

# Houma-Thibodaux Metropolitan Planning Organization

## Unified Planning Work Program

### SFY 2018/2019

Effective: July 1, 2018

**FHWA: H.972275.1**

**FTA: PL80-55-18**

**Prepared by:**

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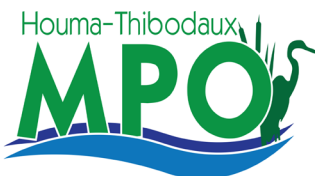
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## Acronyms and Abbreviations

Acronym	Full Name
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
CAA	Clean Air Act
CFR	Code of Federal Regulations
CHSTP	Coordinated Human Services Transportation Plan
DOTD	Louisiana Department of Transportation and Development
EPA	Environmental Protection Agency
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GPC	General Planning Consulting Services
HTMPO	Houma-Thibodaux Metropolitan Planning Organization
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation System
JARC	Jobs Access Reverse Commute
LAGIS	Louisiana GIS Council
LHSC	Louisiana Highway Safety Commission
LPC	Louisiana Planning Council
LS	Louisiana Statute
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act
MOVES	Motor Vehicle Emissions Simulator
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NAAQS	National Ambient Air Quality Standards
PC	Policy Committee
PEA	Planning Emphasis Area
PDF	Portable Document Format
PM	Particulate Matter
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCPDC	South Central Planning and Development Commission
SCRSC	South Central Regional Safety Coalition
SCRTP	South Central Regional Transportation Safety Plan
SFY	State Fiscal Year
SHSP	Strategic Highway Safety Plan
STIP	Statewide Transportation Improvement Plan
TAC	Technical Advisory Committee
TBD	To Be Determined
TDM	Travel Demand Management
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Program
TPCG	Terrebonne Parish Consolidated Government
UPWP	Unified Planning Work Program

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## Record of Adoption

### Object 1: Record of Adoption

Number	Approval Date	Description
1	March 8, 2018	Recommended by Technical Advisory Committee
2	April 26, 2018	Adopted by the Policy Committee

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**Houma-Thibodaux Urbanized Area  
Metropolitan Planning Organization  
Policy Committee**

(Adopting the 2018-2019 Unified Planning Work Program for the Houma-Thibodaux Urbanized Area MPO)

WHEREAS, the South Central Planning and Development Commission (SCPDC) is the designated Metropolitan Planning Organization for the Houma-Thibodaux Urbanized area; and

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

WHEREAS, SCPDC, acting in its capacity as the designated Metropolitan Planning Organization, has given thorough review and consideration to the 2018-2019 Unified Planning Work Program; and

WHEREAS, the Technical Advisory and Transportation Policy Committees have fulfilled their obligations to review and make recommendations regarding the content of the 2018-2019 Unified Planning Work Program;

NOW THEREFORE BE IT RESOLVED that the Transportation Policy Committee, acting in its capacity as the designated decision making body for the Metropolitan Planning Organization, does hereby approve and adopt the 2018-2019 Unified Planning Work Program for the Houma-Thibodaux Urbanized Area.

THIS RESOLUTION BEING VOTED ON AND ADOPTED this 26th day of April, 2018.

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Dirk Guidry  
MPO Policy Committee Chairman

ATTEST:

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Kevin Belanger  
CEO, South Central Planning and Development Commission

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## Introduction

### Purpose and Programs

The Unified Planning Work Program (UPWP) is a contractual document that describes the coordinated transportation-planning program to be undertaken within the Houma-Thibodaux Urbanized Area. These planning activities are the joint responsibility of the Louisiana Department of Transportation and Development (DOTD) and the Houma-Thibodaux Urbanized Area Metropolitan Planning Organization (MPO), which is staffed by the South Central Planning and Development Commission (SCPDC).

Under Federal planning guidelines the MPO is required to submit a work program that highlights transportation planning projects into broadly categorized planning activities and that explains the funding for each activity for a fiscal year. This is done through a document called the UPWP. The funding is provided through the State of Louisiana (DOTD) from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA funds are provided at an 80/20 match ratio, with 80% of the total funds provided by Federal funds and 20% provided by Local. The FTA funds are provided at an 80/20 ratio with 80% being Federal and 20% being Local.

The financial support for these planning activities is provided by the FHWA, the FTA, the DOTD, the Terrebonne Parish Consolidated Government (TPCG), the Lafourche Parish Government, the City of Thibodaux, the Town of Lockport, the Assumption Parish Police Jury, and the Village of Napoleonville. The development and implementation of the UPWP is required under federal law 23 CFR 450.334 (a) and 23 CFR 450.308 (c) for urbanized areas with populations greater than 50,000.

### Administration

MPO staff will continue to closely monitor legislative activities. The federal transportation bill - *Fixing America's Surface Transportation Act (FAST Act)* - was signed by President Obama on December 4, 2015. Guidelines identified in the act will be implemented into the MPO's planning process.

The Houma-Thibodaux Urbanized Area MPO will continue to promote regional coordination by participating in local, regional and state organizations. These include the South Central Planning and Development Commission, Louisiana Planning Council, Louisiana Department of Transportation and Development, Federal Highways Administration, Federal Transit Administration, the Terrebonne Parish Consolidated Government, the Lafourche Parish Government, the City of Thibodaux, the Town of Lockport, the Assumption Parish Police Jury, the Village of Napoleonville, the American Planning Association, the Louisiana GIS Council, the Air Quality Coalition, and other agencies that discuss transportation issues.

### Data

MPO staff will maintain the traffic count program. All traffic count data is made available on the SCPDC and MPO websites (direct link: <http://www.htmpto.org/traffic-count-data/>), allowing the viewer and staff to use updated technology that offers the ability to present the counts in an interactive format.

### Transportation Improvement Program

MPO staff will continue to amend and develop the *Transportation Improvement Plan (TIP)* for submission to the Louisiana Department of Transportation and the *Statewide Transportation Improvement Plan (STIP)*. This document will be available in a PDF format on the MPO website. All amendments and administrative modifications to this document will be processed as necessary and posted to the website as well. The purpose of this guidance is to provide information on funding, project selection, eligible activities, and specific requirements.

### Metropolitan Transportation Plan

MPO staff will continue to amend and develop the *2040 Metropolitan Transportation Plan (MTP)*. The plan was adopted in May of 2015 and will be amended as needed. This document will be available in a PDF format on the MPO website. All amendments and administrative modifications to this document will be processed as necessary and posted to the website as well. The purpose of this guidance is to provide information on funding, project selection, eligible activities, and specific requirements.

## ***Coordinated Human Services Transportation Plan***

Since FY 2007, the FTA has required that projects selected under the New Freedom (5317), Elderly Individuals and Individuals with Disabilities (5310), and Job Access Reverse Commute (JARC) (5316) programs be “derived from a locally developed, coordinated public transit-human services transportation plan.” In addition, FTA regulations on the Rural Transportation Program (5311) require that these projects also be selected from a coordinated plan. According to these new regulations, the coordinated plan should be “developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.”

In 2007, SCPDC, in coordination with the public and local service providers, developed the *Coordinated Human Services Transportation Plan* (CHSTP). The MPO will continue to hold quarterly meetings with the CHSTP committee to facilitate a coordinated effort between the service providers.

## ***Air Quality Planning***

The Houma-Thibodaux MPO is currently meeting ozone attainment readings. Ozone attainment status will continue to be monitored in FY 2018-2019. In April 2013, the MPO requested and was granted admittance to the EPA’s Ozone and PM 2.5 Advance Program. The MPO continues to update and implement the region’s *Path Forward* plan for the region which was submitted to EPA Region 6 in August 2013. In addition, the MPO will participate in any regional air quality coalition or similar type of environmental organizations focusing on improving the region’s air quality.

## ***Public Involvement***

Legislation such as the *Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)*, the *Clean Air Act Amendments of 1990 (CAA)*, the *Americans with Disabilities Act (ADA)*, the *Transportation Equity Act for the 21 Century (TEA 21)*, *SAFETEA-LU*, *MAP-21* and the more recent *FAST Act* has not only placed new demands on local governments, but has also given them new vehicles for development. One vehicle is an enhanced community involvement role in the planning process. The nation’s MPOs have been charged with en-

riching the transportation planning process with greater public awareness and involvement.

For FY 2018, public involvement efforts will focus on continuing to administer and develop the MPO website and email list, and to follow the *Public Participation Plan* in all planning efforts.

Adopted by the Policy Committee on January 27, 2011, the *Public Participation Plan* of the MPO will be used for the transportation planning activities for in the Urbanized Area. The program will provide opportunities for citizens to contribute ideas and voice opinions, early and often, during preparation of draft plans and programs. Of utmost importance to our *Public Participation Plan* is that it offers information, education and participation to the citizens affected by our planning efforts.

Because regional planning is enhanced by increased public involvement, a strong communication channel is necessary between the public and the decision-makers. Federal legislation such as the *FAST Act* underline the need for an increase in the public’s ability to affect what decisions are being made in their community. By increasing the dialogue between the decision-makers and the public, better plans, which include the citizens as stakeholders, will be produced. The MPO looks to enhance the public’s role as partners in transportation planning.

## ***Systems Planning***

### **FAST Act Compliance and Planning Factors**

In 2015, the federal government enacted the highway bill, *FAST Act*. The MPO will continue to implement the planning factors of the *FAST Act* and be in compliance with all *FAST Act* requirements. The MPO will work cooperatively with FHWA, FTA and the DOTD to ensure all requirements of the *FAST Act* are being implemented and followed. As a whole, the FY 2018-2019 UPWP addresses all ten planning factors; however, each task varies in the number of factors it addresses. Table 5 reflects the relationship between the tasks and the planning factors that are addressed.

The 2018-2019 UPWP addresses a number of interrelated transportation issues aimed at maintaining a continuing, cooperative, and comprehensive planning pro-

cess in the MPO Planning Area. Of major emphasis is to provide states and local governments more flexibility in determining transportation solutions, whether transit or highways, and to provide enhanced planning and management system tools to guide them in the decision making process.

**Factors Considered In The Planning Process**

Under the FAST Act, the MPO has the continued responsibility of preparing and maintaining the MTP, the TIP, and the UPWP. This year’s work program represents a continuation of the strategic planning process described in the work program of previous years. The focus continues to be on maintaining, improving, and utilizing the information resources collected by the MPO in the day-to-day transportation decision-making process. This MPO shall annually certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and being conducted in accordance with applicable requirements described in 23 CFR 450.308 and 23 CFR 450 Part 334 (a). In addition, the UPWP will address the ten planning factors identified in the *FAST Act* that must be considered by MPO’s in developing transportation plans and programs. These factors are outlined in **Object 2**.

**Planning Emphasis Areas**

In addition, FHWA and FTA have established three planning emphasis areas (PEA). The PEAs are planning topical areas that the US DOT has directed MPO’s to begin developing into their work programs. These PEAs include:

- **MAP-21 Implementation:** Specifically, the transition to performance based planning and programming. This involves the development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.
- **Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more than one MPO or state serves an urbanized area or adjacent urbanized areas. This cooperation could occur through metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning prod-

**Object 2: Ten National Planning Factors**

1. Support the economic vitality of the United States, the States, and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation.
10. Enhance travel and tourism.

ucts, and/or by other locally determined means. Coordination across MPO and across state boundaries includes the coordination of transportation plans and programs, corridor studies, and projections across adjacent MPO and state boundaries. It also includes collaboration among state DOT, MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

- **Ladders of Opportunity:** Access to essential services – as part of the transportation planning process, identify connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and state performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally under-served populations, to essential services. It could also involve the identification of solutions to address those gaps.

More detail on how the MPO will address these PEAs can be found in **Appendix A**.

### **Performance Measures**

The *FAST Act*, like MAP-21 before it, mandated that MPOs and state DOTs establish performance targets for each of the national goals listed in **Object 3**. At the time of the adoption of this document, the MPO will have established targets in the area of highway safety. This document will be updated throughout the years as more measures are adopted. Targets are listed in **Appendix B**.

#### **Highway Safety**

The MPO must establish targets regarding the number of fatalities and serious injuries, the rate of fatalities and serious injuries, and the number of non-motorized fatalities and serious injuries. These targets must be based on 5-year rolling averages for all public roads.

#### **Pavement and Bridge Conditions**

The MPO must establish performance targets for **Inter-**

**state and non-Interstate NHS** in regards to the percentage of the system in good condition and the percentage of pavement in poor condition. These conditions are determined by considering the roughness, cracking, and rutting/faulting. Measures are to be aggregated by lane miles. MPOs are responsible for reporting on locally owned and maintained NHS roadways.

Similarly, the MPO must establish targets for **NHS bridge** conditions in regards to the percentage of the deck area in good condition, the percentage in fair condition, and the percentage in poor condition. MPOs must report on bridges on the NHS system not owned by the DOTD, but owned and maintained locally.

#### **System Performance/Freight/CMAQ**

MPOs must also establish targets relative to Interstate and non-Interstate travel time reliability. These targets must measure the percent of person-miles traveled on the Interstate and non-Interstate NHS that are considered reliable. In addition, targets must also be set based on the percentage of Interstate system mileage providing for reliable truck travel time. Areas in non-attainment must also set targets for on-road mobile source emissions.

The Houma-Thibodaux MPO does not have any Interstate mileage and is currently in attainment, thus will not need to set targets for freight and air quality.

#### **Planning**

The MPO, state, and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress towards attainment of critical outcomes for the region, and the collection of data for the State asset management plans for the NHS.

This formal documentation should be approved by the MPO Policy Committee and shall be documented as parts of the metropolitan planning agreements or documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO, state, and providers of public transportation.

**Asset Management**

The State is required to develop a risk-based asset management plan for the NHS with the goal of improving or preserving the condition of the assets and the performance of the system. These plans are to be performance driven and include strategies leading to a program of projects that would make progress towards achievement of the State’s performance targets. At a minimum, plans should include a summary listing of the pavement and bridge assets, and their conditions, on the NHS; asset management objectives and measures; a performance gap identification; a life-cycle cost and risk management analysis; a financial plan; and investment strategies.

**Transit Asset Management**

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

MPOs must establish targets specific to the MPO planning area for the same performance measures for all

public transit providers in the MPO within 180 days of when the transit provider establishes its targets.

**Public Transportation Safety**

The National Public Transportation Safety Plan guides the national effort in managing the safety risks and safety hazards within our nation’s public transportation systems. It establishes performance measures to improve the safety of public transportation systems that receive federal financial assistance. When the Public Transportation Agency Safety Plan Final Rule is complete, each transit agency or state DOT will have one year to establish and self-certify their Public Transportation Agency Plans. One of the required elements of that plan will be safety performance targets. The Public Transportation Agency Plan will need to be re-certified annually.

MPOs will have one year from the establishment of the transit agency safety targets to establish performance targets that address the performance measures or standards established under 23 CFR part 490 (where applicable), and 49 U.S.C. 5329(d) to use in tracking progress toward attainment of critical outcomes for the region of the metropolitan planning organization.

**Public Review/Title VI**

For the development of this UPWP, timely coordina-

**Object 3: National Goals**

1. Safety - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. Infrastructure condition - To maintain the highway infrastructure asset system in a state of good repair.
3. Congestion reduction - To achieve a significant reduction in congestion on the National Highway System.
4. System reliability - To improve the efficiency of the surface transportation system.
5. Freight movement and economic vitality - To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. Environmental sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. Reduced project delivery delays - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices.

**Object 4: MPO Management Process (Committees and Staff)**

**Policy Committee**

**Voting Members**

Dirk Guidry	Chairman	Councilman	TPCG
Tommy Eschette	Vice Chairman	Mayor	City of Thibodaux
Al Marmande		Councilman	TPCG
Arlanda Williams		Councilman	TPCG
Chris Morvant		District 02 Administrator	LA DOTD
Christa Duplantis-Prather		Councilman	TPCG
Edward Reinhardt		Mayor	Town of Lockport
Luci Sposito		Councilman	Lafourche Parish
Gordon Dove		President	TPCG
James Cantrelle		President	Lafourche Parish
Martin Triche		President	Assumption Parish Police Jury
Ron Animashaun		Mayor	Village of Napoleonville

**Non-Voting Member**

Laura Phillips			FHWA
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**Technical Advisory Committee**

**Assumption Parish**

- Parish Manager
- Public Works Director

**City of Thibodaux**

- Grants Director
- Public Works Director

**FHWA**

- Transportation Planner

**DOTD**

- District Operations Engineer (Houma)
- Planning and Programing
- Public Transportation Administrator
- Traffic Engineer (Houma)

**Lafourche Parish**

- Chamber of Commerce

- Grants Director
- Planning Department
- Project Manager
- Public Works Director

**Town of Lockport**

- Mayor

**TPCG**

- Chamber of Commerce
- Economic Development Authority
- Engineering
- Planning and Zoning
- Public Transit
- Public Works
- Roads and Bridges

**SCPDC Planning/MPO Staff**

Kevin Belanger	CEO	Arianna Choudhuri	Planner II	Jack Gardner	GIS Analyst
Patrick Gordon, Sr.	CPO	Joshua Manning	Planner II	Mitch McDonald	Technician
Martha Cazaubon	Planner IV	Cassie Parker	Planner I	Emma Bergeron	Records Tech
Stephanie Bruning	Planner II	Lesley Woods	Planning Specialist		



tion and solicitation from other agencies and the public were included. The UPWP draft was made available to the TAC on December 15, 2017 and March 8, 2018 and to the Policy Committee on January 25, 2018 and April 26, 2018. The MPO drafts and agendas were distributed via email and posted on the MPO website for the public to review. The MPO meetings were held in a public venue. Public comment was offered at the TAC and PC meetings. Review copies were sent to the appropriate agencies and made available on the MPO website for easy public access and information. All comments received were addressed and revisions were made where appropriate. In general, all agency plans and programs comply with the public involvement provisions of Title VI which states:

*“No persons in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

The final UPWP was complete with its public involvement process and approved by the Policy Committee on April 26, 2018.

### Level of Planning Effort

The task projects outlined in this UPWP respond to Houma-Thibodaux Urbanized Area’s need for transportation planning that provide continuing, coopera-

tive and comprehensive planning services. The objectives of the various local government comprehensive plans are considered and incorporated into the overall transportation system. Work products will be produced not only by MPO staff but through consultant services as needed and support from the Parish (county), local governments, DOTD, FHWA, FTA and other agencies.

## Organization and Management

### Participants

**Policy Committee (PC):** The MPO Policy Committee is comprised of representatives of the local affected governments, the Louisiana Department of Transportation and Development, Federal Transit Administration, and the Federal Highway Administration. This Committee serves as the policy decision-making board governing all aspects of the planning process, transportation plans and projects, and policy actions of the MPO. Membership of this committee is governed by agreement between the affected local governments and the Governor of Louisiana, and is reviewed periodically to ensure adequate representation of all parties. Under 23 CFR 450.310 (d) (k), MPOs are not limited in membership and encourage expansion. Members consist of a 12 member voting and 1 non-voting body with representation as illustrated in **Object 4**.

**Technical Advisory Committee (TAC):** The MPO Technical Advisory Committee is comprised of local

and state technical and professional personnel knowledgeable in the transportation field. This committee is responsible for providing guidance and recommendations to the Policy Committee on transportation plans, programs, and projects. Complete TAC membership is documented in **Object 4**.

**MPO Staff:** SCPDC serves as the professional, technical staff of the MPO. Staff facilitates meetings, makes recommendations to the TAC and PC, prepares technical reports and planning documents, and gathers and analyzes data that assist the TAC and PC in the decision-making process. A summary of the support services SCPDC provides to the MPO is documented in **Object 5**.

**Agreements**

Planning and funding assistance is provided by the FHWA, the FTA and DOTD. The SCPDC Board of Directors provides local matching funds. The MPO has executed agreements with state and local government

agencies to promote a comprehensive, continuous, coordinated planning process. Contracts have been authorized by the MPO to provide services in support of MPO operations.

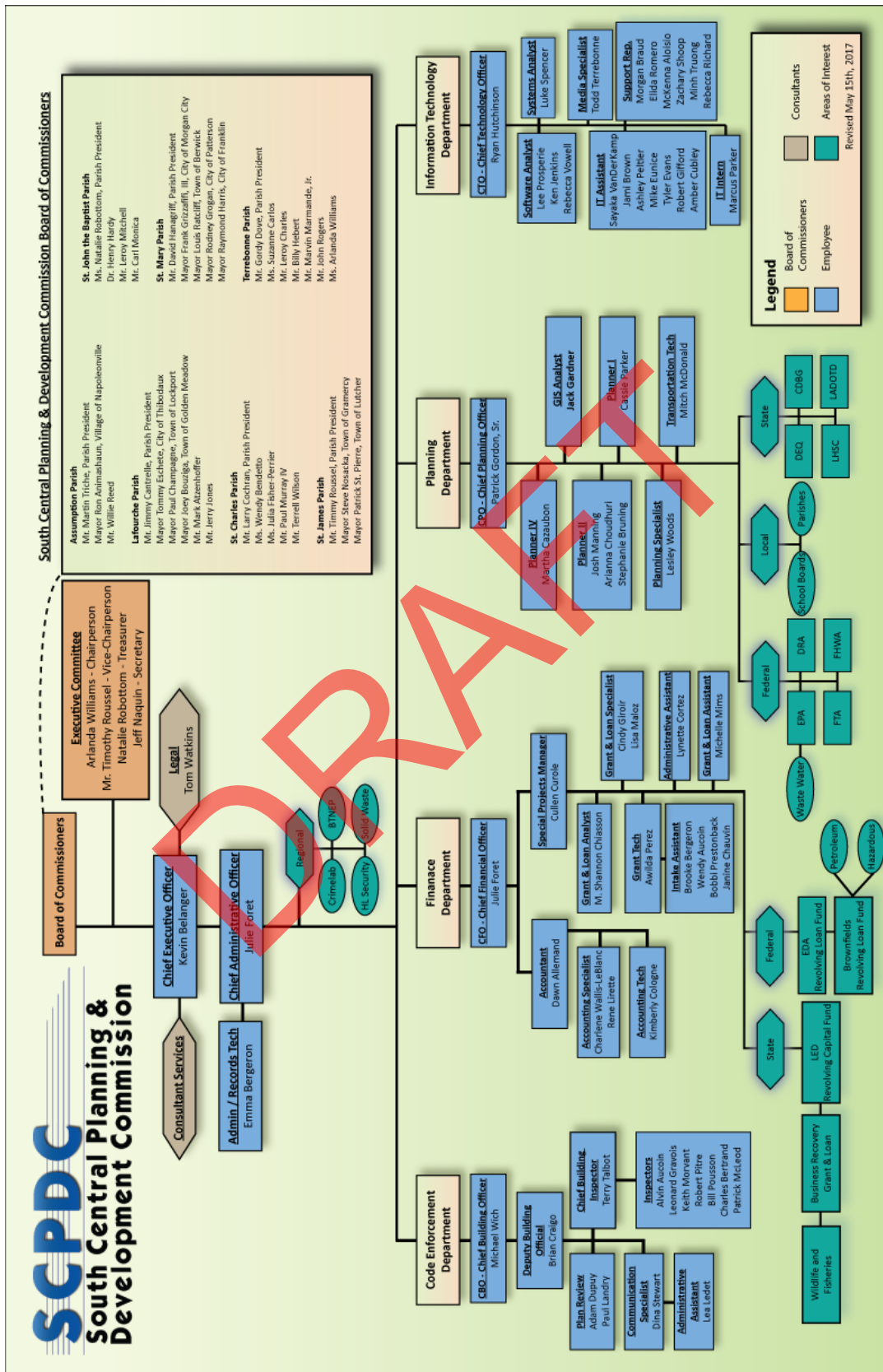
**Operational Procedures & Bylaws**

SCPDC was created by state legislation in 1978. This organization provides economic development planning services to the seven-parish area of Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, St. Mary, and Terrebonne Parishes and the municipal governments included in those five parishes. SCPDC was also designated by the Governor as the MPO for the urbanized area of Terrebonne, Lafourche, and Assumption Parishes, including the cities of Houma and Thibodaux, the Town of Lockport, and the Village of Napoleonville. As such, by-laws governing the MPO were adopted on June 15, 2000 and have been amended several times since, most recently in January of 2016.

**Object 5: MPO Staff - Support Services for Administration of the Houma-Thibodaux MPO**

<p><b>Transportation Planning</b></p> <ul style="list-style-type: none"> <li>• Bike and Pedestrian Planning</li> <li>• Committee Coordination</li> <li>• Congestion Management</li> <li>• Feasibility Studies/Stage 0s</li> <li>• GIS/Mapping</li> <li>• Grant Applications</li> <li>• Metropolitan Transportation Plan</li> <li>• Public Involvement</li> <li>• Safety Planning</li> <li>• Traffic Counting</li> <li>• Traffic Modeling</li> <li>• Transportation Improvement Program</li> <li>• Web Design</li> </ul>	<p><b>Transit Planning</b></p> <ul style="list-style-type: none"> <li>• Committee Coordination</li> <li>• Coordinated Human Services Transportation Plan</li> <li>• GIS/Mapping</li> <li>• Metropolitan Transportation Plan</li> <li>• Public Involvement</li> <li>• Transportation Improvement Program</li> <li>• Web Design</li> </ul>
<p><b>Finance and Administration</b></p> <ul style="list-style-type: none"> <li>• Annual Reports</li> <li>• Contract Administration</li> <li>• Office Administration</li> <li>• Public Involvement</li> <li>• Unified Planning Work Program</li> <li>• Web Design</li> </ul>	<p><b>Office/Clerical Services</b></p> <ul style="list-style-type: none"> <li>• Committee Coordination</li> <li>• File Management</li> <li>• Mailings</li> <li>• Database Management</li> <li>• Meeting Agendas and Minutes</li> <li>• Public Involvement</li> </ul>

Object 6: SCPDC Organizational Chart



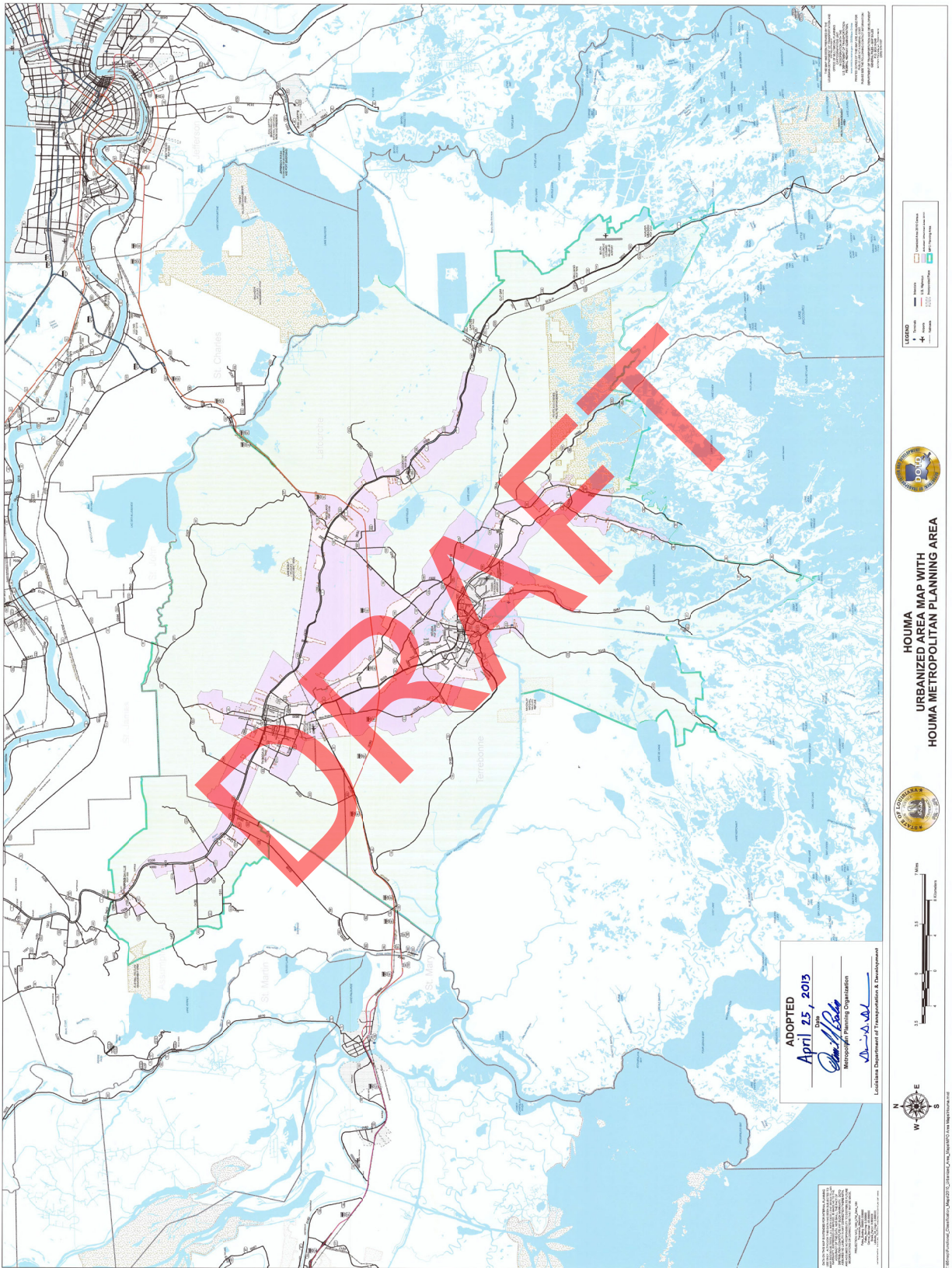
**Object 6: Ten Planning Factors Cross-Referenced with UPWP Tasks**

	Factor 1	Factor 2	Factor 3	Factor 4	Factor 5	Factor 6	Factor 7	Factor 8	Factor 9	Factor 10
FTA 1	•	•	•	•	•	•	•	•	•	•
FTA 2	•	•	•	•	•	•	•	•	•	•
FTA 3	•	•	•	•	•	•	•	•	•	•
FTA 4	•	•	•	•	•	•	•	•	•	•
FTA 5	•	•	•	•	•	•	•	•	•	•
FTA 6	•	•	•	•	•	•	•	•	•	•
FTA 7	•	•	•	•	•	•	•	•	•	•
FHWA 1	•	•	•	•	•	•	•	•	•	•
FHWA 2	•	•	•	•	•	•	•	•	•	•
FHWA 3	•	•	•	•	•	•	•	•	•	•
FHWA 4	•	•	•	•	•	•	•	•	•	•
FHWA 5	•	•	•	•	•	•	•	•	•	•
FHWA 6	•	•	•	•	•	•	•	•	•	•
FHWA 7	•	•	•	•	•	•	•	•	•	•
FHWA 8	•	•	•	•	•	•	•	•	•	•

**Planning Factor Descriptions**

Factor 1: Economic Development	Support the economic vitality of the metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency
Factor 2: Safety	Increase the safety of the transportation system for motorized and non-motorized users
Factor 3: Security	Increase the security of the transportation system for motorized and non-motorized users
Factor 4: Accessibility/Mobility	Increase the accessibility and mobility of people and freight
Factor 5: Quality of Life	Protect/enhance the environment/quality of life/promote consistency between transportation improvement and growth
Factor 6: Connectivity	Enhance the integration and connectivity of the transportation system across and between modes for people and freight throughout the State
Factor 7: Operations	Promote efficient system management and operation
Factor 8: System Preservation	Emphasize the preservation of the existing transportation system
Factor 9: Resiliency and Reliability	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
Factor 10: Tourism	Enhance tourism and travel

Object 7: MPO Boundary Map



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## Section 1: Transit Element (FTA)

This section described the tasks to be completed in order to achieve the MPO’s transit planning goals as defined in the *The Road to 2040: The Metropolitan Transportation Plan for the Houma-Thibodaux Region*. FTA tasks also comply with the nationally mandated planning factors as described in **Object 6**.

A summary of federal, state, and local expenditures on the identified FTA tasks are located in **Object 8**. The following pages document the purpose, methodology and work product of each task

### Road to 2040 Transit Goals:

- To improve access to the region’s transit network
- To improve the efficiency of the region’s transit network
- To increase the coverage of the region’s transit network
- To increase the ridership of the region’s transit system

### Road to 2040 Environmental Goal:

- To enhance the performance of the transportation system while protecting and enhancing the natural environment

### Object 8: Summary of Federal Transit Administration Expenditures

Task	Description	FTA	Local Match	State	Total
1	Program Support and Administration	\$14,790.50	\$3,697.62	-	\$18,488.12
2	Long-Range System Level Planning	\$8,296.42	\$2,074.11	-	\$10,370.53
3	Long-Range Project Level Planning	\$4,096.31	\$1,024.08	-	\$5,120.39
4	Short-Range Transit Planning	\$3,778.02	\$944.50	-	\$4,722.52
5	Transportation Improvement Program	\$3,148.35	\$787.09	-	\$3,935.44
6	CHSTP			\$15,000.00	\$15,000.00
	<b>Total</b>	<b>\$34,109.60</b>	<b>\$8,527.40</b>	<b>\$15,000.00</b>	<b>\$57,637.00</b>

### Good Earth Transit Planning Funds

Task	Description	FTA	Local Match	State	Total
7	Program Support Administration	\$146,282.00	\$36,570.00	-	\$182,852.00
	<b>Total</b>	<b>\$146,282.00</b>	<b>\$36,570.00</b>	<b>-</b>	<b>\$182,852.00</b>

\* FTA funds are provided at an 80/20 ratio with 80% being Federal and 20% being Local.

**FTA Task 1: Program Support and Financial Administration**

FTA Task 1		Funding Sources:											
<b>Task Title:</b> Program Support and Financial Administration		FY 18-19						Total					
	FTA	\$14,790.50						\$14,790.50					
	DOTD	-						-					
	<b>Responsible Agency:</b> SCPDC	\$3,697.62						\$3,697.62					
	<b>Total</b>	<b>\$18,488.12</b>						<b>\$18,488.12</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To provide efficient administration of the planning and work program with regards to operations of the public transportation systems within the MPO area. To provide a well trained staff to perform the services required of the MPO. Expansion of staff abilities through training seminars and workshops.

**Previous Work**

Prepared the UPWP, preparation and management of Coordinated Human Services Transportation Plan, preparation of monthly financial reports, requisitions, and progress reports; attendance at state and federally-sponsored workshops; coordination of the Technical Advisory and Policy Committee meetings; general administrative duties resulting in the orderly continuation of the transit planning process.

**Implementation of 2040 Goals**

**Goal 1:** Public outreach and public meetings will help staff identify areas of insufficient access.

**Goal 2:** Agency coordination and staff training should involve methods of improving the efficiency of transit service.

**Goal 3:** Public outreach and public meetings will help staff identify areas in need of transit service.

**Goal 4:** Public outreach and public meetings will promote the region's transit service and encourage citizens to use the service.

**Methodology/Activities**

- **General program assistance.** Grant administration, fiscal management, personnel management, and audit requirements.
- **Comply with FTA/LADOTD contract.** Assist in the preparation of certifications and reports, including financial status reports and the triennial review process.
- **Prepare the UPWP.** Prepare and submit the Certifications and Assurances documentation to insure compliance with all Applicable Federal statutes, regulations, executive orders, and Federal requirements.
- **Staff training and education.** Staff attends various federal and state meetings and travels to related training opportunities, including but not limited to the Louisiana Public Transit Conference and the Rural Transit Conference.
- **Coordinating and hosting public meetings** related to public transportation
- **Agency Coordination** with FTA, LADOTD, and local officials to discuss planning program and activities.
- **Public outreach.** Meeting with civic organizations, non-profits, individuals, and anyone else that expresses interest in learning more about the process and specific projects

**Work Product**

An administrative process to carry out the work program in a timely and efficient manner; a planning process, including UPWP, MTP and TIP, which meet the requirements of Section 134 (Title 23, U.S. Code) and Section 5303 (Title 49, U.S. Code).



**FTA Task 2: Long-Range System Planning**

FTA Task 2		Funding Sources:											
<b>Task Title:</b> Long-Range System Planning  <b>Responsible Agency:</b> SCPDC		FY 18-19						Total					
	FTA	\$8,296.42						\$8,296.42					
	DOTD	-						-					
	Local	\$2,074.11						\$2,074.11					
	<b>Total</b>	<b>\$10,370.53</b>						<b>\$10,370.53</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

Provide assistance with comprehensive, long-range system level planning to project and measure future demand for public transportation

**Previous Work**

Developed long-range planning variables to assist in future decision-making.

**Implementation of 2040 Goals**

**Goal 1:** Identification of new population and employment centers needing transit is the first step in providing access to the transit network for those areas.

**Goal 2:** Exploring other potential transit alternatives and researching and implementation of innovative transit products improve existing service without the need for increased operations.

**Goal 3:** Identification of new population and employment centers needing transit is the first step in expanding the region's transit service area.

**Goal 4:** Identification of new population and employment centers needing transit is essentially the identification of potentially new riders. ITS and other innovative improvements will help the system attract choice riders.

**Additional MTP 2040 Goals**

**Environmental Goal:** Lowering emissions by either moving riders to transit from a personal vehicle and by looking for alternatives to lower the transit systems overall emissions rate both enhances the transportation system and protects the natural environment.

**Methodology/Activities**

- **Identification of population centers** requiring additional transportation.
- **Demographic and employment forecasts**
- Investigate the potential for transit alternatives within the planning area.
- Research and develop innovative transit products such as ITS improvements, smart phone apps, etc.
- Encourage transit providers to implement smart phone apps that could potentially increase choice ridership.
- Encouraging transit providers to increase the number of **bus shelters**.
- Improve the utilization of the existing transit system.
- Investigate potential for lowering region's emissions via transit service.
- Attendance at associated conferences, workshops, and training sessions hosted by the FTA, Louisiana Public Transit Association, or similar agencies.

**Work Product**

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

**FTA Task 3: Long-Range Project Level Planning**

FTA Task 3		Funding Sources:												
<b>Task Title:</b> Long-Range Project Level Planning		FY 18-19						Total						
	FTA	\$4,096.31						\$4,096.31						
	DOTD	-						-						
	<b>Responsible Agency:</b> SCPDC	Local	\$1,024.08						\$1,024.08					
	<b>Total</b>	<b>\$5,120.39</b>						<b>\$5,120.39</b>						
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	2018						2019							

**Purpose**

To provide the comprehensive long-range planning of facility and capital equipment purchases for the transit system. To ensure adequate capital equipment and facilities necessary to operate the system at projected demand levels.

**Previous Work**

Listing and proper budgeting of capital projects in the TIP. Identified capital equipment and facilities required and identified alternatives.

**Implementation of 2040 Goals**

**Goal 1:** Sidewalk and accessibility inventories will help to ensure that bus stops (and thus, transit service) are accessible. MPO staff should encourage transit providers to purchase only ADA compliant vehicles.

**Goal 2:** New and/or well-maintained vehicles are essential to an efficient transit operation.

**Goal 3:** Any potential increase in coverage area requires an increase in capital expenditures. MPO staff will help ensure that the needs of any expanded service areas are met with appropriate capital purchases.

**Goal 4:** New and/or well-maintained capital equipment and facilities with amenities can help attract choice riders.

**Methodology/Activities**

- Identification of capital equipment and facilities required and identify alternatives
- Ensure capital requirements are budgeted and included in the Transportation Improvement Program
- Ensure capital requirements are budgeted and included in the Metropolitan Transportation Plan
- Conduct Sidewalk and Accessibility Inventories and prepare analysis and recommendations especially as related to existing bus stops.

**Work Product**

- An up-to-date Transportation Improvement Program that identifies necessary capital improvements
- An up-to-date Metropolitan Transportation Plan that identifies necessary capital improvements
- Database of needed capital improvements near transit stops

**FTA Task 4: Short-Range Transit Planning**

FTA Task 4		Funding Sources:											
<b>Task Title:</b> Short-Range Project Transit Planning		FY 18-19						Total					
	FTA	\$3,778.02						\$3,778.02					
	DOTD	-						-					
	<b>Responsible Agency:</b> SCPDC	\$944.50						\$944.50					
	<b>Total</b>	<b>\$4,722.52</b>						<b>\$4,722.52</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To respond to immediate needs in route development and changes to service.

**Previous Work**

Assisted with system and route performance monitoring. Provided recommendations to transit management.

**Implementation of 2040 Goals**

**Goal 1:** Meetings will help staff identify areas of insufficient access.

**Goal 2:** Task primarily functions as a way to improve transit service with existing resources.

**Goal 3:** Task responses to requests for expanded transit service.

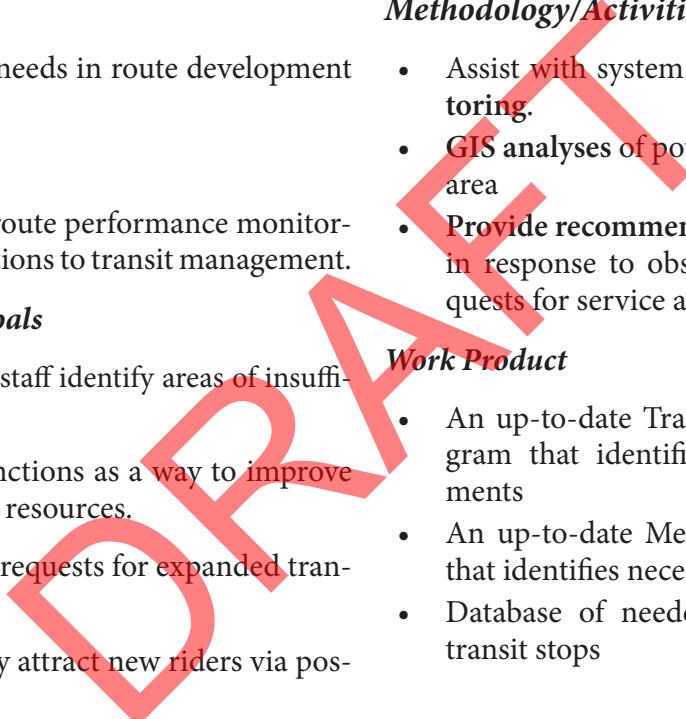
**Goal 4:** Transit system may attract new riders via positive changes to service.

**Methodology/Activities**

- Assist with system and route performance monitoring.
- GIS analyses of potential ridership in a designated area
- Provide recommendations to transit management in response to observed performance and/or requests for service alterations and expansion.

**Work Product**

- An up-to-date Transportation Improvement Program that identifies necessary capital improvements
- An up-to-date Metropolitan Transportation Plan that identifies necessary capital improvements
- Database of needed capital improvements near transit stops



**FTA Task 5: Transportation Improvement Plan**

FTA Task 5		Funding Sources:												
<b>Task Title:</b> Transportation Improvement Plan		FY 18-19						Total						
	FTA	\$3,148.35						\$3,148.35						
	DOTD	-						-						
	<b>Responsible Agency:</b> SCPDC	Local	\$787.09						\$787.09					
	<b>Total</b>	<b>\$3,935.44</b>						<b>\$3,935.44</b>						
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	2018						2019							

**Purpose**

To ensure the obligation of federal funds and to continue the operation of the transit system. To provide project development for future implementation

**Previous Work**

Continued transit element update of the TIP for operations and capital expenditures.

**Implementation of 2040 Goals**

The Transportation Improvement Plan is a federally mandated document that must be in place for any planning or transit service to take plus. It is a requirement for achieving all stated goals.

**Methodology/Activities**

- **Develop transit elements** of the TIP for approval by the Technical Advisory and Policy Committees.
- **Provide administrative duties** necessary to change the TIP when new or changing financial decisions are made at the local level.
- **Coordinate with DOTD** to facilitate subsequent updates to keep the STIP current and accurate.

**Work Product**

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

**FTA Task 6: Coordinated Human Services Transportation Plan**

FTA Task 6		Funding Sources:											
<b>Task Title:</b> Coordinated Human Services Transportation Plan		FY 18-19						Total					
	FTA	-						-					
	DOTD	\$15,000						\$15,000					
	Local	-						-					
	<b>Total</b>	<b>\$15,000</b>						<b>\$15,000</b>					
<b>Responsible Agency:</b> SCPDC													
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Work Task Schedule</b>	2018						2019						

**Purpose**

To identify the transportation needs of individuals with disabilities, older adults, and individuals with limited incomes, lays out strategies for meeting these needs, and prioritize services for funding and implementation

**Previous Work**

Developed the CHSTP, held quarterly meetings with human services agencies and transit providers, collected information on transportation services offered in the region, and provided input to FTA funding for certain funding sources.

**Implementation of 2040 Goals**

**Goal 1:** Identification of immediate accessibility needs.

**Goal 2:** Coordination potentially improves efficiency in service. Can eliminate duplication of services where they exist.

**Goal 3:** The task does not include “expanding coverage” as many most providers utilize demand-response service.

**Goal 4:** Improving efficiency may enable more riders to partake of offered services.

**Methodology/Activities**

- Hold **quarterly meetings** with the human service agencies that provide or have clients that need transportation services in the region
- **Collect information** on the transportation system in the region.
- **Maintain the region’s CHSTP**
- **Provide input** to the statewide selection process for 5310, 5311, 5316, and 5317 funding

**Work Product**

- A well maintained Coordinated Human Services Transportation Plan
- Four quarterly meetings

**FTA Task 7: Program Support Administration (44.21.00)**

FTA Task 7		Funding Sources:											
<b>Task Title:</b> Program Support Administration		FY 18-19						Total					
	FTA	\$146,472.00						\$146,472.00					
<b>Responsible Agency:</b> Good Earth Transit	DOTD												
	Local	\$36,618.00						\$36,618.00					
	<b>Total</b>	<b>\$183,089.00</b>						<b>\$183,089.00</b>					
<b>Work Task Schedule</b>		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		2018						2019					

**Purpose**

To provide efficient administration of the planning and work program with regards to operations of the Good Earth Transit system within the urbanized area. To provide a well trained staff to perform the services required for the public transit system. Enhance the expansion of staff abilities by attending trainings, seminars, and workshops.

**Previous Work**

Prepared the Program of Projects, preparation and management of public transit grants, preparation of monthly and quarterly milestone progress reports and financial allocations, National Transit Database, DBE and other reports, monitor expenses, plan procurements; attendance at state and federally-sponsored meetings and workshops; general administrative duties resulting in the orderly continuation of the public transit bus system.

**Implementation of 2040 Goals**

**Goal 1:** Identify inefficient areas of service access and implement a plan to improve that area.

**Goal 2:** Staff training should involve methods of improving the efficiency of transit service and coordination with other systems to improve network.

**Goal 3:** Identify methods to increase public transit usage, and create plans to increase usage of the public transit system.

**Methodology/Activities**

- **General program assistance.** Grant administration, fiscal management, personnel management, and audit requirements.
- **Comply with FTA/LADOTD contract.** Prepare certifications and reports, including financial status reports, program of projects and the triennial review process.
- **Prepare required documentation.** Prepare and submit the Certifications and Assurances documentation to insure compliance with all Applicable Federal statutes, regulations, executive orders, and Federal requirements.
- **Staff training and education.** Staff attends various federal and state meetings and travels to related training opportunities, including the Louisiana Public Transit Conference.
- **Attend Agency Coordination** with FTA, LADOTD, and local officials to discuss planning program and activities

**Work Product**

- An administrative process to carry out the work program in a timely and efficient manner and a planning process that includes the development of the Program of Project and other required Program Plans and documents.

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## Section 1: Highway Element (FHWA)

This section described the tasks to be completed in order to achieve the MPO's planning goals as defined in the *The Road to 2040: The Metropolitan Transportation Plan for the Houma-Thibodaux Region*. FHWA tasks also comply with the nationally mandated planning factors as described in **Object 6**.

A summary of federal, state, and local expenditures on the identified FHWA tasks are located in **Object 9**. The following pages document the purpose, methodology and work product of each task

### *Road to 2040 Infrastructure Goals:*

- To maintain the infrastructure system in a state of good repair.
- To improve the efficiency of the surface transportation system.
- To achieve a significant reduction in congestion on the region's roadways.

### *Road to 2040 Bicycle and Pedestrian Goals:*

- To promote the use of bicycle and pedestrian facilities.
- To improve safety for pedestrian and bicycle users.
- To improve access for pedestrian and bicycle users.

### *Road to 2040 Safety Goal:*

- To achieve a significant reduction in traffic fatalities and serious injuries on all public roads, as specified in the South Central Regional Highway Safety Plan.

### *Road to 2040 Security Goal:*

- To increase the security of the transportation system for motorized and non-motorized users by collaborating with various stakeholders, such as Emergency Preparedness, Homeland Security, EMS, DOTD, parish officials, transit providers, and law enforcement. The goal is to ensure consistency among emergency relief and disaster preparedness plans and strategies and policies that support homeland security (including awareness and response to potential terrorist activity, natural disasters, roadway incidents and closures, and environmental, technological and radiological hazards) and safeguard the personal security of all motorized and non-motorized users.

### *Road to 2040 Environmental Goal:*

- To enhance the performance of the transportation system while protecting and enhancing the natural environment

### *Road to 2040 Freight and Economic Vitality Goal:*

- To improve the region's freight network, strengthen the ability of the region to access national and international trade markets, and support local economic development.

### *Road to 2040 Alternative Funding Goals:*

- To identify creative and alternative methods of funding local projects.

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**Object 9: Summary of Federal Highway Administration Expenditures**

Task	Description	FHWA PL	FHWA STP<200K	Local Match	State	Total
1	Public Outreach	\$50,566		\$12,642	-	\$63,208
2	Document Preparation	\$11,929		\$2,982	-	\$14,911
3	Data Compilation and Analysis	\$82,052		\$20,513	-	\$102,565
4	Local Technical Assistance	\$9,027		\$2,257	-	\$11,284
5	Regional Coordination	\$26,842		\$6,711	-	\$33,553
6	Training	\$17,175		\$4,294	-	\$21,469
7	Safety Program				\$150,000.00	\$150,000
8	Grant Administration	\$11,067		\$2,767		\$13,834
9	Civic Center @ Valhi Blvd. Study	\$8,000	\$8,328*	\$2,000		\$10,000
10	Bayou Blue Sidewalk Stage 0	\$8,000		\$2,000		\$10,000
11	Schriever Station Upgrades Feasibility Study	\$12,000		\$3,000		\$15,000
12	Regional Bicycle and Pedestrian Plan	\$20,000		\$5,000		\$25,000
	<b>Total</b>	<b>\$256,660</b>	<b>\$8,328</b>	<b>\$64,165</b>	<b>\$150,000</b>	<b>\$320,825</b>

\* Local match for these funds are \$2,082, not included in totals.

## FHWA Task 1: Public Outreach

FHWA Task 1		Funding Sources:											
<b>Task Title:</b> Public Outreach		FY 18-19						Total					
	FHWA	\$50,566						\$50,566					
	DOTD	-						-					
	Local	\$12,642						\$12,642					
	<b>Total</b>	<b>\$63,208</b>						<b>\$63,208</b>					
<b>Responsible Agency:</b> SCPDC		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	<b>Work Task Schedule</b>	2018						2019					

### Purpose

To allow the public opportunity to comment, review, and give input on the planning process. To collect ideas and identify transportation needs throughout the planning area. To ensure the MPO complies with the *Public Participation Plan*.

### Previous Work

Quarterly public meetings related to MPO activities. Public review of planning documents, including the UPWP, the TIP, and the MTP. Community meetings and outside speaking engagements. A functional website and social media accounts with up-to-date information. Providing maps and other data to the public.

### Implementation of 2040 Goals

**Infrastructure:** The public outreach process allows input to be given on needed roadway improvements.

**Bicycle and pedestrian:** The public outreach process give the MPO a venue to promote and educate the public on bicycle and pedestrian facilities. It also allows the MPO to gather input on needed infrastructure improvements.

**Safety:** The public outreach process gives individuals opportunity to alert decision makers to potential roadway hazards.

**Security:** The public outreach process ensures stakeholders tasked with the security of public assets are aware of and involved in the planning process.

**Environmental:** The public outreach process gives the

MPO a venue to educate the public and elected officials on environmental topics such as NAAQS. Gives the MPO opportunity to gather input on the natural environment.

**Freight and Economic Vitality:** The public outreach process ensures stakeholders freight movement and other economic activity are aware of and involved in the planning process.

### Methodology/Activities

- Quarterly Policy Committee meetings
- Quarterly Technical Advisory Committee meetings
- Public review process for the adoption and amendment of the UPWP, TIP, and MTP
- Presentations to local governments and elected officials
- Presentations to community and industry groups
- Community meetings
- Maintaining an active web presence including website and social media
- Providing maps and other data to the public
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

### Work Product

Quarterly public meetings related to MPO activities. Public review of planning documents, including the UPWP, the TIP, and the MTP. Community meetings and outside speaking engagements. A functional website and social media accounts with up-to-date information. Providing maps and other data to the public.

**FHWA Task 2: Document Preparation**

FHWA Task 2		Funding Sources:											
<b>Task Title:</b> Document Preparation		FY 18-19						Total					
	FHWA	\$11,929						\$11,929					
	DOTD	-						-					
	Local	\$2,982						\$2,982					
	<b>Total</b>	<b>\$14,911</b>						<b>\$14,911</b>					
<b>Responsible Agency:</b> SCPDC		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	<b>Work Task Schedule</b>	2018						2019					

**Purpose**

To ensure that quality, readable, visually attractive, and informative documentation is created on MPO planning activities.

**Previous Work**

Developed the UPWP, TIP, and MTP. Developed documents related to other transportation activities including technical memorandum and reports. Developed a regional Bicycle and Pedestrian Plan.

**Implementation of 2040 Goals**

**Infrastructure:** TIP and MTP are required for any road improvement. These documents identify improvements and funding sources to occur in the next 4 (TIP) and 25 (MTP) years.

**Bicycle and pedestrian:** Documentation of bicycle and pedestrian issues identified during the public outreach and data collection tasks.

**Environmental:** Documentation of environmental concerns identified during the public outreach and data collection tasks.

**Freight and Economic Vitality:** Documentation of freight and other economic issues identified during the public outreach and data collection tasks.

**Methodology/Activities**

- Topical research
- Data analysis associated with the completion of the document
- Writing, graphic design, and document layout
- Printing, binding, and the mailing or delivery of the document to stakeholders and area libraries
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

Task primarily results in a completed UPWP, TIP, MTP, and PPP. Other documents may be completed as needed including, but not limited to, documentation of bicycle and pedestrian, environmental, or freight related studies. Documentation may also be in the form of technical memorandums and reports.

### FHWA Task 3: Data Compilation and Analysis

FHWA Task 3		Funding Sources:											
<b>Task Title:</b> Data Compilation and Analysis		FY 18-19						Total					
	FHWA	\$82,052						\$82,052					
	DOTD	-						-					
	Local	\$20,513						\$20,513					
	<b>Total</b>	<b>\$102,565</b>						<b>\$102,565</b>					
<b>Responsible Agency:</b> SCPDC		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	<b>Work Task Schedule</b>	2018						2019					

**Purpose**

To collect, clean, and analyze various data that can be used to inform the transportation decision-making process.

**Previous Work**

Collection and analysis of relevant and useful transportation and land-use data.

**Implementation of 2040 Goals**

**Infrastructure:** The data collection and analysis process helps the MPO identify needed roadway improvements.

**Bicycle and pedestrian:** The data collection and analysis process helps the MPO identify needed bicycle and pedestrian infrastructure improvements.

**Safety:** The data collection and analysis process helps the MPO identify needed roadway safety improvements.

**Environmental:** The data collection and analysis process helps the MPO identify areas of environmental concern.

**Freight and Economic Vitality:** The data collection and analysis process helps the MPO identify roadways involved in freight activity. The data collection and analysis process helps the MPO identify major and minor economic nodes within the planning area.

**Methodology/Activities**

- Data collection and cleaning
- Projection of population and socio-economic activity
- Travel demand modeling
- GIS analysis
- Traffic counting and turning movement collection
- Collection of building permits and other land-use data
- Collection of crash reports
- Interaction with local addressing database process for use in conjunction with land-use and housing analysis
- Attendance at meetings pertaining to data sources
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

An up-to-date informational database of relevant and useful transportation planning data.

**FHWA Task 4: Local Technical Assistance**

FHWA Task 4		Funding Sources:											
<b>Task Title:</b> Local Technical Assistance  <b>Responsible Agency:</b> SCPDC		FY 18-19						Total					
	FHWA	\$9,027						\$9,027					
	DOTD	-						-					
	Local	\$2,257						\$2,257					
	<b>Total</b>	<b>\$11,284</b>						<b>\$11,284</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To assist jurisdictions with project-level planning and implementation. To provide technical assistance to local jurisdictions in regards to basic data collection and analysis, recommendations for the proper use of traffic control devices on roadways and intersections, improving safety on area roadways by the provision of traffic engineering services, and to improve understanding and compliance with current traffic engineering principles.

**Previous Work**

Provided reports to responsible government agencies with recommendations for the proper use of traffic control devices on roadways and intersections. Provided assistance to local governments to improve understanding and compliance with current traffic engineering principles. Completion of Stage 0 documentation. Completion of scopes for planning studies.

**Implementation of 2040 Goals**

**Infrastructure:** Assist local governments to improve the infrastructure and efficiency of local roads. Conduct feasibility studies for improvements for use of Urban System funds.

**Bicycle and pedestrian:** Assist local governments to improve bicycle and pedestrian infrastructure on local roads through application to the Transportation Alternative Program, Safe Routes to School program, and Recreational Trails program. Conduct feasibility studies for improvements for use of Urban System funds.

**Safety:** Encourage local governments to use appropriate safety counter measures by identification of high crash ar-

eas.

**Environmental:** Ensure feasibility studies identify areas of environmental concern.

**Freight and Economic Vitality:** The public outreach process ensures stakeholders of freight movement and other economic activity are aware of and involved in the planning process.

**Methodology/Activities**

- Preparation of reports
- Data, GIS, and travel demand modeling analyses
- Meeting with local government officials
- Securing funding for and obtain federal and state permissions required to contract for traffic engineering services in order to respond to specific needs within the MPO on a case by case basis.
- Grant applications
- Feasibility studies (Stage 0)
- Developing project scopes
- Project management such as attendance at specific project related meetings, kick-off meetings, environmental and other project stages
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

- Written reports and analysis to responsible government agencies
- Completed grant applications
- Completed feasibility studies
- Completed project scopes

## FHWA Task 5: Regional Coordination

FHWA Task 5		Funding Sources:												
<b>Task Title:</b> Regional Coordination		FY 18-19						Total						
	FHWA	\$26,842						\$26,842						
	DOTD	-						-						
	<b>Responsible Agency:</b> SCPDC	Local	\$6,711						\$6,711					
	<b>Total</b>	<b>\$33,553</b>						<b>\$33,553</b>						
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	2018						2019							

### Purpose

To coordinate with other regional, statewide, and, in some cases, nationwide planning and transportation-related professional associations, councils, and work groups. To keep the MPO apprised of ongoing trends and to coordinate across regions in order to better planning efforts.

### Previous Work

Involvement with regional and statewide professional associations, councils, and work groups including, but not limited to the LPC and the regional safety coalition.

### Implementation of 2040 Goals

**Infrastructure:** Participation with the safety coalition, Incident Management, and freight advisory council allows opportunity to gather data on deficient, inefficient, and poorly maintained roadways. Participation with the LPC, APA, AMPO, and LAGIS gives the MPO opportunity to learn of new data sets and methods to determine transportation needs in the region.

**Bicycle and pedestrian:** Participation with the regional safety coalition provides opportunities to improve bicycle and pedestrian safety.

**Safety:** Participation with the regional safety council allows opportunity to improve highway safety.

**Security:** Participation with the Incident Management work group gives to improve the security of the highway network.

**Environmental:** Participation with future air-quality work groups gives opportunity for participation in the lowering of emissions.

**Freight and Economic Vitality:** Participation with the Louisiana Freight Advisory Council allows the MPO to stay current on the state's freight plan, opportunity to network with regional freight movers, and to advocate for local freight related projects.

**Alternative funding:** Participation with LPC, APA, AMPO, and the Freight Advisory Council gives opportunity to learn of innovative methods of funding projects and planning studies.

### Methodology/Activities

- Participation with the Louisiana Planning Council,
- Participation with the American Planning Association
- Participation with the Association of Metropolitan Planning Organizations
- Participation with the regional safety coalition
- Participation with local air-quality work groups
- Participation with the Louisiana GIS Council
- Participation with regional GIS coordination efforts
- Participation with the Louisiana's Freight Advisory Council
- Participation with Incident Management work group
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

### Work Product

Involvement with regional and statewide professional associations, councils, and work groups including, but not limited to the LPC, LAGIS, the freight advisory council, and the regional safety coalition.

**FHWA Task 6: Training**

FHWA Task 6		Funding Sources:											
<b>Task Title:</b> Training		FY 18-19						Total					
	FHWA	\$17,175						\$17,175					
	DOTD	-						-					
	Local	\$4,294						\$4,294					
	<b>Total</b>	<b>\$21,469</b>						<b>\$21,469</b>					
<b>Responsible Agency:</b> SCPDC													
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To provide a well trained staff to perform the services required of the MPO. Expansion of staff abilities through training seminars and workshops.

**Previous Work**

Attendance at training seminars and workshops.

**Implementation of 2040 Goals**

Education and training opportunities are applicable to all stated goals.

**Methodology/Activities**

- Attendance at FHWA, DOTD, and LPC conferences and workshops
- Attendance at LA GIS conference and workshops
- Attendance at Gulf Region ITS conference and workshops
- Attendance at conferences and workshops offered by the American Planning Association (APA and LA APA)
- Attendance at AMPO conferences and workshops
- Attendance at conferences and workshops offered by the Center for Planning Excellence
- Attendance at conferences and workshops hosted by the Louisiana Municipal Association and/or the Local Technical Assistance Program
- Participation in relevant webinars and online training courses
- Hosting various workshops
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

Attendance at training seminars and workshops.



**FHWA Task 7: Safety Program**

FHWA Task 7		Funding Sources:											
<b>Task Title:</b> Safety Program  <b>Responsible Agency:</b> SCPDC		FY 18-19						Total					
	FHWA	-						-					
	DOTD	\$150,000						\$150,000					
	Local	-						-					
	<b>Total</b>	<b>\$150,000</b>						<b>\$150,000</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To develop and maintain a transportation safety plan that integrates the 4E's (education, enforcement, engineering and emergency medical services) to address behavioral and infrastructure safety issues within the south central region of Louisiana.

**Previous Work**

The South Central Safe Community Partnership (SCSCP) was established in October 1999 through the Louisiana Highway Safety Commission's (LHSC) Safe Communities Program. Since then, this grant has been maintained to establish a yearly action plan designed to address the highway safety needs of the urbanized and rural areas. The committee was renamed to the South Central Regional Safety Coalition in 2014. This coalition developed the South Central Regional Transportation Safety Plan (SCRTSP), adopted on October 26, 2011.

**Implementation of 2040 Goals**

**Infrastructure:** Participation with the safety coalition, allows the MPO opportunity to gather data on deficient, inefficient, and poorly maintained roadways.

**Bicycle and pedestrian:** Participation with the regional safety coalition provides opportunities to improve bicycle and pedestrian safety.

**Safety:** Participation with the regional safety coalition provides the MPO opportunity to improve highway safety.

**Methodology/Activities**

- Data Program
- GIS analysis
- Team-building
- Marketing
- Education
- Attendance at all safety-related meetings
- Safety assessment program
- Partner or participate in safe routes to school, transportation enhancements, the local road safety program, the implementation of the Louisiana's complete streets policy, recreational trails and other bicycle/pedestrian programs
- General account reporting and clerical
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

- Implementation of the *South Central Regional Transportation Safety Plan*
- Providing a guide/policy for local agencies to obtain mini-grants to support the safety programs in their communities
- Increasing coalition membership, expanding advocacy-marketing-education efforts, and implementing statewide safety initiatives

**FHWA Task 8: Grant Administration**

FHWA Task 8		Funding Sources:											
<b>Task Title:</b> Grant Administration  <b>Responsible Agency:</b> SCPDC		FY 18-19						Total					
	FHWA	\$11,067						\$11,067					
	DOTD	-						-					
	Local	\$2,767						\$2,767					
	<b>Total</b>	<b>\$13,834</b>						<b>\$13,834</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To provide efficient administration of the planning and work program.

**Previous Work**

Efficient and effective program and financial administration.

**Implementation of 2040 Goals**

Task 8 is not directly tied to any one goal. It is, however, an important, ongoing step to ensure a proper, efficient system is in place to help facilitate the achievement of the goals identified in the 2040 MTP. It is, therefore, indirectly tied to all as it ensures SCPDC complies with all federal, state, and local regulations.

**Methodology/Activities**

- Administrative tasks related to billing and grant management
- Purchasing, including gathering quotes
- Compliance, audits, and reviews
- Public records request
- Time record maintenance
- Development of both internal and external status and progress reports
- Travel, lodging, and meals associated with this task

**Work Product**

An efficient and certified planning program that meets the requirements of all federal, state, and local planning regulations.

**FHWA Task 9: Civic Center @ Valhi Blvd. Study (H.012859)**

FHWA Task 9		Funding Sources:											
<b>Task Title:</b> Civic Center @ Valhi Blvd. Study (H.012859)  <b>Responsible Agency:</b> SCPDC		FY 18-19						Total					
	FHWA	\$8,000.00						\$8,000.00					
	DOTD	-						-					
	Local	\$2,000.00						\$2,000.00					
	<b>Total</b>	<b>\$10,000.00</b>						<b>\$10,000.00</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To assist Terrebonne Parish with the completion of a Stage 0 for a roundabout at the intersection of Civic Center Blvd. and Valhi Blvd.

- Report documentation
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Previous Work**

Procured consulting firm. Held kick off meeting on <date>. Held site visit and collected traffic count information.

**Work Product**

- Completed Stage 0 Feasibility Study

**Implementation of 2040 Goals**

**Infrastructure:** Assist local governments to improve the infrastructure and efficiency of local roads. Conduct feasibility studies for improvements for use of Urban System funds.

**Safety:** Encourage local governments to use appropriate safety counter measures by identification of high crash areas.

**Environmental:** Ensure feasibility studies identify areas of environmental concern.

**Methodology/Activities**

- Meetings with various stakeholders
- Development of a project management committee
- Site investigation, data collection, and analysis
- Traffic study including traffic counts, crash data analysis, travel demand forecasting, speed study, analysis using Sidra Intersection and AutoTURN, analysis of impacts on surrounding areas, and development of a roundabout layout
- Environmental and Stage 0 documentation
- Opinion of Probable Cost

**FHWA Task 10: Bayou Blue Sidewalk Stage 0**

FHWA Task 10		Funding Sources:											
<b>Task Title:</b> Bayou Blue Sidewalk Stage 0  <b>Responsible Agency:</b> SCPDC		FY 18-19						Total					
	FHWA	\$8,000.00						\$8,000.00					
	DOTD	-						-					
	Local	\$2,000.00						\$2,000.00					
	<b>Total</b>	<b>\$10,000.00</b>						<b>\$10,000.00</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To assist Terrebonne Parish with the completion of a Stage 0 for a sidewalk along LA 316/Bayou Blue Road.

**Previous Work**

New Task

**Implementation of 2040 Goals**

**Infrastructure:** Assist local governments to improve the infrastructure and efficiency of local roads. Conduct feasibility studies for improvements for use of Urban System funds.

**Bicycle and pedestrian:** Identify needed pedestrian infrastructure improvements.

**Environmental:** Ensure feasibility studies identify areas of environmental concern.

**Methodology/Activities**

- Meetings with various stakeholders
- Development of a project management committee
- Site investigation, data collection, and analysis
- Environmental and Stage 0 documentation
- Opinion of Probable Cost
- Report documentation
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

- Completed Stage 0 Feasibility Study

**FHWA Task 11: Schriever Station Upgrades Feasibility Study (Stage 0)**

FHWA Task 11		Funding Sources:											
<b>Task Title:</b> Schriever Station Upgrades Stage 0  <b>Responsible Agency:</b> SCPDC		FY 18-19						Total					
	FHWA	\$12,000.00						\$12,000.00					
	DOTD	-						-					
	Local	\$3,000.00						\$3,000.00					
	<b>Total</b>	<b>\$15,000.00</b>						<b>\$15,000.00</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To study the feasibility of implementing needed improvements of the Schriever Amtrak station.

**Previous Work**

New Task

**Implementation of 2040 Goals**

**Infrastructure:** Conduct feasibility studies for improvements for use of Urban System funds.

**Environmental:** Ensure feasibility studies identify areas of environmental concern.

**Methodology/Activities**

- Meetings with various stakeholders
- Development of a project management committee
- Site investigation, data collection, and analysis
- Environmental and Stage 0 documentation
- Opinion of Probable Cost
- Report documentation
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

- Completed Stage 0 Feasibility Study

**FHWA Task 12: Regional Bicycle and Pedestrian Plan**

FHWA Task 12		Funding Sources:											
<b>Task Title:</b> Regional Bicycle and Pedestrian Plan		FY 18-19						Total					
	FHWA	\$20,000.00						\$20,000.00					
	DOTD	-						-					
	<b>Responsible Agency:</b> SCPDC	Local						\$5,000.00					
	<b>Total</b>	<b>\$25,000.00</b>						<b>\$25,000.00</b>					
<b>Work Task Schedule</b>	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2018						2019						

**Purpose**

To develop an up-to-date regional plan for “active transportation” inclusive of bicycling, walking, and all other relevant forms of non-motorized transportation. This plan will focus on safety-countermeasures.

- Plan Implementation Assistance
- Travel, lodging, and meals associated with this task
- Applicable equipment associated with this task

**Work Product**

- Completed Regional Bicycle and Pedestrian Plan

**Previous Work**

This is a new task, but builds upon the work completed in the 2013 South Central Regional Bicycle and Pedestrian Plan.

**Implementation of 2040 Goals**

**Safety:** Encourage local governments to use appropriate safety counter measures by identification of high crash areas.

**Bicycle and Pedestrian:** To promote the use of bicycle and pedestrian facilities. To improve safety for pedestrian and bicycle users. To improve access for pedestrian and bicycle users.

**Methodology/Activities**

- Meetings with various stakeholders
- Development of a project management committee
- Site investigation, data collection, and analysis
- Consultations with Parish and Local Governments
- Public Outreach
- Developing a GIS Layer of Projects
- Identification of Potential Funding Sources and Opinion of Probable Cost
- Identification of Priority Areas
- Report documentation
- Ongoing plan maintenance

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## Appendix A

### Planning Emphasis Areas

As mentioned earlier in this document, the FHWA and FTA have established three planning emphasis areas (PEA). The PEAs are planning topical areas that the US DOT has directed MPOs to begin developing into their work programs. These PEAs include:

#### **MAP-21/FAST Act Implementation**

*Specifically, the transition to performance based planning and programming. This involves the development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.*

The MPO has begun the process of establishing performance targets. As of the adoption of this document, targets relative to the Safety program have been adopted. This document and other MPO plans will be amended as other targets are adopted.

The MPO's MTP has begun the shift towards including performance measures. While the plan includes no measures per say, the plan is a shift from a simple listing of projects to a strategic plan that includes goals and strategies. Eventually, these strategies will be assigned performance measures.

In anticipation of these measures, the MPO has inserted the goals established in the 2040 MTP planning process into this UPWP and has attempted to tie each task to at least one specific goal. In the future, performance measures will be set that determine how or if each task is successful in achieving those goals.

In addition, the MPO participates in a region-wide highway safety coalition. This coalition has adopted a strategic highway safety plan that includes the use of performance measures to measure its success.

#### **Models of Regional Planning Cooperation**

*Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more*

*than one MPO or state serves an urbanized area or adjacent urbanized areas. This cooperation could occur through metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across state boundaries includes the coordination of transportation plans and programs, corridor studies, and projections across adjacent MPO and state boundaries. It also includes collaboration among state DOT, MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.*

The MPO boundaries do not cross state boundaries, nor are they directly adjacent to another urban area. While not directly adjacent, both the Houma-Thibodaux urban area and the New Orleans urban area extend into Lafourche Parish.

The MPO is involved in the Louisiana Planning Council (LPC), which is an organization made up of all the MPOs in the state of Louisiana. The LPC meets regularly, giving MPOs the opportunity to coordinate on issues of regional significance.

The MPO participates in a region-wide highway safety coalition. This coalition is made up of members from Lafourche, St. John the Baptist and St. Charles parishes, which are located within the New Orleans urban area.

#### **Ladders of Opportunity**

*Access to essential services – as part of the transportation planning process, identify connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis are could include MPO and state performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally under-served populations, to essential services. It could also involve the identification of solutions to address those gaps.*



The MPO facilitates a Coordinated Human Services Transportation committee. One of the primary missions of this committee is to identify gaps in service to the identified areas.

## Appendix B

### Performance Targets

#### *Safety Performance Targets*

- 2.5% reduction in fatalities from a 2016 baseline of 43 to a target of 42 in 2018
- 2.5% reduction in serious injuries from a 2016 baseline of 28 to a target of 27 in 2018
- 2.5% reduction in fatality rate from a 2016 baseline of 2.06 to a target of 2.01 in 2018
- 2.5% reduction in serious injury rate from a 2016 baseline of 1.34 to a target of 1.31 in 2018
- 5% reduction in non-motorized fatalities and serious injuries from a 2016 baseline of 14 to a target of 13 in 2018

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## Appendix C

### Certifications and Assurances

<Insert Signed Certs and Assurances Here>

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<Insert Signed Certs and Assurances Here>

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