HOUMA-THIBODAUX METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM

SFY 2014/2015

FHWA: H972104; H.972104.1

FTA: LA-80-0024; PL80-55-15

20.205 ★ Highway Planning and Construction ★ Department of Transportation Federal Highway Administration ★ A- Formula Grants, B – Project Grants

Prepared by the:

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In cooperation with:

Louisiana Department of Transportation
Federal Highway Administration
Federal Transit Administration

Funded by:

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

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Effective: July 1, 2014

http://www.htmpo.org

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ACRONYMS AND ABBREVIATIONS USED IN THE UNIFIED PLANNING WORK PROGRAM

Acronym	Full Name
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
CMS	Congestion Management System
CTST	Community Traffic Safety Team
DOTD	Louisiana Department of Transportation and Development
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
LS	Louisiana Statute
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GPC	General Planning Consulting Services
CHSTP	Coordinated Human Services Transportation Plan
SCPDC	South Central Planning and Development Commission
ITS	Intelligent Transportation System
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
PEA	Planning Emphasis Area
PEPP	Project Evaluation and Prioritization Process
PIP	Public Involvement Plan
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SR	State Road
TAC	Technical Advisory Committee
TBD	To Be Determined
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Program
TSM	Transportation System Management
UPWP	Unified Planning Work Program

UNIFIED PLANNING WORK PROGRAM
HOUMA-THIBODAUX URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION

RECORD OF CHANGES

TABLE 1

Number	Resolution Number	Approval Date	Description Change
1	N/A	3-13-2014	Recommended by Technical Advisory Committee
2	201404241	4-24-2014	Adopted by Policy Committee

HOUMA-THIBODAUX URBANIZED AREA

METROPOLITAN PLANNING ORGANIZATION

POLICY COMMITTEE

(Adopting the 2014-2015 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 and the designated Metropolitan Planning Organization, has given thorough review and consideration to the 2014-2015 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 2014-2015 Unified Planning Work Program; and

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 2014-2015 Unified Planning Work Program for the Houma-Thibodaux Urbanized Area.

THIS RESOLUTION BEING VOTED ON AND ADOPTED this 24th day of April, 2014.

Danny Babin
Chairman, HTMPO Policy Committee

ATTEST:

Kevin Belanger
CEO, SCPDC

INTRODUCTION

PURPOSE

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 and the Houma-Thibodaux Urbanized Area Metropolitan Planning Organization (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 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 (LaDOTD) 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 Federal Highway Administration, the Federal Transit Administration, the Louisiana Department of Transportation and Development, the Terrebonne Parish Consolidated Government, the Lafourche Parish Government, the city of Thibodaux, the Town of Lockport, and the Assumption Parish Police Jury. The development and implementation of the Unified Planning Work Program is required under federal law 23 CFR 450.334 (a) and 23 CFR 450.308 (c) for urbanized areas with populations greater than 50,000.

Administration

MPO staff will continue to closely monitor **legislative activities**. The federal transportation act (MAP-21) was passed in 2012. 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, and the Assumption Parish Police Jury 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 HTMPO websites (www.scpdc.org, www.htmpo.org), allowing the viewer and staff to use updated technology that offers the ability to present the counts in an interactive Google-maps format.

Transportation Improvement Program (TIP)

MPO staff will continue to amend and develop the **TIP** for submission to the Louisiana Department of Transportation and the STIP. This document will be available in a PDF format on the HTMPO 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 (MTP)

MPO staff will continue to amend and develop the **2040 MTP**. The 2035 plan was adopted in May of 2010 and will be amended as needed. The MPO will also continue the process of updating the plan for adoption in May of 2015.

Coordinated Human Services Transportation Plan (CHSTP)

Beginning in FY 2007, the Federal Transit Administration (FTA) under the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFTEA-LU) requires 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 **CHSTP.** The MPO will continue to hold quarterly meetings with the CHSTP committee to facilitate a coordinated effort between the service providers.

Public Involvement

Legislation such as the Intermodal Surface Transportation Efficiency Act of 1991, the Clean Air Act Amendments of 1990, the Americans with Disabilities Act, Transportation Equity Act for the 21 Century (TEA 21), SAFETEA-LU, and the more recent MAP-21 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 Metropolitan Planning Organizations (MPO) have been charged with enriching the transportation planning process with greater public awareness and involvement.

For FY 2015, public involvement efforts will focus on continuing to administer and development MPO website, MPO 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 Houma-Thibodaux Urbanized Area - Metropolitan Planning Organization will be used for the transportation planning activities for our Urbanized Area. The program will provide opportunities for citizens to contribute ideas and voice opinions, early and often, during preparation of draft plans and programs. Of utmost importance to our Public Participation Plan is that it offers information, education and participation to the citizens affected by our planning efforts.

Because regional planning is enhanced by increased public involvement, a strong communication channel is necessary between the public and the decision-makers. Federal legislation such as MAP-21 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 Houma-Thibodaux Metropolitan Planning Organization looks to enhance the public's role as partners in transportation planning. Early knowledge about transportation changes is a goal of the Houma-Thibodaux Metropolitan Planning Organization.

Systems Planning

SAFETEA-LU and MAP-21 Compliance and Planning Factors

In 2005, the federal government enacted the highway bill, SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users). The planning factors concept from TEA-21 was carried forward in SAFETEA-LU and is addressed throughout this UPWP in various tasks. The Houma-Thibodaux MPO will continue to implement the planning factors of SAFETEA-LU and to be in compliance with all SAFETEA-LU requirements. The MPO will work cooperatively with FHWA, FTA and the DOTD to ensure all requirements of SAFETEA-LU are being implemented and followed. As a whole, the FY 2014-2015 UPWP addresses all eight SAFETEA-LU 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 2014-2015 UPWP addresses a number of interrelated transportation issues aimed at maintaining a continuing, cooperative, and comprehensive planning process in the Houma-Thibodaux Urbanized Area. These issues are outlined in the SAFETEA-LU. The purpose of SAFETEA-LU is "to develop a National Intermodal Transportation System that is economically efficient, environmentally sound, and provides the foundation for the nation to compete in the global economy, and will move people and goods in an energy-efficient manner." Of major emphasis in this legislation is to provide states and local governments more flexibility in determining transportation solutions, whether transit or highways, and to provide enhanced planning and management system tools to guide them in the decision making process.

Over the next year, MPO staff, in conjunction with LADOTD and the FHWA and FTA will review the latest federal transportation legislation, MAP-21, and implement any new planning factors or guidelines into the MPO's planning process.

FACTORS CONSIDERED IN THE PLANNING PROCESS

Under the MAP-21 legislation, the MPO has the continued responsibility of preparing and maintaining the long-range Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. This year's work program represents a continuation of the strategic planning process described in last year's work program. The focus continues to be on maintaining, improving, and utilizing the information resources collected by the MPO in the day-to-day transportation decision-making process. This MPO shall annually certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and being conducted in accordance with applicable requirements described in 23 CFR 450.308 and 23 CFR 450 Part 334 (a). In addition, the Unified Planning Work Program will address the eight planning factors identified in SAFETEA-LU that must be considered by MPO's in developing transportation plans and programs. These factors are outlined in Table 2.

TABLE 2

SAFETEA-LU

FACTORS CONSIDERED IN THE PLANNING PROCESS

	Factor
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 options available to people and for freight.
5	Protect and enhance the environment, promote energy conservation, and improve quality of life.
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.

Public Review/Title VI

For the development of this UPWP, timely coordination and solicitation from other agencies and the public were included. The UPWP draft was made available to the TAC on December 12, 2013 and the PC on January 23, 2014. 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 World Wide Web at www.htmpo.org for easy public access and information. All comments received were addressed and revisions were made where appropriate. In general, all agency plans and programs comply with the public involvement provisions of Title VI which states: *"No persons in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."* The final UPWP was complete with its public involvement process and approved by the PC on April 24, 2014.

Level of Planning Effort

The task projects outlined in this UPWP respond to Houma-Thibodaux Urbanized Area's need for transportation planning services that provide continuing, cooperative 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.

Air Quality Planning

The Houma-Thibodaux MPO is currently meeting ozone attainment readings. Ozone attainment status will continue to be monitored in FY 2014-2015.

ORGANIZATION AND MANAGEMENT

A. PARTICIPANTS

Policy Committee (PC): The MPO Transportation 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 10 member voting and 1 non-voting body with representation as follows:

Terrebonne Parish Consolidated Government (5)
Lafourche Parish Government (1)
City of Thibodaux (1)
Town of Lockport (1)
Assumption Parish Police Jury (1)
DOTD District Office No.2 (1)
Non-Voting
FHWA Louisiana Regional Representative (1)

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 Transportation Policy Committee on transportation plans, programs, and projects.

Members consist of a 17 member voting body with representation as follows:

Assumption Parish, Parish Manager / Public Works Director
LADOTD, District Operations Engineer, Houma Sub-District of District 02
LADOTD, Traffic Engineer, Houma Sub-District of District 02
Federal Highway Administration
Lafourche Parish, Public Works Director
Lafourche Parish, Project Manager
Lafourche Parish, Planning Department
Town of Lockport, Mayor
LADOTD, Office of Planning and Programming
LADOTD, Public Transportation Administrator
TPCG, Roads and Bridges Division, Operations Manager
TPCG, Engineering Department
TPCG, Director of Planning & Zoning
TPCG, Director of Public Works
TPCG, Public Transit Manager
City of Thibodaux, Public Works Director
City of Thibodaux, Grants Director

MANAGEMENT PROCESS – MPO COMMITTEES AND STAFF

Transportation Policy Committee

Voting Members:

Danny Babin - MPO Policy Committee Chairman - Councilman, Terrebonne Parish Consolidated Government

Tommy Eschette - Vice Chairman- Mayor, City of Thibodaux
Paul Champagne - Mayor, Town of Lockport
Michel Claudet - President, Terrebonne Parish
Dirk Guidry - Councilman, Terrebonne Parish Consolidated Government
Greg Hood - Councilman, Terrebonne Parish Consolidated Government
Charlotte Randolph - President, Lafourche Parish
Michael Stack - District 02 Administrator, LADOTD
Martin Triche - President, Assumption Parish Police Jury
Russell "Red" Hornsby- Councilman, Terrebonne Parish Consolidated Government

Non-voting Member:

Brandon Buckner - Federal Highway Administration

TECHINCAL ADVISORY COMMITTEE

Assumption Parish, Parish Manager / Public Works Director
LADOTD, District Operations Engineer, Houma Sub-District of District 02
LADOTD, Traffic Engineer, Houma Sub-District of District 02
Federal Highway Administration
Lafourche Parish, Public Works Director
Lafourche Parish, Project Manager
Lafourche Parish, Planning Department
Town of Lockport, Mayor
LADOTD, Office of Planning and Programming
LADOTD, Public Transportation Administrator
TPCG, Roads and Bridges Division, Operations Manager
TPCG, Engineering Department
TPCG, Director of Planning & Zoning
TPCG, Director of Public Works
TPCG, Public Transit Manager
City of Thibodaux, Public Works Director
City of Thibodaux, Grants Director

MPO STAFF

- Kevin Belanger - CEO
- Leo Marretta - MPO Administrator
- Rudynah Capone - Planner I
- Scott Leger - Planner III
- Josh Manning - Transportation Planner II
- Cassie Parker - Transportation Planning Assistant

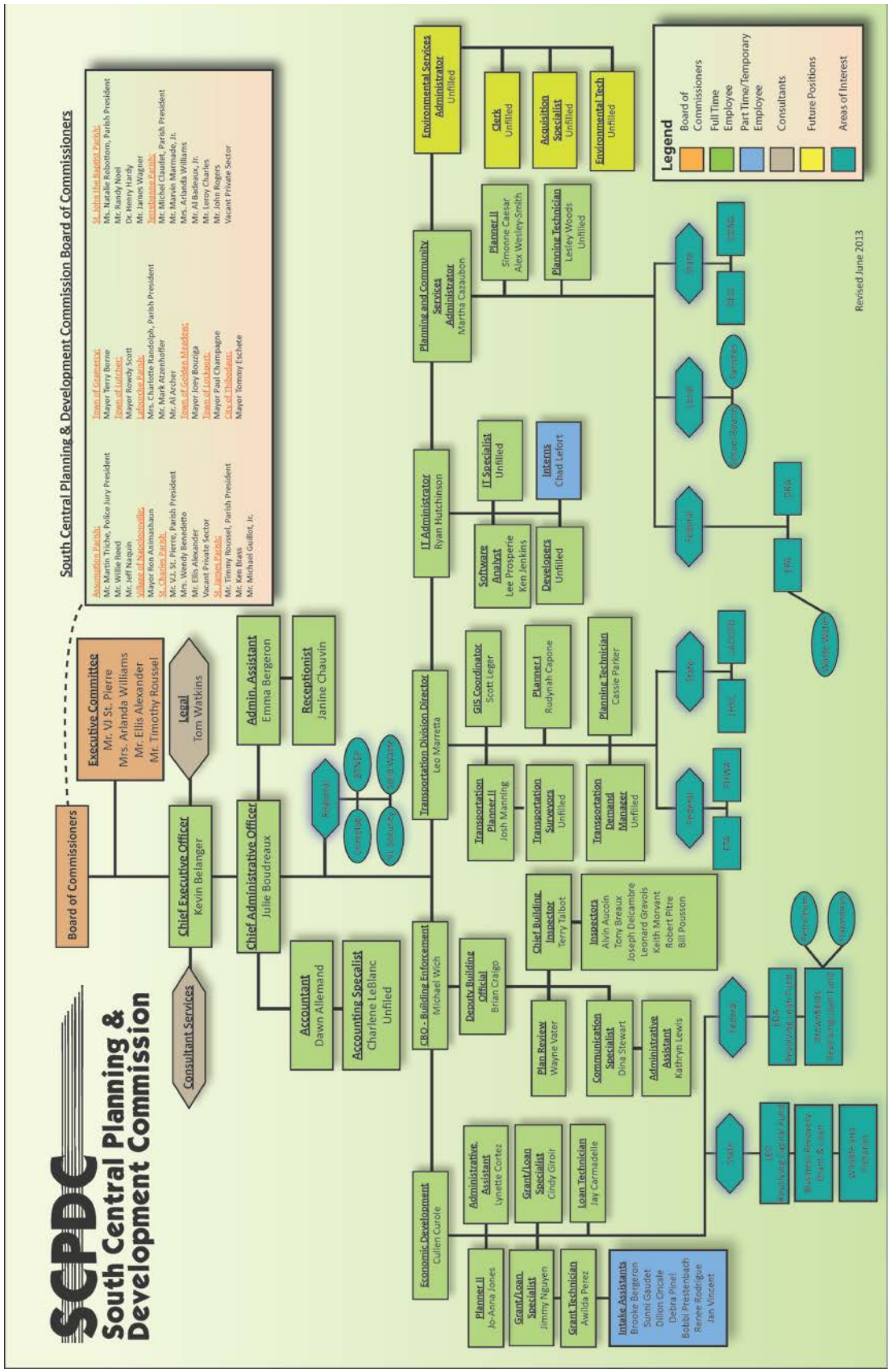

SCPDC
South Central Planning & Development Commission
South Central Planning & Development Commission Board of Commissioners
Board of Commissioners
Executive Committee
Mr. VJ St. Pierre
Mrs. Arlanda Williams
Mr. Ellis Alexander
Mr. Timothy Roussel
Legal
Tom Watkins
Chief Executive Officer
Kevin Belanger
Consultant Services
Chief Administrative Officer
Julie Boudreaux
Admin. Assistant
Emma Bergeron
Receptionist
Janine Chauvin
Accountant
Dawn Allemand
Accounting Specialist
Charlene LeBlanc
Unfilled
Economic Development
Cullen Curole
Planner II
Jo-Anna Jones
Grant/Loan Specialist
Jimmy Nguyen
Grant Technician
Awilda Perez
Administrative Assistant
Lynette Cortez
Grant/Loan Specialist
Cindy Giroir
Loan Technician
Jay Carmadelle
Intake Assistants
Brooke Bergeron
Sunni Gaudet
Dillon Lincale
Debra Pinel
Bobbi Prestenbach
Renee Rodrigue
Jan Vincent
CBO - Building Enforcement
Michael Wich
Deputy Building Official
Brian Craigo
Plan Review
Wayne Vater
Communication Specialist
Dina Stewart
Administrative Assistant
Kathryn Lewis
Chief Building Inspector
Terry Talbot
Inspectors
Alvin Aucoin
Tony Breaux
Joseph Delcambre
Leonard Gravois
Keith Morvant
Robert Pitre
Bill Pousson
Transportation Division Director
Leo Marretta
Transportation Planner II
Josh Manning
Transportation Surveyors
Unfilled
GIS Coordinator
Scott Leger
Planner I
Rudynah Capone
Transportation Demand Manager
Unfilled
Planning Technician
Cassie Parker
IT Administrator
Ryan Hutchinson
Software Analyst
Lee Prosperie
Ken Jenkins
Developers
Unfilled
IT Specialist
Unfilled
Interns
Chad Lefort
Planning and Community Services Administrator
Martha Cazaubon
Planner II
Simonne Caesar
Alex Wesley-Smith
Planning Technician
Lesley Woods
Unfilled
Environmental Services Administrator
Unfilled
Clerk
Unfilled
Acquisition Specialist
Unfilled
Environmental Tech
Unfilled
Assumption Parish:
Mr. Martin Triche, Police Jury President
Mr. Willie Reed
Mr. Jeff Naquin
Village of Napoleonville:
Mayor Ron Animashaun
St. Charles Parish:
Mr. VJ. St. Pierre, Parish President
Mrs. Wendy Benedetto
Mr. Ellis Alexander
Vacant Private Sector
St. James Parish:
Mr. Timmy Roussel, Parish President
Mr. Ken Brass
Mr. Michael Guillot, Jr.
Town of Gramercy:
Mayor Terry Berne
Town of Lutcher:
Mayor Rowdy Scott
Lafourche Parish:
Mrs. Charlotte Randolph, Parish President
Mr. Mark Alzenhoffer
Mr. Al Archer
Town of Golden Meadow:
Mayor Joey Bouziga
Town of Lockport:
Mayor Paul Champagne
City of Thibodaux:
Mayor Tommy Eschete
St. John the Baptist Parish:
Ms. Natalie Robottom, Parish President
Mr. Randy Noel
Dr. Henry Hardy
Mr. James Wagner
Terrebonne Parish:
Mr. Michel Claudet, Parish President
Mr. Marvin Marmade, Jr.
Mrs. Arlanda Williams
Mr. Al Badeaux, Jr.
Mr. Leroy Charles
Mr. John Rogers
Vacant Private Sector
Legend
Board of Commissioners
Full Time Employee
Part Time/Temporary Employee
Consultants
Future Positions
Areas of Interest
Revised June 2013

TABLE 3:

Staff Support Services

MPO Staff – Support Services for Administration of the Houma-Thibodaux MPO	
Transportation Planning • MPO Administration • Metropolitan Transportation Plan • Transportation Improvement Program • Congestion Management • GIS/Mapping • Public Involvement • Safety Planning • Traffic Modeling • Committees Coordination • Traffic counting • Bike and Pedestrian Planning • Web Design	Transit Planning • MPO Administration • Public Involvement • Committee Coordination • Coordinated Human Services Transportation Plan • GIS/Mapping • Metropolitan Transportation Plan • Transportation Improvement Program • Web Design
Finance and Administration • Unified Planning Work Program • Contract Administration • Office Administration • Web Design • Annual Reports • Public Involvement	Office/Clerk Services • Meeting Agendas and Minutes • Committees Coordination • Public Involvement • File Management • Mailings/Database Management

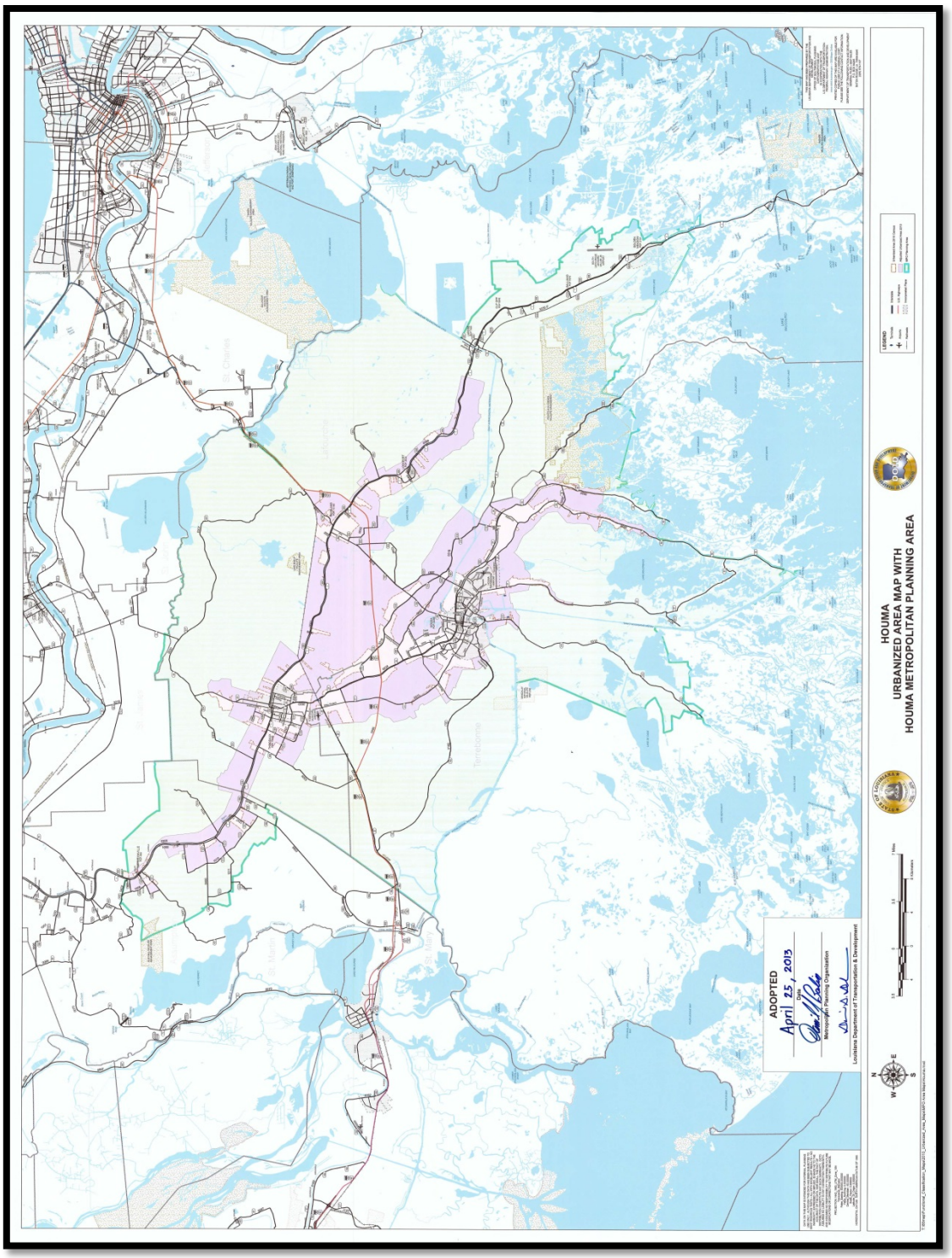
B. AGREEMENTS

Planning and funding assistance is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Louisiana Department of Transportation and Development (DOTD). The SCPDC Board of Directors provides local matching funds. The MPO has executed agreements with state and local government and agencies to promote a comprehensive, continuous, coordinated planning process. Contracts have been authorized by the MPO to provide services in support of MPO operations.

C. OPERATIONAL PROCEDURES AND BYLAWS

SCPDC was created by state legislation in 1978. This organization provides economic development planning services to the five-parish area of Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, and Terrebonne Parishes and the municipal governments included in those five parishes. SCPDC was also designated by the Governor as the Metropolitan Planning Organization (MPO) for the urbanized area of Terrebonne, Lafourche, and Assumption Parishes, including the cities of Houma, Thibodaux, and the town of Lockport. As such, by-laws governing the MPO were adopted on June 15, 2000 and have been amended several times since, most recently in November of 2009. This document references this sub-area of the Commission and describes the planning tasks associated with the transportation system in the urban area only.

TABLE 4: MPO BOUNDARY MAP



SAFETEA-LU FACTORS CONSIDERED IN THE PLANNING PROCESS

CROSS REFERENCED WITH HTMPO UPWP TASKS

Planning Factor

	1	2	3	4	5	6	7	8
1.0						◆	◆	◆
1.1				◆	◆	◆	◆	
1.2		◆	◆	◆	◆	◆	◆	
1.3			◆	◆	◆	◆		
1.4		◆	◆	◆	◆	◆	◆	◆
1.5				◆	◆	◆	◆	
A-1	◆	◆		◆	◆	◆	◆	◆
A-2	◆	◆		◆	◆	◆	◆	◆
A-3				◆		◆	◆	
B-1	◆	◆	◆	◆	◆	◆	◆	◆
B-2		◆	◆	◆	◆	◆	◆	◆
B-3		◆	◆	◆	◆	◆	◆	
B-4		◆		◆	◆	◆	◆	◆
B-5	◆				◆		◆	◆
C-1	◆				◆		◆	◆
C-2	◆			◆	◆		◆	◆
C-3		◆	◆		◆	◆	◆	
C-4	◆	◆		◆	◆	◆	◆	◆

Planning Factor	Description
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 – Management and Operations	Promote efficient system management and operation
Factor 8 – System Preservation	Emphasize the preservation of the existing transportation system

SECTION 1

FTA TRANSIT ADMINISTRATION

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UPWP TASK NUMBER: 1.0	FUNDING SOURCES:		
TASK TITLE: PROGRAM SUPPORT AND FINANCIAL ADMINISTRATION		FY 14-15	Total
	PL-FTA	$16,912.08	$16,912.08
	LOCAL	$4,228.02	$4,228.02
	TOTAL	$21,140.10	$21,140.10
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK 1.0 PROGRAM AND FINANCIAL ADMINISTRATION

PURPOSE:

To provide efficient administration of the planning and work program with regards to operations of the public transportation systems within the HTMPO 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. Updated the MPO's Public Participation Plan

METHODOLOGY:

- General program assistance with 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 for the next immediate fiscal year. 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.
- Coordinating and hosting meetings related to public transportation
- Meet 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:

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

UPWP TASK NUMBER: 1.1	FUNDING SOURCES:		
TASK TITLE: LONG-RANGE SYSTEM PLANNING		FY 14-15	Total
	PL-FTA	$8,925.82	$8,925.82
	LOCAL	$2,231.46	$2,231.46
	TOTAL	$11,157.28	$11,157.28
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK 1.1 LONG-RANGE SYSTEM PLANNING

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.

METHODOLOGY:

- Utilize GIS database to project population distribution and growth areas.
- Identify population centers requiring additional transportation.
- Review and update demographic and employment forecasts.

WORK PRODUCT:

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

UPWP TASK NUMBER: 1.2	FUNDING SOURCES:		
TASK TITLE: LONG-RANGE PROJECT LEVEL PLANNING		FY 14-15	Total
	PL-FTA	$7,046.70	$7,046.70
	LOCAL	$1,761.68	$1,761.68
	TOTAL	$8,808.38	$8,808.38
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK 1.2 LONG-RANGE PROJECT LEVEL PLANNING

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.

METHODOLOGY:

- Identify capital equipment and facilities required and identify alternatives.
- Insure capital requirements are budgeted and included in the TIP.
- Conduct Sidewalk and Accessibility Inventories and prepare analysis and recommendations especially as relates to existing bus stops.

WORK PRODUCT:

Identification of route development necessary to meet shifts in future transit needs. Identification of future transit needs throughout the urbanized area. Fully developed TIP with properly budgeted capital projects.

UPWP TASK NUMBER: 1.3	FUNDING SOURCES:		
TASK TITLE: SHORT-RANGE TRANSIT PLANNING		FY 14-15	Total
	PL-FTA	$4,697.80	$4,697.80
	LOCAL	$1,174.45	$1,174.45
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO	TOTAL	$5,872.25	$5,872.25

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK 1.3 SHORT-RANGE TRANSIT PLANNING

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.

METHODOLOGY:

- Assist with system and route performance monitoring.
- Provide recommendations to transit management in response to observed performance and/or requests for service alterations and expansion.
- Continue to assist Good Earth Transit to implement the proposed Thibodaux Circulator Route

WORK PRODUCT:

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

UPWP TASK NUMBER: 1.4	FUNDING SOURCES:
TASK TITLE: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO	

	FY 14-15	Total
PL-FTA	$9,395.60	$9,395.60
LOCAL	$2,348.90	$2,348.90
TOTAL	$11,744.50	$11,744.50

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK 1.4 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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.

METHODOLOGY:

- 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.

UPWP TASK NUMBER: 1.5	FUNDING SOURCES:
TASK TITLE: COORDINATED HUMAN SERVICES TRANSPORTATION PLAN	
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO	

	FY 14-15	Total
LADOTD	$10,000.00	$10,000.00
TOTAL	$10,000.00	$10,000.00

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK 1.5 COORDINATED HUMAN SERVICES TRANSPORTATION PLAN (CHSTP)

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 prioritizes 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.

METHODOLOGY:

- 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 regional transportation coordination plan for your region.
- Provide input to the statewide selection process for 5310, 5311, 5316, and 5317 funding.

WORK PRODUCT:

A well maintained Coordinated Human Services Transportation Plan.

SUMMARY OF

FEDERAL TRANSIT ADMINISTRATION EXPENDITURES

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

Task	Description	FTA ($)	Local Match ($)	State ($)	Total ($)
1.0	Program Administration	$ 16,912.08	$ 4,228.02	$ -	$ 21,140.10
1.1	Long-Range System Level Planning	$ 8,925.82	$ 2,231.46	$ -	$ 11,157.28
1.2	Long-Range Project Level Planning	$ 7,046.70	$ 1,761.68	$ -	$ 8,808.38
1.3	Short-Range Transit Planning	$ 4,697.80	$ 1,174.45	$ -	$ 5,872.25
1.4	Transportation Improvement Program	$ 9,395.60	$ 2,348.90	$ -	$ 11,744.50
1.5	Coordinated Human Services Transportation Plan	$ -	$ -	$ 10,000.00	$ 10,000.00
Total		**$ 46,978.00**	**$ 11,744.50**	**$ 10,000.00**	**$ 68,722.50**

SECTION 2

FHWA HIGHWAY ADMINISTRATION

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UPWP TASK NUMBER: A-1	FUNDING SOURCES:		
TASK TITLE: TRAFFIC AND LAND-USE MONITORING		FY 14-15	Total
	PL-FHWA	$22,503.60	$22,503.60
	LOCAL	$5,625.90	$5,625.90
	TOTAL	$28,129.50	$28,129.50
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK A-1 TRAFFIC AND LAND-USE MONITORING

PURPOSE:

To develop and maintain an inventory/database of relevant transportation-related data. To provide updated planning variables for use in the transportation planning process, such as the ongoing traffic counting program, crash locations, housing and commercial development permits, and others.

PREVIOUS WORK:

Continued the urban area traffic counting program. Use of the crash location tracking system. Continued development of "GIS ready" data from all monitoring systems.

METHODOLOGY:

- Routine surveillance of roadway and land use conditions relating to specific system analysis efforts.
- Extensive traffic counting program at predetermined sites.
- On-demand traffic counting where required for system analysis.
- Continued collection of crash reports to track high-risk areas.
- Continued collection of turning movements at key intersections.
- Continued collection of development permit activity to support population/employment updates and projections.
- Continued interaction with local addressing database process for use in conjunction with land use and housing analysis
- Continued collection of business permit activity related to current commercial activity to support employment updates and projections.

WORK PRODUCT:

An up-to-date information database of relevant transportation planning variables.

UPWP TASK NUMBER: A-2	FUNDING SOURCES:		
TASK TITLE: GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE		FY 14-15	Total
	PL-FHWA	$27,004.32	$27,004.32
	LOCAL	$6,751.08	$6,751.08
	TOTAL	$33,755.40	$33,755.40
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK A-2 GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE

PURPOSE:

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

PREVIOUS WORK:

Updated population, employment, and related data at traffic zone level.

Developed GIS products capable of depicting population density, distributions, income level, etc., at the census block, census block group, and traffic zone level.

Development of GIS products capable of depicting average daily traffic.

METHODOLOGY:

- Updating GIS with collected information listed in "Previous Work" above on a regular basis.
- Updating employment by zone statistics utilizing the business permit tracking system.

WORK PRODUCT:

Produce digital data products that will support the transportation planning process in an efficient and timely manner. Current census data on demographic characteristics, home and work locations and journey to work travel flows are key inputs to a variety of state, regional and local transportation policy and planning efforts. They also support corridor and project studies, environmental analyses and emergency operations management.

UPWP TASK NUMBER: A-3	FUNDING SOURCES:		
TASK TITLE: TRANSPORTATION MODEL AND MOVES MODEL MAINTENANCE		FY 14-15	Total
	PL-FHWA	$13,502.16	$13,502.16
	LOCAL	$3,375.54	$3,375.54
	TOTAL	$16,877.70	$16,877.70
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK A-3 TRANSPORTATION MODEL AND MOVES MODEL MAINTENANCE

PURPOSE:

To develop and maintain the transportation travel demand forecast computer model.. To update the data inputs and networks necessary for travel demand and air quality modeling.

PREVIOUS WORK:

Development and maintenance of TransCAD Travel Demand Model.

METHODOLOGY:

- Updating of travel demand variables derived from the monitoring systems described in Task A-1 above.
- Entry and update of the proposed transportation plans, programs and projects necessary to analyze the system on the computer model.
- Update Model with data from the US 2010 Census.

WORK PRODUCT:

An updated information base to allow travel demand forecast based on the current transportation plan and program, consistent with the data derived from the monitoring systems in Task A-1.

UPWP TASK NUMBER: B-1	FUNDING SOURCES:		
TASK TITLE: METROPOLITAN TRANSPORTATION PLAN (MTP)		FY 14-15	Total
	PL-FHWA	$18,002.88	$18,002.88
	LOCAL	$4,500.72	$4,500.72
	TOTAL	$22,503.60	$22,503.60
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK B-1 METROPOLITAN TRANSPORTATION PLAN (MTP)

PURPOSE:

To begin the process of updating the Metropolitan Transportation Plan to the horizon of 2040.

PREVIOUS WORK:

Updated the Metropolitan Transportation Plan project listing and planning horizon to 2035. Updated all socio-economic variables necessary to update the MTP to 2035.

METHODOLOGY:

- Continued application of planning variables to derive future impact on the transportation system utilizing TransCAD and GIS.
- Review and implementation of federal and state regulations that affect the scope and content of the MTP. Additional emphasis will be placed on reviewing air quality issues as they relate to the MTP planning process.
- Continued efforts on developing a comprehensive plan for non-motorized transportation.

WORK PRODUCT:

The Metropolitan Transportation Plan with a sufficient horizon and up-to-date assumptions, which will allow for the most efficient and effective transportation system achievable will be amended as needed.

UPWP TASK NUMBER: B-2	FUNDING SOURCES:		
TASK TITLE: TRANSPORTATION IMPROVEMENT PLAN		FY 14-15	Total
	PL-FHWA	$24,753.96	$24,753.96
	LOCAL	$6,188.49	$6,188.49
	TOTAL	$30,942.45	$30,942.45
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK B-2 TRANSPORTATION IMPROVEMENT PLAN (TIP)

PURPOSE:

To ensure the development and maintenance of the Transportation Improvement Program (TIP). This will include the implementation of transportation projects taken from a logical staged improvement list contained in the Metropolitan Transportation Plan. Ensuring that the TIP meets the federal requirements for air quality conformity, financial constraint, and environmental justice. Perform technical analysis on projects proposed for inclusion in the TIP and MTP.

PREVIOUS WORK:

Revised the current TIP based on changing state and local priorities.

METHODOLOGY:

- Maintenance of the TIP based on the Metropolitan Transportation Plan with input from the Department of Transportation and Development, affected local government bodies, and the public.
- Continued monitoring of the air quality conformity status of the TIP with input from affected agencies and public participation.
- Maintain a financially constrained TIP.
- Perform technical analysis at the project level to determine compatibility, usefulness, and financial feasibility when considered for inclusion in the TIP.

WORK PRODUCT:

A Transportation Improvement Program (TIP), which meets the short- term goals of the local area, is financially constrained, conforms to air quality regulations, and is supported by a broad public participation process.

UPWP TASK NUMBER: B-3	FUNDING SOURCES:		
TASK TITLE: NON-MOTORIZED TRANSPORTATION PLAN		FY 14-15	Total
	PL-FHWA	$9,001.44	$9,001.44
	LOCAL	$2,250.36	$2,250.36
	TOTAL	$11,251.80	$11,251.80
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK B-3 NON-MOTORIZED TRANSPORTATION PLAN

PURPOSE:

To develop and maintain a regional plan for active transportation inclusive of bicycling, walking and all other relevant forms of non-motorized transportation. Inter-jurisdictional coordination regarding local biking/ walking plans and facilities, as well as working with the State to implement the Louisiana Statewide Bicycle and Pedestrian Master Plan (updated in 2009).

PREVIOUS WORK:

- Connected with stakeholders and began committee meetings.
- Began identification of informal routes
- Created GIS of informal routes
- Identification of plan goals
- Creation of a draft plan
- Identification of high pedestrian-crash locations

METHODOLOGY:

- Facilitate an "Active Transportation" committee of the HTMPO Technical Advisory Committee to guide active transportation planning efforts.
- Identify current informal routes and work towards official designation of routes by each jurisdiction
- Inventory relevant route characteristics, providing updated information for use in the planning process for non-motorized transportation.

WORK PRODUCT:

Obtain grant funding to facilitate the production of a regional "Non-Motorized Transportation Plan" for the Houma – Thibodaux MPO. Identifying eligible projects and applying for funding through the State's Safe Routes to School (SRTS), the Transportation Enhancement, and Recreational Trails programs.

UPWP TASK NUMBER: B-4	FUNDING SOURCES:	
TASK TITLE: Safety Program	LHSC	$69,710.00	$69,710.00
	Local	$21,075.00	$21,075.00
	DOTD	$150,000.00	$150,000.00
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO	TOTAL	$240,785.00	$240,785.00

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK B-4 Safety Program

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 not only within the HTMPO jurisdictions but the entire South Central Region of LA

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.

A multidisciplinary team of safety partners developed the South Central Regional Transportation Safety Plan (SCRTSP) to expand ongoing safety efforts and embark on new safety initiatives throughout the region. This living document is an integration of behavioral and engineering approaches to highway safety. It is designed to implement Louisiana Department of Transportation and Development's (LADOTD) Strategic Highway Safety Plan (SHSP) at the local level. It was officially adopted on October 26, 2011.

METHODOLOGY:

Facilitate the South Central Safe Community Partnership (SCSCP) and South Central Regional Transportation Safety Plan (SCRTSP) Subcommittees to coordinate traffic safety planning efforts

Collaborate with a multidisciplinary team of safety partners to expand media and outreach activities as well as implement effective safety countermeasures, including Road Safety Assessment Program

Develop and sustain a data-driven action plan to address the Safe Communities Program priorities as well as SHSP's emphasis areas utilizing the 4E-approach

Assist jurisdictions in seeking out opportunities to improve the safety of local and state roadways

WORK PRODUCT:

Obtaining and sustaining a grant through LHSC Safe Communities Program and LADOTD's Strategic Highway Safety Plan (SHSP) in order to support the implementation of South Central Safe Community Partnership's (SCSCP) Action Plan and the South Central Regional Transportation Safety Plan's (SCRTSP) behavioral and infrastructure safety programs

Providing a guide/policy for local agencies to obtain mini-grants to support the safety programs in their community

Increasing coalition membership, expanding advocacy-marketing-education efforts, and implementing statewide safety initiatives

UPWP TASK NUMBER: B-5	FUNDING SOURCES:
TASK TITLE: **OZONE/PM ADVANCE NAAQS ATTAINMENT & MAINTENANCE COORDINATION**	
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO	

	FY 14-15	Total
PL-FHWA	$33,755.40	$33,755.40
LOCAL	$8,438.85	$8,438.85
TOTAL	$42,194.25	$42,194.25

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

PURPOSE:

To organize a regional Ozone/PM Advance Coalition that will provide a framework for coordinating local actions to reduce ozone precursors and maintain regional compliance with the ozone National Ambient Air Quality Standard (NAAQS). SCPDC and the MPO have both requested and been accepted into the Ozone/PM Advance program, which EPA created in anticipation of upcoming revision of the ozone NAAQS from the current 75 ppm to between 70 and 60 ppm. The Louisiana Department of Environmental Quality will provide technical assistance and host coordinating meetings for the statewide Ozone/PM Advance network. This is a critically important initiative, since the revised standard puts the Houma-Thibodaux MPO region at risk of falling into non-compliance. The coalition framework will allow this region to exercise local initiative, identifying and implementing control measures suited to local conditions, rather than waiting to fall into non-compliance and have restrictive, one-size-fits-all, measures enforced by EPA.

PREVIOUS WORK:

Since this is a new work task, no previous work has been done. The Methodology section below describes proposed work to create an informational and resource base for organizing and implementation efforts.

METHODOLOGY:

Early information and resource gathering activities are expected to occur more or less simultaneously. These will form the basis for and lead to organization of the regional Ozone Advance Coalition.

- Research applicable program models and policy approaches to guide organization of the regional Ozone Advance Coalition.
- Participate in statewide Early Advance network meetings hosted by LDEQ and utilize technical assistance provided by EPA and LDEQ.
- Compile a list of contacts and opinion leaders from local governments, private sector businesses and business-industrial associations to be invited to participate in the regional Ozone Advance Coalition.

- Begin meeting with contacts and opinion leaders one-on-one to build support for the coalition concept as a framework for coordinating voluntary, locally-controlled, compliance action prior to federal and state enforcement.

WORK PRODUCT:

An annual (semi-annual?) summary of actions taken will be delivered to the MPO Policy Committee. Effectiveness and potential need to adjust and/or expand efforts will be evaluated based on the region's maintaining compliance status with the ozone NAAQS.

UPWP TASK NUMBER: C-1	FUNDING SOURCES:		
TASK TITLE: UNIFIED PLANNING WORK PROGRAM (UPWP)		FY 14-15	Total
	PL-FHWA	$15,752.52	$15,752.52
	LOCAL	$3,938.13	$3,938.13
	TOTAL	$19,690.65	$19,690.65
RESPONSIBLE AGENCY: ıHouma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK C-1 UNIFIED PLANNING WORK PROGRAM (UPWP)

PURPOSE:

The development and implementation of a planning and work program necessary to ensure an adequate and efficient transportation system in the urbanized area.

PREVIOUS WORK:

Continued a wel1-define and operational cooperative, continuous, and comprehensive planning process that is sensitive to the needs of the traveling public and the environment.

METHODOLOGY:

Development of draft and final UPWP for the Houma-Thibodaux Urbanized Area MPO.

WORK PRODUCT:

A UPWP which meets the requirements of federal law 23 CFR 450.308, and other applicable transportation planning and environmental regulations. As required, quarterly reports are submitted to FHWA.

UPWP TASK NUMBER: C-2	FUNDING SOURCES:		
TASK TITLE: PROGRAM AND FINANCIAL ADMINISTRATION		FY 14-15	Total
	PL-FHWA	$40,506.48	$40,506.48
	LOCAL	$10,126.62	$10,126.62
	TOTAL	$50,633.10	$50,633.10
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO			

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK C-2 PROGRAM AND FINANCIAL ADMINISTRATION

PURPOSE:

To provide efficient administration of the planning and work program. 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:

Efficient and effective program and financial administration. The following training and conferences have been attended: DOTD Engineering Conference, ITS Conference, LPC Conferences and Workshops, LA GIS Conference, DOTD, FHWA, and FTA Workshops, MOVES Training.

METHODOLOGY:

Policy and program implementation. Financial management of federal grants. Oversight of planning activities, including coordination of all work necessary to carry out the UPWP. Staff training and education - staff travels to various federal and state meetings and training centers. Coordinating and hosting public meetings, including Technical and Policy Committees. Public outreach - meeting with civic organizations, non-profits, individuals, and anyone else that expresses interest in learning more about the MPO process and specific projects procured through the process.

WORK PRODUCT:

An efficient and certified planning program that meets the requirements of all federal, state, and local regulations. The following training and conferences planned to attend:

- FHWA, FTA, DOTD and LPC Workshops
- ITS Conference
- LA GIS Conference
- National Conferences and Workshops

UPWP TASK NUMBER: C-3	FUNDING SOURCES:	
TASK TITLE: EQUIPMENT AND SUPPLIES	FY 14-15	Total
	PL-FHWA $4,500.72	$4,500.72
	LOCAL $1,125.18	$1,125.18
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO	TOTAL $5,625.90	$5,625.90

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK C-3 EQUIPMENT AND SUPPLIES

PURPOSE:

To provide for the necessary equipment and general supplies necessary to support the ongoing planning effort, including computer hardware, office equipment, printers, printed materials, traffic monitoring devices, computer software, and general office supplies.

PREVIOUS WORK:

Maintained a digital inventory/database of relevant transportation-related data. Purchases were made for the continuation of traffic counting equipment.

METHODOLOGY:

- Purchase equipment necessary to support the transportation planning process.
- Purchase supplies to support map and report printing, computer operations, and staff needs.
- Purchase supplies and fund maintenance costs associated with the traffic counting program .

WORK PRODUCT:

To continue providing for the necessary equipment and general supplies to support the ongoing planning effort.

UPWP TASK NUMBER: C-4	FUNDING SOURCES:
TASK TITLE: TRANSPORTATION OPERATIONS IMPROVEMENT AND TECHNICAL ASSISTANCE	
RESPONSIBLE AGENCY: [1]Houma-Thibodaux MPO	

	FY 14-15	Total
PL-FHWA	$15,752.52	$15,752.52
LOCAL	$3,938.13	$3,938.13
TOTAL	$19,690.65	$19,690.65

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2014						2015					

TASK C-4 TRANSPORTATION OPERATIONS IMPROVEMENT AND TECHNICAL ASSISTANCE

PURPOSE:

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 basic data collection and analysis to local jurisdictions on Urban Area roadways with a rating on the functional classification system of collector or above.

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.

METHODOLOGY:

- Basic data collection, GIS maintenance, and traffic modeling as described in sections A-1, A-2, and A-3 above.
- Prepare reports and assist in traffic analyses for responsible government agencies.
- Secure 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.

WORK PRODUCT:

Written reports and analysis to responsible government agencies.

SUMMARY OF

FEDERAL HIGHWAY ADMINISTRATION EXPENDITURES

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

Task	FHWA-PL	Local Match ($)	Total ($)
A-1	$ 22,503.60	$ 5,625.90	$ 28,129.50
A-2	$ 27,004.32	$ 6,751.08	$ 33,755.40
A-3	$ 13,502.16	$ 3,375.54	$ 16,877.70
B-1	$ 18,002.88	$ 4,500.72	$ 22,503.60
B-2	$ 24,753.96	$ 6,188.49	$ 30,942.45
B-3	$ 9,001.44	$ 2,250.36	$ 11,251.80
B-5	$ 33,755.40	$ 8,438.85	$ 42,194.25
C-1	$ 15,752.52	$ 3,938.13	$ 19,690.65
C-2	$ 40,506.48	$ 10,126.62	$ 50,633.10
C-3	$ 4,500.72	$ 1,125.18	$ 5,625.90
C-4	$ 15,752.52	$ 3,938.13	$ 19,690.65
Total	$ 225,036.00	$ 56,259.00	$ 281,295.00

Task B-4 (Safety Program) not included in above table.

APPENDIX A

FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: South Central Planning and Development Commission

Name and Relationship of the Authorized Representative: Kevin Belanger, CEO

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2014, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2014.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: 2/19/14

Name Kevin P. Belanger
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): South Central Planning & Development Commission

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature Tom Watkins Date: 2/26/14

Name Tom WATKINS
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: South Central Planning and Development Commission

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. ✓

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

Group	Description	
01.	Required Certifications and Assurances for Each Applicant.	____
02.	Lobbying.	____
03.	Procurement and Procurement Systems.	____
04.	Private Section Protections.	____
05.	Rolling Stock Reviews and Bus Testing.	____
06.	Demand Responsive Service.	____
07.	Intelligent Transportation Systems.	____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	____
10.	Alcohol and Controlled Substances Testing.	____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21.	____
12.	State of Good Repair Program.	____
13.	Fixed Guideway Modernization Grant Program.	____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus Related Equipment and Facilities Grant Program (Discretionary).	____
15.	Urbanized Area Formula Grants Programs, Passenger Ferry Grants Program, and Job Access and Reverse Commute (JARC) Program.	____
16.	Seniors/Elderly/Individuals with Disabilities Programs and New Freedom Program.	____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	____
18.	Public Transportation on Indian Reservations Programs (also known as the Tribal Transit Programs).	____
19.	Low or No Emission/Clean Fuels Grant Programs.	____
20.	Paul S. Sarbanes Transit in Parks Program.	____
21.	State Safety Oversight Program.	____
22.	Public Transportation Emergency Relief Program.	____
23.	Expedited Project Delivery Pilot Program.	____
24.	Infrastructure Finance Programs.	____