NORTHWESTERN INDIANA
REGIONAL PLANNING COMMISSION
Together We Make The Difference
6100 Southport Road Portage, Indiana 46368

Telephone (219) 763-6060
Fax Messages (219) 762-1653
On the Internet www.nirpc.org
E- mail Messages nirpc@nirpc.org

RESOLUTION 14-16

A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION ADOPTING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2015-2016

WHEREAS, the preparation of a Unified Planning Work Program (UPWP) is a necessary and required part of the metropolitan area transportation planning process as specified in 23 CFR 450.314; and by its State statutory authority, the Northwestern Indiana Regional Planning Commission (NIRPC) is charged with planning responsibility in three domains; and

WHEREAS, the work tasks described within NIRPC's UPWP for the three-county northwestern Indiana region are in conjunction with the programs of the Federal Transit Administration, the Federal Highway Administration, the U.S. Environmental Protection Agency, the Indiana Department of Transportation and the Indiana Department of Environmental Management, and significant planning projects in the region by other agencies; and

WHEREAS, this program will be funded through the Federal Highway Administration, the Federal Transit Administration, the U. S. Environmental Protection Agency, foundations, and NIRPC's local funds from each member county;

WHEREAS, the program continues to include planning in each of NIRPC's statutory planning domains of economic development, environmental management and transportation, plus transit subgrantee administration, thereby producing another overall agency, unified work program, in addition to planning tasks from elsewhere in the region;

WHEREAS, the work elements contained in the UPWP respond to some of the transportation, air quality, sub-grantee administration, environment, and economic development needs of Northwestern Indiana and are in keeping with federal requirements found in the Clean Air Act Amendments of 1990 and the Moving Ahead for Progress in 21st Century Act (MAP-21) and accompanying guidelines and regulations;

WHEREAS, this UPWP was developed through a participatory process, involving the Transportation Policy Committee. Minor changes to the report may be occurred as needed. Incorporated are the principles, vision and goals from NIRPC's adopted *Vision and Strategic Directions for 2010-2013,* budget, work tasks, and regional significant transportation projects.

NOW, THEREFORE, BE IT RESOLVED that the Northwestern Indiana Regional Planning Commission adopts the Fiscal Years 2015-2016 Unified Planning Work Program.

MOREOVER, BE IT FURTHER RESOLVED that the Commission is authorized to enter into such agreements and contracts as may be required with the funding and administrative agencies for the conduct of this program.

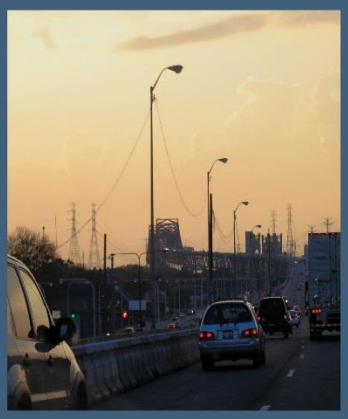
Duly adopted by the Northwestern Indiana Regional Planning Commission on this fifteenth day of May, 2014.

Brian Snedecor
Chair

ATTEST:

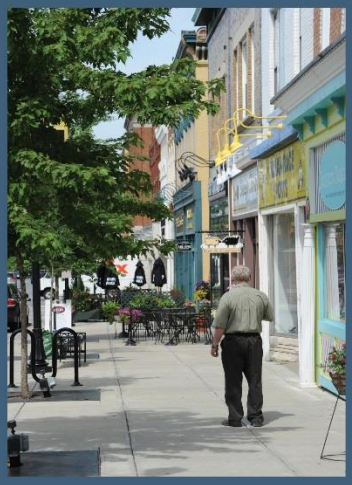
Roosevelt Allen, Jr.
Secretary

UPWP



2015/2016

Unified Planning Work Program



Northwestern Indiana
Regional Planning Commission

SUBMITTAL LETTER

NORTHWESTERN INDIANA
REGIONAL PLANNING COMMISSION
Together We Make The Difference
6100 Southport Road Portage, Indiana 46368

Fax Messages (219) 763-6060 (219) 762-1653
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May 20, 2014

Jerry Halperin
Office of LPA/MPO and Grant Administration
MPO Coordinator
Indiana Department of Transportation
100 N. Senate Ave. Room # N955
Indianapolis, IN 46204

Dear Mr. Halperin:

The Northwestern Indiana Regional Planning Commission is pleased to submit the final report of the Unified Planning Work Program (UPWP) for regional planning and transit administration for fiscal years 2015 and 2016 that begin on July 1, 2014 through June 30, 2016. These planning tasks are to be funded through Federal Highway Administration, Federal Transit Administration, and U.S. Environmental Protection Agency resources, plus foundation grants and our own local matching funds.

This fiscally constrained program includes the tasks and resources required to carry out the basic regional transportation planning priorities and Metropolitan Planning Organization administrative functions. It includes NIRPC's planning activities in its other statutory domains as a Council of Governments, which are economic development planning and environmental planning. In addition, this UPWP contains NIRPC's transit sub-grantee administration functions, plus major planning tasks of other agencies in this region.

This UPWP will conduct the activities required by the new Act Moving Ahead for Progress in the 21 Century (MAP-21) and accompanying guidelines and regulations, INDOT Emphases Areas, FTA Emphasis Areas, and the *Clean Air Act Amendments of 1990*, as amended. It also continues to respond to the recommendations of the 2013 federal Planning Certification Review. In addition, it helps to implement NIRPC's Vision and Strategic Directions for 2010-2013 and the 2040 Comprehensive Regional Plan.

We look forward to working with you and others in implementing this program. Please call if you have any questions.

Very truly yours,

Tyson Warner
Executive Director

C.c.
Joyce Newland, FHWA
Reggie Arkell, FTA

ADOPTED RESOLUTION

NORTHWESTERN INDIANA
REGIONAL PLANNING COMMISSION
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RESOLUTION 14-16

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WHEREAS, this program will be funded through the Federal Highway Administration, the Federal Transit Administration, the U. S. Environmental Protection Agency, foundations, and NIRPC's local funds from each member county;

WHEREAS, the program continues to include planning in each of NIRPC's statutory planning domains of economic development, environmental management and transportation, plus transit subgrantee administration, thereby producing another overall agency, unified work program, in addition to planning tasks from elsewhere in the region;

WHEREAS, the work elements contained in the UPWP respond to some of the transportation, air quality, sub-grantee administration, environment, and economic development needs of Northwestern Indiana and are in keeping with federal requirements found in the Clean Air Act Amendments of 1990 and the Moving Ahead for Progress in 21st Century Act (MAP-21) and accompanying guidelines and regulations;

WHEREAS, this UPWP was developed through a participatory process, involving the Transportation Policy Committee. Minor changes to the report may be occurred as needed. Incorporated are the principles, vision and goals from NIRPC's adopted *Vision and Strategic Directions for 2010-2013,* budget, work tasks, and regional significant transportation projects.

NOW, THEREFORE, BE IT RESOLVED that the Northwestern Indiana Regional Planning Commission adopts the Fiscal Years 2015-2016 Unified Planning Work Program.

MOREOVER, BE IT FURTHER RESOLVED that the Commission is authorized to enter into such agreements and contracts as may be required with the funding and administrative agencies for the conduct of this program.

Duly adopted by the Northwestern Indiana Regional Planning Commission on this fifteenth day of May, 2014.

Brian Snedecor
Chair

ATTEST:

Roosevelt Allen, Jr.
Secretary

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6) FY 2016 Estimated Time Charges per Activity

FY 2015 PL FUNDING BREAKDOWN BY CATEGORY

Program Job #	Programs	Total Hours	Total Budget Per Category	% of Total PL Budget
2052	**Planning Adminstration**	**9,948**	**440,801**	**27%**
	1- Planning Mangement			
	2- Committee Support			
	3- Administration of Transportation Projects			
2053	**Data Management & Analysis**	**9,348**	**290,369**	**18%**
	1-Transportation Data Collection			
	2- Demographics Analysis & Forecasting			
	3- GIS Support Services			
2054	**Short Range Planning**	**2,876**	**123,771**	**8%**
	1- Unified Planning Work Program			
	2- Transportation Improvement Program			
	3- ADA Transition Plan			
	4- Creating Livable Communities Funding Program			
2055	**Long Range Planning**	**15,496**	**660,259**	**40%**
	1- CRP/ TRP			
	2- Regional Land Use Planning			
	3- Congestion Management Planning			
	4- Environmental Mitigation Planning			
	5- Non-Motorized Planning			
	6- Safety Planning			
	7- Freight Planning			
	8- Travel Network Modeling			
	9- Air Quality Conformity			
	10- Intelligent Transportation System			
	11- Performance Based Planning			
	12- Regional Corridor Study			
2056	**Public Involvement**	**3,608**	**110,179**	**7%**
	1- Public Outreach & Communication Tools			
	2- Web Management			
2057	**Vehicle Oversight Program**	**164**	**10,388**	**1%**
	Total PL Funding	**41,440**	**1,635,767**	**100%**

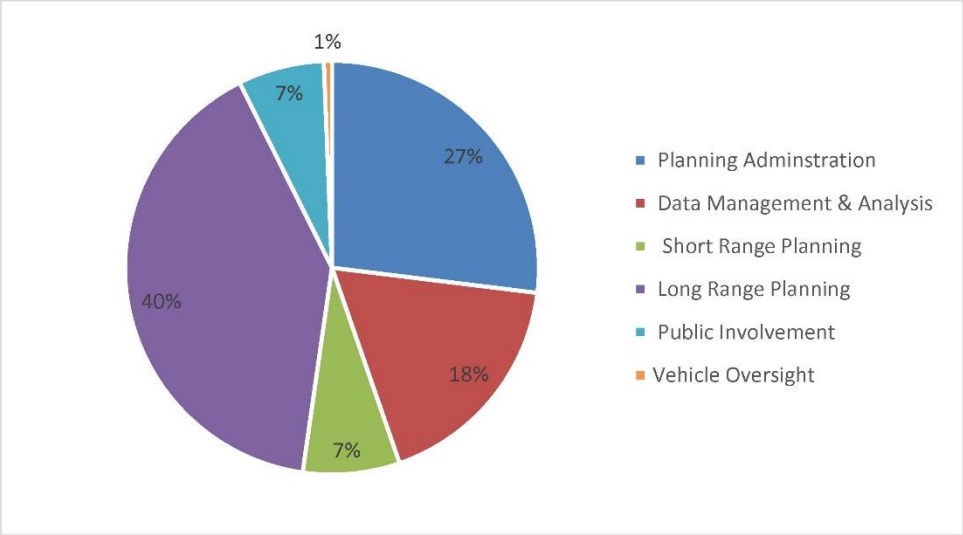


TABLE I: FY 2015 UPWP SUMMARY LIST OF PROJECTS AND BUDGETS

TABLE I: FY 2015 UPWP SUMMARY LIST OF PROJECTS AND BUDGETS

PROGRAM CATEGORY	2015 TOTAL BUDGET	PL / 5303 SHARE	STP SHARE	FTA 5307 SHARE	CMAQ SHARE	PENDING OTHER	NIRPC SHARE	NOTES
2052 Planning Administration	440,801	352,642	-	-	-	-	88,159	Staff Charges + department exp. $40,500
1- Planning Management	-	-	-	-	-	-	-	
2- Committee Support	-	-	-	-	-	-	-	
3- Administration of Transportation Projects	-	-	-	-	-	-	-	
2053 Data Management & Analysis	290,369	232,295	-	-	-	-	58,074	
1- Transportation Data Collection	-	-	-	-	-	-	-	
2- Demographics Analysis & Forecasting	-	-	-	-	-	-	-	
3- GIS Support Services	-	-	-	-	-	-	-	
2054 Short Range Planning	123,771	99,017	-	-	-	-	24,754	
1- Unified Planning Work Program	-	-	-	-	-	-	-	
2- Transportation Improvement Program	-	-	-	-	-	-	-	
3- ADA Transition Plan	-	-	-	-	-	-	-	
4 -Creating Livable Communities Funding Program	-	-	-	-	-	-	-	
2055 Long Range Planning	660,259	528,207	-	-	-	-	132,052	
1- CRP/ TRP	-	-	-	-	-	-	-	
2- Regional Land Use Planning	-	-	-	-	-	-	-	
3- Congestion Management Planning	-	-	-	-	-	-	-	
4- Environmental Mitigation Planning	-	-	-	-	-	-	-	
5- Non-Motorized Planning	-	-	-	-	-	-	-	
6- Safety & Security Planning	-	-	-	-	-	-	-	
7- Freight Planning	-	-	-	-	-	-	-	
8- Travel Network Modeling	-	-	-	-	-	-	-	
9- Air Quality Conformity	-	-	-	-	-	-	-	
10- Intelligent Transportation System (ITS)	-	-	-	-	-	-	-	
11- Performance Based Planning	-	-	-	-	-	-	-	
12- Regional Corridor Study	-	-	-	-	-	-	-	
2056 Outreach and Public Involvement	110,179	88,143	-	-	-	-	22,036	
1- Public Meeting & Communication Tools	-	-	-	-	-	-	-	
2- Website Management	-	-	-	-	-	-	-	
2057 Vehicles Oversight Program	10,388	8,310	-	-	-	2,078	-	
Total PL Funding	**$ 1,635,767**	**$ 1,308,614**	**$ -**	**$ -**	**$ -**	**$ 2,078**	**$ 325,075**	
2058 - STP Planning	**$ 200,000**	**$ -**	**$ 160,000**	**$ -**	**$ -**	**$ -**	**$ 40,000**	
Transit - FTA								
2113 - Transit Planning	150,000	-	-	120,000	-	-	30,000	
2543 - Bikes on Trains Study	205,000	-	-	164,000	-	41,000	-	
2534 - Transit Administration & ADA Review	350,000	-	-	280,000	-	-	70,000	
Total Transit - FTA Funding	**$ 705,000**	**$ -**	**$ -**	**$ 564,000**	**$ -**	**$ 41,000**	**$ 100,000**	
NIRPC Programs								
2541 - Air Quality Education/ Outreach	300,000	-	-	-	273,000	-	27,000	
2544 - Diesel Engine Retrofit	222,500	-	-	-	222,500	-	-	
2538 - Deep River Portage Burns Waterway Initiative	47,000	-	-	-	-	47,000	-	
2539 - Solar Ready in Northwest Indiana	65,000	-	-	-	-	65,000	-	
2540 - Calumet Land Conservation Partnership	50,000	-	-	-	-	50,000	-	
1143 - Lawns to Lakes	34,000	-	-	-	-	34,000	-	
1149 - NWI Brownfield Coalition	15,000	-	-	-	-	15,000	-	
1128 - MS4 Stormwater Management	45,000	-	-	-	-	45,000	-	
Total NIRPC Programs Funding	**$ 778,500**	**$ -**	**$ -**	**$ -**	**$ 495,500**	**$ 256,000**	**$ 27,000**	
NIRPC Administration - Indirect*								
9600 - General Management	-	-	-	-	-	-	-	
9600 - Staff & Administration Support	-	-	-	-	-	-	-	
Total NIRPC Administration - Indirect	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
FTA Planning								
Valparaiso Transit Service Marketing Study	100,000	-	-	80,000	-	20,000	-	City of Valparaiso
East Chicago Route Analysis Study	80,000	-	-	64,000		16,000	-	City of East Chicago
GPTC - Planning Activities	100,000	-	-	80,000	-	20,000	-	Gary Public Transportation Corporation
Total FTA Planning	**$ 280,000**	**$ -**	**$ -**	**$ 224,000**	**$ -**	**$ 56,000**	**$ -**	
Total 2015 NIRPC Budget	**$ 3,599,267**	**$ 1,308,614**	**$ 160,000**	**$ 788,000**	**$ 495,500**	**$ 355,078**	**$ 492,075**	

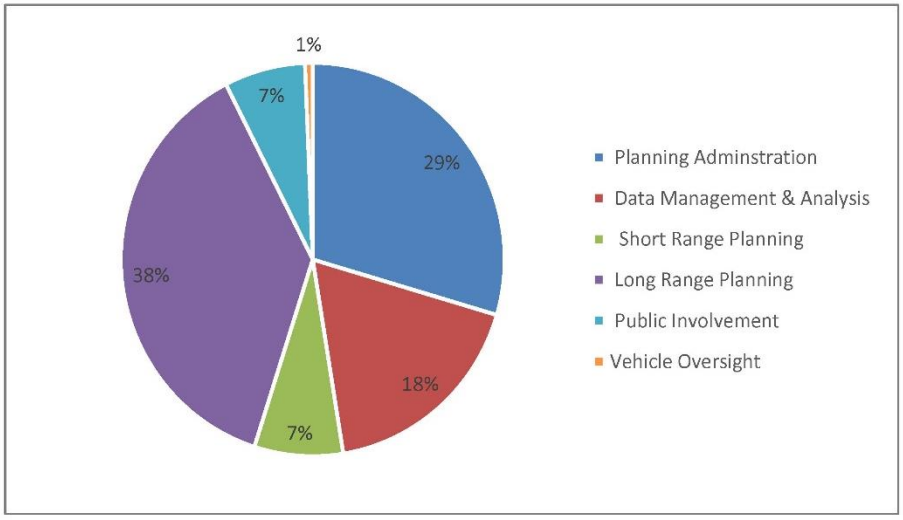
* See cost allocation plan

TABLE-II: FY 2015 UPWP ESTIMATED TIME CHARGES

| Staff Members | PL FUNDING | | |

FY 2016 PL FUNDING BREAKDOWN BY CATEGORY

Program Job #	Programs	Total Hours	Total Budget Per Category	% of Total PL Budget
2305	**Planning Adminstration**	**10,896**	**483,456**	**30%**
	1- Planning Mangement			
	2- Committee Support			
	3- Administration of Transportation Projects			
2306	**Data Management & Analysis**	**9,348**	**292,756**	**18%**
	1-Transportation Data Collection			
	2- Demographics Analysis & Forecasting			
	3- GIS Support Services			
2307	**Short Range Planning**	**3,040**	**122,170**	**7%**
	1- Unified Planning Work Program			
	2- Transportation Improvement Program			
	3- ADA Transition Plan			
	4- Creating Livable Communities Funding Program			
2308	**Long Range Planning**	**14,224**	**614,986**	**38%**
	1- CRP/ TRP			
	2- Regional Land Use Planning			
	3- Congestion Management Planning			
	4- Environmental Mitigation Planning			
	5- Non-Motorized Planning			
	6- Safety Planning			
	7- Freight Planning			
	8- Travel Network Modeling			
	9- Air Quality Conformity			
	10- Intelligent Transportation System			
	11- Performance Based Planning			
	12- Regional Corridor Study			
2309	**Public Involvement**	**3,608**	**111,800**	**7%**
	1- Public Outreach & Communication Tools			
	2- Web Management			
2310	**Vehicle Oversight Program**	**164**	**10,599**	**1%**
	Total PL Funding	**41,280**	**1,635,767**	**100%**



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PROGRAM CATEGORY	2016 TOTAL BUDGET	PL / 5303 SHARE	STP SHARE	FTA 5307 SHARE	CMAQ SHARE	PENDING OTHER	NIRPC SHARE	NOTES
2305 Planning Administration	483,456	386,765	-	-	-	-	96,691	Staff Charges + department exp. $40,500
1- Planning Management	-	-	-	-	-	-	-	
2- Committee Support	-	-	-	-	-	-	-	
3- Administration of Transportation Projects	-	-	-	-	-	-	-	
2306 Data Management & Analysis	292,756	234,205	-	-	-	-	58,551	
1- Transportation Data Collection	-	-	-	-	-	-	-	
2- Demographics Analysis & Forecasting	-	-	-	-	-	-	-	
3- GIS Support Services	-	-	-	-	-	-	-	
2307 Short Range Planning	122,170	97,736	-	-	-	-	24,434	
1- Unified Planning Work Program	-	-	-	-	-	-	-	
2- Transportation Improvement Program	-	-	-	-	-	-	-	
3- ADA Transition Plan	-	-	-	-	-	-	-	
4 -Creating Livable Communities Funding Program	-	-	-	-	-	-	-	
2308 Long Range Planning	614,986	491,989	-	-	-	-	122,997	
1- CRP/ TRP	-	-	-	-	-	-	-	
2- Regional Land Use Planning	-	-	-	-	-	-	-	
3- Congestion Management Planning	-	-	-	-	-	-	-	
4- Environmental Mitigation Planning	-	-	-	-	-	-	-	
5- Non-Motorized Planning	-	-	-	-	-	-	-	
6- Safety & Security Planning	-	-	-	-	-	-	-	
7- Freight Planning	-	-	-	-	-	-	-	
8- Travel Network Modeling	-	-	-	-	-	-	-	
9- Air Quality Conformity	-	-	-	-	-	-	-	
10- Intelligent Transportation System (ITS)	-	-	-	-	-	-	-	
11- Performance Based Planning	-	-	-	-	-	-	-	
12- Regional Corridor Study	-	-	-	-	-	-	-	
2309 Outreach and Public Involvement	111,800	89,440	-	-	-	-	22,360	
1- Public Meeting & Communication Tools	-	-	-	-	-	-	-	
2- Website Management	-	-	-	-	-	-	-	
2310 Vehicles Oversight Program	10,599	8,479	-	-	-	2,120	-	
Total PL Funding	**$ 1,635,767**	**$ 1,308,614**	**$ -**	**$ -**	**$ -**	**$ 2,120**	**$ 325,033**	
2058 - STP Planning	**$ 200,000**	**$ -**	**$ 160,000**	**$ -**	**$ -**	**$ -**	**$ 40,000**	
Transit - FTA								
2114 - Transit Planning	150,000	-	-	120,000	-	-	30,000	
2536 - Transit Administration & ADA Review	350,000	-	-	280,000	-	-	70,000	
Total Transit - FTA Funding	**$ 500,000**	**$ -**	**$ -**	**$ 400,000**	**$ -**	**$ -**	**$ 100,000**	
NIRPC Programs								
2542 - Air Quality Education/ Outreach	300,000	-	-	-	240,000	-	60,000	
2544 - Diesel Engine Retrofit	122,000	-	-	-	122,000	-	-	
2538 - Deep River Portage Burns Waterway Initiative	55,000	-	-	-	-	55,000	-	
2539 - Solar Ready in Northwest Indiana	25,000	-	-	-	-	25,000	-	
2540 - Calumet Land Conservation Partnership	50,000	-	-	-	-	50,000	-	
1149 - NWI Brownfield Coalition	10,000	-	-	-	-	10,000	-	
1128 - MS4 Stormwater Management	45,000	-	-	-	-	45,000	-	
Total NIRPC Programs Funding	**$ 607,000**	**$ -**	**$ -**	**$ -**	**$ 362,000**	**$ 185,000**	**$ 60,000**	
NIRPC Administration - Indirect*								
9600 - General Management	-	-	-	-	-	-	-	
9600 - Staff & Administration Support	-	-	-	-	-	-	-	
Total NIRPC Administration - Indirect	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
FTA Planning								
Valparaiso Transit Service Marketing Study	100,000	-	-	80,000	-	20,000	-	City of Valparaiso
GPTC - Planning Activities	100,000	-	-	80,000	-	20,000	-	Gary Public Transportation Corporation
Total FTA Planning	**$ 200,000**	**$ -**	**$ -**	**$ 160,000**	**$ -**	**$ 40,000**	**$ -**	
Total 2016 NIRPC Budget	**$ 3,142,767**	**$ 1,308,614**	**$ 160,000**	**$ 560,000**	**$ 362,000**	**$ 227,120**	**$ 525,033**	

* See cost allocation plan

TABLE-II: FY 2016 UPWP ESTIMATED TIME CHARGES

Staff Members	PL FUNDING																									Vehicle Oversite	STP Planning	FTA (5307)		OTHER FUNDS						INDIRECT		GRAND TOTAL
	1- PLANNING ADMINISTRATION			2- DATA MANAGEMENT ANALYSIS			3- SHORT RANGE PLANNING				4- LONG RANGE PLANNING													5- Public Involvement			7- STP	8-TRANSIT		9- NIRPC PROGRAMS						10 -NIRPC ADMIN.		
	1-PM*	2- CS*	3-ATP*	1-TDC*	2-PD/DA*	3-GIS*	1-UPWP*	2-TIP*	3-ADA*	4-CLC*	1-CRP*	2-LU*	3-CMP*	4-P&EL*	5-NM*	6-SP*	7-FP*	8-TNM*	9-AQC*	10-ITS*	11- PBP*	12-RCS*	1-POCT*	2-WM*			1-TP*	2-TA*	1-AQE*	2-MS4*	3-BF*	4-SRNW	5-CLCP*	6-DPBW	1-GM*	2-SAS*	
Allen Hammond									82																			1,558									**1,640**
Amanda Pollard			246					372															82			328			612								**1,640**
Angie Hayes																																			1,640		**1,640**
Belinda Petroskey																											1,640										**1,640**
Carolyn Brown																																				1,640	**1,640**
Connie Boos																																				1,640	**1,640**
Eman Ibrahim			82				328			164	164	492										410															**1,640**
Executive Assistant																																				1,640	**1,640**
Gabrielle Biciunas		164	82				164			82	574										164	328					82										**1,640**
Gail Parks																																				1,640	**1,640**
Gary Evers																										1,640											**1,640**
Jack Eskin										82	246						738										164				82	328					**1,640**
Joe Exl											252			382																186			328	492			**1,640**
John Smith		164																																		1,476	**1,640**
Kathy Luther	528		82								82			82															328	30	46	300	162				**1,640**
Kelly Wenger																												740								900	**1,640**
Kevin Garcia					1,476																				164												**1,640**
Mary Thorne		1,640																																			**1,640**
Meredith Stilwell		738																						328					328	33				213			**1,640**
Mitch Barloga		328	164								164				984																						**1,640**
New Procurement								164																				1,412			64						**1,640**
Sarah Geinosky						1,558																	82														**1,640**
Scott Weber													328					984	246	82																	**1,640**
Stephen Sostaric			164							82						82							1,312														**1,640**
Steve Strains	1,066										328																82								164		**1,640**
Terrell Waddell				1,640																																	**1,640**
Ty Warner																																			1,640		**1,640**
Totals	**1,594**	**3,034**	**820**	**1,640**	**1,476**	**1,558**	**492**	**536**	**82**	**410**	**1,810**	**492**	**328**	**464**	**984**	**82**	**738**	**984**	**246**	**82**	**164**	**738**	**1,476**	**328**	**164**	**1,968**	**1,968**	**3,710**	**1,268**	**249**	**192**	**628**	**490**	**705**	**3,444**	**8,936**	**44,280**

Other NIRPC Employees Work for Partner Agencies

Jody Melton Kankakee River Basin Commission (KRBC)

Kelly Wenger KRBC, Lake Michigan Marina, and LaPorte Loan Fund

Explanation of abbreviations with (*) in the order of the table:

1- Planning Administration

- **PM:** 1-Planning Management
- **CS :** 2-Committee Support
- **ATP :** 3- Administration of Transportation Projects

2- Data management & Analysis

- **TDC :** 1-Transportation Data Collection
- **DAF :** 2-Demographics Analysis and Forecasting
- **GIS :** 3-Geographic Information System (GIS) Support Services

3- Short Range Planning

- **UPWP:** 1-Unified Planning Work Program
- **TIP :** 2-Transportation Improvement Program
- **ADA :** 3- Americans with Disabilities Act (ADA) Transition Plan
- **CLC :** 4- Creating Livable Communities Funding Program

4- Long Range Planning

- **CRP :** 1-Comprehensive Regional Planning /Regional Transportation Plan
- **LU :** 2-Regional Land Use Planning
- **CMP :** 3-Congestion Management Planning
- **EM :** 4-Environmental Mitigation Planning
- **NM :** 5-Non-Motorized Planning
- **SP :** 6-Safety Planning
- **FP :** 7-Freight Planning
- **TD :** 8-Travel Network Modeling
- **AQC :** 9-Air Quality Conformity
- **ITS:** 10-Intelligent Transportation System (ITS)

5- Public Involvement

- **POCT :** 1-Public Outreach & Communication Tools
- **WM :** 2-Web Management

6- Vehicle Oversight Program

7- STP Planning

8-Transit Administration & Operational Planning

- **TP :** 1-Transit Planning
- **TA :** 2-Transit Administration and ADA Review

9-NIRPC Programs

- **AQE :** 1-Air Quality Education/ Outreach
- **MS4 :** 2-MS4 Stormwater Management
- **BF:** 3-NWI Brownfield Coaltion
- **SRNWI** 4- Solar Ready in Northwest Indiana
- **CLCP** 5- Calumet Land Conservation Partnership
- **DPBWI** 6-Deep River Portage Burns Waterways Initiative

10- NIRPC Adminstration

- **GM :** 1-General Management of NIRPC, Office & Staff

INTRODUCTION

BACKGROUND & PURPOSE

NIRPC, as the Metropolitan Planning Organization (MPO), has the responsibility to conduct a transportation planning process for the Lake, LaPorte, and Porter County region. This Unified Planning Work Program (UPWP) is an attempt to focus financial planning resources and staff where they will be the most effective in responding to significant local and regional issues, and resolving area-wide problems.

The UPWP continues to balance within the available resources, long and short-range planning and programming; special studies; data gathering, analysis and dissemination; computer modeling; public involvement; and program administration. The UPWP attempts to address the major surface transportation issues facing this three-county region and supports the necessary work required of an MPO in a Transportation Management Area. The UPWP is designed to maintain a certified, comprehensive, cooperative, and continuous transportation planning process in the context of a connected planning process with land use, social justice, economic development, and the environment.

Beyond fulfilling the requirements of an MPO, this UPWP describes other planning, administrative and program offerings of NIRPC as a council of governments. It includes all environmental and economic development planning, as well as transit administration, which includes sub-grantee oversight, grant administration and procurement. It is an overall agency, detailed description of what NIRPC will do, who will do it, and how much is budgeted for the activities. In addition, it includes additional significant planning projects by other agencies, especially any studies and plans supported with federal funds.

Schedule

This UPWP covers the period beginning July 1, 2014 and ending June 30, 2016. It was developed through a cooperative process involving NIRPC member agencies, NIRPC staff, and various entities throughout the Northwest Indiana Region. The staff and the partner agencies identified, prioritized, coordinated, and scoped proposed planning and programming projects relative to need, requirements, existing or proposed projects, and funding constraints. The UPWP was reviewed and recommended to the NIRPC Board by the Transportation Policy Committee (TPC) on May 13, 2014. The NIRPC Board adopted the UPWP on May 15, 2014.

NIRPC Vision & Strategic Directions

NIRPC Board adopted the 2010 – 2013 Vision and Strategic Directions in February 2010, This UPWP takes the Vision and Strategic Directions into account by adhering to NIRPC's purpose and including elements of the vision.

NIRPC's purpose is to create the conditions within which policy makers and the public can create a sustainable, vibrant regional community and quality of life for Northwest Indiana. The Vision is:

Vision 1: NIRPC is attaining regionally recognized effectiveness and standing.

1. Exhibit a standard of trust and effectiveness in NIRPC's convening, partnering and collaborating, demonstrating extraordinary leadership and commitment to regional planning.
2. Promote unification of a state and national Northwest Indiana Legislative voice.
3. Demonstrate value to the region and the State resulting in sufficient, sustainable agency funding.

Vision 2: NIRPC is contributing to diversified economic opportunities for current and future generations.

1. Maintain strategic partnerships with counties, local governments, the Northwest Indiana Forum, local economic development agencies, the Northwest Indiana Workforce Board, the Regional Development Authority and the Northwest Indiana Economic Development District to create and implement a Comprehensive Economic Development Strategy.
2. Promote the assets of our regional competitive advantage, our transportation network (aviation, pipelines, ports, public transportation, and roads), our natural resources, and the education and workforce skills of our residents.
3. Promote educational quality and opportunity, and cultural amenities.

Vision 3: NIRPC is clearly communicating Northwest Indiana's positive image - the true reflection of its character.

1. Contribute to the strengthening and growth of Northwest Indiana's self-image by creating opportunities for people of diverse backgrounds to meet, dialogue, and work together on issues of regional significance while continuing to widen the circle of involvement of regional stakeholder interest groups.
2. Set and practice a standard of respect and ethical values in all activities.
3. Contribute to a strong, safe and clean region in which to live, work, and play.
4. Participate in marketing plans to promote the internal and external regional image.

Vision 4: NIRPC is recognized as a leading knowledge contributor to regional land use, governance, economic development, environmental, and transportation planning and implementation.

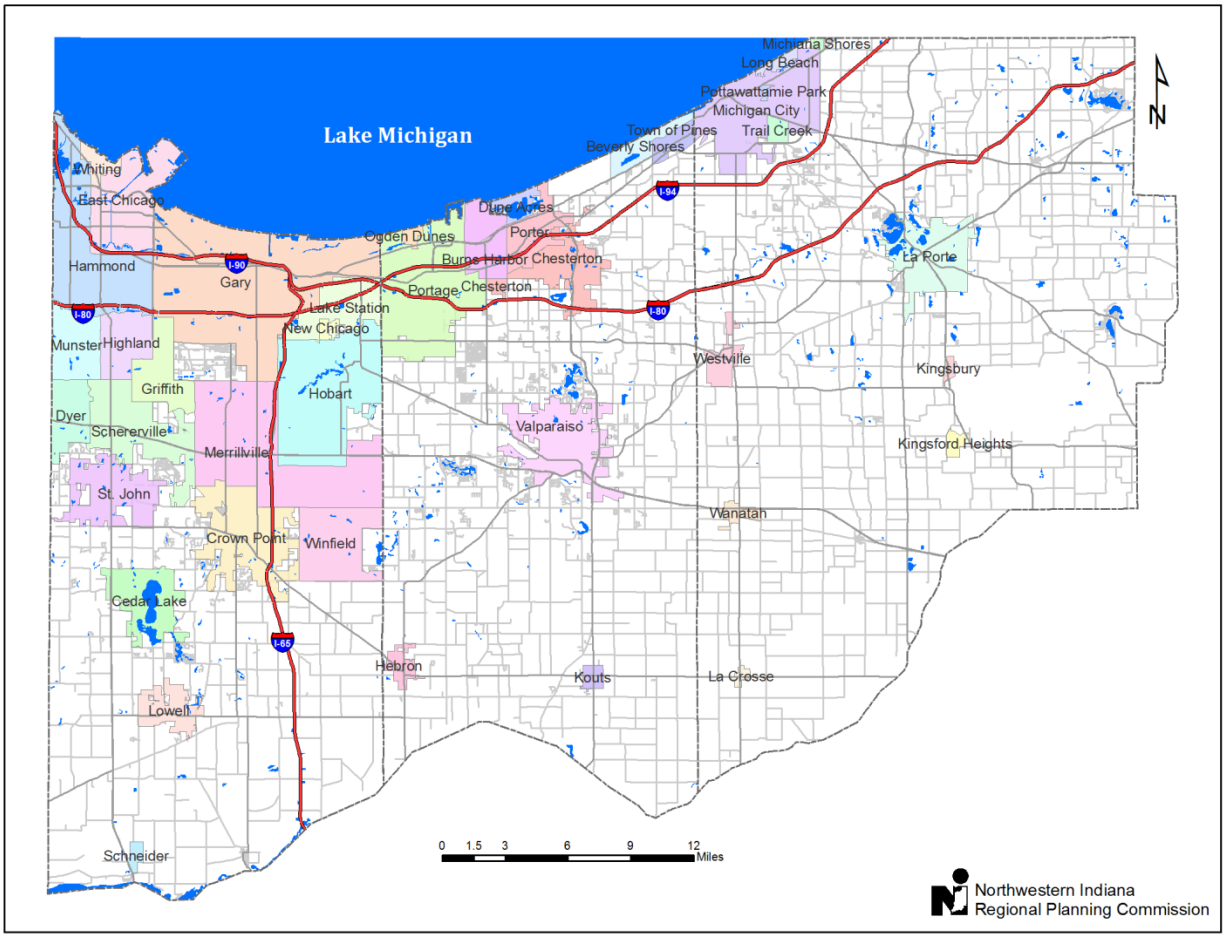
1. Recruit and retain high-quality professional expertise and capability necessary for exceptional performance in economic development, environmental, and transportation domains, and identify and develop the synergy between them.
2. Demonstrate, illustrate and publicize NIRPC expertise and capability.
3. Educate the community about the values of regional collaboration and cooperation.
4. Meet the demand for guidance / service to member governments and strategic partners, including a towns and small cities program.
5. Develop capacity to serve as a full-service Council of Governments to assist communities with funding opportunities and implementation of shared services programs.

Vision 5: NIRPC is clearly recognized for bold planning initiatives, accomplished in a cooperative collaborative comprehensive planning framework that positively impacts the region's future.

1. Foster a climate of support and readiness by cultivating and attracting resources and legislative support for the region.
2. Support with others an effective multi modal transportation network including use of the Gary / Chicago International Airport.
3. Champion with others implementation of the Marquette Plan, expanded to include all of Indiana's shoreline, and provide planning and technical assistance to the shoreline communities.
4. Partner with others implementation of new regional public mass transportation.

STATE AUTHORITY

Multi-county planning and coordination came to Indiana in 1965 when enabling legislation was passed by the Indiana General Assembly and signed into law by the Governor. The first state law called for a transportation planning commission, which was inspired by the 1962 Federal Highway Act. This federal act required that there be an area-wide transportation planning process for each metropolitan area of the country, and the urbanized area of Lake and Porter Counties qualified. The state law has since been amended numerous times to create what is now the Northwestern Indiana Regional Planning Commission, a three-county council of governments. In the 2003 enabling legislation, NIRPC's membership was expanded and three planning domains were established, which are economic development, environment and transportation. All three are prominent in this UPWP, with transportation the primary area, due to federal transportation requirements and availability of federal funding for transportation planning.



MAP OF NIRPC REGION

Northwestern Indiana is a three-county region of 1,520 square miles encompassing Lake, La Porte and Porter Counties, comprising a wide mixture of land uses, from the environmentally unique Indiana Dunes to the nation's largest concentration of heavy industry, and from urban and suburban communities to productive farmland. The communities along Lake Michigan and the places to the south have a diversity of residents, housing values and incomes. Northwest Indiana has exhibited this diversity throughout much of its history. Industry, recreation, and a full range of housing opportunities coexisted throughout the last century, as the region became a national manufacturing center, providing excellent job opportunities and high pay for many residents of Northwestern Indiana. Northwestern Indiana is now a very important part of the sixteen county 9.7 million-person Chicago-Naperville-Michigan City, IL-IN-WI Combined Statistical Area (CSA). The three county region's population of **769,294 (2013)** and labor force of **370,465 (2011)** represents a significant portion of the CSA.

NIRPC BOARD

2014 NIRPC APPOINTMENTS

APPOINTING AUTHORITY	MEMBER
LAKE COUNTY	
Lake County Commissioners	**Roosevelt Allen, Jr., Secretary**
Lake County Council	**Eldon Strong**
Lake County Surveyor	**Bill Emerson, Jr.**
Mayor of Crown Point	**David Uran**
Mayor of East Chicago	**Anthony Copeland, Executive Board**
Mayor of Gary	**Karen Freeman-Wilson**
Mayor of Hammond	**Thomas M. McDermott, Jr.**
Mayor of Hobart	**Brian Snedecor, Chairman**
Mayor of Lake Station	**Keith Soderquist**
Mayor of Whiting	**Joseph M. Stahura**
Merrillville Town Council	**Eugene Guernsey**
Munster Town Council	**Joseph Simonetto**
Griffith Town Council	**Stanley Dobosz**
Highland Town Council	**Michael Griffin**
Schererville Town Council	**Tom Schmitt, Executive Board**
Dyer Town Council	**Jeff Dekker**
Cedar Lake Town Council	**Randy Niemeyer**
Lowell Town Council	**Craig Earley**
Winfield Town Council	**James Simmons**
New Chicago Town Council	**Lori Reno**
St. John Town Council	**Michael Forbes**

Schneider Town Council	**Richard Ludlow**

PORTER COUNTY

Porter County Commissioners	**Nancy Adams, Executive Board**
Porter County Council	**Jim Polarek**
Porter County Surveyor	**Kevin Breitzke**
Mayor of Portage	**Jim Snyder**
Mayor of Valparaiso	**H. Jonathan Costas**
Chesterton Town Council	**James G. Ton, Treasurer**
Hebron Town Council	**Don Ensign, Executive Board**
Porter Town Council	**Greg Stinson**
Kouts Town Council	**James Murphy**
Ogden Dunes Town Council	**Tom Clouser**
Burns Harbor Town Council	**Jeff Freeze**
Beverly Shores Town Council	**Geof Benson**
Dune Acres Town Council	**John Sullivan**
Pines Town Council	**George Adey**
Porter Township Trustee	**Edward Morales**
Union Township Trustee	**Anthony Pampalone**

LAPORTE COUNTY

LaPorte County Commissioners	**Dave Decker, Executive Board**
LaPorte County Council	**Rich Mrozinski**
LaPorte County Surveyor	**Anthony Hendricks**
Mayor of Michigan City	**Richard Murphy, Executive Board**
Mayor of LaPorte	**Blair Milo, Vice-Chair**
Long Beach Town Council	**Bob Schaefer**
Kingsford Heights Town Council	**Rosalie Jacobs**

Michiana Shores Town Council	**Patrick Margraf**
Trail Creek Town Council	**John Bayler**
Wanatah Town Council	**Diane Noll**
Kingsbury Town Council	**Mark Ritter**
Westville Town Council	**Ronald Stallings**
LaCrosse Town Council	**vacant**
Pottawattomie Park Town Council	**vacant**

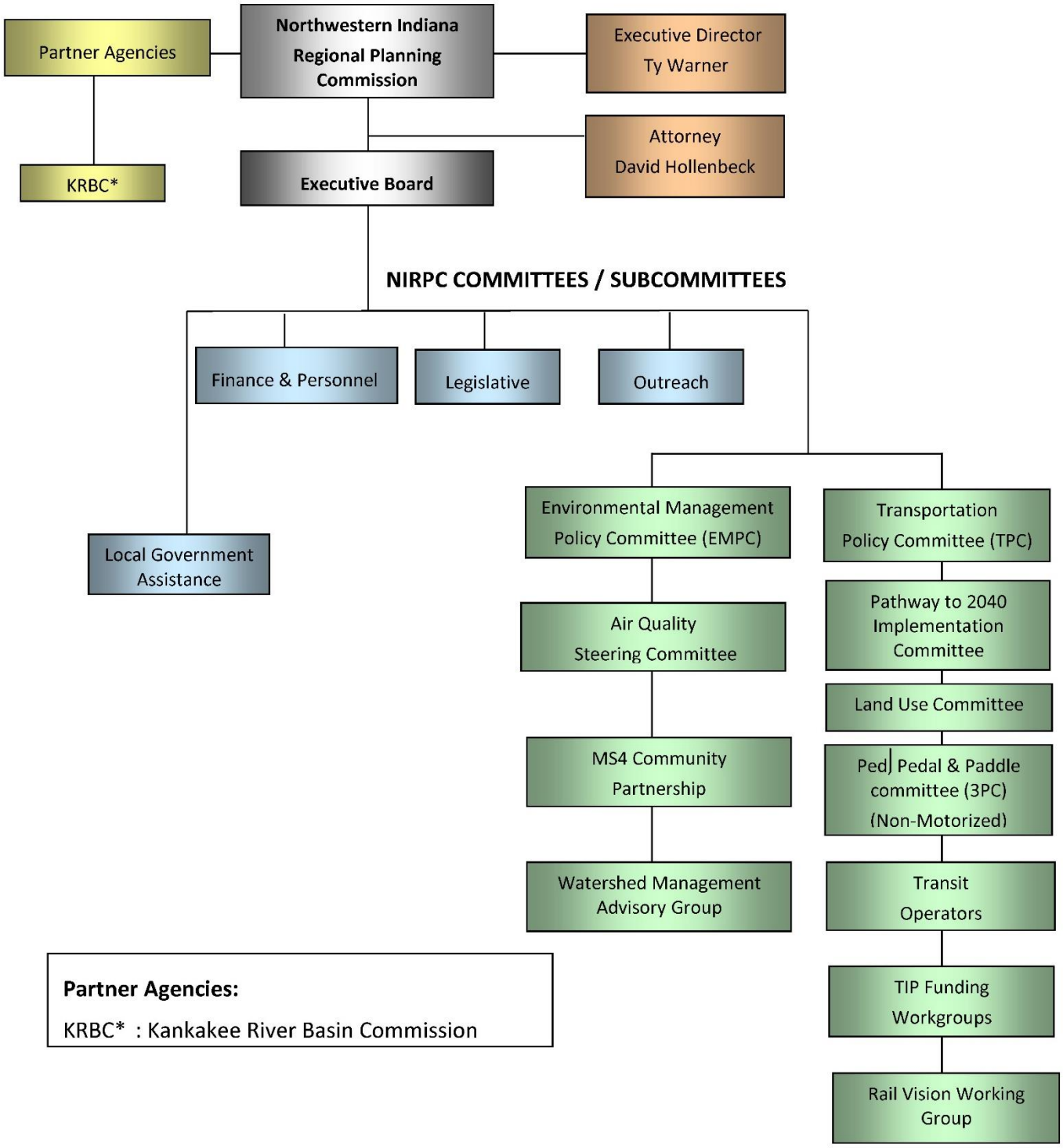
GOVERNOR OF INDIANA

Ed Soliday, Executive Board

REPRESENTATION BY PROVIDERS OF PUBLIC TRANSPORTATION ON THE MPO BOARD

That is a high-level policy that is not addressed in the UPWP at this time. NIRPC is looking for how our Legislative Committee, our Board, and potentially the Indiana General Assembly may deal with the issue. In addition, there are discussions among federal Department of Transportation Washington D.C. headquarters staff and organizations like the National Association of Regional Councils on the interpretation of MAP-21 on the subject. Final resolution of that matter has yet to be sorted out at the higher government levels. A change in the makeup of the NIRPC board would take an action of the Indiana General Assembly to amend the NIRPC enabling legislation. Presently, there are mayors, and one city councilman on the NIRPC board that represent the public transportation systems in their communities. They are the cities of East Chicago, Gary, LaPorte, Michigan City and Valparaiso. It would not be appropriate to tell those elected officials that they do not represent the public transportation systems in their communities on the NIRPC board.

NIRPC ORGANIZATIONAL STRUCTURE



Partner Agencies:

KRBC* : Kankakee River Basin Commission

NIRPC STAFF ORGANIZATION AND FUNCTIONS

Updated April, 2014

OVERALL AGENCY MANAGEMENT

PROGRAM AREAS:

- MAINTAIN COMMISSION RELATIONS
- OVERSEE ALL PROGRAM FUNCTIONS
- ESTABLISH INTERNAL POLICY

EXECUTIVE DIRECTOR:

TYSON WARNER **Reports to Commission**

STAFF REPORTING TO EXECUTIVE DIRECTOR:

ALLEN HAMMOND	DBE Officer (Collateral Duty)
ANGIE HAYES	Director of Finance & Administration
CAROLYN BROWN	Receptionist
MARY THORNE	Planning Secretary / Interim Executive Assistant
KATHY LUTHER	Director of Environmental Management
JODY MELTON	Director of Kankakee River Basin Commission
STEPHEN SOSTARIC	Regional Planner/ Public Involvement & Communication Coordinator
STEVE STRAINS	Deputy Director /Director of Planning

REGIONAL TRANSPORTATION/ PLANNING

- LONG-RANGE PLANNING
- UNIFIED PLANNING WORK PROGRAM ADMINISTRATION
- PROGRAMMING & PROJECT MONITORING
- OUTREACH & PUBLIC INVOLVEMENT
- TRANSIT PLANNING

- LAND USE PLANNING
- NON-MOTORIZED PLANNING
- TRAVEL DEMAND FORECAST MODELING
- AIR QUALITY CONFORMITY
- DATA COLLECTION & ANALYSIS
- DEMOGRAPHICS & POPULATION FORCASTS
- CONGESTION MANAGEMENT
- ITS SYSTEMS
- SAFETY & SECURITY
- GEOGRAPHIC INFORMATION SYSTEMS
- FREIGHT PLANNING
- ENVIRONMENTAL MANAGEMENT PLANNING

PLANNING DEPARTMENT HEAD:

STEVE STRAINS	**Deputy Director / Director of Planning**

STAFF REPORTING TO DEPUTY DIRECTOR /DIRECTOR OF PLANNING:

BELINDA PETROSKEY	*Transit Planner*
EMAN IBRAHIM	*Planning Manager*
GABRIELLE BICIUNAS	*Long-Range Planner*
GARY EVERS	*Transportation Projects Manager*
JACK ESKIN	*Regional Planner*
TBD	*Data Resources Planner*
MARY THORNE	*Planning Secretary/ Interim Executive Assistant*
MITCH BARLOGA	*Transportation Planning Manager/Non-Motorized Planner*
SARAH GEINOSKY	*GIS Analyst*
TERRELL WADDELL	*Transportation Data Specialist*
SCOTT WEBER	*Transportation Planner/ Analyst*

ENVIRONMENTAL PROGRAMS

PROGRAM AREAS:

AIR QUALITY

- Public Education/Outreach
- Permitting Evaluation
- Alternative Fuels, Diesel Fuels

WATERSHED QUALITY

- Regional Watershed Planning
- Water Usage
- Storm Water Public Education
- Great Lake Watershed Academy

NATURAL RESOURCES:

- Chicago Wilderness
- Purdue Planning with Power

DEPARTMENT HEAD:

KATHY LUTHER: Director of Environmental Management

STAFF REPORTING TO DIRECTOR OF ENVIRONMENTAL MANAGEMENT:

AMANDA PEREGRINE	*Environmental Educator*
MEREDITH STILWELL	*Environmental Secretary / Web Coordinator*
JOE EXL	*Water Resources Senior Planner*

REGIONAL PROGRAMS

PROGRAM AREAS:

- PARTNER AGENCY SUPPORT
- LOCAL PLANNING SUPPORT
- REGIONAL COORDINATION

JODY MELTON Director of Kankakee River Basin Commission

FINANCE AND ADMINISTRATION

PROGRAM AREAS:

- FINANCE & ACCOUNTING
- SUBGRANTEE OVERSIGHT
- GRAPHICS & DOCUMENTS

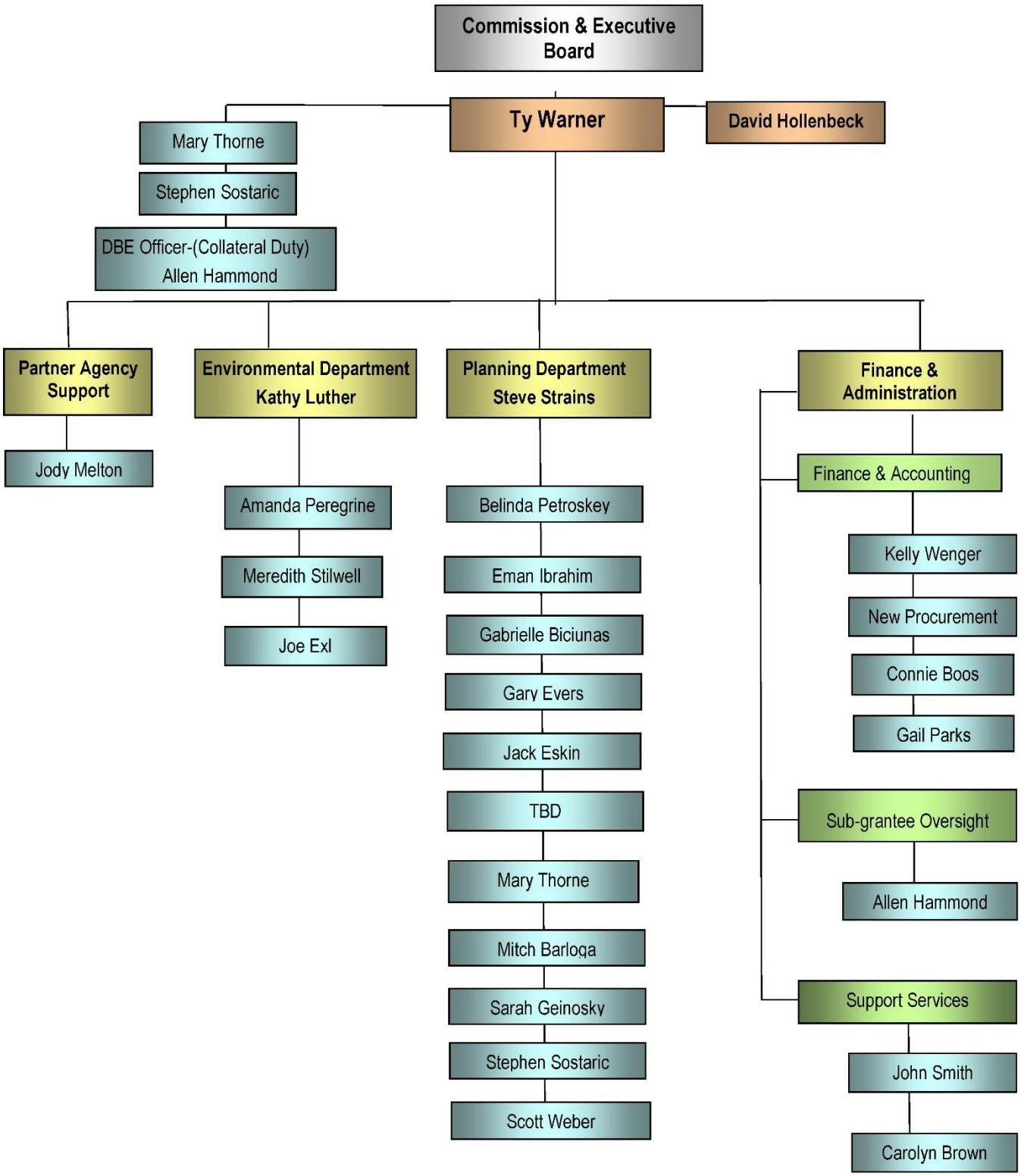
DEPARTMENT HEAD:

ANGIE HAYES: **Director of Finance and Administration**

STAFF REPORTING TO DIRECTOR OF FINANCE & ADMINISTRATION:

ALLEN HAMMOND	*DBE Officer /Transit Program Compliance Officer*
KELLY WEGNER	*Chief Accountant /Partner Agency Accountant*
CONNIE BOOS	*Accounts Payable Manager*
GAIL PARKS	*Payroll Manager*
JOHN SMITH	*Production Manager*
CAROLYN BROWN	*Receptionist*

NIRPC STAFF ORGANIZATION



NIRPC OPERATING PRINCIPALS

NIRPC Board developed and adopted a Vision and Strategic Directions for 2010-2013. Though a lot has already been accomplished to implement the vision and its strategies, more needs to be done, and this UPWP will continue toward that quest. This second, overall agency UPWP will continue to put the vision and its strategies into action. For example, partnerships, regional cooperation and teamwork are guiding principles that this UPWP embraces. The list of guiding principles is as follows:

N - New Leadership / New Direction

I - Initiative

R - Respectful Relationships

P - Partnerships

C - Cooperation Regionally

'

S - Success

Q - Quality

U - Understanding

E - Ethics / Integrity

S - Service

T - Teamwork

Vision 1: NIRPC is attaining regionally recognized effectiveness and standing.

Vision 2: NIRPC is contributing to diversified economic opportunities for current and future generations.

Vision 3: NIRPC is clearly communicating Northwest Indiana's positive image - the true reflection of its character

Vision 4: NIRPC is recognized as a leading knowledge contributor to regional land use, governance, economic development, environmental, and transportation planning and implementation.

Vision 5: NIRPC is clearly recognized for bold planning initiatives, accomplished in a cooperative collaborative comprehensive planning framework that positively impacts the region's future.

DESCRIPTION OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)

REQUIRED ELEMENTS

TRANSPORTATION LAW AND REGULATIONS

A most significant influence in the development of this UPWP is the Surface Transportation Program authorization act, the Clean Air act, and the Moving Ahead for Progress in the 21st Century (MAP-21). The MAP-21 was signed into law by President Obama on July 6, 2012. It funds surface transportation programs at over $105 billion for fiscal years (FY) 2013 and until September 30, 2014. MAP-21 is the first long-term highway authorization enacted since 2005. It includes funding for federally supported highway, transit and bridge programs. MAP-21 guarantees 95 percent return of federal gas taxes back to states. It will allow transfers $18.8 billion in general funds (not gas tax revenues) to keep spending at current levels, despite shortfalls in the Highway Trust Fund MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

Essential transportation planning activities are accomplished by NIRPC in an open, transparent and inclusive process that comply with the U.S. Department of Transportation planning regulations in order to maintain this region's federal planning certification. According to the planning rule, NIRPC develops the three major required products of a metropolitan area transportation planning process which are a unified planning work program, a metropolitan transportation plan with at least a 20-year horizon, and a short-range transportation improvement program. NIRPC identifies in the UPWP the work proposed for the next two-year period by major activity and task and who will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/ task, and a summary of the total amounts and sources of Federal and matching funds. The UPWP and other products of the planning process are reviewed by a federal team for compliance.

MAP-21 for Metropolitan Planning

With the passage of **Moving Ahead for Progress in 21st Century Act (MAP-21)**, modifications were established for metropolitan area transportation planning. Based upon DOT summary MAP-21 that can be found on http://www.fhwa.dot.gov/map21/mp.cfm, NIRPC modifies the UPWP to meet the metropolitan planning process that includes the following:

1. Performance-based planning

a. Metropolitan planning organizations (MPOs) is required to establish and use a performance-based approach as part of planning process to be developed in coordination with state and public transportation providers.

b. The MPOs will establish performance targets no later than 180 days after the date that the relevant State or public transportation provider establishes performance targets.

c. Long Range Transportation Plan (Plan)

d. The Plan will include a description of the performance measures and performance targets used in assessing the performance of the transportation system.

e. The Plan will also include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.

f. MPOs have the option of developing multiple scenarios for consideration during the development of the Plan.

g. Transportation Improvement Program (TIP)

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

MAP-21 PLANNING REQUIREMENTS

Requirement: MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012, and funds surface transportation programs at more than $105 billion for fiscal years (FY) 2013 and 2014. MAP-21 built on previous legislative efforts and provided new emphasis on certain initiatives. MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. In MAP-21, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection.

MAP-21 establishes national performance goals for Federal highway and public transportation programs:

- **Safety**: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure condition**: To maintain transportation-infrastructure asset systems in a state of good repair.
- **Congestion reduction**: To achieve a significant reduction in congestion on the NHS.
- **System reliability**: To improve the efficiency of the surface transportation system.
- **Freight movement and economic vitality**: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

These new provisions are merged into the activities of the UPWP for FY 2015/2016.

FHWA-IN PLANNING EMPHASIS AREAS

NIRPC has historically responded to and focused on most of the recommended National Planning Emphasis Areas (PEAs) put forth periodically by the U.S. Department of Transportation. Addressing them makes good planning sense, though there are not enough resources to thoroughly consider each one. The most recent PEAs help to focus on implementing **MAP-21**. On January, 2014 the Indiana Division Office of FHWA issued four PEAs for implementing in FY 2015. They are:

1. ADA Transition Plans Part II
2. Functional Classification Update
3. Pavement Management System *(pending)*

FHWA-IN requested that all Indiana MPOs address these three PEAs in their Unified Planning Work Programs or Statements of Work. The Pavement Management System category is new

to MPOs and currently NIRPC is working on finding fund to address this work activity. However, the UPWP includes the other two activities.

For more detailed information, please check appendices.

FTA PLANNING EMPHASIS AREAS

1) Planning Environmental Linkages (PELs) :
    a. Considers environmental, community, and economic goals early in the transportation planning process, and
    b. Uses the information, analysis, and products developed during planning to inform the environmental review process.
2) Title VI of the Civil Rights Act – New Circular; The revised Title VI guidance helps FTA funding recipients to comply with the Civil Rights Act of 1964, which protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance.
3) Environmental Justice – New Circular; The EJ circular is meant to ensure that FTA funding recipients avoid, minimize, or mitigate disproportionately high and adverse health and environmental effects, including social and economic effects, on minority populations and low-income populations.
4) MPO role in Major Capital Investment Planning for Transit – Generally, FTA will no longer review alternatives analysis and project planning documents (other than as part of the NEPA process). It is the responsibility of transit agencies and MPOs to collaborate on travel forecasts, financial plans, and evaluation of alternatives to support the identification of preferred alternatives.
5) Livable and Sustainable Communities - The Administration continues to support the Partnership for Sustainable Communities and has identified the long-standing coordination requirements of the transportation planning process as critical to realizing the promise of its principles. See www.sustainablecommunities.gov.
6) Map-21 Performance-Based Planning - Although MAP-21 stages the implementation of a performance based planning process, MPO's, State DOT's and public transportation providers should begin now to identify ways that they can work together to identify, collect and share relevant data and to define a target setting process. MPO's will need to update the Metropolitan Planning Agreements to reflect these new joint responsibilities. The activities to prepare for the implementation of a performance based planning process should be included in the annual UPWP's. See http://www.fta.dot.gov/map21.html.

CONCLUSION

A UPWP has to satisfy a variety of significant factors. Given limited resources for planning, the decision of what to include in a UPWP weighs the importance and urgency of the potential activities. What drives the UPWP ranges from what is required and prescriptive to what is advisory or just appropriate planning practice. This UPWP attempts to balance planning needs with available resources.

PLANNING ISSUES

1. Planning Certification Review

On June 18-20, 2013 Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted an on-site certification review of the transportation planning process of NIRPC. This is one in a series of reviews that have been accomplished by a federal team every three to four years since the mid-1990's. In a report issued on December 20, 2013, the planning process was conditionally approved subject to the completion of a corrective action. In addition, the federal report noted several recommendations along with four commendations. The corrective action is receiving specific attention in this UPWP, as are the recommendations.

See Appendices for a summary of Certification Review recommendations.

NIRPC PLANNING PRIORITIES

The 2040 Comprehensive Plan identifies the following goals and associated objectives that incorporate planning priories for FY2014, which continue to heavily influence the UPWP:

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;

Goal: A globally competitive, diversified economy that protects and enhances our natural environment

OBJECTIVES:

- Maximize technology, productivity and efficiency of existing core industries
- Create diverse, emerging and sustainable industries
- Strengthen public/private partnerships resulting in increased regional investment
- Redevelop urban core areas
- Utilization/expansion of transportation and other infrastructure advantages

- Promote growth that protects and enhances the environmental assets of Northwest Indiana
- Improve the workforce of the Region to accommodate growth in emerging industries
- Improve overall quality of life to attract businesses and residents

Increase the safety of the transportation system for motorized and non-motorized users;

Goal: A *safe* and secure transportation system

OBJECTIVES:

- Reduce the number and severity of motor vehicle collisions
- Improve the safety of non-motorized transportation through education, enforcement, engineering, design and construction
- Reduce flooding of roadways
- Reduce emergency response times.
- Improve the safety of transit facilities including stations, stops and vehicles

Increase the security of the transportation system for motorized and non-motorized users

- Support the development of regional preparedness and evacuation planning
- Improve the security of transit facilities including stations, stops and vehicles

Increase the **accessibility** and mobility of people and for freight;

OBJECTIVES:

- Integrate local, regional and national transportation systems to facilitate movement of people and freight between modes
- Improve freight facilities connecting the region to national and global markets
- Enhance connectivity between housing, jobs, services, and educational facilities
- Improve system accessibility for people with special transportation needs including persons with disabilities, the elderly, the young and low-income populations
- Enhance navigability through improved wayfinding and signage.
- Encourage land use policy that supports access for disabled persons, efficient mass transit, and non-motorized travel.

Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

OBJECTIVES:

- Improve the integration of environmental planning activities into transportation planning.
- Reduce the levels and impacts of pollution (including air, noise, and vibration) caused by transportation, particularly freight, especially in environmental justice communities.
- Improve the non-motorized transportation network by building Complete Streets that accommodate bicycles, pedestrians and transit users.
- Expand environmental mitigation efforts
- Conduct outreach to determine the negative impacts of transportation investments and to ensure environmental justice
- Promote energy efficiency and alternative energy

Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

- Reduce congestion on major freight and passenger routes
- Improve the internal connectivity of the transportation network
- Increase access to and improve the reliability of public mass transit

Promote efficient system management and operation; and

- Utilize technology, including Intelligent Transportation Systems and other strategies, to improve transportation management.

Emphasize the preservation of the existing transportation system.

Included in the narrative description of transportation and some other program sub-elements is a list of the planning factors being implemented by that task.

PLANNING PRIORITIES

In addition, the following priority areas were considered in the development of the FY 2015-2016 UPWP:

Sustainable Communities Partnership

The Obama Administration charged three agencies whose programs impact the physical form of communities—HUD, DOT, and EPA—to lead the way in reshaping the role of the Federal government in helping communities obtain the capacity to embrace a more sustainable future. As a result, HUD, DOT, and EPA have formed the Partnership for Sustainable Communities (the Partnership) with HUD is the lead agency for funding. The Partnership is a commitment by these three Federal agencies to work together to coordinate policies and programs in support of six Livability Principles:

SIX LIVABILITY PRINCIPLES

1. Provide more transportation choices
2. Promote equitable, affordable housing
3. Enhance economic competitiveness
4. Support existing communities
5. Coordinate policies and leverage investment
6. Value communities and neighborhoods

2040 Comprehensive Regional Plan Implementation

1. NIRPC to become involved in a range of implementation activities such as Livable Centers, a regional vision for transit, core community revitalization, regional corridor study, regional planning and implementation, education and many others.
2. Update of the 2040 Plan/ Long Range Transportation Plan 2015

Performance Measures/ Indicators

Each major planning task of the UPWP includes performance measures / indicators that have been identified before in the 2040 Plan. These performance measures will be considered, if possible and based on availability of data, to monitor the progress of implementation of the 2040 plan. The use of performance measures is necessary for transparency and accountability in plan implementation activities. They provide the means to show progress and impact of plan implementation.

UPWP TASKS

1) Planning Administration

    4. Planning Management
    5. Committee Support
    6. Administration of Transportation Projects

2) Data Management & Analysis

    1. Transportation Data Collection
    2. Planning Data Analysis / Forecasts
    3. GIS Support Services

3) Short Range Planning

    1. UPWP Development and Management
    2. Transportation Improvement Program (TIP) Management
    3. Americans with Disabilities Act (ADA) Transition Plan Requirements
    4. Creating Livable Communities Funding Program

4) Long Range Planning

    1. Comprehensive Regional Plan / Transportation Regional Plan & Implementation
    2. Regional Land Use Planning
    3. Congestion Management
    4. Environmental Mitigation Planning
    5. Non-Motorized Transportation Planning
    6. Safety & Security Planning
    7. Freight Planning
    8. Travel Network Modeling
    9. Air Quality Conformity
    10. Intelligent Transportation System (ITS)
    11. Performance Based Planning
    12. Regional Corridor Study

5) Outreach & Public Involvement

    1. Public Meetings & Communication Tools
    2. Website Management

6) Vehicle Oversight Program

7) Surface Transportation Program (STP) Planning

8) Transit Planning & Administration

    1. Transit Planning
    2. Transit Administration and ADA Review

9) NIRPC Programs

    1. Air Quality Education/ Outreach
    2. MS4 Stormwater Management
    3. NWI Brownfield Coalition
    4. Solar Ready in Northwest Indiana
    5. Calumet Land Conservation Partnership
    6. Deep River Portage Burns Waterways Initiative
    7. Lake to Lawn

10) NIRPC Administration

    1. General Management of NIRPC, Office & Staff
    2. Staff & Administration Support

SECTION 1: PLANNING ADMINISTRATION-2052, 2305

Budget:

Funding Source	FY 2015
Federal	352,642
Local	88,159
Total	**440,801**

Funding Source	FY 2016
Federal	386,765
Local	96,691
Total	**483,456**

Tasks

1) Planning Management
2) Committee Support
3) Administration of Federal Transportation Projects

1. PLANNING MANAGEMENT

DIRECTOR OF PLANNING (STEVE STRAINS)

OBJECTIVE:

The purpose is to oversee and coordinate the regional planning activities of NIRPC. It contributes to the maintenance of a certified transportation planning process, in keeping with applicable laws and regulations. It provides for management of the staff in the Planning and Environmental Departments, and coordinates with other agencies and organizations.

PAST WORK/BASIS:

NIRPC completed the Comprehensive Regional Plan (CRP) in 2011 and in the process to update it and develop the Transportation Regional Plan (TRP).

NIRPC will continue the coordination with Northeastern Illinois, INDOT, IDEM and other State agencies, the other Indiana MPOs, the Federal transportation, environmental and other agencies. Continuing education will continue to keep current on planning and management issues.

WORK ELEMENTS/METHODOLOGY:

1. Oversee the conduct of a regional planning process in economic development, environment, and transportation for the Lake, La Porte and Porter County area.
2. Conduct the regional planning process with a transportation element that is in accordance with federal planning regulations; the State/MPO/transit operator agreement; the conformity memorandum of understanding; the agreement with the Chicago Area Transportation Study; the cooperative accord with the Southwestern Michigan Commission; and NIRPC's Vision and Strategic Directions, as updated.
3. Participate on the staff team that develops the UPWP. Oversee preparation of UPWP quarterly progress reports, which accompany the quarterly billings to INDOT.
4. Oversee work related to the 2013 Federal Certification Review, documenting how NIRPC is responding to the corrective action and recommendations.
5. Supervise staff, including annual performance evaluations.
6. As it relates to the multi-state area, participate in actions with northeast Illinois, to provide a coordinated planning process for the entire metropolitan area as

required by the federal regulations, implementing the provisions of the 1997 bi-state planning agreement with northeast Illinois, and the 2006 cooperative accord with southwest Michigan.

7. Coordinate with INDOT via the District and Central offices, participating in the State's Program Development Process.
8. Continue to participate in the Indiana MPO Council and its coordination with INDOT and FHWA-IN.
9. Assist in describing what NIRPC needs to accomplish as a Council of Governments and MPO as a case is made for increased funding.
10. Continuing training/ education in planning and management.

END PRODUCTS:

1. Quarterly progress reports.
2. Planning Certification Review implementation documentation.
3. Annual staff performance evaluations.

USE OF END PRODUCTS/FUTURE DIRECTION:

This task is to supervise staff, and facilitate committee and other public input to the planning process. It refines the transportation planning process, periodically reports progress, and documents what is necessary to keep the process certified. This is a task that helps make the planning process compliant with MAP 21. It will also help make the case for increased funding for NIRPC so it can better fulfill its responsibilities as a Council of Governments and MPO and pursue appropriate planning in other domains.

DIRECTOR OF ENVIRONMENTAL MANAGEMENT (KATHY LUTHER)

OBJECTIVE:

The Goal of this program is to ensure that environmental concerns are fully integrated into NIRPC Planning processes and that planning to protect and improve Northwest Indiana's environmental and natural resources is a part of that.

TASKS/METHODOLOGY

1. Supervise activities of staff in the environmental department, oversee purchasing and administration of CMAQ Public Education and Diesel Retrofit Projects.
    a. Participate in Management Team and other staff teams as directed by the Executive Director.

b. Represent NIRPC, maintain relationships and participate in regional and multi-state environmental planning and partnership activities to facilitate interagency coordination and planning. These Include:

- Wingspread Accord Quad State Planning Agreement Implementation
- Chicago Wilderness Executive Council and Committees
- Lake Michigan Forum
- Indiana Department of Natural Resources Lake Michigan Coastal Program Coastal Advisory Board(CAB)
- Purdue Water Institute(PWI)
- Calumet Stewardship Initiative
- Northwest Indiana Consortium on the Environment (NICE)
- Manage Environmental Department Staff and Programs
- Staff Supervision
- Administer the CMAQ Public Education program.
- Weekly Management Team, Monthly Commission Meetings
- Staff Work Teams

2. Supervises staff performing and tracking Red Flag Investigations

DELIVERABLES:

1. Ongoing partnerships and coordination with environmental activities and programs at SEWRPC, CMAP and SWMPC, City of Chicago, Chicago Wilderness, City of Gary, Purdue University Calumet, Indiana University Northwest, Valparaiso University, county Solid Waste Management Districts, county Soil and Water Conservation Districts, Indiana Dunes National Lakeshore and other regional institutions
2. Environmental issues are coordinated with ongoing Transportation, Land Use and other NIRPC planning activities.
   a. Effectively managed and efficient Environmental Program staff.
   b. CMAQ Public Education grant dollars are administered properly.

2. COMMITTEE SUPPORT

STAFF: MITCH BARLOGA, KATHY LUTHER, MARY THORNE, MEREDITH STILWELL

OBJECTIVE:

The purpose is to oversee and coordinate the regional transportation and environmental planning activities of NIRPC and to maintain a certified transportation planning process, in keeping with applicable laws and regulations. It also provides for maintaining the public outreach support, Transportation Policy Committee (TPC) as the primary stake-holder committee for recommending transportation-related actions and the Environmental Management Policy Committee (EMPC) as the primary stake-holder committee for recommending environment-related actions to the Full Commission and Executive Board and reviewing environmental impacts of transportation policy.

PAST WORK/BASIS:

The Northwestern Indiana Regional Planning Commission has served the region as the designated Metropolitan Planning Organization (MPO) since the 1970s. In addition to the development of the regional transportation plans, transportation improvement programs, unified planning work programs, congestion management and other required documents, NIRPC provides a forum for transportation coordination among state and local public agencies and transit operators.

Staff supports Regional planning by participating in meetings around the region, coordinating with Northeastern Illinois, Southwestern Michigan, INDOT, IDEM and other State agencies, other Indiana MPOs, the Federal transportation, environmental and other agencies, and attending workshops and conferences as necessary.

On December 20, 2013, NIRPC received a conditional certification of the Metropolitan Planning Process. There was a corrective action regarding an update of the Intelligent Transportation Systems (ITS) to serve as input for the next Transportation Plan update and individual project systems engineering analysis.

NIRPC also serves as the regional forum for environmental management and coordination. The Environmental Management Policy Committee includes membership form state and local government and other agencies responsible for management of environmental resources.

FY 2015/2016 WORK ELEMENTS/METHODOLOGY:

1. Oversee the conduct of a regional planning process in economic development, environment, and transportation for the Lake, La Porte and Porter County area.
    a. Conduct the regional planning process with a transportation element that is in accordance with 2-14-07 federal planning regulations; the State/MPO/transit operator agreement; the conformity memorandum of understanding; the agreement with the Chicago Metropolitan Agency for Planning; the cooperative accord with the Southwestern Michigan Commission; and NIRPC's Vision and Strategic Directions, as updated.
    b. Provide staff support to the TPC and EMPC, including meeting materials and indicators information.
    c. Provide current mailing list and future revisions/updates
    d. Document NIRPC's work to the corrective action and recommendations of the 2013 Certification Review.
    e. Prepare annual self-certification review documentation.
    f. As it relates to the multi-state area, participate in actions with northeast Illinois and southwest Michigan, to provide a coordinated planning process for the entire metropolitan area as required by federal regulations, implementing the provisions of the 1997 bi-state planning agreement with northeast Illinois, and the 2006 cooperative accord with southwest Michigan.
    g. Make any necessary adjustments to the planning process, implementing the provisions of MAP-21 and the subsequent transportation authorization, in keeping with the planning regulations.
    h. Coordinate with INDOT via the District and Central offices, participating in the State's Program Development Process.
    i. Coordinate with IDEM and IDNR on environmental policies relevant to NIRPC planning.
    j. Continue to participate in the Indiana MPO Council and its coordination with INDOT and FHWA-IN.
    k. Assist in describing what NIRPC needs to accomplish as a MPO as a case is made for increased funding.

FY 2015/2016 END PRODUCTS:

1. Update and submit annual self-certification.
2. TPC and EMPC meeting materials.
3. Planning Certification Review implementation documentation.

USE OF FY 2015/2016 END PRODUCTS/FUTURE DIRECTION:

This task is to facilitate committee and other public input to the planning process. It refines the transportation and environmental planning processes, periodically reports progress, and documents what is necessary to keep the process certified. Among others, this is a task that helps make the planning process compliant with MAP-21. It will also help make the case for increased funding for NIRPC so it can better fulfill its responsibilities as MPO and pursue appropriate planning in other domains.

STAFFING AND PROGRAM LINKAGES:

The assigned staffs for this project are **Mitch Barloga**, **Mary Thorne, Kathy Luther,** and **Meredith Stilwell.** This project provides strategic guidance and secretarial support for all other UPWP program subcategories. Mitch will manage the transportation activities in the Planning Department related to updating the long-range transportation portion of the 2040 Comprehensive Regional Plan. In addition, Mitch is responsible for the transportation network modeling, emissions analysis and certification documentation. Mary will provide secretarial support for the TPC and some subcommittees. Kathy Luther will provide strategic guidance and integrate the EMPC into overall NIRPC planning and policy development. Meredith will provide secretarial support for the EMPC and some subcommittees.

3. ADMINISTRATION OF FEDERAL TRANSPORTATION PROJECTS

STAFF: MITCH BARLOGA, GABRIELLE BICIUNAS, KATHY LUTHER, STEPHEN SOSTARIC, EMAN IBRAHIM, AMANDA POLLARD

3.1 ADMINISTRATION OF TRANSPORTATION IMPROVEMENT PROJECTS

OBJECTIVE:

The purpose of this task is to oversee the implementation of transportation investments through a quarterly (pre-letting) construction project tracking process, quarterly (post-letting) reports, maintenance of a current list of LPA Employees in Responsible Charge (ERC's), consulting with LPA's during the project design process, consulting with INDOT regarding project progress, and publishing an annual list of obligated projects (ALOP).

PAST WORK/BASIS:

A significant amount of technical assistance is provided to construction project sponsors in moving their projects toward implementation.

In calendar year 2011 NIRPC implemented a pre-letting project tracking system for FHWA-funded construction projects under the STP, HSIP, and CMAQ programs. Local Public Agencies (LPA's) with these projects file quarterly written progress reports. In late calendar year 2013 a new change order policy will be implemented, pre-letting reporting will begin for all other construction projects (i.e., Demo projects), and quarterly post-letting reporting will kick in.

Our tracking meetings are usually held over 4-5 days. We currently have 24 LPA's with federal-aid construction projects. During the first calendar quarter of 2014, we had meetings with 18 LPA's (75%). We chose not to meet with three LPA's because their projects had already been let (12.5%). We were unable to make meeting arrangements with three additional LPA's (12.5%).

WORK ELEMENTS/METHODOLOGY:

Quarterly Tracking (Pre-Letting): Solicit and receive pre-letting quarterly reports from LPA's with construction projects listed in the TIP. Review the reports and provide summary information to the TPC each quarter. Conduct field visits with individual LPA's

identified by NIRPC and the INDOT LaPorte District's LPA Coordinator. Prioritize those projects that are scheduled for letting within the 24 months period following adoption of a new TIP.

Quarterly Tracking (Post-Letting): Solicit and receive post-letting reports from LPA's with previously let construction projects. Review cost information and change order details. Conduct periodic field visits to construction sites with individual LPA's.

ERC Database Maintenance: Maintain a current list of each LPA's certified ERC's. During the first calendar quarter of each year identify the LPA's with lapsing certifications and contact those people and their chief elected official of this status.

Project Design Intervention: NIRPC's adopted Complete Streets (CS) policy pertains only to 3-R/4-R reconstruction projects. Most, but not all, of these projects were selected for funding prior to enactment of the CS policy. To foster a better understanding of CS concepts, and to also ensure compliance with the policy, we will conduct a pre-design field visit with each LPA that has been assigned federal funds for projects that are subject to the CS Policy. We will also review plans for newer projects to ensure that the CS features promised by the LPA in their funding request are included in the construction plans.

Non-Motorized Projects: Review qualifying Transportation Alternatives Program (TAP), CMAQ, STP-1, and other related programs funding pedestrian and bicycle projects in the NIRPC TIP.

FY 2015/ 2016

1. Implement the Quarterly Tracking System. Expand the Pre-Letting program to include reports for Demo projects. Initiate Post-Letting Reporting (including Change Orders), Conduct both pre-letting and post-letting field visits, as appropriate. Report the need for project funding changes to the appropriate NIRPC staff person.
2. Conduct periodic internal meetings with NIRPC staff responsible for construction project oversight duties to discuss report results, identify reporting issues, and to ensure the equitable enforcement of the reporting requirement.
3. Conduct design intervention meetings with LPA's whose construction projects are affected by NIRPC's Complete Streets policy. Make verbal reports of these meetings to the TPC.
4. Maintain the ERC database. Communicate with LPA's as needed regarding lapsing certifications.
5. Prepare the ALOP.

END PRODUCTS:

2015/2016

1. Quarterly Pre-Letting Reports Received.
2. Quarterly Post-Letting Reports Received.
3. Quarterly NIRPC Staff Reports to TPC
4. Updated ERC database.
5. Documentation of Design Intervention and other LPA meetings or field visits.

USE OF FY 2015/2016 END PRODUCTS/FUTURE DIRECTION:

These products result from our oversight of LPA construction projects. These products will permit NIRPC to comply with the FHWA/FTA Joint Planning Regulation, the federal authorizing legislation, and written guidance regarding federal Planning Emphasis Areas.

STAFFING AND PROGRAM LINKAGES:

The assigned staffs for this project are Mitch Barloga and Gary Evers.

3.2 ANNUAL LISTING OF OBLIGATED PROJECTS

OBJECTIVE:

To publish a list of projects for which federal funds under 23 USC or 49 USC Chapter 53 have been obligated in the previous program year (State Fiscal Year). The list is to be published within 90 days following the end of the state fiscal year, and posted on our website.

PAST WORK/BASIS:

NIRPC has published the Annual List of Projects (ALOP) report each year since 2001. These reports are posted on our website.

WORK ELEMENTS/METHODOLOGY:

2015/2016

NIRPC will collect fund obligation data from INDOT and the transit operators. The report will include: a project description, phase information, identification of the agencies responsible for carrying out the project or phase, the amount of funds

requested in the TIP, federal funds obligated during the accounting period, and the difference between the TIP amount and the amount actually obligated.

END PRODUCTS:

2015/2016

The published Annual List of Projects Report.

USE OF FY 2014 END PRODUCTS/FUTURE DIRECTION:

These products will fulfill the requirements of 23 CFR 450.332 and serve as a publicly accessible and understandable record of the projects for which federal funds were obligated.

3.3 CREATING LIVABLE COMMUNITIES (CLC) - GRANT AMINISTRATION

OBJECTIVE:

CLC Planning funds planning projects (a Pre-development Plan) that revitalize existing centers, neighborhood, downtown, transit stop or transit corridors. It will assist communities with activities such as urban design, detailed redevelopment designs and economic feasibility analysis to prepare projects to compete for Surface Transportation Program (STP) transportation funding. It may also fund projects related to access management, transportation-related zoning ordinance, and streetscape improvements.

Staff will administer the awarded CLC grants and monitor progress of the recipients. To learn more on the program, please refer to the Short Range Planning section of the CLC program.

PAST WORK/BASIS:

First round of grants were solicited in early 2014. Selection of the CLC awarded projects was accomplished by means of a CLC Selection Committee, which provided a number of recommendations to each grant awardee that the selection committee felt would make each awarded effort even stronger. The recommendations from the Selection Committee are simply additional best options and opportunities for the project. The Selection Committee strongly agreed that coordination with other NIRPC-funded projects was an important element for each of the awarded CLC projects, as was supporting connections to all viable transportation options. Selection was based upon the following criteria:

- Project impact
- Fulfill CLC program goals within the project area

- Promote economic development and vitality
- Promote living places with easy access to jobs and services
- Accessible by transit
- Improve connectivity
- Increase the desirability for redevelopment through transportation investments in areas served by existing infrastructure at transit stations, corridors and centers
- Create the groundwork for future implementation projects
- Improve environmental quality

WORK ELEMENTS/METHODOLOGY:

- Administration of the grant applications and awarded recipients
- Assist and review recipient Communities RFP
- Monitor projects by serving on each recipient's steering committee to ensure projects goals and strategies are fulfilled
- Another round of grants will be solicited in FY2015.

Gabrielle Biciunas and Eman Ibrahim are the assigned staff for this task.

3.4 HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

- Establishment of the Safety Task Force Committee
- Development of project –tracking database
- Administration of the grant applications

For more information about safety activity, check the Safety Section under Long Range Planning

Stephen Sostaric is the assigned staff for this grant

SECTION 2: DATA MANAGEMENT & ANALYSIS- 2053, 2306

Budget:

Funding Source	FY 2015
Federal	232,295
Local	58,074
Total	290,369

Funding Source	FY 2016
Federal	234,205
Local	58,551
Total	292,756

Tasks

1) Transportation Data Collection
2) Planning Analysis & Forecasts
3) GIS Management & Analysis

1. TRANSPORTATION DATA COLLECTION

STAFF: TERRELL WADDELL

OBJECTIVE:

The objective of this section is to collect, update and manage transportation data relating to congestion management and safety. This data includes crash data, traffic count data and travel time data. Special emphasis will be paid to streamlining data collection and management processes, with staff utilizing information technologies and geographic information systems (GIS) to develop an integrated transportation database.

PAST WORK/BASIS

Crash Data

Crash Data was obtained from the statewide ARIES database and used for analysis for the safety section for the 2040 Comprehensive Regional Plan (CRP). The CRP analyzed crash data by mode of transportation and cause of accident. The CRP Safety Appendix provided more detailed analysis using GIS to map and rank corridors with high crash rates.

TRAVEL TIME DATA

NIRPC first collected travel time data for the CRP, and will continue to do so for our ongoing congestion management process (CMP). In-car GPS devices were the main source of data, supplemented by traffic data available from online sources.

FY 2015/2016 WORK ELEMENTS/METHODOLOGY

Crash Data

1. Collect crash data for the most recent years from the statewide database, to be added to existing database of crash data for 2009-2014.
2. Separate the crash data by modes of transportation.
3. Rank the top locations for crashes.
4. Construct GIS maps for analysis of crash locations.
5. Implement analytical criteria from Indiana's statewide Five Percent Report and Strategic Highway Safety Plan.
    1) Conduct other analysis as needed.

TRAVEL TIME DATA COLLECTION

1) Continue to solicit and use volunteers and NIRPC staff to collect travel time data using GPS dataloggers.

    l. Investigate other methods of collecting travel time data, such as Bluetooth technology.

    m. Import travel time data into KML and GIS formats for analysis.

    n. Use travel time data for planning and for TIP project evaluation using established performance measures.

    o. Investigate the potential for using travel time data collection in monitoring transportation projects' effectiveness; if the potential exists, develop methods for evaluating projects from planning through construction and implementation. Solicit "pilot projects" from the Transportation Policy Committee. Test methods.

FY 2015/2016 END PRODUCTS

Crash Data

- Most recent crash data from ARIES added to NIRPC's safety database.
- Crash data separated by mode.
- GIS maps of crash locations.
- Analyses of top crash locations and "hot spots", other analysis based on statewide 5 Percent Report and Strategic Highway Safety Plan.

Travel Time Data Collection

- Completed travel time database for all previously-identified study corridors.
- KML and GIS data of all travel time data.
- Travel time data used for project selection and evaluation, Congestion Management Process, and other analyses.
- Travel time data used for real-time monitoring of transportation projects, if such monitoring is deemed worthwhile.

USE OF FY 2015/2016 END PRODUCTS/FUTURE DIRECTION:

Safety

NIRPC will update and expand upon the safety analysis conducted for the 2040 Comprehensive Regional Plan.

Travel Time Collection

Performance measures for the TIP and Congestion Management Process using travel time data will be refined and updated as needed. Congested corridors will continue to be evaluated, and more corridors will be selected for study. Travel time data will be used in a more proactive way, such as in determining the need for proposed projects by field verifying perceived congested corridors.

STAFFING AND PROGRAM LINKAGES:

Terrell Waddell has been assigned the duties of Travel Time Collection and Crash Data collection.

Traffic Data Collection & Analysis

OBJECTIVE:

The objective of the traffic data collection and analysis is to collect and manage highway traffic data to support transportation planning and programming activities and the Highway Performance Monitoring System (HPMS). The management of traffic data is to be integrated with Geographic Information System (GIS).

PAST WORK/BASIS:

NIRPC has collected traffic and transit data for three basic purposes: a) to support transportation planning and programming activities, including travel demand forecast modeling; b) reporting HPMS data to INDOT for its inclusion in the federal system; and c) data dissemination to the public. Data collected has included highway traffic counts, and vehicle classifications, plus occasionally, turning movements, physical features, signal timing, and vehicle speeds. GIS will play an important role as geography can now be linked to the traffic database tables.

A significant effort is also required to provide count data to INDOT for use in the federal HPMS. Traffic counts and physical features are obtained at one-third of the HPMS locations, annually. INDOT factors the balance of the locations. In addition, HPMS data is received from INDOT and added to the database. The database provides the means to apply consistent axle adjustment and seasonal adjustment factors to the data. NIRPC uses axle factors derived from INDOT vehicle classification counts taken in the NIRPC region. NIRPC also uses INDOT's seasonal adjustment factors. The database contains counts taken by NIRPC that are adjusted by INDOT growth factors and axle adjustment factors to get the annual average daily traffic (AADT) count.

FY 2015/2016 WORK ELEMENTS/METHODOLOGY FOR BOTH YEARS:

1. Review data collection locations and select sites for data collection for the balance of CY 2013 and for the 2014 data collection seasons. This will include 1/3 of the 202 HPMS locations.
2. Collect hourly and average daily traffic counts for: screen-lines, cordon-line and HPMS locations, plus update the physical features. HPMS is the priority.
3. Continue to identify and obtain data for locations where counts and other information is being collected by other entities, such as INDOT, local agencies, and consultants for studies. These include permanent, continuous count sites, and temporary, manually collected locations. Collect this secondary information from others on a regular schedule. Incorporate relevant local and state generated information into the access traffic database.
4. Analyze the NIRPC and State highway traffic data for completeness and organization. The information should include location, day, month and year, for the raw counts. Counts will be adjusted to AADT (Annual Average Daily Traffic) with INDOT provided axle and seasonal factors. Work with Data Resources and Website Coordinator staff to put traffic count data onto the NIRPC website and to add traffic count locations and data to the NIRPC GIS system.
5. Collaborating with staff assigned to job tasks Data Resources and Modeling, Conformity and Technical Development to improve the data collection and analysis program. Continue to upgrade skills by studying any new material that applies to the traffic/database program. Work with Data Resources staff to update existing or develop new traffic count database with up-to-date adjustment factors.
6. Implementation of HPMS database management based on INDOT's framework. Fulfill the FHWA-IN recommendation of maintaining a separate HPMS database.

FY 2015/2016 END PRODUCTS:

1. Collection of highway traffic counts annually and other data for HPMS and secondary count locations.
2. Updated traffic count database for NIRPC and INDOT use, specifically with the ability to extract HPMS data.
3. Updated data for GIS data analysis.
4. Refinements to the data collection program.
5. Log of data requests from regional businesses and public.

USE OF END PRODUCTS/FUTURE DIRECTION:

The traffic data will be used for: (a) model calibration, (b) conformity determination, (c)congestion monitoring, (d) capacity analysis, (e) programming local highway projects;

(f) specialized studies, (g) disseminating information to public and private agencies upon request, (h) and (i) reporting HPMS data information to INDOT. After the regional model is improved and refined, consideration will be given to collecting data so that accurate county, sub area and corridor studies can be performed. Develop HPMS analytical skills by preparing to evaluate at least 10% of the HPMS data.

Transit Data Collection & Analysis:

All transit-related work is listed under Transit Planning section in page 128.

2. PLANNING ANALYSIS / FORECASTS

STAFF: TBD

OBJECTIVE:

The objective of this work element is to collect, manage, analyze, and disseminate data to support the agency's regional planning work, which requires data for transportation, regional land use, environmental and economic development elements. The maintenance of data is essential in analyses and decision making for the regional planning process and regional initiatives, and for integration in Geographic Information Systems (GIS). Staff will continue to work on streamlining data collection, processing, and analysis, and focus on expanding agency transparency and increasing data sharing with our constituents.

PAST WORK/BASIS:

On a continuing basis, NIRPC maintains regional data that is required in comprehensive and other planning processes. Essential to the planning process is the maintenance of demographic files of population, employment, and household data, land use data, building permits, and utilities for transportation planning and programming activities, incorporating data into GIS, and informing and involving the public in decision making. NIRPC prepares and presents reports and analyses of regional data and regularly responds to requests for transportation, demographic, economic, and other data. NIRPC data and links to additional sources of data and information on the website have been regularly updated and expanded.

NIRPC recently analyzed the proposed Illiana Expressway using methods developed during the creation of the 2040 Comprehensive Regional Plan. Staff put the project through the approved congestion management process and conducted an environmental justice analysis, to ensure that the project would provide congestion-reduction benefits and would not negatively impact environmental justice communities.

FY 2015-2016 WORK ELEMENTS AND END PRODUCTS

Data Management

On a continuing basis, update data files and databases for demographic, economic, transportation, land use, building permit, water and infrastructure data from Federal,

State, and local governmental units; NIRPC projects; and public and private entities for use in the planning process.

Monitor population estimates, residential building permits, existing and potential public revenues and expenditures, school statistics, social and economic changes, land use and development trends, vital statistics, utility service, employment data and municipal and county comprehensive plans.

Coordinate with NIRPC GIS system management on the incorporation, documentation and project application of data layers in the NIRPC GIS system.

Document responses to requests for regional data, analysis and information resources from governmental units, business and industry, media, academic institutions, community organizations and individuals in all areas of the public and private sectors. Update existing tracking database to make it more usable.

Work Products: Updated databases; improved data request tracking database.

Data Analysis

- Updates and analyses of American Community Survey and other Census Bureau products. Update "Where We Stand" with recent demographic and economic data.
- Work with other staff to develop performance metrics to measure the level of implementation of the 2040 Comprehensive Regional Plan.
- As needed, develop data files and databases of demographic forecasts of population, households and employment.
- As needed, assist staff with data analyses.

Work Products: "Where We Stand", 2014 version, performance measures for 2040 Plan implementation

Data Dissemination

- Build on the "Open Data" idea and develop agency policies for data dissemination and "open data".
- Populate the NIRPC regional data webpages. Work with Website Coordinator and other technical resources to establish a more user-friendly data portal on the NIRPC website.
- Work with GIS Analyst to develop an online GIS system and other data mapping tools for visitors to the NIRPC website.

- Encourage coordination and data sharing particularly as it affects the regional transportation system and local planning and development efforts.
- Participate in the Northwest Indiana GIS Forum to facilitate the exchange of data and information and access to training and consolidation of technical resources.
- Use the NIRPC Data Users Group to exchange information on data resources, establish best practices for agency-wide data sharing and usage, and share tips for improving efficiency in data processing.

Work Products: Open Data policy. NIRPC web portal. Data links on website.

USE OF DATA COLLECTION, MANAGEMENT AND ANALYSIS, AND FUTURE DIRECTION:

The development and maintenance of data for planning and analysis is an ongoing element of the Unified Planning Work Program Files of land use, transportation, socio-economic data, utilities, and forecasts are fundamental inputs to the transportation and comprehensive planning process and in the analysis of regional development initiatives. This information also serves as a means to inform the public and involve them in planning activities.

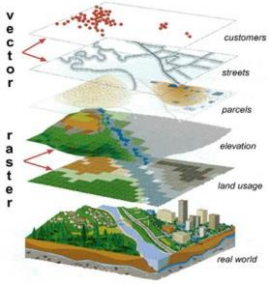
These activities support project analysis in travel demand forecast modeling, demographic forecasting, and management systems used during the transportation planning process.

3. GIS MANAGEMENT & ANALYSIS

STAFF: SARAH GEINOSKY

OBJECTIVE:

The objective of this work element is the management, coordination, expansion, and continued upgrade of the NIRPC GIS to meet the increasingly diverse spatial data requirements of comprehensive transportation, environmental, and land use planning, economic development, and regional initiatives.



PAST WORK/BASIS:

NIRPC has utilized Geographic Information System (GIS) technology in the analysis and display of data required for transportation planning efforts for over a decade, and in targeted environmental and land use programs. GIS data management ensures the integrity of spatial data at NIRPC and improves planning work performed for the region.

NIRPC continues to create and update a variety of GIS datasets important to the planning process. GIS provides important analysis results, new information, and unique visualization capabilities, thus aiding public participation in, and understanding of, the planning process.

FY 2015-2016 WORK ELEMENTS/METHODOLOGY:

1. Maintain current GIS functionality:
   a. Manage, coordinate, and update the NIRPC GIS to address the spatial data needs of NIRPC's core functions.
   b. Utilize and upgrade the GIS software for analysis and visualization purposes, as required.
   c. Identify GIS needs and priorities in new and improved applications for implementation.
   d. Use and incorporate digital orthophotography, infrared photography, and digital elevation models in GIS projects

2. Organize GIS more effectively
   a. Ongoing creation of metadata documentation for GIS data, projects, and programs.
   b. Continue efforts to create a more organized and efficient L drive in which it is easy to find GIS data in geodatabase format, work on projects with other staff, and archive finished projects

3. Produce and consistently maintain important datasets
   a. Maintain, improve, and expand the GIS data utilized in the transportation, environmental, and planning domains
   b. Update the Transportation Improvement Program in GIS to include amendments monthly
   c. Update datasets when they are released from the US Census, IndianaMap.org and planning partners

4. Create, deploy, and maintain online maps for the public and planning partners
   a. Use a variety of technologies to create different thematic and informative maps, such as Google Fusion Tables, Google Maps, CartoDB, and MapBox.

5. Participate in regional GIS groups
   a. Participate in the NW Indiana GIS Forum and other local, regional, and statewide GIS coordination efforts.
   b. Participate in the Indiana District 1 Incident Response GIS Taskforce by attending trainings, maintaining certifications, and being available to provide GIS capabilities in case of a weather or other emergency.

6. As new and improved GIS applications become available, participate in GIS training workshops, on-line modules, user groups, conferences, and other opportunities as available

7. Comply with adopted state standards and policies concerning GIS data and statewide framework data.

8. Assist and develop GIS projects as needed, and perform other duties as may be required.

9. Update the Functional Classification Map by reviewing update requests with staff and using traffic counts and other GIS data.

USE OF FY 2015/2016 END PRODUCTS/FUTURE DIRECTION:

1. An organized, updated, and integrated GIS that addresses the unique geographical requirements of comprehensive planning initiatives in core functions.

2. Expanded use of internet technology to create broader access to GIS technology for constituents and the public and continued enhancement of overall GIS capabilities.

3. Effective maintenance of vital datasets, such as the Transportation Improvement Program, which help both staff and the public.

4. Maps and data analysis for Transportation Plan Update

5. Functional Classification Update Map (PEAs)

6. Historic traffic counts in GIS

USE OF FY 2015/ 2016 END PRODUCTS/FUTURE DIRECTION:

1. An organized, updated, and integrated GIS that addresses the unique geographical requirements of comprehensive planning initiatives in core functions.
2. Expanded use of internet technology to create broader access to GIS technology for constituents and the public and continued enhancement of overall GIS capabilities.
3. Effective maintenance of vital datasets, such as the Transportation Improvement Program, which help both staff and the public.
4. Maps and data analysis for Ped, Peddle, and Paddle Plan.

GIS directly impacts the programs of the NIRPC transportation, environmental, and economic development planning domains.

SECTION 3: SHORT RANGE PLANNING- 2054, 2307

Budget:

Funding Source	FY 2015
Federal	99,017
Local	24,754
Total	**123,771**

Funding Source	FY 2016
Federal	97,736
Local	24,434
Total	**122,170**

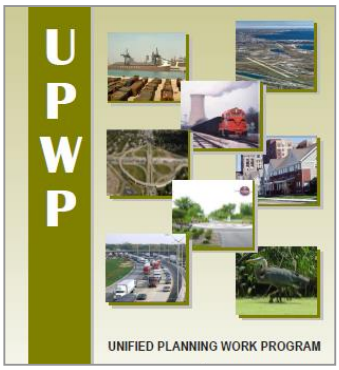
Tasks

1) UPWP Development and Management
2) Transportation Improvement Program (TIP) Management
3) Americans with Disabilities Act (ADA) Transition Plan Requirements
4) Creating Livable Communities (CLC)

1. UPWP DEVELOPMENT AND MANAGEMENT

STAFF: EMAN IBRAHIM, STEVE STRAINS

OBJECTIVE:



The purpose is to develop and manage the UPWP and its amendments. Included is to develop planning projects to implement and advance the Comprehensive Regional Plan (CRP) and its Long Range Transportation Plan portion in line with applicable laws and regulations and the federally described MPO planning process.

PAST WORK/BASIS:

This UPWP will continue to respond to the recommendations of the most recent Federal Planning Certification Review (PCR). NIRPC developed the the UPWP planning programs to contribute to the implementation of the Plan. In addition, NIRPC is implementing its 2010 Vision and Strategic Directions for the agency that will be utilized as operating principals of the UPWP programs. The UPWP basis is constructed to meet the requirements of MAP-21.

WORK ELEMENTS/METHODOLOGY

1. Update the report FY 2015 and 2016 UPWP.
2. Provide technical oversight of all UPWP work elements.
3. Prepare UPWP amendments of planning projects, regulations, and budget.
4. Quarterly Reports.
5. Annual Completion Report.

END PRODUCTS

1. Distribution of UPWP products.
2. Amendments to FY 2015/2016 UPWP.
3. Quarterly reports.
4. FY 2015/2016 Annual Completion Report.

2. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

STAFF: GARY EVERS, AMANDA POLLARD

OBJECTIVE:

The purpose of this task is to provide the forum for making transportation investment decisions through a coordinated, participatory process, implementing the Regional Transportation Plan through development or update of a Transportation Improvement Program.

PAST WORK/BASIS:

The current 2014-2017 TIP is scheduled to be replaced by the FY 2016-2019 TIP in early 2015. This task will permit us to maintain the current TIP (via amendment and modification) as-needed, until the new TIP is approved for use by FTA and FHWA. All projects in the TIP are consistent with the 2040 Comprehensive Regional Plan (CRP), as amended. The CRP established policies which the TIP implements.

NIRPC intends to develop its new TIP at the same time that INDOT is developing a new (2016-2019) STIP. NIRPC intends to undertake project selection activities during the first half of calendar year 2014 to ensure that the new TIP is adopted prior to July 2015.

NIRPC's role with respect to federal aid construction projects is both evolving and expanding. In addition to just maintaining a fiscally constrained list of projects in the TIP, we are becoming actively engaged in the management and oversight of federal-aid construction projects being undertaken by our member units of government. For each project in our production schedule, we are now aware of what precisely is being built, the project's cost, and construction schedule. We are moonitoring each project from its inception through construction. Financially, we are tracking the obligation of federal funds in INDOT's accounting system, contract change orders, completion time for let projects, and will soon begin tracking INDOT payments to vendors.

A significant amount of technical assistance is provided to highway project sponsors in moving their projects toward implementation. We assist project implementers by troubleshooting projects that have gotten "stuck" somewhere in the pipeline, by lining up federal funds ahead of the lettings, and making post-letting funding changes (if needed) that will ensure full utilization of all allocated funds. Financial constraint, within the TIP and federal authorizing legislation, is maintained at all times.

In response to the 2013 Certification Review Recommendations 7: Carryover of Projects into a New TIP

The TIP is based on the state fiscal year cycle, which runs from July through June. The ICG protocol requires a 60-day review period of the new list of projects up front of adoption. Our goal is to adopt a new 2016-2019 TIP in May 2015. FTA-funded projects, which are in 2015 of the current TIP will be included in the list for the new 2016-2019 TIP that is sent to ICG in March 2015. The new TIP will display these as SFY 2016 projects. This will extend the TIP support for these projects beyond the June 30, 2015.

In response to the 2013 Certification Review Recommendation 9: TIP Posting & Promptness.

Prior to mid-2013, the original TIP, as well as amendments, administrative modifications, and updated lists were accessible through a link on the website beneath the Transportation tab. In early 2014, NIRPC administration began posting each NIRPC Commission Resolution through a separate link from the "NIRPC Info" block on the home page—these resolutions very often, we found, included only the executed resolution and not attachments. We believe that we have corrected this problem. Regarding promptness, resolutions (including attachments) are always posted as soon as practicable at the link on the website beneath the Transportation tab: http://www.nirpc.org/transportation/transportation-improvement-program/fy-2014-2017-amendments-administrative-modifications.aspx

Administrative Modifications have not yet been posted.

INDOT's Electronic STIP Format: We are anxious to learn about and use INDOT's forthcoming electronic STIP format. We hope that it will eliminate the redundant (and time-consuming) entry of the same information into multiple forms but have not seen it yet. INDOT has not communicated with us if they intend to develop a new STIP in 2015, and if they intend to roll out the electronic format in time for us to use it.

Estimated Cost to Complete Projects: For the published TIP, we intend to implement this prior to development of the new TIP (i.e., prior to June 2015.)

WORK ELEMENTS/METHODOLOGY:

TIP Development and Maintenance

Develop and maintain the new Transportation Improvement Program (TIP) for the three-county area. Oversee the development of new or the update of existing project selection systems for each type of MPO-controlled federal fund through a stakeholder driven process. Conduct separate solicitations for new projects under each type of

MPO-controlled federal fund. Select projects in consultation with the State and transit operators and in conformance with the SIP and Conformity Consultation Protocol. Conduct the programming/amendment process in an open, participatory manner, consistent with the FHWA/FTA Planning Regulation and NIRPC's own Public Involvement Process. Prepare a TIP that complies with current federal requirements.

FY 2015/2016

1. Assist stakeholder committees in the review and update of the project selection systems. Conduct a solicitation for new federal-aid projects. Oversee the project selection process.
2. Develop a new TIP.
3. Prepare and process all TIP amendments, as requested or needed, for submission to the Interagency Consultation Group (ICG). Consult with NIRPC's transportation modeler prior to submission to ensure consistency with the Air Quality Conformity Determination. Present amendments to the Transportation Policy Committee (TPC) and NIRPC Board. Adjust the TIP project list following each amendment, post it on the NIRPC web-site, and transmit it to both INDOT headquarters and LaPorte District office.
4. Prepare and process administrative modifications to the TIP.

Pavement Management System

NIRPC will explore and develop scope for pavement preventive maintance projects. This is a new request activity of FHWA-IN PEAs. NIRPC is working on identfying fund to pursue the work activity.

END PRODUCTS:

TIP Development & Maintenance—2015/ 2016

1. New 2016-2019 TIP.
2. Amendments/Modifications to 2014-2017 TIP, including completed INDOT forms.
3. Updated project database (Ongoing).

USE OF FY 2015 END PRODUCTS/FUTURE DIRECTION:

These products consist of the basic process documents used in allocating federal surface transportation funds, maintaining a (current) fiscally constrained list of projects. These products will keep the TIP in compliance with both the FHWA/FTA Joint Planning Regulation and the federal authorizing legislation.

3. AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

STAFF: ALLEN HAMMOND

OBJECTIVE:

The purpose of this project is to make certain Local Public Agencies (LPA) in northwest Indiana comply with Americans With Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADA) requirements. When considering federal funding for local projects, the MPO needs to be able to tell FHWA that the local public entity has an adopted ADA Transition Plan and is in compliance with the ADA requirements.

BACKGROUND:

Assisting the federal government to ensure ADA compliance by LPAs is one of the FHWA-IN's current Planning Emphasis Areas for Indiana's MPOs. FHWA-IN is now requiring all MPOs to work with their LPAs to fulfill ADA requirements. Compliance means that the LPA has an approved ADA Transition Plan. If such a plan is not in place with the LPA, then FHWA may not be able to authorize the project for development or construction.

WORK ELEMENTS AND PRODUCTS:

1. In FY 2015-2016 NIRPC will assist local public agencies (LPAs) with less than fifty employees develop ADA Access Plans **(PEAs).**
2. In FY 2015-2016 NIRPC will monitor LPAs that have transition plans and access plans to ensure these documents remain as living documents.

4. CREATING LIVABLE COMMUNITIES (CLC)

STAFF: EMAN IBRAHIM, GABRIELLE BICIUNAS, JACK ESKIN, STEPHEN SOSTARIC

OBJECTIVE:

The purpose of this program is to support community-based transportation/ land use projects that bring vitality to downtown areas, neighborhoods, station areas, commercial cores, and transit corridors. It will fund development and redevelopment projects that achieve connected development patterns linking between transportation, housing, jobs and services, and maximize the development potential of existing infrastructure and regional facilities. The program is designed to account for rising energy prices, climate change, reduced infrastructure funds, and land use – with a goal of more efficiently using existing infrastructure, and reducing vehicle miles traveled, emissions, energy use, and personal transportation costs.

BACKGROUND:

In an effort to encourage smart growth, sustainable development, and land use decisions that support transit and reduce regional traffic congestion, and support for better growth management remaining at high levels, NIRPC proposed this program to be added to the Unified Planning Work Program.

The program supports linking transportation investments with land use decisions in the region using portions of the current NIRPC transportation funds of STP. The CLC promote well designed urban development areas using “complete streets” with interconnected local street networks. The program will fund capital and planning projects.

NIRPC’s CLC program is an innovative first step toward making a significant advancement in implementing NIRPC’s award-winning *2040 Comprehensive Regional Plan (CRP)*. The CRP strongly endorses a future pattern of focused growth based on the concept of Livable Centers. The Livable Centers model is to concentrate future growth within a defined perimeter around downtown and neighborhood areas. The CLC program promotes investment and redevelopment in the places where people already live and work to create an improved working and living environment that is supported by travel choices.

The CLC program will help implementing variety of transportation-related land use projects. Examples of planning projects are streetscape improvements, transit center links, pedestrian linkages, station area plans including high speed station area, access management, a model TOD ordinance, redevelopment of urban centers to support transit facilities, and transit corridor plans.

WORK ELEMENTS AND PRODUCTS:

NIRPC has awarded seven grants totaling $402,000 to seven Northwest Indiana communities through its Creating Livable Communities (CLC) new funding program. The seven communities to receive grants are:

- Chesterton for their Calumet Connection/Dunes Kankakee Trail project, $24,000
- Crown Point for their North Street Corridor Vision and Guideline Plan, connecting the Downtown Livable Center to the Broadway Corridor, $72,000
- East Chicago for their East Chicago Transit-Oriented Development project for the Roxanna, South Side, and Calumet areas, $60,000
- Gary for urban revitalization planning for the Downtown/Emerson and Horace Mann areas, $150,000
- Highland for their Downtown Highland Kennedy Avenue Corridor Plan, $24,000
- Porter for the design of sidewalk and streetscape improvements in Downtown Porter, $32,000
- Winfield for a downtown master plan, $40,000

Project team will be working on:

- Assist grant recipients' communities in developing RFPs.
- Serve in steering committees to ensure projects goals and strategies are fulfilled and monitor projects implementation.
- Development of project –tracking projects database (once a year)
- Guide projects implementation
- Recipients will post-implementation project monitoring to measure the project's impact

END PRODUCTS:

Seven new CLC plans completed by the seven communities in coordination with NIRPC staff.

SECTION 4: LONG RANGE PLANNING – 2055, 2308

BUDGET

Funding Source	FY 2015
Federal	528,207
Local	132,052
Total	**660,259**

Funding Source	FY 2016
Federal	491,989
Local	122,997
Total	**614,986**

Tasks

3. Comprehensive Regional Plan / Transportation Regional Plan & Implementation
4. Regional Land Use Planning
5. Congestion Management
6. Environmental Mitigation Planning
7. Non-Motorized Transportation Planning
8. Safety & Security Planning
9. Freight Planning
10. Travel Network Modeling
11. Air Quality Conformity
12. Intelligent Transportation System (ITS)
13. Performance Based Planning
14. Regional Corridor Study

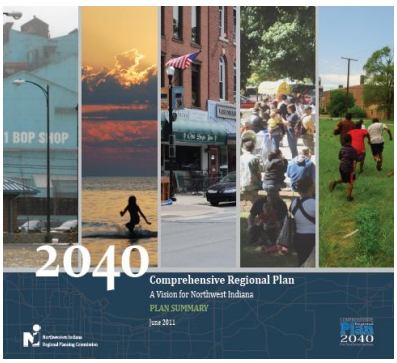
1. COMPREHENSIVE REGIONAL PLAN (CRP) IMPLEMENTATION / TRANSPORTION REGIONAL PLAN (TRP)

STAFF: EMAN IBRAHIM, GABRIELLE BICIUNAS, KEVIN GARCIA, JOE EXL, KATHY LUTHER, JACK ESKIN

CRP Implementation

OBJECTIVE:

The objective of this project is to coordinate the implementation of the 2040 Comprehensive Regional Plan (CRP) and its recommended economic development, environmental management, growth and conservation, social equity, stewardship and governance, transportation policies and strategies, and updating the transportation portion of the CRP.



PAST WORK/BASIS:

The NIRPC Board adopted the 2040 Comprehensive Regional Plan in June of 2011. The CRP represents the first broad planning initiative covering Lake, Porter and LaPorte counties and connects transportation, land use, human and economic resources, and environmental policy objectives. Based upon Northwest Indiana residents' collective desires, the CRP Vision emphasizes a vibrant, revitalized, accessible and united region. The principal framework of the CRP supports reinvestment in the historic urban centers, ensures environmental justice for low-income and minority populations, protects natural resources and minimizes impacts to environmental features and watersheds, and integrates transportation and land use to improve mobility and access to jobs.

An Implementation Committee, titled Pathway to 2040 has been established to prioritize the plan's recommendations and work with communities and counties to equip them to apply and execute the goals and strategies. A matrix of implementation activities from the CRP was developed and will be updated peridically. Staff, with assistance from the Implementation Committee, produced a brochure of the 2040 CRP highlighting the major elements of the plan. Staff also produced a 12 minute video summaring the CRP. Both products have been widely used and presented as a form of education and outreach on the 2040 CRP.

FY 2015/ 2016 WORK ELEMENTS/METHODOLOGY:

1. Provide staff support to the Pathway to 2040 Implementation Committee.

a. Develop materials associated with the Pathway to 2040 Committee and related Implementation activities.

b. The Pathway to 2040 Committee will assist NIRPC to encourage local jurisdictions to understand the CRP, identify legislative initiatives relative to creating authorities and funding mechanisms, identify local assistance needs and best practices that support enhanced local planning, identify new recommendations as needed and monitor the progress toward achieving the recommendations.

c. Update the 2040 CRP, primarily the transportation chapter

d. Update of the CRP will include, but not limited to review of each chapter and suggest adjustments.

e. Each CRP chapter will focus on performance measures.

f. Continue to refine and update the implementation matrix that will monitor the progress of CRP recommendations. Prepare an update every two years of the CRP implementation activities, policies, and projects

g. Review the CRP sets of implementation recommendations and action items then prioritize its recommendations.

h. Continue to work on the development of a timeframe of short, medium and long term that prioritizes actions within a constrained funding plan.

i. Identify the source of funding mechanisms and authorities in order to achieve the strategy/action step.

j. Identify projects

k. Identify funding for projects/activities

l. Continue partnerships and collaboration with other agencies, stakeholders and communities.

m. Continue to monitor economic development projects, initiatives and partnerships.

n. Provide support to a proposed interstate task force focusing on collaboration in transportation planning, funding and operation in the tri-state Chicago region.

o. Continue participation in green infrastructure, brownfield redevelopment, environmental planning activities with US EPA Region 5, CMAP and SWMPC and others.

p. Collaborate with EPA Brownfield and Sustainable Community staff on Core Communities redevelopment will be a primary activity. Opportunities to Integrate transportation projects into brownfield programs that leverage private reinvestment dollars will be a focus of NIRPC's involvement in this activity as well as coordinating brownfield redevelopment with the Livable Centers program.

q. Continue to monitor the Congestion Management Process.

FY 2015/2016 END PRODUCTS:

1. Project identification
2. Funding Identification
3. Updated list of implementation priorities, plans and projects
4. Reports to NIRPC CRP Implementation Committee
5. Update of the CRP Implementation matrix

URBAN CORE SUBCOMMITTEE

OBJECTIVE:

As a component of the implementation of the 2040 Comprehensive Regional Plan, staff will assist the urban core communities with various urban revitalization projects by providing technical assistance, in the form of data support, analysis, coordination, and will support the pursuit of funding sources for those projects.

PAST WORK/BASIS:

1. **Gary Northside Redevelopment Program (2013-Present***):* A multi-faceted collaboration between the US EPA, US HUD, US DOT, the City of Gary, and other regional partners that is focused on urban revitalization, sustainable development, and quality life improvements in the City of Gary. The program focuses specifically on improvements in the Aetna/Miller Beach, Emerson, and Horace Mann neighborhoods of the city.
2. **Roxanna TOD Project in East Chicago (2014-Present):** The Roxana Area project encompasses the South Side and Roxanna neighborhoods, along with the South Shore train station and surrounding commercial district. The Roxanna area includes the East Chicago South Shore train station, which is one of the busiest stations on the line. This project will leverage those existing assets, along with opportunities identified through stakeholders.

This project area was established because:

- The South Shore train station has the potential to become an anchor for economic development through a mix of retail, housing and office space.
- Complete green streets strategies are considered to create a safe multi-modal (cars, bikes, pedestrians), aesthetically pleasing environment, and bring environmental benefits to the community through improved storm water management, etc.

- Improved connectivity will help residents to access regional transportation networks.

- The project area provides a number of opportunities to construct a portion of a larger regional trail network and to provide recreational and community building opportunities that support healthy and active lifestyles.

3. **Michigan City Lake Michigan Gateway Implementation Strategy (2013-Present):** The City of Michigan City has commissioned consultants to develop the Lake Michigan Gateway (LMG) Implementation Strategy to capitalize on the extraordinary potential of the North End, and to transform the major routes to the City into impressive gateways to the Downtown and Lakefront. The LMG Strategy will create a framework for public and private investment and policy decisions, and will outline specific, feasible implementation projects. The consultants will work closely with City staff and the Project Steering Committee (PSC).

FY 2015 WORK ELEMENTS/METHODOLOGY

Gary Northside Redevelopment Program

- Staff will serve as a project team member, specifically for the Aetna/Miller Beach project team, but will provide additional support to the Emerson and Horace Mann teams as needed
- Assisting the project's consultant with data and analytical support
- Assessing the quality of the project consultant's deliverables
- Coordinating efforts of the project with broader regional plans, projects, and funding initiatives
- Connecting city's project team with broader regional stakeholders, both public and private

Roxanna TOD Project:

- Staff will serve as a project team member to provide additional support to the Roxanna teams as needed
- Assisting the project's consultant with data and analytical support
- Assessing the quality of the project consultant's deliverables
- Coordinating efforts of the project with broader regional plans, projects, and funding initiatives

- Connecting city's project team with broader regional stakeholders, both public and private

Michigan City TOD Project:

- NIRPC staff will serve on the Project Steering Committee (PSC) guiding the consultants and providing information and feedback
- Assisting in the development and review of the framework plan, design concepts, and implementation strategy.
- Assessing the quality of the project consultants deliverables during each phase of the project and the final product
- Continuing support of the Strategy's recommendations

FY 2015 END PRODUCTS:

Gary Northside Redevelopment Program

- A redevelopment plan for the Gary Northside districts
- Ongoing partnerships between NIRPC staff, the City of Gary, the federal agencies, and other parties for implementation of the redevelopment plan

Roxanna TOD Project:

- A TOD plan for the East Chicago south shore station
- Recreational Activities at Roxanna Marsh

Michigan City TOD Project:

- Project Steering Committee Final Implementation Review
- Final report of recommendations
- Ongoing partnerships between NIRPC staff and the City of Michigan City for implementation and next steps of recommendations

USE OF END PRODUCTS/FUTURE DIRECTION:

- Ongoing partnerships between NIRPC staff, the City of Gary, the federal agencies, and other parties for implementation of the redevelopment plan
- Inclusion of plan findings in the NIRPC planning process, future studies, and funding decision-making process.

TRANSPORTATION REGIONAL PLAN (TRP)

2040 Comprehensive Regional Plan Update:

Staff will work with regional stakeholders on the update to the *2040 Comprehensive Regional Plan*. This update must be completed by June of 2015, which would be four years from the date of approval, and mandated by MAP-21. Staff intends to put the existing plan out for public review comment in August of 2014, and then begin revisions by November. The draft plan update is scheduled to be ready for public comment in March of 2015. The transportation section of the *2040 Plan* will be main focus of the update, with potential, albeit minor, revisions for the land use and environmental sections. Major critical elements such as the vision and the goals and objectives will remain largely unchanged.

2. REGIONAL LAND USE PLANNING

STAFF: EMAN IBRAHIM

OBJECTIVE:

The objective of this Regional Land Use Planning program is to support the update and implementation of the Comprehensive Regional Plan (CRP) and its strategies, environmental policy making, and economic development considerations. The program will support linking transportation investments with land use decisions within the region.

The land use program is developed to educate and assist local planners and interested parties on the importance of the transportation and land use connection.

PAST WORK/ BASIS

The past work basis of this program was to integrate land use with other planning elements - economic development, transportation, and environment in the Comprehensive Regional Plan (CRP). With the update of the 2040 plan and the Transportation Plan, communities plans, zoning changes, existing land use, and economic development trends will be examined to initiate efforts to better coordinate regional development.

The NIRPC Land Use Committee will continue to provide advisory input to the NIRPC Board and other committees on existing and proposed regional plans, land use related projects and policies. The committee facilitates planning processes and partnerships that build links to transportation between jurisdictional boundaries.

The 2013 NIRPC Illiana White Paper Land Use section is also a work basis of this program.

WORK ELEMENTS/ METHODOLOGY

- Document land use and development trends in the Northwest Indiana Region for use by NIRPC and member agencies, as well as others.
- Develop a framework that provides regional consistency on issues of common importance and functional compatibility, while allowing individual entities to retain their individual and autonomous authority.

- Integrate transportation and regional planning activities into structures that provide more value to local, state and federal governmental leadership, local and national business, and the public at large.
- Identify and address potential land use/transportation and jurisdictional conflicts that may develop out of the collaborative and comprehensive planning process.
- Provide staff support to the Land Use Committee. Land use discussions will originate with this Committee.
- Research, analyze, and monitor land use changes in Northwest Indiana and incorporate data into the transportation model to realize the effect of growth on the transportation network.
- Work with INDOT ILLIANA Task Force on the land use-related work.
- Participate in or serve as an advisory committee member in various land use studied that are conducted by local or regional agencies.
- Identify regionally significant transportation projects in local land use plans to include in the air quality travel demand model.
- Provide planning support and technical assistance in the area of land development in relation to transportation and policies to local communities.
- Provide planning support to cities and towns that are updating their comprehensive plan and other planning activities.
- Provide assistance in the GIS regional data coordination.
- Continue to prepare maps and other forms of GIS support for the Regional Land Use Planning, and other NIRPC purposes.
- Continue research of innovative and efficient development concepts that integrate land use and transportation and introduce these to local communities.
- Review with committee members work related to other programs such as Creating Livable Communities, and Implementation Matrix.

FY 2015/2016 END PRODUCTS:

1. Recommendations and directions developed by the land Use Committee.
2. List of Land use and corridors projects that will be turned into proposals and plans.
3. Up to date inventory of comprehensive plans, zoning maps, land use, economic

development plans, utility plans, thoroughfare plans and other documents from county, municipal, state, and federal agencies.

4. A coordinated regional land use GIS data.
5. Presentation, maps, and graphics for the Land Use Committee.

Performance Measure/Indicators

1. Number of comprehensive or other plans or development regulations adopted that support the development of Livable Centers
2. Residential and business vacancy rates
3. Acres of agricultural land converted to another use
4. Acres of open space converted to another use
5. Acres of land converted from undeveloped to developed
6. Population change in unincorporated areas

3. CONGESTION MANAGEMENT

STAFF: SCOTT WEBER

OBJECTIVE:

The objective of this project is to continue to develop and maintain an operations-oriented planning and programming process that remains MAP-21 compliant and embedded in the transportation planning process. The staff will focus on maintaining the Congestion Management Process and the regional Intelligent Transportation System Architecture.

PAST WORK/BASIS:

In response to the 2009 Federal Planning Certification Review corrective action issued to NIRPC for the lack of an ongoing CMP, NIRPC established a Congestion Management Subcommittee in FY 2010, identified performance measures and thresholds of congestion and identified horizon year traffic congestion problem areas. Performance measures that were identified by the Congestion Management Subcommittee include:

- Volume-to-capacity ratio
- Travel time
- Travel time index
- Average speed and speed ratio
- Delay
- Crash rate
- Average incident clearance time
- Load factor
- On-time performance
- Passenger trips per vehicle revenue hour and mile
- Vehicle revenue hours per capita
- Customer satisfaction
- Vehicle miles traveled
- Vehicle hours traveled.

The staff evaluated transportation system management, travel demand management, public transportation and intelligent transportation system solutions to the identified problem locations and made recommendations for projects to mitigate the potential congestion problems.

In FY 2011, NIRPC completed the CMP in conjunction with the 2040 Comprehensive Regional Plan (CRP). NIRPC incorporated the CMP performance measures into the planning and programing work. The Congestion Management Subcommittee was later dissolved into the Transportation Policy Committee, which now takes action directly on

projects to determine if they meet the criteria drafted in the CMP. Work will continue, however, on maintaining, implementing, and refining the CMP.

FY 2015-2016 WORK ELEMENTS/METHODOLOGY:

1. In conjunction with the data management efforts of the planning department, continue the development of a database of past and current traffic count information, using appropriate adjustment factors and GIS resources to depict existing traffic congestion problem areas.
2. Prepare annual status report with a summary of the TIP analysis, in addition to the baseline existing system report.
3. Prepare a status report on present and future traffic congestion issues with appropriate recommendations for solutions
4. Collect and analyze travel time data from arterials in order to incorporate new performance measures
5. Continually refine the congestion management monitoring system.
6. Contribute to the update of NIRPC's Intelligent Transportation System architecture as needed.

FY 2015-2016 END PRODUCTS:

1. Collect and analyze travel time data from arterials.
2. Continue to collect and map out data using GIS.
3. Identify traffic congestion problem areas that cannot be resolved using TSM and TDM strategies.
4. Institute a firm congestion management monitoring system.
5. Identify strategies for the congestion management process.
6. Status report on present and future traffic congestion issues with appropriate recommendations for solutions.

USE OF FY 2016 END PRODUCTS/FUTURE DIRECTION:

The Congestion Management Process needs to continually be monitored and updated. The CMP will also play an important role in project evaluation for the TIP and for the Intelligent Transportation System architecture update.

4. PLANNING & ENVIRONMENTAL LINKAGES

STAFF: JOE EXL, KATHY LUTHER

OBJECTIVE:

The objective of this element is to continue to integrate the various aspects of Planning and Environmental Linkages, especially as it pertains to the 2014 Planning Emphases Areas the Red Flag Investegations and the FHWA Every Day Counts Innovative Initiative into NIRPC Programs.

This , One of the objectives of MAP-21 is to enhance the performan of the transportation system while protecting and enhancing the natural environment. To that end, metropolitan planning organizations are required to include environmental mitigation in their long-range transportation plans.

The objective of this activity will be to establish a collaborative consultation process as well as collect and analyze information needed to discuss the potential environmental mitigation activities, identify priorities areas and activities with the greatest potential to restore and maintain environmental functions.

PAST WORK/BASIS:

1. 2002: Advanced Identification of Wetlands Project
2. 2005: Watershed Management Framework Plan for Lake, Porter, and LaPorte Counties
3. 2007: Northwest Indiana Regional Greenways & Blueways Plan. NIRPC met with resource agencies on the development of the 2040 CRP and NIRPC was commended for this plan.
4. 2011: 2040 Comprehensive Regional Plan
5. 2012: Watershed Management Framework Update
6. Regional Green Infrastructure

FY 2014 WORK ELEMENTS/METHODOLOGY AND END PRODUCTS:

1. Red Flag Investigation (RFI):
2. NIRPC will continue with the implementation of the RFIs on projects coming into the MPOs Transportation Improvement Programs.

3. Continue to update and maintain the NIRPC environmental database to inform discussion and decisions on environmental impacts and priority mitigation activities. Environmental impacts to include at a minimum: water quality and stormwater impacts, wildlife mortality, habitat connectivity. Other data collected and maintained includes; wetlands, watershed priority areas, priority forest resources, prime farmland, historic structures, public open lands, and many others.
4. Continue to monitor any updates to relevant state, federal, regional, and local plans so that they may inform the transportation planning process.
5. Maintain open dialog with environmental stakeholders, land trusts, and local natural resource groups to review results and technical reports.
6. Continue to provide support for Transportation Alternative Program-environmental category funding
7. Continue to explore opportunities to implement new aspects of FHWA Ecological in Northwest Indiana.
8. Explore development of Wetland Functional Assessment using GIS to support wetland mitigation planning
9. Continue to communicate to LPAs the availability of our Red Flag Investigation services and participating in project scoping meetings with agencies before projects are added to the TIP, at which point opportunities for impact avoidance and mitigation are less available or more costly.
10. Coordinate with environmental department to conduct Red Flag Investigations on identified Regional Corridors
11. Participate in bi-state environmental mitigation planning with CMAP through initiatives such as Chicago Wilderness, and bi-state Calumet activities.

FY 2015/2016 END PRODUCTS

1. RFI process incorporated into TIP process.
2. Update Environmental Mitigation Areas Map

Performance Measure/Indicators

- Acres of wetland loss/gain (NOAA)
- Total acres of public and private managed or conservation lands (DNR & Land Trusts)
- Number of red flag investigation completed.

5. NON-MOTORIZED TRANSPORTATION PLANNING

STAFF: MITCH BARLOGA

OBJECTIVE:

The objective of the enhancement portion of this subcategory is to advance goals outlined in the *2010 Ped & Pedal Plan* and the 2007 *NW Indiana Greenways & Blueways Plan*, and to work with communities on advancing non-motorized modes from the goals of the *2040 Comprehensive Regional Plan* (CRP).

PAST WORK/BASIS:

Non-Motorized Planning & Facilitation:

The development and implementation of non-motorized transportation planning represents a continuing element of the NIRPC Unified Planning Work Program. In 1994, NIRPC distributed the Regional Bikeways Plan as the first plan for non-motorized transportation in Northwest Indiana. Due to many of the recommendations in the Plan, over 130 miles of separated trails have been developed in the NIRPC region as of 2014, with a significant amount of additional mileage already funded, or planned.

The success of trail development in the NIRPC region, coupled with the increased emphasis on improving pedestrian mobility, let to the creation of the 2005 Ped and Pedal Plan. In 2010, this plan was updated to reflect progressive non-motorized policy initiatives and updates to the non-motorized network. At the core of the plan is the Regional Trail Corridor Priority Map that defines 30 corridors that are plausible for future development, both short and long term in scope. It will serve to channel funding and resources appropriately to projects of regional significance.

In December of 2007, the NIRPC Executive Board adopted the *Northwest Indiana Regional Greenways & Blueways Plan*. This landmark document was prepared by staff of NIRPC and the Openlands Project from Chicago, who were the consultants for the Northeast Illinois Greenways and Water Trail Plans. The effort was funded by a generous grant from the Gaylord & Dorothy Donnelly Foundation, and commenced in the summer of 2005.

NIRPC staff has acted as a liaison for South Shore Trails (SST) and the Northwest Indiana Paddling Association (NWIPA) whose purpose is to promote better non-motorized connecdtions in the NIRPC region. Citizen with many government officials taking part, SST & NWIPA has emerged as the chief advocacy outlet for those looking to improve

the environment for all types of non-motorized transportation options. NIRPC staff has worked alongside a representative from the National Parks Service Rivers and Trails Assistance Program since 2003 in helping to create an effective strategy for the group to follow towards educating public officials for off-road connections.

Over the years, NIRPC has fostered a roundtable of officials and advocates alike towards effective prioritization of federal monies towards non-motorized themed projects. This group, first formed in the early 1990's, eventually has become the Ped, Pedal and Paddle Committee (3PC) which serves as a subcommittee of the Transportation Policy Committee (TPC), and continues to program funds, but in addition provides a forum for idea-sharing and updates on the growing non-motorized network in NW Indiana. The 3PC also serves as the premier education outlet for those seeking to implement progressive, non-motorized "best-practices" in their communities.

NIRPC is working to coordinate the efforts of the 3PC, local officials and SST towards a comprehensive implementation of the *Ped & Pedal Plan* goals and related objectives.

FY 2014 WORK ELEMENTS/METHODOLOGY:

1. Implementation of the *2010 Ped and Pedal Plan* & *NWI Greenways & Blueways Plan* with assistance from the 3PC and SST/NWIPA membership. Goals targeted are as follows:
    - Encourage & promote regional coordination, partnership & planning.
    - Improve connections between sub-regional networks.
    - Encourage & increase bicycle and pedestrian access to and from all transit and intermodal facilities.
    - Partner with local governments and private entities to improve and increase canoe launch locations and keep clear waterways for recreational use.
    - Increase the promotion of benefits of bicycle, pedestrian and water trail systems.
    - Develop a set of funding priorities, which encourages local monies to be leveraged by non-local funds to allow for greater progress and development.

NIRPC intends to update the *2010 Ped & Pedal Plan* for 2015 to include added analysis on off-road trail user counts on at least three major regional facilities. Data on numbers of users per times of day, reason for use, and personal perceptions about the

trail facility will be collected. NIRPC intends to work with the Rails-to-Trails Conservancy on this matter. There will also be data collected on hazardous intersections that have involved pedestrian or bicycle accidents. Currently NIRPC keeps a running-count of the amount of trail miles and bike lane miles that are currently in use, and will continue to do so on the next plan update.

2. Organize annual "Cornucopia" event in April highlighting the progress of land and water trail development in the NIRPC region.
3. Provide a forum for regular land & water trail updates by NIRPC staff and SST & NWIPA members at monthly Ped, Ped & Paddle Committee meetings.
4. Maintain NIRPC's Complete Streets Guidelines, and aid in the dissemination of education materials to local communities and county highway departments on the importance of these policies.
5. Update and revise *2010 Ped & Pedal Plan*, to also include water trail planning.
6. Coordinate with INDOT and the DNR on the development of goals from the Indiana Trails Plan.
7. Coordinate with INDOT on maintaining quarterly reporting from LPA's with currently awarded federal monies for non-motorized projects.
8. Participate in scoping and coordination meetings with INDOT and LPA's on awarded non-motorized projects.
9. Provide continued facilitation to SST and the National Parks Service to disseminate information to those groups, local and county jurisdictions, or individuals in the region who desire further knowledge on bike and pedestrian connections.
10. Continued partnership with the Northwest Indiana Paddling Association (NWIPA) on the creation of water trail routes in the NIRPC region, including attendance at their monthly meetings.
11. Establish a regular contact with INDOT's LaPorte District regarding their conformity to bicycle and pedestrian accommodations within the design scope of their proposed projects.
12. Engage with entities outside of NIRPC jurisdiction in regards to planning connections to region.
13. Update *NW Indiana Regional Greenways & Blueways Map* for 2016.
14. Actively work with regional jurisdictions on implementing bicycle and pedestrian facilities, including routes for trails and bike lanes, crosswalks safety measures and trailhead design in conjunction with NIRPC's Complete Street Guidelines.
15. Provide facilitation to aid in the remediation of issues that are delaying the development of bicycle and pedestrian facilities in the NIRPC region, and those projects proposed to link into NW Indiana.
16. Initiate dialogue with non-traditional partners who are essential to the goal of

establishing a non-motorized culture in NW Indiana. These partners would include the health community (hospitals and YMCA's) and municipal public works departments.

17. Serve on the Board of Directors for the American Planning Association's Indiana Chapter as Northern Region Representative.
18. Serve on the Board of Directors for the Greenways Foundation, a state not-for-profit advocating new trail projects throughout the State of Indiana. Staff will assist the GF on developing strategies to raise private funds to help develop network of trails involving various NIRPC members.

FY 2016 END PRODUCTS:

19. Revised NIRPC TAP application solicitation for Pedestrian & Bicycle applications.
20. Maintain quarterly reporting for federally and/or state-funded pedestrian & bicycle projects.
21. New maps/brochures delineating new water trails with the aid of new outside funding sources
22. Annual Cornucopia trail development review Event.
23. Assistance to local communities in their efforts to incorporate Complete Streets policies into their design standards and/or ordinances.
24. TAP applications from NIRPC region, reviewed, ranked, and submitted to INDOT by the TAP Committee and to NIRPC Board for final approval for FY 14.
25. Documentation on the 3PC's review, comments and recommendations regarding local DNR trails grant applications.
26. Attendance at SST, NWIPA, and Greenways Foundation meetings as NIRPC representative.
27. Continued assistance to NIRPC membership on aiding with the development of existing and proposed non-motorized facilities.

PERFORMANCE MEASURE/INDICATORS

- Miles of paths and multiuse trails constructed
- Miles of marked and signed bike lanes created
- Number of communities adopting Complete Streets policies
- Schools implementing Safe Routes to School policies and/or programs
- Number of non-motorized crashes
- Miles of new sidewalks added

- Number of bike parking facilities added (commuter facilities with storage cabinets or shower facilities)
- Number of bike rack spaces added
- Number of pedestrian improvement projects completed (e.g. marked/raised street crossings, pedestrian dings and signals)
- Number of bicycle safety improvements
- Number of individuals using trail facilities and for what reason
- Linkages to existing or planned public transit nodes
- Number of new connections between two or more pedestrian/bicycling facilities
- Miles of waterways opened up for recreational use
- Number of launch sites established
- Number of ADA-accessible launches established
- Campsites established along Kankakee River

6. SAFETY & SECURITY PLANNING

STAFF: STEPHEN SOSTARIC

OBJECTIVE:

The objectives of the enhancement portion of this program are to advocate and develop a regional safety initiative focused on accessing federal highway safety funds and increase public awareness of the highway safety needs and challenges around the northwest Indiana region.

PAST WORK/BASIS:

The Indiana State Department of Transportation (INDOT) with coordination and support from the Federal Highway Administration (FHWA) has outlined a statewide goal to reduce traffic related crashes and fatalities.

In FY 2011 INDOT prepared an updated Strategic Highway Safety Plan (SHSP), building on the SHSP released in FY 2006 to reflect changes to the Highway Safety Improvement Program (HSIP). The HSIP emphasizes a data-driven, strategic approach to improving highway safety that focuses on results. NIRPC has been using the crash data and maps produced in FY 2011 to identify locations where safety improvements can be made and assist local governments to access the HSIP funds. The updated data produced in FY 2015 for the Comprehensive Regional Plan update will be used going forward for future HSIP solicitations.

FY 2015/2016 WORK ELEMENTS/METHODOLOGY:

NIRPC's safety planning work includes data gathering and analysis, development of goals and objectives, and a safety initiative leading to an overall safety planning process.

1. Analyze crash data for the five-year period 2009-2013 to serve as a guide for long-range improvement and to help community leaders had better understand safety issues and trends occurring within the region.
2. Assess the number and type of crashes by region, county, and municipal level.
3. Create GIS-based maps to visually identify crash locations.
4. Create graphs, spreadsheets, and charts.
5. Develop crash location ranking system to identify high spot crash location.

6. Identify crashes by types of transportation modes (trucks, non-motorized, railroad, buses, etc.),
7. Define areas where public education and outreach may be necessary and identifying specific demographics level to collisions.
8. Develop safety goals and objectives.
9. Develop a safety initiative to educate local jurisdictions, and use crash data to identify locations where projects can access HSIP funds.
10. Maintain regional safety information and analysis.
11. Assist in providing recommendations and guidance to Safe Routes to School (SRTS) program.

FY 2015/END PRODUCTS:

1. Updated safety section for the 2040 Comprehensive Regional Plan update
2. Solicitation for new HSIP projects.

FY 2016 END PRODUCTS

1. Solicitation for new HSIP projects.
2. Brochure for public education and outreach.

STAFFING AND PROGRAM LINKAGES:

Stephen Sostaric is the assigned staff for this project. Critical coordination will be required from some of the UPWP program activities, especially Transportation Data Collection, Forecasting & Analysis, and Modeling, Conformity & Technical Development.

PERFORMANCE MEASURE/INDICATORS

- Crash Rate (per 1,000,000 vehicle miles traveled)
- Traffic crashes injury rate/100,000 licensed drivers
- Traffic crashes fatality rate/100,000 licensed drivers
- Incident clearance response time (when available)

7. FREIGHT PLANNING

STAFF: JACK ESKIN

OBJECTIVE:

Develop strategies to manage and improve the safety and efficiency of multimodal freight flows through and within Northwest Indiana. Integrate freight priorities into the ongoing comprehensive regional planning process. Minimize the congestion and hazards associated with freight traffic. Identify and promote the regional economic opportunities and benefits of freight traffic and the logistics industry in Northwest Indiana. Identify the relationships between land use, environment, social equity and economic development with freight mobility issues and freight traffic patterns.

PAST WORK/BASIS:

- 2007 Data Base of Intermodal Companies in Northwest Indiana.
- 2007 Northwest Indiana Forum's survey of intermodal stakeholders and logistics companies to identify short-range infrastructure improvement needs.
- Cooperative effort with communities to monitor and comment on the proposed CN railway's acquisition of the EJ&E railway and the required 2008 EIS to be conducted by the Surface Transportation Board (STB).
- 2010 NIRPC Freight Study
- 2010 NIRPC Freight Stakeholder Workshop
- 2011 NIRPC Comprehensive Regional Plan Freight section
- 2012 Formation of the Northwest Indiana Rail Vision Working Group and identification of problematic at-grade rail crossings
- 2013 NIRPC Illiana White Paper Freight section
- FY 2014 Completion of the Northwest Indiana At-Grade Crossing Study

FY 2015/ 2016 WORK ELEMENTS/METHODOLOGY

1. Revise Freight Performance Measures
2. Create Scope of Work and Work Plan for the 2015 Northwest Indiana Freight & Logistics Study

   a. Establish study need, purpose, and goals
   b. Identify key stakeholder groups to involve in the input process
   c. Establish data collection goals and methods
   d. Update freight performance measures

3. Undertake data collection and analysis for 2015 Northwest Indiana Freight & Logistics Study
   a. Execute data collection goals
   b. Produce datasets and maps
   c. Conduct data analysis, review against performance measures.
4. Author the 2015 Northwest Indiana Freight & Logistics Study
5. Continue to convene and support the NWI Rail VISION (Velocity, Information, Safety, Improvements and Opportunity Network) group, a working group of public and private rail stakeholders. Key tasks of the group include:
   a. Continued expertise offered towards regional grade separation efforts
   b. Ongoing identification of rail-related economic development opportunities
   c. Providing stakeholder input into NIRPC and INDOT planning processes.
6. Identification of opportunities for rail-related economic development.
7. Maintain and expand upon databases and maps of freight assets and infrastructure.
8. Update and monitor freight performance measures and implementation of freight projects.
9. Maintain relationships with multimodal freight stakeholders.
10. Coordinate freight planning with local, regional and state planning agencies including INDOT, the Chicago Metropolitan Agency for Planning (CMAP) and other planning entities throughout the Midwest.
11. Identify and distribute funding opportunities for freight projects.
12. Participate in training programs and conferences, such as FHWA Talking Freight Webinars.

FY 2015/2016 END PRODUCTS:

1. Updated List of Freight Performance Measures (Beginning of FY 2015)

2. Annual Freight Stakeholders Meeting (late 2014)
3. Completion of a 2015 Northwest Indiana Freight & Logistics Study (Early 2015)
4. Updated list of freight stakeholders (ongoing).
5. Updated databases and maps of freight infrastructure and assets (ongoing).
6. Presentations and reports to NIRPC Committees (as needed).
7. Northwest Indiana Rail VISION working group documentation (as needed).
8. Potential creation of a best practices guidebook for sustainable freight facility design. (Mid 2015)

USE OF END PRODUCTS/FUTURE DIRECTION:

1. Inclusion of the findings, data, and analysis from the 2015 Northwest Indiana Freight & Logistics Study into the update of NIRPC's Long Range Transportation Plan
2. Use of the 2015 Northwest Indiana Freight & Logistics Study as a guiding document for the implementation of NIRPC's transportation improvement projects, funding, and implementation strategies.
3. Development of a joint public/private regional consensus on how freight mobility and intermodal issues influence economic development, land use and transportation planning.
4. Evaluation of implementation strategies through the monitoring of performance measures.
5. This activity is intended to be an ongoing element of the NIRPC work program.

EXISTING PERFORMANCE MEASURE & INDICATORS *(UNDER REVISION)*

- Trains per day through grade-crossings
- Gate down time at grade crossings
- Number of fatal crashes involving heavy trucks
- Vehicle classification by time of day, percent of trucks off-peak
- Average speeds on freight significant highways
- Average peak and off-peak travel time for trucks in freight significant corridors
- Tonnage shipped through NWI ports, including total tons, domestic, foreign, imports, exports
- Number of Businesses and Employment in Freight Generating Industries, including Agriculture, Construction, Manufacturing, Mineral Extraction, Utilities, Transportation and Warehousing and Wholesale Trade

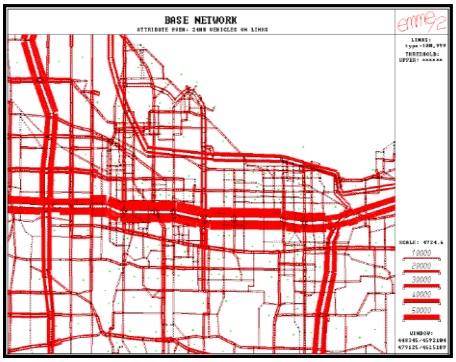
- Percent of Mode Share for freight
- Air Cargo Summary Data for Gary/Chicago International Airport: Tons Emplaned (Originating and Terminating)
- Number of Public Highway-Grade Crossings

8. TRAVEL NETWORK MODELING

STAFF: SCOTT WEBER

OBJECTIVE:

This project is a continuation of on-going work on the maintenance, enhancement and utilization of the regional transportation network modeling process. This project will continue to provide the modeling support for air quality conformity, transportation project studies, regional planning activities and a congestion management process geared toward MAP-21 performance measures.



This project is also part of an improvement effort to achieve a more accurate and robust travel network model that incorporates the latest household survey information and modeling state of practice at the regional scale.

PAST WORK/BASIS:

The Household Travel Survey project was completed in FY 2008 in conjunction with the Chicago Metropolitan Agency for Planning (CMAP). Although NIRPC has continually updated socioeconomic inputs to reflect the latest available data from the U.S. Census Bureau, the trip production and attraction rates as well as the mode choice parameters are unchanged from the 1995 NIRPC household travel survey. Data from 2007-2008 Household Travel Survey could provide a substantive update to these rates and parameters.

Discussions that occurred between NIRPC and CMAP in 2009 and 2010 about integrating the travel models used by the neighboring metropolitan planning organizations stalled in 2011 when CMAP adopted an activity-based model primarily because that region was interested in extensive road pricing studies. For the foreseeable future, the computing processor power required by NIRPC to adopt this model would be prohibitively large, although discussions are still ongoing for NIRPC to adopt an aggregated portion of this model.

FY 2012 saw NIRPC develop a database to extract model outputs compatible with the Indiana Department of Transportation's (INDOT) air quality post-processor. The database was successfully applied to regional emissions analyses in FY 2012, FY 2013 and FY 2014.

In FY 2014, NIRPC hosted an Illiana Corridor Methodology Review and NIRPC Travel Forecasting meeting where experts from the FHWA resource center, CMAP staff and consultants worked with NIRPC to initiate a scoping process for coordinating with nearby modeling stakeholders and improving NIRPC's travel demand model.

FY 2015-2016 WORK ELEMENTS/METHODOLOGY:

1. *2040 Comprehensive Regional Plan* Update: Perform the full set of modeling activities potentially necessary to update the 2040 Comprehensive Regional Plan due for an update at the end of FY 2015.
2. *Regional Emissions Analysis* (for any significant capacity adding plan or TIP amendments)
    a. Run the trip generation procedures for each appropriate analysis year using the latest socioeconomic data.
    b. Code any updated transportation system expansion projects in a plan update or amendment into the networks for the appropriate analysis years.
    c. Run the transportation network model for each analysis year.
    d. Transfer link data for each analysis year to databases for post-processing and emissions analysis.
    e. Include the post-processing results from the INDOT post-processor and all documentation of the assumptions and outputs from the travel network model in the air quality conformity determination analysis documents.
3. *Travel* Network Model Improvements
    a. Compare trip production and attraction rates as well as assignment procedures with nearby MPOs.
    b. Organize the 2007-2008 Household Travel Survey into Origin-Destination pairs by trip purpose and mode.
    c. Prepare a plan to validate the NIRPC travel network model by deciding how data collection resources can be most efficiently arranged to meet the 2018 validation deadline.
    d. Evaluate the pros and cons for upgrading the model software environment to the latest INRO EMME package or switching to Caliper TransCad.
    e. Monitor the latest trends in travel network models nationwide and MAP-21 and possible successor federal transportation legislation to guide model development.

FY 2015-2016 END PRODUCTS:

1. Documentation of model usage if applicable in the updated long-range transportation plan.
2. Documentation of model usage in the air quality conformity analysis component of plan or TIP amendments that include regionally significant projects.
3. Travel-related information generated by the model for project studies or other regional plans NIRPC sponsors or participates in.
4. Attendance at NIRPC Transportation Policy Committee meetings (as well as other NIRPC committee meetings when topics related to the travel network model arise) to provide updates both formally and informally about model application and development.
5. Updated trip rates and mode choices for travel network model based on 2007-2008 Household Travel Survey.
6. Strategic plan for ongoing model development and linkages to air quality, congestion management and intelligent transportation systems.

USE OF END PRODUCTS/FUTURE DIRECTION:

This work will continue to provide necessary modeling support for a variety of planning activities and meet performance measures dictated by MAP-21 and future transportation legislation (see objective).

STAFFING AND PROGRAM LINKAGES:

Scott Weber is the assigned staff for this project. This task will provide the technical support and analysis for air quality planning, conformity determinations, comprehensive plan and congestion management system.

National performance goals from MAP-21 that are addressed by this task are:

- Congestion reduction—To achieve a significant reduction in congestion on the NHS;
- System reliability—To improve the efficiency of the surface transportation system;
- Environmental sustainability—To enhance the performance of the transportation system while protecting and enhancing the natural environment

9. AIR QUALITY CONFORMITY

STAFF: SCOTT WEBER

OBJECTIVE:

This project will continue the facilitation of the air quality conformity process, including the interagency consultation process and documentation. The regional emissions analysis will continue to be completed under the Transportation Network Modeling project.

PAST WORK/BASIS:

The air quality conformity process has been used in the Lake and Porter County region since the development of the original USEPA conformity rule in 1993 in conjunction with the 1990 amendment of the Clean Air Act. USEPA formally adopted the MOVES emissions model, which took effect in FY 2012. In response, NIRPC developed a database in FY 2012 to extract travel model outputs into regional emissions analysis. Since FY 2012, the regional emissions analysis is performed at INDOT through a MOVES post-processor, with input supplied by the NIRPC travel model database.

FY 2015-2016 WORK ELEMENTS/METHODOLOGY:

1. Manage and Document Conformity Determinations: Prepare supporting materials, including results of the regional emissions analyses, for use by the conformity consultation participating agencies. Prepare draft and final conformity determination documents. Prepare agendas, and schedule meetings (in person and by phone or internet teleconference) for conformity consultation.
2. Coordinate with External Agencies: The procedures for conformity consultation participating agencies are laid out in the August 2007 Interagency Consultation Group Conformity Consultation Guidance, prepared by the Indiana Department of Environmental Management. NIRPC's role is to coordinate consultation between USEPA, FHWA, FTA, IDEM, and INDOT. Consultation participants may also include CMAP and IDOT for bi-state projects, as well as adjacent Indiana counties outside of MPO boundaries if USEPA determines them to be in non-attainment of the 2008 ozone NAAQS.

FY 2015-2016 END PRODUCTS:

This project will produce the air quality conformity determinations for the 2040 Comprehensive Regional Plan and its update, and for the FY 2014 to 2017

Transportation Program and FY 2016 to 2019 Transportation Improvement Program and their amendments.

USE OF FY 2015-2016 END PRODUCTS/FUTURE DIRECTION:

The conformity determinations that will be produced will enable the region to adopt and amend the regional transportation plan and the transportation improvement program when capacity expansion projects are added, deleted or modified.

STAFFING AND PROGRAM LINKAGES:

Scott Weber is the staff member assigned to this task. This task is a prerequisite for the adoption of the regional transportation plan and transportation improvement program and for amendments to the regional transportation plan or improvement program where capacity expansion projects are added, deleted or modified.

10. INTELLIGENT TRANSPORTATION SYSTEM (ITS)

STAFF: SCOTT WEBER

OBJECTIVE:

The objective of this task is to maintain and use the regional Intelligent Transportation System (ITS) architecture while conforming to the National ITS Architecture and standards per 23 CFR 940.

PAST WORK/BASIS:

In the past, NIRPC convened ITS stakeholders and developed a regional ITS Architecture, which was adopted in 2005. After little maintenance of the ITS Architecture, the Federal Highway Administration Indiana Division hosted a "Quick Starting Your Regional ITS Architecture Update" workshop and an ITS Turbo software refresher training in January 2012. The FHWA/FTA certification review team issued a corrective action to NIRPC in FY 2014 to bring the regional ITS Architecture into federal compliance. In FY 2014 following the corrective action, the Architecture was brought up to date.

FY 2015-2016 WORK ELEMENTS/METHODOLOGY:

1. Concurrent with quarterly tracking schedule, update ITS Architecture.
2. Continually consult stakeholder input for maintaining the Architecture and standards
3. Regularly update the status of projects in the ITS Architecture
4. Apply and update the latest functional requirements to the ITS Architecture and standards
5. Keep ITS Architecture flows organized and useful
6. Develop strategies to use the ITS Architecture for planning and programming, and ensure the architecture remains useful to identify standards and projects for implementation
7. Incorporate into the update of the CRP.

FY 2015-2016 END PRODUCTS:

1. Up-to-date ITS Architecture that evolves alongside the quarterly tracking schedule.
2. ITS Architecture will include tracking database to monitor both highway and transit project sponsors/operators.

USE OF FY 2016 END PRODUCTS/FUTURE DIRECTION:

NIRPC will deploy an ITS Architecture and maintain it concurrent with the quarterly tracking schedule.

STAFFING AND PROGRAM LINKAGES:

Scott Weber has been assigned to these duties. This program will be a resource for the Intelligent Transportation System program.

11. PERFORMANCE BASED PLANNING

STAFF: GABRIELLE BICIUNAS

OBJECTIVE:

The objective of this project is to establish a performance based planning process and define coordination in the selection of targets, linking planning and programming to performance targets. Under Map-21, MPO's are required to establish and use a performance based approach as part of the planning process to be developed in coordination with state and public transportation providers. Performance based planning attempts to ensure that transportation investment decisions are made – both in long-term planning and short-term programming of projects – based on their ability to meet established goals for improving the overall transportation system. It involves measuring progress toward meeting goals, and using information on past and anticipated future performance trends to inform investment decisions.

BACKGROUND/BASIS:

MAP-21 placed increased emphasis on performance management stating that "…MPO's in cooperation with the State and public transportation operators, shall develop long-range transportation plans and transportation improvement programs through a performance-driven, outcome-based approach to planning." 23 USC Section 134(c)(1); 49 USC Section 5303(c)(1). "The metropolitan transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals…." 23 USC Section 134(h)(2); 49 USC Section 5303(h)(2).

The establishment of a performance-based planning process (MAP-21) requires MPOs and States to establish performance targets that address national performance measures established by the Secretary that are based on the national goals outlined in the legislation.

A framework of a performance based planning and programming process is being developed that will be consistent with an overall vision of performance management across multiple program areas developed by FHWA, FTA and their partners. A more detailed scope will be established once MAP-21 criteria and guidance are released to the State DOT's and MPO's.

Performance based planning will be incorporated in the update of the Long Range Transportation Plan portion of the (2040 CRP/RTP). The Plan will include a description of the performance measures and performance targets used in assessing the

performance of the transportation system. It will also include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.

WORK ELEMENTS/METHODOLOGY:

1. Develop a process to monitor performance measures
2. Revisit goals and objectives with the update of the 2040 CRP/RTP
3. Establish and select performance measures for each goal and objective
4. Identify and set performance targets
5. Identify strategies and analyze alternatives, if applicable
6. Develop investment priorities in the update of the 2040 CRP/TRP
7. Programming: develop investment priorities in the TIP/STIP
8. On-going monitoring, evaluation, and performance reporting
    a. Monitor system performance
    b. Evaluate program effectiveness
    c. Report performance results
9. Coordinate and collaborate with state, public transportation providers/agencies and other stakeholders in regards to developing goals and objectives, measures, and targets. Also, ensure that desired goals and performance focus are consistent across a wide range of program- and subject-specific plans (e.g., safety plans, congestion plans, asset management plans, operations plans) and that the goals, and key measures in the 2040 CRP/RTP provide direction to these documents.
10. Respond to any forthcoming guidance and regulations from the USDOT implementing the provisions of MAP-21

FY 2015/2016 END PRODUCTS:

1) Updated goals and objectives
2) Identified performance measures and performance targets
3) Report of monitoring performance measures and results

12. REGIONAL CORRIDORS STUDY

STAFF: EMAN IBRAHIM, GABRIELLE BICIUNAS

OBJECTIVE:

The purpose and need of the Regional Corridors Study (RCS) in Northwest Indiana is to improve major transportation network connectivity. Improving mobility and connectivity across the region will contribute in reducing congestion and travel time on major roadways. The focus of the study is to functionally fill a gap between regionally significant highways and limited access local arterials. Currently there are 14 intechanges within almost 45 miles on interstate 80/94. Only 6 of them are regionally connected, through major arterials, to US 30 the major east-west connector in the region.

The main purpose of the RCS is to accomplish the 2040 Plan regional goals and objectives that are aiming to improve connectivity, and access to employment, major interstate highways, metro centers, and highly dense residential areas. The study will be addressed through the Update of the 2040 Plan/ Transportation Plan. Additional, traffic model forecasts will be used to test alternative road network plans. The RCS network will include state highways, state routes, major county roads and major municipal arterials. Development of the RCS network takes into consideration planned and programmed projects.

BACKGROUND/BASIS:

- Goals and Objectives from the 2040 CRP
- Increased congestion and travel time
- Recommendations from CMP
- Poor local/regional north south connectivity and mobility
- Increased fuel costs
- Safety

WORK ELEMENTS/METHODOLOGY:

FY2015

NIRPC will work closely with member jurisdictions to identify a Regionally Significant Corridors network to serve as input to the NIRPC regional planning process. However individual routes in the RCS network could become part of the long-range elemnts of

the CRP and be programmed as projects to advance relative to available funding and regional priorities. The scope of this study will include:

1. Define study area
2. Research techniques and best practices for regional corridors
3. Evaluate existing, planned and proposed major transportation corridors in the region.
4. Utilize travel time data and identified congested areas from the CMP
5. Develop a list of stakeholders
6. Develop a survey and distribute it to stakeholders, transportation agencies, large organizations/ employers that relay on the existing transportation system within the region. The purpose of the survey is to rank potential priorities for the RCS network
7. Define with stakeholders the regionally significant corridors network
8. Create a map of the proposed network within the study area
9. Run the transportation travel model using the proposed network to examine the effect on travel in the identified congested areas
10. Summarize the research and survey results

FY2016

1. Collect data for the defined corridors network that could include and are not limited to:
    a. Average daily traffic volumes
        i. Average trip lengths
        ii. Percentage of through traffic
        iii. Percentage of truck traffic
    b. Existing and proposed Land use
    c. Right of way ownership
    d. Flooding/ wetland
    e. Intersection traffic control device
    f. Railroads crossing
    g. Typical section of roadway (number and width of travel lanes, shoulders, and turn lane(s)
    h. Stormwater management
    i. Utility information

   j. Historical properties (state / national register)
   k. Access management features (medians, right in / right out, islands, etc.)

2. Identify the need to improve connectivity and mobility that could include adding new segments or roads
3. Develop recommendations to the proposed network

FY 2015/2016 END PRODUCTS:

1. Regional Significant Corridors Network (RSCN) Map
2. Typology of the RSCN
3. Summary of recommendations

SECTION 5: OUTREACH AND PUBLIC INVOLVEMENT- 2056, 2309

BUDGET

Funding Source	FY 2015
Federal	88,143
Local	22,036
Total	**110,179**

Funding Source	FY 2016
Federal	89,440
Local	22,360
Total	**111,800**

TASKS

1) Public Meetings & Communication Tools
2) Website Management

1. PUBLIC MEETINGS & COMMUNICATION TOOLS

STAFF: STEPHEN SOSTARIC, AMANDA POLLARD

OBJECTIVE:

There are four objectives of this program subcategory:

1. Implement the spirit and letter of the public participation requirements for Metropolitan Planning Organizations (MPO) found in the federal planning regulations;
2. Provide support for integrating public participation across NIRPC's three planning domains, making the planning process transparent, informative, inclusive, and meaningful; and
3. Improve accessibility of all NIRPC documents and communications network.
4. Implement the NIRPC Public Participation Plan.

PAST WORK/BASIS:

Since its designation as an MPO NIRPC has maintained an ongoing transportation planning process involving a variety of publics, including elected officials, citizens, advocates, technical experts, and community leaders. Providing opportunities for citizen participation, education, feedback and outreach to all stakeholders from the core of NIRPC's public involvement program. NIRPC's continuing aim is to have an open process, provide complete information, solicit, receive and consider public input, and provide access to decision-making, including increasing participation by traditionally underrepresented people, human services transit providers, and clients of human services agencies.

WORK ELEMENTS/METHODOLOGY:

PUBLIC PARTICIPATION

1. Implement, maintain, evaluate and update a public participation plan.
2. Plan for, secure, and document public input pertaining to transportation, environmental and economic development plans and programs.
3. Identify, communicate with and attempt to engage a widely diverse group of people in NIRPC's plans and programs, particularly people who have not traditionally been involved. Make special efforts to reach out and accommodate people with disabilities.

4. Coordinate public participation programs with state and federal entities.
5. Expand mailing lists, which are maintained by Administrative Assistant.
6. Prepare annually a directory of locally elected officials that is available on the NIRPC website.
7. Secure locations outside of NIRPC for public meetings, assuring accessibility by people with disabilities.
8. Offer and provide alternate means to communicate with people with disabilities.
9. Facilitate public meetings.
10. Perform a peer exchange with another Indiana MPO in order to identify possible "best practices" for NIRPC's public involvement process going forward.
11. Track public outreach for the fiscal year, including reporting of activities and analysis of the impact on decision-making

COMMUNICATION

1. Implement the basic elements of the NIRPC Communications Plan.
2. Coordinate with the NIRPC Website Coordinator to keep the website current, active and relevant, including posting plans, programs, data, regional facts, public review & comment announcements, the meeting calendar and other materials for access by the public.
3. Develop and distributes news releases and various educational and promotional materials.
4. Adhere to NIRPC's social media policy.
5. Communicate with the public via various social media, including Facebook and Twitter.
6. Photographs people, projects, locations and events for a variety of uses.
7. Develop agency-wide, consistent, thematic messages and presentations to key audiences.

PUBLIC PARTICIPATION PLAN

The timeframe and final product that may or may not contain further actions to help improve the transparency of the public involvement process are part of the ongoing legal negotiations with Everybody Counts. FTA-Region 5 and FHWA-IN staff should clearly understand the difficulty NIRPC has had in trying to develop a final version of an updated Public Participation Plan. Its adoption has been delayed since May, 2013 following an very extended public review and comment period that began in late 2012. It is uncertain when the PPP will be finalized and adopted. A careful reading of the current version of the draft Public Participation Plan should indicate to the reader

that the proposed outreach and involvement process is exceedingly transparent and certainly compliant with federal transportation planning regulations. Once the document is final and has been used for a year or two, NIRPC will consider updating it where it needs improvement. Attached is a list of activities contained in the draft PPP, which should substantiate how evident and understandable the process of public engagement and participation is expected to be.

END PRODUCTS/FUTURE DIRECTION:

Improved accessibility, communications and outreach should be evident as a result of the activities proposed. NIRPC will also be better able to document, track and evaluate its programs relative to accessibility/participation by the disability community. The ongoing public involvement efforts will continue to provide opportunities for the general public to be informed and engaged in the regional decision making-process, resulting in increased public support for new initiatives and planning and programming decisions.

2. WEBSITE MANAGEMENT

www.nirpc.org

STAFF: MEREDITH STILWELL

OBJECTIVE:

The objective of this work element is the management, coordination, expansion, and continued upgrade of the NIRPC website to meet the increasing demand for public awareness of comprehensive transportation, environmental, economic development, planning, and regional initiatives.

PAST WORK/BASIS:

NIRPC utilizes a website for public awareness of transportation planning efforts, public outreach, environmental awareness, regional political involvement, data sharing, and economic development.

NIRPC continues to update and expand its website in ADA-compliance, as required in the planning process. A website ensures broad availability of information flowing throughout NIRPC and outside the organization. The website continues to provide information transparency and visualization to the public and aid in their participation and understanding in the planning process.

FY 2014 WORK ELEMENTS/METHODOLOGY:

1) Manage, coordinate, and update the NIRPC website to address the needs of NIRPC's core functions.

    a. Maintain, improve, and expand the website functions utilized in the transportation, environmental, and planning domains.

    b. Utilize the website for public outreach.

    c. Identify website needs and priorities for new and improved applications.

    d. Participate in website management training and other opportunities, as available.

    e. Comply with adopted state and federal standards and policies concerning website ADA-compliance.

f. Develop and update various web pages within the website, particularly transportation, land use, environmental, political, and economic development.

g. Update and incorporate the website for use with the 2040 Comprehensive Regional Plan.

h. Continue work towards the development of NIRPC's website data sharing policy.

i. Publish static maps and visual aids on the website.

j. Assist staff with website requests, as needed, and perform other duties as may be required.

USE OF FY 2014 END PRODUCTS/FUTURE DIRECTION:

1. A managed, updated, and integrated website that addresses website needs required of comprehensive planning initiatives.
2. Expanded utilization of the website for public outreach, broader access to NIRPC data, and continued enhancement of system capabilities.
3. Perform daily updates to web pages.
4. Work toward increasing public involvement by utilizing website for public outreach and awareness.
5. Publish regional maps and other NIRPC products on the website.
6. Continue to act as a source of information for the NW Indiana region, and provide a voice for citizens in the regional planning process.
7. Increase awareness of the 2040 Comprehensive Regional Plan through website updates and meeting announcements.
8. Establish policy for prompt posting of NIRPC Board approved Transportation Improvement Program (TIP) documents to ensure transparency to the public.

SECTION 6: VEHICLE OVERSIGHT PROGRAM- 2057, 2310

BUDGET

Funding Source	FY 2015
Federal	8,310
Local	2,078
Total	**10,388**

Funding Source	FY 2016
Federal	8,479
Local	2,120
Total	**10,599**

VEHICLE OVERSIGHT PROGRAM, JOB # 2300

STAFF: KEVIN GARCIA

OBJECTIVE:

The purpose of this task is to provide compliance, monitoring, and oversight with basic statutory and regulatory requirements for the Federal Congestion Mitigation and Air Quality (CMAQ) Local Public Agency (LPA) Alternative Fuel Vehicle Program. This is an ongoing activity until the useful lives of the vehicles is decreased.

FY 2014 WORK ELEMENTS/METHODOLOGY:

- NIRPC will review and approve the procurement processes used by the LPA to purchase CMAQ funded vehicles to assure compliance with federal and state requirements.
- Asset management involves those oversight activities, which are related to the utilization and maintenance of project vehicles. NIRPC staff will review insurance, policies, endorsements and binders upon receipt.
- Each vehicle will be inspected on at least an annual basis. The purpose of these inspections is to verify the operational and physical status of each vehicle.
- Project vehicles shall be maintained in good operating condition. Technical assistance will be provided by NIRPC staff in developing acceptable maintenance plans and/or procedures.
- Each LPA shall submit annual monitoring reports to NIRPC during the useful life of any vehicle purchased through the CMAQ vehicle program.
- LPA shall notify NIRPC before any CMAQ funded vehicle is removed from service as noted in Section 4 paragraph h of the “CMAQ Grant Agreement for LPA Equipment Procurement”.

SECTION 7: SURFACE TRANSPORTATION PROGRAM (STP), PLANNING – 2058

BUDGET

Funding Source	FY 2015
STP	160,000
Local	40,000
Total	**200,000**

Funding Source	FY 2016
STP	160,000
Local	40,000
Total	**200,000**

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

STAFF: GARY EVERS, AMANDA POLLARD

OBJECTIVE:

The purpose of this task is to provide the forum for making transportation investment decisions through a coordinated, participatory process, implementing the Regional Transportation Plan through development or update of a Transportation Improvement Program.

PAST WORK/BASIS:

The current 2014-2017 TIP is scheduled to be replaced by the FY 2016-2019 TIP in early 2015. This task will permit us to maintain the current TIP (via amendment and modification) as-needed, until the new TIP is approved for use by FTA and FHWA. All projects in the TIP are consistent with the 2040 Comprehensive Regional Plan (CRP), as amended. The CRP established policies which the TIP implements.

NIRPC intends to develop its new TIP at the same time that INDOT is developing a new (2016-2019) STIP. NIRPC intends to undertake project selection activities during the first half of calendar year 2014 to ensure that the new TIP is adopted prior to July 2015.

NIRPC's role with respect to federal aid construction projects is both evolving and expanding. In addition to just maintaining a fiscally constrained list of projects in the TIP, we are becoming actively engaged in the management and oversight of federal-aid construction projects being undertaken by our member units of government. For each project in our production schedule, we are now aware of what precisely is being built, the project's cost, and construction schedule. We are moonitoring each project from its inception through construction. Financially, we are tracking the obligation of federal funds in INDOT's accounting system, contract change orders, completion time for let projects, and will soon begin tracking INDOT payments to vendors.

A significant amount of technical assistance is provided to highway project sponsors in moving their projects toward implementation. We assist project implementers by troubleshooting projects that have gotten "stuck" somewhere in the pipeline, by lining up federal funds ahead of the lettings, and making post-letting funding changes (if needed) that will ensure full utilization of all allocated funds. Financial constraint, within the TIP and federal authorizing legislation, is maintained at all times.

WORK ELEMENTS/METHODOLOGY:

TIP Development and Maintenance

Develop and maintain the new Transportation Improvement Program (TIP) for the three-county area. Oversee the development of new or the update of existing project selection systems for each type of MPO-controlled federal fund through a stakeholder driven process. Conduct separate solicitations for new projects under each type of MPO-controlled federal fund. Select projects in consultation with the State and transit operators and in conformance with the SIP and Conformity Consultation Protocol. Conduct the programming/amendment process in an open, participatory manner, consistent with the FHWA/FTA Planning Regulation and NIRPC's own Public Involvement Process. Prepare a TIP that complies with current federal requirements.

FY 2015/2016

9. Assist stakeholder committees in the review and update of the project selection systems. Conduct a solicitation for new federal-aid projects. Oversee the project selection process.
10. Develop a new TIP.
11. Prepare and process all TIP amendments, as requested or needed, for submission to the Interagency Consultation Group (ICG). Consult with NIRPC's transportation modeler prior to submission to ensure consistency with the Air Quality Conformity Determination. Present amendments to the Transportation Policy Committee (TPC) and NIRPC Board. Adjust the TIP project list following each amendment, post it on the NIRPC website, and transmit it to both INDOT headquarters and LaPorte District office.
12. Prepare and process administrative modifications to the TIP.

END PRODUCTS:

TIP Development & Maintenance—2015/ 2016

13. New 2016-2019 TIP.
14. Amendments/Modifications to 2014-2017 TIP, including completed INDOT forms.
15. Updated project database (Ongoing).

USE OF FY 2015 END PRODUCTS/FUTURE DIRECTION:

These products consist of the basic process documents used in allocating federal surface transportation funds, maintaining a (current) fiscally constrained list of projects. These products will keep the TIP in compliance with both the FHWA/FTA Joint Planning Regulation and the federal authorizing legislation.

SECTION 8: TRANSIT ADMINISTRATION & OPERATIONAL PLANNING

BUDGET: 2015

Transit - FTA 2015	FTA 5307	Local	Total
2113 - Transit Planning	120,000	30,000	**150,000**
2543 - Bikes on Trains Study	164,000	41,000	**205,000**
2534 - Transit Administration & ADA Review	280,000	70,000	**350,000**
Total Transit	564,000	141,000	**705,000**

BUDGET: 2016

Transit - FTA 2016	FTA 5307	Local	Total
2114 - Transit Planning	120,000	30,000	**150,000**
2536 - Transit Administration & ADA Review	280,000	70,000	**350,000**
Total Transit	100,000	500,000	**600,000**

TASKS

1) Transit Planning
2) Bikes on Rails Study
3) Transit Administration and Operational Planning

1. TRANSIT PLANNING AND COORDINATION

STAFF: BELINDA PETROSKEY

OBJECTIVE:

This task serves four purposes. The first is to continue regional transit planning activities which qualify public operators for Federal Transit Administration (FTA) funds, and coordinate, advocate and plan for an expanded and effective system of public transit in northwest Indiana. This task is carried out in cooperation and coordination with the Northern Indiana Commuter Transportation District (NICTD), the Gary Public Transportation Corporation (GPTC), the East Chicago Public Transit (ECPT), North Township Trustee Dial-a-Ride (NT), South Lake County Community Services (SLCCS), Porter County Aging and Community Services (PCACS), Opportunity Enterprises (OE), Valparaiso Public Transit (VLine and Chicago DASH), Michigan City Public Transit (MCPT), and La Porte TransPorte. This task also includes coordination with nonpublic transit providers, social services agencies, and other regional transit stakeholders.

The second purpose of this task is to provide the forum for making transit-related investment decisions through a coordinated, participatory process, implementing the Regional Transportation Plan (RTP) through development or update of a Transportation Improvement Program (TIP).

The third purpose of this task is to carry out limited administrative responsibilities associated with mointoring and oversight of FTA-associated transit services.

The fourth purpose of this task is to work cooperatively with staff assigned to the "Performance Based Planning", the public transit operators, and INDOT on developing performance measures and determining data needs. Under Map-21, MPO's are required to establish and use a performance based approach as part of the planning process to be developed in coordination with state and public transportation providers. Performance based planning attempts to ensure that transportation investment decisions are made – both in long-term planning and short-term programming of projects – based on their ability to meet established goals for improving the overall transportation system. It involves measuring progress toward meeting goals, and using information on past and anticipated future performance trends to inform investment decisions.

A significant amount of technical assistance is provided to transit project sponsors in moving their projects toward implementation. NIRPC's transit TIP staff assists project implementers by troubleshooting projects that have gotten "stuck" somewhere in the pipeline, or by identifying federal funds, and changes (if needed) that will ensure full utilization of allocated funds.

PAST WORK/BASIS: PLANNING

NIRPC's transit planning function continues to fulfill the requirements of a metropolitan planning organization by 1) providing long range planning for the new comprehensive regional plan; 2) short range planning by developing a biennial transportation improvement program, and 3) technical assistance to public and human services transit operators.

To this end, the previous two –year work program saw the development of new project selection criteria based on the 2011 adopted 2040 Comprehensive Regional Plan (CRP) and a new TIP at the end of 2013. The new two-year planning period will include an update to the CRP, which will necessitate a review and possible update to the transit project selection process.

In its role as coordinator and facilitator among the human services providers, NIRPC staff provides assistance and support to the Indiana Department of Transportation Public Transit division for the implementation of the Section 5310 grant process. This coordination resulted in the award of four replacement vehicles for human services providers in La Porte County in 2012, and three vehicles in 2013. NIRPC continues to participate in the La Porte County Transit Coordinating Committee which meets quarterly.

Another major achievement for transit in the region that was a result of years of technical assistance was realized in 2013 when the La Porte County Board of Commissioners, the Cities of Michigan City and La Porte, and Purdue University North Central finally agreed to fund and implement a public transit service connecting the two cities and the university. The partnership has been awarded a three-year CMAQ demonstration grant for implementation. The partners are committed to seeking a dedicated source of local funding to ensure its long-term success.

The establishment of a performance-based planning process (MAP-21) requires MPOs and States to establish performance targets that address national performance measures established by the Secretary that are based on the national goals outlined in the legislation.

A framework of a performance based planning and programming process is being developed that will be consistent with an overall vision of performance management across multiple program areas developed by FHWA, FTA and their partners. A more detailed scope will be established once MAP-21 criteria and guidance are released to the State DOT's and MPO's.

Performance based planning will be incorporated in the update of the Long Range Transportation Plan portion of the 2040 CRP. The Plan will include a description of the performance measures and performance targets used in assessing the performance of the transportation system. It will also include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the established performance targets.

In response to recommendation 7 (see appendix) of the 2013 Certification Review:

Improved transparency in the TIP on how sub-allocations at the state and operator levels are determined will be achieved by including a new section on transit financial information. In addition to identifying the federal formulas for apportionment, the section will discuss how the apportionments support the planning factors identified at 23 CFR 450.30. Once performance measures and methodologies for using them are identified, they will be included in the TIP transit finance section.

FY 2015-2016 WORK ELEMENTS/METHODOLOGY:

1. Develop and maintain the Transit Improvement Program (TIP) for the three-county area.
2. Conduct separate solicitations for new projects under each type of MPO-controlled transit federal funds.
3. Oversee the development of new or the update of existing project selection systems for each type of MPO-controlled federal fund through stakeholder driven process.
4. Select projects in consultation with the State and transit operators and in conformance with the SIP and Conformity Consultation Protocol.
5. Participate with the Chicago Regional Transit Authority in the annual apportionment of FTA funds.
6. Conduct the programming/amendment process in an open, participatory manner, consistent with the FHWA/FTA Planning Regulation and NIRPC's own Public Involvement Process.
7. Conduct planning process to update the Coordinated Human Services Public transit Plan.
8. Provide technical assistance to operators, organizations and agencies as

requested to facilitate coordination, planning and funding.

9. Work with transit operators to develop performance measures for use in the project evaluation process mandated under MAP 21.
10. Lead transit component update to the 2040 CRP by convening stakeholders and developing recommendations.
11. Conduct project solicitation and selection process for Section 5310-New Freedom funds.
12. Work with the NIRPC sub-grantees, overseeing their reporting in the areas of: National Transit Database (NTD), and safety and security expenditures.
13. Work with designated staff to coordinate development of performance measures and data with the public transit operators and INDOT.

FY 2015-2016 END PRODUCTS:

1. Meeting materials for transit operators' roundtable
2. Documentation of planning and technical assistance
3. New Consolidated Human Services Public Transit Plan
4. Documentation of transit-related TIP amendments
5. Updated transit component for the CRP
6. List of new Section 5310 projects
7. MOU of Understanding with Chicago RTA, NICTD, and GPTC on the distribution of Sections 5307, 5339, 5310, and SOGR for NICTD.
8. Receive and record documentation from sub-grantees for NTD, and safety and security expenditures.
9. Performance Measures for transit operations.

USE OF FY 2015-2016 END PRODUCTS/FUTURE DIRECTION:

Regional transit planning efforts will continue to support the strengthening and expansion of existing transit services. While it appears that a Lake County source of funding for expansion of the South Shore commuter rail may be forthcoming, the funds may not be used for bus transit. The Lake County bus transit systems will continue to struggle and offer minimal service. The property tax situation in the Cities of Gary and East Chicago contribute significantly to the shaky nature of their collective futures. NIRPC will continue to support the expansions proposed by the GPTC into Hammond and provide whatever assistance in needed to bring them to implementation. Updating the Consolidated Human Services Public Transit Plan and conducting a project solicitation process will make additional dollars available to the human services providers to continue their contribution to mass transit in the region.

STAFFING AND PROGRAM LINKAGES

The assigned staff for this project is Belinda Petroskey.

The work program tasks relate to the following regional transportation long range planning goals:

- Increase the accessibility and mobility of people;
- Enhance the integration and connectivity of the transportation system across and between modes;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

2. BIKES ON TRAINS STUDY

STAFF: JACK ESKIN

OBJECTIVE

Undertake project administration duties for the oversight of the NICTD Bikes on Trains Study. The Bikes on Trains Study is principally an engineering study aimed at assessing the feasibility of accommodating bicycles on the Northern Indiana Commuter Transportation District's (NICTD) rolling stock, in their facilities, and within their timetables. The project is a joint collaboration between NIRPC, NICTD, and Save the Dunes.

FY 2015 WORK ELEMENTS/METHODOLOGY

1. Coordination with NIRPC staff for the preparation of the Bikes on Trains Study RFP
2. Assembly and management of the project advisory committee
3. Identification of the Bikes on Trains Study project selection criteria
4. Collection and management of submitted proposals
5. Communication between the selection committee and applicants
6. Coordination between the selected consultant, the project selection committee, funders, and other stakeholder groups, including progress updates and finished product review.

FY 2015 End Products:

1. A final Bike on Trains Feasibility Study, which will include:
    a. A review of successful 'bicycle on commuter train' programs, including the characteristics of the involved rolling stock, platform configuration, and scheduling, as well as the challenges these operators overcame in achieving successful program implementation.
    b. An inventory of the characteristics of: (1) NICTD's rolling stock, as it relates to storage, access and egress; (2) station platforms; and (3) headway frequency, as it relates to the issue of accommodating bicycles. This inventory will involve interfacing with NICTD's transportation, mechanical, and safety departments.
    c. An assessment of barriers toward implementation of a bicycles-on-trains program on NICTD trains, involving physical, financial, and temporal constraints.

d. Establishment of solutions for problem mitigation and program implementation, specifically as it pertains to: physical improvements to NICTD trains (both types), stations, and service scheduling.

e. Identification of a recommended solution.

f. Identification of potential funding sources, from both public and private sources.

2. Stakeholder and public presentations by the consultant

USE OF END PRODUCTS/FUTURE DIRECTION:

The Bikes on Trains Study will be a resource used by NICTD, when prioritizing and pursuing different options in their capital improvement program.

3. TRANSIT ADMINISTRATION AND OPERATIONAL PLANNING

STAFF: ALLEN HAMMOND, KELLY WENGER, GABRIELLE BICIUNAS

OBJECTIVE:

The purpose of this project is to carry out administrative responsibilities associated with FTA grants, including monitoring and oversight of FTA-assisted transit services and procurement of FTA-funded capital equipment. This is a twelve month project.

NIRPC currently conveys Federal Transit Administration (FTA) Section 5307 financial and capital assistance to the following eight (8) sub-grantees: East Chicago Transit, North Township, Opportunity Enterprises, Porter County Community Services, Regional Bus Authority, Southlake County Community Services, City of Valparaiso, and City of LaPorte.

NIRPC is reviewed by the FTA every three years. During this process NIRPC is reviewed on 24 topic areas. The topic areas are as follows: Legal, Financial, Technical, Satisfactory Continuing Control, Maintenance, Procurement, DBE, Buy America, Suspension/Debarment, Lobbying, Planning/POP, Title VI, Public Comment for Fare and Service Changes, Half Fare, ADA, Charter Bus, School Bus, NTD, Safety and Security, Drug-Free Workplace, Drug and Alcohol Program, EEO,ITS Architecture, and ARRA.

The Chief Accountant, Transit Program Compliance Officer, and Procurement Coordinator all have significant responsibilities to ensure federal regulations are fulfilled. The Chief Accountant requests and manages federal drawdowns using FTA's Electronic Clearinghouse Operation (ECHO) System. Oversees preparation and processing of payments to venders and subgrantees, and maintains grant-related records.

The Transit Program Compliance Officer analyzes federal and state regulations to identify compliance requirements. Develops and communicates plans, goals, strategies and recommendations pertaining to external compliance requirements. The Compliance Officer serves as compliance manager for all 5307 subgrantee functions, excluding financial management.

The Procurement Coordinator performs major performance dimensions with specific duties and responsibilities to determine appropriate procurement methods. Develops and communicates recommendations pertaining to procurement. Identifies information needs and refers subgrantees and other parties to appropriate authorities and sources of information.

SECTION 9: NIRPC PROGRAMS

BUDGET 2015

NIRPC Programs- 2015	CMAQ	Local	Total
2541 - Air Quality Education/ Outreach	273,000	27,000	**300,000**
1128 - MS4 Stormwater Management	-	45,000	**45,000**
1149 - NWI Brownfield Coalition	-	15,000	**15,000**
2539 - Solar Ready in Northwest Indiana	-	65,000	**65,000**
2540 - Calumet Land Conservation Partnership	-	50,000	**50,000**
2538 - Deep River Portage Burns Waterway	-	47,000	**47,000**
1143 - Lawns to Lakes	-	34,000	**34,000**
Total	273,000	283,000	**556,000**

BUDGET 2016

NIRPC Programs- 2016	CMAQ	Local	Total
2542 - Air Quality Education/ Outreach	240,000	60,000	**300,000**
1128 - MS4 Stormwater Management	-	45,000	**45,000**
1149 - NWI Brownfield Coalition	-	10,000	**10,000**
2539 - Solar Ready in Northwest Indiana	-	25,000	**25,000**
2540 - Calumet Land Conservation Partnership	-	50,000	**50,000**
2538 - Deep River Portage Burns Waterway	-	55,000	**55,000**
Total	240,000	245,000	**485,000**

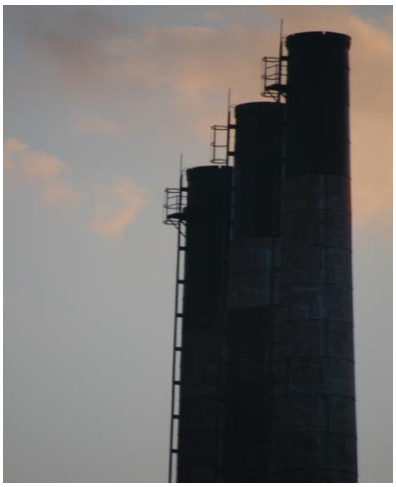
TASKS

1. Air Quality Education/ Outreach
2. MS4 Stormwater Management
3. NWI Brownfield Coalition
4. Solar Ready in Northwest Indiana
5. Calumet Land Conservation Partnership
6. Deep River Portage Burns Waterways Initiative
7. Lake to Lawn

1. AIR QUALITY EDUCATION & OUTREACH, 2541, 2542

STAFF: AMANDA PEREGRINE, MEREDITH, JOE EXL, KATHY LUTHER

OBJECTIVE:



The mission of the multi-year program is to continue to develop and promote a highly visible, on-going effort to educate the residents of Lake, Porter, and LaPorte Counties concerning their personal choices and that relationship to air quality, health and quality of life in northwest Indiana. The goal of the campaign is to expand the successful efforts of the 8 year nationally recognized "It All Adds Up to Cleaner Air" program to include public education on alternative fuel vehicles, driver's education, ride share opportunities anti-idling benefits, and health issues. NIRPC will continue to work with public officials, public diesel fleet owners and operators, private sector decision-makers, universities, educators, students, the media and the general public on the air quality issues in northwest Indiana. The public education campaign is necessary to obtain public support, consensus and participation to achieve and maintain national air quality standards as designated in the Clean Air Act.

PAST WORK/BASIS:

NIRPC has a long history of working on regional air quality issues with local, state, and federal partners. The Agency maintains a leadership role in many of the ongoing air quality initiatives in Northwest Indiana and has received recognition for the *It All Adds Up To Cleaner Air* public outreach program from US EPA and FHWA.

FY 2015/2016 WORK ELEMENTS/METHODOLOGY:

- Media and Marketing Strategy expanding beyond radio and print to include: enhanced web-presence, social media and marketing, better event promotion. This focus provides better ability to track and measure results and foster continuous improvement. This also includes professional promotion assistance of events and activities.
- Increased emphasis on creating synergy across transportation modes through cross-promotion of non-motorized transportation and transit programs for air quality benefits. For example, Gary Public Transit has requested we help them promote an Air Quality Action Day "No Fare" Program.

- Develop new outreach to schools through promotion of NO-IDLE School Zones programs.
- Gas Can Exchange/Lake Michigan Household Hazardous Waste(HHW) District Collections:
- 3,000 cans will be exchanged in to2015-2016.
- CMAQ funded advertising promoting the Gas Can Exchange increases traffic at these events by an estimated 30%. Vehicle related HHW collected at these events and properly disposed of in 2011 = 39 tons.
- PACE Suburban Bus Service partnership:
- NIRPC promotes use of the PACE Suburban Bus Service on-line carpool matching database. Since we began promoting this service in summer of 2009, Indiana registrations in the carpool database have increased by 335% to nearly 500. A special advertising promotion during December 2011 netted 40 new users. The total roundtrip commute miles of all Indiana users in the system are 40,600 miles. If only 50% of the registered users find a carpooling partner, that is **a daily VMT reduction of 20,300.**
- Partners for Clean Air
- NIRPC works with the IDEM Northwest Regional Office, CleanAir CarCheck, Southshore Clean Cities and area industries to promote voluntary efforts by businesses, institutions, and individuals on Air Quality Action Days. We do this through annual pre-ozone season kickoff events, advertising throughout the summer, and an annual asthma/air pollution awareness event. Residents reached through these targeted efforts include:
- 132 businesses and organization that are members of Partners for Clean Air
- 1000 + educational items and brochures are distributed at Asthma Awareness Day
- Distribute 5000 car maintenance record folders through CleanAir CarCheck's vehicle emission testing stations.

1. **South Shore Clean Cities: this part is related to Diesel Engine Retrofit, Job # 2507 and, Job # 2536**

- Continue to educate potential partners on DOC Catalyst Retrofits.
- NEW Clean Diesel Coalition
- 24 Monthly conference calls
- 12 Webinars per year on technical topics related to clean diesel.

- 8 Quarterly video/media highlights
- Best Practices promotions for clean construction, no idle policies, and others.

FY 2015/2016 END PRODUCTS AND MEASURABLE GOALS:

1) Exchange 1500 Vapor Free Gas Cans and document emission reductions each year.

    g. Document Air Quality Action Day Commitments of Partners for Clean Air members

    h. Asthma and Air Quality Awareness Day at the Gary Southshore Railcats

    i. School Idle Free Zone has 10% increase in participation.

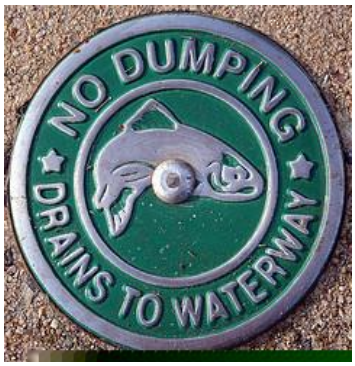
    j. NWI Clean Diesel Coalition has 10% increase in participation.

    k. Maintain NWI level at 10% of PACE rideshare database

2. MS4 STORMWATER MANAGEMENT, 1128

STAFF: AMANDA PEREGRINE, JOE EXL, KATHY LUTHER,

OBJECTIVES:



- The Storm Water Public Education and Involvement Plan, derived from the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) permit, focuses on improving urban storm water quality through public education and involvement and meeting the required Minimum Control Measures (MCMs.)
- Increase public awareness and understanding of the harmful effects of storm water runoff and its current and potential effect on water quality.
- Assess constituent knowledge and practices as they relate to storm water quality.
- Increase public involvement and participation in reducing the harmful effects of storm water runoff and its current and potential effects on water quality
- Identify, implement, and evaluate Public Education and Outreach, and Public Involvement Best Management Practices (BMPs).

PAST WORK/BASIS:

Indiana's Rule 13 requires that a Municipal Separate Storm Sewer System (MS4) operator develop a storm water quality management plan (SWQMP) that includes methods and measurable goals for six MCMs. The Northwestern Indiana Regional Planning Commission (NIRPC) has entered into a memorandum of understanding (MOU) with twenty-three MS4 communities in Lake and Porter Counties to develop and implement a regional public education and outreach MCM (327 IAC 15-13-12) and a regional public participation and involvement MCM (327 IAC 15-13-13).

The initial program period began in 2004 and ran through 2009. An Indiana Department of Environmental Management Audit in 2009 found the program to be substantially meeting the permit requirements of the communities for the public education and public involvement, although areas for improvement were suggested.

NIRPC and the partner communities determined that it was desirable to continue this program, and so a new five year Scope of Work was developed and new Agreements were signed between NIRPC and the participating communities.

The program is conducted and implemented on a regional scale to provide a coordinated and consistent message for the region and to identify measurable goals that quantify the progress of program implementation and performance. Public Education, Outreach, and Public Involvement Activities will be documented as one measure of performance and also to demonstrate compliance with permit requirements of the communities. Public surveys will also be conducted on a 3 year repeating cycle to document results of the public education program.

FY 2015/2016 WORK ELEMENTS/METHODOLOGY:

This program is funded and operated on the calendar year. NIRPC works closely with the MS4 communities and their consultants. It is expected that some communities will be more pro-active than others in addressing the MCMs in Rule 13 and every attempt will be made to make the regional public education and involvement cooperative program a success in both Lake and Porter Counties.

Quarterly MS4 Community Partnership Advisory Committee Meetings are held to detail progress and projects accomplished and to solicit input from the communities on the program. Deliverables and priorities are often fluid based on the direction of this group.

FY 2015/2016 END PRODUCTS AND MEASURABLE GOALS:

I. PUBLIC EDUCATION & OUTREACH PLAN (MINIMUM CONTROL MEASURE 1)

(327 IAC 15-13-12)

Annual Goals:

Classroom and Youth Activities

- Teacher Workshops
- Classroom or student group presentations
- County Level Water Camps
- Compile activity reports of related educational activities
- Print Materials

- Develop Primary materials in Spanish
- Print and Distribute the following Educational Material
- Placemats
- Rain Gauges
- Pens
- Bookmarks
- Brochures
- Calendars
    - Activity Books

Media Messaging

- Annual Newspaper Clean Water Insert Tab
- Newspaper Advertising
- On-line Advertising
- Movie Theatre Advertising
- Editorial Writing

Maintain MS4 Website

PUBLIC EVENTS

- County Fairs
- Educational Display Boards
- Community Presentations
- Training Workshops

II. PUBLIC PARTICIPATION & INVOLVEMENT PLAN (MINIMUM CONTROL MEASURE 2)

(327 IAC 15-13-13)

Annual Goals:

MS4 Community Partnership Involvement

- Quarterly MS4 Public Advisory Work Group.

- Annual Program Review meeting.
- Citizen Water Quality Involvement
- Support and Promote Household Hazardous Waste Collection Events
- Provide Spill Proof Gas Can exchange program.
- Support and Promote Adopt a Beach & Stream Projects
- Provide Hoosier River Watch volunteer monitoring training.
- Promote Rain Garden Demonstrations
- Promote Coast Week Events
- Support International Coast Clean-up Day & Crew Leader Trainings

PUBLIC AWARENESS SURVEY 2015

USE OF FY 2015/2016 END PRODUCTS/FUTURE DIRECTION:

The products produced and activities undertaken will be for the benefit of the participating communities. Compliance reports will be submitted to IDEM in September of 2013.

3. NORTHWEST INDIANA BROWNFIELDS COALIATION, 1149

STAFF: KATHY LUTHER, JACK ESKIN, KELLY WENGER

OBJECTIVES:

Develop and implement tools to assist urbanized areas in Northwest Indiana for remediation and redevelopment of Brownfields. Initial focus of this program is on the Environmental Justice Communities identified in the 2040 CRP. Co-manage the Northwest Indiana (NWI) Brownfield Coalition Revolving Loan Fund.

PAST WORK/BASIS:

NIRPC has been a participant and leader in brownfield remediation in NWI for many years.

1. 2001: Northwest Indiana Brownfield Redevelopment Project, Inc.
2. 1980 – current: Manage LaPorte County Revolving Loan Fund

FY 2015 -16 WORK ELEMENTS/METHODOLOGY:

1. NIRPC Environmental Director serves as assistant project manager to Regional Development Authority Staff.
2. Participate in NWI Brownfield Coalition Loan Committee
3. Participate in NWI Brownfield Coalition meetings and calls
4. Review Brownfield RLF loan applications and project technical materials
5. Support RLF marketing and local community engagement relating to brownfield cleanup projects.
6. Coordinate brownfield remediation projects and related redevelopment with other NIRPC transportation and land use planning activities to maximize efficiencies and synergistic opportunities.
7. Provide accounting support for Revolving Loan Fund management.

FY 2015 END PRODUCTS AND MEASURABLE GOALS:

1. Completed and EPA approved Brownfield RLF Loan application, project selection criteria, and loan operation procedures

2. Selection and initiation of one Brownfield RLF project.

FY 2016 END PRODUCTS AND MEASURABLE GOALS:

1. Ongoing management and monitoring of existing Brownfield RLF project
2. Selection and initiation of additional Brownfield RLF project
3. Marketing and workshops for any additional Brownfield grant funding not utilized.

STAFFING AND PROGRAM LINKAGES:

Kathy Luther, Director of Environmental Programs

Jack Eskin, Regional Planner

2040 CRP Goals, Objectives, and Action Measures implemented by this program include:

Revitalized urban core

Promote adaptive reuse, infill development and the remediation and reuse of underutilized properties, particularly brownfields.

Clean Land

Maximize the number of brownfields returned to productive use

4. NWI SOLAR READY, 2539

STAFF: KATHY LUTHER, JACK ESKIN, MEREDITH STILWELL

OBJECTIVES:

The Objectives of the Northwest Indiana (NWI) Solar Ready project are to increase market demand for distributed photovoltaic solar energy installations in NWI through introduction and implementation of proven soft cost reduction best management practices in Northwest Indiana municipalities.

Powered by SunShot U.S. Department of Energy

PAST WORK/BASIS:

NIRPC has been a source of training and best practices for local governments since its inception. Recent examples include:

1. 2005: Outdoor Wood Boiler Model Ordinance
2. 2007: Sensible Tools Handbook for Indiana

FY 2015 -16 WORK ELEMENTS/METHODOLOGY:

1. Solar Advisory Group: NIRPC will engage and form a stakeholder advisory group for this project.
2. The advisory group will assist NIRPC to prioritize best practices for reduce solar installation soft costs in our region.
3. NIRPC will utilize technical expertise provided through the National Association of Regional Councils Solar Ready II project partnership to provide technical training and model documents to implement the best practices
4. Communication to stakeholders and local governments
5. Assisting local governments to complete baseline surveys of their communities' solar readiness.
6. Host training workshops for key target audiences
7. Collaborate with South Shore Clean Cities and NIPSCO Electric Vehicle Public Charging Station program.
8. Create and maintain a website with solar information and practices.
9. Monitor and assist local jurisdictions with implementation of best practices

10. Complete post project survey of solar readiness.

FY 2015 END PRODUCTS AND MEASURABLE GOALS:

1. 4 Advisory group meetings
2. Prioritized list of best management practices for regional focus
3. 10 Communities have completed baseline solar readiness surveys

FY 2016 END PRODUCTS AND MEASURABLE GOALS:

1. 2 Technical training workshops for municipalities
2. Technical materials are available for local use
3. 10 communities have adopted or committed to adopt at least one solar readiness practice
4. 10 communities have completed post-project solar readiness surveys.

STAFFING AND PROGRAM LINKAGES:

Kathy Luther, Director of Environmental Programs

Jack Eskin, Regional Planner

Meredith Stilwell, Environmental Secretary

2040 CRP GOALS, OBJECTIVES, AND ACTION MEASURES IMPLEMENTED BY THIS PROGRAM INCLUDE:

Improved air quality

Reduce air toxics, greenhouse gases and other harmful emissions

Green Development Practices

Establishing consistency in local building codes and subdivision regulations, including sustainable building design practices.

5. CALUMET LAND CONSERVATION PARTNERSHIP, 2540

STAFF: TY WARNER, KATHY LUTHER, JOE EXL

OBJECTIVES:

The objective of the Calumet Land Conservation Partnership is to provide a structured framework for communication, sharing and strategizing by partners engaged in land conservation in the bi-state Calumet Region. This should in turn lead to enhanced coordination and prioritization as well as the development of shared projects, and to facilitate the regional green infrastructure vision.

PAST WORK/BASIS:

NIRPC has been a participant and leader in brownfield remediation in NWI for many years.

1. 2007: Northwest Indiana Regional Greenways & Blueways Plan. NIRPC met with resource agencies on the development of the 2040 CRP and NIRPC was commended for this plan.
2. 2012: 2040 Comprehensive Regional Plan Green Infrastructure Network.

FY 2015/2016 WORK ELEMENTS/METHODOLOGY:

1. NIRPC Executive Director to participate in upper level strategic meetings with senior leadership of other partnership member organizations.
2. NIRPC Environmental staff to provide data and technical information to the Executive Director for his participation.
3. Enable NIRPC Environmental Staff to participate more fully and directly in land and habitat conservation planning beyond Planning and Environmental Linkages required for transportation planning.
4. Develop, prioritize, and implement cooperative land conservation strategies with Partner organizations.

FY 2015 END PRODUCTS AND MEASURABLE GOALS:

Completed Partnership goals, objectives, and performance measures

FY 2016 END PRODUCTS AND MEASURABLE GOALS:

1. Adoption of shared priorities and strategies

STAFFING AND PROGRAM LINKAGES:

Ty Warner, Executive Director

Kathy Luther, Director of Environmental Programs

Joe Exl, Senior Water Resources Planner

2040 CRP GOALS, OBJECTIVES, AND ACTION MEASURES IMPLEMENTED BY THIS PROGRAM INCLUDE:

Managed growth that protects farmland, environmentally sensitive areas, and important ecosystems.

Promote the development and preservation of regional greenways

Ecological and Open Space Assets

- Conserve and Protect lands identified as high priority open spaces
- Conserve and protect existing forests, especially large remnant forests and those in riparian areas
- Establish preserves in areas with remnant plant and wildlife communities, including upland habitats, allowing for their future viability through expansion

Protect or restore connectivity between natural areas and habitat types to support ecosystem

6. DEEP RIVER-PORTAGE BURNS WATERWAY INITIATIVE, 2538

STAFF: JOE EXL

OBJECTIVES:

This project will develop and begin implementing a watershed management plan for the Deep River-Portage Burns Waterway watershed (HUC 0404000105).

PAST WORK/BASIS:

1. 2005: Watershed Management Framework for Lake, Porter, and LaPorte Counties
2. 2012: Northwest Indiana Watershed Management Framework

WORK ELEMENTS/METHODOLOGY

A. Develop a WMP for the Deep River-Portage Burns Waterway watershed (HUC 0404000105) that meets IDEM 2009 WMP Checklist
B. Develop and implement a volunteer stream monitoring program using Hoosier Riverwatch methodologies.
C. Develop and promote a cost-share program to implement BMPs in critical areas identified in the Deep River-Portage Burns Waterway WMP based on pollution reduction goals.
D. Implement the cost-share program in critical areas identified in the Deep River-Portage Burns Waterway WMP.
E. Develop an education and public involvement program designed to bring about behavioral changes that will lead to pollutant reductions in the watershed.
F. Submit quarterly progress reports to IDEM in accordance with grant agreement.

2015 END PRODUCTS AND MEASURABLE GOALS

1. IDEM approved Watershed Management Plan
2. Volunteer stream monitoring program established and data submitted to Hoosier Riverwatch online database
3. Cost-share program developed
4. Education and outreach materials produced and distributed

7. LAWN TO LAKE, 1143

STAFF: JOE EXL

OBJECTIVES

The Lawn to Lake (L2L) program is an education and training program targeted at reducing polluted runoff from entering Lake Michigan through the promotion of natural lawn care practices for both large property managers (ex. parks and businesses) and homeowners. Demonstration sites throughout the southern Lake Michigan watershed in Illinois and Indiana provide large property owners with an opportunity to showcase how a natural lawn care program can be economical, beautiful and good for local waterways.

PAST WORK BASIS

NIRPC has participated in similar public education and involvement programs such as the Northwest Indiana Partnership for Clean Water.

WORK ELEMENTS/METHODOLOGY

1. Participate in conference calls weekly or as needed to discuss program development and implementation progress;
2. Develop Lawn to Lake Guidebook- Sustainable Lawn Care Practices for Communities;
3. Develop and coordinate implementation of demonstration site program for Indiana;
4. Assist Illinois-Indiana Sea Grant with retail education and outreach program;
5. Assist Illinois-Indiana Sea Grant with education and outreach workshops.

2015/ 2016 END PRODUCTS

1. Outreach program and materials
2. Demonstration sites
3. Outreach program and materials
4. Demonstration sites

SECTION 10: NIRPC ADMINISTRATION, 9600

- General Management
- Staff Support Services

NIRPC ADMINISTRATION

NIRPC Administration: the purpose of this program is to provide the administrative support required to manage and coordinate the overall MPO program. The activities include office management, personnel activities, clerical support, administrative documents, record keeping, printing, graphics, procurement, and coordination of activities. NIRPC Cost Allocation Plan is explaining the indirect cost.

COST ALLOCATION PLAN

FOR THE PERIOD JANUARY 1, 2014 TO DECEMBER 31, 2014

BACKGROUND

The Northwestern Indiana Regional Planning Commission serves Lake, Porter, and LaPorte Counties in Indiana. Through the Commission, individual counties, cities, and towns coordinate their efforts to maintain and improve the physical, economic, and social wellbeing of the area and address mutual problems. The Commission is the designated Metropolitan Planning Organization (MPO). The Commission receives funding from each of the participating counties. A portion of these local funds is utilized as matching funds for federal, state, and other funding sources received to perform work related to specific program objectives.

GENERAL ACCOUNTING SYSTEM

The Commission is a self-contained entity in that all functions of administration are conducted by personnel employed by the agency. All accounting, budgeting, personnel management, and purchasing functions are the responsibility of the Commission. The Commission is audited annually by the Indiana State Board of Accounts in accordance with Government Auditing Standards and OMB Circular A-133 and budgets on a calendar year basis as is required by the State of Indiana. The Commission's accounting system has been designed to accommodate mandated requirements established by the State of Indiana, to deal with multiply funded cost objectives, and to satisfy the requirements of various federal funding agencies. The Commission utilizes several methods of reimbursement including cost reimbursement and electronic funds transfer. The Commission strives to maintain a high level of consistency in its accounting procedures.

COST ALLOCATION POLICIES

The costs of goods and services, which are identifiable with specific projects, are charged directly to those projects at the time such costs are incurred. Costs that are not specifically identifiable with a single cost objective are allocated to all projects on a uniform basis, as provided for within the cost allocation plan which is prepared annually.

There are three categories of costs which are allocated. The first is leave costs which includes the employer's cost of providing vacation, sick, personal, holiday, and other leave (jury duty, military and funeral). The second is fringe benefits which include the employer's cost of providing various types of insurance, retirement benefits, and social security taxes. The third is other indirect costs, which includes those costs related to general management, finance and accounting, office operation and maintenance, general clerical, and printing functions. It also includes an aggregate amount of depreciation representing the expiration in the service life of fixed assets of the general fund consisting primarily of office machines and furniture which is attributable to and charged as an expense during the reporting period.

COMPONENTS OF ALLOCATED COSTS

Data is collected relative to allocated costs through the accounting system. Allocation rates are determined for the fiscal year and entered into the accounting system which then calculates out allocation costs for each program.

Leave Costs

Leave cost rate is determined by taking the Direct Leave Costs divided by the Direct Salaries. Direct leave cost is the Total Leave Costs times the Direct Salary to Total Salary estimate of 70%. Leave cost consist of the following:

a. Vacation Leave
b. Personal Leave
c. Sick Leave
d. Holiday Leave
e. Jury, Other, Military, and Funeral Leave

FRINGE BENEFITS

Fringe Benefit Rate is determined by multiplying the Total Direct Salary Base times the Direct Fringe Benefits. The Total Direct Salary Base is the Direct Salaries plus the Direct Leave Costs. The Direct Fringe Benefits are the total Non-Leave Fringe costs times the Direct Salary to Total Salary estimate of 70%. Non-Leave Fringe includes various types of employee insurance, retirement, and tax costs and is the aggregate of all charges for the following purposes:

a. Public Employee Retirement Fund – Employer Contributions
b. Group Health Insurance – Employer Contributions
c. Term Life and Disability Insurance
d. Social Security Taxes (FICA) – Employer Contributions
e. Worker's Compensation Insurance
f. Unemployment Compensation Insurance

OTHER INDIRECT COSTS

The Other Indirect Cost Rate is determined by taking the total projected Other Indirect Costs times the Total Direct Personnel Base. The Total Direct Personnel Base is the Total Direct Salary Base plus the Direct Fringe Benefits. Other Indirect Costs consist of the following:

1. **Allocated Salaries for Management, Administrative, & Support Salaries**
    a. Approximately 75% of the cost of the salary of the Executive Director who is responsible for the overall administration of the agency;
    b. Approximately 12% of the salary of the Deputy Director/Director of Planning who assists the Executive Director in the overall administration of the agency;
    c. The salary of the Director of Finance and Administration;
    d. The salary costs of those employees who provide for the reception, clerical, accounting, bookkeeping, printing, graphics, maintenance, and personnel support functions of the Commission, which are necessary to the carrying out of grant programs.

2. **Operational, Occupancy, and Maintenance Costs**
    a. office lease
    b. property insurance
    c. building maintenance
    d. utilities
    e. copier & press maintenance
    f. computer maintenance
    g. telephone service
    h. other equipment maintenance
    i. depreciation expense
3. **Other Management, Administrative, and Support Costs**
    a. general use office supplies
    b. travel, mileage, & postage
    c. legal services
    d. audit and accounting services
    e. other contractual

CREDITS TO OTHER INDIRECT COSTS:

Income received for goods and services provided where the cost of providing such goods and services has been treated predominantly as an indirect cost.

PROVISIONAL COST ALLOCATION RATES FOR 2014:

DIRECT VS. ALLOCATED SALARIES: For 2014, the Commission proposes to use an estimate of Direct Salaries to Total Salaries of 70% and an estimate of Management, Administrative and Support Salaries to Total Salaries of 30%. The provisional rate of **16%** for Leave Costs of the Direct Salaries utilized in place of the calculated rate of 18.86%.

DIRECT FRINGE BENEFITS: The Commission proposes to allocate fringe benefit costs during Calendar Year 2014 utilizing the provisional rate of **42%** of the Total Direct Salary Allocation Base in place of the calculated rate of 41.41%.

OTHER INDIRECT COSTS: The Commission proposes to allocate these costs during Calendar Year 2014 utilizing the provisional rate of **70%** of the Total Direct Personnel Allocation Base in place of the calculated rate of 71.59%.

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal to establish cost allocations or billings for the period January 1, 2014 to December 31, 2014 are allowable in accordance with the requirements of 2CFR 225 "Cost Principles for State, Local, and Indian Tribal Governments," and the federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

_____ _____

Angie Hayes
Date

Director of Finance & Administration

Northwestern Indiana Regional Planning Commission

INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

100 North Senate Avenue
Room N955
Indianapolis, Indiana 46204

PHONE: (317) 232-5476
FAX: (317) 233-0958

Michael R. Pence, Governor
Karl B. Browning, Commissioner

March 7, 2014

Northwestern Indiana Regional Planning Commission
Ms. Angie Hayes, Director of Finance & Administration
6100 Southport Road
Portage, IN 46368-6409

Dear Ms. Hayes;

INDOT has reviewed the Northwestern Indiana Regional Planning Commission Cost Allocation Plan submitted for use in recovering costs for State Fiscal Year 2014.

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

Fringe	42.0%
Indirect	70.0%
Leave	16.0%

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

Sincerely,

Jerry Halperin
Office of LPA/MPO and Grant Administration
MPO Coordinator
317-232-5476
Jhalperin@indot.in.gov

CC: Ty Warner
Joyce Newland
File

SECTION 11: FTA PLANNING PROGRAM (5307)

FTA Planning Budget

Funding Source	FY 2015
FTA (5307)	$224,000
Local	$56,000
Total	**$280,000**

Funding Source	FY 2016
FTA (5307)	$160,000
Local	$40,000
Total	**$200,000**

Tasks

1) Valparaiso Transit Service Marketing

2) East Chicago Transit Service Marketing

3) Gary PTC Operations Planning

1. VALPARAISO TRANSIT SERVICE MARKETING STUDY

BUDGET: FTA (5307): $80,000 LOCAL: $20,000 TOTAL: 100,000

OBJECTIVE:

Implement a marketing plan for two bus services now operated by the City of Valparaiso: V-Line Local Service and ChicaGo Dash (Commuter Bus Service). This project will involve the procurement of professional services.

WORK/BASIS:

The City of Valparaiso started a new local bus service in 2007 (V-Line) and a commuter bus service (ChicaGo Dash) in 2008. In 2008, the City requested (and was allocated) Section 5307 funds for the development of a marketing plan and the implementation of early marketing efforts for both services. The investment has resulted in a 20%-30% increase in ridership on the local service and 40%-45% on the commuter service. In 2010, the City was allocated additional Section 5307 funds for implementation of the marketing strategy, which has resulted in an increase of 32% on the local service and 32% on the commuter service. The City desires to continue to market and otherwise publicize the commuter bus service toward the end of making it self-sufficient by the end of 2014.

FY20134WORK ELEMENTS/METHODOLOGY:

This project involves development of general purpose and targeted marketing campaigns, public relations campaigns, graphic design work, video and radio production, special events marketing, website design and maintenance, photography, customer contact, and periodic surveys to measure the effectiveness of the marketing strategies employed.

FY2015 END PRODUCTS:

- Request for Proposals and Contract

- Summaries of meetings held with the marketing firm selected.
- Updated electronic transit user materials, including rider guide/map, individual route maps, in both English and accessible formats.
- Campaign-specific marketing materials, using tools such as Facebook, Twitter, and other customer contact interfaces.
- Updated website with an improved search engine optimization and customer feedback mechanism.
- Media-Ready video and other marketing materials.
- Written assessment of each campaign undertaken.

2. EAST CHICAGO TRANSIT SERVICE MARKETING STUDY

BUDGET: FTA (5307): $64,000 LOCAL: $16,000 TOTAL: 80,000

OBJECTIVE:

The purpose of the project is to conduct an analysis of the services now operated by the City of East Chicago Public Transit. The objective is to determine if and what changes may be needed to improve the effectiveness and efficiency of the transit system in East Chicago. This project will involve the procurement of professional services.

PAST WORK/BASIS:

The City of East Chicago, Indiana has been operating a public transportation system for over forty years. The City provides a fixed route system and complementary paratransit. The system consists of 4 bus routes and provides connections to the Northern Indiana Commuter Transportation District railroad station in East Chicago and to the Gary Public Transportation Corporation TriCity route, which links the three downtown business districts of Gary, Hammond and East Chicago.

While the City has made minor changes over time, it has been over 20 years since a route analysis has been undertaken. Changes are needed to effectively and economically serve existing riders and attract more riders. New destinations are planned with the economic redevelopment activities underway promising even more.

FY2015 WORK ELEMENTS/METHODOLOGY:

This project involves conducting a Route Study of the East Chicago Public Transit system using interviews, public meetings, passenger surveys, transit demand estimation, route studies and realignments of existing routes and new routes or route segments, route maps, and cost analysis and Five-Year Financial Plan.

FY2015 END PRODUCTS:

1. Request for Proposals and Contract
2. Summary of interviews with persons and organizations interested in transit.

3. Summaries of public meetings with people interested in public transit.
4. Analysis of passenger surveys and transit demand estimation.
5. Recommendations of changes in existing routes and new routes.
6. Preparation of map of each route and one complete system map.
7. Cost analysis and Five-Year Financial Plan

3. GARY PTC OPERATIONS PLANNING FY 2015-2016

BUDGET: FTA (5307): $184,000 LOCAL: $46,000 TOTAL: 230,000

OBJECTIVE:

The primary objectives of GPTC's Planning project for 2015 and 2016 are Management and Operations Planning, and Outreach.

Management and Operations Planning areas of concentration include: Route Planning, Facilities Planning, Regional Planning, Grant Management and Reporting.

Outreach areas of concentration include: Marketing Opportunities, Brand Recognition/Promotions and Schedules/Promotional Maps.

PAST WORK/BASIS:

The GPTC Planning and Marketing Department has concentrated on the above objectives in the past. Accomplishments include

- Grant-writing for facilities improvements to support operations and continued asset maintenance
- Continued involvement as a stakeholder in City of Gary planning efforts
- Improved outreach to stakeholders in NW Indiana
- Planning and grant-writing for service expansions into Griffith, Hammond, Highland, Munster and Whiting
- Planning, grant-writing and project management for planning studies for the Broadway corridor
- Conceptual and implementation strategies for regional transit funding and expansion throughout NW Indiana
- Preparation of documents for the outsourcing of services for outreach and income-increasing activities

- Work performed with the Metropolitan Planning Organization (MPO) that resulted in an expanded transit element for the Broadway corridor being included in the Long-Range Plan
- Continued service and ridership tracking and reporting to regional, state and federal agencies

This project is for short-range and long-range transit planning activities designed to enhance and expand service delivery to GPTC patrons through the following activities:

- Broadway Transit Expansion (2015-16): Staff will continue the management of the Alternatives Analysis planning effort dubbed "A Livable Broadway". This project began implementation in FY2014. Scheduled completion of the effort is FY2015
  1. Modes that may be studied include traditional bus transit, Bus Rapid Transit, monorail and light rail.
  2. This alternatives analysis will include funding and administrative measures to achieve proper densities to support transit expansion, including measures for urban, suburban and regional municipalities and transit authorities.
  3. This work will include in-house planning and management.
  4. This work is slated include significant elements outsourced to a consulting firm or firms.
  5. Efforts throughout FY2015 and FY2016 will focus on implementation and funding of the anticipated recommendations
- Lakeshore Service Expansion (2015-16): This project is for the oversight and phasing of service expansions in West Lake County, including the Burr-Lake Ridge route and the Hammond-area services collectively dubbed "the Lakeshore Routes".
  1. Project management for the 2014 roll-out includes grant-writing and grant management, review of implementation including operational oversight, data analysis and recommendations on any changes
  2. Project management for additional Lakeshore services, including outreach efforts for the identification of local revenue sources, grant-writing and route/facilities planning
  3. Outreach and education

- Comprehensive Route Analysis (2016): Planning, grant writing and management of staff and outsourced review of GPTC's entire network to identify additional expansion opportunities and address deficiencies.
- Outreach and Marketing (2015-16): This project is for the preparation of marketing strategies as well as strategies for the maximization of revenue-generating opportunities within GPTC:
  1. Preparation, management and rollout of staff and outsourced work for a new marketing plan in FY2015.
  2. Identification and use strategies for current revenue generating opportunities for GPTC.
  3. Identification of new revenue generating opportunities on GPTC's system.
  4. Coordination of revenue generating opportunities and the implementation of GPTC marketing plan in FYs 2015-2016.
- Transit-Oriented Facilities and Development (2015-16):
  1. Project management is necessary for the TOD elements are part of the University Park project, including coordination with Indiana University Northwest and Ivy Tech.
  2. Project management and scoping are necessary for improvements planned for the Broadway corridor from the Metro Center to 35th Avenue – which currently has higher service frequency and activity. This will include existing projects and new projects identified by the Livable Broadway plan.
  3. Project management, scoping, grant writing and coordination with the City of Hammond for re-opening of Rabin Plaza as a transfer facility for GPTC's Lakeshore routes.
  4. Other transit facilities throughout GPTC's service area will be replaced. Grant writing and project management are relevant functions of this task.
- Mapping (2015-16)
  1. Geographic Information System (GIS): Ongoing refinements to GPTC's current and next-generation GIS and vehicle location infrastructure will continue.
  2. System map at key stations: The system map will be formatted to facilitate an expanded display at two ARRA-related projects for the Metro Center and for University Park.

- Intelligent Transportation Systems Planning (2015-16): Staff will work with NIRPC to incorporate GPTC goals in the Regional ITS architecture and implement several key ITS projects. Staff will also conduct any System Engineering Analyses (SEAs) needed for ITS projects within the horizon years.
- New and specialized schedules (2015-16): Principal schedule work was performed in 2010, but as routes and schedules are adjusted, this has become an on-going Planning function.
- Enhanced service on regional routes (2015-16): Ongoing. Planning staff is involved in efforts to gain additional local funding for the existing regional services, which have been cut back due to a lack of funding. However, Planning is involved in federal funding for additional regional routes on a pilot basis.
- Civil Rights Planning (2015-16): Planning staff will improve and upgrade existing Disadvantaged Business Enterprise and Title VI guidelines to continue to meet federal standards as well as meet the goals of GPTC's Board of Directors.

FTA PLANNING PROGRAM (5309)

1. WEST LAKE CORRIDOR ENVIRONMENTAL IMPACT STATEMENT

BUDGET: FTA (5309): $522,290 LOCAL: $2,477,710 TOTAL: 3,000,000

OBJECTIVE:

In this project, the Northern Indiana Commuter Transportation District (NICTD) will contract with a consultant to produce a Draft Environmental Impact Statement that will be used in a request to the Federal Transit Administration (FTA) to enter the project Development Phase of the West Lake Commuter Rail Extension Project. This work will consist of the preparation of a Project Management Plan, a Public Outreach Plan, an Analysis of Existing Conditions, an Analysis of Alternatives (including the No-Build Alternative), and a Screening of Alternatives with respect to traffic, land use, civil rights, cultural resources, air and water impacts, aesthetics and community impacts, as well as capital, operating and maintenance costs.

PAST WORK/BASIS:

Since 1989 the West Lake Corridor has been the subject of three feasibility studies. Each has reached conclusions that this corridor should be further developed to meet the needs of increasing numbers of commuters. However, these plans were conducted some time ago and do not reflect the effects that new environmental regulations, changing patterns of freight traffic and different types of passenger facilities and equipment will have on the development of this corridor. This latest work will update and tie together these new elements at a time when the possibility of funding major improvements in this corridor is growing. This work is a necessary first step to enable the securing of funding sources to finance that construction.

FY '14 WORK ELEMENTS/METHODOLOGY:

- Preparation of a Draft Environmental Impact Statement for the West Lake Corridor, citing previous work, coordinating stakeholders, identifying and evaluating alternatives.

- Selection of a Draft Locally Preferred Alternative (DLPA).
- Completion of a Financing Plan for the DLPA.
- Production of a summary presentation for NICTD, NIRPC, NWIRDA and FTA.

FY '14 END PRODUCTS/FUTURE DIRECTIONS:

- A Draft Environmental Impact Statement (DEIS) for presentation to funding sources.
- Documentation enabling the DLPA to enter into Project Development in accordance with FTA Regulations.

SECTION 12: NON-NIRPC PLANNING

1) Winfield Study - 109th Avenue
2) Town of Schererville, Oak Street

WINFIELD STUDY - 109TH AVENUE IMPROVEMENTS- 75% COMPLETE

BUDGET:	***FEDERAL: $250,000***	***LOCAL: $0***	***TOTAL: 250,000***

OBJECTIVE:

The objective of the Winfield study of improvements for the 109th Street Corridor is to develop a Scoping Report document that will evaluate various alternative strategies for implementation.

PAST WORK/BASIS:

The 109th Avenue corridor through the Town of Winfield is the main east/west corridor and provides connectivity to a rapidly growing area within the town. Furthermore, due to the implementation of the new I-65 interchange at 109th Avenue, the Town of Winfield recognizes that improvements to this corridor will be required due to increased demand on this roadway. In 2008, the Town of Winfield obtained SAFETEA-LU High Priority funding ($250,000, 100% Federal share) for the purposes of developing a Scoping Document that will address the needs for this corridor. Since receipt of this funding, the Town of Winfield has secured support from Lake County and the City of Crown Point to extend the project limits outside of the Town extending from the east limits of the I-65 interchange to the Lake/Porter County Line. Past work to date has been limited to dialogue with Lake County and Crown Point to develop concurrence in the project limits and goals.

FY 2015 WORK ELEMENTS/METHODOLOGY

Work proceeded in FY 2012 in the development of the Scoping Report. The goal of the Scoping Report will:

a) Establish Purpose and Need of improvements

3. Develop preliminary alternative(s), including “Do Nothing”, to address Purpose and Need
4. Develop budgetary costs for one or more alternatives

FY 2015 END PRODUCTS

The end product will be a Scoping Report (Engineer's Report) that documents Purpose and Need, alternatives and budgetary costs.

USE OF FY 2015 END PRODUCTS

The Scoping Report will guide any future upstream programming and development of improvements through the 109th Avenue corridor.

STAFFING AND PROGRAM LINKAGES

The Town of Winfield selected a consultant to perform the work required to develop the Scoping Report. Most, if not all, work will be consistent with those procedures used by the Indiana Department of Transportation in the development projects that utilize federal aid funding.

TOWN OF SCHERERVILLE, OAK STREET EXTENSION-INCOMPLETE

BUDGET:	***FEDERAL: $250,000***	***LOCAL: $0***	***TOTAL: 250,000***

OBJECTIVE:

The objective of the Oak Street Extension project is to develop a Scoping Report document that will evaluate various alternative strategies for implementation.

PAST WORK/BASIS:

The Town of Schererville has performed previous analysis of providing an extension of Oak Street from US 41 to Kennedy Avenue. This also included preliminary analysis of underpass, overpass and at grade crossings of the Norfolk Southern railroad. It is believed that the Oak Street extension will relieve congestion of the surrounding roadway network and provide improved response time for emergency services.

FY 2015 WORK ELEMENTS/METHODOLOGY

Works proceeded in FY 2013 in the development of the Scoping Report. The goal of the Scoping Report was:

1. Establish Purpose and Need of improvements
2. Develop preliminary alternative(s), including "Do Nothing", to address Purpose and Need
3. Develop budgetary costs for one or more alternatives

FY 2015 END PRODUCTS

The project is incomplete.

USE OF FY 2015 END PRODUCTS

The Scoping Report will guide any future upstream programming and development of improvements through the Oak Street corridor.

STAFFING AND PROGRAM LINKAGES

The Town of Schererville selected a consultant to perform the work required to develop the Scoping Report. Most, if not all, work is consistent with those procedures used by the Indiana Department of Transportation.

SECTION 13: APPENDICES

1) 2009 Certification Review Summary

2) Planning Agreements

3) FHWA Planning Emphasis Areas (PEAs)Letter

SUMMARY OF THE FHWA AND FTA 2013 CERTIFICATION

REVIEW TEAM

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted a certification review of the transportation planning process carried out by the Northwestern Indiana Regional Planning Commission (NIRPC), Indiana Department of Transportation (INDOT), Northern Indiana Commuter Transportation District (NICTD), Gary Public Transportation Corporation (GPTC), and other planning partners. The review included a desk audit of NIRPC's planning documents and an on-site visit on June 18-19, 2013.

Subject to addressing the corrective action and reporting the progress in implementing the recommendations cited in this report, the Federal Highway Administration and Federal Transit Administration find NIRPC, INDOT, GPTC and NICTD are following a transportation planning process which complies with the federal planning requirements in 23 U.S.C. 134(k)(5) and 49 U.S.C. 5303(k)(5).

- ***Corrective Action:*** NIRPC must update the Intelligent Transportation Systems (ITS) Architecture per 23 CFR 940.9 within one year of the date of this report. An updated ITS Architecture is needed to guide the deployment of ITS in the region. An updated plan will serve as input for the next Transportation Plan update and individual project systems engineering analysis.
- ***Recommendation 1:*** NIRPC is encouraged to consider how it may meet the provision in Moving Ahead for Progress in the 21st Century (MAP-21) that requires representation by providers of public transportation on the MPO Board.
- ***Recommendation 2:*** The planning agreement between NIRPC, Indiana Department of Transportation (INDOT) and the public transit operators should be updated to include procedures for the annual listing of obligated projects, how INDOT and NIRPC self-certify their planning process, and timelines for review and approval processes. The partners are encouraged to consider in the agreement the provisions of MAP-21 regarding establishing performance measures and targets in the planning process.
- ***Recommendation 3:*** In accordance with 23 CFR 350.322(f)(10), it is recommended that NIRPC include the following in the next update of the metropolitan transportation plan (MTP): local and state revenue estimates by source for transit, and; more thorough rationale of the inflation rate used for revenue and cost estimates to reflect year of expenditure dollars. 2013
- ***Recommendation 4:*** It is recommended that NIRPC coordinate with INDOT and the transit operators to identify, collect data, and set targets for comprehensive, multi-modal performance measures pursuant to the planning factors in the next update of its MTP.

- ***Recommendation 5****:* The FHWA/FTA federal review team recommends NIRPC develop a five-year model improvement plan that outlines a short and mid-term technical process that will maintain –and enhance - the agency's technical methods and modeling capabilities. The document should establish a strategic direction for the agency as it considers resource constraints, training needs, and partnerships with peer agencies as a means of leveraging existing modeling resources. This plan could then be used to help inform an optimal allocation of resources in the UPWP.
- ***Recommendation 6***: It is recommended that NIRPC work more closely with the State to identify and address freight concerns. Interstates 65 and 80 are nationally significant freight corridors and the MPO and State can help to improve freight safety and mobility by working together to understand and identify priorities with local freight stakeholders.
- ***Recommendation 7:*** It is recommended that NIRPC improve transparency to the public in the transportation improvement program (TIP) and annual agreements with the Chicago Regional Transportation Authority (RTA) to demonstrate how transit-funding suballocations at both the state and operator levels are determined pursuant to the planning requirements. The methodologies and performance measures should be clearly identified based on the MTP goals/objectives and planning factors identified at 23 CFR 450.306.
- ***Recommendation 8:*** It is recommended that NIRPC update the coordinated public transit-human services transportation plan by re-evaluating transit gaps, needs, priorities, and the project selection process as the Regional Bus Authority is no longer in existence and the MPO is now a designated recipient for Section 5310 funds.
- ***Recommendation 9:*** It is recommended that NIRPC promptly post complete TIP documents on its web site to improve transparency. Additionally, NIRPC should work with INDOT to learn how to enter the MPO's transportation improvement program (TIP) information into INDOT's new electronic state transportation improvement program (STIP) format. NIRPC will use this process in the near future to enter amendments. In the next TIP, NIRPC must insert a column into its TIP showing the estimated cost left to complete projects.
- ***Recommendation 10:*** In accordance with the *United States Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations,* NIRPC is encouraged to expand its collection of data on non-motorized travel, set mode share targets, and measure performance.
- ***Recommendation 11:*** NIRPC should consider the following actions to help improve the transparency of its public involvement process. A peer exchange with another Indiana MPO to acquire "best practices" for possible implementation may also be helpful.

1. The updated public participation plan should identify the process for soliciting involvement, suggestions and recommendations received during its development, and clarify how input was considered for the final product.
2. Annual reporting should include actions taken by the MPO to obtain public comments about the planning process. This should include a summary of the individual activities and comments received, and an analysis of the impact of the input on decision-making.

BEST PLANNING PRACTICES ARE RECOGNIZED IN THE COMMENDATIONS BELOW:

- ***Commendation 1:*** NIRPC is commended for receiving the American Planning Association's 2013 Daniel Burnham Award for its 2040 Comprehensive Regional Plan (CRP). The CRP serves as a model for other MPOs in conducting scenario planning in addition to coordinating land use and transportation planning. NIRPC's efforts demonstrate that an MTP can guide sustainable development through proactive planning using assumptions that differ from previous growth patterns.
- ***Commendation 2:*** NIRPC is praised for its collaborative planning efforts that have led to construction of recreational trails in addition to integration of bicycle and pedestrian elements into roadway projects.
- ***Commendation 3:*** NIRPC is praised for its Environmental Justice analysis in the 2040 CRP. The methodology comparing accessibility and travel times to determine disproportionate benefits and burdens on protected populations is exemplary and a model for other MPOs.
- ***Commendation 4:*** The federal review team compliments the MPO for its efforts to work cooperatively with both the State DOT and Federal Highway Administration to better understand Americans with Disabilities Act (ADA) requirements. By helping both INDOT and FHWA to ensure communities develop and have ADA transition plans, the MPO has demonstrated a commitment to improving the current status of ADA compliance in the region. It also provides a tangible example of how the MPO operates to support its Nondiscrimination Self-Certification associated with their TIP.

PLANNING AGREEMENTS

MEMORANDUM OF AGREEMENT **(Pending)**

By and Between

THE NORTHWESTERN IINDIANA REGIONAL PLANNNING COMMISSION

THE INDIANA DEPARTMENT OF TRANSPORTATION

OPERATORS OF PUBLIC TRANSPORTATION-2014

This Memorandum of Agreement (MOA) is made by and between the "Northwestern Indiana Regional Planning Commission" here in after referred to as (NIRPC), the Indiana Department of Transportation herein after referred to as (INDOT), and the "Operators of Public Transportation, including: the Gary Public Transportation, (GPTC); the Northern Indiana Commuter Transportation District (NICTD), all of whom are here in after referred to as Operators of Public Transportation.

WHEREAS, Moving Ahead for Progress in the 21st Century (MAP-21) requires the establishment of Agreements among certain agencies involved in the transportation planning process, and

WHEREAS, the transportation planning process for the NIRPC includes the above listed agencies;

NOW THEREFORE the agencies mutually agree as follows:

WHEREAS, MAP-21 requires the establishment of agreements between the State, the Metropolitan Planning Organization (MPO) and the operators pf public transportation, and

WHEREAS, the NIRPC is the designated MPO for Northwest Indiana which includes its regional member Counties of Lake, LaPorte and Porter, and

WHEREAS, NIRPC and GPTC are the designated recipients for Section 5307 in the two Urbanized Areas for Northwest Indiana,

WHEREAS, the NIRPC has established various advisory groups, which provide input and direction, as well as assist and advise it on transportation planning and programming considerations. Membership in these technical and advisory groups include persons

representing Northwest Indiana and public and private transportation providers, and others not listed in this agreement.

The NIRPC, INDOT, and Operators of Public Transportation mutually agree as follows:

RESPONSIBILITIES OF THE NIRPC

Structure

1. The NIRPC organizational structure consists of the MPO policy board, which is the full Commission and Executive Board, the Transportation Policy Committee (TPC), and various advisory committees and subcommittees.

   The Policy Committee includes the following voting members:

   "List of members inserted here"

   The Transportation Technical Committee includes the following voting members:

   "List of members inserted here"
2. The MPO has several Advisory Committees, which include members from the general public, transit consumers, bicycle groups, various technical staff, and other interested parties who sit on the Transit Planning Committee, Transportation Technical Committee, etc.
3. The Policy Committee and the Transportation Technical Committee generally meet on the "insert meeting times, such as monthly, bi-monthly, quarterly". The other committees meet on an as needed basis.
4. The MPO will concur with the planning regulations for Self Certification to INDOT and the FHWA regarding the MPO's ability and intention to provide and fulfill the transportation planning requirement for the Metropolitan Planning Area (MPA). This will be made available as part of the Transportation Improvement Program (TIP) process.

Transportation Plan

5. The MPO will develop and maintain a Transportation Plan (TP) and corresponding Conformity Analysis ("if required") in cooperation with INDOT, its transit provider and other agency partners at least every 4 years as required by law.
6. The MPO will utilize the MAP-21 planning factors in the development of the Transportation Plan.
7. The MPO is responsible for developing a financially reasonable Transportation Plan in consultation with INDOT, its area public transit providers and the FHWA in compliance with current federal planning regulations.
8. The MPO will include a financial plan that demonstrates the consistency of the TIP and Transportation Plan with available and projected sources of revenue.
9. The MPO approves the Transportation Plan and its periodic updates.
10. All proposed TP or TIP amendments must include a project description, project cost, phase, ready for letting (RFL) date, federal, state, local and total dollar amount. There are two types of amendments. An administrative modification and an amendment.
    - Administrative Modification: a change or revision to include project cost increase(s) or decrease(s) (regardless of amount) Des number changes or modifications, changes in the year or scope of non-regionally significant projects.
    - Amendments: new project added, new project phase, change in year or scope of a non-regionally significant project.

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

<u>Public Participation and Involvement</u>

12. The MPO will maintain a Participation Plan that is adopted by the Policy Committee or Board. The plan will include coordination with the INDOT participation process. This process is followed during the development of the

Transportation Plan and the Transportation Improvement Program. The "insert MPO acronym here" TIP participation process will serve to meet the "insert transit property's acronym here" public participation requirements.

13. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI guidance, ADA requirements, and procurement activities guidelines.

Transportation Improvement Program (TIP)

14. The MPO will complete a Transportation Improvement Program, as needed, in cooperation and coordination with the partners identified in this agreement. The MPO will submit an approved Transportation Improvement Program to INDOT in a timely manner.
15. All federal aid-funding projects, regardless of funding category, will be included in the fiscally constrained TIP.
16. The MPO is responsible for developing a fiscally constrained TIP.
17. The Policy Committee or Board of the MPO approves the TIP followed with approval by the INDOT Commissioner on behalf of the Governor, and it is included in the Statewide Transportation Improvement Program (STIP) by reference or amendment. The STIP is approved by the Federal Highway Administration along with the new TIP and any amendments. (For TIP modification and amendments see item 19.)
18. During the TIP update, the MPO will conduct a call for projects. The MPO will solicit and review requests for new project funding and current project cost increases, using its project selection process. Using its participation process, the MPO will solicit comment. The comments received from the participation process will be considered, addressed, responded to and documented. After reviewing the public comment, the MPO will make a decision regarding the TIP update.

19. The MPO will process TIP amendments following Policy Committee or Board approval. Any major change to the TIP document made after the public comment period and before the Policy Committee or Board approval that adds highway capacity or changes the conformity status may require a new comment period and will require an extended amendment approval process.
20. All TIP modifications and amendments will be processed in accordance with the Interagency Consultation Group (ICG) and approved air quality conformity procedures.
21. The MPO will provide and maintain a website that provides TIP and associated amendments for interested parties, public and agency consumption.
22. The Congestion Management Process (CMP) will be used in identifying and selecting projects during TP and TIP updates, including those projects located on the State's highway network.

Travel Demand Forecasting

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

Unified Planning Work Program

24. A Unified Planning Work Program (UPWP) will be prepared by the MPO in cooperation and consultation with INDOT, FHWA, FTA and the transit operator.
25. The MPO will include the planning emphasis areas (PEA's) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas should be received in a timely manner so they can receive proper consideration.
26. Where needed a Conformity Determination shall be completed for each Transportation Improvement Program (TIP) and Transportation Plan and developed by the MPO working with state and local project sponsors. This

ensures plans; programs and projects maintain proper air quality conformity for a region.

27. The MPO will develop a financial plan that demonstrates the consistency of the TIP and Transportation Plan with available and projected sources of revenue.
28. The MPO will complete its Cost Allocation Plan and UPWP draft by the middle of March each year. However, the MPO's ability to meet this timeline is affected by INDOT providing timely PL Distribution numbers. Should PL funding information be delayed for some reason, the MPO may flat-line the estimated funding based upon the prior year and then adjust the PL funding when final figures are obtained. The INDOT Central Office Asset Management, Program Engineering and Road Inventory Division will take the lead in this effort in cooperation with the MPO Council and the INDOT Central Office Project Finance Division and the INDOT Transit Office.
29. The MPO will submit to INDOT Central Office Asset Planning and Management Division a final Unified Planning Work Program in a timely manner that allows for final review and recommendation for approval to FHWA and FTA.

Management Systems

30. The development and implementation of a congestion management process (CMP), where needed, for the "insert MPO and acronym here" Metropolitan Planning Area will be the responsibility of the MPO in cooperation with INDOT, FTA and FHWA. The lead INDOT division will be the Asset Management, Program Engineering and Road Inventory Division.
31. The MPO will work cooperatively with the INDOT Central Office Asset Management, Program Engineering and Road Inventory Division as the lead and other relevant INDOT Divisions and other public agencies in the development of the other specified management systems as appropriate.

32. The MPO will maintain a Congestion Management Process in cooperation with the INDOT Central Office Asset Management, Program Engineering and Road Inventory Division. The Congestion Management Process shall be coordinated with the development of the Transportation Plan.
33. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI submittals, ADA, and procurement activities guidelines. "Insert MPO name and acronym here" will complete a Title VI analysis for the urbanized area. INDOT's Office of Economic Opportunity and Pre-qualification within Central Office will be the contact for these efforts.

Transit Planning

34. The MPO will sponsor and participate on committees related to the provision and coordination of transit and para-transit services including but not limited to the Transit Planning Committee.
35. The MPO will serve as the lead agency for the development of the "Coordinated Public Transit Human Services Transportation Plan".

RESPONSIBILITIES OF THE INDIANA DEPARTMENT OF TRANSPORTATION (In cooperation with "insert MPO acronym here", and the public transit provider (insert transit provider acronym here" :

1. INDOT Central Office Asset Management, Program Engineering and Road Inventory Division will provide staff liaisons to coordinate with the MPO's. Said staff will regularly attend the MPO Council meetings, which are held in Indianapolis. INDOT will regularly send staff liaisons to the MPO Technical Transportation or Policy Committee meetings. The District Local Programs Coordinator will attend the meetings and have voting representation for INDOT. The District Deputy Commissioners will attend the Policy Committee meetings and have voting representation for INDOT.
2.

Transportation Plan and TIP

3. The Statewide Transportation Plan shall be developed in Cooperation with the "insert MPO acronym here "Transportation Plan.
4. The INDOT Central Office Asset Management, Program Engineering and Road Inventory Division will develop a list of planned improvements on State jurisdiction highways developed in conjunction and in cooperation with the MPO for the Metropolitan Planning Area of the MPO. These projects will be consistent with the INDOT Asset Planning and Management Process. This is necessary in order to provide the data the MPO needs to develop a Transportation Plan that is consistent with available funding sources and project revenues.

5. The INDOT Central Office Project Finance Division will provide the MPO in a timely manner (such as December 15) with estimates of available federal and state funding as necessary for the development of the financial plans demonstrating the fiscal constraint of the MPO's Transportation Plan and TIP. Should funding information be delayed for some reason, the MPO may then flat-line funding based on past information.
6. The INDOT Central Office LPA and Grants Administration Division will develop the Indiana Statewide Transportation Improvement Program in cooperation with the MPO's transportation planning process and incorporate the MPO approved TIP by reference or amendment in its entirety.
7. The INDOT Central Office LPA and Grant Administration Division in cooperation with the Asset Management, Program Engineering and Road Inventory Division and District staff, for the area that includes the MPO, will provide timely lists of INDOT projects within the MPO's jurisdiction in sufficient detail and accuracy to allow for the development of a TIP for the MPO's region.

8. INDOT Central Office LPA and Grant Administration Division will develop a Statewide Transportation Improvement Program (STIP) that includes the review and written approval of the "insert MPO acronym here" TIP in a timely manner. This will be done in cooperation with the Asset Planning and Management Division.
9. INDOT Central Office Asset Planning and Management Division working with the LPA and Grant Administration Division will provide in a timely manner lists of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year. This will allow the MPO to develop an Annual List of Obligated Projects (ALOP).

10. INDOT will provide Central and District Office coordination for the MPO on all matters including the TP and TIP. The Asset Management, Program Engineering and Road Inventory Division will be the lead in cooperation with the LPA and Grant Administration Division and the appropriate District Office(s) for the area containing the MPO.
11. INDOT Central and District Offices will collect and share transportation system information with the MPO to facilitate a cooperative transportation planning process and will conduct training sessions and workshops on pertinent topics. The Asset Management, Program Engineering and Road Inventory Division will be the lead in this effort.

<u>UPWP Coordination Activities</u>

12. INDOT will provide a staff liaison (MPO Coordinator/Specialist) from the Asset Management, Program Engineering and Road Inventory Division to participate in transportation planning activities related to the UPWP (such as review of the document, preparation of contracts following its approval, review of billings

submitted by the MPO, etc.) and also to assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.

13. INDOT Central Office Asset Planning and Management Division will provide updated consolidated PL figures based on the current PL Distribution formula approved by the FHWA, INDOT and the MPO Council. INDOT will provide these figures in a timely manner each year to allow for development of the UPWP.
14. "Insert MPO acronym here" will prepare a UPWP for the Fiscal Year that will take effect beginning on July 1 of the same year. (Could also be January 1 for those MPOs that function with the calendar year as their fiscal year.)

14. INDOT Central Office Asset Planning and Management Division will review and provide approval of the UPWP and concurrence with the Cost Allocation Plan in a timely manner, and begin development of the required contracts and purchase orders. INDOT will strive for a timely notice-to-proceed, a signed contract and a purchase order.

15. INDOT Central Office Asset Management, Program Engineering and Road Inventory Division will review progress reports through the MPO coordinator/specialist and initiate the reimbursement of invoices pursuant to applicable Federal Regulations and Indiana Code 5-17-5, Public Purchases,

RESPONSIBILITIES OF THE "Insert Transit Operator Name Here and Acronym":

1. "Transit Acronym" will provide data, including financial planning information, upon request and participate in the development of the Transportation Plan update. The INDOT Transit Office will take the lead in this process.
2. "Transit Acronym" will provide copies of its Transportation Development Plan, as updated.
3. "Transit Acronym will provide a staff liaison to attend the Transit Planning Committee meetings.
4. "Transit Acronym" will participate on the Transportation Technical Committee.

5. “Transit Acronym” will participate in the development of the "Coordinated Public Transit Human Services Transportation Plan".
6. “Transit Acronym” will provide a Financial Capacity Analysis showing a 5 year Financial Plan as part of the TIP development process. This will be reviewed by the INDOT Transit Office within the Multimodal Division.
7. “Transit Acronym” will provide a four-year capital project and operating plan (program of projects) for inclusion in the TIP to the MPO. The capital and operating plan will be updated annually and submitted with the Financial Capacity Analysis. This will be reviewed by the INDOT Transit Office within the Multimodal Division.
8. “Transit Acronym” will provide amendment requests to the MPO in a timely manner prior to the next scheduled meeting of the Transportation Technical Committee. All amendment requests will be in writing.
9. “Transit Acronym” will provide a copy (PDF file preferred) to the MPO of each final grant request to the Federal Transit Administration and provide a copy of each grant award acceptance.
10. “Transit Acronym” will provide on an annual basis, no later than 90 calendar days following the end of the program year a list of transit projects for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year.
11. “Transit Acronym” will be responsible for its Capital Improvement Plan and its ADA Compliance Plan and other activities directly related to the operation of public transit services in the “insert MPO Acronym here” Urbanized Area.
12. “Transit Acronym” as the designated recipient of federal transit funds, will be required to provide the necessary local matching funds (unless otherwise agreed to) and will be responsible for maintaining all necessary records in support of the expenditure of those funds.

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

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

    "Transit Property Acronym"

    _____

    Date_____

    "General Manager or Like Title"

    Indiana Department of Transportation

    _____

    Date_____

    "Chief of Staff or Deputy Commissioner"

    "Name of MPO not Acronym"

    _____

    Date_____

    "Executive Director or Like Title"

FHWA PLANNING EMPHASIS AREAS LETTER

U.S. Department of Transportation
Federal Highway Administration

Indiana Division

575 N. Pennsylvania St, Room 254
Indianapolis, IN 46204
317-226-7475
317-226-7341

January 30, 2014

In Reply Refer To:
HDA-IN

Dear Indiana MPO Directors and INDOT:

The Indiana Division Office of FHWA is issuing its annual planning emphasis areas (PEAs) for the FY 2015 to be addressed in the metropolitan planning organizations' (MPOs') and the Indiana Department of Transportation's (INDOT's) future work programs. The purpose of the PEAs is to focus our efforts on implementing Moving Ahead for Progress in 21st Century Act (MAP-21).

We complement the MPOs and INDOT on the implementation of two recent PEAs: Quarterly Project Tracking and Red Flag Investigations as part of Planning and Environmental Linkages (FHWA Every Day Counts Innovative Initiative). These PEAs have now been integrated into the planning process and we request that the MPOs and INDOT continue to address them in their work programs.

The FY 2015 PEAs are:

- ADA Transition Plans Part II
- Functional Classification Update
- Pavement Management System

The following are some comments to guide interpretation of each PEA:

American Disabilities Act (ADA) Transitions Plans Part II – MPOs are to ensure local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have provided a status of their ADA Transition Plan to the appropriate MPO. Further, for those entities with greater than 50 employees that have yet to complete their ADA Transition Plan, the MPO should continue to encourage and assist the LPAs (as appropriate) with the completion of those plans. The MPOs will need to report a completion status of the ADA transition Plans for those entities with greater than 50 employees to INDOT's Office of Economic Opportunity. The MPOs should also work to identify entities within their metropolitan planning areas (MPAs) with fewer than 50 employees to develop access plans.

The MPO should review INDOT's 18-month letting list for projects, and also determine the status of these entities' transition plans (accessibility plans) to ensure funding is forwarded only to those who have the required plans.

Lastly, the MPOs along with FHWA and INDOT should look to identify agencies that have consistent success in implementing their transition plans, so those entities can be congratulated and used as examples for others to model.

Functional Classification Review –MPOs are to continue review the functional classification of roadways in their planning areas and determine if any changes are necessary in the MPO's transportation network. This is also an appropriate time to update the National Highway System and National Network for Trucks:

> **National Highway System Updates** – MAP-21 enhanced the NHS system to include all principal arterials. MPOs are requested to reconsider the appropriate roads that should be part of the NHS network within their MPA as part of the functional classification review.
>
> **National Truck Network Revisions** – FHWA is also requesting INDOT and the MPOs examine the National Truck Network in your respective areas. It will be updated as a result of the assessment of functional classification in your planning areas.

All changes to functional classification, NHS and the National Network will need to be coordinated with Eric Conklin at INDOT, econklin@indot.in.gov. All changes will need concurrence from your MPO and INDOT to be considered by FHWA.

Pavement Management System – The MPOs are encouraged to develop PMS to support federal-aid programming of pavement preventive maintenance projects similar to those implemented during the American Recovery and Reinvestment Act. Please contact Tom Duncan, FHWA Pavement Engineer, tom.duncan@dot.gov/317-226-5622.

If you have any questions, please contact your FHWA Planning and Environmental Specialist.

Sincerely,

Joyce E. Newland
Planning Program Manager

cc:
Indiana MPO Council
Kathy Eaton-McKalip, INDOT
Roy Nunnally, INDOT
Eric Conklin, INDOT
Debby Thomas, INDOT
LaTosha Higgins, INDOT