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## **Ouachita Council of Governments**

UNIFIED PLANNING WORK PROGRAM FOR TRANSPORTATION PLANNING

**JULY 1, 2020 - JUNE 30, 2021**

**FHWA PL-972353**

**STATE PROJECT NO.H.972353.1**

**FTA-LA.-2017-017**

**STATE PROJECT NO.LA-PL80-37-20**

**CFDA: 20.205 Highway Planning and Construction**

Prepared by:

OUACHITA COUNCIL OF GOVERNMENTS  
3000 Kilpatrick Blvd.  
MONROE, LOUISIANA

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Federal Transit Administration

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**[www.northdelta.org](http://www.northdelta.org)**

**Monroe MPO FY 20-21 UPWP**

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## **ACRONYMS AND ABBREVIATIONS USED IN THE UNIFIED PLANNING WORK PROGRAM**

<b>Acronym</b>	<b>Full Name</b>
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
CMS	Congestion Management System
CTST	Community Traffic Safety Team
DOTD	Louisiana Department of Transportation and Development
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
LS	Louisiana Statute
FAST ACT	FAST ACT
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GPC	General Planning Consulting Services
HSTP	Coordination in Human Service Transit Plan
ITS	Intelligent Transportation System
LRTP	Long Range Transportation Plan
MAP_21	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act
MPO	Metropolitan Planning Organization
NDRP&DD	North Delta Regional Planning & Development District
PEA	Planning Emphasis Area
PEPP	Project Evaluation and Prioritization Process
PIP	Public Involvement Plan
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SR	State Road
TAC	Technical Advisory Committee
TBD	To Be Determined
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TIP	Transportation Improvement Program
TSM	Transportation System Management
UPWP	Unified Planning Work Program

**UNIFIED PLANNING WORK PROGRAM  
MONROE URBANIZED AREA  
METROPOLITAN PLANNING ORGANIZATION**

**RECORD OF CHANGES**

**TABLE 1**

<b>Number</b>	<b>Approval Date</b>	<b>Description Change</b>
<b>1</b>	3-23-20	Introduce to the Transportation Policy Committee - Approves the Draft FY 2020-2021 Unified Planning Work Program for Public review. For Advertisement to public.
<b>2</b>	4-27-19	Public Hearing for the Draft FY 2020-2021 Unified Planning Work Program concludes.
<b>3</b>	4-27-19	Transportation Policy Committee Final Adoption of the Draft FY 2020-2021 Unified Planning Work Program
<b>4</b>		
<b>5</b>		

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RESOLUTION**

## INTRODUCTION

### PURPOSE

The Unified Planning Work Program (UPWP) is a contractual document that describes the coordinated transportation-planning program to be undertaken within the Monroe Urbanized Area. These planning activities are the joint responsibility of the Louisiana Department of Transportation and Development and the Monroe Urbanized Area Metropolitan Planning Organization (OCOG).

Under Federal planning guidelines the MPO is required to submit a work program that highlights transportation planning projects into broadly categorized planning activities and explains the funding for each activity for a fiscal year. This is done through a document called the UPWP. The funding is provided through the State of Louisiana (LaDOTD) from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA funds are provided at an 80/20 match ratio, with 80% of the total funds provided by Federal funds and 20% provided by Local. The FTA funds are provided at an 80/20 ratio with 80% being Federal and 20% being Local.

The financial support for these planning activities is provided by the Federal Highway Administration, the Federal Transit Administration, the Louisiana Department of Transportation and Development, the cities of Monroe, West Monroe, and the Ouachita Parish Police Jury. One of the key components of preparing the UPWP is actively cooperating and assisting with local planning to ensure funding and implementation of all evacuation route improvements identified in the areas local Hazard Mitigation Plans. Also, OCOG has recently developed an office Operational Continuity Plan (i.e. Emergency Preparedness Plan). The development and implementation of the Unified Planning Work Program is required under federal law (23 CFR 450.334 (a)) and 23 CFR 450.308 (c) for urbanized areas with populations greater than 50,000.

### Administration FAST ACT

MPO staff will continue to closely monitor **legislative activities**. The federal transportation act (FAST ACT) was passed in **December 4, 2015** and guidelines identified in the act will continue to be implemented.

MPO staff will continue to coordinate with the OCOG Executive Committee **on the review of the Policies and Procedures Manual** that establishes operating procedures to address travel, purchasing and other administration activities necessary for the MPO to operate as an independent body.

The Monroe Urbanized Area MPO will continue to promote **regional coordination** by participating in local, regional and state organizations. These include the North Delta Regional Planning and Development District, OCOG, Louisiana Planning Council, Louisiana Department of Transportation and Development, Federal Highways Administration, Federal Transit Administration, the cities of Monroe, West Monroe, and Richwood, and Ouachita Parish Police Jury and other agencies that discuss transportation issues.

### Data

MPO staff will continue to monitor the **traffic counts** with its local partners.

### Transportation Improvement Program (TIP)

MPO staff will continue to amend and develop the TIP for submission to the Louisiana Department of Transportation and the STIP. In FY 19, MPO staff coordinated with DOTD to develop a web based TIP available in PDF format on the NORTH DELTA/OCOG website. Amendments will be processed as

necessary. The purpose of this guidance is to provide information on funding, project selection, eligible activities, and specific requirements

### **Long-Range Transportation Plan (LRTP)**

The current plan was developed by a planning consultant (Alliance Transportation) provided by DOTD. Coordination with DOTD, the TPC and local governments will take place throughout the Plan's development. The MPO through the planning process updated the Long Range Plan and adopted the documents December 2015. DOTD selected Alliance Transportation as the consultant through the DOTD Selection Process. This Plan will end December 2020.

The Monroe Transportation Plan update is being developed by Neel-Schaffer, Inc. thru Coordination with LaDOTD, the TPC and local governments. Notice to Proceed for the subject project was given to the MPO September 6, 2019.

### **Special Project Planning**

Louisiana's Strategic Highway Safety Plan (SHSP) is a plan to reduce traffic fatalities and injuries on Louisiana's roadways through widespread collaboration and an integrated 4E approach: engineering, education, enforcement and emergency services. The vision of the SHSP is Destination Zero Deaths and the goal is to reduce the number of fatalities by half by the year 2030.

The development, implementation, and updating of the SHSP was first required under SAFETEA-LU, which established the Highway Safety Improvement Program (HSIP) as a core federal program. Moving Ahead for Progress in the 21st Century (MAP-21) continued the HSIP as a core Federal-aid program and the requirement for states to develop, implement, evaluate and update an SHSP that identifies and analyzes highway safety problems and opportunities on all public roads. MAP-21 also introduced a performance management framework that was continued with the Fixing America's Surface Transportation (FAST) Act. The FAST Act also continued the HSIP and SHSP requirement. Final regulation requires States to set annual targets for the HSIP and they must be coordinated with the Highway Safety Plan (HSP). FAST Act requires that the SHSP is developed after consultation with a broad range of safety stakeholders, which includes regional transportation planning organizations and metropolitan planning organizations (MPOs), if applicable; State and local traffic enforcement officials; county/parish transportation officials; other major Federal, State, tribal, and local safety stakeholders, and; other stakeholders as outlined in 23 U.S.C. 148(a)(12). Depending on the SHSP safety priority areas and strategies, additional partners such as representatives from the public health, education, and medical professions may be involved. MPOs are required to set annual targets, but can choose to adopt the state targets or develop their own.

At the initial meeting the following were approved by the participants:

- A Set of Goals, Objectives and Constraints to circulate for comment at a second meeting to which the public would be invited;
- A Timeline for this year's planning process;
- Persons responsible for the activities listed in the timeline;
- Agreement that OCOG will continue to lead the planning process; and
- The formation of quarterly steering committee meetings for the continuation of this planning process.



## **Public Involvement**

Legislation such as the Intermodal Surface Transportation Efficiency Act of 1991, the Clean Air Act Amendments of 1990, the Americans with Disabilities Act, Transportation Equity Act for the 21 Century (TEA 21), SAFETEA-LU, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), and the more recent Fixing America's Surface Transportation (FAST Act), has not only placed new demands on local governments, but has also given them new vehicles for development. One vehicle is an enhanced community involvement role in the planning process. The nation's Metropolitan Planning Organizations (MPO) have been charged with enriching the transportation planning process with greater public awareness and involvement. The North Delta Regional Planning and Development Commission (NORTH DELTA/OCOG) is the designated MPO for the Monroe Urbanized Area.

The ***Public Participation Plan*** was updated thru (TAC/TPC REVIEWED AND UPDATED) (TRANSIT) (TRI ANNUAL REVIEW PROCESS) and brought up to date February 25, 2019 of the Monroe Urbanized Area - Metropolitan Planning Organization will be used for the transportation planning activities for our Urbanized Area. The Public Participation Plan is currently being updated and will be presented to the MPO for public review. The program will provide opportunities for citizens to contribute ideas and voice opinions, early and often, during preparation of draft plans and programs. Of utmost importance to our Public Participation Plan is that it offers information, education and participation to the citizens affected by our planning efforts.

Because regional planning is enhanced by increased public involvement, a strong communication channel is necessary between the public and the decision-makers. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), SAFETEA-LU, and the more recent MAP-21, underlines the need for an increase in the public's ability to affect what decisions are being made in their community. The U.S. Congress reaffirmed that assertion in the TEA 21 legislation it adopted in 1998. By increasing the dialogue between the decision-makers and the public, better plans, which include the citizens as stakeholders, will be produced. The Monroe Urbanized Area - Metropolitan Planning Organization looks to enhance the public's role as partners in transportation planning. Early knowledge about transportation changes is a goal of the Monroe Urbanized Area - Metropolitan Planning Organization.

The ***Public Participation Plan*** of the Monroe Urbanized Area-Metropolitan Planning

Organization includes three major components: **Community Dialogue, Public Meetings, and Review and Comment.**

### **I. Community Dialogue**

- A. Every opportunity will be taken to distribute information to the public. Plans and information will be distributed to the media and local interest groups via fact sheets, brochures, website ([www.northdelta.org](http://www.northdelta.org)), etc. Notices for upcoming meetings and public involvement activities will be published in the Monroe News Star and kept on file. The Metropolitan Planning staff will maintain a list of interested parties who wish to be notified of any upcoming events or actions regarding the transportation planning process.
- B. Presentations to neighborhood groups, civic organizations, governmental meetings, and other special interest groups will be made on an as requested basis to discuss transportation activities within the Monroe Urbanized Area. Interested organizations should contact Monroe Urbanized

Area - Metropolitan Planning Organization located in the North Delta offices and allows ample time for the staff to make arrangements to attend.

- C. Information will be provided to the public through technical assistance and access to publications. Official copies of the Public Participation Plan (PPP), Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) will be kept in the Ouachita Parish libraries located in the City of Monroe, City of West Monroe and the Central library on N. 18th Street in the City of Monroe and also can be viewed on the World Wide Web at [www.northdelta.org](http://www.northdelta.org) for easy public access and information.

## **II. Public Meetings**

- A. At least one public involvement meeting will be held during development of the “Draft” of the Monroe Urbanized Area Metropolitan Transportation Plan, the Monroe Urbanized Area Transportation Improvement Program, the Public Participation Plan, or the Unified Planning Work Program. If significant changes occur to the drafts during the public review and comment period, another public meeting will be held before the drafts can be adopted.
- B. Major Amendments to the aforementioned plans shall require a public meeting, a public review period and comment period. Major amendments shall include any addition or deletion of projects deemed to be regionally significant with the following exceptions:
- Minor revisions to document text or project descriptions;
  - Revisions to project timing within the MTP or TIP time frame; or
  - To allow more discretionary decision making, those projects or project groupings that are specifically exempted from the public participation process such as projects defined as “Administration Change Processes”.

The Transportation Policy Committee may approve by letter of notification unanimously (for the TIP). These projects would include but not be limited to right-of-way acquisitions, relocation of utilities, acquisition of permits, costs, funding availability, etc.;

Every effort will be made to accommodate traditionally under-served audiences including low income and minority households and persons with disabilities. All public meetings, public hearings and open houses will be held at wheelchair transit accessible locations. Persons with disabilities who have special communication or accommodation needs and who plan to attend the meetings may contact the Monroe Urbanized Area - Metropolitan Planning Organization. Requests for special needs are to be emailed to [northdelta@northdelta.org](mailto:northdelta@northdelta.org) or mailed in writing and received at least two working days prior to the meeting. The address is:

North Delta Regional Planning and Development District  
3000 Kilpatrick Blvd. - Monroe, LA 71291  
Attn: Transportation Director

Every reasonable effort will be made to accommodate these needs. For further information please call our office at (318) 387-2572.

- C. All public meetings will be announced in the News Star. All persons or organizations maintained on the interested parties list will be notified of public meetings. Also, every effort will be made to

ensure that stakeholders in the transportation planning process are invited to participate. These stakeholders will include, but not be limited to; persons or organizations involved in traffic operations, transportation safety and enforcement, airports and port authorities, and appropriate private transportation providers.

### **III. Review and Comment**

- A. Prior to adoption of the Monroe Urbanized Area Metropolitan Transportation Plan, Monroe Urbanized Area Transportation Improvement Program, Public Participation Plan, or the Unified Planning Work Program; major amendments to either of these documents will require the public be given adequate review time. A notice will be published in the Monroe News Star at least two weeks prior to any public participation meeting and notices will be sent to all interested parties. Copies of the draft documents or proposed amendments will be available for public review on the North Delta website, at the North Delta office, and at the Ouachita Parish Public libraries in the cities of West Monroe, West Monroe, and the Central library on N. 18<sup>th</sup> Street in the City of Monroe.
- B. A comment and response summary will be included within the Monroe Urbanized Area Metropolitan Transportation Plan, Monroe Urbanized Area Transportation Improvement Program, Public Participation Plan, or the Unified Planning Work Program.
- C. The *Public Participation Plan (PPP)* will be continually reviewed by the Monroe Urbanized Area - Metropolitan Planning Organization for effectiveness. Any changes to this PPP document will require a 15-day public comment period.

### **Systems Planning**

#### **FIXING AMERICA’S SURFACE TRANSPORTATION ACT (FAST) Compliance and Planning Factors**

In 2005, the federal government enacted the highway bill, SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users). The planning factors concept from TEA-21 was carried forward in SAFETEA-LU, MAP-21 and are addressed throughout this UPWP in various tasks. The Monroe MPO will continue to implement the planning factors of FAST ACT and to be in compliance with all FAST ACT requirements. The MPO will work cooperatively with FHWA, FTA and the DOTD to ensure all requirements of FAST ACT are being implemented and followed. As a whole, the FY 18 – FY 19 UPWP addresses all eight FAST ACT factors, however, each task varies in the number of factors it addresses. Table 5 reflects the relationship between the tasks and the planning factors that are addressed.

**The 2020-2021 UPWP** addresses a number of interrelated transportation issues aimed at maintaining a continuing, cooperative, and comprehensive planning process in the Monroe Urbanized Area. These issues are outlined in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and also in the more recent federal funding bill, the Transportation Equity Act for the 21st Century (TEA-21). The purpose of ISTEA, TEA-21, SAFETEA-LU, MAP-21, FAST ACT is “to develop a National Intermodal Transportation System that is economically efficient, environmentally sound, and provides the foundation for the nation to compete in the global economy, and will move people and goods in an energy-efficient manner.” Of major emphasis in these pieces of legislation is to provide states and local governments more

flexibility in determining transportation solutions, whether transit or highways, and to provide enhanced planning and management system tools to guide them in the decision making process.

## **FACTORS CONSIDERED IN THE PLANNING PROCESS**

Under the FAST ACT legislation, the MPO has the continued responsibility of preparing and maintaining the long-range Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. This year’s work program represents a continuation of the strategic planning process begun with last year’s work program. The focus continues to be on maintaining, improving, and utilizing the information resources collected by the MPO in the day-to-day transportation decision-making process. This MPO shall annually certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and being conducted in accordance with applicable requirements described in 23 CFR 450.308 and 23 CFR 450 Part 334 (a). In addition, the Unified Planning Work Program will address the ten planning factors identified in FAST ACT that must be considered by MPO’s in developing transportation plans and programs. These factors are outlined in Table 2.

**TABLE 2: FACTORS CONSIDERED IN THE PLANNING PROCESS**

<b>Factor</b>	
1	Support the economic vitality of the metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.
2	Increase the safety of the transportation system for motorized and non- motorized users.
3	Increase the security of the transportation system for motorized and non- motorized users.
4	Increase the accessibility and mobility options available to people and for freight.
5	Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development pattern;
6	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7	Promote efficient system management and operation.
8	Emphasize the preservation of the existing transportation system.
9	Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10	Enhance travel and tourism.

### **Public Review/Title VI**

For the development of this UPWP, timely coordination and solicitation from other agencies and the public were included. The UPWP draft was made available to the TAC and TPC on March 23, 2020. The MPO drafts and agenda’s were distributed to local libraries and posted for the public to review. The MPO meetings were held in a public venue. Public comment was offered at the TAC and TPC meetings. Review copies will be available on the World Wide Web at [www.northdelta.org](http://www.northdelta.org) for easy public access and information. All comments received were addressed and revisions were made where appropriate. (See Appendix D for a list of comments and MPO responses.) In general, all agency plans and programs comply with the public involvement provisions of Title VI which states: “*No persons in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial*

*assistance.*” The final UPWP was complete with its public involvement process and approved by the TPC on April 27, 2020.

### **Level of Planning Effort**

The task projects outlined in this UPWP respond to Monroe Urbanized Area’s need for transportation planning services that provide continuing, cooperative and comprehensive planning services. The various UPWP tasks provide planning for all modes of travel: land, air, and sea. The objectives of the various local government comprehensive plans are considered and incorporated into the overall transportation system. Work products will be produced not only by MPO staff but through consultant services as needed and support from the Parish (county), local governments, DOTD, FHWA, FTA and other agencies.

### **Air Quality Planning**

The Monroe MPO is currently meeting ozone attainment readings. Ozone attainment status will continue to be monitored in FY 21.

## **ORGANIZATION AND MANAGEMENT**

### **A. PARTICIPANTS**

**Transportation Policy Committee (TPC):** The MPO Transportation Policy Committee is comprised of representatives of the local affected governments, the Louisiana Department of Transportation and Development, Federal Transit Administration, and the Federal Highway Administration. This Committee serves as the policy decision-making board governing all aspects of the planning process, transportation plans and projects, and policy actions of the MPO. Membership of this committee is governed by agreement between the affected local governments and the Governor of Louisiana, and is reviewed periodically to ensure adequate representation of all parties. Under 23 CFR 450.310 (d) (k), MPOs are not limited in membership and encourage expansion.

Members consist of a 6 member voting and 5 non-voting body with representation as follows:

- City of Monroe (2)
- City of West Monroe (2)
- Ouachita Parish Police Jury (2)
- Non-Voting**
  - City of Richwood (1)
  - City of Sterlington (1)
  - DOTD District Office No.5 (1)
  - FHWA Louisiana Regional Representative (1)
  - FTA Region VI Representative (1)

**Technical Advisory Committee (TAC):** The MPO Technical Advisory Committee is comprised of local and state technical and professional personnel knowledgeable in the transportation field. This committee is responsible for providing guidance and recommendations to the Transportation Policy Committee on transportation plans, programs, and projects.

Members consist of a 7 member voting and 8 non-voting body with representation as follows:

- City of Monroe Engineering and Planning (2)
- City of West Monroe (2)
- Ouachita Parish Police Jury Planning (2)
- City of Monroe - Monroe Transit Authority (1)
- Non-Voting**
  - Representative of the Monroe Chamber of Commerce (1)

Monroe Regional Airport Authority (1)  
DOTD District Office No.5 (1)  
Port of Ouachita (1)  
DOTD Rural Transit (1)  
DOTD State Planning Section (1)  
FHWA Louisiana Regional Representative (1)  
FTA Region VI Representative (1)

**Coordination In Human Services Transit Plan Committee (HSTPC):** The HSTPC is comprised of members representing local transit agencies, non-profit transit agencies, information providers, and mayors action committees on disabilities. The HSTPC addresses transit efficiency level planning and recommends policies to the TAC and TPC regarding the implementation of transit solutions. Membership is open to representatives and stakeholders of transit agencies in the North Delta region and specialized interest groups. The HSTPC meets on a quarterly basis or as necessary.

## Management Process – MPO Comm

### Transportation Policy Committee

- Mayor Jamie Mayo – City of Monroe, Chairman
- Mayor Staci Albritton Mitchell – City of West Monroe
- Councilwoman Juanita Woods – City of Monroe
- Alderman Thom Hamilton – City of West Monroe
- Scotty Robinson – Ouachita Parish Policy Jury, Vice-Chairman
- Shane Smiley – Ouachita Parish Police Jury

#### Non-Voting

- Mayor of Richwood
- Mayor of Sterlington
- Marshall Hill – LA DOTD District 5
- Mary Stringfellow – FHWA Louisiana Region
- Laura Wall – FTA Region VI

### Technical Advisory Committee

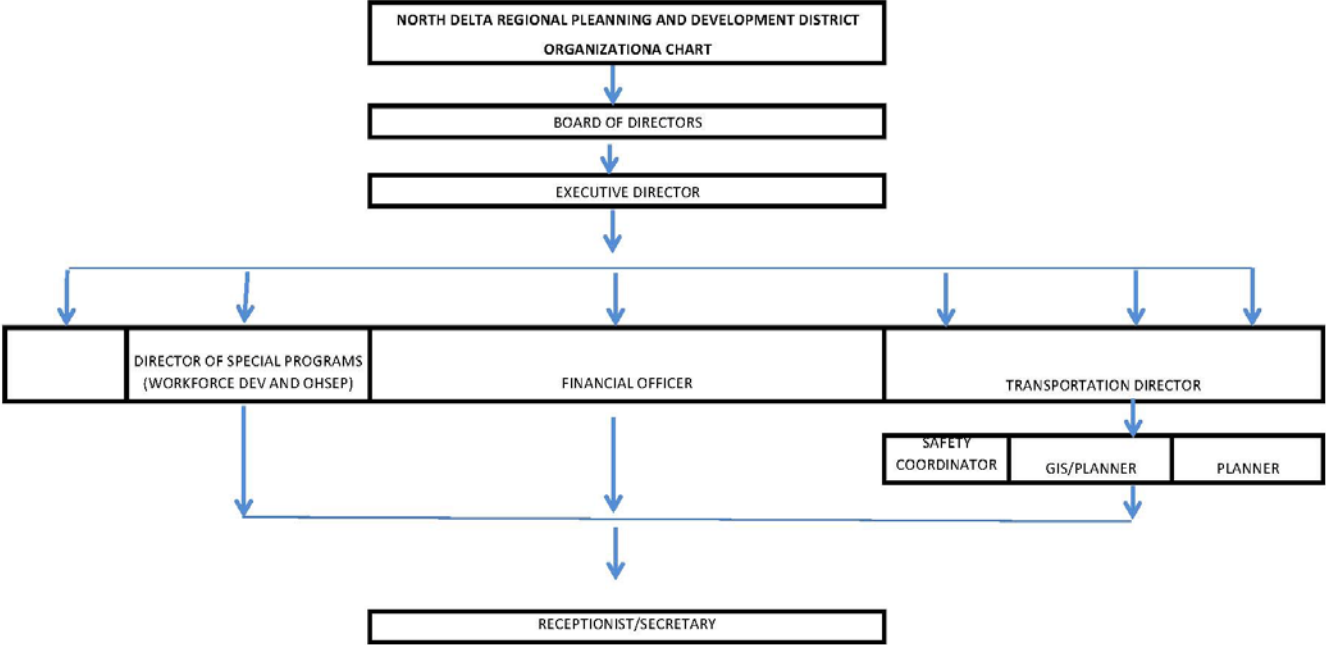
- Kim Golden – City of Monroe
- Arthur Holland – City of Monroe
- John Tom Murray – Ouachita Parish Police Jury
- Kevin Crosby – Ouachita Parish Police Jury
- Chris Hyde – City of West Monroe
- Robbie George – City of West Monroe
- Marc Kennan – City of Monroe, Monroe Transit Authority

#### Non-Voting

- Dan Broussard – LA DOTD Planning Section
- Marshall Hill – LA DOTD District 5
- Marc Kennan – Monroe Regional Airport Authority
- Lori Reneau – City of Monroe
- Casey Lewis – LA DOTD Rural Transit
- Mary Stringfellow – FHWA Louisiana Regional Representative
- Ronessa Hodge – FTA Region VI
- Representative from Ouachita Port

### MPO Staff

- Doug Mitchell – Executive Director
- \_\_\_\_\_ – Director of Transportation
- Tracy Ausberry – Administration
- Susan Mitchell – Safety Coordinator
- \_\_\_\_\_ – Transportation and Safety Planner I
- Pat Jackson – Office & Communications Coordinator I
- Jeff Maxwell – CPA Financial Officer





**TABLE 3: Staff Support Services**

MPO Staff – Support Services for Administration of the Monroe MPO	
<b>Transportation Planning</b> <ul style="list-style-type: none"><li>• MPO Administration</li><li>• Long Range Transportation Plan</li><li>• Transportation Improvement Program</li><li>• Congestion Management</li><li>• GIS/Mapping</li><li>• Public Involvement</li><li>• Safe Routes To School Program Assistance</li><li>• Committees Coordination</li></ul>	<b>Coordination In Human Services Transit Planning</b> <ul style="list-style-type: none"><li>• Public Involvement</li><li>• Committee Coordination</li></ul>
<b>Finance and Administration</b> <ul style="list-style-type: none"><li>• Unified Planning Work Program</li><li>• Contract Administration</li><li>• Office Administration</li><li>• Web Design</li><li>• Newsletters/Annual Reports</li><li>• Public Involvement</li></ul>	<b>Office/Clerk Services</b> <ul style="list-style-type: none"><li>• Meeting Agenda’s and Minutes</li><li>• Committees Coordination</li><li>• Public Involvement</li><li>• File Management</li><li>• Mailings/Database Management</li></ul>

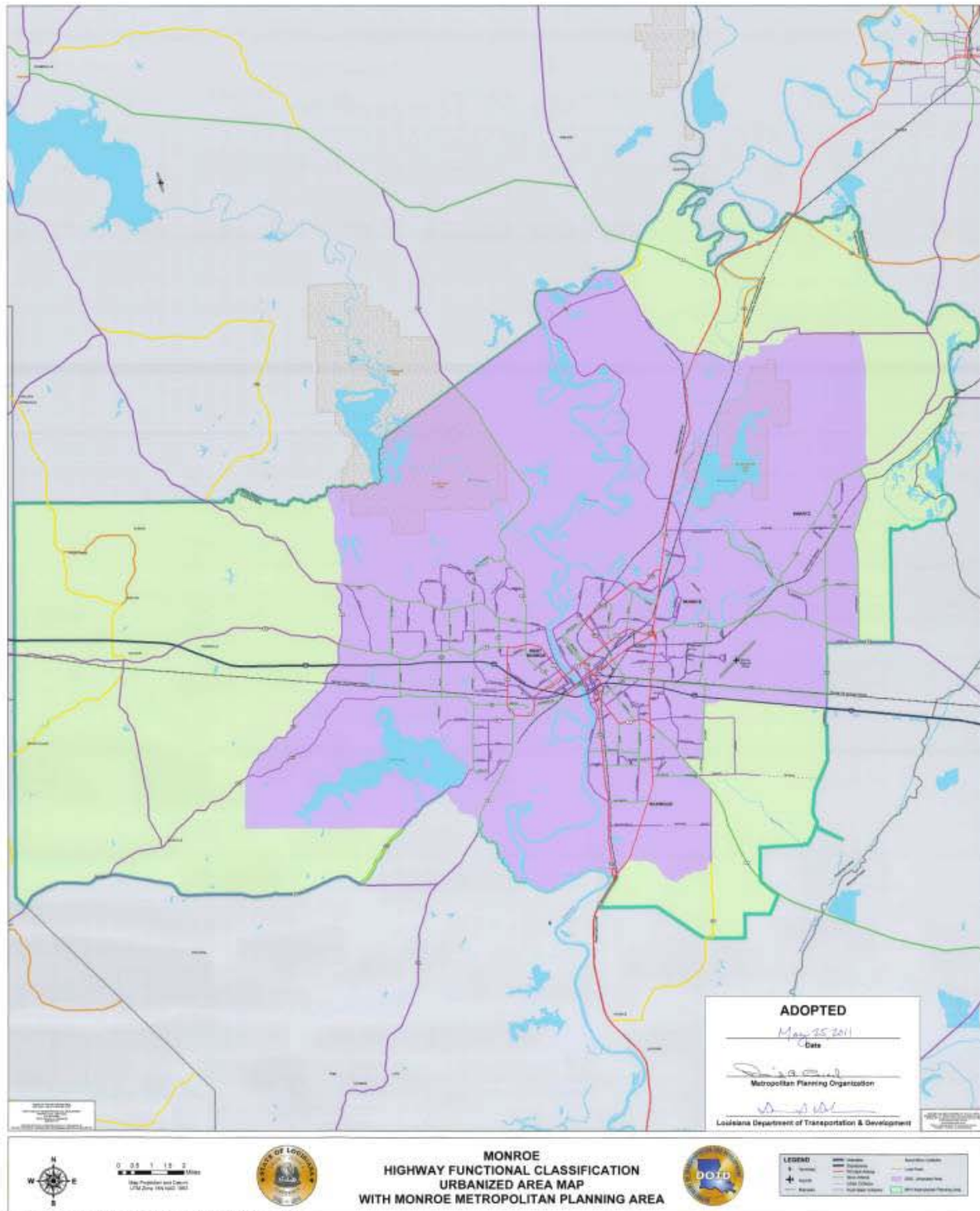
## **B. AGREEMENTS**

Planning and funding assistance is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Louisiana Department of Transportation and Development (DOTD). The OCOG members (City of Monroe, City of West Monroe, and Ouachita Parish Police Jury) provides local matching funds. The MPO has executed agreements with state and local government and agencies to promote a comprehensive, continuous, coordinated planning process. Contracts have been authorized by the MPO to provide services in support of MPO operations.

## **C. OPERATIONAL PROCEDURES AND BYLAWS**

North Delta was created by Executive Order of the Governor of the State of Louisiana in 1972. This organization provides economic development planning services to the eleven-parish area of Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union and West Carroll Parishes and the municipal governments included in those eleven parishes. OCOG was also designated by the Governor as the Metropolitan Planning Organization (MPO) for the urbanized area of Ouachita Parish, including the cities of Monroe and West Monroe. This document references this sub-area of the Commission and describes the planning tasks associated with the transportation system in the urban area only.

**TABLE 4: MPO BOUNDARY MAP**



**TABLE 5: UPWP Task Matrix-FAST ACT Planning Factors**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>UPWP Task Number</b>	Support the economic vitality of the metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase accessibility and mobility of people and freight	Protect/enhance the environment/ quality of life/ promote consistency between transportation improvements and growth	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system
A-1						◆	◆	◆
A-2				◆	◆	◆	◆	
A-3		◆	◆	◆	◆	◆	◆	
B-1			◆	◆	◆	◆		
C-1		◆	◆	◆	◆	◆	◆	◆
C-2					◆			◆
C-3	◆	◆		◆			◆	
A-1	◆	◆		◆	◆	◆	◆	◆
A-2	◆	◆		◆	◆	◆	◆	◆
A-3				◆		◆	◆	
B-1	◆	◆	◆	◆	◆	◆	◆	◆
B-2		◆	◆	◆	◆	◆	◆	◆
C-1	◆				◆		◆	◆
C-2	◆			◆	◆		◆	◆
C-3		◆	◆		◆	◆	◆	

# SECTION 1

## FTA TRANSIT ADMINISTRATION

1.0 (A-1) Program Support/Managerial .....	17
1.1 (A-2) Long Range System Level Planning .....	18
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1.5 (C-2) Clean Air Planning .....	22
1.6 (C-3) Implementation of Americans with Disabilities Act .....	23
FTA Transit Summary .....	24

<b>UPWP TASK NUMBER: A-1</b>	<b>FUNDING SOURCES:</b>																						
<b>TASK TITLE: PROGRAM SUPPORT/MANAGERIAL</b>	<b>FY 20-21</b>						<b>Total</b>																
	PL-FTA	\$5,606.00						\$5,606.00															
<b>RESPONSIBLE AGENCY: Monroe MPO</b>	LOCAL	\$1,316.00						\$1,316.00															
	<b>TOTAL</b>	<b>\$6,922.00</b>						<b>\$6,922.00</b>															
												Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
												2020						2021					

**1.0**

**PURPOSE:**

To provide overall management and administrative support to the transit planning program.

**PREVIOUS WORK:**

Prepared the UPWP, preparation and management of the newly implemented coordination in Human Services Transit Plan (HSTP), preparation of monthly financial reports, requisitions, and progress reports; attendance at state and federally-sponsored workshops; coordination of the Technical Advisory and Transportation Policy Committee meetings; general administrative duties resulting in the orderly continuation of the transit planning process.

**METHODOLOGY:**

- Perform needed duties required to effectively administer the work program -- such as general administration, fiscal management, personnel management, audit requirements, etc.
- Comply with FTA/LADOTD contracts; prepare written work task progress reports and financial status reports.
- Prepare the Unified Planning Work Program (UPWP) for the next immediate fiscal year, depicting work tasks scheduled to be accomplished during that period.
- Attend appropriate OCOG board meetings and federal/local workshops for the purpose of improving supervisory, management and technical planning skills.
- Maintain transportation committees (Transportation Policy and Technical Advisory) in current status.
- Prepare needed certification documentation requested by state/federal agencies -- such as Title VI, Joint Certification Determination, etc.
- Meet with FTA, LADOTD, and local officials to discuss planning program and activities.
- Typing, filing and general secretarial work required to assure effective administration.

**WORK PRODUCT:**

Administrative processes necessary to carry out the work program in a timely and efficient manner; a planning process, including UPWP, MTP and TIP, which meet the requirements of Section 134 (Title 23, U.S. Code) and Section 5303 (Title 49, U.S. Code).

<b>UPWP TASK NUMBER: A-2</b>	<b>FUNDING SOURCES:</b>																														
<b>TASK TITLE:</b> <b>LONG-RANGE SYSTEM LEVEL PLANNING</b>			<b>FY 20-21</b>				<b>Total</b>																								
	PL-FTA		\$4,117.00				\$4,117.00																								
	DOTD		\$15,000.00				\$15,000.00																								
	LOCAL		\$987.00				\$987.00																								
	<b>TOTAL</b>		<b>\$20,104.00</b>				<b>\$20,104.00</b>																								
<b>RESPONSIBLE AGENCY:</b> 2 Monroe MPO 2a DOTD Rural Transit for HSTPC																															
												Jul					Nov					Jan					Apr				
												2020						2021													

**1.1**

**PURPOSE:**

To provide comprehensive long-range planning needs for the transit system as outlined in the Coordination Human Services Transportation Plan to ensure continuous service, meet future transit demands, and provide financial resources.

**PREVIOUS WORK:**

Developed long-range planning variables to assist in future decision- making. Assist in planning for development of a rural demand-response transit system for Ouachita Parish. **To continue with management of the newly implemented HSTP (coordination in human services transit plan) with supplemental funding provided by DOTD.** Coordination with Alliance Transportation with the development of the Monroe Transportation Plan 2040.

**METHODOLOGY:**

Utilize GIS database to project population distribution and growth areas.  
Identify population centers requiring additional transportation.  
Review and update demographic and employment forecasts, paying particular attention to the environmental justice issues.

**WORK PRODUCT:**

Locally derived information base, including detailed studies, indicating the direction of growth most suitable for the transit system.

<b>UPWP TASK NUMBER: A-3</b>	<b>FUNDING SOURCES:</b>											
<b>TASK TITLE: LONG-RANGE PROJECT LEVEL PLANNING</b>			<b>FY 20-21</b>			<b>Total</b>						
	PL-FTA		\$3,777.00			\$3,777.00						
<b>RESPONSIBLE AGENCY: 3 Monroe MPO</b>	LOCALS		\$878.00			\$878.00						
	<b>TOTAL</b>		<b>\$4,655.00</b>			<b>\$4,655.00</b>						

**1.2**

**PURPOSE:**

To provide the comprehensive long-range planning of facility and capital equipment purchases for the transit system. To ensure adequate capital equipment and facilities necessary to operate the system at projected demand levels. To investigate the potential for other transit alternatives.

**PREVIOUS WORK:**

Reviewed current route structure to determine changes necessary to integrate fixed route system with the new intermodal facility, and to ensure that developing traffic centers are served by transit. Assist in planning for development of a rural demand-response transit system for Ouachita Parish to connect with the Monroe Transit Service.

**METHODOLOGY:**

Integrate intermodal facility into downtown development program.  
 Assess current area developments for impacts on system routes.  
 Investigate the potential for other transit alternatives in the urbanized and surrounding area

**WORK PRODUCT:**

Identification of route development necessary to meet shifts in future transit needs. Identification of future transit needs throughout the urbanized area.

<b>UPWP TASK NUMBER: B-1</b>	<b>FUNDING SOURCES:</b>		
<b>TASK TITLE: SHORT-RANGE TRANSIT PLANNING</b>		<b>FY 20-21</b>	<b>Total</b>
	PL-FTA	\$3,962.00	\$3,962.00
<b>RESPONSIBLE AGENCY: 5 Monroe MPO</b>	LOCAL	\$1,316.00	\$1,316.00
	<b>TOTAL</b>	<b>\$5,278.00</b>	<b>\$5,278.00</b>

### 1.3

#### PURPOSE:

To respond to immediate needs in route development and changes to service.

#### PREVIOUS WORK:

Continued system route assessment. Assist City of Monroe in procuring monies to do a major transit studies to implement needed changes. Conduct quarterly meetings per the newly implemented HSTP (coordination in human services transit plan).

#### METHODOLOGY:

Respond to requests for service change and new demand requests with recommendations to transit management.  
Re-survey operations of each route for current service delivery.

#### WORK PRODUCT:

Route restructuring and time changes to allow for new or changing demand. Accurate picture of transit service centers of activities.



<b>UPWP TASK NUMBER: C-1</b>	<b>FUNDING SOURCES:</b>																						
<b>TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>		<b>FY 20-21</b>						<b>Total</b>															
	PL-FTA	<b>\$8,082.00</b>						<b>\$8,082.00</b>															
	LOCAL	<b>\$1,974.00</b>						<b>\$1,974.00</b>															
	<b>TOTAL</b>	<b>\$10,056.00</b>						<b>\$10,056.00</b>															
<b>RESPONSIBLE AGENCY: 6 Monroe MPO</b>																							
												Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
												2020						2021					

### 1.4

**PURPOSE:**

To ensure the obligation of federal funds and to continue the operation of the transit system. To provide project development for future implementation.

**PREVIOUS WORK:**

Continued transit element update of the TIP for operations and capital expenditures.

**METHODOLOGY:**

Develop transit elements of the TIP for approval by the Technical Advisory and Transportation Policy Committees.  
Provide administrative duties necessary to change the TIP when new or changing financial decisions are made at the local level.

**WORK PRODUCT:**

Implementation of the transit system operations without disruption. Compliance with applicable federal requirements for financial accountability.

<b>UPWP TASK NUMBER: C-2</b>		<b>FUNDING SOURCES:</b>																									
<b>TASK TITLE:</b> <b>CLEAN AIR PLANNING</b>					<b>FY 20-21</b>			<b>Total</b>																			
<b>RESPONSIBLE AGENCY:</b> 7 Monroe MPO		PL-FTA		\$9,199.00			\$9,199.00																				
		LOCAL		\$2,303.00			\$2,303.00																				
		<b>TOTAL</b>		<b>\$11,502.00</b>			<b>\$11,502.00</b>																				
				Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun	
				2020												2021											

**1.5**

**PURPOSE:**

To ensure the compliance of transit properties with the Clean Air Act Amendments of 1990, and to mitigate the impacts of the transit system on air quality. Currently, the MPO is classified as an attainment area.

**PREVIOUS WORK:**

Continued monitoring of EPA regulations and implementation of necessary compliance measures to ensure the transit system meets the requirements of the CAAA.

**METHODOLOGY:**

Development of staff knowledge in the area of conformity and other air quality related regulations promulgated by EPA.

Identification of possible opportunities for reductions in local emissions due to transit.

Continued dialogue with EPA, FTA, LADOTD, FHWA and DEQ officials in an effort to ensure compliance with all aspects of the CAAA.

**WORK PRODUCT:**

A transit system more sensitive to environmental concerns.

<b>UPWP TASK NUMBER: C-3</b>		<b>FUNDING SOURCES:</b>																											
<b>TASK TITLE: IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT</b>		<b>FY 20-21</b>	<b>Total</b>																										
	PL-FTA	\$9,123.00	\$9,123.00																										
	LOCAL	\$2,193.00	\$2,193.00																										
	<b>TOTAL</b>	<b>\$11,316.00</b>	<b>\$11,316.00</b>																										
<b>RESPONSIBLE AGENCY:</b> 8 Monroe MPO																													
<table border="1" style="width:100%; text-align:center;"> <tr> <td style="width:50%;"></td> <td style="width:5%;">Aug</td> <td style="width:5%;">Sep</td> <td style="width:5%;">Oct</td> <td style="width:5%;">Nov</td> <td style="width:5%;">Dec</td> <td style="width:5%;">Jan</td> <td style="width:5%;">Feb</td> <td style="width:5%;">Mar</td> <td style="width:5%;">Apr</td> <td style="width:5%;">May</td> <td style="width:5%;">Jun</td> <td style="width:5%;">Jul</td> </tr> <tr> <td colspan="6">2020</td> <td colspan="6">2021</td> </tr> </table>						Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	2020						2021					
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul																	
2020						2021																							

**1.6**

**PURPOSE:**

To ensure an accessible and reliable transit and para-transit system to meet the needs of the mobility impaired.

**PREVIOUS WORK:**

Continued monitoring of the implementation of the local Para-transit Plan.

**METHODOLOGY:**

Participation in the development and amendment of future para-transit plans and programs.  
 Review of current implementation to ensure compliance and a reasonable level of service.  
Results and/or Products: An accessible and reliable transit and para-transit service.

**WORK PRODUCT:**

An accessible and reliable transit and para-transit service.

**SUMMARY OF  
FEDERAL TRANSIT ADMINISTRATION GRANT EXPENDITURES**

*\* FTA funds are provided at an 80/20 ratio with 80% being Federal and 20% being Local.*

A-1	Program and Managerial	\$5,606	\$1,316		\$6,922
A-2	Long-Range System Level	\$4,117	\$987	\$15,000	\$20,104
A-3	Long-Range Project Level Planning	\$3,777	\$878		\$4,655
B-1	Short-Range Transit Planning	\$3,962	\$1,316		\$5,278
C-1	Transportation Improvement Program	\$8,082	\$1,974		\$10,056
C-2	Clean Air Planning	\$9,199	\$2,303		\$11,502
C-3	Implementation of ADA	\$9,123	\$2,193		\$11,316
<b>Total</b>		<b>\$43,866</b>	<b>\$10,967</b>	<b>\$15,000</b>	<b>\$69,833</b>

## SECTION 2

### FHWA HIGHWAY ADMINISTRATION

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 FHWA Highway Summary .....	
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<b>UPWP TASK NUMBER:</b> A-1	<b>FUNDING SOURCES:</b>																						
<b>TASK TITLE:</b> TRAFFIC AND DEVELOPMENT MONITORING/PERFORMANCE- BASED PLANNING AND TRANSPORTATION PERFORMANCE MANAGEMENT		<b>FY 20-21</b>				<b>Total</b>																	
	PL-FHWA	\$48,000.00				\$48,000.00																	
	LOCAL	\$12,000.00				\$12,000.00																	
	<b>TOTAL</b>	<b>\$60,000.00</b>				<b>\$60,000.00</b>																	
<b>RESPONSIBLE AGENCY:</b> 9 Monroe MPO																							
												Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr				
												2020				2021							

## 2.0

### PURPOSE:

To develop and maintain an inventory/database of relevant transportation-related data. To provide updated planning variables for use in the transportation planning process, such as the ongoing traffic counting program, crash locations, housing and commercial development permits, and others. To address periodic reviews, changes, and progress on the short-range planning process and changes to the Unified Planning Work Program (UPWP) as required by FAST Act and previous legislations.

### PREVIOUS WORK:

Continued the development permits tracking system. Continued the crash location tracking system. Continued development of “GIS ready” data from all monitoring systems.

### METHODOLOGY:

- Routine surveillance of roadway and land use conditions relating to specific system analysis efforts.
- Continued collection of development permit activity to support population/employment updates and projections.
- Continued collection of crash reports to track high-risk areas.
- Continued collection of turning movements at key intersections.
- Continued collection of business permit activity related to current commercial activity to support employment updates and projections.
- Coordinate with LADOTD HQ request with regard to traffic counts.
- Performance-based Planning and Programming (PBPP)
  - Integrate performance management concepts into the existing federally required transportation planning and programming processes not limited to the following:
    - Long Range Transportation Plan (LRTP)
    - Transportation Improvement Program (TIP)
    - Strategic Highway Safety Plan (SHSP)

- Ensure to link transportation investments in the TIP with goals/performance measures and assess the impact of such investments on achieving the performance targets.
- Coordinate with DOTD to monitor the MPO targets for congestion, pavements and bridge performance measures. Develop a process to monitor/measure the progress towards the performance targets.
- Generate performance report showing all metrics and communicate the results to TAC, TPC, transportation stakeholders, and the general public.
- Develop annual list of federally funded obligated highway and transit projects.
- Prepare TIP self-certification document for internal purposes to document how the TIP projects address the FAST Act planning factors and monitor performance measures to support LADOTD in achieving its TPM targets.

### **WORK PRODUCT:**

An up-to-date information database of relevant transportation planning variables

PM1, PM2, and PM3 targets setting, monitoring, and reporting process

Annual list of federally-funded obligated projects

TIP self-certification document

<b>UPWP TASK NUMBER:</b> A-2	<b>FUNDING SOURCES:</b>																						
<b>TASK TITLE:</b> <b>GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE</b>							<b>FY 20-21</b>			<b>Total</b>													
	PL-FHWA						\$48,000.00			\$48,000.00													
	LOCAL						\$12,000.00			\$12,000.00													
	<b>TOTAL</b>						<b>\$60,000.00</b>			<b>\$60,000.00</b>													
<b>RESPONSIBLE AGENCY:</b> 10 Monroe MPO																							
												Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
												2020						2021					

## 2.1

### PURPOSE:

To provide an analytical platform for the development, utilization and distribution of information pertinent to the transportation planning process.

### PREVIOUS WORK:

Updated population, employment, and related data at traffic zone level.

Developed GIS products capable of depicting population density, distributions, income level, etc., at the census block, census block group, and traffic zone level.

### METHODOLOGY:

- Updating GIS with collected information listed in “Accomplishments” above on a regular basis.
- Updating employment by zone statistics utilizing the business permit tracking system.

### WORK PRODUCT:

Digital data products that will support the transportation planning process in an efficient and timely manner.



<b>UPWP TASK NUMBER:</b> A-3	<b>FUNDING SOURCES:</b>					
<b>TASK TITLE:</b> <b>TRANSPORTATION MODEL AND MOBILE MODEL MAINTENANCE</b>			<b>FY 20-21</b>		<b>Total</b>	
	PL-FHWA		\$44,000.00		\$44,000.00	
	LOCAL		\$11,000.00		\$11,000.00	
	<b>TOTAL</b>		<b>\$55,000.00</b>		<b>\$55,000.00</b>	
<b>RESPONSIBLE AGENCY:</b> 11 Monroe MPO						
		Jul	Aug		Dec	
		2020			2021	
					Apr	May

## 2.2

### PURPOSE:

To develop and maintain the transportation travel demand forecast computer model. To update the data inputs and networks necessary for travel demand and air quality modeling.

### PREVIOUS WORK:

Maintained inputs and monitored developments which affect the model. Substantially completed a new model in TransCAD.

### METHODOLOGY:

- Updating of travel demand variables derived from the monitoring systems described in Task A-1 above.
- Entry and update of the proposed transportation plans, programs and projects necessary to analyze the system on the computer model.

### WORK PRODUCT:

An updated information base to allow travel demand forecast and air quality impact analyses based on the current transportation plan and program, consistent with the data derived from the monitoring systems in Task A-1.

<b>UPWP TASK NUMBER: B-1</b>		<b>FUNDING SOURCES:</b>																						
<b>TASK TITLE: METROPOLITAN TRANSPORTATION PLAN (MTP)</b>						<b>FY 20-21</b>				<b>Total</b>														
		PL-FHWA		\$36,000.00				\$36,000.00																
		STATE																						
		LOCAL		\$9,000.00				\$9,000.00																
		<b>TOTAL</b>		<b>\$45,000.00</b>				<b>\$45,000.00</b>																
<b>RESPONSIBLE AGENCY: 12 Monroe MPO</b>																								
												Jul	Aug						Jan					Jun
												2020						2021						

### 2.3

#### PURPOSE:

The Monroe Transportation Plan 2045 update is being developed by Neel-Schaffer, Inc. thru Coordination with LaDOTD, the TPC and local governments. Notice to Proceed for the subject project was given to the Monroe MPO September 6, 2019.

#### PREVIOUS WORK:

Updated the Metropolitan Transportation Plan project listing and planning horizon to 2040. Updated all socio-economic variables necessary to update the MTP. The MTP is submitted to FHWA, FTA, and LADOTD.

#### METHODOLOGY:

- Establish goals, objectives and criteria for the MTP update.
- Meeting and visioning process for the region.
- Review current land use planning efforts.
- Assist in updating street and highway networks to 2020 base year, including ADT.
- Assist in updating TAZ demography data to 2020 base year.
- Assist in extending TAZ data forecast years to 2025, 2035, and 2045.
- Assist in recalibrating and re-validating model with updated network, data and ADT using current trip rates and equations.
- Assist in developing E+C network, travel forecasts, and identify deficiencies.
- Assist in testing existing plan projects and develop.
- Safety, Bicycle, pedestrian, freight, highway security element.
- Assist in development of staged improvement program
- Assist in the assessment of environmental impacts of the staged improvement program
- Assist with the Metropolitan Transportation Plan preparation and printing
- Project administration and coordination
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

#### WORK PRODUCT:

The Metropolitan Transportation Plan with a sufficient horizon and up-to-date assumptions, which will allow for the most efficient and effective transportation system achievable will be amended as needed.

<b>UPWP TASK NUMBER: B-2</b>	<b>FUNDING SOURCES:</b>																	
<b>TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>							<b>FY 20-21</b>			<b>Total</b>								
	PL-FHWA						\$14,400.00			\$14,400.00								
	LOCAL						\$3,600.00			\$3,600.00								
	<b>TOTAL</b>						<b>\$18,000.00</b>			<b>\$18,000.00</b>								
<b>RESPONSIBLE AGENCY: 14 Monroe MPO</b>																		
							Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
							2020						2021					

## 2.4

### PURPOSE:

To ensure the development and maintenance of the Transportation Improvement Program (TIP). This will include the implementation of transportation projects taken from a logical staged improvement list contained in the Metropolitan Transportation Plan. Ensuring that the TIP meets the federal requirements for air quality conformity, financial constraint, and environmental justice. Perform technical analysis on projects proposed for inclusion in the TIP and MTP.

### PREVIOUS WORK:

Revised the current TIP based on changing state and local priorities. Created new TIP from the newly created MTP.

### METHODOLOGY:

- Maintenance of the TIP based on the Metropolitan Transportation Plan with input from the Department of Transportation and Development, affected local government bodies, and the public with particular attention to environmental justice issues.
- Continue to monitor the air quality conformity status of the TIP with input from affected agencies and public participation.
- Maintain a financially constrained along with the new procedures implemented for the TIP.
- Perform technical analysis at the project level to determine compatibility, usefulness, and financial feasibility when considered for inclusion in the TIP.

### WORK PRODUCT:

A Transportation Improvement Program (TIP), which meets the short-term goals of the local area, is financially constrained, conforms to air quality regulations, and is supported by a broad public participation process.

<b>UPWP TASK NUMBER: B-3</b>	<b>FUNDING SOURCES:</b>																							
<b>TASK TITLE:</b> Safety Program	LHSC	<b>FY 20-21</b>				Total																		
	Local																							
	HSIP	\$204,031.39				\$204,031.39																		
<b>RESPONSIBLE AGENCY:</b> Monroe MPO	TOTAL	\$204,031.39				\$204,031.39																		
													Jul						Jan	Feb	Mar	Apr	May	Jun
													2020			2021								

**TASK B-3 Safety Program**

**PURPOSE:**

To develop and maintain a transportation safety plan that integrates the 4E’s (education, enforcement, engineering and emergency medical services) to address behavioral and infrastructure safety issues not only within the HTMPO jurisdictions but the entire North Delta Region of LA, which includes: Ouachita, Morehouse, Lincoln, Union, Madison, Caldwell, Jackson, Tensas, East Carroll, West Carroll, Richland and Franklin Parishes.

**PREVIOUS WORK:**

The North Delta Regional Planning & Development District/Ouachita Council of Government (NDRPDD/OCOG) was established in February 2015 through the Louisiana Highway Safety Commission’s (LHSC) Safe Communities Program. This grant will be maintained to establish a yearly action plan designed to address the highway safety needs of the urbanized and rural areas.

A multidisciplinary team of safety partners developed the North Delta Regional Planning & Development District/Ouachita Council of Government (NDRPDD/OCOG) to expand ongoing safety efforts and embark on new safety initiatives throughout the region. This living document is an integration of behavioral and engineering approaches to highway safety. It is designed to implement Louisiana Department of Transportation and Development’s (LADOTD) Strategic Highway Safety Plan (SHSP) at the local level. It was officially adopted on October 26, 2011.

- Establish the Vision/Mission/Goals and associated performance measures;
- Serve as the liaison between the Federal/State and local safety agencies that work collaboratively to develop and implement the Regional Transportation Safety Action Plan.
- Plan, coordinate and facilitate Regional Safety Coalition meetings
- Work with partners in the regional implementation of the Strategic Highway Safety Plan— from research to data collection and analysis, identification of performance measures, development and implementation of action plans, subcommittee coordination, and submission of progress reports to LADOTD in a timely fashion.

Attend and represent the region at all related meetings, including but not limited to: LADOTD Regional Incident Management Team meetings, Safe Routes to School and Public Places, LADOTD State Highway Safety Plan Emphasis Area Task Force, and other relevant meetings.

Write/edit/publish press releases and newsletters to major stakeholders, media, safety partners and the public to keep everyone up-to-date with past, present and future programs in our region.

Coordinate and/or assist partners in circulating valuable information through the use of tri-media (radio/TV/newspaper) and social media such as Facebook and Twitter.

Keep abreast with best practices and latest transportation safety technologies by participating in all safety-related meetings, trainings, workshops and affiliated programs such as the Strategic Highway Safety Plan, Safe Communities, Safe Routes to School and Public Places, Transportation Enhancement Program, Incident Management, the MPO, and other related meetings.

#### **METHODOLOGY:**

- Data Program
- GIS analysis
- Team-building
- Marketing
- Education
- Attendance at all safety-related meetings
- Safety assessment program
- Partner or participate in safe routes to school, transportation enhancements, the local road safety program, the implementation of the Louisiana's complete streets policy, recreational trails and other bicycle/pedestrian programs
- General account reporting and clerical
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

#### **WORK PRODUCT:**

- Implementation of the North Delta Regional Planning Transportation Safety Plan
- Providing a guide/policy for local agencies to obtain mini-grants to support the safety programs in their communities
- Increasing coalition membership, expanding advocacy-marketing-education

## **ATTACHMENT A – SCOPE OF SERVICES**

Louisiana's Strategic Highway Safety Plan (SHSP) is a plan to reduce traffic fatalities and injuries on Louisiana's roadways through widespread collaboration and an integrated 4E approach: engineering, education, enforcement and emergency services. The vision of the SHSP is Destination Zero Deaths and the goal is to reduce the number of fatalities by half by the year 2030.

The development, implementation, and updating of the SHSP was first required under SAFETEA-LU, which established the Highway Safety Improvement Program (HSIP) as a core federal program. Moving Ahead for Progress in the 21st Century (MAP-21) continued the HSIP as a core Federal-aid program and the requirement for states to develop, implement, evaluate and update an SHSP that identifies and analyzes highway safety problems and opportunities on all public roads. MAP-21 also introduced a performance management framework that was continued with the Fixing America's Surface Transportation (FAST) Act. The FAST Act also continued the HSIP and SHSP requirement. Final regulation requires States to set annual targets for the HSIP and they must be coordinated with the Highway Safety Plan (HSP). FAST Act requires that the SHSP is developed after consultation with a broad range of safety stakeholders, which includes regional transportation planning organizations and metropolitan planning organizations (MPOs), if applicable; State and local traffic enforcement officials; county/parish transportation officials; other major Federal, State, tribal, and local safety stakeholders, and; other stakeholders as outlined in 23 U.S.C. 148(a)(12). Depending on the SHSP safety priority areas and strategies, additional partners such as representatives from the public health, education, and medical professions may be involved. MPOs are required to set annual targets, but can choose to adopt the state targets or develop their own.

Louisiana has established a two-pronged approach for implementation of the SHSP-statewide emphasis area teams that promote proven effective strategies through constantly evolving action plans and regional safety coalitions that implement those action plans at the local level. A regional safety coalition coordinator is a critical component of implementation of the SHSP at the local level.

In order to regionally implement and sustain the SHSP, it is necessary to provide funding for regional safety coalition coordination (see Attachment E) through the (list MPO). The primary task of this sponsor/state agreement will be to implement and sustain the SHSP by bridging all gaps between DOTD District personnel, local governments, local law enforcement, the community, local civic organizations, emergency services/hospitals, school boards, tribal agencies, and other safety partners within the region.

### **Task 1.0 – Plan Development, Implementation and Evaluation**

Research, collect and analyze safety data for project planning and development purposes. Develop and sustain a data-driven plan and program to address the emphasis areas of the SHSP utilizing the 4 E approach. If emphasis areas or strategies in the plan are different than the emphasis areas or strategies in the statewide SHSP, justification through data shall be provided. Status reports shall be submitted to LADOTD monthly along with the invoices.

Performance measures and targets shall be established in accordance with FAST Act and formally adopted by the MPO on an annual basis and implementation progress in meeting these targets shall be reported monthly with the progress reports.

For the Infrastructure and Operations Emphasis Area, the regional safety coalition strategies should target focus crash types (e.g. roadway departures, intersections, non-motorized users) as determined through the SHSP process. Efforts to assess regional data should be made on an annual basis to determine focus crash types and the SHSP dashboards may be utilized in this task. On the state-owned network, coordination with the local DOTD District office and local public agency (LPA) is highly encouraged to facilitate safety project proposals as each District Administrator participates on the Highway Safety Project Selection Committee.

On the locally-owned network, coordination with the LPA is necessary to facilitate local safety plan development and project applications for the Local Road Safety Program (LRSP) and Safe Routes to Public Places Program (SRTPPP) since the signature authority and responsible charge for any LRSP/SRTPPP project will be an employee of the LPA.

The MPO should help to facilitate local safety plan development that identify potential safety improvement sites using the crash data profiles provided by LADOTD Highway Safety and the Local Technical Assistance Program (LTAP) office. This local safety plan should include but is not limited to potential projects that may be funded under the LRSP and SRTPPP. The MPO is highly encouraged to help track project status and coordinate with the DOTD Project Managers and LPAs.

### **Task 2.0 – Local Road Safety Program, Safe Routes to School, and Safe Routes to Public Places Project Implementation**

The MPO should assist the LRSP and SRTPPP project managers in keeping project status up to date. This includes maintaining contact with the Local Public Agencies in the region to keep an updated list of responsible charge persons for each entity, frequent correspondence to initiate Entity-State agreements, and following up on outstanding requests made by the Project Managers. Initiate LRSP/SRTPPP projects by using data provided through LTAP or DOTD and in coordination with the Local Public Agencies in the regions and this can be done using a plan as described in Task 1.0.

#### **Local Plan Scope**

Parish wide *Local Road Safety Plans* for the Northeast Louisiana Regional Safety Coalition are needed to help identify and prioritize safety improvements on local roads. These plans will coordinate with the MPO's *Metropolitan Transportation Plan*, the region's *Regional Highway Safety Plan*, and various local plans, including the parish comprehensive master plan. The *Local Road Safety Plans* build on DOTD's and LRSP's parish profile by including multi-disciplinary stakeholder outreach and coordination, developing a system of data-driven project prioritization, identifying potential funding sources, and assisting the parishes with ongoing project application submittals.

The Northeast Louisiana Regional Safety Coalition (NDRPDD/OCOG) will conduct traffic counts, analyze crash data, perform field visits, and determine the most appropriate safety counter measure on identified roadways and intersections identified in the Parish Profiles, coordinate with various stakeholders, prioritize a list of project via crash rates

and stakeholder input, and develop a funding and action plan to be followed by the Parishes and MPO for implementing the identified projects. Tasks to be performed by the NDRPDD/OCOG include:

#### **Task 2.1: Project Identification**

NDRPDD/OCOG will identify projects using various data sources including crash data from the Crash 3 database, local parish profiles provided by the LRSP, and multi-disciplinary stakeholder outreach. These locations and the various crashes will be mapped out in a Geographic Information System.

#### **Task 2.2: Site Visits and Road Safety Assessments**

NDRPDD/OCOG will conduct site visits along each identified roadway and each intersection. An effort will be made to include LADOTD, local law enforcement, and parish and municipal staff in each of these visits. These site visits will document the existing conditions, potential safety improvements that can be made along with countermeasures that are proven effective for each location.

#### **Task 2.3: Identify Preferred Safety Countermeasures**

NDRPDD/OCOG will coordinate with local stakeholders to determine the preferred safety countermeasure at each identified location. Will include cost benefit-analysis using figures from the *Highway Safety Manual*. NDRPDD/OCOG will coordinate with the MPO's Technical Advisory Committee and the Northeast Louisiana Regional Safety Coalition's Infrastructure and Operations Subcommittee to ensure the appropriateness of each countermeasure.

#### **Task 2.4: Develop Method of Prioritization**

NDRPDD/OCOG will coordinate with local stakeholders to determine the prioritization of implementing the identified countermeasures at each identified location. NDRPDD/OCOG will coordinate with the MPO's Technical Advisory Committee and the Northeast Louisiana Regional Safety Coalition's Infrastructure and Operations Subcommittee.

#### **Task 2.5: Identify funding sources**

NDRPDD/OCOG will identify available funding sources, inclusive of LRSP funding. NDRPDD/OCOG will outline the process of project application for each identified funding source.

#### **Task 2.6: Development of Staged Implementation Plan**

NDRPDD/OCOG will develop a Staged Implementation Plan for the parish to follow over the next five to ten years. The Implementation Plan will outline the roles and responsibilities of the various agencies involved in implementation.

#### **Task 2.7: Create an Evaluation Methodology**

NDRPDD/OCOG will develop an evaluation tool the Northeast Louisiana Regional Safety Coalition to use in evaluating the implemented safety countermeasures along each identified roadway. The tool will make recommendations on when and how evaluations should be conducted for each project. The tool will allow stakeholders to measure the success of the plan in future years.



### **Task 2.8: Project Administration**

This task will provide effective management, quality control, scheduling, work plan, invoicing, progress reports and other project administrative functions. Progress reports and invoices will be prepared by NDRPDD/OCOG and submitted to LADOTD on an agreed upon schedule. The progress reports will include a narrative of project activities undertaken by NDRPDD/OCOG within the previous period.

### **Task 2.9: Travel and Supplies**

This task will provide traffic counting supplies and travel to each site to conduct traffic counts, turning movements, and site visits. Also included travel to meetings relevant to the project.

### **Task 2.10: Report Documents**

#### **I. Draft Report**

A draft of the report with documentation of all the above tasks will be submitted to the I/O subcommittee for review. The report will include the conceptual layout of each analysis section. The report text will briefly describe the purpose and need for the project and include preliminary findings from the site analysis and case studies.

#### **II. Final Draft Report**

Upon review of the draft report by I/O subcommittee, NDRPDD/OCOG shall address all items/questions identified during the review process and submit a revised report identified as “Final Draft.”

#### **III. Final Report**

Following review and approval of the draft submission, NDRPDD/OCOG will provide the I/O subcommittee with copies of the Final Report, documenting the information and analysis described in the various tasks above.

### **Task 3.0 – GIS**

Data compilation and analysis, DDACTS, crash data, liaison with state data office and MPO, local jurisdictions, and parishes; provide maps and graphics for the MPO, parishes, and local jurisdictions and agencies for problem identification, meetings, etc. Coordination with the DOTD Data Collection and Management unit for updating the roadway and traffic data is encouraged.

### **Task 4.0 – Partnerships and Advocacy**

Develop partnerships with LADOTD, LHSC, LSP, local law enforcement agencies, the cities/parishes, emergency services, school board officials, elected officials, tribal agencies, and other safety advocates to promote the SHSP and seek out highway safety related activities within the region. Efforts to develop new partnerships should be conducted on a **monthly** basis Routine visits to coalition partners is expected

### **Task 5.0 – Marketing and Education**

Create social media presence (Facebook, Twitter, YouTube) and administer the flow of communication. Participate in all national campaigns developed by the National Highway Traffic Safety Administration via social media, press releases and media outlets. Participate

in Louisiana's Communication Coordinating Council and coordinate efforts to ensure consistent messaging. Incorporate the DZD branding (use the logo) in all marketing materials. Identify and establish good professional relationships with local media stations (radio, print and TV), LADOTD's Public Information Officer (PIO), and other traffic safety PIOs. Distribute meeting announcements, newsletters, press releases or any type of safety campaign material to all current and potential safety partners. Brand the regional safety coalition with the Destination Zero Deaths logo. Conduct education outreach efforts to inform the public about safety, particularly in the SHSP emphasis areas. Participate in national transportation safety advertising campaigns, circulate public service announcements, and publish newspaper articles and online press releases within the region. Provide additional local outreach through collaboration with law enforcement and health agencies in promoting our activities within the SHSP emphasis areas using all forms of local media. Facilitate collaborative training sessions, webinars, or events on such transportation safety topics as passenger safety (i.e. Child Passenger Safety Training, Click It or Ticket Mobilization, etc.) and conduct public awareness campaigns that educate the public- pedestrians, bicyclists, motorists, and passengers about safety. Work closely with school boards to facilitate outreach and education of students within the SHSP emphasis areas.

#### **Task 6.0 – Meetings and Conferences**

Attend and participate during SHSP Implementation Team and Emphasis Area Team Meetings, Communications Coordinating Council, SHSP training, including but not limited to MPO, Parish and City Council meetings. Participation may include but is not limited to taking meeting minutes, coordinating with coalition members for meeting updates and reporting progress. Plan, conduct and document regional safety coalition meetings. Full Safety Coalition meetings should at least two (2) times a year. Regional emphasis area team meetings are encouraged to be held at least one time per quarter or as needed. It is the coordinator's responsibility to ensure minutes are recorded at monthly regional emphasis area meetings and full coalition meetings. Meeting minutes should be shared with coalition members prior to the next meeting. Solicit input from partners and team leaders to develop meeting agendas. Seek out national and statewide conferences to attend and participate in.

#### **Task 7.0 – Road Safety Assessments**

Coordinate Road Safety Assessments (RSAs) with the road owner(s). The Regional Safety Coalition Coordinator should set up the RSA date, time, location and ensure appropriate stakeholders are included. At a minimum, meeting notes should be recorded and provided to the road owner for RSA report development but the Coordinator may develop a draft report for distribution to the road owner. The road owner (LADOTD District office for state-owned roads and LPA for locally-owned roads) will be the approver of the RSA report and no RSA report shall be documented or distributed without the road owner's knowledge.

#### **Task 8.0 – Administrative**

Prepare and submit monthly invoices and progress reports by the 20<sup>th</sup> of each month. If invoices are delayed, progress reports are to be submitted by the 20<sup>th</sup> of each month. These reports are to include the state provided "Travel Reimbursement Forms", "Mileage Spreadsheet" with odometer back up, any agendas from meetings attended and any other documents requested by DOTD.

<b>UPWP TASK NUMBER: C-1</b>	<b>FUNDING SOURCES:</b>																	
<b>TASK TITLE: UNIFIED PLANNING WORK PROGRAM (UPWP)</b>							<b>FY 20-21</b>		<b>Total</b>									
	PL-FHWA						\$15,257.00		\$15,257.00									
	LOCAL						\$3,814.00		\$3,814.00									
	<b>TOTAL</b>						<b>\$19,071.00</b>		<b>\$19,071.00</b>									
<b>RESPONSIBLE AGENCY: 15 Monroe MPO</b>																		
							Jul						Jan	Feb	Mar	Apr		
							2020					2021						

## 2.5

### PURPOSE:

The development and implementation of a planning program necessary to ensure an adequate and efficient transportation system in the urbanized area. This includes a planning program in which the public involvement will be evaluated for environmental justice issues.

### PREVIOUS WORK:

Continued a well-define and operational cooperative, continuous, and comprehensive planning process that is sensitive to the needs of the traveling public and the environment.

### METHODOLOGY:

The development of a draft and final Unified Planning and Work Program for the Monroe Urbanized Area MPO.

### WORK PRODUCT:

A Unified Planning and Work Program that meets the requirements of federal law 23 CFR 450.308, and other applicable transportation planning and environmental regulations. As required, quarterly reports are submitted to FHWA.

<b>UPWP TASK NUMBER: C-2</b>	<b>FUNDING SOURCES:</b>																
<b>TASK TITLE: PROGRAM AND MANAGERIAL</b>							<b>FY 20-21</b>			<b>Total</b>							
	PL-FHWA						\$36,000.00			\$36,000.00							
	LOCAL						\$9,000.00			\$9,000.00							
	<b>TOTAL</b>						<b>\$45,000.00</b>			<b>\$45,000.00</b>							
<b>RESPONSIBLE AGENCY:</b> 16 Monroe MPO																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						2020						2021					

## 2.6

### PURPOSE:

To provide efficient administration of the planning program. To provide a well trained staff to perform the services required of the MPO. Expansion of staff abilities through training seminars and workshops.

### PREVIOUS WORK:

Efficient and effective program and financial was administered. The following training and conferences were attended:

- LA APA Conference
- DOTD Engineering Conference
- Land Use Planning Workshop
- GIS National Conference
- DOTD workshops
- FHWA Workshops
- FTA Workshops

### METHODOLOGY:

Policy and program implementation. Financial management of federal grants. Oversight of planning activities, including coordination of all work necessary to carry out the UPWP. Staff training and education. Coordinating and hosting public meetings, including Technical and Policy Committees. Staff travels to various federal and state meetings and training centers.

This work task involves the preparation of narrative and expenditure reports, routine correspondence, administrative record keeping, and preparation of billings, Unified Planning Work Program, staff training activities, and an annual single audit. Transportation committee activities such as membership record keep, preparation of minutes, agendas, and mail-outs are also an important part of this element. Community talks and radio and T.V. shows are also used to keep the public informed. Various data is provided to other state and local agencies. Citizen meetings are also held as the planning process needs public participation. Continue awareness program with particular attention to environmental justice issues, informing citizen, public officials, and other agencies of plan updates. All funds administered by OCOG, regardless of source will be subject to the provisions of OMB Circular A-128, the single audit act. The administration of MBE/WBE requirements will also be conducted under this work element. All

direct expenses incurred in accomplishing the UPWP (i.e. travel, printing, and supplies) are included.

LaDOTD responsibilities in the overall management of the transportation program include:

- (a) Provide assistance and guidance to OCOG's staff in the development of individual work tasks, (b) administer the PL contract with OCOG, (c) represent the Department at Technical and Policy Committee meeting, (d) meet with other local, state, and federal representatives to assure effective implementation of the program and (e) accomplish the necessary typing, filing, and general secretarial work required to assure effective administration.

## **WORK PRODUCT:**

An efficient and effectively implemented Unified Work Program that meets the requirements of all federal law 23 CFR 450.308 and other applicable transportation planning and environmental regulations. As required, monthly reports are submitted to FHWA. The following training and conferences planned to attend:

National APA Conference

- FHWA Workshops
- DOTD Workshops
- FTA Workshops
- National Conferences and Workshops
- Annual Single Audit

**SUMMARY OF  
FEDERAL HIGHWAY ADMINISTRATION GRANT EXPENDITURES**

*\* FHWA funds are provided at an 80/20 ratio with 80% being Federal and 20% being Local.*

A-3	Transportation Model and Mobile Model Maintenance	\$44,000		\$11,000
B-1	Metropolitan Transportation Plan	\$36,000		\$9,000
B-2	Transportation Improvement Program	\$14,400		\$3,600
B-3	Safety		\$204,031	\$0
C-1	Unified Planning Work Program	\$15,257		\$3,814
C-2	Program & Managerial	\$36,000		\$9,000
<b>Total</b>		<b>\$241,657</b>	<b>\$204,031</b>	<b>\$60,414</b>

# **APPENDIX B**

## **MPO FUTURE ACTIVITIES**

### **UPDATE OF THE LONG RANGE PLAN AND TRANSPORTATION MODEL**

**APPENDIX C**  
**STAFF WORK PROGRAM**  
**Proposed UPWP Work Schedule for FY 20-21**

**Table 7: Monroe Urbanized Area  
Metropolitan Planning Organization/OCOG**

***Unified Planning Work Program (UPWP) FY 2019-2020 FHWA- Staff Work Program***

**TASK SCHEDULE OF COMPLETION**

Complete this review, using the following scale:      **%** = *Percentage of total annual hours work completed per staff member in each task*  
**WK** = *Estimated weeks worked per staff member in each task*  
*(estimated on 32 weeks per yr dedicated to FHWA)*  
**PF** = *Task relation to Planning Factors in the UPWP*

Repeat the review annually and compare your yearly projections.

**TASK A-1 (TRAFFIC AND DEVELOPMENT MONITORING)/PERFORMANCE BASED PLANNING AND TRANSPORTATION PERFORMANCE MGT.**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-1	MMPO	\$48,000			\$48,000.00
				\$12,000 <sup>9</sup>	\$12,000.00
<b>Total</b>					\$60,000.00

<sup>9</sup> Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Transportation Director	7.699308	14.8064%	1,2,4,5,6,7,8
Land Use Planner	4.3275	8.3221%	
Executive Assistant	3.39561	6.5300%	
Executive Director	3.6007	6.9244%	
Secretary	3.112893	5.9863%	
Fiscal Manager	0	0.0000%	
Receptionist	2.154533	4.1433%	
Planner I	2.766938	5.3210%	



**TASK A-2 (GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE)**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-2	MMPO	\$48,000			\$60,000.00
				\$12,000 <sup>10</sup>	\$12,000.00
<b>Total</b>					\$60,000.00

<sup>10</sup> Local match provided through MMPO membership dues.

<b>MPO Staff Members</b>	<b>WK</b>	<b>%</b>	<b>PF</b>
Transportation Director	8.796265	16.9159%	4,5,6,7,8
Land Use Planner	5.632845	10.8324%	
Executive Director	4.853648	9.3339%	
Planner I	4.176313	8.0314%	

**TASK A-3 (TRANSPORTATION MODEL AND MOBILE MODEL MAINTENANCE)**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-3	MMPO	\$44,000.00			\$44,000.00
				\$11,000 <sup>11</sup>	\$11,000.00
<b>Total</b>					\$55,000.00

<sup>11</sup> Local match provided through MMPO membership dues.

<b>MPO Staff Members</b>	<b>WK</b>	<b>%</b>	<b>PF</b>
Transportation Director	8.79624	16.9158%	4,6,7
Land Use Planner	5.814855	11.1824%	
Administrative Assistant	5.05613	9.7233%	
Executive Director	4.837968	9.3038%	
Secretary	2.083425	4.0066%	
Fiscal Manager	0	0.0000%	
Receptionist	2.89492	5.5672%	
Planner I	3.22875	6.2091%	

**SUBTASK B-1 (METROPOLITAN TRANSPORTATION PLAN (MTP))**

Task	Responsible Agency	FHWA PL Planning Funds	State/Other	Local	Total
B-1	Consultant	\$36,000.00			\$36,000.00
			\$9,000.00 <sup>13</sup>		\$9,000.00
Total					\$45,000.00

<sup>13</sup>Match provided by LADOTD.

<b>MPO Staff Members</b>				<b>WK</b>	<b>%</b>	<b>PF</b>
Transportation Director		7.74799	14.9000%			
Land Use Planner		3.806925	7.3210%			
Administrative Assistant		2.87332	5.5256%			
Executive Director		3.169423	6.0950%			
Secretary		0.839275	1.6140%			
Accountant		0	0.0000%			
Receptionist		1.896568	3.6472%			1-8
Planner I		1.948	3.7462%			

**SUBTASK B-2 (TRANSPORTATION IMPROVEMENT PROGRAM (TIP))**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
B-2	MMPO	\$14,400.00			\$14,400.00
				\$3,600.00 <sup>14</sup>	\$3,600.00
Total					\$18,000.00

<sup>14</sup>Local match provided through MMPO membership dues.

<b>MPO Staff Members</b>				<b>WK</b>	<b>%</b>	<b>PF</b>
Transportation Director		1.652558	3.1780%			
Land Use Planner		1.3216	2.5415%			
Administrative Assistant		0.966065	1.8578%			
Executive Director		1.099405	2.1142%			
Secretary		0.66435	1.2776%			
Accountant		0	0.0000%			
Receptionist		0.657878	1.2651%			2,3,4,5,6,7,8
PLANNER I		0.791278	1.5217%			

**SUBTASK B-3 (SAFETY PROGRAM)**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
B-3	MMPO		\$204,031.39		\$204,031.39
				\$0 <sup>14</sup>	\$0

Total \$204,031.39  
<sup>14</sup> 100% Funding thru LA DOTD.

MPO Staff Members	WK	%	PF
Transportation Director			1,2,3,4,5,6,7,8
Land Use Planner			
Administrative Assistant			
Executive Director			
Safety Coordinator	32	100.0000%	
Secretary			
Accountant			
Receptionist			

**SUBTASK C-1 (UNIFIED PLANNING WORK PROGRAM (UPWP))**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-1	MMPO	\$15,257.00			\$15,257.00
				\$3,814.00 <sup>5</sup>	\$3,814.00

Total \$19,071.00  
<sup>15</sup> Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Transportation Director	1.533475	2.9490%	1,5,7,8
Land Use Planner	1.20513	2.3176%	
Administrative Assistant	0.521218	1.0023%	
Executive Director	1.002348	1.9276%	
Secretary	0.66435	1.2776%	
Accountant	0	0.0000%	
Receptionist	0.5998	1.1535%	

Planner I	0.761327	1.4641%	
Fiscal Officer	0	0.0000%	

**TASK C-2 (PROGRAM AND MANAGERIAL)**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-2	MMPO	\$36,000.00			\$36,000.00
				\$9,000.00 <sup>16</sup>	\$9,999.00

Total \$45,000.00

<sup>16</sup>Local match provided through MPO membership dues.

MPO Staff Members	WK	%	PF
Transportation Director	1.89062	3.6358%	
Land Use Planner	2.235208	4.2985%	
Administrative Assistant	0.597648	1.1493%	
Executive Director	3.351018	6.4443%	
Secretary	0	0.0000%	
Accountant	10.01613	19.2618%	
Receptionist	0	0.0000%	1,4,5,7,8
Planner I	0	0.0000%	

**SUBTASK C-3 (EQUIPMENT AND SUPPLIES)**

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-3	MMPO				\$
				\$ 17	\$

Total \$

<sup>17</sup>Local match provided through MMPO membership dues

MPO Staff Members	WK	%	PF
Equipment and supplies			2,3,5,6,7

**Unified Planning Work Program (UPWP) *FY 2020-2021 FTA –*  
Staff Work Program**

**TASK SCHEDULE OF COMPLETION**

Complete this review, using the following scale:      % = *Percentage of work completed per staff member in each task*  
**WK**= *Estimated weeks worked per staff member in each task*  
*(estimated on 15 weeks per yr dedicated to FTA)*  
**PF**=*Task relation to Planning Factors in the UPWP*

Repeat the review annually and compare your yearly projections.

**A-1 (Program Support/Managerial)**

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State	Local	Total
A-1	MMPO	\$ 5,606.00			\$5,606.00
				\$1,316.00 <sup>1</sup>	\$1,316.00
Total					\$6,922.00

<sup>1</sup> Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	.495	0.85%	6,7,8
Planning Director	1.04	2.02%	
Executive Assistant	.71	0.98%	
Financial Officer	0	3.55%	
Planner I	0	0.00%	

**A-2 (Long Range System Level Planning)**

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
A-2	MMPO	\$4,117.00			\$4,117.00
				\$987 <sup>2</sup>	\$987.00
			\$15,000 <sup>2a</sup>		\$15,000.00

Total	-	-			\$20,104.00
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MPO Staff Members	WK	%	PF
Executive Director	.555	0.85%	4,5,6,7
Planning Director	.83	1.55%	
Executive Assistant	.75	0.89%	
Financial Officer	.42	0.51%	
Planner I	0	0.61%	

<sup>2</sup> Local match provided through MMPO membership dues.

<sup>2a</sup> State supplement funding to assist with transit coordination planning.

**A-3 (LONG-RANGE PROJECT LEVEL PLANNING)**

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
A-3	MMPO	\$3,777.00			\$3,777.00
				\$878 <sup>3</sup>	\$878.00
Total					\$4,655.00

<sup>3</sup> Local match provided through MMPO membership dues.

<sup>4</sup> MMPO and City of Monroe.

<b>MPO Staff Members</b>	<b>WK</b>	<b>%</b>	<b>PF</b>
Executive Director	.556	0.96%	2,3,4,5,6,7
Planning Director	.82	1.54%	
Executive Assistant	.62	0.73%	
Financial Officer	.32	0.00%	
Planner I	0	0.38%	

**B-1 (SHORT-RANGE TRANSIT PLANNING)**

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
B-1	MMPO	\$3,962.00			\$3,962.00
				\$1,316.00 <sup>5</sup>	\$1,316.00
Total					\$5,278.00

<sup>5</sup> Local match provided through MMPO membership dues.

<b>MPO Staff Members</b>	<b>WK</b>	<b>%</b>	<b>PF</b>
Executive Director	.525	0.85%	4,5,6,7
Planning Director	.93	1.75%	
Executive Assistant	.54	0.61%	
Financial Officer	.35	0	
Planner I	0	0	

**C-1 (TRANSPORTATION IMPROVEMENT PROGRAM)**

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
C-1	MMPO	\$8,028.00			\$8,028.00
				\$1,974.00 <sup>6</sup>	\$1,974.00
Total					\$10,056.00

<sup>6</sup> Local match provided through MMPO membership dues.

<b>MPO Staff Members</b>	<b>WK</b>	<b>%</b>	<b>PF</b>
Executive Director	.38	0	1-8
Planning Director	31.9	0	
Executive Assistant	1.27	0	
Financial Officer	1.2	0	
Planner I	0	0	

**C-2 (CLEAN AIR PLANNING)**

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
C-2	MMPO	\$9,199.00			\$9,199.00
				\$2,303.00 <sup>7</sup>	\$2,303.00

Total \$11,502.00

<sup>7</sup> Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	.38	0	
Planning Director	1.87	0	5,8
Executive Assistant	1.27	0	
Financial Officer	1.23	0	
Planner I	0	0	

**C-3 (IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT)**

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
C-3	MMPO	\$9,123.00			\$9,123.00
				\$2,193.00 <sup>8</sup>	\$2,193.00

Total \$11,316.00

<sup>8</sup> Local match provided through MPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	4.3	0	
Planning Director	1.9	0	1,2,4,7
Executive Assistant	6.46	0	
Financial Officer	4.5	0	
Planner I	0	0	



**APPENDIX D**  
**LIST OF COMMENTS**

No comments were received.