

Ouachita Council of Governments

UNIFIED PLANNING WORK PROGRAM FOR TRANSPORTATION PLANNING

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FTA-LA.-80-0021
STATE PROJECT NO.PL80-37-18
LA DOTD SAFETY PROJECT NO. H.972143.1
CFDA:20.205 Highway Planning and Construction

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Federal Highway Administration
Federal Transit Administration

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www.northdelta.org
Monroe MPO FY 17 and FY 18 UPWP

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ACRONYMS AND ABBREVIATIONS USED IN THE UNIFIED PLANNING WORK PROGRAM

Acronym	Full Name
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
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 st 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 st 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

Number		Approval Date	Description Change
1		3-27-17	Introduced to the Transportation Policy Committee Approves the Draft FY 2017-2018 Unified Planning Work Program for Public review. For Advertisement to public.
2		4-24-17	Public Hearing for the Draft FY 2017-2018 Unified Planning Work Program concludes.
3		4-24-17	Transportation Policy Committee Final Adoption of the Draft FY 2017-2018 Unified Planning Work Program

MONROE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE

(Adopting the 2017-2018 Unified Planning Work Program for the Monroe Urbanized Area MPO)

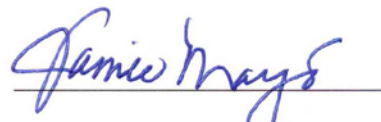
WHEREAS, the Ouachita Council of Governments (OCOG) is the designated Metropolitan Planning Organization for the Monroe Urbanized area; and

WHEREAS, the Metropolitan Planning Organization is charged with the overall responsibility of preparing the Unified Planning Work Program that serves to successfully coordinate and integrate transportation planning efforts with other comprehensive planning activities at both the state and local levels; and

WHEREAS, OCOG, acting in its capacity as the designated Metropolitan Planning Organization, has given thorough review and consideration to the 2017-2018 Unified Planning Work Program; and

NOW THEREFORE BE IT RESOLVED that the Transportation Policy Committee, acting in its capacity as the designated decision making body for the Metropolitan Planning Organization, does hereby approve and adopt the 2017-2018 Unified Planning Work Program for the Monroe Urbanized Area.

THIS RESOLUTION BEING VOTED ON AND ADOPTED THIS 24th day of April 2017.



Mayor Jamie Mayo, Chairman

Transportation Policy Committee

ATTEST



David A. Creed

Executive Director

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 conduct the **traffic counts** program. All new traffic count data was made available on the NORTH DELTA/OCOG website (www.northdelta.org) and allows the viewer and the staff to use updated technology for preparing counts that offers the ability to present the counts numerically and in GIS format. Over the next year staff will work with the website to enhance reporting options and analyze various characteristics of local travel routes and demands, if staffing resources permit.

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 17, 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 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.

Special Project Planning

Beginning in FY 2007, the Federal Transit Administration (FTA) under the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFTEA-LU) requires that projects selected under the New Freedom (5317), Elderly Individuals and Individuals with Disabilities (5310), and Job Access Reverse Commute (JARC) (5316) programs be "derived from a locally developed, coordinated public transit-human services transportation plan." In addition, FTA regulations on the Rural Transportation Program (5311) require that these projects also be selected from a coordinated plan. According to these new regulations, the coordinated plan should be "developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public."

To fulfill this requirement, OCOG along with Alliance Transportation held two public meetings in 2015, to solicit the public for evaluations of the local human services transit service. The service providers were also invited to attend to provide their input. In addition, the providers were asked to offer an assessment of their current services and procedures for providing service. The information was condensed into this plan.

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), and the more recent SAFETEA-LU, 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 November 21, 2013 of the Monroe Urbanized Area - Metropolitan Planning Organization will be used for the transportation planning activities for our Urbanized Area. 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), 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 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 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. 18th 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 45-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 17 – FY 18 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 2017-2018 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 eight 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**

Factor	
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 stormwater 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 27, 2017. 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 were sent to the appropriate agencies and made available at 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 on the World Wide Web at 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 24, 2017**.

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 18.

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 9 member voting and 2 non-voting body with representation as follows:

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

TRANSPORTATION POLICY COMMITTEE

• **Voting Members**

- Mayor Jamie Mayo, Monroe, Chairman
- Mayor Dave Norrie, West Monroe, Vice-Chairman
- Councilwoman Juanita Woods, Monroe
- Alderman James “Sonny” Bennett, West Monroe
- Scotty Robinson, Ouachita Parish Police Jury
- Jack Clampit, Ouachita Parish Police Jury
- Marshall Hill District 5 Office, DOTD
- Mary Stringfellow, FHWA Louisiana Region
- Ronesha Hodge, FTA Region VI

Non-Voting

- Mayor of Richwood
- Mayor of Sterlington

TECHINICAL ADVISORY COMMITTEE

- City Engineer Kim Golden-City of Monroe
- Arthur Holland-City of Monroe
- John Tom Murry-Ouachita Parish Police Jury
- Kevin Crosby-Ouachita Parish Police Jury
- Bruce Fleming-City of West Monroe
- Robbie George-City of West Monroe
- Marc Keenan-City of Monroe - Monroe Transit Authority

Non-Voting

- Dan Broussard-DOTD State Planning Section
- Marshall Hill District 5 Office DOTD
- Marc Keenan-Monroe Regional Airport Authority
- Lori Reneau-Monroe Chamber of Commerce
- Casey Lewis-DOTD Rural Transit
- Mary Stringfellow-FHWA Louisiana Regional Representative
- Representative from the Ouachita Port
- Laura Wall, FTA Region VI

MPO STAFF

- David Creed -Executive Director
- Doug Mitchell –Director Transportation
- Louise Collins – Chief operations officer
- Cynthia Pardue –Safety Coordinator
- Lorretta Young – Office & Communications Coordinator I
- Brooks Smith – Office & Communications Coordinator II
- Debra Martin – Financial Officer

NORTH DELTA REGIONAL PLANNING & DEVELOPMENT DISTRICT
ORGANIZATIONAL CHART

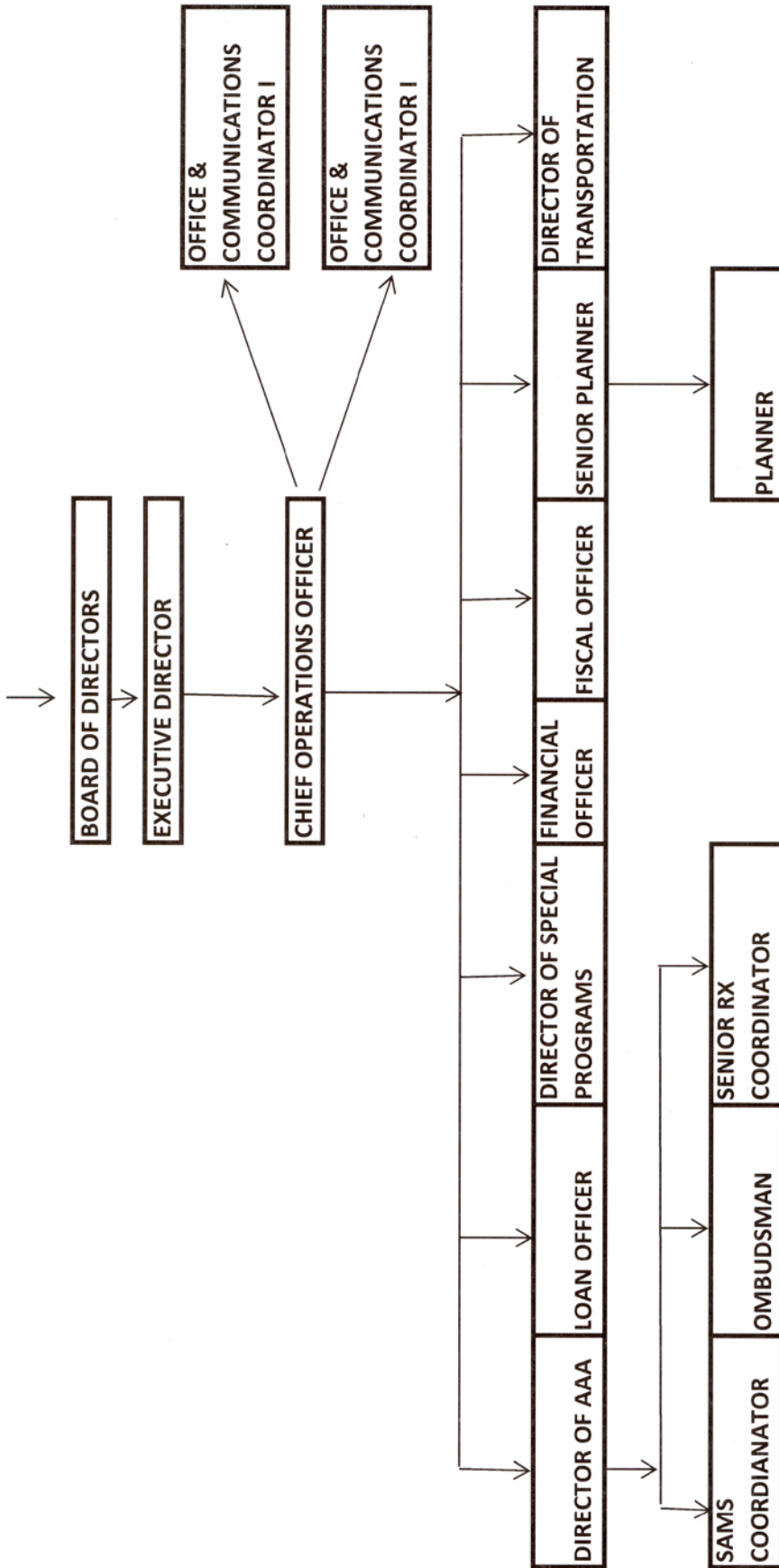


TABLE 3:

Staff Support Services

MPO Staff – Support Services for Administration of the Monroe MPO	
Transportation Planning • MPO Administration • Long Range Transportation Plan • Transportation Improvement Program • Congestion Management • GIS/Mapping • Public Involvement • Safe Routes To School Program Assistance • Committees Coordination	Coordination In Human Services Transit Planning • Public Involvement • Committee Coordination
Finance and Administration • Unified Planning Work Program • Contract Administration • Office Administration • Web Design • Newsletters/Annual Reports • Public Involvement	Office/Clerk Services • Meeting Agenda’s and Minutes • Committees Coordination • Public Involvement • File Management • Mailings/Database Management

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 of Directors 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

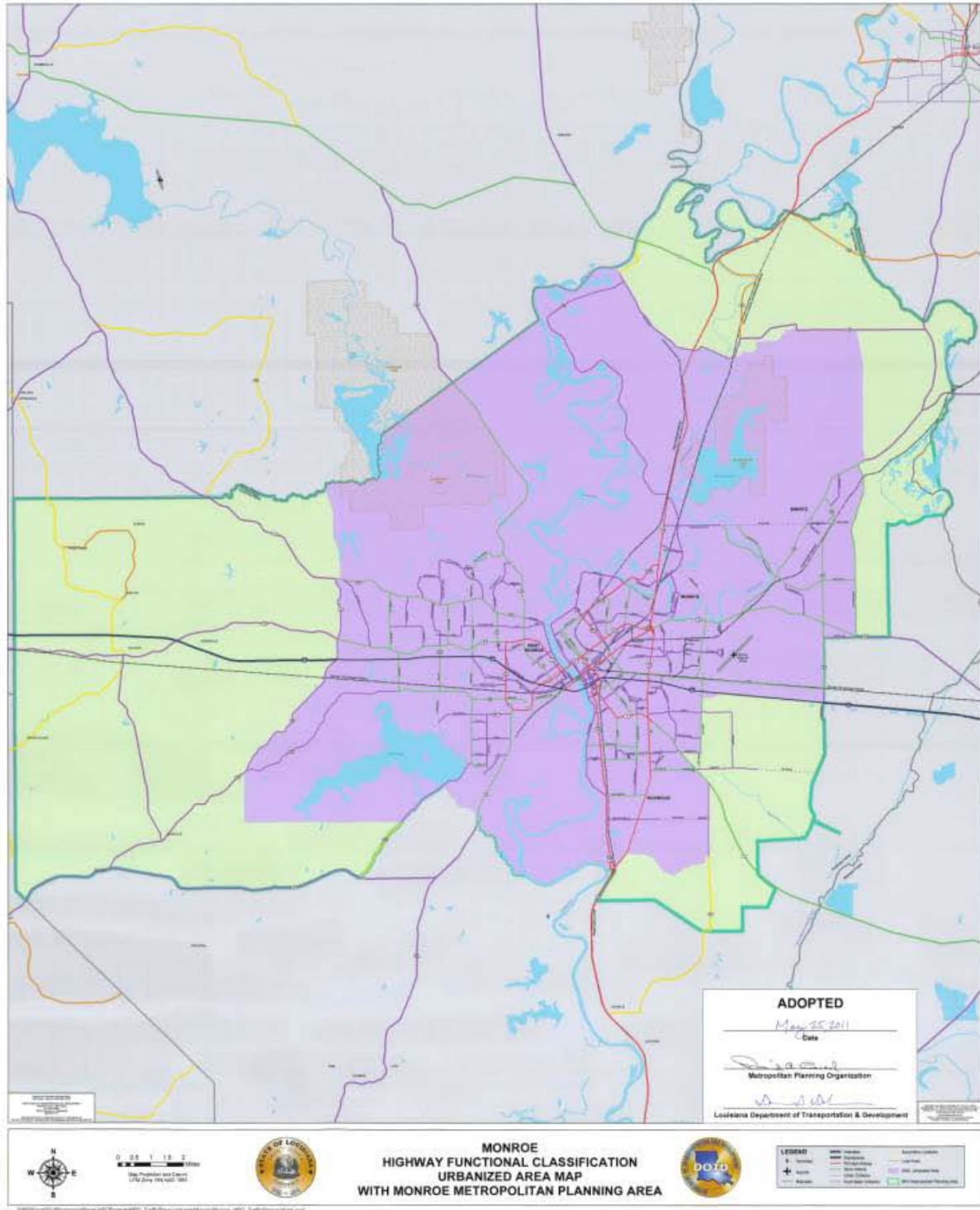


TABLE 5: UPWP Task Matrix-FAST ACT Planning Factors

FAST ACT Planning Factors

UPWP Task Number	FAST ACT Planning Factors									
	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 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 patterns;	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	Promote efficient system management and operation.	Emphasize the preservation of the existing transportation system.	Improve the resiliency and reliability of the transportation system and reduce or mitigate adverse impacts of surface transportation; and	Enhance travel and tourism.
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	16
1.1 (A-2) Long Range System Level Planning	17
1.2 (A-3) Long Range Project Level Planning (LA-80-0018)	18
1.3 (B-1) Short Range Transit Planning	19
1.4 (C-1) Transportation Improvement Program	20
1.5 (C-2) Clean Air Planning	21
1.6 (C-3) Implementation of Americans with Disabilities Act	22
FTA Transit Summary	23

UPWP TASK NUMBER: A-1	FUNDING SOURCES:																						
TASK TITLE: PROGRAM SUPPORT/MANAGERIAL RESPONSIBLE AGENCY: Monroe MPO		FY 17-18						Total															
	PL-FTA	\$5,346.00						\$5,346.00															
	LOCAL	\$1,336.00						\$1,336.00															
	TOTAL	\$6,682.00						\$6,682.00															
												Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
												2017						2018					

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).

UPWP TASK NUMBER: A-2	FUNDING SOURCES:																						
TASK TITLE: LONG-RANGE SYSTEM LEVEL PLANNING		FY 17-18	Total																				
	PL-FTA	\$3,860.00	\$3,860.00																				
	DOTD	\$15,000.00	\$15,000.00																				
	LOCAL	\$965.00	\$965.00																				
	TOTAL	\$19,825.00	\$19,825.00																				
RESPONSIBLE AGENCY: 2 Monroe MPO 2a DOTD Rural Transit for HSTPC																							
<table border="1"> <tr> <td></td> <td>Jul</td> <td></td> <td></td> <td>Nov</td> <td></td> <td>Jan</td> <td></td> <td>Apr</td> <td></td> </tr> <tr> <td></td> <td colspan="4">2017</td> <td colspan="5">2018</td> </tr> </table>					Jul			Nov		Jan		Apr			2017				2018				
	Jul			Nov		Jan		Apr															
	2017				2018																		

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.

UPWP TASK NUMBER: B-1	FUNDING SOURCES:		
TASK TITLE: SHORT-RANGE TRANSIT PLANNING		FY 17-18	Total
	PL-FTA	\$3,706.00	\$3,706.00
	LOCAL	\$926.00	\$926.00
	TOTAL	\$4,632.00	\$4,632.00
RESPONSIBLE AGENCY: 5 Monroe MPO			
2017		2018	

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.

UPWP TASK NUMBER: C-1	FUNDING SOURCES:																	
TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)		FY 17-18					Total											
	PL-FTA	\$7,826.00					\$7,826.00											
	LOCAL	\$1,956.00					\$1,956.00											
	TOTAL	\$9,782.00					\$9,782.00											
RESPONSIBLE AGENCY: 6 Monroe MPO																		
							Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
							2017					2018						

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.

UPWP TASK NUMBER: C-2		FUNDING SOURCES:																
TASK TITLE: CLEAN AIR PLANNING								FY 17-18			Total							
RESPONSIBLE AGENCY: 7 Monroe MPO		PL-FTA		\$8,943.00			\$8,943.00											
		LOCAL		\$2,236.00			\$2,236.00											
		TOTAL		\$11,179.00			\$11,179.00											
							Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
							2017						2018					

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.

UPWP TASK NUMBER: C-3	FUNDING SOURCES:																								
TASK TITLE: IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT		FY 17-18	Total																						
	PL-FTA	\$8,867.00	\$8,867.00																						
	LOCAL	\$2,217.00	\$2,217.00																						
	TOTAL	\$11,084.00	\$11,084.00																						
RESPONSIBLE AGENCY: 8 Monroe MPO																									
<table border="1"> <tr> <td></td> <td>Aug</td> <td></td> <td></td> <td></td> <td>Dec</td> <td></td> <td></td> <td></td> <td>Apr</td> <td></td> </tr> <tr> <td></td> <td colspan="5">2017</td> <td colspan="5">2018</td> </tr> </table>					Aug				Dec				Apr			2017					2018				
	Aug				Dec				Apr																
	2017					2018																			

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.*

Task	Description	FTA (\$)	Local Match (\$)	State (\$)	Total (\$)
A-1	Program and Managerial	\$5,346	\$1,336		\$6,682
A-2	Long-Range System Level	\$3,860	\$965	\$15,000	\$19,825
A-3	Long-Range Project Level Planning	\$3,521	\$880		\$4,401
B-1	Short-Range Transit Planning	\$3,706	\$926		\$4,632
C-1	Transportation Improvement Program	\$7,826	\$1,956		\$9,782
C-2	Clean Air Planning	\$8,943	\$2,236		\$11,179
C-3	Implementation of ADA	\$8,867	\$2,217		\$11,084
Total		\$42,069	\$10,516	\$15,000	\$67,585

SECTION 2

FHWA HIGHWAY ADMINISTRATION

<u>Section A- Information and Monitoring Systems</u>	
2.0 TASK A-1 Traffic and Development Monitoring	26
2.1 TASK A-2 Geographic Information Systems Maintenance	27
2.2 TASK A-3 Transportation Model and Mobile Model Maintenance	28
<u>Section B-Transportation Systems Development</u>	
2.3 Subtask B-1 Metropolitan Transportation Plan	28
2.4 Subtask B-2 Transportation Improvement Program	29
<u>Section C-Program and Project Administration</u>	
2.5 Subtask C-1 Unified Planning Work Program.....	30
2.6 Subtask C-2 Program and Managerial	31
FHWA Highway Summary	33

UPWP TASK NUMBER: A-1	FUNDING SOURCES:																																															
TASK TITLE: TRAFFIC AND DEVELOPMENT MONITORING																																																
	<table border="1"> <thead> <tr> <th></th> <th colspan="4">FY 17-18</th> <th colspan="4">Total</th> </tr> </thead> <tbody> <tr> <td>PL-FHWA</td> <td colspan="4">\$45,000.00</td> <td colspan="4">\$45,000.00</td> </tr> <tr> <td>LOCAL</td> <td colspan="4">\$11,250.00</td> <td colspan="4">\$11,250.00</td> </tr> <tr> <td>TOTAL</td> <td colspan="4">\$56,250.00</td> <td colspan="4">\$56,250.00</td> </tr> </tbody> </table>													FY 17-18				Total				PL-FHWA	\$45,000.00				\$45,000.00				LOCAL	\$11,250.00				\$11,250.00				TOTAL	\$56,250.00				\$56,250.00			
		FY 17-18				Total																																										
	PL-FHWA	\$45,000.00				\$45,000.00																																										
LOCAL	\$11,250.00				\$11,250.00																																											
TOTAL	\$56,250.00				\$56,250.00																																											
RESPONSIBLE AGENCY: 9 Monroe MPO																																																
												Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr																													
												2017				2018																																

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.

PREVIOUS WORK:

Continued the urban area traffic counting program. 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.
- Extensive traffic counting program at predetermined sites.
- On-demand traffic counting where required for system analysis.
- 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.

WORK PRODUCT:

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

UPWP TASK NUMBER: A-2	FUNDING SOURCES:																						
TASK TITLE: GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE							FY 17-18			Total													
	PL-FHWA						\$45,000.00			\$45,000.00													
	LOCAL						\$11,250.00			\$11,250.00													
	TOTAL						\$56,250.00			\$56,250.00													
RESPONSIBLE AGENCY: 10 Monroe MPO																							
												Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
												2017						2018					

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.

UPWP TASK NUMBER: A-3	FUNDING SOURCES:		
TASK TITLE: TRANSPORTATION MODEL AND MOBILE MODEL MAINTENANCE		FY 17-18	Total
	PL-FHWA	\$40,000.00	\$40,000.00
	LOCAL	\$10,000.00	\$10,000.00
	TOTAL	\$50,000.00	\$50,000.00
RESPONSIBLE AGENCY: 11 Monroe MPO			

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.

UPWP TASK NUMBER: B-1	FUNDING SOURCES:																									
TASK TITLE: METROPOLITAN TRANSPORTATION PLAN (MTP)	PL-FHWA	\$30,000.00	\$30,000.00																							
	STATE																									
	LOCAL	\$7,500.00	\$7,500.00																							
	TOTAL	\$37,500.00	\$37,500.00																							
RESPONSIBLE AGENCY: 12 Monroe MPO																										
												Jul	Aug							Jan						Jun
												2017						2018								

2.3

PURPOSE:

The Monroe Urbanized Area Metropolitan Transportation Plan was adopted December 2015, to ensure that it meets the needs of the community, available funding, and federal regulation.

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:

Continued application of planning variables to derive future impact on the transportation system utilizing TransCAD and GIS.

Review and implementation of federal and state regulations that affect the scope and content of the MTP. Emphasis will be placed on reviewing environmental justice issues as they relate to the MTP planning process.

Continued efforts on developing a comprehensive plan for non-motorized transportation.

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.

UPWP TASK NUMBER: B-2	FUNDING SOURCES:																	
TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)			FY 17-18			Total												
	PL-FHWA		\$10,500.00			\$10,500.00												
	LOCAL		\$2,625.00			\$2,625.00												
	TOTAL		\$13,125.00			\$13,125.00												
RESPONSIBLE AGENCY: 14 Monroe MPO																		
							Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
							2017						2018					

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.
Continued monitoring of the air quality conformity status of the TIP with input from affected agencies and public participation.
Maintain a financially constrained 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.

UPWP TASK NUMBER: B-3		FUNDING SOURCES:																
TASK TITLE: Safety Program		LHSC	FY 17-18				Total											
		Local																
		HSIP	\$142,000.00				\$142,000.00											
RESPONSIBLE AGENCY: Monroe MPO		TOTAL	\$142,000.00				\$142,000.00											
						Jul												
						2017						2018						

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

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.

METHODOLOGY:

- 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, 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, Transportation Enhancement Program, Incident Management, the MPO, and other related meetings.

UPWP TASK NUMBER: C-1	FUNDING SOURCES:																
TASK TITLE: UNIFIED PLANNING WORK PROGRAM (UPWP)							FY 17-18			Total							
	PL-FHWA						\$9,000.00			\$9,000.00							
	LOCAL						\$2,250.00			\$2,250.00							
	TOTAL						\$11,250.00			\$11,250.00							
RESPONSIBLE AGENCY: 15 Monroe MPO																	
						Jul						Jan	Feb	Mar	Apr		
						2017						2018					

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.

UPWP TASK NUMBER: C-2	FUNDING SOURCES:																
TASK TITLE: PROGRAM AND MANAGERIAL							FY 17-18			Total							
	PL-FHWA						\$32,818.00			\$32,818.00							
	LOCAL						\$8,205.00			\$8,205.00							
	TOTAL						\$41,023.00			\$41,023.00							
RESPONSIBLE AGENCY: 16 Monroe MPO																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						2017						2018					

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's 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, quarterly 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-1	\$45,000		\$11,250	\$56,250
A-2	\$45,000		\$11,250	\$56,250
A-3	\$40,000		\$10,000	\$50,000
B-1	\$30,000		\$7,500	\$37,500
B-2	\$10,500		\$2,625	\$13,125
B-3		\$142,000	\$0	\$142,000
C-1	\$9,000		\$2,250	\$11,250
C-2	\$32,818		\$8,205	\$41,023
Total	\$212,318	\$142,000	\$53,080	\$407,398

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Monroe Metropolitan Planning Organization, OCOG

The Applicant agrees to comply with applicable provisions of (Categories 01 – 23.)
OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Construction Hiring Preferences.	_____

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant: Monroe Metropolitan Planning Organization, OCOG

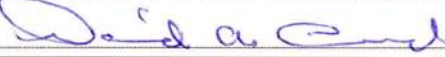
Name and Relationship of the Authorized Representative: David A. Creed, Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2017, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2017.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.


Signature  Date: 1/9/17
Name David A. Creed
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Monroe Metropolitan Planning Organization, OCOG

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 1/9/17
Name Jay B. Mitchell
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

CERTIFICATION

URBAN TRANSPORTATION PLANNING

MONROE URBANIZED AREA

We, the undersigned, certify that the requirements of 23 CFR 450.114(c) **are met.**

RECOMMENDED BY:



Director, Metropolitan Planning Organization

4/24/17

Date

Transportation Planning Engineer
La. Department of Transportation & Development

Date

Director of Public Transit
La. Department of Transportation & Development

Date

APPROVED BY:



Chairman, Transportation Policy Committee

4/24/17

Date

Secretary, La. Department of Transportation
& Development

Date

Joint Certification of the Metropolitan
Transportation Planning Process

The State of Louisiana and the Ouachita Council of Governments hereby certifies that the transportation planning process is addressing the major issues facing the Monroe urbanized area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the MAP-21 (Pub.L.112-141 and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in US DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the American with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27,37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101, prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

Dr Shawn Wilson, Secretary
Louisiana Department of
Transportation and Development

Jamie Mayo
+ _____
Jamie Mayo
Chairman, MPO
Ouachita Council of Governments

DATE

4/24/17

DATE

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 17-18

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

Unified Planning Work Program (UPWP) FY 2017-2018 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 on Page 7&8

Repeat the review annually and compare your yearly projections.

TASK A-1 (TRAFFIC AND DEVELOPMENT MONITORING)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-1	MMPO	\$45,000.00		\$11,250.00 ⁹	\$56,250.00
Total					\$56,250.00

⁹ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Doug Mitchell	7.775	14.8064%	1,2,4,5,6,7,8
LAND USE PLANNER	4.3275	8.3221%	
Louise Collins	4.975	6.5300%	
David Creed	5.25	6.9244%	
Loretta Young	4.95	5.9863%	
Debbie Martin	2.5	0.0000%	
Brooks Smith	2.925	4.1433%	
PLANNER	2.75	5.3210%	
Cora Drummer	0	0.0000%	
PART TIME	2.83343	5.4489%	

TASK A-2 (GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-2	MMPO	\$45,000.00			\$45,000.00
				\$11,250.00 ¹⁰	\$11,250.00

Total \$56,250.00
¹⁰ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Doug Mitchell - Transportaion Planner	8.796265	16.9159%	4,5,6,7,8
LAND USE PLANNER	5.632845	10.8324%	
Louise Collins - Adminstrative Assistant	3.75	6.5037%	
David Creed - Executive Director	5	9.3339%	
Loretta Young - Secretary	3.75	5.2925%	
Debbie Martin - Accountant	2.5	0.0000%	
Brooks Smith - Receptionist	3.5	5.4414%	
PLANNER	4.176313	8.0314%	
Cora Drummer- Fiscal Officer	0	0.0000%	
PART TIME	3.70877	7.1323%	

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

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-3	MMPO	\$40,000.00			\$40,000.00
				\$10,000.00 ¹¹	\$10,000.00

Total \$50,000.00
¹¹ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Doug Mitchell - Transportaion Planner	8.79624	16.9158%	4,6,7
LAND USE PLANNER	5.806925	11.1824%	
Louise Collins - Adminstrative Assistant	3.925	9.7233%	
David Creed - Executive Director - Secretary	4.8379675	9.3038%	
Debbie Martin - Accountant	2.1	4.0066%	
Brooks Smith - Receptionist	0	0.0000%	
PLANNER	3.125	5.5672%	
Cora Drummer- Fiscal Officer	3.22875	6.2091%	
PART TIME	0	0.0000%	
	3.8	7.2971%	

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

Task	Responsible Agency	FHWA PL Planning Funds	State/Other	Local	Total
B-1	Consultant	\$30,000.00			\$30,000.00
				\$7,500.00 ¹³	\$7,500.00

Total \$37,500.00

¹³ Local match provided through MMPO membership dues.

MPO Staff Members		WK	%	PF
Doug Mitchell - Transportaion Planner		7.74799	14.9000%	
LAND USE PLANNER		3.806925	7.3210%	
Louise Collins - Adminstrative Assistant		2.87332	5.5256%	
David Creed - Executive Director		3.169423	6.0950%	
Loretta Young - Secretary		0.839275	1.6140%	
Debbie Martin - Accountant		0	0.0000%	
Brooks Smith - Receptionist		1.896568	3.6472%	1-8
PLANNER		1.948	3.7462%	
Cora Drummer- Fiscal Officer		0	0.0000%	
PART TIME		2.485493	4.7798%	

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

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
B-2	MMPO	\$10,500.00			\$10,500.00
				\$2,625.00 ¹⁴	\$2,625.00

Total \$13,125.00

¹⁴ Local match provided through MMPO membership dues.

MPO Staff Members		WK	%	PF
Doug Mitchell - Transportaion Planner		1.652558	3.1780%	
LAND USE PLANNER		1.3216	2.5415%	
Louise Collins - Adminstrative Assistant		0.966065	1.8578%	
David Creed - Executive Director		1.099405	2.1142%	
Loretta Young - Secretary		0.66435	1.2776%	
Debbie Martin - Accountant		0	0.0000%	
Brooks Smith - Receptionist		0.657878	1.2651%	2,3,4,5,6,7,8
PLANNER		0.791278	1.5217%	
Cora Drummer- Fiscal Officer		0	0.0000%	
PART TIME		0.862343	1.6584%	

SUBTASK B-3 (SAFETY PROGRAM)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
B-3	MMPO		\$142,000.00	\$0 ¹⁴	\$142,000.00
Total					\$142,000.00

¹⁴ 100% Funding thru HSIP - LA DOTD.

MPO Staff Members	WK	%	PF
Doug Mitchell - Transportaion Planner LAND USE PLANNER			1,2,3,4,5,6,7,8
Louise Collins - Adminstrative Assistant			
David Creed - Executive Director			
Cynthia Pardue	52	100.0000%	
Loretta Young - Secretary			
Debbie Martin - Accountant			
Brooks Smith - Receptionist PLANNER			
Cora Drummer- Fiscal Officer PART TIME			

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

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-1	MMPO	\$9,000.00		\$2,250.00 ⁵	\$11,250.00
Total					\$11,250.00

¹⁵ Local match provided through MMPO membership dues.

	WK	%	PF
Doug Mitchell - Transportaion Planner LAND USE PLANNER	1.533475	2.9490%	1,5,7,8
Louise Collins - Adminstrative Assistant	0.521218	1.0023%	
David Creed - Executive Director	1.002348	1.9276%	
Loretta Young - Secretary	0.66435	1.2776%	
Debbie Martin - Accountant	0	0.0000%	
Brooks Smith - Receptionist PLANNER	0.5998	1.1535%	
	0.761327	1.4641%	

Cora Drummer- Fiscal Officer	0	0.0000%	
PART TIME	0.785433	1.5104%	

TASK C-2 (PROGRAM AND MANAGERIAL)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-2	MMPO	\$32,818.00			\$32,818.00
				\$8,205.00 ¹⁶	\$8,205.00

Total \$40,023.00

¹⁶Local match provided through MPO membership dues.

MPO Staff Members	WK	%	PF
Doug Mitchell - Transportaion Planner	1.89062	3.6358%	1,4,5,7,8
LAND USE PLANNER	2.235208	4.2985%	
Louise Collins - Adminstrative Assistant	0.597648	1.1493%	
David Creed - Executive Director	3.351018	6.4443%	
Loretta Young - Secretary	0	0.0000%	
Debbie Martin - Accountant	10.01613	19.2618%	
Brooks Smith - Receptionist	0	0.0000%	
PLANNER	0	0.0000%	
Cora Drummer - Fiscal Officer	8.608563	16.5549%	
PART TIME	0	0.0000%	

TASK C-3 (PROGRAM AND MANAGERIAL)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-3	MMPO	\$800			\$800.00
				\$200 ¹⁷	\$200.00

Total \$1,000.00

¹⁷Local match provided through MMPO membership dues

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

|

A-2 (Long Range System Level Planning)

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
A-2	MMPO	\$3,860			\$3,860.00
				\$965 ²	\$965.00
\$15,000^{2a}					\$15,000.00
<hr/>					
<hr/>					
Total		-	-		\$19,825.00

MPO Staff Members

	WK	%	PF
David Creed: Executive Director	.555	0.85%	4,5,6,7
Doug Mitchell: Planning Director	.83	1.55%	
Louise Collins: Executive Assistant	.75	0.89%	
Debbie Martin: Financial Officer	.42	0.51%	
: Planner I	0	0.61%	
: Office & Communication Officer I	0		
Brooks Smith: Office & Communication Officer II	.31	0.25%	

² Local match provided through MMPO membership dues.

^{2a} 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	\$3,521.00			\$3,521.00
				\$880 ³	\$880.00
<hr/>					
Total					\$4,401.00

³ Local match provided through MMPO membership dues.

⁴ MMPO and City of Monroe.

MPO Staff Members	WK	%	PF
David Creed: Executive Director	.556	0.96%	2,3,4,5,6,7
Doug Mitchell: Planning Director	.82	1.54%	
Louise Collins: Executive Assistant	.62	0.73%	
Debbie Martin: Financial Officer	.32	0.00%	
: Planner I	0	0.38%	
: Office & Communication Officer I	0		
Brooks Smith: Office & Communication Officer II	.51	0.23%	

B-1 (SHORT-RANGE TRANSIT PLANNING)

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
B-1	MMPO	\$3,706.00			\$3,706.00
				\$926 ⁵	\$926.00
Total					\$4,632.00

⁵ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
David Creed: Executive Director	.525	0.85%	4,5,6,7
Doug Mitchell: Planning Director	.93	1.75%	
Louise Collins: Executive Assistant	.54	0.61%	
Debbie Martin: Financial Officer	.35	0	
: Planner I	0	0	
Loretta Young: Office & Communication Officer I	0	0	
Brooks Smith: Office & Communication Officer II	0.525	0	

C-1 (TRANSPORTATION IMPROVEMENT PROGRAM)

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
C-1	MMPO	\$7,826.00			\$7,826.00
				\$1,956.00 ⁶	\$1,956.00

Total \$9,782.00
⁶ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
David Creed: Executive Director	.38	0	1-8
Doug Mitchell: Planning Director	31.9	0	
Louise Collins: Executive Assistant	1.27	0	
Debbie Martin: Financial Officer	1.2	0	
: Planner I	0	0	
Loretta Young: Office & Communication Officer I	0	0	
Brooks Smith: Office & Communication Officer II	.971	0	

C-2 (CLEAN AIR PLANNING)

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
C-2	MMPO	\$8,943.00			\$8,943.00
				\$2,236.00 ⁷	\$2,236.00

Total \$11,179.00
⁷ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
David Creed: Executive Director	.38	0	5,8
Doug Mitchell: Planning Director	1.87	0	
Louise Collins: Executive Assistant	1.27	0	
Debbie Martin: Financial Officer	1.23	0	
: Planner I	0	0	
Loretta Young: Office & Communication Officer I	0	0	
Brooks Smith: Office & Communication Officer II	0.971	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	\$8,867.00			\$8,867.00
				\$2,217.00 ⁸	\$2,217.00

Total \$11,084.00
⁸ Local match provided through MPO membership dues.

MPO Staff Members	WK	%	PF
David Creed: Executive Director	4.3	0	1,2,4,7
Doug Mitchell: Planning Director	1.9	0	
Louise Collins: Executive Assistant	6.46	0	
Debbie Martin: Financial Officer	4.5	0	

: Planner I	0	0
Loretta Young: Office & Communication Officer I	0	0
Brooks Smith: Office & Communication Officer II	1	0