

UNIFIED PLANNING WORK PROGRAM

UPWP FY 2025-2026



MONROE MPO FY 25-26 UPWP

ADOPTED X/X/2025

PROJECT NUMBERS

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In cooperation with:

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

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Record of Adoption, Amendments, and Modifications

Table 1. Record of Changes

Date	Action Taken	Comment
-/--/2025	Introduction	TPC approved Draft FY 2025-2026 UPWP for public review
-/--/2025	Public Hearing	No comments from public on Draft FY 2025-2026 UPWP.
-/--/2025	Adoption	TPC adopted Draft FY 2025-2026 UPWP

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, hereinafter referred to as the MPO.

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 (DOTD) from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA funds are usually 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 usually provided at an 80/20 ratio with 80% being Federal and 20% being Local. Some grants such as Complete Streets grants do not always require a local match.

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, the MPO 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 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 Monroe MPO to operate as an independent body.

The 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 (NDRP&DD), the Ouachita Council of Governments (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

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 concentrating on overlay projects, safety projects, and some interchange projects. The TIP will still be equipped to handle large influxes of funds. Additionally, the MPO will adhere to new DOTD guidelines for TIP formatting issued on January 31, 2019.

Long-Range Transportation Plan

The current plan was developed by Neel-Schaffer through consultation with the MPO and DOTD. The Connecting Ouachita 2045 Plan was adopted at the October 26, 2020, Ouachita Council of Governments meeting. This Plan will end October 2025. The Monroe Transportation Plan update is being developed through coordination with DOTD, the Transportation Policy Committee, and local governments.

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 the MPO 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 MPOs have been charged with enriching the transportation planning process with greater public awareness and involvement.

The Public Participation Plan was updated through (TAC/TPC REVIEWED AND UPDATED) (TRANSIT) (TRI ANNUAL REVIEW PROCESS) and brought up to date September 25, 2023, 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, 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, a 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 allow 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 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 underserved 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.

System Planning

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 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. The FY 25 – FY 26 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 2025-2026 UPWP addresses several 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 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 below.

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 patterns.
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 and 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. 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 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 manage roadway capacity efficiently and dynamically.

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 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 MPO is currently meeting ozone attainment readings. Ozone attainment status will continue to be monitored in FY 26.

Transit Asset Management

Transit agencies are also required 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.

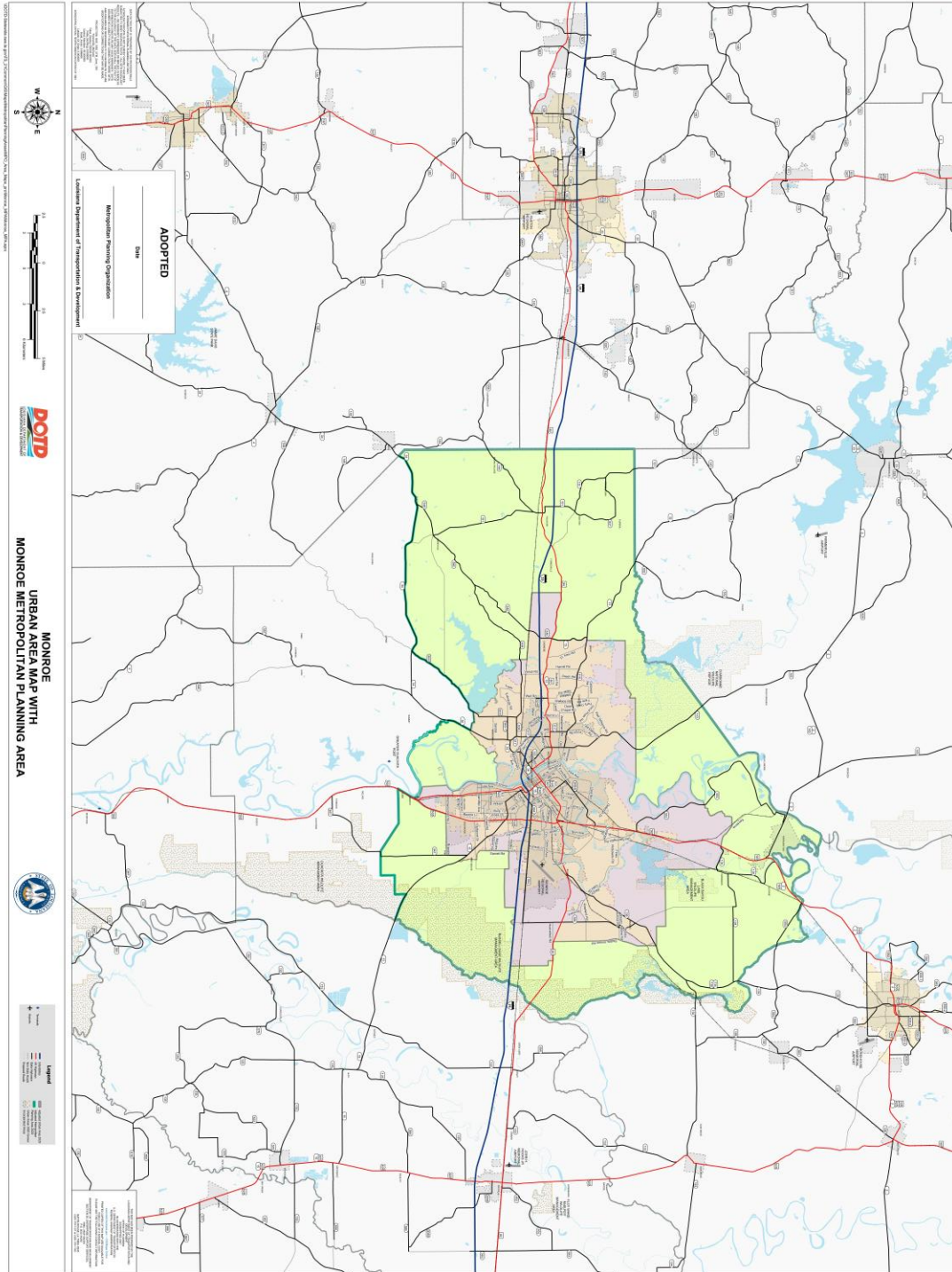
Planning Area

On February 24, 1969, North Delta Economic Development District Council, Inc. was formed under the provision of Louisiana Revised Statutes of 1950, Title 12. The articles of incorporation were amended on July 13, 1972, to change the name of the organization to North Delta Regional Planning & Development District, Inc. (NDRP&DD). In 1973, by Executive Order, NDRP&DD became one of eight regional planning and development districts created by the Louisiana Legislature. 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.

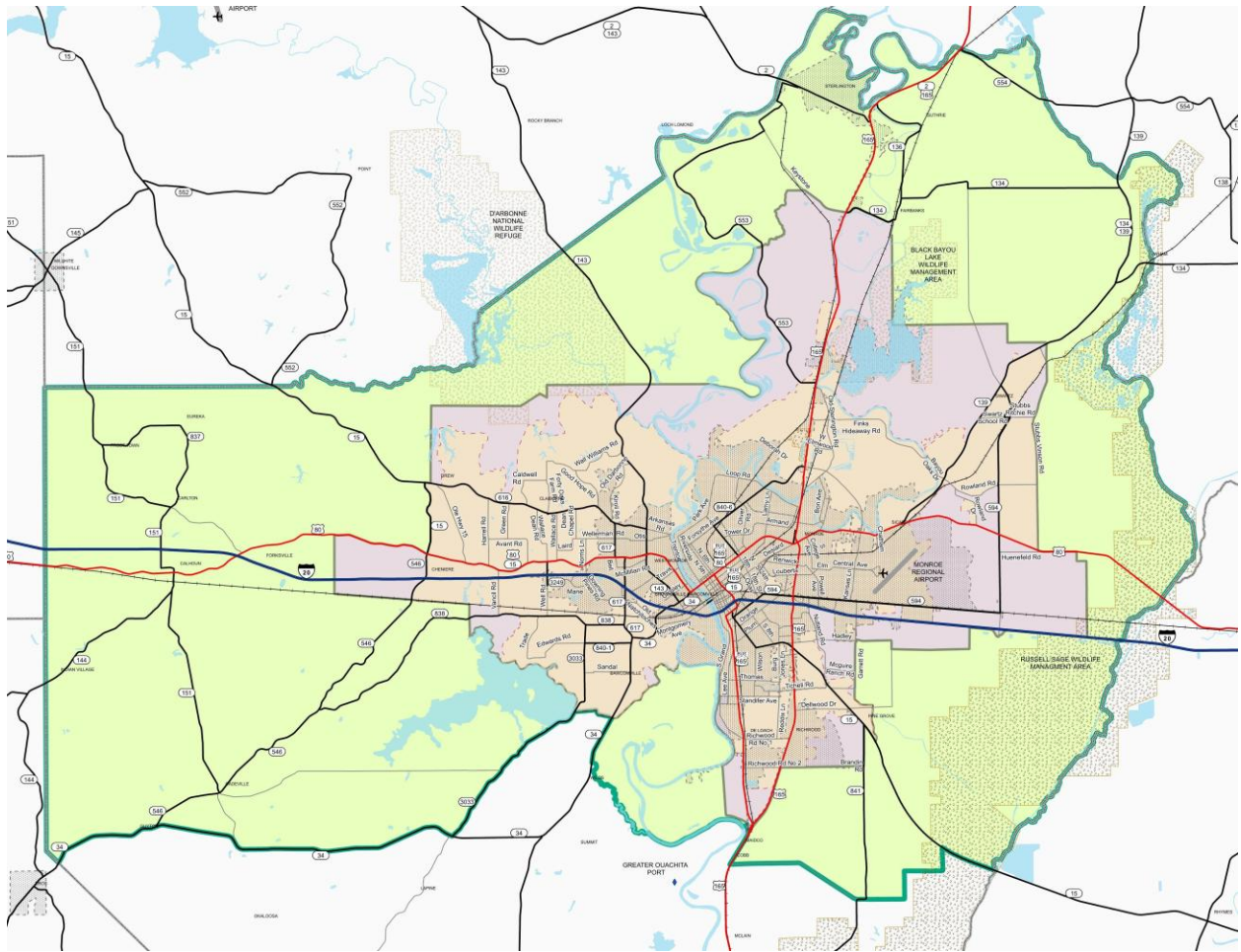
NDRP&DD also functions as the staff of the MPO for the urbanized area of Ouachita Parish which includes the cities of Monroe and West Monroe. This document references this sub-area of the Commission and describes the planning tasks associated with the transportation system in the urban area only.

Based on official census 2020 data, Ouachita Parish saw an increase in population from 153,720 in 2010 to 160,368 in 2020 (4.15% increase).

Figure 1. Monroe Metropolitan Planning Area



** UZA boundary is based on the 2020 urbanized area as defined by the Bureau of Census



****Same map as previous page (Zoomed in on Planning Area)**

Organization and Management

Committee Oversight

The **Transportation Policy Committee (TPC)** provides policy direction for the MPO and serves as the decision-making body for Federal transportation planning and programming. 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. The TPC consists of a six-member voting and five-member non-voting body with representation as follows:

Voting Members

- Chief elected official (or designee) from each of the local governments within the Monroe Urbanized Area, known as the Ouachita Council of Governments (OCOG), including:
 - City of Monroe (2)
 - City of West Monroe (2)
 - Ouachita Parish Police Jury (2)

Non-Voting Members

- Chief elected official (or designee) from each of the local governments within the Monroe Study Area including:
 - City of Richwood
 - City of Sterlington
- Administrator (or designee) from the District Office of the Louisiana Department of Transportation and Development (DOTD)
- Administrator (or designee) from the Regional Office of the Federal Highway Administration (FHWA)
- Administrator (or designee) from the Regional Office of the Federal Transit Administration (FTA)

*TPC meetings are held on the 4th Monday of each month. <https://northdelta.org/meeting-documents/>

The **Technical Advisory Committee (TAC)** is comprised of local and state technical and professional personnel knowledgeable in the transportation field. The TAC, under the direction of the TPC, makes recommendations to the TPC for matters necessary to comply with the requirements of federal and state law. The TPC consists of a seven-member voting and eight-member non-voting body with representation as follows:

Voting Members

- Technical representative (or designee) from each of the local governments within the Monroe Urbanized Area including:
 - City of Monroe (2)
 - City of West Monroe (2)
 - Ouachita Parish Police Jury (2)
- Chief Executive Officer (or designee) of the Monroe Transit System

Non-Voting Members

- Representative from the Monroe Chamber of Commerce
- Representative from the Monroe Regional Airport Authority
- Representative from the Port of Ouachita
- Administrator (or designee) from the District Office of the DOTD
- Representative from the Rural Transit Office of the DOTD
- Representative from the State Planning Office of the DOTD
- Administrator (or designee) from the Regional Office of the FHWA
- Administrator (or designee) from the Regional Office of the FTA

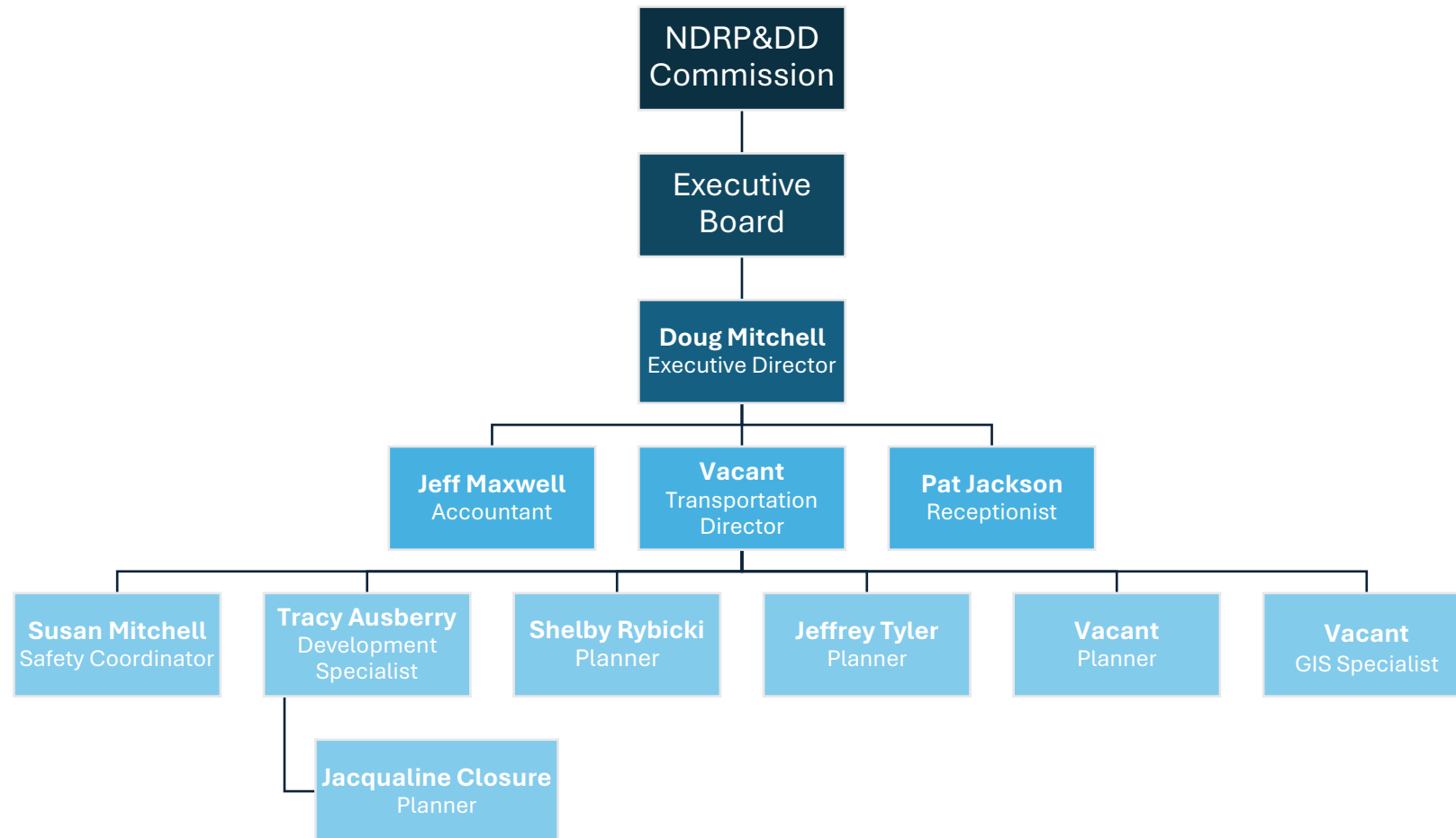
*TAC meetings are held quarterly, then on an as-needed basis.

The **Coordinated Human Transportation Services Committee (CHTSC)** purpose is to improve utilization of transit service resources and transit funding resources for commuters, elderly, person with disabilities, person with low income, rural area commuters, and school system commuters of the area. The goals of the CHTSC will be the same as those established in the Metropolitan Transportation Plan. In addition, the CHTSC will analyze issues arising within the planning area from coordinated transit perspective and make recommendations to the TPC and TAC. Membership is open to representatives and stakeholders of transit agencies in the NDRP&DD region and specialized interest groups. The CHTSC meets on a quarterly basis or as necessary.

Agreements

Planning and funding assistance is provided by the FHWA, FTA, and DOTD. Members of OCOG provide 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.

Figure 2. NDRP&DD Organization Chart



***Current staff will perform duties of vacant positions until further notice.**

UPWP Task Matrix-BIL Planning Factors

Table 2. UPWP Task Matrix

Planning Factor	Task Code																
	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	D-20
Support the economic vitality of the metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency							X	X	X		X		X	X			
Increase the safety of the transportation system for motorized and non-motorized users			X		X		X	X	X		X	X			X	X	X
Increase the security of the transportation system for motorized and non-motorized users			X	X	X						X	X			X		X
Increase accessibility and mobility of people and freight		X	X	X	X		X	X	X	X	X	X		X			X
Protect/enhance the environment/ quality of life/ promote consistency between transportation improvements and growth		X	X	X	X	X		X	X		X	X	X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight	X	X	X	X	X			X	X	X	X	X			X		X
Promote efficient system management and operation	X	X	X		X		X	X	X	X	X	X	X	X	X		
Emphasize the preservation of the existing transportation system	X				X	X		X	X		X	X	X	X			
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Enhance tourism and travel	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

Section 1: Federal Transit Administration

Task A-1: Program Support/Managerial

Task A-1 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FTA			\$20,591								
Local Match			\$5,147.75								
Total			\$25,738.75								
Timeline											
2025						2026					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Objective

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.

Expected Work

- Perform necessary duties required to effectively administer the work program -- such as general administration, fiscal management, personnel management, audit requirements, etc.
- Comply with FTA/DOTD 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 the necessary certification documentation requested by state/federal agencies -- such as Title VI, Joint Certification Determination, etc. (ADA included in Title VI Plan)
- Meet with FTA, DOTD, 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.

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).

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task A-2: Long-Range System Level Planning

Task A-2 Budget											
Funding Source				Amount		Party Performing Work: NDRPDD					
PL-FTA				\$12,000							
Local Match				\$3,000							
Total				\$15,000							
Timeline											
2025						2026					
Jul				Nov		Jan			Apr		

Objective

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 2050.

Expected Work

- 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 environmental justice issues.
- Coordination with the City of Monroe Transit.

Product

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

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task A-3: Long-Range Project Level Planning (LA-80-0020)

Task A-3 Budget											
Funding Source				Amount				Party Performing Work: NDRPDD			
PL-FTA				\$5,000							
Local Match				\$1,250							
Total				\$6,250							
Timeline											
2025						2026					
Jul				Nov				Mar			

Objective

To provide the comprehensive long-range planning of facilities 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.

Expected Work

- Integrate intermodal facilities 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.

Product

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

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task B-1: Short-Range Transit Planning

Task B-1 Budget											
Funding Source				Amount		Party Performing Work: NDRPDD					
PL-FTA				\$12,000							
Local Match				\$3,000							
Total				\$15,000							
Timeline											
2025						2026					
Jul				Nov				Mar			

Objective

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 major transit studies to implement needed changes.
- Conduct quarterly meetings per the newly implemented HSTP (coordination in human services transit plan).

Expected Work

- 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.
- Coordination with the City of Monroe Transit.

Product

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

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task C-1: Transportation Improvement Program

Task C-1 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FTA			\$7,000								
Local Match			\$1,750								
Total			\$8,750								
Timeline											
2025						2026					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Objective

- 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.

Expected Work

- 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.

Product

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

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task C-2: Clean Air Planning and Transit Asset Management

Task C-2 Budget											
Funding Source				Amount		Party Performing Work: NDRPDD					
PL-FTA				\$2,000							
Local Match				\$500							
Total				\$2,500							
Timeline											
2025						2026					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Objective

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.

Expected Work

- Development of staff knowledge in the topic 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, DOTD, FHWA and DEQ officials in an effort to ensure compliance with all aspects of the CAAA.
- Begin process of developing Transit Asset Management Plan.

Product

- A transit system more sensitive to environmental concerns.
- Continued progress on Transit Asset Management Plan.

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task C-3: Implementation of Americans with Disabilities Act

Task C-3 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FTA			\$2,000								
Local Match			\$500								
Total			\$2,500								
Timeline											
2025						2026					
	Aug				Dec				Apr		

Objective

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.

Expected Work

- 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.

Product

An accessible and reliable transit and para-transit service.

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

FTA Transit Summary

**FTA funds are provided at an 80/20 ratio with 80% being Federal and 20% being Local, except for Complete Streets which is provided at 100% Federal Share.*

Grant Expenditures					
Task	Description	PL-FTA	Local Match	Total	Estimated Cost
A-1	Program Support/Managerial	\$20,591	\$5,147.75	\$25,738.75	\$25,738.75
A-2	Long-Range System Level Planning	\$12,000	\$3,000	\$15,000	\$15,000
A-3	Long-Range Project Level Planning (LA-80-0020)	\$5,000	\$1,250	\$6,250	\$6,250
B-1	Short-Range Transit Planning	\$12,000	\$3,000	\$15,000	\$15,000
C-1	Transportation Improvement Program	\$7,000	\$1,750	\$8,750	\$8,750
C-2	Clean Air Planning and Transit Asset Management	\$2,000	\$500	\$2,500	\$2,500
C-3	Implementation of Americans with Disabilities Act	\$2,000	\$500	\$2,500	\$2,500
Total		\$60,591	\$15,147.75	\$75,738.75	\$75,738.75
Contract		\$15,000		\$15,000	\$15,000
Grand Total		\$75,591.00	\$15,147.75	\$90,738.75	\$90,738.75

Waiting for confirmation of highlighted #s

*Expenditure totals include indirect costs.

Section 2: Federal Highway Administration

Task A-10: Traffic and Development Monitoring

Task A-10 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$46,400								
Local Match			\$11,600								
Total			\$58,000								
Timeline											
2025						2026					
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		

Objective

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

Expected Work

- Routine surveillance of roadway and land use conditions relating to specific system analysis efforts.
- Continued providing traffic counts/ADT data as needed.
- 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 DOTD HQ request regarding traffic counts.
- Performance-based Planning and Programming (PBPP)
 - a) 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)

- b) Ensure to link transportation investments in the TIP with goals/performance measures and assess the impact of such investments on achieving the performance targets.
- c) 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.
- d) Generate performance reports 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 DOTD in achieving its TPM targets.
- Adopt and incorporate updated performance measures/targets.

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

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task A-20: Geographic Information Systems Maintenance

Task A-20 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$46,400								
Local Match			\$11,600								
Total			\$58,000								
Timeline											
2025						2026					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Objective

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

Expected Work

- 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.
- Update and maintain Land Use Layer.
- Keep an up-to-date TAZ layer.
- Update and maintain bike and pedestrian layer.
- Continued development of GIS products capable of depicting population density, distributions, income level, etc., at the census block, census block group, and traffic zone level.
- Review and update roadway networks, functional classification, and urban boundaries.

Product

- Digital data products that will support the transportation planning process in an efficient and timely manner.
- Updated Land Use and TAZ layer
- Up to date GIS database
- Display map for roadway networks, functional classification, and urban boundaries.

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task A-30: Transportation Model and Mobile Model Maintenance

Task A-30 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$36,800								
Local Match			\$9,200								
Total			\$46,000								
Timeline											
2025						2026					
Jul	Aug				Dec				Apr	May	

Objective

- 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.

Expected Work

- Updating of travel demand variables derived from the monitoring systems described in Task A-10 above.
- Entry and update of the proposed transportation plans, programs, and projects necessary to analyze the system on the computer model.
- Continue coordination with DOTD to develop new roadway projects within the model.
- Conduct general research into TDM information and best practices.
- Continued analysis of corridors and sub-areas throughout the Urbanized Area for potential needs.
- Update and monitor the Intelligent Transportation System (ITS) activities.
- Update the model within the MTP 2050 Update.
- Coordinate with DOTD and other entities to develop a new layer of potential roadway projects within the transportation model.

Product

- An updated information base to allow travel demand forecast and air quality impact based on the current transportation plan and program, consistent with the data derived from the monitoring systems in Task A-10.
- Traffic counts as needed in support of local planning efforts and the MTP and TDM
- Updated Travel Demand Model for use in project and plan evaluation.

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Task B-10: Metropolitan Transportation Plan

Task B-10 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD & Consultant					
PL-FHWA			\$43,637								
Local Match			\$10,909								
Total			\$54,546								
Timeline											
2025						2026					
Jul	Aug					Jan					Jun

Objective

The Monroe Transportation Plan 2045 update was developed by Neel-Schaffer, Inc. through Coordination with DOTD, the TPC, and local governments. The Monroe Transportation Plan 2045 was adopted in October 2020. The Monroe Transportation Plan 2050 update is currently being developed with Alliance Transportation Group, LLC through coordination with DOTD, the TPC, and local governments. Notice to Proceed for the subject project was given to Monroe MPO on April 16, 2024. This task is to provide updates to the MTP to ensure that it meets the needs of the community, available funding, and federal regulations.

Expected Work

- OCOG will be called upon periodically to produce and/or analyze data for study participants and the public on subjects not otherwise documented 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 demands.
- 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.
- Continue updating the Metropolitan Transportation Plan with a planning horizon to 2050.
- Maintenance of MPO Freight Data Portal and Mapping Application.
- Making amendments/administrative modifications to the MTP on an as-needed basis.

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.

- Updated Freight Data Portal and Mapping Application.

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026. The MTP 2050 will be adopted by October 2025.

Task B-20: Transportation Improvement Program

Task B-20 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$31,588								
Local Match			\$7,897								
Total			\$39,485								
Timeline											
2025						2026					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Objective

- 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.

Expected Work

- 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 DOTD 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.
- Revise and maintain TIP project spreadsheet with up-to-date information.
- Making amendments/administrative modifications to the TIP as needed.

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).

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026. The next TIP will be FY 27-30 and will be adopted prior to October 2026.

Task B-30: Safety

Task B-30 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
HSIP			\$257,993.43								
Local Match											
Total			\$257,993.43								
Timeline											
2025						2026					
						Jan	Feb	Mar	Apr	May	Jun

Objective

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 (DOTD) 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 DOTD in a timely fashion.
- Attend and represent the region at all related meetings, including but not limited to: DOTD Regional Incident Management Team meetings, Safe Routes to School and Public Places, DOTD 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 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.

Expected Work

- 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

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

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026.

Attachment 1. 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: SHSP Regional Safety Planning Activities

- Develop, implement, and sustain regional level action plans for each SHSP emphasis area. See Attached Emphasis Area Action plans.
- Attend and actively participate in Statewide SHSP Implementation Team and Emphasis Area Team Meetings, SHSP trainings, and other regional and/or local meetings that promote, support and assist with implementing transportation safety planning and improvements and/or emphasis area action plan steps.
- Plan and coordinate meetings within each of the Regional Emphasis Area teams on a quarterly basis.
- Plan and coordinate at least two (2) Hybrid Regional Safety Coalition meetings annually.

- Plan and coordinate preparation meetings as needed with regional emphasis area team leaders prior to working group and/or full Regional Safety Coalition meetings.
- Assist in planning and coordination of the Louisiana Highway Safety Corridor Program as needed.

Task 2.0: Regional and State Safety Data Analysis Activities

- Develop extensive knowledge of SHSP web-based crash data dashboards.
- Analyze regional safety (crash, traffic, and roadway) data needed to inform strategies and targeted focus areas for regional efforts.
- Interpret safety data for region-and state.
- Identify trends in safety data to assist with developing, prioritizing, implementing, and evaluating regional strategies and tactics.
- Clearly communicate safety trends to various types of audiences including the general public, local planners and engineers, SHSP safety coalition stakeholders, legislative delegations, etc.
- Research best practices for collecting and analyzing safety data for safety planning and project development purposes.

Task 3.0: SHSP Stakeholder Education and Outreach Activities

- Develop productive partnerships with SHSP Stakeholders including but not limited to DOTD, Louisiana Highway Safety Commission (LHSC) including their grantees, Louisiana State Police (LSP), Local Technical Assistance (LTAP), local law enforcement agencies, municipalities/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 to participate in within the region.
- Maintain productive partnerships with SHSP stakeholders through routine in-person consultations, support, and technical assistance in SHSP programs and activities.
- Recruit new regional safety coalition members, Emphasis Area Team leaders, and task leaders for SHSP action steps to maintain continuous engagement mid progress.
- Conduct local media outreach through collaboration with law enforcement and public safety advocates by promoting national, statewide, and regional safety initiatives and campaigns within the SHSP emphasis areas. Outreach could include circulating public service announcements, publishing news articles and posting online press releases specific to the region.
- Identify and establish strong professional relationships with local media news organizations (radio, print and TV), DOTD Public Information Officers (PIO), and other traffic safety PIOs.
- Create and maintain a strong social media presence on platforms such as Facebook, Twitter, YouTube, etc. as guided by the annual Emphasis Area action plan outreach strategies and the SHSP Safety Campaign Media Scheduler.
- Prioritize and conduct educational outreach efforts to inform the public and SHSP stakeholders about highway safety concerns and countermeasures in the SHSP emphasis areas.
- Develop and distribute educational outreach materials such as newsletters, press releases, safety campaign material, or other safety materials to current and potential safety partners.
- Incorporate the Destination Zero Deaths (DZD) state and regional branding in all outreach and educational materials.

- Actively participate in regional, statewide, and national transportation focused conferences and training as related to the SHSP emphasis areas.
- Keep up to date on National Highway Traffic Safety Administration (NHTSA) and Federal Highway Administration (FHWA) safety programs/grants with the goal of identifying potential federal funded projects.

Task 4.0: Administrative

- Prepare and submit monthly invoices and progress reports by the 20th of each month. Monthly progress reports and expenses shall be tied to the action steps in the Regional Emphasis Area Action Plans.
- Maintain Standard Operating Procedures for critical tasks.
- Track and maintain contact list of Regional Safety Coalition members and leaders.
- Provide support to Regional Emphasis Area Teams and working groups for documenting meetings/discussions and progress.
- Track ongoing and upcoming transportation safety projects funded through LHSC and DOTD.
- Report quarterly progress to the State on strategies and/or tactics within each of the Emphasis Area action plans.
- Produce necessary documentation and deliverables in order to implement regional action steps.
- Track, monitor, and communicate Regional Safety Coalition activities.

Task C-10: Unified Planning Work Program

Task C-10 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$30,000								
Local Match			\$7,500								
Total			\$37,500								
Timeline											
2025						2026					
Jul						Jan	Feb	Mar	Apr		

Objective

The development and implementation of a planning program is essential 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. To continue a well-defined and operational cooperative, continuous, and comprehensive planning process that is sensitive to the needs of the traveling public and the environment.

Expected Work

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

Making amendments/revisions to the UPWP on an as-needed basis.

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.

Schedule

This task will be completed incrementally throughout the entire FY 2025-2026. The start date is July 1, 2025, and completion date is June 30, 2026. The next UPWP will be adopted prior to July 2026.

Task C-20: Program and Managerial

Task C-20 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$52,064								
Local Match			\$13,016								
Total			\$65,080								
Timeline											
2025						2026					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

*Bookkeeping and accounting activities will be performed in-house. Audits will be outsourced.

Objective

- 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.

Expected Work

- 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 travel 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. (most will be absorbed by the Indirect Cost Rate)
- DOTD 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.
 - e) Accomplish the necessary typing, filing, and general secretarial work required to assure effective administration.

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

Task D-10: Carbon Reduction Program

Task D-10 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$7,200								
Local Match			\$1,800								
Total			\$9,000								
Timeline											
2025						2026					
Jul						Jan	Feb	Mar	Apr		

Objective

- The development and implementation of a project selection process to identify and prioritize projects that will align with and support the Carbon Reduction Program (CRP).

*Due to staff turnover, all of the expected work has not been completed and will continue throughout the new FY.

Expected Work

- Establish criteria to identify eligible projects for CRP funding.
- Continued correspondence on potential projects that could use CRP funds.
- Develop a scoring system to prioritize projects for CRP funding.

Product

- A Carbon Reduction Program (CRP) project selection process that meets all Federal/State requirements.

Task D-20: Complete Streets

Task D-20 Budget											
Funding Source			Amount			Party Performing Work: NDRPDD					
PL-FHWA			\$6,237								
Local Match											
Total			\$6,237								
Timeline											
2025						2026					
Jul						Jan	Feb	Mar	Apr		

* The MPO staff will ensure that, at a minimum, 2.5% of its PL funds will be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities as prescribed in Section 11206 of the Infrastructure Investment and Jobs Act.

** The above funds satisfy the 2.5% requirement concerning Complete Streets Planning.

Objective

- To develop, support, and promote plans and projects that will address the roadway needs for all users including pedestrians, bicyclists, public transit, motorists, and freight.

*Due to staff turnover, all of the expected work has not been completed and will continue throughout the new FY.

Expected Work

- Adoption of Complete Streets standards or policies
- Continued evaluation of transportation issues and recommended solutions at high-risk locations.
- Development of a Complete Streets Prioritization Plan that identifies specific projects to improve the safety, mobility, or accessibility of a street
- Support the development of Complete Street program to increase safe and accessible transportation options within the MPO region.

Product

- A Complete Streets Prioritization Plan
- An adopted Complete Streets Policy

FHWA Highway Summary

**FHWA funds are provided at an 80/20 ratio with 80% being Federal and 20% being Local, except Complete Streets which is provided at 100% Federal Share.*

Grant Expenditures						
Task	Description	PL-FHWA	HSIP	Local Match	Total	Estimated Cost
A-10	Traffic and Development Monitoring	\$46,400		\$11,600	\$58,000	\$58,000
A-20	Geographic Information Systems Maintenance	\$46,400		\$11,600	\$58,000	\$58,000
A-30	Transportation Model and Mobile Model Maintenance	\$36,800		\$9,200	\$46,000	\$46,000
B-10	Metropolitan Transportation Plan	\$43,637		\$10,909	\$54,546	\$54,546
B-20	Transportation Improvement Program	\$31,588		\$7,897	\$39,485	\$39,485
B-30	Safety		\$257,993.43		\$257,993.43	\$257,993.43
C-10	Unified Planning Work Program	\$30,000		\$7,500	\$37,500	\$37,500
C-20	Program and Management	\$52,064		\$13,016	\$65,080	\$65,080
D-10	Carbon Reduction Program	\$7,200		\$1,800	\$9,000	\$9,000
D-20	Complete Streets	\$6,237			\$6,237	\$6,237
Grand Total		\$300,326		\$73,522	\$631,841.43	\$631,841.43

*Expenditure totals include indirect costs.

Appendices

Appendix A: TPC UPWP Approval Minutes

*waiting for adoption/signing

Appendix B: FTA Section, Certifications and Assurances

*waiting for adoption/signing

Appendix C: Staff Work Program

FY 25-26	PL-FTA									PL-FHWA											Grand
	A-1	A-2	A-3	B-1	C-1	C-2	C-3	Total	A-10	A-20	A-30	B-10	B-20	B-30	C-10	C-20	D-10	D-20	Total	Total	
Executive Director	0.05%	0.01%	0.01%	0.01%	0.01%		0.05%	0.14%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.70%	0.84%	
Transportation Director	0.05%	0.04%	0.04%	0.02%	0.01%	0.01%	0.02%	0.19%	0.08%	0.12%	0.12%	0.12%	0.12%	0.06%	0.07%	0.07%		0.05%	0.81%	1.00%	
Planner A								0.00%	0.10%	0.10%	0.10%	0.10%	0.10%	0.06%	0.08%	0.08%	0.08%	0.08%	0.88%	0.88%	
Planner B	0.06%	0.06%	0.06%	0.06%	0.06%	0.06%	0.06%	0.42%	0.03%	0.03%	0.03%	0.03%	0.03%	0.11%	0.02%	0.02%		0.04%	0.34%	0.76%	
Planner C	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.35%	0.06%	0.04%	0.04%	0.04%	0.04%	0.05%	0.02%	0.03%		0.03%	0.35%	0.70%	
Accountant	0.04%							0.04%						0.05%		0.05%		0.05%	0.15%	0.19%	
Receptionist	0.05%	0.01%	0.01%	0.01%	0.01%		0.04%	0.08%	0.04%	0.04%	0.04%	0.04%	0.04%		0.02%	0.03%		0.05%	0.30%	0.38%	
Safety Coordinator								0.00%						100%					100%	100%	

*Tasks A-10 and A-30 will still be performed in-house by current staff until further notice.

Appendix D: Acronyms and Abbreviations

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