by the Policy Committee or Board. 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 “insert MPO acronym here” TIP participation process will serve to meet the “insert transit property’s acronym here” 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. The MPO is responsible for developing a fiscally constrained TIP.
17. The Policy Committee or Board of the MPO approves the TIP followed with approval by the INDOT Commissioner on behalf of the Governor, and it is included in the State 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. (For TIP modification and amendments see item 19.)
18. 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.

19. The MPO will process TIP amendments following Policy Committee or Board approval if the amendment is "air quality exempt" or does not require a new air quality conformity determination and is received from the local communities, transit property ("insert Acronym") or INDOT. Any major change to the TIP document made after the public comment period and before the Policy Committee or Board approval that adds highway capacity or changes the conformity status may require a new comment period and will require an extended amendment approval process.
20. All TIP modifications and amendments will be processed in accordance with the Interagency Consultation Group (ICG) and approved air quality conformity procedures.
21. The MPO will provide and maintain a website that provides TIP and associated amendments for interested parties, public and agency consumption.
22. The Congestion Management Process (CMP) will be used in identifying and selecting projects during TP and TIP updates.

Travel Demand Forecasting

23. The MPO is responsible for developing and maintaining a travel demand forecasting model for the "insert MPO name here with acronym" Metropolitan Planning Area (MPA).

Unified Planning Work Program

24. A Unified Planning Work Program (UPWP) will be prepared by the MPO in cooperation and consultation with INDOT, FHWA, FTA and the transit operator.
25. The MPO will consider, and where feasible, include the planning emphasis areas (PEA's) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas must be received prior to January 31st, to receive proper consideration.

26. Where needed a Conformity Determination shall be completed for each Transportation Improvement Program (TIP) and Transportation Plan developed by the MPO, which indicates that the plans maintain the area's air quality standard.
27. The development of a financial plan that demonstrates the consistency of the TIP and Transportation Plan with available and projected sources of revenue.
28. The MPO will complete its Cost Allocation Plan and UPWP draft by March 15 each year. Note: the MPO's ability to meet this date is contingent upon INDOT providing timely PL Distribution numbers.
29. The MPO will submit to INDOT Central Office Planning Office a final Unified Planning Program in a timely manner.

Management Systems

30. The development and implementation of a congestion management process (CMP), where needed, for the “insert MPO and acronym here” Metropolitan Planning Area will be the responsibility of the MPO in cooperation with INDOT, FTA and FHWA.
31. The MPO will work cooperatively with INDOT and other relevant public agencies in the development of the other specified management systems as appropriate.
32. The MPO will maintain a Congestion Management Process in cooperation with INDOT. The Congestion Management Process shall be coordinated with the development of the Transportation Plan.
33. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI submittals, ADA, and procurement activities guidelines. “Insert MPO name and acronym here” will complete a Title VI analysis for the urbanized area.

Transit Planning

34. 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.
35. 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 "insert MPO acronym here", and the public transit provider (insert transit provider acronym here")):

1. INDOT 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 will regularly send staff liaisons to the MPO Technical Transportation or Policy Committee meetings.

Transportation Plan and TIP

2. The Statewide Transportation Plan shall be developed in cooperation with the "insert MPO acronym here" Transportation Plan.
3. The INDOT Central Office Asset Planning and Management Division will develop a list of planned improvements on State jurisdiction highways developed in conjunction and in cooperation with the MPO for the Metropolitan Planning Area of the MPO. These projects will be consistent with the INDOT Asset Planning and Management Process. This is necessary in order to provide the 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.

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 Asset Planning and 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 "insert MPO acronym here" TIP in a timely manner. This will be done in cooperation with the Asset Planning and Management Division.
8. INDOT Central Office Asset Planning and 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 Asset Planning and Management Division will be the lead coupled with the LPA and Grant Administration Division and the District Office(s).
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 Asset Planning and Management Division will be the lead in this effort.

UPWP Coordination Activities

11. INDOT will provide a staff liaison from the Asset Planning and Management Division to participate in transportation planning activities and to assist with coordination in the emphasis areas that are cooperatively agreed to.
12. INDOT Central Office Asset Planning and 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. “Insert MPO acronym here” will prepare a UPWP for the Fiscal Year starting on July 1st of the same year. (Could also be January 1st for those MPOs that function with the calendar year as their fiscal year.)
14. INDOT Central Office Asset Planning and Management Division in cooperation with the Project Finance Division and the Transit Office will provide updated and consolidated planning figures to the MPO Council.
15. INDOT Central Office Asset Planning and 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.
16. INDOT Central Office Asset Planning and Management Division will review progress reports and provide reimbursement of invoices pursuant to applicable Federal Regulations and Indiana Code 5-17-5, Public Purchases,

RESPONSIBILITIES OF THE “Insert Transit Property Name Here and Acronym”:

1. “Transit Acronym” will provide data, including financial planning information, upon request and participate in the development of the Transportation Plan update.
2. “Transit Acronym” will provide copies of its Transportation Development Plan, as updated.

3. "Transit Acronym" will provide a staff liaison to attend the Transit Planning Committee meetings.
4. "Transit Acronym" will participate on the Transportation Technical Committee.
5. "Transit Acronym" will participate in the development of the "Coordinated Public Transit Human Services Transportation Plan".
6. "Transit Acronym" will provide a Financial Capacity Analysis showing a 5 year Financial Plan as part of the TIP development process.
7. "Transit Acronym" 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.
8. "Transit Acronym" will provide amendment requests to the MPO in a timely manner prior to the next scheduled meeting of the Transportation Technical Committee. All amendment requests will be in writing.
9. "Transit Acronym" 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.
10. "Transit Acronym" will provide by December 1st of each 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.
11. "Transit Acronym" 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 "insert MPO Acronym here" Urbanized Area.

12. "Transit Acronym" 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.
13. "Transit Acronym" agrees that it will be in compliance with all required federal objectives,

In witness thereof, the undersigned executive staff members of "MPO Acronym", "Transit Acronym" and INDOT have executed this Memorandum of Agreement on the dates indicated.

"Transit Property Acronym"

_____ Date _____
"General Manager or Like Title"

Indiana Department of Transportation

_____ Date _____
"Chief of Staff or Deputy Commissioner"

"Name of MPO not Acronym"

_____ Date _____
"Executive Director or Like Title"