

U.S. Department of Transportation
**Federal Highway
Administration**



**Federal Transit
Administration**

**Ouachita
Council of
Governments**

UNIFIED PLANNING WORK PROGRAM FOR TRANSPORTATION PLANNING

JULY 1, 2023 - JUNE 30, 2024

FHWA PL-972501

STATE PROJECT NO.H972501.1

FTA-LA.-2017-017

STATE PROJECT NO.LA-PL80-37-22

CFDA: 20.205 Highway Planning and Construction

Prepared by:

OUACHITA COUNCIL OF GOVERNMENTS
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MONROE, LOUISIANA

In cooperation with:

Louisiana Department of Transportation and Development
Federal Highway Administration
Federal Transit Administration

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Ouachita Council of Governments

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www.northdelta.org

Monroe MPO FY 23-24 UPWP

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	ii
ACRONYMS	iv
RECORD OF CHANGES	1
RESOLUTION FY 2023 & FY 2024 UPWP	2
INTRODUCTION	3
ORGANIZATIONAL CHARTS AND MANAGEMENT	10
A. Participants	10
B. Agreements.....	14
OPERATIONAL PROCEDURES AND BYLAWS	14
MPO MAP AND BOUNDARY	15
UPWP TASK MATRIX-BIL PLANNING FACTORS	16

SECTION 1: FTA TRANSIT ADMINISTRATION

1.0 (A-1) Program Support/Managerial	18
1.1 (A-2) Long Range System Level Planning.....	19
1.2 (A-3) Long Range Project Level Planning (LA-80-0020).....	20
1.3 (B-1) Short Range Transit Planning	21
1.4 (C-1) Transportation Improvement Program	22
1.5 (C-2) Cleaning Air Planning and Transit Asset Management	23
1.6 (C-3) Implementation of Americans with Disabilities Act	24
 FTA Transit Summary	 25

SECTION 2: FHWA HIGHWAY ADMINISTRATION

<u>Section A- Information and Monitoring Systems</u>	
2.0 TASK A-10 Traffic and Development Monitoring	27
2.1 TASK A-20 Geographic Information Systems Maintenance	29
2.2 TASK A-30 Transportation Model and Mobile Model Maintenance	30
 <u>Section B-Transportation Systems Development</u>	
2.3 Subtask B-10 Metropolitan Transportation Plan	31
2.4 Subtask B-20 Transportation Improvement Program	33
2.5 Subtask B-30 Safety.....	34
 <u>Section C-Program and Project Administration</u>	
2.6 Subtask C-10 Unified Planning Work Program.....	41
2.7 Subtask C-20 Program and Managerial	42
 <u>Section D- Carbon Reduction Program</u>	
2.8 Subtask D-10 Carbon Reduction Program Project Selection Process	44

FHWA Highway Summary.....	45
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TABLES

Table 1: Record of Changes.....	1
Table 2: Federal BIL Planning Factors	8
Table 3: Staff Support Services	14
Table 4: MPO Boundary Map.....	15
Table 5: UPWP Task Matrix-BIL Planning Factors	16
Table 6: Proposed UPWP Work Schedule for FY 23-24.....	48

APPENDIX A:

FTA SECTION, CERTIFICATIONS AND ASSURANCES	46
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APPENDIX B:

MONROE URBANIZED AREA MPO FUTURE ACTIVITIES	47
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APPENDIX C:

STAFF WORK PROGRAM.....	48
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APPENDIX D:

LIST OF COMMENTS.....	57
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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
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 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	4/1/2023	Introduce to the Transportation Policy Committee - Approves the Draft FY 2022-2023 Unified Planning Work Program for Public review. For Advertisement to public.
2	5/22/2023	Public Hearing for the Draft FY 2022-2023 Unified Planning Work Program concludes.
3	5/22/2023	Transportation Policy Committee Final Adoption of the Draft FY 2022-2023 Unified Planning Work Program
4		
5		

RESOLUTION
FY 2023-2024 UPWP

MONROE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE

(Adopting the 2023-2024 Unified Planning Work Program for the Monroe Urbanized Area MPO)

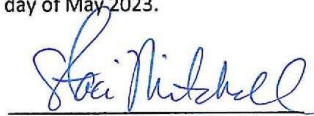
WHEREAS, the Ouachita Council of Governments (OCOG) is the designated Metropolitan Planning Organization for the Monroe Urbanized area; and

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 2023-2024 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 2023-2024 Unified Planning Work Program for the Monroe Urbanized Area.

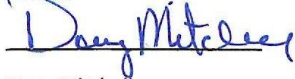
THIS RESOLUTION BEING VOTED ON AND ADOPTED THIS 22nd day of May 2023.



Staci Mitchell, Chairman

Transportation Policy Committee

ATTEST



Doug Mitchell

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 BIPARTISAN INFRASTRUCTURE LAW

MPO staff will continue to closely monitor legislative activities. The Bipartisan Infrastructure Law (BIL) was passed on November 15, 2021 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. Staff will integrate 2020 Census data as it becomes available and assess potential changes to the urbanized and other boundaries and potential impacts on the geographic extent of the metropolitan planning area.

Transportation Improvement Program (TIP)

The Transportation Improvement Program is redeveloped every four years with a five-year planning horizon and is updated annually. This year's plan will continue the previous year's method for utilizing STP funds. The new TIP will focus on smaller, more easily managed projects; most of which will not require right-of-way acquisition or utility relocation. The MPO Policy Committee has committed to concentrate on overlay projects, safety projects, and some interchange projects. The TIP will still be equipped to handle large influxes of funds. Additionally, OCOG will adhere to new LADOTD guidelines for TIP formatting issued on January 31, 2019.

Long-Range Transportation Plan (LRTP)

The current plan was developed by Neel-Schaffer thru consultation with OCOG and LADOTD. The **Connecting Ouachita 2045 Plan** was adopted at the October 26, 2020 Ouachita Council of Governments meeting. This Plan will end October 2025.

Special Project Planning

Louisiana's Strategic Highway Safety Plan (SHSP), which was most recently updated in July 2022, 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. As the FAST Act continued the framework of MAP-21, the BIL continued the national goals set forth in the FAST Act. These goals include: Safety, Infrastructure Condition, Congestion Reduction, System Reliability, Freight Movement and Economic Vitality, Environmental Sustainability, and Reduced Project Deliver Delays.

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 21st Century (MAP-21), Fixing America's Surface Transportation (FAST Act), and the more recent Bipartisan Infrastructure Law, 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 District (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, MAP-21, FAST Act, and the more recent BIL, 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”.
 - Meeting notices published to www.northdelta.org

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 or visit the North Delta website at www.northdelta.org.

- 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, 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 15-day public comment period.

Systems Planning

BIPARTISAN INFRASTRUCTURE LAW (BIL) 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, FAST Act and are addressed throughout this UPWP in various tasks. The Monroe MPO will continue to implement the planning factors of BIL and to be in compliance with all BIL requirements. The MPO will work cooperatively with FHWA, FTA and the DOTD to ensure all requirements of BIL are being implemented and followed. As a whole, the FY 23 – FY 24 UPWP addresses all eight BIL 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 2023-2024 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, BIL 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 BIL 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 BIL 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 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 MPO drafts and agendas 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 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.”*

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.

Planning Priorities and Challenges

Identifying and prioritizing the region’s transportation needs along with being able to develop and achieve solutions to those needs are essential for the MPO to succeed. The following goals and objectives were established during the 2045 MTP development process.

Goal 1: Provide Reliable Transportation Options

- **TO.1** Reduce roadway congestion and delay
- **TO.2** Make more areas in the region walkable and bikeable
- **TO.3** Expand and improve transit to meet the needs of the region
- **TO.4** Support convenient and affordable access to surrounding airports and regions

Goal 2: Improve Safety and Security

- **SS.1** Redesign corridors and areas with existing safety and security needs
- **SS.2** Coordinate with local and state stakeholders to improve enforcement of traffic regulations, transportation safety education, and emergency response
- **SS.3** Encourage the use of Intelligent Transportation Systems and other technology during disruptive incidents, including evacuation events

Goal 3: Maintain and Maximize our System

- **MM.1** Maintain transportation infrastructure and assets in a good state of repair
- **MM.2** Reduce demand for roadway expansion by using technology to efficiently and dynamically manage roadway capacity

Goal 4: Support Prosperity

- **SP.1** Pursue transportation improvements that are consistent with local plans for growth and economic development

- **SP.2** Support local businesses and industry by ensuring efficient movement of freight by truck, rail, and other modes
- **SP.3** Address the unique needs of visitors to the region and the impacts of tourism
- **SP.4** Promote context-sensitive transportation solutions that integrate land use and transportation planning and reflect community values

Goal 5: Protect Our Environment and Communities

- **EC.1** Minimize or avoid adverse impacts from transportation improvements to the natural environment and the human environment (historic sites, recreational areas, environmental justice populations)
- **EC.2** Encourage proven Green Infrastructure and other design approaches that effectively manage and mitigate stormwater runoff
- **EC.3** Work with local and state stakeholders to meet the growing needs of electric and alternative fuel vehicles
- **EC.4** Increase the percentage of workers commuting by carpooling, transit, walking, and biking

One of the major challenges the Monroe MPO faces is the continuous effort to become more resilient. In the MPA, flooding hazards, high wind events, and snow/ice are all regional issues that present issues regarding the transportation system. The MPO will continue to consider these resiliency needs throughout the planning process.

Air Quality Planning

The Monroe MPO is currently meeting ozone attainment readings. Ozone attainment status will continue to be monitored in FY 24.

Transit Asset Management

Transit agencies are required also to develop asset management plans. These plans address rolling stock, or the percentage of revenue vehicles that exceed the useful life benchmark; equipment, or the percentage of non-revenue service vehicles that exceed the useful life benchmark; facilities, or the percentage of facilities that are rated less than 3.0 on the Transit Economic Requirement Model Scale; and infrastructure, or the percentage of track segments that have performance restrictions.

MPOs must establish targets specific to the MPO planning area for the same performance measures for all public transit providers in the MPO within 180 days of when the transit provider establishes its targets.

The MPO is not required to set new transit safety targets each year but can choose to revisit the MPO's safety targets based on the schedule for preparation of its system performance report that is part of the Metropolitan Transportation Plan (MTP), which was adopted in October 2020.

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 Friday Ellis – City of Monroe
Mayor Staci Albritton Mitchell – City of West Monroe
Alderman Thom Hamilton – City of West Monroe
Scotty Robinson – Ouachita Parish Policy Jury, Chairman
Shane Smiley – Ouachita Parish Police Jury
Non-Voting
Mayor of Richwood
Mayor of Sterlington
Jeff Conella – LA DOTD District 5
Mary Stringfellow – Transportation Planner - FHWA Louisiana Region
Laura Wall – FTA Region VI

Technical Advisory Committee

Arthur Holland – City of Monroe
Morgan McCallister – City of Monroe
John Tom Murray – Ouachita Parish Police Jury
Kevin Crosby – Ouachita Parish Police Jury
Gary Eldridge – City of West Monroe
Robbie George – City of West Monroe
Marc Kennan – City of Monroe, Monroe Transit Authority
Non-Voting
Dawn Sholmire – LA DOTD Planning Section
Jeff Conella – LA DOTD District 5
Marc Kennan – Monroe Regional Airport Authority
Mary Stringfellow - Transportation Planner - FHWA Louisiana Division
Ronesha Hodge – FTA Region VI
Representative from Ouachita PortN

MPO Staff

Doug Mitchell – Executive Director/Director of Transportation
Selby Rybicki – Administration/Planner
Susan Mitchell – Safety Coordinator
Tyler Burdeaux - Planner II
Jeffrey Tyler – Planner I
Pat Jackson – Office & Communications Coordinator
Jeff Maxwell – CPA Financial Officer

MPO Organizational Chart

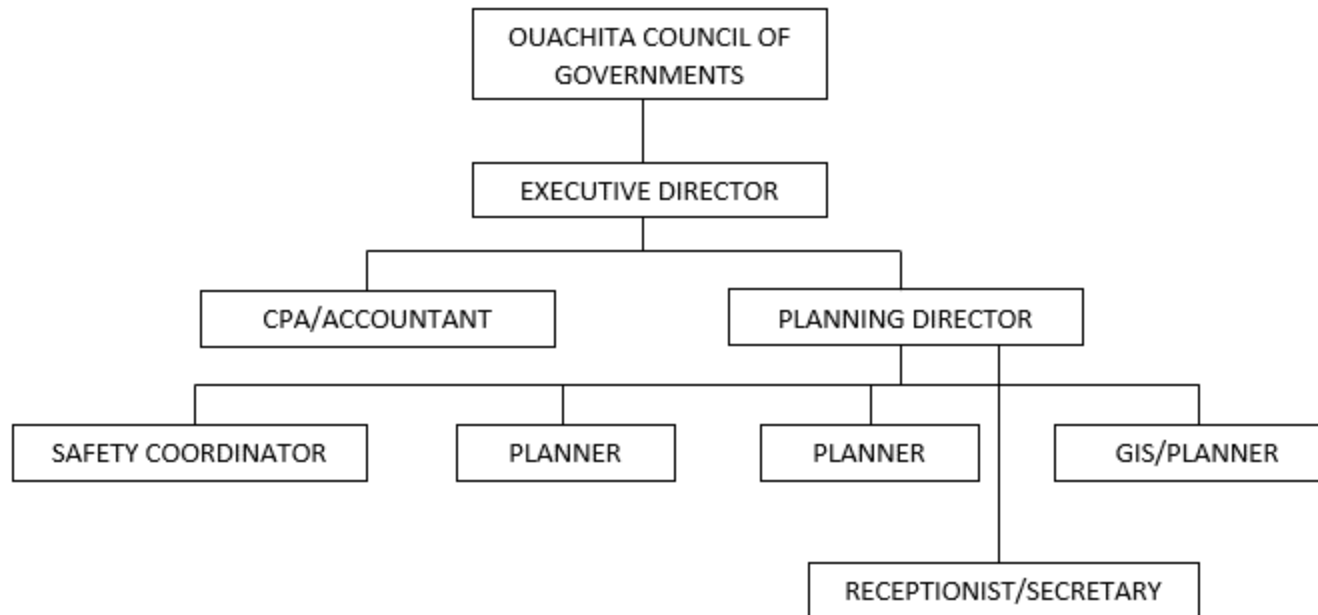


TABLE 3: Staff Support Services

MPO Staff – Support Services for Administration of the Monroe MPO	
Transportation Planning <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Public Involvement • Committee Coordination
Finance and Administration <ul style="list-style-type: none"> • Unified Planning Work Program • Contract Administration • Office Administration • Web Design • Newsletters/Annual Reports • Public Involvement 	Office/Clerk Services <ul style="list-style-type: none"> • 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 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.

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

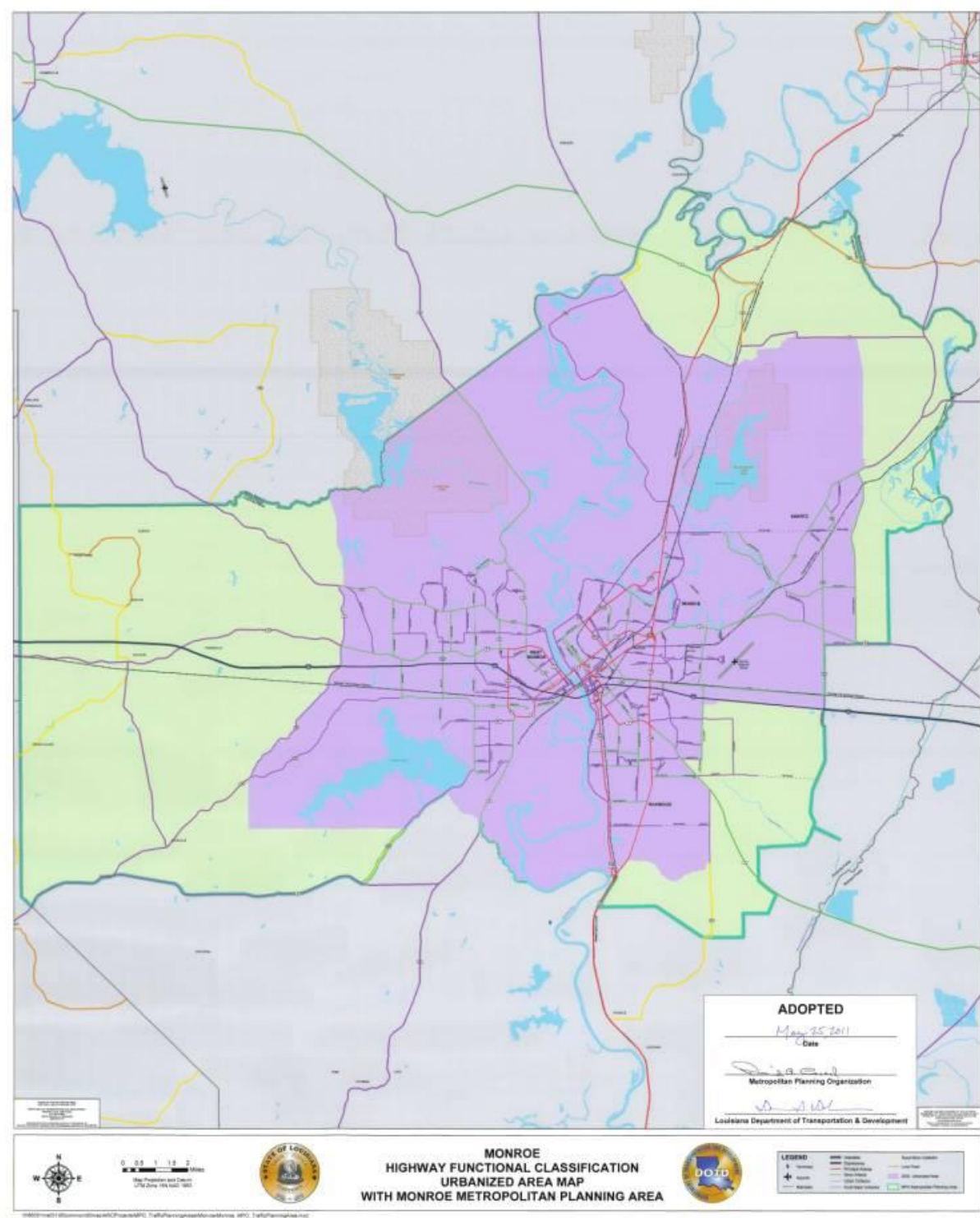


TABLE 5: UPWP Task Matrix-BIL Planning Factors

	1	2	3	4	5	6	7	8	9	10
UPWP Task Number	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	Improve the resiliency and reliability of the transportation system and reduce or mitigate impacts of surface transportation	Enhance tourism and travel
A-1						◆	◆	◆	◆	◆
A-2				◆	◆	◆	◆		◆	◆
A-3		◆	◆	◆	◆	◆	◆		◆	◆
B-1			◆	◆	◆	◆			◆	◆
C-1		◆	◆	◆	◆	◆	◆	◆	◆	◆
C-2					◆			◆	◆	◆
C-3	◆	◆		◆			◆		◆	◆
A-10	◆	◆		◆	◆	◆	◆	◆	◆	◆
A-20	◆	◆		◆	◆	◆	◆	◆	◆	◆
A-30				◆		◆	◆		◆	◆
B-10	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
B-20		◆	◆	◆	◆	◆	◆	◆	◆	◆
C-10	◆				◆		◆	◆	◆	◆
C-20	◆			◆	◆		◆	◆	◆	◆
C-30		◆	◆		◆	◆	◆		◆	◆
D-10		◆			◆					

SECTION 1

FTA TRANSIT ADMINISTRATION

1.0 (A-1) Program Support/Managerial.....	18
1.1 (A-2) Long Range System Level Planning	19
1.2 (A-3) Long Range Project Level Planning (LA-80-0020).....	20
1.3 (B-1) Short Range Transit Planning	21
1.4 (C-1) Transportation Improvement Program	22
1.5 (C-2) Clean Air Planning and Transit Asset Management	23
1.6 (C-3) Implementation of Americans with Disabilities Act	24
FTA Transit Summary	25

UPWP TASK NUMBER: A-1		FUNDING SOURCES:																	
TASK TITLE: PROGRAM SUPPORT/MANAGERIAL RESPONSIBLE AGENCY: 1 Monroe MPO								FY 23-24			Total								
		PL-FTA						\$24,355.00			\$24,355.00								
		LOCAL						\$6,089.00			\$6,089.00								
		TOTAL						\$30,444.00			\$30,444.00								
								Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		2023												2024					

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.

Coordination with the City of Monroe Transit.

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 RESPONSIBLE AGENCY: 2 Monroe MPO 2a DOTD Rural Transit for HSTPC			FY 23-24				Total						
		PL-FTA		\$22,496.00				\$22,496.00					
		DOTD		\$30,000.00				\$30,000.00					
		LOCAL		\$5,624.00				\$5,624.00					
		TOTAL		\$58,120.00				\$58,120.00					
Jul													
Nov													
Jan													
Apr													
2023													
2024													

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.
Coordination with the City of Monroe Transit.

WORK PRODUCT:

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

UPWP TASK NUMBER: A-3		FUNDING SOURCES:												
TASK TITLE: LONG-RANGE PROJECT LEVEL PLANNING			FY 23-24				Total							
		PL-FTA	\$16,000.00				\$16,000.00							
RESPONSIBLE AGENCY: 3 Monroe MPO		LOCALS	\$4,000.00				\$4,000.00							
		TOTAL	\$20,000.00				\$20,000.00							

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.
Coordination with the City of Monroe Transit.

WORK PRODUCT:

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

UPWP TASK NUMBER: B-1		FUNDING SOURCES:											
TASK TITLE: SHORT-RANGE TRANSIT PLANNING						FY 23-24		Total					
		PL-FTA				\$14,400.00		\$14,400.00					
		LOCAL				\$3,600.00		\$3,600.00					
		TOTAL				\$18,000.00		\$18,000.00					
RESPONSIBLE AGENCY: 5 Monroe MPO													

UPWP TASK NUMBER: C-1		FUNDING SOURCES:											
TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)		FY 23-24				Total							
	PL-FTA	\$12,800.00				\$12,800.00							
	LOCAL	\$3,200.00				\$3,200.00							
	TOTAL	\$16,000.00				\$16,000.00							
RESPONSIBLE AGENCY: 6 Monroe MPO													
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		2023						2024					

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.

Coordination with the City of Monroe Transit.

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 AND TRANSIT ASSET MANAGEMENT		FY 23-24					Total								
	PL-FTA	\$8,000.00					\$8,000.00								
	LOCAL	\$2,000.00					\$2,000.00								
	TOTAL	\$10,000.00					\$10,000.00								
RESPONSIBLE AGENCY: 7 Monroe MPO															
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
		2023							2024						

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.

Begin process of developing Transit Asset Management Plan.

WORK PRODUCT:

A transit system more sensitive to environmental concerns.

Continued progress on Transit Asset Management Plan.

UPWP TASK NUMBER: C-3	FUNDING SOURCES:														
TASK TITLE: IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT			FY 23-24		Total										
	PL-FTA		\$8,000.00		\$8,000.00										
	LOCAL		\$2,000.00		\$2,000.00										
	TOTAL		\$10,000.00		\$10,000.00										
RESPONSIBLE AGENCY: 8 Monroe MPO															
					Aug				Dec				Apr		
					2023					2024					

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.

Begin development of an ADA Transition Plan that meets all requirements

WORK PRODUCT:

An accessible and reliable transit and para-transit service.

Continued progress on ADA Transition Plan

**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	\$24,355	\$6,089		\$30,444
A-2	Long-Range System Level	\$22,496	\$5,624	\$15,000	\$43,120
A-3	Long-Range Project Level Planning	\$16,000	\$4,000		\$20,000
B-1	Short-Range Transit Planning	\$14,400	\$3,600		\$18,000
C-1	Transportation Improvement Program	\$12,800	\$3,200		\$16,000
C-2	Clean Air Planning and Transit Asset Management	\$8,000	\$2,000		\$10,000
C-3	Implementation of ADA	\$8,000	\$2,000		\$10,000
Total		\$106,051	\$26,513	\$15,000	\$147,564

SECTION 2

FHWA HIGHWAY ADMINISTRATION

<u>Section A- Information and Monitoring Systems</u>	
2.0 TASK A-10 Traffic and Development Monitoring	27
2.1 TASK A-20 Geographic Information Systems Maintenance	29
2.2 TASK A-30 Transportation Model and Mobile Model Maintenance	30
 <u>Section B-Transportation Systems Development</u>	
2.3 Subtask B-10 Metropolitan Transportation Plan.....	31
2.4 Subtask B-20 Transportation Improvement Program	33
2.5 Subtask B-30 Safety	34
 <u>Section C-Program and Project Administration</u>	
2.6 Subtask C-10 Unified Planning Work Program.....	41
2.7 Subtask C-20 Program and Managerial	42
 <u>Section D- Carbon Reduction Program</u>	
2.8 Subtask D-10 Carbon Reduction Program Project Selection Process	44
 FHWA Highway Summary	 45

UPWP TASK NUMBER: A-10		FUNDING SOURCES:											
TASK TITLE: TRAFFIC AND DEVELOPMENT MONITORING/PERFORMANCE-BASED PLANNING AND TRANSPORTATION PERFORMANCE MANAGEMENT				FY 23-24				Total					
		PL-FHWA		\$48,000.00				\$48,000.00					
		LOCAL		\$12,000.00				\$12,000.00					
		TOTAL		\$60,000.00				\$60,000.00					
RESPONSIBLE AGENCY: 9 Monroe MPO													
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
		2023					2024						

- 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.
- Adopt and incorporate updated performance measures/targets.

WORK PRODUCT:

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

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

Adoption and incorporation of updated performance measures/targets

Annual list of federally funded obligated projects

TIP self-certification document

Updated Land Use and TAZ layer

Projected traffic counts

UPWP TASK NUMBER: A-20		FUNDING SOURCES:													
TASK TITLE: GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE			FY 23-24					Total							
		PL-FHWA	\$48,000.00					\$48,000.00							
		LOCAL	\$12,000.00					\$12,000.00							
		TOTAL	\$60,000.00					\$60,000.00							
RESPONSIBLE AGENCY: 10 Monroe MPO															
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
		2023							2024						

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.

Developed Land Use data layer. Applied land use code for each structure (residential, mobile home, multi-family, commercial, Government, agriculture, etc.)

Developed TAZ based on 2020 census data.

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.
- Routine surveillance of land use conditions.
- Develop a neighborhood layer to further enhance Land Use data.
- Develop report and map of TAZ.
- Develop bike and pedestrian layer.
- Review and update roadway networks, functional classification, and urban boundaries.

WORK PRODUCT:

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

Updated Land Use and TAZ layer

Bike and pedestrian layer for City of West Monroe.

Display map for roadway networks, functional classification, and urban boundaries.

UPWP TASK NUMBER: B-10		FUNDING SOURCES:																								
TASK TITLE: METROPOLITAN TRANSPORTATION PLAN (MTP)								FY 23-24		Total																
		PL-FHWA						\$44,956.00		\$44,956.00																
		STATE																								
		LOCAL						\$11,239.00		\$11,239.00																
		TOTAL						\$56,195.00		\$56,195.00																
RESPONSIBLE AGENCY: 12 Monroe MPO																										
												Jul	Aug							Jan						Jun
												2023							2024							

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. The Monroe Transportation Plan 2045 was adopted October 2020.

PREVIOUS WORK:

Updated the Metropolitan Transportation Plan project listing and planning horizon to 2045. Updated all socio-economic variables necessary to update the MTP. The MTP is submitted to FHWA, FTA, and LADOTD.

METHODOLOGY:

OCOG will be called upon periodically to produce and/or analyze data for study participants and the general public on subjects not otherwise document in this work program.

Maintain a working relationship with local governments and provide technical transportation assistance as needed. Continue to encourage citizen input.

The plan includes strategies/actions that provide for the development of an integrated multimodal transportation system to facilitate the safe and effective movement of people and goods in addressing current and future transportation demand.

The MPO will collaborate with local governments to select and prioritize bicycle and pedestrian projects. The MTP does not recommend specific bicycle and pedestrian projects. Instead, corridors were identified based on the Needs Assessment, existing plans, and public input.

Projected arterial, transit, pedestrian and intermodal transportation improvements are part of this plan. We plan to employ data driven techniques to identify potential projects and programs that address the transportation needs of the MPA.

Begin development of Freight Plan and Ouachita Parish Freight Profile.

WORK PRODUCT:

The data for 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.

Identification of projects and programs to address the transportation needs of the MPA.

Freight Parish Profile development for Ouachita Parish.

UPWP TASK NUMBER: B-20	FUNDING SOURCES:													
TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)		FY 23-24						Total						
	PL-FHWA	\$31,588.00						\$31,588.00						
	LOCAL	\$7,897.00						\$7,897.00						
	TOTAL	\$39,485.00						\$39,485.00						
RESPONSIBLE AGENCY: 14 Monroe MPO														

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 attention to environmental justice issues. Maintain a financially constrained TIP, Additionally, OCOG will initiate adherence to new LADOTD guidelines for TIP formatting issued on January 31, 2019.

Perform technical analysis at the project level to determine compatibility, usefulness, and financial feasibility when considered for inclusion in the TIP.

The Ouachita Council of Governments will prepare an annual report as needed which will include the Federally Obligated dollars.

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. The TIP will also include an updated Annual List of Obligated Projects (ALOP).

UPWP TASK NUMBER: B-30			FUNDING SOURCES:													
TASK TITLE: SAFETY PROGRAM			LHSC		FY 23-24			Total								
			Local													
			HSIP		\$211,668.67			\$211,668.67								
			TOTAL		\$211,668.67			\$211,668.67								
RESPONSIBLE AGENCY: 1 Monroe MPO																

2.5

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 projects 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 20th of each month. If invoices are delayed, progress reports are to be submitted by the 20th 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.

UPWP TASK NUMBER: C-10	FUNDING SOURCES:																						
TASK TITLE: UNIFIED PLANNING WORK PROGRAM (UPWP)							FY 23-24		Total														
	PL-FHWA						\$30,000.00		\$30,000.00														
	LOCAL						\$7,500.00		\$7,500.00														
	TOTAL						\$37,500.00		\$37,500.00														
RESPONSIBLE AGENCY: 15 Monroe MPO																							
								Jul							Jan	Feb	Mar	Apr					
								2023												2024			

PURPOSE:

PREVIOUS WORK:

METHODOLOGY:

WORK PRODUCT:

UPWP TASK NUMBER: C-20	FUNDING SOURCES:																	
TASK TITLE: PROGRAM AND MANAGERIAL		FY 23-24						Total										
	PL-FHWA	\$52,064.00						\$52,064.00										
	LOCAL	\$13,016.00						\$13,016.00										
	TOTAL	\$65,080.00						\$65,080.00										
RESPONSIBLE AGENCY: 16 Monroe MPO																		
							Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
							2023						2024					

2.7

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.*

Task		FHWA-PL 80%	LADOTD- Safety	Local Match 20%	Total (\$)
A-10	Traffic and Development Monitoring	\$48,000		\$12,000	\$60,000
A-20	Geographic Information Systems Maintenance	\$48,000		\$12,000	\$60,000
A-30	Transportation Model and Model Maintenance	\$36,800		\$9,200	\$46,000
B-10	Metropolitan Transportation Plan	\$44,956		\$11,239	\$56,195
B-20	Transportation Improvement Program	\$31,588		\$7,897	\$39,485
B-30	Safety		\$211,668.67	\$0	\$211,668.67
C-10	Unified Planning Work Program	\$30,000		\$7,500	\$37,500
C-20	Program & Managerial	\$52,064		\$13,016	\$65,080
D-10	Carbon Reduction Program	\$7,200		\$1,800	\$9,000
	Total	\$298,608.00	\$211,668.67	\$74,652.00	\$584,928.67

APPENDIX A
FTA SECTION, CERTIFICATIONS AND ASSURANCES

APPENDIX B
MPO FUTURE ACTIVITIES
Update of The Long-Range Plan and Transportation Model

The Long Range Plan and Model was adopted October 2020. Available on the North Delta website: www.northdelta.org.

**Table 6: Monroe Urbanized Area
Metropolitan Planning Organization/OCOG**

TASK SCHEDULE OF COMPLETION

Repeat the review annually and compare your yearly projections.

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-10	MMPO	\$48,000			\$48,000.00
				\$12,000 ⁹	\$12,000.00
Total					\$60,000.00

MPO Staff Members	WK	%	PF
Executive Director	5.75	11%	1,2,4,5,6,7,8
Planner	6.25	12%	
Planner	6	12%	
Planner	1.5	3%	
Accountant	0	0%	

TASK A-20 (GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-20	MMPO	\$48,000			\$48,000.00
				\$12,000 ¹⁰	\$12,000.00
Total					\$60,000.00

¹⁰ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	6	12%	4,5,6,7,8
Planner	5.75	11%	
Planner	6	11. %	
Planner	2	4%	
Accountant	0	0%	

TASK A-30 (TRANSPORTATION MODEL AND MOBILE MODEL MAINTENANCE)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
A-30	MMPO	\$36,800.00			\$36,800.00
				\$9,200 ¹¹	\$9,200.00
Total					\$46,000.00

¹¹ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	5.5	11%	4,6,7
Planner	5.25	10%	
Planner	5.25	10%	
Planner	1.875	4%	
Accountant	0	0%	

SUBTASK B-10 (METROPOLITAN TRANSPORTATION PLAN (MTP))

Task	Responsible Agency	FHWA PL Planning Funds	State/Other	Local	Total
B-10	Consultant	\$44,956.00			\$44,956.00
				\$11,239.00 ¹³	\$11,239.00
Total					\$56,195.00

¹³Match provided by LADOTD.

MPO Staff Members	WK	%	PF
Executive Director	4.5	9%	
Planner	4.5	9%	
Planner	4.5	9%	
Planner	1	2%	
Accountant	0	0%	

1-8

SUBTASK B-20 (TRANSPORTATION IMPROVEMENT PROGRAM (TIP))

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
B-20	MMPO	\$31,588.00			\$31,588.00
				\$7,897.00 ¹⁴	\$7,897.00
Total					\$39,485.00

¹⁴Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	1.75	4%	
Planner	1.75	4%	
Planner	1.75	4%	
Planner			
Accountant			

2,3,4,5,6,7,8

SUBTASK B-30 (SAFETY PROGRAM)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
B-30	MMPO		\$211,668.67		\$211,668.67
				\$0 ¹⁴	\$0

Total \$211,668.67

¹⁴ 100% Funding thru LA DOTD.

MPO Staff Members	WK	%	PF
Executive Director	3	6%	1,2,3,4,5,6,7,8
Planner	6	12%	
Planner	9	18%	
Planner			
Safety Coordinator	52	100%	
Accountant			

SUBTASK C-10 (UNIFIED PLANNING WORK PROGRAM (UPWP))

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-10	MMPO	\$30,000.00			\$30,000
				\$7,500	\$7,500

Total \$37,500

¹⁵ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	1.875	4%	1,5,7,8
Planner	1.875	4%	
Planner	1.875	4%	
Planner	0.66435	1%	
Accountant	0	0%	

TASK C-20 (PROGRAM AND MANAGERIAL)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
C-20	MMPO	\$52,064.00			\$52,064.00
				\$13,016.00 ¹⁶	\$13,016.00
Total					\$65,080.00

¹⁶Local match provided through MPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	2.5	5%	1,4,5,7,8
Planner	2.5	5%	
Planner	2.5	5%	
Planner	0	0%	
Accountant	6.25	12%	

SUBTASK D-10 (CARBON REDUCTION PROGRAM)

Task	Responsible Agency	FHWA PL Planning Funds	Other State/Fed	Local	Total
D-10	MMPO	\$7,200.00			\$7,200.00
				\$1,800.00 ⁰⁰¹⁷	\$1,800.00
Total					\$9,000.00

¹⁷ 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 2023-2024 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	\$ 24,355.00			\$24,355.00
				\$6,089.00 ¹	\$6,089.00
Total					\$30,444.00

¹ Local match provided through MMPO membership dues.

	WK	%	PF
MPO Staff Members			
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	\$22,496.00			\$22,496.00
				\$5,624.00 ²	\$5,624.00
			\$30,000^{2a}		\$30,000.00
Total			-	-	\$58,120.00

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%	

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)

³ Local match provided through MMPO membership dues.

⁴ MMPO and City of Monroe.

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
A-3	MMPO	\$16,000.00			\$16,000.00
				\$4,000.00 ³	\$4,000.00
Total					\$20,000.00

MPO Staff Members	WK	%	PF
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	\$14,400.00			\$14,400.00
				\$3,600.00 ⁵	\$3,600.00
Total					\$18,000.00

⁵ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
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	\$12,800.00			\$12,800.00
				\$3,200.00 ⁶	\$3,200.00
Total					\$16,000.00

⁶ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
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 AND TRANSIT ASSET MANAGEMENT)

Task	Responsible Agency	FTA Section 5303 Planning Funds	Other State/Fed	Local	Total
C-2	MMPO	\$8,000.00			\$8,000.00
				\$2,000.00 ⁷	\$2,000.00

Total \$10,000.00

⁷ Local match provided through MMPO membership dues.

MPO Staff Members	WK	%	PF
Executive Director	.38	0	5,8
Planning Director	1.87	0	
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	\$8,000.00			\$8,000.00
				\$2,000.00 ⁸	\$2,000.00

Total \$10,000.00

⁸ Local match provided through MPO membership dues.

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

APPENDIX D

LIST OF COMMENTS

No comments were received.