



Citizen Guide to Transportation Planning



SCPDC provides staffing & administrative services for the Houma-Thibodaux MPO.

The federal government requires urban areas with a population of 50,000 or more to form the MPO. Hence, the Houma-Thibodaux Metropolitan Planning Organization (HTMPO) was formed to plan and implement transportation projects in the Houma-Thibodaux urbanized area within the 25-year planning horizon. The project area lies mostly in Terrebonne Parish and Lafourche Parish, with a smaller portion of Assumption Parish. The cities of Houma and Thibodaux and the towns of Lockport and Golden Meadow are in the study area.

The HTMPO is made up of local elected officials and representatives, transit and highway safety authorities, the SCPDC staff and concerned citizens—who all assist in the coordination of a planning process.

The Transportation Division of the South Central Planning and Development Commission (SCPDC) forms the HTMPO staff, along with the Executive Management and Accounting Departments.

Two committees shape the decision-making process of HTMPO. The Policy Committee is the official decision-maker while the Technical Advisory Committee (TAC) advises the entire



The SCPDC/HTMPO Staff:

(seated L-R) HTMPO Administrator Leo Marretta, Chief Executive Officer Kevin Belanger and Chief Administration Officer Julie Boudreaux

(standing L-R) Transportation Planner II Joshua Manning, Executive Assistant to CEO Emma Bergeron, Accountant Dawn Allemand, Accounting Assistant Charlene Wallis, Transit Planner Garrick Rose, Transportation Safety Planner Rudynah Capone and GIS Coordinator Scott Leger.

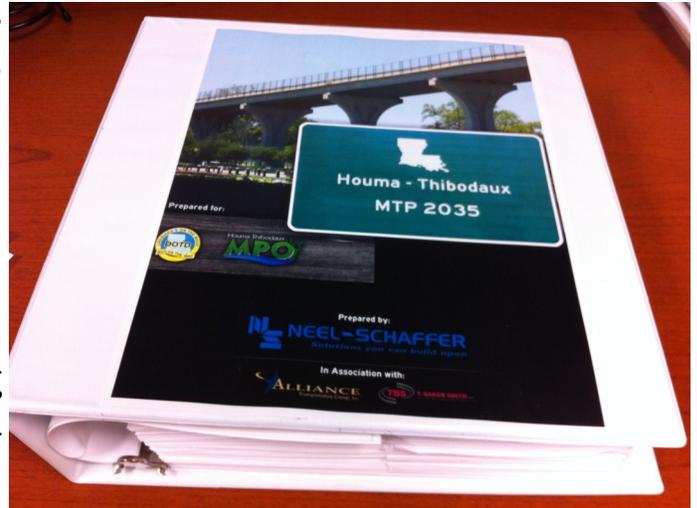
organization on technical matters of plans, projects and programs. The SCPDC provides staffing functions for both committees.



The Transportation Planning Process

Unified Planning Work Program (UPWP): The UPWP is HTMPO's transportation planning work program for the upcoming year. It is updated annually.

Metropolitan Transportation Plan (MTP): The MTP was adopted on May 13, 2010. It is a long-range plan updated every five years as prescribed by state and federal regulations but developed locally. The MTP identifies and prioritizes necessary improvements for all types of transportation in the next 25 years. The plan must be fiscally constrained.



Transportation Improvement Program (TIP): The TIP is our region's short-term spending program for implementing transportation-related projects. It identifies, prioritizes and allocates funding for transportation improvements to commence over a one-to-five-year period. The TIP is updated every two years.

Coordinated Human Services Transportation Plan (CHSTP): The Regional CHSTP, developed in conjunction with the Louisiana Department of Transportation and Development (LADOTD) Public Transit Section, was created by representatives of public, private and non-profit transportation and human service providers, and members of the public working together for improved coordination of human services transportation in the region.

Public Participation Plan (PPP): The PPP is used for the transportation planning activities for Houma-Thibodaux urbanized area. It provides opportunities for citizens to contribute their ideas and voice opinions during preparation of draft plans. Citizen involvement is vital in the planning process.

The abovementioned documents can be found on HTMPO Website www.htmppo.org

How The Process Works

Projects come to the HTMPO in many different ways. Once a project has been selected for a planning study, it goes through a detailed evaluation process. Both federal and state governments must agree with any decision or recommendation before the process can go to the next step. The HTMPO uses this six-step process which is approved by the Louisiana Department of Transportation and Development (LADOTD).



Step 1 - Feasibility Study

A straightforward evaluation is necessary for all potential projects to determine if they can be completed and eventually benefit the community. Basic data are gathered together and presented via report format. The presentation should contain the project's purpose, persons involved in implementation, area conditions, design and funding source.

Step 2 - Environmental Analysis

Depending on the project's attainability, next step is to undertake an environmental analysis. This determines the social, economic, and environmental impacts of the project to the community. Any environmental study is carried out in accordance with the National Environmental Policy Act (NEPA). Results are presented for public review and comment prior to the release of the final document.

Step 3 - Cost Estimation

The project's budget estimate is an important factor in determining the level of work, whether or not it is advanced. The federal, state and local funding agencies, including the HTMPO, consult on the amount and funding sources that would be needed to finance the project based on a targeted timeline for design and implementation.

Step 4 - Preliminary Engineering

The HTMPO is primarily responsible in carrying out the first three steps in the planning process. In Step 4, the project is turned over to LADOTD for preliminary engineering. LADOTD oversees project design and engineering. Their staff evaluates the project's compliance with state and federal design standards.

Step 5 Final Design

As soon as preliminary engineering is comprehensively reviewed by the DOTD headquarters, district offices and local agencies involved, the final architectural and engineering plans are prepared.

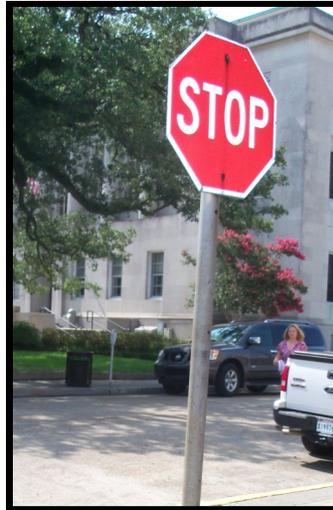
Step 6 - Construction

The DOTD carries on a bidding process to hire a contractor who executes material purchase and actual construction. The bid package, which consists of a detailed set of plans, is prepared by the DOTD and later advertised for contractors to bid for construction services. Bids are reviewed by DOTD and the job is awarded to the qualified bidder with the lowest cost for construction.

Why is it important to be actively involved in development of transportation plans?

Transportation is significant in economic growth. It affords a way of life for people to move freely. Improving our transportation system is critical to the goal of providing convenience, accessibility and safety. Your involvement is vital in that it fosters unity and encourage achievability in every plan. Transportation impacts our environment,

our safety, personal budget and daily needs. The HTMPO requires your help to ensure our transportation system serves you in the safest and most convenient way possible.



The Houma-Thibodaux MPO aims to ensure that our transportation system:

1. Supports economic progress through improved mobility for products and motoring public;
2. Provides all people practicable access to employment, education, healthcare, shopping, business and leisure through a variety of transportation choices;
3. Develops strategies that aide our region to enjoy cleaner air;
4. Promotes safe communities and healthy lifestyles by constructing pathways for people to walk and ride bicycles;
5. Includes in community-based planning the human factors, needs, impacts and policies on members of the community;
6. Includes safety procedures for all transportation modes during the planning process;
7. Includes accessibility for citizens with disabilities; and
8. Responds to the needs of both urban and rural areas.



What has HTMPO accomplished by far?

The South Central Region is no exception for having been hit hard by nature's wrath. Hurricanes Katrina, Rita, Ike and Gustav caused destruction on properties and transportation infrastructures. While we address these damages, we've also implemented new construction, renovation and restoration of transportation systems to improve the quality of life of people.

Millions of dollars have been spent on transportation and transit infrastructures in the Parishes of Assumption, Lafourche and Terrebonne. The HTMPO has played a significant role in providing assistance to parishes, municipalities and local jurisdictions in implementing projects such as sidewalks, bike paths, pedestrian bridges, turning lanes, recreational trails, public buses and other roadway facilities. The HTMPO works closely with FHWA, FTA, LA-DOTD, local safety agencies and the parish councils in seeking out for project opportunities to improve our roads and highways for all road users. From providing safer routes to school to managing congestion and improving pavement marks, HTMPO has done it all and will continue to do so.



The HTMPO is An Inclusionary Entity

The HTMPO is in assurance that all individuals (regardless of sex, race, color, national origin or physical condition) are included in the planning process. No one is excluded from participation, denied from getting benefits or discriminated from receiving federal assistance from the United States Department of Transportation. If requested, special assistance may be provided to individuals who do not speak English or have limited capacity to speak, write, read or understand the language. HTMPO also accommodates individuals with visual and hearing impairment.

How To Get Involved

Interested parties who desire to become involved with HTMPO may attend our quarterly meetings held at South Central Planning & Development Commission or, in some cases, various Parish offices.

Our **Policy Committee and Technical Advisory Committee meetings** are scheduled every second Thursday of the first and last month of each quarter, respectively.

Our **Coordinated Human Services Transportation Plan meetings** are every second Wednesday of the last month in each quarter.

Our **Safe Community Partnership meetings** are every third Thursday of the mid-month of each quarter.

Our **Active Transportation Committee meetings** are every second Wednesday of the mid-month of each quarter.

If you are unable to attend the meetings, you may view our meeting agenda and minutes via the HTMPO's website www.htmpto.org and SCPDC's website www.scpdc.org. The HTMPO's office is at 5058 West Main Street, Houma, LA 70360.

Also, you may download a copy of the Safe Community Newsletter (published every other month) through www.scpdc.org. Send your comments to the HTMPO via email at leo@scpdc.org, phone at (985) 851-2900 or fax at (985) 851-4472.



Title VI Public Notice

Title VI Notice: The Houma-Thibodaux Metropolitan Organization (HTMPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. Both SCPDC and HTMPO operate without regard to race, color, national origin, income, gender, age, and disability. Any person who believes himself/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the HTMPO. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

HTMPO meetings are conducted in accessible locations and materials can be provided in downloadable formats. If you would like accessibility or language accommodation, please contact the HTMPO at (985) 513-2457 or email our staff. If you may require special accommodations prior to attending our meetings and activities, please give us a week's notice.

The HTMPO Staff:

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Leo Marretta, HTMPO Administrator, leo@scpsc.org

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Garrick Rose, Transit Planner, garrick@scpsc.org

Rudynah Capone, Transportation Safety Coordinator,
rudynah@scpsc.org

Mitch McDonald, Transportation Surveyor

POLICY COMMITTEE

Parish Presidents

Michel Claudet, Terrebonne Parish

Charlotte Randolph, Lafourche Parish

Martin Triche, Assumption Parish Police Jury

Mayors

Tommy Eschete, City of Thibodaux

Richard Champagne, Town of Lockport

Council Members of Terrebonne Parish Consolidated Government

Federal Highway Administration (FHWA)

LADOTD District 2 Administration

TECHNICAL ADVISORY COMMITTEE

Assumption Parish

Parish Manager/Grants Director

Public Works Director

City of Thibodaux

Grant Works Director

Public Works Director

LADOTD Office of Planning and Programming

LADOTD District 2 Maintenance Engineer

LADOTD District 2 Traffic Engineer

LADOTD Public Transportation Administrator

Lafourche Parish

Planning Department

Public Works Director

Terrebonne Parish Consolidated Government

Greg Bush, Director of Public Works

Pat Gordon, Director of Planning and Zoning

Wendell Voisin, Public Transit Manager

Engineering Division Representative

Roads and Bridges Division Representative

Town of Lockport Mayor

Tear this section and mail back to us at:

For additional information about how to get involved with our transportation planning process , fill out this form and mail to:

Houma-Thibodaux Metropolitan Planning Organization
P.O. Box 1870, Gray, Louisiana 70359

How do we keep you posted?

- Mail
- Email
- Safe Community Newsletter

Contact Information

Name: _____

Organization: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____