

DELAWARE-MUNCIE  
METROPOLITAN  
PLAN COMMISSION



MAKING



PROGRESS



HAPPEN

UPWP  
UNIFIED  
PLANNING  
WORK  
PROGRAM

FY  
2019-2020

# TABLE OF CONTENTS

	<u>Page</u>
<b><u>3/23/18</u></b>	
<b>PREFACE</b>	3-5
Publication Notice/Work Prog. Fulfillment/DMMPC Staff.....	3
Committees.....	4
Abbreviations .....	5
<b>INTRODUCTION</b>	6-10
Unified Planning Work Program/Transportation Planning Program.....	6
Planning Emphasis Areas/Summary of Work Program Changes.....	7-9
Metropolitan Transportation Planning Process Certification .....	10
<b>AGREEMENTS</b>	11-14
FTA Civil Rights Assurance .....	11
Drug-free Workplace Act Certification .....	12-13
Environmental Justice Order.....	14
<b>WORK PROGRAM</b>	15-37
PROGRAM 100 – ADMINISTRATION/PUBLIC PARTICIPATION.....	15-17
01 Administrative Functions	
02 National Performance Mgt Measures	
03 Transportation/Public Involvement	
04 Staff Development/Computer Support	
PROGRAM 200 – DATA COLLECTION/ANALYSIS .....	18-22
01 Background Data Updating	
02 Traffic Counting	
03 Traffic Accidents	
04 Intermodal Initiatives	
05 Traffic Facility Features	
06 Map Updating	
07 Census Participation	
08 Data Integration/Collection/Reporting	
09 Transportation Planning Vehicle	
PROGRAM 300 – SHORT RANGE PLANNING/MANAGEMENT SYSTEMS ...	22-27
01 DMTIP Documents/Reports	
02 Annual Listing of Obligated Products	
03 Program Development and Production Schedule Coordination	
04 Quarterly Project Tracking	
05 Planning & Environmental Linkages	
06 Geographic Information System	
07 Pavement/Culvert Management	
08 Bridge Management	
09 Safety, Congestion & Mobility Management	

**TABLE OF CONTENTS (WORK PROGRAM CONTINUED)**

10 ITS Architecture		
11 Security		
		<u>Page</u>
<b>PROGRAM 400 – LONG RANGE PLANNING/MGT SYSTEMS.....</b>		<b>27-29</b>
01 Network Analyses	03 Air Quality	
02 Transportation Plans and Amendments	04 Planning & Environmental Linkages	
<b>PROGRAM 500 – TRANSIT AND ACTIVE TRANSPORTATION.....</b>		<b>29-32</b>
01 Special Efforts	04 Bike/Pedestrian Plan	
02 Transit Service Monitoring	05 Safe Routes To School	
03 Coordinated Public Transit	06 Ladders of Opportunity	
<b>PROGRAM 600 – OTHER PLANNING INITIATIVES/SPECIAL. ....</b>		<b>32-34</b>
01 Transportation Studies		
02 Land Use & Transportation Coordination		
03 ADA Transition Plans Part II		
04 Title IV Program Management		
<b>PROGRAM 700 - OTHER ADMINISTRATION .....</b>		<b>34-35</b>
01 Administrative Functions	04 Office Support	
02 Annual Report	05 Community Participation	
03 Staff Training / Computer Support	06 Permits and Enforcement	
<b>PROGRAM 800 - OTHER PLANNING INITIATIVES .....</b>		<b>35-36</b>
01 Zoning / Subdivisions	03 Map Maintenance	
02 Address System	04 Other Local Planning	
<b>SUMMARY OF ANTICIPATED FY 2019-2020 PRODUCTS .....</b>		<b>37</b>
<b>WORK PROGRAM BUDGET .....</b>		<b>38-39</b>
Table 1 - Funding Source FY 2019-2020, Table 2 - Funding Use by Performing Agency		
<b>COST ALLOCATION PLAN FY 2019-2020 &amp; APPROVAL LETTER.....</b>		<b>40-49</b>
<b>CERTIFICATION OF AUDIT COMPLIANCE .....</b>		<b>50</b>

# ***PREFACE***

## **PUBLICATION NOTICE**

This program is the result of tax supported initiatives and as such is not subject to copyright. It has been financed in part through a grant from the United States Department of Transportation.

## **WORK PROGRAM FULFILLMENT**

The Fiscal Year 2019-2020 Unified Planning Work Program fulfills in part Work Element Number 100 of the Delaware-Muncie Metropolitan Plan Commission's Fiscal Year 2017-2018 Unified Planning Work Program (UPWP). The purpose of Program Number 100 hereby fulfilled is to produce a document which identifies all planning activities that will be undertaken by the Delaware-Muncie Metropolitan Plan Commission during Fiscal Year 2019-2020.

## **CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER**

The federal identification number for all PL/STBG/CMAQ/HSIP funding for the FY2019-2020 work program planning activities is CFDA# 20.205

## **DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION/ METROPOLITAN PLANNING ORGANIZATION STAFF**

Marta Moody, Executive Director

- \*Hugh Smith, Principal Transportation Planner
- Lorey Stinton, Environmental Planner
- Billi Keister, Secretary
- \*Cheryl McGairk, Transportation Planner
- Brandy Ingerman, Office Manager
- Fred Daniel, GIS Planner I/System Development
- Mary Ann Williams, Planning Technician
- Steve Minnick, Building Commissioner/Zoning Administrator
- \* Responsible for preparation of this report

# METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION COMMITTEES AND AFFILIATIONS

## TRANSPORTATION POLICY COMMITTEE

<ul style="list-style-type: none"> <li>1) Muncie Mayor: Dennis Tyler Represented by Duke Campbell</li> <li>2) MITS General Manager: Larry King</li> <li>3) MPO Director: Marta Moody</li> <li>4) INDOT: Represented by Scott Bailey</li> <li>5) County Commissioner: Sherry Riggan</li> <li>6) Ball State University: Jim Lowe</li> <li>7) Delaware County Council: Ron Quakenbush</li> <li>8) Muncie City Council: Julius Anderson</li> <li>9) Yorktown Town Council: Represented by Pete Olson</li> </ul>	<p>Recording Secretary: Cheryl McGairk</p> <p>Advisors: Robert Dirks, FHWA Hugh Smith, DMMPC Angie Moyer, County Engineering Dept.</p>
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## TECHNICAL ADVISORY COMMITTEE

1) Muncie City Engineer/Street Supt.	9) Ball State University facilities engineer
2) Delaware County Engineer/Project Director	10) Town of Selma representative
3) Exec. Director/MPO Director, DMMPC	11) Town of Parker City representative
4) INDOT Greenfield District Office	12) Chamber of Commerce representative
5) Transportation Planner, DMMPC	13) Town of Gaston representative
6) Yorktown Town Manager	14) Town of Albany representative
7) Muncie Indiana Transit System	15) Town of Eaton representative
8) Principal Planner, DMMPC	

**Advisory/Ad Hoc Members:** INDOT Central Office, FHWA Indiana Division representative, DMMPC Staff, Delaware County Airport representative, Public Utility representatives – MSD, AEP, DC Regional Wastewater, Liberty Wastewater, Vectren, IAWC, & AT&T

## ABBREVIATIONS

The following are commonly used abbreviations appearing in this document and other transportation planning documents:

ADA	- AMERICANS WITH DISABILITIES ACT
ARRA	- AMERICAN RECOVERY REINVESTMENT ACT
CGI	- CARDINAL GREENWAYS INCORPORATED
CBD	- CENTRAL BUSINESS DISTRICT
CIRTA	- CENTRAL INDIANA REGIONAL TRANSPORTATION AUTHORITY
CY	- CALENDAR YEAR (January to December)
DCUHNS	- DELAWARE COUNTY UNIFORM HOUSE NUMBERING SYSTEM
DMMPC	- DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION
DMTIP	- DELAWARE-MUNCIE TRANSPORTATION IMPROVEMENT PROGRAM
ECIRPD	-EAST CENTRAL INDIANA REGIONAL PLANNING DISTRICT
EMA	- EMERGENCY MANAGEMENT AGENCY
FAST	- FIXING AMERICA’S SURFACE TRANSPORTATION ACT
FHWA	- FEDERAL HIGHWAY ADMINISTRATION
FTA	- FEDERAL TRANSIT ADMINISTRATION
FY	- FISCAL YEAR (July to June State; October to September Federal)
GASB 34	-GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT 34
GIS	- GEOGRAPHIC INFORMATION SYSTEM
HSIP	-HIGHWAY SAFETY IMPROVEMENT PROGRAM
HPMS	- HIGHWAY PERFORMANCE MONITORING SYSTEM
STIP	- INDIANA STATE TRANSPORTATION IMPROVEMENT PROGRAM
INDOT	- INDIANA DEPARTMENT OF TRANSPORTATION
ITS	- INTELLIGENT TRANSPORTATION SYSTEMS
LEPC	- LOCAL EMERGENCY PLANNING COUNCIL
LPA	- LOCAL PUBLIC AGENCY
LUCA	-LOCAL UPDATE OF CENSUS ADDRESSES
MAP -21	-MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY ACT
MITS	- MUNCIE INDIANA TRANSIT SYSTEM
MOU	- MEMORANDUM OF UNDERSTANDING
MPA	- METROPOLITAN PLANNING AREA
MPO	- METROPOLITAN PLANNING ORGANIZATION
MPTC	- MUNCIE PUBLIC TRANSPORTATION CORPORATION
MTP	-METROPOLITAN TRANSPORTATION PLAN
NEPA	- NATIONAL ENVIRONMENTAL POLICY ACT
PDP	- PROGRAM DEVELOPMENT PROCESS
PEA	- PLANNING EMPHASIS AREAS
PL	- METROPOLITAN PLANNING FUNDS
SIP	-STATE IMPLEMENTATION PLAN
SRTS	-SAFE ROUTES TO SCHOOL
STBG	- SURFACE TRANSPORTATION BLOCK GRANT (Federal Funds)
TAC	- TECHNICAL ADVISORY COMMITTEE
TAP	-TRANSPORTATION ALTERNATIVES PROGRAM
TCSP	- TRANSPORTATION AND COMMUNITY AND SYSTEM PRESERVATION
TDP	- TRANSIT DEVELOPMENT PLAN
TIP	- TRANSPORTATION IMPROVEMENT PROGRAM
TPC	- TRANSPORTATION POLICY COMMITTEE
TRANSCAD	- THE NETWORK MODELING SOFTWARE SHARED BY INDOT & MPOs.
UEA	- URBAN ENTERPRISE ASSOCIATION
UPWP	- UNIFIED PLANNING WORK PROGRAM
URA	- UNIFORM RELOCATION ASSISTANCE

# ***INTRODUCTION***

## **I. UNIFIED PLANNING WORK PROGRAM**

The Unified Planning Work Program (UPWP) sets forth the total planning activities to be undertaken by the Delaware-Muncie Metropolitan Plan Commission (DMMPC), the Metropolitan Planning Organization (MPO), during the state fiscal year.

The UPWP, in its basic formulation and structure, serves as a guide to the total planning effort. By detailing planning activities, the UPWP establishes a program which eliminates duplication of effort; interrelates transportation planning, land use planning, and other elements of the comprehensive planning process; and provides a basis for federal and state funding. Most of the work elements are continuing programs. As a result, similar descriptions appear from one year to the next.

## **II. TRANSPORTATION PLANNING PROGRAM**

The continuing transportation planning program is intended to (1) ensure progress toward implementation of the adopted transportation improvement program, (2) monitor and evaluate changes in development and travel, (3) keep data up-to-date, and (4) maintain certification for the urbanized area.

There are two committees which help carry out the transportation related functions of the Metropolitan Planning Organization. The Transportation Policy Committee serves as the policy committee for the DMMPC and carries out the formulation of policies related to the continuing transportation planning program as well as granting final approval of required documents. The Technical Advisory Committee serves in an advisory capacity to the Transportation Policy Committee on the technical aspects of the planning program. The Delaware-Muncie Metropolitan Plan Commission staff actually performs or coordinates work being conducted under the continuing program.

The Transportation Policy Committee chair is elected annually. The Technical Advisory Committee is chaired by the Executive Director of the DMMPC. The Transportation Planner acts as secretary to both of these Committees to facilitate continuing program record keeping and ensure the most efficient transfer of transportation related information.

The transportation planning program is guided by the federal transportation authorization act and is administered through the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Indiana Department of Transportation (INDOT) and the DMMPC as the MPO. The transportation planning staff is part of the DMMPC staff and is under the direction of the Executive Director, who serves as the MPO Director. Transportation planning efforts are undertaken primarily by the Principal Planner, Transportation Planner, and Planning Technician with other staff members being involved periodically.

### III. PLANNING EMPHASIS AREAS (PEAs)

**Federal/State:** For FY 2019-2020, the particular areas of emphasis remain the same as last year with focus on implementing the Fixing America's Surface Transportation Act and the Title VI program:

- Title VI Program Management – When considering federal-aid highway funding for a local transportation project, the DMMPC will endeavor to ensure the Local Public Agencies (LPAs) complies with their Title VI nondiscrimination requirements. The DMMPC should survey local governments and determine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate data on impacts from the LPA's programs and projects. If a plan is not in place with the project sponsor (a city, town, or county) steps will be taken to provide technical assistance for the development and implementation of such a plan.
- National Performance-Management Measures - All of the National Performance Measures for key areas such as safety, infrastructure conditions, congestion, system reliability, emissions, freight movement, as well as public transit safety and state-of-good repair have been issued. The DMMPC will work cooperatively with the MPO's and INDOT to set performance measures and targets along with necessary agreements and procedures.
- Plan Updates – The DMMPC will review and update the public participation plan, as needed, to achieve compliance with the FAST Act. The DMMPC will review and update, as needed, the Coordinated Human Service Public Transportation Plan per applicable planning regulations.

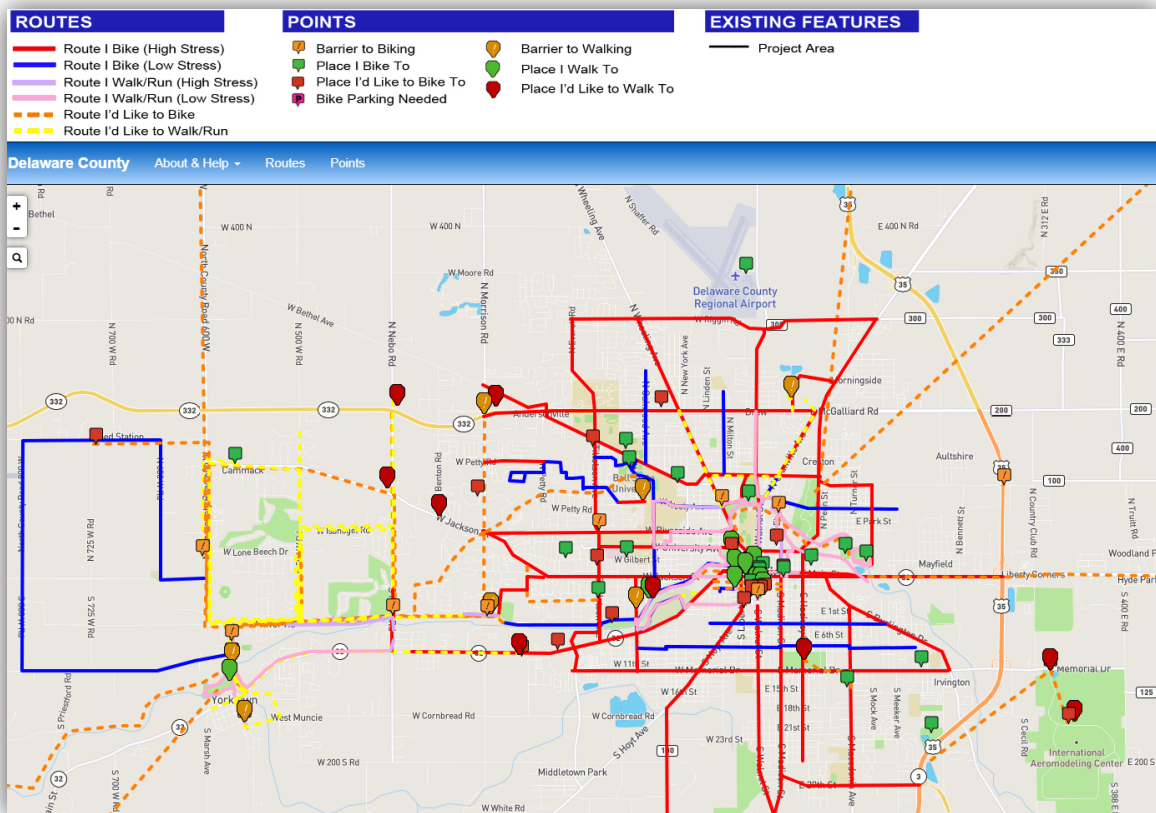
Past Planning Emphasis Areas will still be included in the various Work Program activities and are considered of local importance, including:

- **Ladders of Opportunity for Essential Services Connections**
- **Programming HSIP Funds for Safety Planning Activities and/or Identify Low Cost Systemic Use of HSIP Funds**
- **Red Flag Investigations as part of Planning and Environmental Linkages (PEL) Initiative**
- **Quarterly Project Tracking**
- **American Disabilities Act Transition Plans Part II**
- **Functional Classification Review**
- **MPO Change Order Process**



- **Pavement Management System**
- **Planning Environmental Linkages (PELs)**
- **Title VI of the Civil Rights Act**
- **Environmental Justice**
- **Livable and Sustainable Communities**

**Local:** Continually advancing our technology and the ability to use it for public involvement, data analysis and planning studies is a local/DMMPC priority. Emphasis will continue on GIS development and using technology to inform the public. Assistance with pavement management systems for all LPA's in the MPO area will be emphasized. Training and gaining modeling experience with Transcad are considered extremely important. As a Plan Commission, the DMMPC's emphasis is on achieving seamless coordination between land use planning, sustainability initiatives and transportation planning with a bike/ped focus. GIS technology and the acquisition of data provides the ideal mechanism to do that and to aid in informing and gathering input from and to the public and state and federal partners as shown by the graphic below which utilized GIS on-line mapping with the DMMPC bike/ped plan project.



#### **IV. SUMMARY OF WORK PROGRAM CHANGES FOR FY 2019-20**

Most program activities carry over from one year to the next. The changes made for the FY 2019-2020 UPWP are as follows:

##### **Program 100 Administration/Public Participation**

Added attendance at ECIRPD; added to performance measures to include work on policies, procedures and agreements; updating Participation Plan per regulations. Dollar amount reduced to reflect billings and remaining 2018 funds.

FY 2019 PL/Local: \$70,000/\$17,500

FY 2020 PL/Local: \$

##### **Program 200 Data Collection/Analysis**

Added work related to the 2020 census. Dollar amount increased for new vehicle.

FY 2019 PL/Local: \$35,000/\$8,750

FY 2020 PL/Local:

##### **Program 300 Short Range Planning/Management Systems**

Updates to the TIP to incorporate performance measure, targets and support for related projects. Work added on e-TIP use/conversion. Dollar amount reduced slightly as STBG funds need to be expended.

FY 2019 PL/Local: \$30,000 /\$7,500

FY 2020 PL/Local:

##### **Program 400 Long Range Planning**

Updates to the Transportation Plan (horizon year changed from 2040 to 2045) and network modeling with an emphasis on performance base planning measures and targets. Dollar amount remained the same.

FY 2019 PL/Local: \$4,000/\$1,000

FY 2020 PL/Local:

##### **Program 500 Transit and Active Transportation**

Finalizing the Bike/Pedestrian Plan, updates to the Safe Routes to School plan & programs, and assisting with a Marketing and Ridership plan for MITS. Dollar amount increased to cover the Marketing plan.

FY 2019 PL/Local: \$63,000/\$15,750

FY 2020 PL/Local:

##### **Program 600 Other Planning Initiatives/Special**

Updating the Comprehensive Land Use Plan and coordination with the Transportation Plan; continued emphasis on Title VI. Dollar amount increased for Comp Plan work.

FY 2019 PL/Local: \$61,850/\$15,463

FY 2020 PL/Local:

##### **Program 700 & 800 Other Administration & Other Planning**

These non-MPO activities remain the same and are 100% locally funded.

**TRANSPORTATION PLANNING PROCESS  
FY 2019  
CERTIFICATION**

In accordance with 23 CFR 450.336 Self-certifications and Federal certifications, the Indiana Department of Transportation and the Delaware Muncie Metropolitan Plan Commission hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of SAFETEA-LU, MAP-21, the FAST Act and the following regulations:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR part 450.300;
2. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 C.F.R. part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37 and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Delaware Muncie Metropolitan  
Plan Commission**

**Indiana Department of Transportation**

\_\_\_\_\_  
**Name:** Marta Moody

\_\_\_\_\_  
**Name:** Roy Nunnally

\_\_\_\_\_  
Executive Director, Delaware-Muncie  
Metropolitan Plan Commission  
**Title**

\_\_\_\_\_  
Division Director  
Technical Planning and Programming  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**FEDERAL TRANSIT ADMINISTRATION  
CIVIL RIGHTS ASSURANCE**

The Delaware-Muncie Metropolitan Plan Commission HEREBY CERTIFIES THAT, as a condition of receiving federal financial assistance under the Federal Transit Administration Act of 1964, as amended, it will assure that:

1. No person on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, income status, limited English proficiency, or national origin will be subjected to discrimination on the level or quality of transportation services and transit-related benefits.
2. The Delaware-Muncie Metropolitan Plan Commission will compile, maintain, and submit in a timely manner Title VI information required in FTA Circular 4702.1B and in compliance with the Department of Transportation Title VI Regulations, 49 CFR Part 21.9.
3. The Delaware-Muncie Metropolitan Plan Commission will make it known to The public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or U.S. Department of Transportation.

The person whose signature appears below is authorized to sign this assurance on behalf of the grant applicant or recipient.

Signature: \_\_\_\_\_



Marta Moody, Executive Director  
Delaware-Muncie Metropolitan Plan Commission

Date: \_\_\_\_\_

2/23/2018

**DRUG-FREE WORKPLACE ACT CERTIFICATION  
FOR A PUBLIC OR PRIVATE ENTITY**


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- I. The Delaware-Muncie Metropolitan Plan Commission (DMMPC) certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the Recipient's workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition.
  - (b) Establishing a drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The Recipient's policy of maintaining a drug-free workplace;
    - (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (a).
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant or cooperative agreement, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
  - (e) Notifying the Federal sponsoring agency within ten days after receiving notice under subparagraph (d) (2), from an employee or otherwise receiving actual notice of such conviction.
  - (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination; or

- (2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. The Recipient's headquarters is located at the following address. No other work-places are currently maintained by the Recipient.

Name of Recipient: Delaware-Muncie Metropolitan Plan Commission

Street Address: 100 W. Main St., Rm 206, Delaware County Building  
City: Muncie  
County: Delaware  
State: Indiana  
Zip Code: 47305-2827

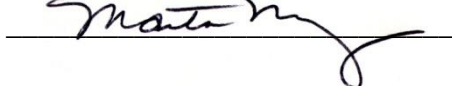
Signature:   
Marta Moody, Authorized Official

Title: Executive Director DMMPC

Date: 2/23/2018

## **ENVIRONMENTAL JUSTICE ORDER FOR THE URBAN TRANSPORTATION PLANNING PROCESS**

Per signature, this agency assures compliance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, February 11, 1994. This compliance will be incorporated in the 20-Year Transportation Plan update, under separate section titled "Environmental Justice". This compliance follows guidelines established in the Executive order and the President's February 11, 1994 Memorandum on Environmental Justice. The goals of the Executive Order will be developed within the framework of existing requirements, primarily the National Environmental Policy Act (NEPA), Title VI of the Civil Rights Act of 1964, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (URA), Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP21), FAST Act and other DOT applicable statutes, regulations and guidance that concern planning, social, economic, or environmental matters, public health or welfare, and Public Involvement.

Signature: 

Name: Marta Moody

Title: Executive Director, Delaware-Muncie Metropolitan Plan Commission

Date: 2/23/2018

# 2019-2020 WORK PROGRAM

## **PROGRAM 100 – Administration/Public Participation**

*Purpose.* The purpose of this series of activities will be to provide for the overall administration of the transportation planning program, promote participation by the citizenry in the program, and further develop the planning skills of those involved in the transportation planning process.

*Method.* The methods used to successfully carry out this program include activities of an administrative nature, citizen involvement and education, and staff development. The methodology is apparent from a survey of the following activities.

### **01 ADMINISTRATIVE FUNCTIONS**

1. Monthly Transportation Policy Committee meeting attendance, preparation of minutes and agenda, and related correspondence.
2. Monthly Technical Advisory Committee meeting attendance, preparation of minutes and agenda, and related correspondence.
3. Preparation of progress reports, necessary financial billings, work related to audit compliance, and work related to the certification in review by INDOT, FTA and FHWA including updates to the new by-laws and restructuring of the local approval process.
4. Meeting attendance, correspondence, phone calls and reading concerning transportation planning issues or the transportation planning process and the development of projects, including consultation, where possible, with non-metropolitan planning officials. These activities also include efforts to comply with federal laws as they apply to transportation planning, carrying out statewide programs, Indiana MPO Council business, Cardinal Greenway, the Bicycle and Pedestrian Committee, and the Local Emergency Planning Council and the ECIRPD.
5. Updating of all required agreements and memorandums.
6. Meeting attendance, correspondence, and other necessary activities related to INDOT Committees and other INDOT &/or FHWA initiatives.
7. Review and preparation of amendments, as needed, to ensure compliance with the new transportation act, including emphasis on public participation.
8. Work activities related to development of CMAQ, HSIP, STBG projects, eligibility determinations and work program amendments, as applicable, as well as agreements and project management/oversight.



9. Work activities related to development of transportation projects, quarterly project tracking, and project reporting.
10. Work activities related to the new LPA Project Development Process including work with the LPA employee in responsible charge of local projects to assist in monitoring the funding and project development progress.
11. Work activities related to the preparation and distribution of the 2019-20 Unified Planning Work Program and the annual Cost Allocation Plans. Prepare and process amendments to the FY 2019-2020 UPWP as needed. Prepare and submit annual certification documents. Activities related to completion of a planning review conducted by INDOT, FTA and FHWA. Preparation and distribution of Annual Completion Reports.

## **02 NATIONAL PERFORMANCE MANAGEMENT MEASURES**

Work activities related to all of the National Performance Measures for key areas such as safety, infrastructure conditions, congestion, system reliability, emissions, freight movement, as well as public transit safety and stat-of-good repair. The INDOT and the DMMPC will work cooperatively together to set performance measures and targets, policies, procedures, and agreements.

## **03 TRANSPORTATION AND PUBLIC INVOLVEMENT COORDINATION**

1. **NEIGHBORHOOD COORDINATION:** the attendance at and participation in scheduled meetings with various neighborhood and interest groups on transportation planning issues such as gaps in connectivity and services. All efforts will be undertaken and maintained to involve low-income, minorities, elderly, and persons with disabilities in the planning process.
2. **PLAN NEWS:** The composing, publishing and distribution of digital newsletters to keep the public abreast of local planning issues and activities.
3. **WEB PAGE:** The development and maintenance of the County website, including bandwidth, and the DMMPC Web Page to provide planning information, meeting dates to the general public, and internet publication of the Transportation Plan and the Transportation Improvement Program.
4. **PUBLIC PARTICIPATION PLAN:** Updating, ongoing oversight and implementation of the Public Participation Plan for the DMMPC, in compliance with requirements of the Reauthorization Act and in consultation with all interested parties. Preparation and processing of subsequent amendments.
5. **PUBLIC PARTICIPATION:**
  - a) Public notification and meeting participation to ensure public input for transportation improvement programs and transportation plans.

- b) Evaluate and update the Public Involvement Procedures to determine the effectiveness of local strategies in engaging low-income and minority communities and make adjustments to assure that their input is acquired, documented, and considered in the decision-making process.
- c) All of the available methods of involvement will be used to inform and educate citizens on air quality issues.
- d) Expand participation efforts to include new consultation partners, as outlined in MAP-21 and the FAST Act, including regulatory and resource agencies dealing with matters such as, but not limited to, historic preservation and natural resources. Expand participation efforts to include Gaston, Eaton and Albany.

#### **04 STAFF DEVELOPMENT / COMPUTER SUPPORT**

1. Attendance by the DMMPC at various courses, seminars, webinars and conferences to develop in-house expertise in transportation and related planning.
2. Provision of federal funds toward the cost of training set up jointly for the MPO's within Indiana.
3. Continual development of in-house computer capabilities to enhance the transportation planning process. This includes the purchase of software, internet band-width and GIS on-line mapping credits, the in-house development of computer applications for local planning needs, purchase of computer equipment for the networking system and upgrades for modeling and GIS development, and the continual training of the DMMPC staff with existing and future software.

Output. PLAN NEWS will be produced. An endorsed FY 2019-20 Unified Planning Work Program, annual certification documents, the preparation of the FY 2020 supplement to the FY 2019-2020 UPWP, UPWP amendments and Unified Planning Work Program Completion Reports. The revamped website will be maintained. Standard output will continue to be quarterly billings, audit resolutions, minutes and agendas, and related materials as set forth under activity 100/01.

Responsible Agency. Delaware-Muncie Metropolitan Plan Commission.

Federal PL Funds

FY 2019 PL/Local: \$70,000/\$17,500

FY 2020 PL/Local:

## **PROGRAM 200 – Data Collection/Analysis**

*Purpose.* The purpose of this series of activities is to provide for the ongoing collection, maintenance, monitoring and analysis of demographic data, traffic counts, traffic accidents, rail/air initiatives, traffic control features, Highway Performance Monitoring System (HPMS) Intersection & Permanent Traffic Count Station Analysis and the mapping essential for an effective transportation planning process.

*Method.* The methods employed in the pursuit of the following activities will be that of an inventory, analysis and monitoring nature utilizing the local GIS and computer systems. The activities follow the true spirit of the 3C's (comprehensive, cooperative and continuous) planning process and are invaluable.

The DMMPC will maintain a separate database of HPMS data and will progress in three phases:

Phase 1 – The DMMPC will develop its HPMS analytical skills by evaluating 10% of the data in its MPA.

Phase 2 – DMMPC staff will be trained on the HPMS database software and become proficient in data manipulation.

Phase 3 – The DMMPC will maintain the HPMS database and submit the data to INDOT for inclusion into the statewide HPMS data submittal.

### **01 BACKGROUND DATA UPDATING**

1. Maintenance of demographic and other data files regarding school enrollment, and SRTS survey data, employment, development, building permits, and land use for the transportation planning program.
2. Purchase software to process the demographic data and find/display trends that could affect traffic volumes and patterns.

### **02 TRAFFIC COUNTING**

1. Monthly and weekday adjustment factors will be calculated using the year-round count data from Indiana Department of Transportation (INDOT) telemetering traffic count stations within the Muncie Urbanized Area. Traffic counts for the Traffic Count Program will be adjusted using these factors and using available axle adjustment factors from the turning movement counts.
2. Traffic counts will be taken as specified in the area's approved traffic volume count manual to include 51 traffic counts from a combined 153 triennial count stations that represent 126 coverage counts and 98 triennial HPMS sampling locations. All Annual Average Daily Traffic volumes will be updated annually and one third of the samples will be reviewed annually as well. One third of the counts will be recounted and the other two thirds will be factored to the reporting year. Other traffic counts will be taken such as in the Central Business District downtown, as needed when requested by local officials or

by the State for locations under scrutiny for improvements within the Metropolitan Planning Area. Speed data will be collected to determine the 85-percentile speed on road segments as needed and the data will be incorporated into the appropriate database. The coverage count locations will be adjusted when needed for better coverage and analysis of functional classification system.

3. The Traffic count program may be expanded to assist INDOT in collecting count data for State Routes and functionally classified local roads located in Delaware County and/or selected surrounding counties.
4. Traffic counts will be taken as needed in the Westwood Historic District and, in particular, at the intersections: Meadow/ Riverside, Meadow/Petty, Warwick/Riverside, Briar/Riverside, Briar/Petty and Petty/ McKinley. Traffic counts will be taken in future fiscal years to compare with the baseline 2009-2010 volumes.
5. Traffic volume counts from this work element will be seasonally adjusted and submitted annually to INDOT, with emphasis on HPMS data.
6. A summary of traffic count data from the Traffic Count Program will be maintained on the website and in reproducible form for the provision of information to the general public. This will include a summary listing of traffic volume information that is continually adjusted to reflect past and current counts.
7. Purchase, installation, and operational maintenance of portable stations to be placed on the local and regional trail system for input from users and collection of user characteristics statistics. The data will be used toward developing and maintaining a regional bicycle and pedestrian system.
8. Routine maintenance and repair of traffic count equipment, purchase of new equipment and purchase of necessary supplies for this equipment. The upgrading of traffic count equipment will allow the DMMPC to do more counts and collect more types of traffic data while requiring less labor for data collection than in the past.
9. Turning movement traffic counts will be taken at major intersections within the Muncie Urbanized Area including signalized intersections on HPMS street segments and other intersections as needed for analyzing the transportation network. The data from these turning movement counts will be analyzed for capacity and delay information using the 2000 Highway Capacity Manual software. A copy of the data for HPMS sampling signalized intersections will be submitted to the Indiana Department of Transportation (INDOT).

### **03 TRAFFIC ACCIDENTS**

1. Obtain and process traffic accident record data for all accidents occurring in the Delaware-Muncie area and collect accident data as needed, capitalizing on INDOT's new accident data collection system.

2. Analyze data for high accident locations, use accident rates to determine which locations require further analysis for the Traffic Safety & Congestion Management System and work with INDOT to develop projects eligible for safety funding.

#### **04 INTERMODAL INITIATIVES**

1. Maintain a rail crossing inventory using periodic field surveys and vehicle traffic counts. Collect data for the inventory and update it to meet current needs.
2. Monitor rail activity and rail/highway grade crossing improvements.
3. Monitor and/or inventory bicycle and pedestrian facilities.
4. Monitor and compile data on truck traffic and facilities. Analyze truck travel patterns and review local truck routes to determine appropriate changes to truck routes and the road network for safety and efficiency purposes.
5. Monitor airport activity in terms of proposed expansion and improvements that may impact the transportation network and maintain data on air traffic as needed.

#### **05 TRAFFIC FACILITY FEATURES**

1. Purchase of equipment to inventory pavement factors. The collection of pavement management data for Activity **300/07** such as pavement conditions and appurtenant features affecting pavement conditions such as drainage culverts, side ditch characteristics, and availability of right-of-way.
2. Collect bridge data as needed for Activity **#300/08**.
3. Continual updating of the traffic operational and control features data in the Delaware-Muncie area and computer analysis of said data. This data will be utilized in traffic control device location decisions and for Activity **300/09**.
4. Data collection concerning parking and analysis of its effect on the transportation system. Analysis of parking alternatives. Emphasis will be given to the CBD.

#### **06 MAP UPDATING**

1. The updating of transportation related base maps will continue to ensure that adequate information is available from a cartographic standpoint.
2. Changes involving development, corporate limits, and the street network will be updated on the transportation maps.
3. The development of the adjusted 2010 Urban Area Boundary and functional

classification maps, adjustments to the Metropolitan Planning Area boundaries as needed and other in-house map applications on the DMMPC's computers for incorporating map features and transportation data. As a part of the functional classification review, the MPO will review the appropriate roads to be a part of the National Highway System and will work with INDOT to examine the National Truck Network in the Planning Area.

4. Every attempt will be made to ensure a coordinated effort with the INDOT and other agencies so that no map updates duplicate any other initiatives.

## **07 CENSUS PARTICIPATION**

1. Provision of continued assistance that improves access to and use of 2010 Census data. The DMMPC will provide post-census information and mapping as requested, and will be represented at various workshops sponsored by the Bureau of the Census concerning usage and processing of census data.
2. Processing census data for local use and the loading and processing of census data on computer files.
3. Work activities related to the 2020 census data and other initiatives aimed at ensuring accurate data for the Muncie Urbanized Area and Delaware County.

## **08 DATA INTEGRATION/COLLECTION/REPORTING**

1. Creating reports, maps, and other products using the data processed within this program element such as, but not limited to, truck route mapping, bike/pedestrian facility mapping, and noise sensitive airport areas.
2. Various data collection activities not identified in other activities of this element but required for Element #400 or 500.

## **09 TRANSPORTATION PLANNING VEHICLE**

1. New replacement vehicle, maintenance and gasoline costs for the vehicle for transportation planning activities. This activity is in this element because the vehicle will be used in traffic data collection efforts. An intermittent use will be for travel to attend transportation related planning courses and meetings.

*Output.* The documents anticipated in FY 2019-2020 from this element are up to date County Traffic Volume Mapping. Also, updated maps in the adjusted 2010 Urban Area Boundary, the Metropolitan Planning Area, and the functional classification of roadways.

*Responsible Agency.* Delaware-Muncie Metropolitan Plan Commission.

*Anticipated Purchases.* Purchase of inventory equipment for recording management data such as GPS devices and/or video recording equipment. Purchase of traffic count equipment and related software. Purchase of vehicle for transportation planning/traffic counting.

Federal PL Funds.

FY 2019 PL/Local-\$35,000/\$8,750

FY 2020 PL/Local:

## **PROGRAM 300 – Short Range Planning/Management Systems**

Purpose. To develop, update and maintain a four-year program of transportation improvement projects from the short and long range components of the planning process for the Metropolitan Planning Area. Enhancing the technical capabilities of planning processes to support public understanding and decision-making for a better allocation of resources in maintaining and upgrading the transportation network, including development and implementation of the Muncie ITS architecture and meeting federal standards related to the Manual for Uniform Traffic Control Devices.

Method. The Delaware-Muncie Transportation Improvement Program (DMTIP) is prepared using federal aid transportation improvement project information from the local and state agencies for locations within the DMMPC Planning Area, all based on the long range (20+ year) Transportation Plan. The DMTIP is submitted to INDOT so the projects can be incorporated into the State Transportation Improvement Program (STIP) and be eligible for federal funding. The DMTIP coordinating committee, composed of the agencies submitting projects and the planning agencies reviewing projects, sets the project priorities for each funding type requested.

The DMTIP is reviewed by the Technical Advisory Committee and is approved by the Policy Committee. A public hearing is held for comment on the DMTIP. This hearing is publicized in the local newspapers and the PLAN NEWS. The transit private providers are specifically notified of these meetings and the public hearing so they can provide comment.

Build and utilize the GIS through continual creation and updating of data layers, compilation and incorporation of data tables, and development of applications such as the infrastructure inventories compiled through the pavement management project. Databases will be developed for ease in analyzing the transportation network and maintaining a viable network. The factors/characteristics of the transportation network will be analyzed and reports will be prepared to guide efforts for managing the transportation network.

### **01 DMTIP DOCUMENT/REPORTS**

1. Initiate, coordinate and generally implement necessary contacts and information, at the local, INDOT District and INDOT Central Office levels, for maintaining the FY 2018-2021 DMTIP. Development of the FY 2020-2023 DMTIP, in coordination with the Transportation Plan, to include adoption by the Transportation Policy Committee and approval by the Governor before May of 2019. Activities will include use of e-TIP software purchased through INDOT to produce a web-based TIP document that will be seamlessly incorporated into the STIP and provide enhanced public access to TIP/STIP project information.

2. Development of performance based criteria for the DMTIP project selection process and update that process as needed. Development of methods and training to improve project cost estimating.
3. The DMTIP projects will be drawn from the most current approved Transportation Plan and its supporting documents. The DMTIP project information will be prepared to outline the timing, work planned, funds to be used, and other pertinent information. The DMMPC prepares financial resources information concerning projects for the DMTIP and use fiscal constraints within the project selection process. We require the implementing agencies competing for specific federal funds to reach consensus on the projects that will fit within available funding.
4. The financial information will be updated in the DMTIP. The MPO will work with INDOT, and FHWA as needed, to maintain an accurate MPO funds tracking report that will include monthly reviews/reporting.
5. A financial analysis of funding sources for DMTIP projects will be prepared, showing that the funds programmed in the DMTIP are reasonably expected to be available to implement the DMTIP and that there are adequate funds provided for the operation and maintenance of the existing highway and transit systems. This analysis will be incorporated into the DMTIP.
6. The DMTIP will include an evaluation of environmental justice fairness of the combination of projects in the DMTIP for Tract/Block Groups from the most current Census using the low-income and minority household criteria specified in the updated Public Involvement Process & Policy Plan.
7. The TAC and Transportation Policy Committee will review and endorse the DMTIP and its amendments. The DMMPC-MPO will hold a public hearing whenever the DMTIP is updated. The DMMPC-MPO will accept and record public comment on the DMTIP when it is updated, including comments from the public hearing. Responses to public input/comment will be incorporated into the DMTIP.
8. Prepare and process amendments to the DMTIP as needed. The DMMPC-MPO has established a change order policy and will monitor its effectiveness.

## **02 ANNUAL LISTING OF OBLIGATED PROJECTS**

1. Within 90 calendar days following the end of a program year, work with INDOT's Office of Finance, the district program funds manager, the transit operators and the FHWA in order to prepare a report with an annual listing of transportation improvement projects for which federal funds were obligated in the previous year and provide the listing to the public on paper and on the Delaware County website. This report will also provide information on the status of TIP projects for which federal funds were obligated, but the project was not yet reported as completed. The status will indicate whether the project is completed, construction is pending, scheduled for construction at a later date or dropped



from the TIP with federal obligation removed. The project progress will be reported for projects moving toward the construction phase. The listing will also include pedestrian and bicycle transportation facilities for which funds under 23 USC or 49 USC Chapter 53 were obligated in the preceding program year.

### **03 PROGRAM DEVELOPMENT AND PRODUCTION SCHEDULE COORDINATION**

1. Work will be done to create and maintain a five year production schedule of projects to ensure federal funds are obligated in a timely manner. The DMMPC will work with the MPO Council and INDOT to update and carry out regional program development and production scheduling.

### **04 QUARTERLY PROJECT TRACKING**

1. The DMMPC has implemented a quarterly project tracking process. The emphasis will be on the relationship the DMMPC has with the INDOT Districts to ensure project schedules are kept consistent and up-to-date. The MPO will continue to work with the District LPA Coordinator, who maintains SPMS and makes changes based on the quarterly tracking meetings. Work will begin to track the number of projects going to construction in accordance with what is shown in the TIP. Work will include tracking individual project change orders and other activities needed to move projects forward.

### **05 PLANNING & ENVIRONMENTAL LINKAGES**

1. Activities related to the coordination of environmental issues early in the transportation planning process and use of information and analysis conducted in planning in the NEPA process. Activities will also include work as needed to assist with the FHWA Every Day Counts Innovative Initiative. These activities will include producing a Red Flag Investigation (RFI) Report for new projects in either the TIP or the Transportation Plan. RFI Reports will also be pursued for existing projects in the Transportation Plan that are scheduled for later years.

### **06 GEOGRAPHIC INFORMATION SYSTEM**

1. Develop transportation planning user-friendly computer applications for the Delaware County Geographic Information System (GIS) including ArcGIS on-line mapping.
2. Transfer transportation-related data from older software formats to a more useable database format and connect the databases to the GIS.
3. Purchase hardware, peripherals and software, including annual license/maintenance fees, as needed to upgrade the GIS storage, performance capabilities, and website/internet applications for transportation planning purposes and deployment of data to the public and units of government (using STBG funds toward part of the cost as available).
4. Using consulting and contractual services along with in-house efforts, develop and

maximize the use of the Delaware County GIS with the following activities:

- a) Obtain, develop and maintain digital parcel mapping of Delaware County, digital ortho-photography, Pictometry oblique photography, planimetrics, LIDAR, and 2-foot contours as needed (contract and in-house).
- b) Review, verify, and oversee the above services and products and incorporate approved digital information into the GIS (contract and in-house).
- c) Oversee and implement necessary programs and applications for use of the data for transportation planning purposes (contract and in-house).
- d) Develop GIS databases, permitting and event tracking capabilities for all units of local government (contract and in-house).
- e) Conduct and participate in training and conferences to remain up-to-date with software and technology innovations.
- f) Create visualization techniques utilizing the GIS in conjunction with available technology.

## **07 PAVEMENT/CULVERT MANAGEMENT**

1. Integrate data collected in Activity 200/05 into the GIS.
2. Purchase software and software training, as needed, for data analysis and system management.
3. Utilizing in-house and consulting services, work will emphasize development of pavement management systems. Work will include inventories and analysis to determine the pavement and pavement related improvements needed such as resurfacing, reconstruction, drainage culverts and side ditching.

## **08 BRIDGE MANAGEMENT**

1. Integrate the bridge data collected in Activity 200/05 into the GIS.
2. Purchase software, as needed, for data analysis and system management.
3. Inventory and monitoring of Historic Bridge structures.
4. Provide support data for the Bridge Reinspection Report which is done as part of a DMTIP project every two years. The report will be used to plan for implementing bridge improvements, including costs and timing.

## **09 SAFETY, CONGESTION & MOBILITY MANAGEMENT**

1. Place traffic data from Element #200 in the proper format in an appropriate database for inclusion in the GIS.
2. Purchase software, as needed, for data analysis and system management.
3. Analyze data and determine the highway performance and safety improvements needed.
4. Prepare a traffic and safety congestion analysis report to develop options in upgrading highway performance and safety for public roads in the MPA. The report will be used to develop operational and management strategies for implementing highway congestion and safety improvements, including project funding and scheduling in the Transportation Plan and TIP.
5. Prepare similar reports to evaluate completed highway improvement projects and provide guidance in the selection of effective strategies for future improvements.
6. Conduct Safety Audits at high accident and other appropriate locations (schools) and sign inventories and project submittals to INDOT using consulting services and a local committee; preparation of HSIP application submittals; activities related to carrying out the audits, and resulting projects; and purchase of equipment as needed such as retroreflectometers, speed measuring devices/signs, and safety barriers.
7. Participate in incident management efforts such as the IN-Time initiative.

## **10 ITS ARCHITECTURE**

1. Activities necessary for development and implementation of the Muncie ITS architecture and the Delaware County ITS Plan, including utilizing available INDOT and FHWA assistance and software.

## **11 SECURITY**

1. Planning efforts toward enhanced security within the metropolitan transportation systems on an as-needed basis including participation with the Emergency Management Agency (EMA) and the LEPC.
2. Preparation of maps, routing, and reports directed toward transportation system security.

*Output.* An up-to-date financially constrained FY 2018-2020 DMTIP and a new FY 2020-2023 DMTIP that is consistent with the INSTIP, an annual report on federally obligated DMTIP projects and an up-to-date 5 year production schedule. The GIS and three management systems listed as activities within this program element will be set up and provide the necessary reports to compare alternative options in planning for the maintenance and upgrading of the transportation network within the Metropolitan Planning Area. There will be cooperation with INDOT on setting up analysis factors and sharing of information.

Responsible Agency. Delaware-Muncie Metropolitan Plan Commission, using consulting services, as needed, and public/private partnerships (MSD, LEPC).

Federal PL Funds

FY 2019 PL/Local:\$30,000/\$7,500

FY 2020 PL/Local:

## **PROGRAM 400 – Long Range Planning/Management Systems**

Purpose. The purpose of this program is to provide for the analysis of the multi-modal transportation network in the Metropolitan Planning Area in order to maintain an up-to-date Transportation Plan. Such analysis shall include integration of all transit planning activities, transportation studies, other multi-modal planning activities and land use/development activities. The transportation network analyses will be used to determine how best to upgrade the network for short- and long-range transportation needs. Studies are intended to follow federal guidelines addressing purpose and need, etc., and streamlining NEPA requirements.

Method:

1) Transportation network analyses, 2) Transportation Plan and amendments, 3) air quality conformity, 4) planning & environmental linkages. The network analyses will use GIS software, network modeling software and emission software with traffic, land use and census data to simulate traffic patterns and show how various changes affect segments of the transportation network. The documentation from the transportation studies and network analyses will be used in efforts to amend the Official Thoroughfare Plan and the Functional Classification System on an as needed basis. All activities will promote and assist in the maintenance of an up-to-date transportation plan. Work may be conducted in-house or through consulting services.

### **01 NETWORK ANALYSES**

1. Obtain traffic counts and prepare information for bringing the Transportation Plan, Official Thoroughfare Plans, and Functional Classification System transportation networks into agreement with each other as applicable.
2. Adjust and further calibrate as needed, the Muncie Urbanized Area network model and Transportation Plan long-range network model for TRANSCAD computer analyses using data sources such as the completed open-to-traffic projects, the corridor studies, traffic count program, transit route information, and updated ES 202 data.
3. Develop GIS information using analysis through TransCAD processes.

### **02 TRANSPORTATION PLANS AND AMENDMENTS**

1. Work related to preparing an up to date conforming Transportation Plan including development of the 2045 Transportation Plan update. Work will include addressing

environmental mitigation and operational and management strategies aimed at congestion relief and increasing safety and mobility. Work will include addressing performance measures for mobility, freight, safety, bridges, CMAQ, and pavement for compliance with MAP-21 and the FAST Act.

2. Prepare the appropriate amendments and modifications to the Official Thoroughfare Plans and Functional classification system, using the results of the Corridor studies and/or network analyses. Submit the amendments through the local endorsement/approval process and to INDOT and FHWA.
3. Consider all factors influencing transportation planning analysis and development of the Transportation Plan including consideration of areas of emphasis such as but not limited to ITS, environmental justice and social equity. Work activities would also include applicable consultations with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.
4. Work will be conducted to analyze and identify potential environmental mitigation activities applicable to Transportation Plan projects. Such work will include consultation with appropriate Federal, State, local and Tribal wildlife, land management and regulatory agencies.

### **03 AIR QUALITY CONFORMITY**

1. If needed, continue with air quality activities and consultation including use of the Memorandum of Understanding that will guide the Transportation Conformity process.
2. Using previously obligated CMAQ funds, work related to education regarding air quality such as website development, workshops, posters, and brochures covering basic information, bike/ped use benefits/mapping, videos, etc.

### **04 PLANNING & ENVIRONMENTAL LINKAGES**

1. Activities related to the coordination of environmental issues early in the transportation planning process and use of information and analysis conducted in planning in the NEPA process. Activities will also include work as needed to assist with the FHWA Every Day Counts Innovative Initiative. These activities will include producing a Red Flag Investigation (RFI) Report for new projects in either the TIP or the Transportation Plan. RFI Reports will also be pursued for existing projects in the Transportation Plan that are scheduled for later years (>2017).

*Output.* Transportation Plan update and Red Flag Investigations. Work began in FY 2018 which utilizes funding in the FY 2017-2018 UPWP of \$20,000 - \$16,000 PL and \$4,000 Local.

*Responsible Agency.* Delaware-Muncie Metropolitan Plan Commission utilizing professional consulting as needed for studies.

*Federal PL Funds*

FY 2019 PL/Local:\$4,000/\$1,000

FY 2020 PL/Local:

## **PROGRAM 500 – Transit and Active Transportation**

*Purpose.* The purpose of this program is to provide for the monitoring of the local transit systems, various local transit related initiatives and active transportation focusing on bicycle and pedestrian plans/facilities. There will be emphases on: ladders of opportunity, upgrading the street and pedestrian facilities to accommodate transit service; providing handicapped access to transit service; and planning for the financial needs of transit services and active transportation.

### **01 SPECIAL EFFORTS**

1. The implementations of special efforts by the DMMPC and MITS to review existing planning processes to ensure that all factors listed in MAP-21, the FAST Act and Title VI of the Civil Rights Act are adequately considered and, where necessary, modify and supplement such processes to encompass all factors, including methods to expand and enhance transit services and capital investments resulting in increased security and non-discrimination.
2. The DMMPC will coordinate with MITS regarding the Transit Asset Management (TAM) Plan, including implementing a TAM-related performance based planning process for prioritizing investments meeting targets for State of Good Repair and inclusion in the Metropolitan Transportation Plan and the Transportation Improvement Program.
3. Private sector participation opportunities in transit will be monitored and relevant notifications will be made through the following private sector initiatives:
  - a) Maintain a complete and current list of local private-sector transportation providers.
  - b) Recruit and maintain a private sector transit representative to participate on the Technical Advisory Committee.
  - c) Encourage private sector transit by providing information on transit opportunities that become available to serve local needs.
4. Provide assistance to MITS, Eaton EMTS and other transportation providers in their efforts to maintain transit service that complies with the provisions of the Americans with Disabilities Act (ADA).
5. Provide assistance and funding to the Muncie Indiana Transit System (MITS) in order to conduct a MITSPlus, Non-User and Fixed Route Passenger Marketing Research Study. A pass-through agreement between MITS and the DMMPC will be used.

## **02 TRANSIT SERVICE MONITORING**

1. Monitoring and planning assistance concerning MITS and other transportation providers so service standards will continue. This effort will be concentrated in the following areas:
  - a) Transit service performance including: public information on available transit services, the satisfaction of local demand/needs for public transportation, passenger amenities, and the maintenance of an efficient transit fleet.
  - b) The provision of planning assistance including, but not limited to, demographic data for service area.
  - c) Risk management/safety efforts to reduce transit provider liability and better enable the provision of adequate casualty and liability insurance.
2. Public input toward the transit planning process will be monitored.
3. Attendance at Public Transportation Corporation meetings, other transportation provider meetings, relevant public hearings, and other transit service meetings.

## **03 COORDINATED PUBLIC TRANSIT**

1. Participate in the regional human services transportation coordination effort and in encouraging service connections between transit services. A DMMPC staff member liaisons with both services and is available for planning assistance.
2. Facilitate and assist in implementation, and updates as needed, of the Coordinated Public Transit-Human Services Transportation Plan with an emphasis on better access to essential services and compliance with federal planning regulations.
3. Assist/cooperate with other entities dealing with commuter rail/public transit service between Muncie and Indianapolis, or other areas of the state, including participation with the Central Indiana Regional Transportation Authority (CIRTA) through planning activities and membership fee assistance.

## **04 BIKE/PEDESTRIAN PLAN**

1. A Bike/Pedestrian Master Plan, currently set forth in the Transportation Plan, will be developed and enhanced using information from the Comprehensive Plan, Community Connections Initiative (CCI) and current projects, particularly the Cardinal Greenway and the White River Corridor, now merged as Cardinal Greenway, Incorporated (CGI). Work will continue with CGI. Bike/pedestrian plan amendments will go through the local review process.
2. Coordinate and assist in the preparation and implementation of local, regional and

statewide bike/pedestrian plans, inventories, and projects aimed at promoting a comprehensive bicycle and pedestrian transportation network building on the Cardinal and White River Greenways.

3. An inventory of Brownfield sites will be created and their purchase and reuse as public areas will be considered when appropriate for augmenting the bicycle and pedestrian systems.
4. Environmental assessments as needed to pursue opportunities to purchase land for the expansion of bicycle and pedestrian networks and promote redevelopment of Brownfield sites, including coordination efforts with the Muncie Sanitary District (MSD) and other agencies.
5. Development and production of trail maps for the Yorktown Trail System, Cardinal Greenway, the White River Greenway and the Bike/Pedestrian system in total. Also, development/production of trail/greenway/and park system maps. Development and production of Bike Route – Share the Road signs and information/directional signage. Mapping will also be placed on the website.
6. Education, materials and efforts toward a bike-friendly community program and a walkable community program. Activities will include facilitating the Bicycle and Pedestrian Advisory committee.

## **05 SAFE ROUTES TO SCHOOL(SRTS)**

1. Activities to provide a safe environment for children walking and bicycling to schools with the cooperation of school administrators, parents and the community. Activities related to implementing and updating the Safe Routes to School Master Plan for the City of Muncie.

## **06 LADDERS OF OPPORTUNITY**

1. The goal of this activity is to create better access to essential services by connecting communities to centers of employment, education, and services, especially for non-drivers in distressed areas. The MPO will identify criteria for underserved populations, such as low income, minorities, elderly, Limited English Proficient Individuals, and persons with disabilities, and identify essential services, map connectivity, and identify existing gaps in transportation services, such as, health care facilities, schools, supermarkets, employment centers, voting/polling places, courthouses, recreational areas, bureau of motor vehicles, etc. Analysis should include existing facilities and identify where there are planned projects or opportunities for potential projects.

Output. Amendments to the Coordinated Public Transit-Human Services Transportation Plan are one potential product as well as grant applications or other supporting data. A NEW Bicycle and Pedestrian Master Plan will be created and mapping and signage will be produced.



*Responsible Agency.* Delaware-Muncie Metropolitan Plan Commission.

*Federal PL Funds*

FY 2019 PL/Local: \$63,000/\$15,750 (includes CIRTA – PL/Local: \$4,000/\$1,000)

FY 2020 PL/Local: \$

## **PROGRAM 600 – Other Planning Initiatives/Special**

*Purpose.* Enhancing the technical capabilities of planning processes to determine how best to upgrade the network for short and long-range transportation needs for corridor studies, land use activities and ADA transition plans. Studies are intended to follow federal guidelines addressing purpose and need, etc., and streamlining NEPA requirements.

*Method.* Databases will be developed for ease in analyzing the transportation network and maintaining a viable network. The factors/characteristics of the transportation network will be analyzed and reports will be prepared to guide efforts for managing the transportation network.

### **01 TRANSPORTATION STUDIES**

1. Collect traffic data including: average daily traffic, turning movements, vehicle delays, travel times, measured traffic patterns, road characteristics, and accident histories. Land-use, zoning, and utility factors will be used to help determine future travel needs.
2. Analyze each transportation subarea or corridor as to how it fits into the current network and Transportation Plan long range network using travel demands measured during the study and travel demands projected twenty-five (25) years into the future.
3. Analyze alternative short- and long- range improvements to each subarea or corridor to determine the types of upgrade, if any that will be most appropriate for the anticipated travel needs.
4. Prepare the transportation studies document containing the specified data, analyses, and suggested street/network improvements. Obtain local endorsement for each study document and submit it to INDOT and FHWA.
5. Submit proposed short-range/maintenance improvements to the appropriate city, county, and/or state agencies for consideration and implementation.
6. The transportation corridor studies listed below are future studies specified in the Transportation Plan. The studies are not in any order of priority and may begin if adequate labor and resources are available:
  - ❖ CBD parking and traffic circulation
  - ❖ Tillotson Ave. (White River Blvd. To Bethel Avenue)
  - ❖ Centennial Avenue (Wheeling Avenue to Broadway Avenue)

- ❖ McGalliard Road (Tillotson to Bypass)
- ❖ Nebo Road (River Road to SR 332)
- ❖ Evermore Drive (Marleon to McGalliard)

Other study areas may arise in conjunction with the scoping of projects in the Transportation Plan.

7. Participate in State Corridor Studies and the State Long Range Transportation Plan.
8. Conduct studies and/or analysis of the existing system and transportation options to improve access to essential services particularly for underserved populations in keeping with the Ladders of Opportunity planning emphasis area.

## **02 LAND USE & TRANSPORTATION COORDINATION**

1. Work activities aimed at coordinating/combining the Comprehensive Land Use Plan and the Transportation Plan to achieve consistency between transportation infrastructure projects and planned growth and economic development plans for areas such as business/industrial parks, downtown Muncie and the I-69 Corridor. Work will continue on a 2040 Comprehensive Plan Update and a major update adding development areas that will impact the transportation system, including the Prairie Creek area and Downtown Muncie.
2. Work will continue on plan implementation activities including revisions to the Subdivision and Zoning Ordinances, coordinated with work conducted to update the Transportation Plan and the city and county thoroughfare plans, capital improvement plans, and a comprehensive design manual for streets, bike/ped facilities, ADA compliance, drainage, access, etc. Work will also be conducted dealing with sustainability initiatives and carrying out the Muncie Action Plan.

## **03 ADA TRANSITION PLANS PART II**

1. When considering transportation planning funding for an LPA with more than 50 employees, the DMMPC will endeavor to ensure that LPA's comply with the American Disabilities Act (ADA) requirements. The DMMPC will monitor the LPA's to determine if they have an ADA plan and when it was approved; in the absence of an ADA plan, the DMMPC will determine when one will be developed and approved and will endeavor to assist the LPA's through planning activities and financial assistance to complete and update ADA Transition Plans.
2. The DMMPC will need to report a completion status of the ADA transition Plans for those entities with greater than 50 employees to FHWA and to INDOT. The MPOs should also work to identify entities with their metropolitan planning area (MPAs) with fewer than 50 employees. For these entities, 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. Each MPO should provide a report to INDOT and FHWA to help develop a shared understanding of those entities, as well as the status of their ADA transition planning.

#### **04 TITLE VI PROGRAM MANAGEMENT**

1. When considering federal-aid highway funding for a local transportation project, the DMMPC will endeavor to ensure the Local Public Agencies (LPAs) complies with their Title VI nondiscrimination requirements. The DMMPC will survey local governments and determine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate data on impacts from the LPA's programs and projects. If a plan is not in place with the project sponsor (a city, town, or county) steps will be taken to provide technical assistance for the development and implementation of such a plan.
2. Work activities related to preparation of a Title VI plan for the DMMPC.

*Output.* As needed: Transportation corridor and ADA Transition Plan amendments; mapping and print material related to land use activities; Comprehensive Plan update; and a Title VI plan for the DMMPC.

*Responsible Agency.* Delaware-Muncie Metropolitan Plan Commission, using consulting services, as needed, and public/private partnerships (MSD, LEPC).

#### *Federal PL Funds*

FY 2019 PL/Local: \$61,850/\$15,463

FY 2020 PL/Local:

#### **PROGRAM 700 - Other Administration**

*Purpose.* This series of program activities provides for the non-transportation related administrative and staff development activities in which the DMMPC office participates on an on-going basis. These activities support the overall planning process.

#### **01 ADMINISTRATIVE FUNCTIONS**

1. Meeting attendance, preparation of agendas and minutes, and related information correspondence for DMMPC entities involved in the zoning, subdivisions, and house numbering portions of the local planning process. The preparation of agendas, minutes and information for the Delaware-Muncie Metropolitan Plan Commission and the Delaware-Muncie Board of Zoning Appeals.

## **02 ANNUAL REPORT**

1. Preparation and production of the non-transportation portions of an annual report summarizing the historic activities of the planning process from the preceding year.

## **03 STAFF TRAINING / COMPUTER SUPPORT**

1. Attendance by the DMMPC at various courses, seminars, and conferences to develop in-house expertise in zoning and other non-transportation planning areas.
2. Continual development of in-house computer capabilities for zoning, subdivisions, and house numbering; and the purchase of software as needed to upgrade planning tasks.

## **04 OFFICE SUPPORT**

1. Maintenance of attendance and personnel records, and management of the general office files, records, supplies and resource materials. Budget preparation, processing of payrolls and claims, and the maintenance of the office accounting systems.
2. Workshops, meetings and seminars to improve their capabilities in handling administrative tasks and in the management of the office.
3. Attendance by DMMPC staff at work-shops, meetings and seminars that cover issues encompassing overall planning efforts.
4. Meeting attendance with various public organizations and correspondence with various groups in the community for acquiring public input toward the non-transportation portion of the DMMPC's planning effort and informing the public concerning those efforts.

## **05 COMMUNITY PARTICIPATION**

1. Meeting attendance with various public organizations and correspondence with various groups in the community for acquiring public input toward the non-transportation portion of the DMMPC's planning effort and informing the public concerning those efforts.

## **06 PERMITS AND ENFORCEMENT**

1. Activities related to the issuance of permits and code enforcement.

*Responsible Agency.* Delaware-Muncie Metropolitan Plan Commission.

*Funding Source & Cost.*

FY 2019 Unmatched Local: \$150,000

FY 2020 Unmatched Local: \$0

## **PROGRAM 800 - Other Planning Initiatives**

*Purpose.* This series of program activities provide for the non-transportation related planning

activities of the DMMPC office. The following activities are not eligible for transportation planning funds, but are part of the overall planning process.

## **01 ZONING / SUBDIVISIONS**

1. Review and processing of applications for zoning changes, zoning appeals and variances, and subdivision plats. The preparation of reports and visual aids concerning such cases and the provision and presentation of these materials.
2. Provision of information on zoning, subdivisions, and flood plains. The preparation and production of booklets containing this information for areas of Delaware County. The updating of zoning maps.
3. Preparation and processing of zoning and subdivision ordinance amendments. The preparation and production of updated zoning and subdivision ordinances.

## **02 ADDRESS SYSTEM**

1. Review of address and street name information and the preparation of information on the changes required to make addresses in Delaware County conform to the Delaware County Uniform House Numbering System (DCUHNS).
2. Issuing of addresses conforming to the DCUHNS to new and existing structures, and preparing the related correspondence.
3. Processing address and street name information on paper and computer files, and the provision of information from those files. The updating of address/street name maps.
4. Preparation and processing of street name ordinances and any other ordinances required to put the DCUHNS into effect.

## **03 MAP MAINTENANCE**

1. The maintenance of reproducible and paper maps in a retrieval system that includes a computerized map index. The updating of base maps. The production of paper copies of maps for non-transportation purposes.

## **04 OTHER LOCAL PLANNING**

1. The fulfillment of any specific local planning tasks not included in the other activities of the program elements in this document. Any special projects/programs requested will have to be financed by the entity making such a request.

*Responsible Agency.* DMMPC.

*Funding Source & Cost.*

FY 2019 Unmatched Local: \$100,000

FY 2020 Unmatched Local: \$0

## SUMMARY OF ANTICIPATED FY 2019-2020 PRODUCTS

Primary products anticipated from the DMMPC's Work Program during FY 2019-20 are listed, along with a tentative date, below. Based on the work activities, other products will be produced throughout FY 2019-2020.

Element #100: Plan News: The DMMPC's newsletter will be produced and distributed. Date: quarterly in FY 2019 and 2020.

Element #100: Preparation of progress reports and financial billings and work related to audit compliance. Date: quarterly in FY 2019 and 2020.

Element #100: The development and maintenance of the County website and the DMMPC Web Page. Date: On-Going.

Element #100: Annual Completion Reports. Date: September, 2019 and 2020.

Element #100: FY 2019-2020 Unified Planning Work Program Amendments; FY 2019-2020 UPWP. March/April, 2019

Element #200: Purchase of traffic count and data collection equipment. Date: On-going.

Element #200: Delaware County Traffic Volume Maps: updated maps in the adjusted 2010 Urban Area Boundary, the Metropolitan Planning Area, and the functional classification of roadways. Date: On-Going.

Element #300: FY 2018-2021 DMTIP amendments. Date: As needed. New FY 2020-2023 DMTIP adopted by the TPC and approved by the Governor. Date: May, 2019

Element #300: Annual Listing of Obligated Projects. Date: September, 2018.

Element #300: Conformity Determination. Date: As needed.

Element #300: New Oblique and Ortho Photography. Date: As needed.

Element #400: 2045 Transportation Plan Update. Date: October, 2018. Transportation and Comp Plan amendments and Red Flag Investigations; and a Safe Routes Plan. Date: October 2018.

Element #400: Comprehensive Plan and Thoroughfare Plan Updates. Date: June, 2019.

Element #500: Amendments to the Coordinated Transportation Plan. Date: As needed. A Bicycle and Pedestrian Master Plan Date: October, 2018.

Element #600: Transportation corridor and ADA Transition Plan amendments and Red Flag Investigations; mapping and print material related to land use activities. Date: As needed.

# ***FY 2019-2020***

## ***WORK PROGRAM BUDGET***

### **FUNDING RATIONALE**

The Delaware-Muncie Metropolitan Plan Commission (DMMPC) uses combined FTA and FHWA (PL) funding for its Unified Planning Work Program (UPWP). The funds are listed as PL because the larger portion of the combined funding is PL, but funds from both sources are being spent. The use of combined FTA/PL to fund the work program simplifies book-keeping and budgeting calculations, thus saving time and effort in preparing claims for the reimbursement of the federal portion of transportation planning costs and in auditing such records. The costs of each element are paid 80-percent federal (PL) and 20-percent local tax dollars with the federal portion being reimbursed after the expenses are incurred. Other federal funding sources are also utilized for various elements as shown on the following tables.

### **PROGRAM FUNDING SOURCES**

The sources of funding for each program element in FY 2018 are listed in Table 1A below. This table shows that \$65,963 in local funding is required to fund the transportation planning program (Elements #100-600). The remaining \$160,000 covers the non-transportation costs of the Plan Commission.

**TABLE 1A - FUNDING SOURCE FISCAL YEAR 2019\***

<b>Program</b>	<b>PL 80% Federal</b>	<b>Local 20% Match</b>	<b>PYB 80% Federal</b>	<b>Local 20% Match</b>	<b>STBG 80% Federal</b>	<b>Local 20% Federal</b>	<b>HSIP Federal</b>	<b>Local 10% Match</b>	<b>Other Local</b>	<b>TOTAL</b>
<b>100</b>	70,000	17,500								<b>\$ 87,500</b>
<b>200</b>	35,000	8,750								<b>43,750</b>
<b>300</b>	30,000	7,500								<b>37,500</b>
<b>400</b>	4,000	1,000								<b>5,000</b>
<b>500</b>	63,000	15,750								<b>78,750</b>
<b>600</b>	61,850	15,463								<b>77,313</b>
<b>700</b>									150,000	<b>150,000</b>
<b>800</b>									100,000	<b>100,000</b>
<b>TOTAL</b>	<b>263,850</b>	<b>65,963</b>							<b>250,000</b>	<b>579,813</b>

**\*Funds in this table reflect the amount of funds available for the FY 2019 year.**

**TABLE 1B - FUNDING SOURCE FISCAL YEAR 2020\***

<b>Program</b>	<b>2020 PL 80% Federal</b>	<b>Local 20% Match</b>			<b>Other Local</b>	<b>TOTAL</b>
<b>100</b>						
<b>200</b>						
<b>300</b>						
<b>400</b>						
<b>500</b>						
<b>600</b>						
<b>TOTAL</b>						

\*Funds in this table to be determined based on FY 2020 allocations.

**FY 2019 TABLE 2A - FUNDING USE BY PERFORMING AGENCY**

<b>PROGRAM</b>	<b>DMMPC- Federal</b>	<b>DMMPC- Local Match</b>	<b>TOTAL</b>
<b>100</b>	70,000	17,500	\$ 87,500
<b>200</b>	35,000	8,750	43,750
<b>300</b>	30,000	7,500	37,500
<b>400</b>	4,000	1,000	5,000
<b>500</b>	63,000	15,750	78,750
<b>600</b>	61,850	15,463	77,313
<b>TOTAL</b>	<b>263,850</b>	<b>65,963</b>	<b>329,813</b>

**FY 2020 TABLE 2B - FUNDING USE BY PERFORMING AGENCY**

<b>PROGRAM</b>	<b>DMMPC- Federal</b>	<b>DMMPC- Local Match</b>	<b>TOTAL</b>
<b>100</b>			
<b>200</b>			
<b>300</b>			
<b>400</b>			
<b>500</b>			
<b>600</b>			





## INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N955  
Indianapolis, Indiana 46204

PHONE: (317) 232-5485  
FAX: (317) 232-1499

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

February 1, 2018

Marta Moody, Executive Director  
Delaware-Muncie Metropolitan Plan Commission  
Delaware County Building  
100 West Main Street  
Muncie, IN 47305

Dear Ms. Moody,

INDOT has reviewed the FY 2019 Cost Allocation Plan presented by Muncie MPO for the period of July 1, 2018 through June 30, 2019.

In accordance 2 CFR 200.331, the Indiana Department of Transportation (INDOT), acting as the pass-through entity for the Federal Highway Administration (FHWA) approved the following indirect and fringe rates which will be monitored with respect to your Unified Planning Work Program Grant. Please include a copy of this letter in your UPWP for future reference. Should the indirect rates change during the FY 2019 grant period, please provide the revised information for re-approval and inclusion of the new rate letter as modification/inclusion in your UPWP Appendix. The approved rates are as follows:

Fringe	68.60%
Indirect	62.10%

Please feel free to contact me if you have any questions or concerns regarding these rates.

Sincerely,

Emmanuel I. Nsonwu  
Transportation Planner  
Technical Planning & Programming Division  
Indiana Department of Transportation

CC: A. Johnson  
R. Nunnally  
J. Mitchell  
File

DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION  
(Muncie, Indiana MPO)

FISCAL YEAR 2019  
**July 1<sup>st</sup> 2018 through June 30<sup>th</sup> 2019**

COST ALLOCATION PLAN

**INTRODUCTION**

**The purpose of this report is to implement a cost allocation plan for the Delaware-Muncie Metropolitan Plan Commission (DMMPC) in accordance with OMB Circular A-87. The plan defines which costs shall be considered direct or indirect and establishes a rationale for allocating such cost.**

The Indirect Cost Rate and the Fringe Benefit Rate are calculated as fixed rates. The difference between the estimated and actual cost for the period covered is “carried forward” as an adjustment to future rates. The rates for FY 2019 are as follows:

1. An indirect cost rate of 62.1 % as computed on page 8.

The direct and indirect labor is identified on page 3 and calculated on page 6.

2. A fringe benefit rate of 68.6 % as computed on page 7.

## **GENERAL CONSIDERATIONS**

- 1) The purpose of this plan is to allocate costs in compliance with OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments in a manner to assure consistency.
- 2) Direct chargeable salaries for full-time (fringe-benefit eligible) positions form the basis for computing the fringe benefit rate and the indirect cost rate. Part-time wage costs are not included in these calculations because part-time workers do not receive fringe benefits or paid time off. Part-time wage costs are billed as a direct cost. A cost objective must have direct chargeable salary time before it can be charged with indirect costs or fringe benefit costs.
- 3) Direct costs are those which can be identified with a specific grant, contract or other cost objective.
- 4) Indirect costs are those incurred for a common purpose benefiting more than one cost objective and which are not readily assignable to the specific cost objective without efforts disproportionate with the results.
- 5) The DMMPC's general system of accounting has been approved by the State Board of Accounts.
- 7) Salary costs used in this report have been extracted from the approved DMMPC budget for Calendar Year (CY) 2018.
- 8) The fringe benefit costs presented in this proposal are applicable to CY 2017. A fuller discussion of these costs appears on page 6.
- 9) Central service costs for the agency have been assembled from Delaware County's federally approved Central Services Cost Allocation Plan. The estimated CY 2017 central service costs from this plan are based on CY 2015 financial data. An adjustment is made in the indirect cost rate to reflect the difference in between the 2016 actual cost and the estimated 2016 cost based on 2014 actual cost
- 10) The remaining expenses cited in this report are based on actual DMMPC expenditures in CY 2017.

## **SPECIFIC CONSIDERATIONS**

Salaries. The following staff salaries will be charged exclusively to direct cost objectives:

Principal Planner  
Transportation Planner  
Environment & Development Planner  
Demographics & Zoning Appeals Planner  
Planning Technician  
Building Commissioner

Two staff salaries will be charged directly for labor that can be identified with a specific cost objective and indirectly for all other labor. The proportion of these salaries identified as direct or indirect are based on labor recorded during Calendar Year 2015. The resulting direct and indirect labor percentages are as follows:

Executive Director -	95.0 % Direct,	5.0 % Indirect	update
Office Manager -	14.3 % Direct,	85.7 % Indirect	

Fringe Benefits. Fringe benefits for the agency have been computed as a rate, which will be applied directly to work elements based on direct labor charges to that element.

Part-time Building Commissioner. The costs under this item are for part-time wages. These costs are direct and will be directly charged to the cost objective benefited.

Part-time Secretary. The costs under this item are for part-time wages. These costs are direct and will be directly charged to the cost objective benefited.

Postage. Postage costs will be included in the indirect cost allocation except where expenditures can be identified with a specific cost objective. The costs for mailing the office monthly newsletter and mailing local planning surveys are direct cost items.

Travel & Gasoline. Travel & Gasoline costs will be directly charged to the cost objective benefited whenever possible. Travel & Gasoline costs which cannot be readily identified with a specific cost objective will be included in the indirect cost allocation.

Attorney & Legal Fees. The retainer fee for the Plan Commission attorney will be treated as a direct cost as will the legal fees required in filing cases involving the Plan Commission. These fees are for land-use/zoning planning purposes under Program 800 – Other Planning Initiatives, which is funded 100% by local funds (with no federal reimbursement).

Subscriptions and Dues. Subscriptions and dues will be treated as a direct cost and will only be included in a reimbursement request if accompanied by verification that no part of the cost claimed includes lobbying activities.

Schooling. Expenses for seminars and conferences will be directly charged to the cost objective benefited when possible. These costs may include course fees, meals, and lodging. Expenses

which cannot be easily assigned to a specific cost objective will be included in the indirect cost allocation.

Equipment Repairs. Equipment repair costs will be included in the indirect cost allocation unless such costs can be readily assigned to a specific cost objective.

Repair & Maintenance. The repair and maintenance costs of the Building Commissioner's vehicle will be charged as a direct cost, but the repair and maintenance of the Plan Commission Office's vehicle will be included in the indirect cost because it is used toward all program activities, including those related to transportation planning.

Telephone. All telephone costs will be included in the indirect cost allocation.

Copier Rental. All costs of renting a copier for office use will be included in the indirect cost allocation.

Micro-computer Support. The purchase of computer equipment or software will be charged directly to the cost objective benefited whenever possible. Computer supplies, expenses incurred in maintaining computer equipment, and computer expenses without an easily identified specific cost objective will be included in the indirect cost allocation.

Printing. Printing costs will be directly charged to the cost objective benefited when possible. Expenses which cannot be easily identified with a specific cost objective will be included in the indirect cost allocation.

Repair & Maintenance Supplies. Supplies for repair and maintenance will be included in the indirect cost allocation.

Office Supplies. Office supplies will be directly charged to the cost objective benefited when possible. Expenses which cannot be easily assigned to a specific cost objective will be included in the indirect cost allocation.

Central Service Cost. The 2017 central service cost is an estimate derived from data in *Fiscal 2015 Cost Allocation Plan for the Period Ending December 31, 2015* prepared by Dossett Consulting and kept on file in the Delaware County Auditor's Office.

## **DELAWARE - MUNCIE METROPOLITAN PLAN COMMISSION CALCULATION OF FRINGE BENEFIT COST RATE**

### **CALENDAR YEAR 2018 FRINGE BENEFITS**

Holidays. Present DMMPC policy provides employees with fourteen (14) paid holidays per year.

Vacation. Present policy provides each employee with eleven years seniority with twenty (20) vacation days per year. Most DMMPC full-time staff have eleven years seniority.

Sick Leave. Present policy provides each employee with six (6) sick days per year. Employees are not paid for unutilized sick days. For purposes of calculating the fringe benefit rate, six days per year per employee was utilized.

Personal Days. Present policy entitles employees to two (2) paid personal days per year.

F.I.C.A. Social Security benefits have been calculated utilizing a rate of 7.65 % for 2018.

P.E.R.F. Present policy for participating in the Indiana Public Employee's Retirement Fund currently calls for a 11.2 % contribution by Delaware County for the gross salary of each employee. Participation in the program is mandatory after the first year.

Insurance. Employees are automatically enrolled in a county-wide health insurance program, including some disability and term life insurance. The employees receive basic coverage for themselves and may opt to include their spouse and/or dependent children. Each employee pays a portion of the actual cost of health coverage. Delaware County pays the rest of the costs of coverage for the health insurance program.

Note: All of the salary data in the tables on the next two pages are from budgeted Calendar Year 2018 salaries for the Delaware-Muncie Metropolitan Plan Commission staff.

**CALCULATION OF CHARGEABLE (NET) SALARY & HOURLY RATE**

<b>2018 Position</b>	<b>Salary</b>	<b>Net Fringe Leave</b>	<b>Net Salary</b>	<b>Rate/Hour</b>
Executive Director	\$46,193.00	7,462.14	38,730.86	27.33
Principal Planner	40,691.00	6,573.00	34,118.00	24.08
Transportation Planner	40,446.00	6,533.52	33,912.48	23.93
Environment & Development Planner	39,221.00	6,335.70	32,885.30	23.21
Demographics & Zoning Appeals Planner	38,701.00	6,251.70	32,449.30	22.90
Office Manager	31,464.00	3,872.64	27,591.36	18.62
Planning Technician	33,555.00	5,420.52	28,134.48	19.86
	-----	-----	-----	-----
<b>TOTALS</b>	<b>\$270,271.00</b>	<b>\$42,449.22</b>	<b>\$227,821.78</b>	

\*Note: The Building Commissioner and Secretary are a part-time employees and, as such, do not receive fringe benefits and are not listed here.

Released Time is the fringe benefit portion of salary as detailed on the next page. Rate/Hour equals the salary divided by 1690 hours (260 week days x 6.5 hours/day) in Salary Year 2018. The County Employee Handbook states that a workday is 6.5 hours, not including 1 hour for an unpaid lunch. The hourly rate is calculated using 6.5 hours per day, which is the actual time working. The Delaware County Salary Year 2018 is December 21, 2017 to December 19, 2018. The hourly rate based on the Salary Year figures will be applied to the labor based on the Calendar Year.

**DIRECT VS. INDIRECT PORTIONS OF NET SALARIES**

<b>2018 Net Salary</b>	<b>Direct</b>	<b>Indirect</b>	<b>% Direct</b>	<b>% Indirect</b>
Executive Director	36,794.32	1,936.54	95.0%	5.0%
Principal Planner	34,118.00		100.0%	
Transportation Planner	33,912.48		100.0%	
Envir. & Dev. Planner	32,885.30		100.0%	
Dem. & Zoning App. Planner	32,449.30		100.0%	
Office Manager	7,863.54	19,727.82	28.5%	71.5%
Planning Technician	28,134.48		100.0%	
	-----	-----	-----	-----
<b>TOTALS</b>	<b>\$206,157.42</b>	<b>21,664.36</b>		

Note: The total of the direct portion of the chargeable (net) salaries is used as the base for the calculations for both the fringe and indirect cost rates.

**FRINGE BENEFIT PORTION OF SALARIES (RELEASED TIME)**

<b>2017 Fringe Leave</b>	<b>Total</b>
Executive Director	7,462.14
Principal Planner	6,573.00
Transportation Planner	6,533.52
Environment & Development Planner	6,335.70
Demographics & Zoning Appeals Planner	6,251.70
Office Manager	3,872.64
Planning Technician	5,420.52
	-----
<b>TOTALS</b>	<b>\$42,449.22</b>

**INSURANCE PORTION OF FRINGE BENEFITS**

<u>Insurance</u>	<u>Costs</u>
Health	47,583.60
Group STD & LTD	1,800.00
<u>Life Insurance</u>	<u>295.32</u>
Total	49,678.92

STD & LTD: short-term and long-term disability

**CALCULATION OF FRINGE RATE**

<u>Fringe Benefit</u>	<u>Cost</u>	<u>Percent</u>	
Holiday	\$ 13,513.63	6.6 %	
Vacation	19,580.00	9.5 %	
Sick Leave	6,237.06	3.0 %	<b>Note:</b> The Fringe Rate Percentage equals the total fringe benefit cost divided by the total direct chargeable net salaries ( <b>\$206,157.42</b> : see page 6). The table here specifies how much of the fringe rate comes from each fringe benefit item.
Personal	2,079.02	1.0 %	
FICA	20,675.74	10.0 %	
PERF	30,270.35	14.7 %	
Insurance	49,678.92	24.1 %	
FY 2017 Adjustment	<u>-623.32</u>	<u>-0.3 %</u>	
<b>TOTALS</b>	<b>\$ 141,411.40</b>	<b>68.6 %</b>	

$$\begin{aligned}
 \text{FY 2016 Adjustment} &= \text{Holiday} + \text{PERF Changes (Actual Cost - Projected Cost)} \\
 &= -623.32 + 0.00 \\
 &= -623.32
 \end{aligned}$$

FY 2017 rates were based on CY 2016 costs. The adjustments are for cost changes in CY 2016. There was a slight change on holidays and none involving PERF (for CY 2016 vs. FY 2017). The County PERF contribution was the same in CY 2016 and 2017.



**DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION  
CALCULATION OF INDIRECT COST RATE**

**DIRECT & INDIRECT PORTIONS OF ANNUAL OPERATIONAL COSTS**

<b>Cost Items</b>	<b>Direct</b>	<b>Indirect</b>	<b>Subtotal</b>
Chargeable Salaries (1)	\$ 206,157.42	\$ 21,664.36	\$ 227,821.78
Fringe Benefits (2)	141,411.40		141,411.40
Part-time Labor	31,544.75	8,533.25	40,078.00
Office Supplies		3,088.69	3,088.69
Travel & Gasoline	2,222.07		2,222.07
Attorney & Legal Fees	5,000.00		5,000.00
Dues & Subscriptions	2,063.22		2,063.22
Schooling	1,083.55		1,083.55
Equipment Repairs		220.00	220.00
Repair & Maintenance	171.50	42.24	213.74
Micro-Computer Support	1,381.53		1,381.53
Office Furniture		0.00	0.00
Printing	514.56		514.56
Unsafe Buildings	5,000.00		5,000.00
Central Service Cost (3)		94,334.00	94,334.00
FY 2016 Adjustment		177.39	177.39
<b>Totals</b>	<b>\$ 396,550.00</b>	<b>\$ 128,059.93</b>	<b>\$ 524,609.93</b>

**Adjustments** = 2017 Office Supplies + 2017 Equipment Repairs (Actual – Projected Cost)  
 = (3,088.69-3,173.54) + (220.00-0.00) + (42.24-0.00)  
 = (-84.85) + 220.00 + 42.24  
 = 177.39

**Indirect Rate** = Indirect Costs / Direct Chargeable Salaries  
 = \$ 128,059.93 / \$206,157.42  
 = 62.1 %

(1) Chargeable Salaries are the net Calendar Year 2018 salaries determined by deducting net fringe leave costs from salaries. Building Commissioner and Secretary are paid from Part-time Labor.

(2) Figures reflect total Calendar Year 2018 office fringe benefits as determined on previous page.

(3) This figure is the estimated Calendar Year 2017 cost from the Central Service Cost Allocation Plan for Delaware County based on actual Calendar Year 2015 costs but used to estimate 2018 costs.

NOTE: All other figures in this table are actual costs for Calendar Year 2017.

CERTIFICATION

This is to certify that:

- 1 I have reviewed the indirect cost allocation plan proposal submitted herewith and to the best of my knowledge and belief:
- 2 All costs included in the proposal for Fiscal Year 2019 to establish billing or final indirect cost rates are allowable in accordance with the requirements of the grant(s), contract(s), and agreement(s) to which they apply and the provisions of the Code of Federal Regulations, Chapter II Part 200 (2 CFR 200).
- 3 Unallowable costs have been adjusted for in allocating costs and indicated in the cost allocation plan.
- 4 This proposal complies with the requirements and standards on lobbying costs for OMB Circular A-122 or Federal Acquisition Regulations (FAR), Part 31, where such cost principles are applicable to the award.
- 5 All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or casual relationship between expenses incurred and the agreements to which they are allocated in accordance with the 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 and the Federal Government will be notified of any significant accounting changes affecting the direct cost rate.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et. Seq.), the False Claims Act (18 U.S.C. 287 and 31 U.S.C. 3729), the False Statement Act (18 U.S.C. 1001); I declare that, to the best of my knowledge, the foregoing is true and correct.

Authorized Official: Marta Moody, DMMPC Executive Director

Signature: 

Organization: Delaware Muncie Metropolitan Plan Commission

Date: January 25, 2018

## CERTIFICATION OF AUDIT COMPLIANCE

The Delaware-Muncie Metropolitan Plan Commission (DMMPC) is the designated Metropolitan Planning Organization (MPO) for the Muncie Urbanized Area and, as such is a subrecipient of Federal financial assistance. Under the Single Audit Act of 1984, P.O. 98-502, and in accordance with OMP Circular A-133, the Delaware-Muncie Metropolitan Plan Commission is required to ensure that an independent audit of its financial operations is conducted. Further, the audit is to review internal control systems and compliance with the provisions of applicable federal laws and regulations. The audit is to be conducted on an annual basis.

To comply with the Single audit Act of 1984, the Indiana State Board of Accounts conducts a financial, internal control and compliance review audit of the said Plan Commission on a calendar year basis along with an audit of all Delaware County departments. Upon completion of the yearly audit, an audit report is filed with the Auditor of Delaware County, Indiana. The State Board of Accounts filed the required Audit Report for calendar years 2014 and 2015 as stated above. There were no problems in existence with the audit of the Delaware-Muncie Metropolitan Plan Commission that warranted any comment in the Report. The State Board of Accounts is currently in the process of undertaking the audit of all Delaware County departments, including the said Plan Commission, for calendar year 2016.

Now, therefore, this is to certify that the Delaware-Muncie Metropolitan Plan Commission is in compliance with the Single Audit Act of 1984, P.L. 98-502, through December 31, 2015 and that the DMMPC has not expended more than \$750,000 in federal awards in any calendar year.

  
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Marta Moody, Executive Director  
Delaware-Muncie Metropolitan Plan Commission