

FISCAL YEAR 2021

UNIFIED PLANNING WORK PROGRAM

LOUISVILLE/JEFFERSON
COUNTY, KY-IN
METROPOLITAN PLANNING
AREA

Fiscal Year 2021
Unified Planning Work Program
Louisville/Jefferson County, KY-IN Metropolitan
Planning Area

Transportation Policy Committee Approval – April 23, 2020

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for the
Louisville/Jefferson County, KY-IN Metropolitan Planning Area

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Introduction

Purpose of Document

The purpose of this document is to describe the urban transportation planning activities that will be programmed, scheduled, and managed by or through the Louisville/Jefferson County, KY-IN Metropolitan Planning Organization in cooperation with the Kentuckiana Regional Planning and Development Agency (KIPDA) in the fiscal year beginning July 1, 2020 and ending June 30, 2021. Applicable federal statutes are 23 USC 134 and 49 USC 5303. The primary federal regulations are 23 CFR 450 and 49 CFR 613.

- The urban transportation planning program addresses the Louisville/Jefferson County, KY-IN metropolitan planning area (MPA). It provides for surface transportation planning in Jefferson, Bullitt, Oldham and a portion of Shelby (4.0 sq. mi.) counties in Kentucky, and in Clark, Floyd, and a portion of Harrison (0.10 sq. mi.) counties in Indiana. This planning boundary is intended to encompass the area that may become urbanized over the next twenty years and includes the Louisville interstate air quality nonattainment/maintenance area as designated by the U.S. Environmental Protection Agency (EPA). The Urbanized Boundary (UZA) and the MPA Boundary were revised based on the 2010 Census.
- The focus for the MPO throughout FY 2021 will be the on-going administration of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). The MPO will also continue to implement the initiatives of the MTP and TIP to expand data collection and analysis, development of planning resources and tools, participating in transportation related studies, and fostering a continuing, comprehensive and cooperative planning process. The MPO has processes and procedures associated with performance-based planning, and their continued successful implementation will require a concerted effort by MPO staff, committee membership, and all planning partners. In addition to performance-based planning efforts, the MPO has also instituted many project management guidelines and requirements, all aimed at creating a better product while optimizing delivery of that product. As with any successful process, the project management guidelines and requirements will continue to be reviewed and improved upon.
- This document also outlines transportation, land use, and air quality planning by other local, state, and federal agencies.

Federal Planning Factors

The FY 2021 Unified Planning Work Program (UPWP) addresses issues and areas of concentration aimed at meeting the planning needs of the metropolitan planning area and maintaining compliance with the federal planning regulations from the *Fixing America's Surface Transportation Act* (FAST ACT) signed into law on December 4, 2015. The most recent version (23 CFR 450.306) lists ten factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase transportation system safety for motorized and non-motorized users
3. Increase transportation system security for motorized and non-motorized users
4. Increase accessibility and mobility of people and freight
5. Protect and enhance the environment, promote energy conservation, improve 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, for people and freight
7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
10. Enhance travel and tourism

According to the FAST Act, Metropolitan Planning Organizations shall develop and implement a performance-based approach to transportation decision-making. This approach will be based on performance measures and targets established not only on a state and national scale, but also at the MPO and regional level. Development of performance measures and targets will be undertaken in cooperation and coordination with state and national partners, and the MPO may implement others beyond those developed jointly.

Important elements of the MTP and TIP are the inclusion of performance-based planning processes and procedures measures. This effort is coordinated with the Kentucky Transportation Cabinet (KYTC), the Indiana Department of Transportation (INDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in order to keep the performance measures as closely aligned as possible, as well as to foster and support the overall improvement of the metropolitan transportation system. A Memorandum of Agreement between INDOT, KYTC, KIPDA and TARC was executed in July of 2015, detailing the creation of a Performance Management Plan (PMP) for the MPO as well as coordination and data-sharing requirements and procedures. This PMP is intended to serve as a living document, periodically reviewed and updated as the performance management process evolves.

References may be found in several Program Elements regarding: the implementation of the FAST Act (particularly performance-based planning); plans to address connectivity and access to essential services; and, concepts relating to regional mobility. Many MPO initiatives relating to regional mobility involve coordination with the Transit Authority of River City (TARC), who is represented on the Transportation Policy Committee (TPC). KIPDA's regional inventory of sidewalks and bicycle facilities is available via the agency website. Also available through the website are the location of TARC routes and stops which will be provided to INDOT for use in producing their statewide ADA Bus Stop Inventory.

It is anticipated that the MPO will continue consideration of some or all of the six Livability Principles set forth by the Interagency Partnership for Sustainable Communities in 2009.

Planning Emphasis Areas

FHWA-KY has identified the following Planning Emphasis Areas:

- **TIP (23 CFR 450.326 (d)):** include, to the maximum extent possible, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the MTP, linking investment priorities to those performance targets. See Section 3.1 for how this will be addressed.
- **MTP (23 CFR 450.324 (f) ((10)):** include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the MTP. See Section 2.1 for how this will be addressed.

FHWA-IN has identified the following Planning Emphasis Areas:

- **Updating Planning Roles and Responsibilities Cooperating Operating Manual (PRRCOM)** – KIPDA will participate in updating this document, as requested.
- **Traffic Incident Management (TIM)** - See Section 2.4 and 2.5.
- **Local Road Safety Plans (LRSPs)** – See Section 3.4.
- **Participation Plans (PPs)** - See Section 4.2.

Status of KIPDA Region Transportation Planning Activities

Transportation Plan

- The *Connecting Kentuckiana 2040* Metropolitan Transportation Plan was completed in February 2020. In FY 2021 staff will begin to scope the update of *Connecting Kentuckiana 2040* with an anticipated adoption in Winter 2024.

Planning Administration

- A Federal Certification Review of the KIPDA metropolitan transportation planning process was held August 22-23, 2018. That review by FHWA (Indiana and Kentucky Divisions), EPA Region 4 and FTA Region 4 found on November 13, 2018 that the metropolitan planning process as conducted by KIPDA substantially meets the requirements of 23CFR 450 Subpart C. The review contains three (3) Recommendations and eight (8) Commendations.
- MPO Staff and the Transportation Policy Committee will review the Recommendations from the 2018 Federal Certification Review. The next Federal Certification Review may be conducted in 2022.
- The existing Planning Memorandum of Agreement (MOA) should be examined to better reflect the current relationships between and responsibilities of those involved. The Kentucky Transportation Cabinet (KYTC), the Indiana Department of Transportation (INDOT), the Transit Authority of River City (TARC) and KIPDA

executed an updated document on July 2, 2015. This MOA discusses information sharing and cooperative goal setting between the agencies represented. Changes in transportation planning requirements that may affect this agreement and that are prescribed by the FAST Act would be addressed with any update.

- An update to the [Public Participation Plan](#) was completed in FY 2020. A review of the plan will be conducted in FY 2021. Outreach efforts are being expanded and are continually monitored for results.
- Title VI and Environmental Justice training for staff will be planned and the Local Public Agency (LPA) Title VI program management by KIPDA staff will continue, as needed.

City/County Plans

- An update to the Louisville Metro Comprehensive Plan was undertaken in FY 2018, and KIPDA staff was involved through data sharing and through committee and working group participation. It went into effect on January 1, 2019.
- Status of plans throughout the region can be found in the tables on pages 6 and 7, *Status of Comprehensive Plans/Other Land Use Planning Activities*.

Air Quality

- Effective August 3, 2018, the Louisville 8-hour ozone nonattainment area, consisting of Clark and Floyd counties in Indiana and Bullitt, Jefferson, and Oldham counties in Kentucky, is in non-attainment of the 2015 National Air Quality Standard (NAAQS) for ozone. As a consequence, a federal air quality conformity determination was required as a part of the development of *Connecting Kentuckiana 2040* and will be required for amendments to the MTP and TIP in the future.
- The Louisville fine particulate matter nonattainment area, consisting of Clark and Floyd counties and Madison Township in Indiana, and Bullitt and Jefferson counties in Kentucky was designated as nonattainment of the 1997 average annual fine particulate (PM_{2.5}) standard effective April 2005. The standard was revoked in April 2017, and as of August 20, 2018, the area is now designated as attainment/unclassifiable of the most recent (2012) average annual PM_{2.5} standard.

Public Transportation

- A Comprehensive Operations Analysis for the TARC service area, which will serve as an initial component of an overall assessment of current and future needs of the region and lead to the development of a Long-range plan, began in FY 2019 and continues into FY 2021.
- The Coordinated Human Service Transportation Plan (CHSTP) process has been revised to incorporate the urban and rural plans in Kentucky and the Indiana plan into one document. Many of the region's social service agencies, KIPDA's Transportation and Social Services divisions, the Regional Mobility Council, the Southern Indiana Transportation Advisory Group (SITAG), the Transit Authority of River City (TARC), the INDOT Office of Transit, and the KYTC Office of Transportation Delivery (OTD), were involved and completed this effort in June

2014. An evaluation and update of the document began in FY 2020 with anticipated completion in FY 2021.

- Coordination and cooperation with TARC will assist the MPO in developing performance targets for transit in the region.
- TARC was selected by the MPO as the Designated Recipient for FTA Section 5310 funding for the urbanized area in both Kentucky and Indiana, and KIPDA staff monitors the progress of that funding program and is outlined in [KIPDA's Title VI Plan](#).
- Transit service revisions responsive to annual market research continue.
- Cooperation and coordination of the efforts of TARC and Every Commute Counts (the regional rideshare program) to encourage alternatives to single occupant vehicle travel through service marketing, rideshare matching, and vanpool fleet management is ongoing.

Other Transportation Planning Efforts

- KIPDA continues to develop its online Transportation Planning Portal, containing planning resources for project sponsors, planning partners and the general public.
- KIPDA has formed a Transportation Technical Coordinating Committee - Freight Advisory Subcommittee to further implement the [Regional Freight Mobility Study](#) and the [Freight Design Guide](#).
- KIPDA continues to refine and implement the MPO [Congestion Management Process](#) (CMP) that was completed in in FY 2019.
- KIPDA updated the [Regional ITS Architecture](#) in FY 2017.
- A Downtown Mobility Study for downtown Louisville was completed in FY 2018 to enhance mobility for all users of the transportation network in the urban core. This study addresses the movement of people and goods both coming into and passing through the downtown area via a variety of modes.
- KIPDA staff is involved with various efforts by other member agencies, including implementation of the MOVES air quality model by the Air Pollution Control District (APCD) and travel time analyses by both KYTC and INDOT.
- The MPO coordinates with and provides input to KYTC on their Strategic Highway Investment Formula for Tomorrow (SHIFT) process, which will determine projects to be included in the Six-Year Highway Plan.
- KIPDA staff will be involved in coordination with INDOT and KYTC concerning the current and future development of their Long-range Statewide Transportation Plans.
- KIPDA staff is currently participating on the Advisory Committee for the TARC COA/LRP effort.
- KIPDA is represented at a variety of workshops, team meetings and public meetings conducted by INDOT, KYTC and LPA's throughout the MPA.
- The Transportation Technical Coordinating Committee has formed a Complete Streets Working Group working towards Complete Streets Guidance or Policy.

Coordination with other Metropolitan Planning Organizations

- Each year, KIPDA MPO Staff participates in the coordination meetings organized by KYTC and attended by the state's nine MPOs and the Federal Highway Administration.
- KIPDA MPO Staff participates in monthly coordination meetings of the Indiana Metropolitan Planning Organization Council attended by the state's 14 MPOs, INDOT, and the Federal Highway Administration. Staff will be attending the Annual Indiana MPO Conference in calendar year 2020 (FY 2021) in Lafayette, hosted by the Area Plan Commission of Tippecanoe County (APCTC) MPO.
- KIPDA MPO Staff participates in the Kentucky MPO Council activities and routinely exchanges ideas and data with the other MPOs.
- KIPDA MPO Staff routinely coordinates planning efforts and exchanges information with the Radcliff/Elizabethtown MPO, the Lexington Area MPO, the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) and the KYOVA Interstate Planning Commission. Likely coordination activities include traffic counting and other data collection, planning studies, public involvement, safety programs, and project-level planning impacting areas of mutual concern.
- KIPDA Staff participates in Model User Group activities in both states. These groups share ideas and training regarding air quality analysis, travel demand modeling and GIS.
- KIPDA MPO Staff participates in periodic air quality conference calls organized by the Federal Highway Administration-Kentucky Division office for the exchange of information between the Kentucky MPOs, KYTC, the Kentucky Energy and Environment Cabinet's Division for Air Quality, FHWA, FTA, and the US Environmental Protection Agency.

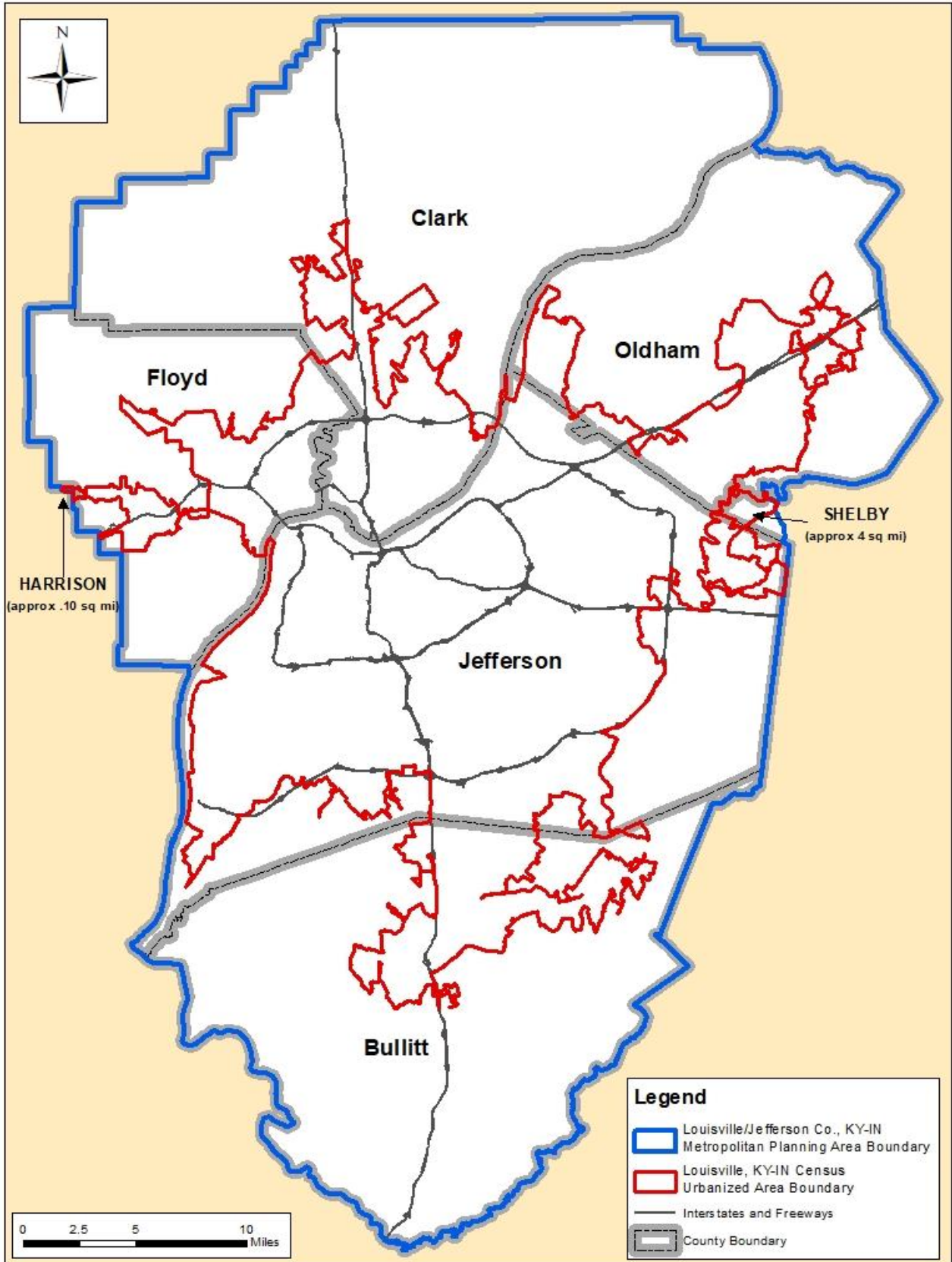
Status of Comprehensive Plans/Other Land Use Planning Activities

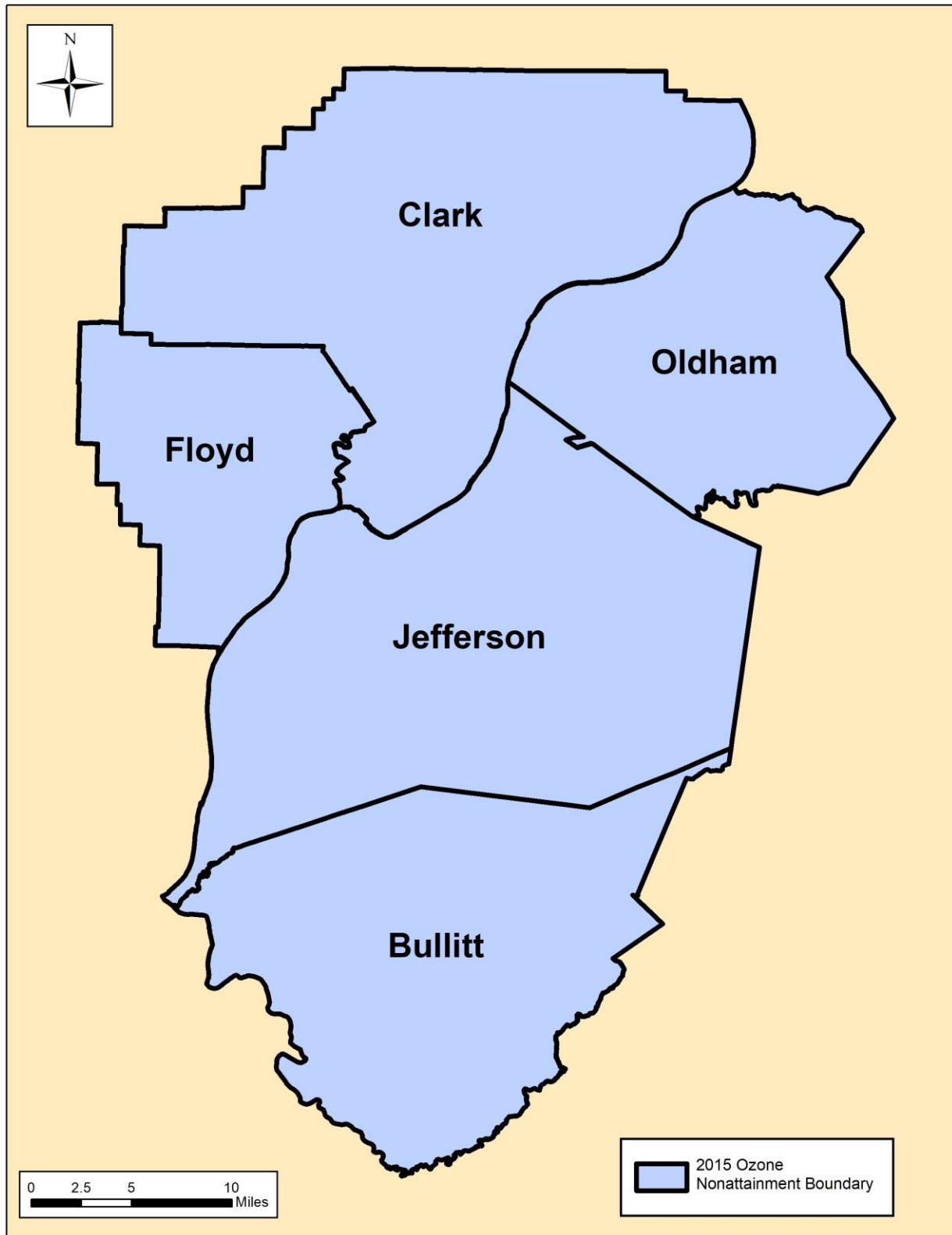
County	Jurisdiction	Plan/Regulation	Last Adopted	Last Amended	Current Status
CLARK	Clark County	Clark County Comprehensive Plan	2016		No update planned at this time.
	Clark County	Clark County Zoning Ordinance	2007		No update planned at this time.
	Clark County	River Ridge Enterprise Zone	2001		No update planned at this time.
	Charlestown	Charlestown Comprehensive Plan	2007		No update planned at this time.
	Charlestown	Zoning Regulations	2007		No update planned at this time.
	Clarksville	Clarksville Comprehensive Plan	2015		No update planned at this time.
	Clarksville	Clarksville Zoning Regulations	2011	2017	Update currently underway
	Clarksville	Subdivision Regulations	1993	2008	No update planned at this time.
	Clarksville	Clark's Landing north – Master Plan	2008	2012	No update planned at this time.
	Clarksville	Eastern Boulevard Corridor Zone	2008		No update planned at this time.
	Clarksville	South Clarksville Redevelopment Plan	2016		No update planned at this time.
	Jeffersonville	Jeffersonville Comprehensive Plan	2015	2017	No update planned at this time.
	Jeffersonville	Jeffersonville Zoning Regulations	2000	2017	No update planned at this time.
	Jeffersonville	10 th Street Corridor Master Plan	N/A	N/A	Currently underway
	Sellersburg	Sellersburg Comprehensive Plan	2018		No update planned at this time.
Sellersburg	Downtown Revitalization Study	2006		No update planned at this time.	
Sellersburg	Sellersburg Zoning Regulations	1996	2010	No update planned at this time.	
FLOYD	Floyd County	Floyd County Comprehensive Plan	2005	2010	Update planned for June 2017.
	Floyd County	Floyd Co. Subdivision Regulations	2004	2010	No update planned at this time.
	Floyd County	Floyd County Zoning Regulations	2006	2018	No update planned at this time.
	Floyd County	Floyd County Thoroughfare Plan	2007		No update planned at this time.
	Floyd County	Edwardsville Gateway Master Plan	2012		No update planned at this time.
	Floyd County	Highlander Point Gateway Master Plan	2006		No update planned at this time.
	Floyd County	Economic Development Strategy	2006		No update planned at this time.
	Floyd County	New Albany-Floyd County Parks & Recreation Master Plan	2008		No update planned at this time.
	Georgetown	Georgetown Comprehensive Plan	1994	1998	No update planned at this time.
	Georgetown	Georgetown Zoning Regulations	2004		Minor amendments underway.
	New Albany	New Albany-Fringe Area Comprehensive Plan	2017		No update planned at this time.
	New Albany	Fringe Area Zoning Regulations	2009	2011	No update planned at this time.
	New Albany	Scribner Place Master Plan	2009		No update planned at this time.
HARRISON	Harrison County	Harrison Co. Comprehensive Plan	2008		No update planned at this time.
	Harrison County	Harrison County Subdivision Ordinance	2010		No update planned at this time.
	Harrison County	Harrison Co. Zoning Regulations	1974	2009	No update planned at this time.
BULLITT	Bullitt County	Bullitt County Comprehensive Plan	2015		Adopted June 11, 2015.
	Bullitt County	Bullitt County Zoning Regulation	1999	2005	Updates to the subdivision regulations are underway.
JEFFERSON	Louisville Metro	Plan 2040 Comprehensive Plan	2018		No update planned at this time.
	Louisville Metro	Land Development Code	2006	2016	Ongoing revisions as needed; no major update plans at this time.
	Louisville Metro	Vision Louisville	N/A	N/A	Complete.
	Louisville Metro	Strategic Multi-modal Transportation Plan (Move Louisville)	2017		No update planned at this time.
	Louisville Metro	Belknap Neighborhood Plan	2005		No update planned at this time.
	Louisville Metro	Bonnycastle Neighborhood Plan	2003		No update planned at this time.
	Louisville Metro	Bowman Area Neighborhoods Plan	2019		No update planned at this time.
	Louisville Metro	Butchertown Neighborhood Plan	2008		No update planned at this time.
	Louisville Metro	Butchertown, Phoenix Hill & NuLu Neighborhood Plan	Underway		Currently underway.
	Louisville Metro	California & Victory Park Neighborhood Plan	2020		No update planned at this time.
	Louisville Metro	Clifton Neighborhood Plan	2002		No update planned at this time.
	Louisville Metro	Clifton Heights Neighborhood Plan	2001		No update planned at this time.
	Louisville Metro	Eastwood Neighborhood Plan	2005		No update planned at this time.

Status of Comprehensive Plans/Other Land Use Planning Activities (continued)

County	Jurisdiction	Plan/Regulation	Last Adopted	Last Amended	Current Status
JEFFERSON	Louisville Metro	Fairdale Neighborhood Plan	2006		Update planned for 2018.
	Louisville Metro	Fern Creek Small Area Plan	2001		No update planned at this time.
	Louisville Metro	Floyds Fork Area Study	Underway		Currently underway.
	Louisville Metro	Glenview Neighborhood Plan	2010		No update planned at this time.
	Louisville Metro	Highlands-Douglass Neighborhood Plan	2006		No update planned at this time.
	Louisville Metro	Hurstbourne Transportation Study & Small Area Plan	2007		No update planned at this time.
	Louisville Metro	Lexington Road Corridor Study	Complete		No update planned at this time.
	Louisville Metro	Mockingbird Valley Neighborhood Plan	2006		No update planned at this time.
	Louisville Metro	Old Henry Subarea Study	2007		No update planned at this time.
	Louisville Metro	Old Louisville/Limerick Neighborhood Plan	2000		No update planned at this time.
	Louisville Metro	Original Highlands Neighborhood Plan			
	Louisville Metro	Park Hill Industrial Corridor Study	2007		No update planned at this time.
	Louisville Metro	Phoenix Hill Neighborhood Plan	2008		No update planned at this time.
	Louisville Metro	River Road Corridor Management Plan	2012		No update planned at this time.
	Louisville Metro	Rubbertown Economic Development Strategy	2010		No update planned at this time.
	Louisville Metro	Shawnee Neighborhood Plan	2003		No update planned at this time.
	Louisville Metro	Shelbyville Road Beautification & Safety Project Plan	2003		No update planned at this time.
	Louisville Metro	Smart Growth Implementation Assistance Project	2012		No update planned at this time.
	Louisville Metro	Smoketown-Shelby Park Neighborhood Plan	2002		No update planned at this time.
	Louisville Metro	South Broadway (SoBro) Neighborhood Plan	2007		No update planned at this time.
	Louisville Metro	Southeast Metro Regional Center Planning Study	2012		No update planned at this time.
	Louisville Metro	Strategic Plan for the Jeffersontown Bluegrass Industrial Park	2007		No update planned at this time.
	Louisville Metro	Taylorsville/Urton Lane Study	2007		No update planned at this time.
	Louisville Metro	Tyler Rural Settlement Neighborhood Plan	2008		No update planned at this time.
	Louisville Metro	Tyler Town Center & Development Dist.	2010		No update planned at this time.
	Louisville Metro	University Corridor Redevelopment Study	2010		No update planned at this time.
	Louisville Metro	Westport Road Corridor Small Area Plan	2010		No update planned at this time.
	Louisville Metro	West Market Street Corridor Study	2009		No update planned at this time.
Louisville Metro	Wolf Pen Branch Neighborhood Plan	2006		No update planned at this time.	
OLDHAM	Oldham County	Oldham County Comprehensive Plan	2014		No update planned at this time.
	Oldham County	Oldham County Comprehensive Zoning Ordinance	2007		Currently under revision w/expected adoption late 2018.
	Oldham County	Oldham County Subdivision Regulations	2008		No update planned at this time.
	Oldham County	Oldham County Parks & Recreation Master Plan			No update planned at this time.
SHELBY	Shelby County	Shelby County Comprehensive Plan	2018		No update planned at this time.
	Shelby County	Shelby County Zoning Regulations	1994		No update planned at this time.
	Shelby County	Shelby County Subdivision Regulations	1995		Amendments in 2000, 2002, 2004 & 2005. No update planned at this time.
	Shelby County	Shelby County Bicycle & Pedestrian Master Plan	2017		No update planned at this time.

Louisville/Jefferson County, KY-IN Metropolitan Planning Area





In June 2018, an area that includes the entirety of Clark, Floyd, Jefferson, Bullitt, and Oldham Counties was designated as a ***marginal nonattainment area for the 2015 8-hour ozone standard***. Clark, Floyd, Bullitt, Jefferson and Oldham counties were designated in August 2018 as ***attainment/unclassifiable in regard to the 2012 fine particulate matter (PM_{2.5}) standard***.

Program Elements

1.0 Transportation System and Development Monitoring

The following elements are intended to aid in monitoring the operation of the surface transportation system and the changes in land use which impact the system. Data collected and maintained under this element is essential to the planning process.

1.1 Traffic Counting

Objective

- To collect traffic volume and related information for the area's roadway system. This will be accomplished primarily through four activities:

1. Under a contract with KIPDA, Louisville Metro Public Works will collect traffic count and related data within its area.
2. KIPDA MPO Staff will conduct traffic counts and collect other Highway Performance Monitoring System (HPMS) data requested by INDOT.
3. KIPDA MPO Staff will conduct other traffic counts and data collection in the MPA.
4. KIPDA MPO Staff will maintain a traffic count file by processing the above information as well as data collected and provided by INDOT and KYTC.

Products

- Traffic volume information, both upon request and through the KIPDA website
- Critical intersection peak period volumes
- Vehicle classification and operating speed information
- Report on HPMS traffic counts/other data for INDOT
- Travel Time information collected as part of the CMP performance measure package, benefiting transportation system monitoring and system development (data to be acquired for analysis includes both NPMRDS data through FHWA and other data acquired by KIPDA)

Methodology

KIPDA MPO Staff will collect traffic count data utilizing counting equipment, from information provided by the states, and through contracted data collection activities with Louisville Metro Public Works. KIPDA MPO Staff will maintain a database of HPMS data and will utilize the HPMS software Version 6.0 in analyzing, evaluating, and reporting that data to INDOT.

Relationship to Other Work Elements

Traffic information collection is directly related to Traffic Data Requests, Travel Model Development, Congestion Management Process, and performance measure analyses.

Equipment

Acquisition/maintenance/replacement of traffic counters, computer software and related data collection equipment

Responsible Agency

With the exception of contracted data collection performed by Louisville Metro Public Works, all other activities will be carried out by KIPDA MPO.

Estimated KIPDA MPO Staff Hours

740

1.2 Geographic Information System (GIS)

Objective

- To develop a geographic information system capable of addressing transportation planning analysis needs, desires and performance-based transportation planning. This is addressed by continued involvement in the planning process, timely data updates, training and researching industry related best practices.

Products

- A functional GIS to provide a variety of data analyses and graphical presentation capabilities
- Transportation infrastructure and service, land use, socioeconomic, and environmental resource databases produced by Staff or acquired from other sources
- Spatial analyses of data in the determination, monitoring and evaluation of performance targets and other aspects of the Performance Management Process
- Digital, hard copy, and interactive online maps

Methodology

KIPDA MPO Staff will utilize the agency's GIS hardware and software to process and analyze information needed for transportation planning purposes, and will make these available to planning partners and the general public on the [KIPDA website](#).

Relationship to Other Work Elements

KIPDA's GIS will support nearly all other elements of the work program and will play a very critical role in future performance measure analyses and alternate mode inventory associated with updates to the MTP and TIP.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

2855

1.3 TARC Route Monitoring

Objective

- To collect ridership information on selected transit routes. The Transit Authority of River City (TARC), under contract with KIPDA, will monitor ridership by route and assess adherence of service to established performance standards.

Product

- Annual route monitoring report & presentations to MPO committees
- Database and mapping of ridership information applicable to other planning purposes

Methodology

KIPDA will execute a contract with TARC to conduct route ridership monitoring activities, which will include GIS-based data collection and mapping. TARC will collect, analyze, and provide the information to KIPDA for planning purposes.

Relationship to Other Work Elements

Information provided by this data collection effort is used in the Responding to Information Requests element, for Congestion Management Process analysis, in the travel model development element, and in performance measure analyses.

Responsible Agency

Transit Authority of River City (TARC)

Estimated KIPDA MPO Staff Hours

120

1.4 Maintenance and Update of Information

- Traffic count database
- Project information database
- Contacts database
- Data in the KYTC continuing Highway Analysis Framework (CHAF) database
- Socioeconomic/Census Data
- Crash data
- Travel time data from various sources
- Transit facilities and route mapping
- Park and Ride inventory
- Freight and intermodal facilities
- Transportation Library Database
- Adjusted Urban Area Boundary, Metropolitan Planning Area and TAZ boundaries
- Roadway Functional Classification inventory

- Bicycle and Pedestrian Facilities Inventory
- Land Use Density and trip origin-destination analysis
- Red Flag Investigation/Environmental Mitigation data
- Environmental Justice Study Areas

Objectives

- To provide the means of accessing the data necessary to conduct the planning process. MPO Staff will develop, maintain, and regularly update the listed datasets.

Products

- Databases for use in carrying out the planning process
- Information to be utilized as part of the GIS
- Reports on various subjects
- Transportation system infrastructure, service, and performance; land use, socioeconomic, and environmental resource databases
- Safety project identification/development from INDOT and KYTC crash data
- Review, update, and submittal of Adjusted Urban Boundary and roadway functional classification revisions

Methodology

KIPDA will collect data from primary and secondary sources and process the information into appropriate formats (electronic databases, spreadsheets, maps) for various planning applications.

KIPDA MPO Staff will access, download, process, perform quality control, and analyze data from the Decennial Census, American Community Survey (ACS), Census Transportation Planning Products (CTPP), Bureau of Economic Analysis (BEA), Bureau of Labor Statistics (BLS), and other sources as needed, and as data becomes available.

KIPDA MPO Staff will continue to update the KIPDA website to assist project sponsors and to better inform the public concerning project development and transportation planning activities.

Relationship to Other Work Elements

The information provided will support nearly every other element of the work program.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

1610

1.5 Response to Information Requests

Objective

- To provide information from the datasets and other sources to constituent agencies, the public, other KIPDA divisions, and others on request. KIPDA is responsible for fulfilling some of those responsibilities not only as an MPO but as an affiliate of the Kentucky State Data Center.

Product

- Information provided in the form of text, tables, reports, maps, mailing lists, databases, etc.

Methodology

KIPDA MPO Staff researches questions received and provides information in appropriate and useable formats. When appropriate, inquiries are referred to other agencies/organizations for response.

Relationship to Other Work Elements

Responding to information requests is closely related to the data collection and database maintenance work elements, including project information included in the most current Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

170

1.6 Performance Management - Data Collection

Objective

- To collect information relevant to and in support of performance management goals and objectives developed by the MPO and as directed by each state. This effort will include the acquisition of data from both states, other public agencies, and third-party vendors when appropriate and necessary. It will also include data obtained and/or produced by KIPDA staff. Information from the datasets and other sources may also be distributed to constituent agencies, the public, other KIPDA divisions, and others on request.

Product

- Information provided in the form of text, tables, reports, maps, shapefiles, mailing lists, databases, etc.

Methodology

KIPDA MPO Staff will develop relationships with appropriate contacts within both state DOTs, transit providers, and Local Public Agencies to maintain consistency in data collection efforts and to ensure the timeliness and quality of the data collected and used. Coordination with other planning partners is also planned to increase their awareness of the data available, as well as to educate concerning the importance of accurate reporting.

Relationship to Other Work Elements

Performance management data collection is closely related to the Performance Management Data Analysis work element in Long-range Transportation Planning, as well as the Congestion Management Plan (CMP) and the Transportation Improvement Program (TIP).

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

720

2.0 Long-range Transportation Planning

The current Metropolitan Transportation Plan for the Louisville/Jefferson County, KY-IN Metropolitan Planning Area, [Connecting Kentuckiana 2040](#), was completed in February 2020, and subsequently received a favorable conformity determination from FHWA and FTA in March 2020. *Connecting Kentuckiana 2040* provides project and policy-oriented recommendations concerning the management and development of the area's transportation system through the year 2040. In cases where transportation investment decisions will have significant fundamental impacts on the region and the entire transportation system, additional detailed studies may be conducted to provide a thorough analysis of the transportation problems and alternative solutions proposed to address those problems.

Performance-based planning is not only a focus of the FAST Act, it is also a desirable course of action given the availability of transportation funding. Performance measures allow the MPO to better assess needs and project impacts, and to make more effective and efficient transportation investments. With *Connecting Kentuckiana 2040*, data-driven assessments and performance measures guide future initiatives to identify gaps in connectivity throughout the region. GIS-based spatial analysis of connectivity between residential areas, employment, public facilities and essential services is a cornerstone of this MTP. By way of this process, more flexible mode choice is afforded to users of the transportation system. This has the potential to not only reduce vehicle miles travelled, but also to contribute to health benefits and more efficient travel throughout the region.

With the completion of the 2010 Census, more current data was made available for use with *Connecting Kentuckiana 2040*.

2.1 Metropolitan Transportation Plan (MTP) Maintenance

Objectives

- To maintain a FAST Act compliant metropolitan transportation plan for the Louisville/Jefferson County, KY-IN Metropolitan Planning Area (*Connecting Kentuckiana 2040*)
- To process proposed amendments to the *Connecting Kentuckiana 2040* according to established procedures
- To develop, implement and maintain project tracking methodology through which project sponsors, other agencies and the public can determine current status and progress of projects as they move from inception to implementation
- To continue data collection for the next MTP
- To explore the connections between metropolitan transportation planning and the environmental issues and processes related to projects identified in the MTP (this effort relates to many elements of the UPWP, and is not merely a part of Plan development)

- To continue to develop planning resources related to *Connecting Kentuckiana 2040*, including, but not limited to an Alternative Transportation Plan, expanded Environmental Justice considerations, further utilization of the StreetLight data resource, etc.
- Continuing consultations with environmental protection, conservation, land use, natural, historical, community and other relevant organizations and agencies in regard to any potentially negative impacts from the events/projects carried out in *Connecting Kentuckiana 2040*.
- Chapter 3 of the [Connecting Kentuckiana 2040 Metropolitan Transportation Plan](#) contains a full discussion of the efforts undertaken to identify and incorporate environmentally sensitive areas in the development of the MTP and its projects and programs. Special emphasis was given to those projects and programs that improve mobility with limited expansion of the transportation infrastructure footprint. The KIPDA metropolitan planning process will continue to advance environmental mitigation activities through its on-going red flag data collection efforts and the sharing of this information with planning partners and the public.

Products

- Implement/maintain FAST Act compliant MTP which addresses the surface transportation needs of the area through 2040
- Implement/maintain MTP reflective of the cooperative efforts of regional transportation agencies
- Reflection of performance measures and targets within the MTP and subsequent updates.
- Provision of planning resources for project sponsors, other agencies and the general public
- Documentation of the plan amendment/administrative modification processes
- Processes for identification and scoping of future transportation needs (which includes development and maintenance of project data).

Methodology

MTP updates and amendments include analyses of the impacts on air quality, financial resources, mobility needs, environmental justice, and public input are processed according to procedures developed by KIPDA MPO Staff and approved by the Transportation Policy Committee.

Updates to each of these elements are in concert with performance-based transportation planning, as detailed in the FAST Act, and in the subsequent establishment of performance targets by the USDOT, both states, and the MPO. A Performance Management Plan and a Project Management Process have both been developed and are currently in use.

Access to planning resources is available through the KIPDA.org website and is called the [Transportation Planning Portal](#). Project applications for the MTP update are also made through this portal.

Relationship to Other Work Elements

Several elements of the FY 2021 UPWP are relevant to this item.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

4020

2.2 Travel Demand Forecasting (TDF) Model Development

Objective

- Travel demand forecasting model development is a continuous process intended to maintain an up-to-date planning tool that stays current with the latest modeling procedures, travel and socioeconomic data, and computer resources. This includes the collection/processing of data needed for the model and staff training.

Products

- A travel demand forecasting model (TDF) to meet the analysis requirements of the area's transportation and related air quality planning program
- Demographic/socioeconomic data forecasts
- Data collection activities that support modeling, as appropriate
- Documentation of the model development process in concert with the next update of the MTP
- Census data review, as data becomes available
- Utilization of the expanded TDF Model
- Periodic upgrade of travel model software and technical support/maintenance
- Coordination with INDOT and KYTC for statewide modeling efforts

Methodology

KIPDA MPO Staff develops and maintains the area's travel demand forecasting model by incorporating the pertinent socioeconomic, travel behavior, and transportation system characteristics into the format required by the model software. Model accuracy is measured by performing various calibration/validation techniques and procedures. Currently the base year of the model is 2015 and the horizon year is 2040.

KIPDA MPO Staff will utilize data purchased from StreetLight, Inc. to update the model and to supplement the traffic forecasting activities developed using the model.

Relationship to Other Work Elements

KIPDA's travel model is one of the tools used to conduct planning analyses for the maintenance of the MTP and the TIP, for estimating the impacts of proposed transportation improvements and development scenarios, and for providing design data for projects. As such, it directly relates to the MTP, TIP, planning studies, project-level

design, technical assistance, and air quality conformity and performance measure analyses.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

1880

2.3 Air Quality Analysis/Conformity Consultation

Objectives

- To conduct air quality analyses as part of MTP development in a manner that is consistent with federal requirements
- To fulfill the requirements of the air quality conformity consultation process as outlined in the Memorandum of Understanding
- To provide a basis for quantifying the emission reduction benefits of projects and programs seeking Congestion Management/Air Quality (CMAQ) funding
- To participate with other agencies in the development of State Implementation Plans (SIPs) and mobile source emissions budgets for the appropriate transportation-related pollutants
- To determine (in consultation with KYTC, INDOT, FHWA, FTA and EPA) the appropriate manner in which to address climate change considerations as part of the transportation planning process, which may include provision of assistance to both KYTC, INDOT and TARC in the identification of vulnerable assets.

Products

- Dissemination of information to planning partners and to the public
- Documentation of KIPDA's activities relating to the process
- Review and prioritization of applications for CMAQ projects to be funded by KYTC, and selection and prioritization of projects for INDOT sub-allocated funding

Methodology

Air quality analyses are conducted in accordance with the procedures defined in the Conformity Consultation Memorandum of Understanding and in 40 CFR 93. KIPDA staff works closely with INDOT, KYTC, the Indiana Department of Environmental Management (IDEM), the Kentucky Energy and Environment Cabinet's Division for Air Quality, and the Louisville Metro Air Pollution Control District in performing emissions calculations.

Relationship to Other Work Elements

This element is most directly related to maintenance of the MTP but affects many other elements as well.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

420

2.4 Intelligent Transportation Systems Planning

Objectives

- To plan for the deployment of the various ITS strategies within the context of the overall transportation planning and decision-making process
- To coordinate the implementation and integration of ITS with traditional transportation system improvements, transportation system management, transportation demand management strategies and Operations & Management strategies

Products

- Project planning and programming consistent with Regional ITS Architecture Plan
- A review of the FY 2017 Regional ITS Architecture

Methodology

KIPDA staff works with the implementing agencies and participants as a partner in the Freeway Incident Management process to coordinate the planning and deployment of ITS measures. Staff will continue to promote the implementation of ITS projects. A stakeholder survey of ITS market packages will be performed periodically, and any necessary updates will be made to the Regional ITS Architecture Plan in order to be compliant with Federal Regulations.

Relationship to Other Work Elements

This task is most closely related to Elements 2.1 (Transportation Plan Maintenance), 2.5 (Congestion Management Process) and 3.6 (Management and Operations Planning).

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

180

2.5 Congestion Management Process

Objective

- To more effectively coordinate travel demand reduction and operational management measures in the Louisville area. The congestion management work program and selected performance measures provide guidance and information for local efforts.

- The [Congestion Management Process](#) and KIPDA Staff will provide planning, coordination and support to the Traffic Response and Incident Management Assisting the River Cities (TRIMARC) project, Louisville Metro, KYTC, INDOT and FHWA in promoting and developing appropriate reliability-based congestion performance measures. TRIMARC will provide the basis for Intelligent Transportation System (ITS) deployment, consistent with the KIPDA Regional ITS Architecture plan.

Products

- Data collection from the CMP network
- Identification of priority corridors and critical intersections for CMP analysis using criteria in the operational document (the analysis will give full consideration to transit, and non-motorized alternatives and will identify performance measures to assist in the movement of people and goods)
- KIPDA MPO Staff assistance in freeway incident management (TRIMARC), other transportation system management (TSM) and transportation demand management (TDM) projects
- KIPDA MPO Staff assistance in maintaining consistency between the KIPDA ITS Regional Architecture plan and the TRIMARC project, and with transportation demand, operational and congestion activities in the work program
- Staff evaluation, in partnership with KYTC and other MPOs, of the possible applications of volume and speed data recently purchased by KYTC
- Promotion and assistance in the development of reliability-based performance measures in priority corridors. This effort will assist TRIMARC, Louisville Metro, KYTC, INDOT, and FHWA in developing appropriate plans and projects to effectively manage congestion within the TMA.
- Further integration of CMP objectives, methods, and performance measures

Methodology

KIPDA MPO Staff will incorporate data collected (see Work Element 1.1) into Highway Capacity Software and other analytical tools to identify congestion levels and will apply the analysis described in the CMP to assess the effectiveness of congestion mitigation measures. KIPDA staff, with support from TRIMARC, Louisville Metro, KYTC, INDOT and FHWA, will also explore the development of reliability-based performance measures. These performance measures will be implemented and will be included in updates to the overall CMP as they become available. Data collection from available sources, as well as data collected and/or generated by KIPDA, may include GPS tracking of travel times on major corridors to determine delay.

Relationship to Other Work Elements

The CMP is related to MTP development, ITS, and intermodal planning. KIPDA is responsible for one transportation demand management initiative, the *Every Commute Counts* rideshare program, which is designed to promote ridesharing and other travel alternatives to the drive-alone commute.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

910

2.6 Public Transportation Planning

Objectives

- To increase the opportunities for trips in the region to be made using transit or other forms of public transportation
- To increase the efficiency and coordination between public transportation, private transportation providers, and other travel modes
- To increase safety for users of public transportation by assisting implementing agencies in development of boarding area improvements (sidewalks, crosswalks, shelters, etc.)

Products

- In cooperation with TARC, continuation of Long-range transit planning efforts. Long-range transit planning may include initiatives such as: identifying transit gaps and needs; increasing interaction between transit, bicycle and pedestrian trips; increasing park and ride activities; conducting corridor specific studies related to congestion relief; increasing commuter trips; and using advanced transit technologies.
- A Comprehensive Operations Analysis and Long-range Plan (TARC LINC) for the TARC service area will continue into FY 2021 which will serve as an initial component of an overall assessment of current and future needs of the region. This effort is jointly funded by Louisville Metro, TARC, STP-dedicated (SLO) funds and KYTC FHWA PL funds. The PL funding will be provided to TARC through direct contract with KYTC.
- Cooperation and coordination with the public transit/transportation planning process conducted by TARC, including an update to the Coordinated Human Services Transportation Plan used to select and provide Federal Section 5310 funding from KYTC and INDOT
- Coordination with and advice to LPAs in pursuit of funding for transit-related projects

Methodology

KIPDA MPO Staff will coordinate planning activities with TARC staff in the areas of: Long-range transit planning; regular, express, and elderly/disabled transit service; the Every Commute Counts rideshare program; and bicycle/pedestrian access to transit. With assistance from and cooperation with TARC, KIPDA Staff will develop and maintain a coordinated non-emergency human service transportation plan (CHSTP) in order to comply with FAST Act requirements regarding Section 5310 funding. MPO Staff

will continue to coordinate planning activities with other transportation providers and groups.

Performance measures established by FTA in conjunction with the FAST Act will be recognized and monitored within both the MTP and the TIP, and other local/regional measures regarding transit may also be adopted in the MTP.

The MPO will assist TARC in the maintenance of their Transit Asset Management (TAM) Plan as appropriate and through the provision of data, coordinated planning efforts and adoption of other performance measures related to a State of Good Repair for the transit system. Other performance targets may be established in addressing performance measures in 23 U.S.C. 150(c), and efforts will be made to coordinate with targets related to the Transit Asset Management (TAM) Plan developed by TARC.

The MPO will assist TARC in the development of their Public Transportation Agency Safety Plan (PTASP) as appropriate, through the provision of data, coordinated planning efforts and adoption of other performance measures related to safety for the transit system. Other performance targets may be established in addressing performance measures in 23 U.S.C. 150(c), and efforts will be made to coordinate with targets related to the Public Transportation Agency Safety Plan (PTASP) developed by TARC.

Relationship to Other Work Elements

Transit/public transportation planning is most closely related to the Metropolitan Transportation Plan, including strategies to enhance the performance of existing infrastructure, maintenance and the Congestion Management Process elements.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

360

2.7 Freight Planning

Objective

- To encourage efficient, safe, and secure freight movement across and between modes in the metropolitan area

Products

- Maintenance of the Freight Information System, a GIS-based decision support tool containing freight-related network, facility, and volume data (updated and supplemented with other data as needed)

- Review of priority freight corridors (Freight Corridor System)
- Contribute to update of the National Truck Network (NN) and State Networks, as needed.
- Update of Freight Resource Network - a database of industry freight contacts used for surveys, general outreach, and to provide input to planning activities
- Periodic meetings of the KIPDA Freight Subcommittee will occur to further develop freight planning in the region
- Enhancement of the freight element of the MTP
- Coordination with planned airport, riverport, and railroad improvements through the Transportation Technical Coordinating Committee, Transportation Policy Committee, and other established committees and agencies
- Assistance to the states and local municipalities with development and implementation of freight-related plans (including technical assistance with studies and inventories)
- Implementation of strategies defined in the recently developed Regional Freight Mobility Study for the MPA

Methodology

KIPDA MPO Staff will use the Freight Information System and input from stakeholders, including the Freight Resource Network and the Freight Subcommittee, to identify and address transportation system deficiencies. The Freight Information System will be used, in conjunction with the CMP, to monitor the performance of priority freight corridors in the Louisville/Jefferson County, KY-IN MPA.

Staff will provide support for the Freight Resource Network and the Freight Subcommittee, as well as maintain the Freight Information System and the freight element of the MTP. MPO Staff will also conduct outreach activities to involve members of the freight community through established KIPDA MPO committees, the Freight Resource Network, Freight Working Group, and industry associations, such as Delta Nu Alpha (an international logistics organization).

Relationship to Other Work Elements

Freight planning is most closely related to the MTP, CMP, and Maintenance and Operations elements, but also affects many other elements of the transportation planning program.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

510

2.8 Bicycle and Pedestrian Planning

Objectives

- To increase the opportunities for trips in the region to be made on foot or by bicycle
- To increase the efficiency and coordination between bicycle and pedestrian modes and other travel modes
- To address the implementation of a regional bicycle and pedestrian network
- To increase the safety and suitability of bicycle and pedestrian facilities
- To increase awareness of bicycle and pedestrian modes as means of travel
- To increase connectivity between bicycle and pedestrian facilities to KIPDA land use clusters
- To provide first/last mile connections to transit or other ridesharing services

Products

- Maintain an updated Bicycle and Pedestrian database for the on-line mapping system to focus on identifying gaps in both networks
- Expand upon the Bicycle and Pedestrian Resource Guide
- Maintain inventory of existing pedestrian and bicycle facilities throughout the region
- GIS coverage of planned bicycle and pedestrian projects
- Acting as a point of contact and assistance for bicycle and pedestrian planning, projects and information including, but not limited to: funding sources such as the Transportation Alternatives Program (TA), Congestion Mitigation/Air Quality (CMAQ), Surface Transportation Program (STP), and Recreational Trails Program (RTP); design standards; local implementation plans; and ADA Transition Plans
- Per the FAST Act, identification of performance measures related to access by alternative modes as well as to the safety of all users

Methodology

- KIPDA MPO Staff will assist LPAs with project applications.
- KIPDA MPO Staff will maintain the Bicycle and Pedestrian inventory resource.
- KIPDA MPO Staff will share information with the TTCC, the TPC and others concerning best practices, design standards, funding, and other applicable information.
- KIPDA MPO Staff will monitor the implementation of the regional bicycle and pedestrian network with information provided by project sponsors.
- When requested, KIPDA MPO Staff will review and advise plan and project development by LPAs involving bicycle and pedestrian modes of travel.
- KIPDA MPO Staff will work with the states, locals, and TARC on ADA transition plans.
- KIPDA MPO Staff will provide assistance, as requested, to the Kentucky Health Department on their Walkability Audits and Health Impact Assessments.

Relationship to Other Work Elements

Bicycle and pedestrian planning are components of the MTP and the CMP. Performance measures established for alternative modes may be connected to or be supplemental to other established measures or targets. Mode choice applies to several elements of the UPWP and MTP development, including identification of underserved populations and their mobility needs.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

1430

2.9 Performance Management – Data Analysis

Objectives

- To identify and analyze data in the pursuit of performance management and a more-informed project development process
- To coordinate with INDOT, KYTC, TARC and other planning partners in the establishment of performance targets
- To use data analysis in the monitoring of progress toward the achievement of the established targets
- To evaluate progress and revise goals and targets as required

Products

- Data analysis in a variety of applications useful to the transportation planning process
- Provision of data and data analysis to planning partners and the public
- Performance target reporting to INDOT and KYTC

Methodology

KIPDA staff will continue to collect and analyze a wide variety of data for both performance management and project development purposes. Traffic volumes, highway crashes, transit route and ridership information, and bicycle and pedestrian network inventories are just a few examples of the databases used in analyses conducted by KIPDA staff. Results of this process will not only be useful in performance management applications, but also in the determination of transportation needs in the region.

Staff will coordinate efforts with both states and all planning partners to maintain accurate and up-to-date information, and to analyze the data appropriately and as it becomes available. Staff will also attend training, informational conferences and webinars relating to both data analysis and performance management and maintain communication with providers of data necessary to the transportation planning process.

Relationship to Other Work Elements

Performance management data analysis is closely related to the Performance Management Data Collection work element in Transportation System and Development Monitoring, as well as to the Metropolitan Transportation Plan (MTP), Congestion Management Plan (CMP) and the Transportation Improvement Program (TIP).

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

1740

3.0 Short Range Transportation Planning/Programming

3.1 Transportation Improvement Program (TIP)

Objective

- The Transportation Improvement Program (TIP) is the mechanism for programming expenditures of federal surface transportation funds in the Louisville/Jefferson County, KY-IN Metropolitan Planning Area. A transportation project must be programmed in this document in order to utilize federal funds. The TIP is approved by the Transportation Policy Committee and submitted to KYTC and INDOT for incorporation into the Kentucky and Indiana Statewide Transportation Improvement Programs (STIPs). The TIP indicates regional project priorities within the programming period consistent with funding projections developed by the states. KIPDA staff will coordinate development and maintenance of the TIP with INDOT's Annual Program Development Process (APDP) and KYTC's Strategic Highway Investment Formula for Tomorrow (*SHIFT*) process, which are statewide mechanisms for the programming of projects, and with TARC's planning process and resources. Because the TIP is consistent with the MTP, it conforms to air quality standards based on the conformity of the current MTP. The TIP is also the mechanism for maintaining current information on the status of transportation projects throughout the year, as well as for coordinating project implementation.

Products

- A FAST Act compliant TIP which addresses the short-range surface transportation needs of the area
- Development of procedures for reflecting how implemented projects support the goals, objectives and performance targets established in the MTP for the region
- TIP amendments and administrative modifications, as needed (TIP amendments may require analyses of the impacts on air quality, financial resources, mobility needs, environmental justice, and public input, and are processed according to procedures developed by KIPDA staff and approved by the TPC)
- Current TIP, all amendments and administrative modifications are available to the public and can be found on the KIPDA website
- An Annual Listing of Obligated Projects for federally funded projects from the previous fiscal year posted on the KIPDA website
- Periodic progress reports to KIPDA transportation committees for MPO Dedicated Funding Programs
- KIPDA MPO Staff attendance at KYTC project status reviews
- KIPDA MPO Staff attendance at APDP meetings with INDOT Central Office and Seymour District Office, FHWA, and local agency staff
- Priority rankings of projects developed as part of the KYTC Strategic Highway Investment Formula for Tomorrow (*SHIFT*) process for considering projects to be included in the Recommended Six-Year Highway Plan

- Developing and maintaining prioritization and selection processes for projects to utilize federal MPO Dedicated Program funding (STBG and TA in Kentucky / CMAQ, HSIP, STBG and TA in Indiana)
- Monitoring of local implementation of federally funded transportation projects, which will include a project tracking and review process as well as documentation being made available for public review
- Coordinate, educate, and participate in a review/reevaluation of the current Project Management Process.
- Based on the evaluation of projects for the CK 2040 MTP, a series of tables indicate the potential contribution of TIP projects. While the exact effect of projects on each performance measure cannot be determined, understanding the potential of a project is, for now, the best-case scenario for performance-based planning. The potential impact of TIP projects on performance measures can be reviewed in Chapter 4 of the [TIP](#).

Methodology

KIPDA will accommodate proposed TIP amendments in compliance with the current planning regulations. KIPDA staff will facilitate updates and amendments of the TIP, including the coordination of air quality analyses, public involvement, project status reviews, financial calculations, and committee action. KIPDA MPO Staff will also assist KYTC, INDOT, TARC and LPAs with project-related documentation.

Quarterly review meetings with KYTC, INDOT, TARC, and area LPAs will be held. Initiatives to assist project sponsors in the development of more accurate cost estimates and more reasonable implementation schedules are ongoing. A procedure for evaluation and committee approval of cost increase requests or project phase shift proposals has been implemented for MPO Dedicated Funding Programs. The new FY 2020 – 2025 TIP will cover a period of six years ensuring that KIPDA complies with INDOT's requirement to maintain a Five-Year Plan of expenditure for MPO Dedicated Program funding.

Relationship to Other Work Elements

The TIP is a subset of the MTP and must be consistent with it.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

3175

3.2 Project Design/Traffic Study Data Requests

Objective

- To provide traffic data, as requested by implementing agencies or their consultants, for project design or scoping study purposes. Data may also be provided to the public
- To coordinate data collection and data analysis with regional planning partners
- To coordinate traffic forecasting efforts with state DOTs

Product

- Traffic information in tabular, map, or turning movement diagram form

Methodology

KIPDA MPO Staff will collect data and use the travel demand forecasting model and other tools and datasets to develop and design year traffic projections to provide the information requested. Work often involves collaboration with INDOT and KYTC to develop various scenarios.

Relationship to Other Work Elements

Information provided under this element is most directly related to travel model development for traffic and transit ridership projections.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

570

3.3 Short Range Studies and Programs

Objective

- To respond to requests from local officials and agencies for assistance in transportation planning related areas

Products

Study/Program	Agency
KY 329 Bypass Study	Oldham County

The KY 329 Study (funded with base PL) was included in the FY 2020 work program and is ongoing.

The following studies were included in the FY 2020 work program using FTA 5303 funds. The studies are being administered under contract with TARC. The Federal funding for these projects was obligated in FY 2020.

Fleet Conversion to Electric Study (amended 12/11/19)
 KY FTA 5303: \$100,000
 TARC Local Match (20%): \$25,000
 Total: \$125,000

TARC

Mobility as a Service Study (amended 12/11/19)
 KY FTA 5303: \$125,000
 TARC Local Match (20%): \$31,250
 Total: \$156,250

TARC

Please note: the combined cost of the two TARC studies (Fleet Conversion & Mobility as a Service) are as follows:

*KY FTA 5303: \$225,000
 TARC Local Match: \$56,250
 Total: \$281,250*

Methodology

If funding is available, the MPO will complete the studies or will arrange for the LPA to contract with either KYTC or INDOT directly to accomplish the studies. The end products are presented to the Transportation Technical Coordinating Committee and the Transportation Policy Committee for acceptance and are subsequently adopted for use in the development of the MTP.

Three such studies are underway: Oldham County's KY 329B Access Management Study, TARC's Fleet Conversion to Electric Study, and TARC's Mobility as a Service Study. Recently completed studies have included: The Downtown Mobility Plan (completed in FY18) and *Move Louisville* (Louisville Metro) and was a partnership between the Downtown Development Corporation and KIPDA (with Louisville Metro and TARC as members of the project team). A Regional Freight Mobility Study was developed in FY 2019 and was approved by the Transportation Policy Committee in February of 2019.

Relationship to Other Work Elements

Short range studies can result in additions to the MTP and/or proposals for project implementation by local or state agencies. The studies typically involve data collection, public involvement, and analyses related to specific transportation system issues.

Responsible Agency

Sponsoring Agency Staff and Consultant services provided under contract to the agencies listed above.

Estimated KIPDA MPO Staff Hours

120 (additional hours necessary if studies are conducted by KIPDA MPO Staff)

3.4 Transportation Safety Planning

Objective

- To provide the planning support needed to improve the safety of the transportation system in the MPA through cooperation with other agencies, data collection, monitoring, and analysis

Products

- Transportation safety information in tabular, map, or other format; summaries and analyses by geographic area, facility type, and incident type
- Selection and prioritization of Highway Safety Improvement Program (HSIP) projects with sub-allocated funding from INDOT
- Annual update of the FHWA safety-related performance measure targets and baselines at the regional level
- Provide assistance with Local Road Safety Plans, as requested

Methodology

KIPDA MPO Staff will use various methods such as committee and subcommittee presentations, incorporation of crash data as a project ranking criterion, etc., to emphasize the importance of safety in the planning process.

KIPDA MPO Staff will consult and work with KYTC and INDOT in carrying out their respective Strategic Highway Safety Plans.

KIPDA MPO Staff will work with local jurisdictions, KYTC, and INDOT to identify and promote the implementation of highway safety projects in the region. Particular attention will be paid to the identification of low cost and quickly constructed projects that might be funded through the Highway Safety Improvement Program (HSIP). Projects will be examined and prioritized for the use of INDOT HSIP funding dedicated to the MPA.

Relationship to Other Work Elements

Transportation system safety is a fundamental component of the performance-based planning process, and closely related to the Maintenance and Update of Information.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

90

3.5 Transportation Security Planning

Objectives

- To provide the planning support needed to improve the resiliency and security of the MPA transportation system in preparation for and response to security threats or natural disasters
- To cooperate with other public agencies in the metropolitan area with more direct responsibility in the area of transportation resiliency, security, emergency management and disaster recovery

Product

Incorporation of security considerations into the MPO transportation planning process, including the funding of short-range planning studies, ITS, and management and operations

Methodology

KIPDA MPO Staff will reference documents such as NCHRP Report 525, as well as others, for guidance concerning the role of transportation planning organizations in system security. Staff activities will be based on the report defining the role of metropolitan transportation planning in system security.

Relationship to Other Work Elements

Transportation system security is a fundamental component of the planning process and closely related to Intelligent Transportation System Planning and Management and Operations Planning.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

90

3.6 Management and Operations Planning

Objectives

- To encourage efficient management and operations of existing and planned infrastructure through the transportation planning process, thereby optimizing the performance of those facilities
- To include Management and Operations (M & O) strategies as part of the MTP and TIP development in a manner that is consistent with federal requirements
- To promote collaboration and coordination of management and operations activities among diverse public and private stakeholders and across multiple jurisdictions

Products

- M & O elements in the MTP and TIP
- Documentation of the process to integrate new and existing materials and activities into M & O planning

Methodology

Management and operations planning is already included to some extent in the existing MTP and TIP development, CMP, ITS, and other transportation planning processes. KIPDA MPO Staff will identify and integrate new stakeholders, goals and objectives, performance measures, data and collection plans, analysis tools, and strategy toolboxes with those of existing processes as appropriate. Involvement of all appropriate agencies and stakeholders is a key element of this undertaking. The ability to meet many anticipated performance targets developed in accordance with the FAST Act will rest with successful implementation of M & O strategies.

Relationship to Other Work Elements

This element is most directly related to MTP and TIP development, CMP, ITS, and intermodal planning, but affects other elements as well.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

710

4.0 Program Administration

4.1 Unified Planning Work Program

Objective

- To prepare the Unified Planning Work Program (UPWP) and administer related activities
- To complete necessary correspondence, grant applications, contracts, invoices, and progress reports in support of the work program

Products

- Annual work program that responds to federal, state and local guidance
- Funding contracts in support of the work program
- Begin process to update/amend/reaffirm the July 2015 Memorandum of Agreement (MOA) between KYTC, INDOT, TARC and KIPDA
- Grant applications for any special funding outside the annual work program
- Quarterly progress reports for FY 2021
- Annual Performance and Expenditures Report for FY 2020
- Self-certification review of compliance with applicable federal and state laws, including the Americans with Disabilities Act and Title VI of the Civil Rights Act
- Equipment and supplies purchased as needed to carry out planning activities
- Use of vendor services as needed to assist with staff training
- Membership in professional organizations, including the Association of Metropolitan Planning Organizations, Transportation Research Board, and the American Public Transportation Association

Methodology

KIPDA MPO Staff will cooperatively develop the annual work program document in accordance with US DOT regulations, certification review findings, identified federal emphasis areas, and constituent agency requests. Draft documents will be prepared for oversight agency review prior to final TPC adoption. Amendments will be processed as necessary.

Relationship to Other Work Elements

The UPWP serves as the mechanism for identifying and carrying out planning activities.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

180

4.2 Public Involvement/Title VI

Objectives

- To engage interested parties, other agencies, and the general public in a collaborative and inclusive transportation planning process using the techniques described in the Participation Plan.
- To encourage, in compliance with Executive Order 12898, the involvement of low-income populations and minority populations in the transportation planning decision-making process, the effort being aimed at (1) disproportionate impacts and distribution of benefits of plans and programs on low-income and minority populations; and (2) assessing the effectiveness of the Participation Plan to engage low-income and minority populations.
- To improve short and long-term transportation decision making by promoting broader overall community understanding of, and opportunities for input to, the transportation planning process in the Louisville (KY-IN) Metropolitan Planning Area.
- To perform activities to ensure that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination in the conduct of the MPO transportation planning process on the grounds of race, color, national origin, disability, sex, age low income status, or limited English proficiency.

Products

- A FAST Act compliant Public Participation Plan which contributes to addressing both the short-range and Long-range surface transportation needs of the area
- Advertised public events where the general public is provided an opportunity to review and comment on KIPDA planning and programming activities
- Public comment period at all meetings of the KIPDA Transportation Policy Committee and Transportation Technical Coordinating Committee
- Print and electronic advertising, signs, supplies, material, personnel, and coordination and logistical information needed for public involvement activities
- Transportation Division publications
- KIPDA agency publications
- Maintenance of the MPO element of the [KIPDA web site](#)
- Video recording of TPC and TTCC meetings for posting on the KIPDA website
- Use of social networking sites Facebook and Twitter to provide notice of meetings and other transportation issues
- Periodic review of the effectiveness of the Public Participation Plan, with updates every four years
- Training activities on public participation for KIPDA MPO Staff and committees
- Training for/monitoring progress of LPA ADA Transition Plans and Title VI Programs
- Explicit documentation of responses to public comments
- Documentation of public involvement activities carried out by MPO constituent agencies for Transportation Policy Committee use
- Updated Community Impact Assessment for Louisville/Jefferson County, KY-IN MPA
- Community Impact Assessments for KYTC project studies, as requested

Methodology

KIPDA MPO Staff will conduct the activities under this element in accordance with the Participation Plan adopted by the Transportation Policy Committee. Continued emphasis will be placed on Title VI activities as they relate to the MTP. The Participation Plan document will be reviewed annually and revised as necessary, based on a staff assessment of the effectiveness and efficiency of the procedures included. Any information made available from the most current Census or American Community Survey (ACS) will be considered and incorporated into any update of the Participation Plan and Community Impact Assessment.

Relationship to Other Work Elements

Public Involvement/Title VI is an integral part of the planning program.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

1550

4.3 Committee Support

Objective

- The objectives of this work element are to develop a regional perspective among local jurisdictions and both states to support transportation planning in the Transportation Management Area (TMA) and to improve communications among policy makers, the public, and KIPDA MPO Staff. Two standing committees provide direction for the cooperative transportation planning program - the Transportation Policy Committee (TPC) and the advisory Transportation Technical Coordinating Committee (TTCC). The TTCC meets on the second Wednesday of each month, and the TPC meets monthly on the fourth Thursday. Staff activities are designed to provide information and materials needed by the TPC and TTCC to address transportation planning issues in the Louisville/Jefferson County KY-IN Metropolitan Planning Area and to keep the committees informed on federal guidance and current transportation planning practices. This will include assistance with, interpretation of, and implementation of the KYTC and INDOT LPA Guides.

Products

- Committee agendas, notices, minutes and memoranda
- Up-to-date committee members' guides and committee bylaws
- KIPDA MPO Staff participation and presentations in committee and subcommittee meetings and workshops
- Purchase of professional services as needed to assist with committee processes
- Informed recommendations and decisions by transportation committees

Methodology

KIPDA MPO Staff will provide the administrative support needed to conduct the committee process, including agency membership review, annual bylaws review, materials and information preparation, and meeting packet distribution. Staff will also assist with procedural matters and provide assistance to committee officers when required. Staff will ensure, through various tools, that committees are aware of their roles and responsibilities and will work to maintain an open dialogue regarding policies and procedures. Presentations by KIPDA MPO Staff regarding the transportation planning process will be given at TTCC and TPC meetings throughout FY 2021 to enhance the knowledge and understanding of committee members. The end result should be better-informed, engaged and empowered MPO committees, having increased awareness of regional transportation and quality of life issues.

Relationship to Other Work Elements

The KIPDA transportation committees participate in all aspects of the transportation program conducted by KIPDA MPO Staff.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

2020

4.4 Staff Management and Training

Objectives

- To provide guidance and oversight of the planning activities of the MPO Staff
- To improve staff capabilities through training opportunities
- To provide the equipment and materials needed to carry out the planning process.
- To increase staff and public awareness of issues such as climate change, livability, Title VI, ADA compliance, etc.

Products

- Staff meetings and annual personnel evaluations
- KIPDA MPO Staff participation in conferences, seminars, and workshops relevant to the transportation planning process, including travel outside the KIPDA region and attendance at conferences conducted, sponsored, or hosted by the Indiana MPO Council, the Institute of Transportation Engineers (ITE), Transportation Research Board (TRB), American Public Transportation Association (APTA), Association of Metropolitan Planning Organizations (AMPO), American Planning Association (APA), and the Kentucky, Indiana, and ESRI GIS organizations. Staff training also includes pertinent seminars and workshops sponsored by federal or state agencies and is anticipated to include FHWA guidance this year regarding the implementation of the FAST Act and performance measures.

- ADA and Title VI training for all KIPDA MPO Staff, as appropriate
- Acquisition of documents, reports, reference materials, equipment, software, periodicals, and subscriptions to publications related to execution of the work program
- Periodic acquisition and maintenance of computer equipment consistent with KIPDA's technology plan, as well as training associated with said equipment

Methodology

Staff management is conducted in accordance with agency personnel policies as described in the Employee Manual. Training opportunities are considered as needed and on the basis of availability. Unspecified training will be submitted to FHWA for eligibility determination.

Relationship to Other Work Elements

Program Administration impacts all elements of the transportation planning program.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

1110

5.0 Commuter Services

5.1 Rideshare Program

Objective

- To provide effective administration of the Regional Transportation Demand Management (TDM) program and to increase participation and awareness of its rideshare services in order to reduce the use of single occupant vehicles (SOVs) as the primary means of commuting throughout the region.

Products

- Provide carpool, transit, park and ride lot, bikepool and vanpool ride-matching assistance for area commuters, maintaining a database with over 2,000 active commuters at over 160 worksites.
- Maintenance and operation of 88 vans for 65 vanpool groups (as of the end of Second Quarter FY 2020)
- Billing and managing customer expectations for over 480 vanpool members
- Improvement and maintenance of the website: www.everycommutecounts.org
- Multi-faceted advertising campaign including enhanced internet communication and social media
- Monthly maintenance reports for each vehicle
- Monthly reports to FTA's National Transit Database of vanpool ridership and mileage
- Monthly reports to FTA's National Transit Database of vanpool safety and security issues
- Annual report of overall vanpool program to the FTA National Transit Database
- Quarterly reports to TARC for vanpool payments received
- Monthly invoices mailed to vanpool participants
- Contracts with a marketing firm
- Contracts through TARC for third party providers for towing, fleet card services, vinyl van wraps, van purchases and other related items
- Monthly reports of progress and strategic plans

Methodology

To accomplish the objectives of this program, KIPDA MPO Staff will:

- Provide ride-matching assistance via the phone and internet
- Meet with area employers to discuss employee transportation programs
- Coordinate an advertising campaign including television and radio
- Provide for adequate staffing, equipment, supplies and financing
- Coordinate vanpool formation meetings for potential participants
- Market existing vanpools to maintain ridership; establish new vanpools
- Provide maintenance of vehicles through a partnership with the Transit Authority of River City (TARC)
- Purchase additional vehicles as needed for the vanpool program

- Review and revise current vanpool operating procedures as needed
- Invoice vanpool passengers monthly
- Continue to collaborate with a software developer to revise the comprehensive software suite that accommodates and coordinates all elements of the program

Relationship to Other Work Elements

Ridesharing and other transportation demand management initiatives are identified in the TIP, MTP and CMP.

Responsible Agency

KIPDA MPO

Estimated KIPDA MPO Staff Hours

10920

Work Program Budget Summary Estimated Fiscal Year 2020 Funding

Funding Source ¹	1	2	3	4	5		
	System Monitoring	Long Range Planning	Short Range Planning	Program Admin.	Rideshare ⁵	Contracts ^{6,7}	TOTAL
FHWA - PL (KY)	\$229,261	\$422,371	\$175,404	\$179,277		\$193,687	\$1,200,000
FHWA - PL (IN) ²	\$52,075	\$95,938	\$39,841	\$40,721		\$38,975	\$267,550
FTA - 5303 (IN) ²	\$12,077	\$22,250	\$9,240	\$9,444		\$9,700	\$62,711
FTA - 5303 (KY)	\$47,763	\$87,994	\$36,542	\$37,349		\$40,352	\$250,000
FHWA - SLO ³					\$1,146,938		\$1,273,938
FHWA - STP (IN) ³					\$127,000		
FHWA CMAQ (IN) ⁴						\$200,000	\$200,000
KYTC MATCH (5%, PL)	\$14,329	\$26,398	\$10,963	\$11,205		\$12,105	\$75,000
LOCAL MATCH	\$70,965	\$130,740	\$54,294	\$55,493	\$318,485	\$58,573	\$688,550
LOCAL IN-KIND MATCH						\$50,000	\$50,000
TOTAL	\$426,469	\$785,691	\$326,285	\$333,490	\$1,592,423	\$603,392	\$4,067,749

- 1 Each task in the UPWP is funded with PL and Section 5303 funds proportionally, unless otherwise noted
- 2 INDOT, FHWA, and FTA have agreed to combine PL and Section 5303 funds into a single contract
- 3 Rideshare Program MPO-dedicated funding
- 4 Funding provided to APCD for the Kentuckiana Air Education (KAIRE) program through KIPDA
- 5 Match for Rideshare Program from van pool fees (KY- \$286,734.50, IN - \$31,750)
- 6 Local in-kind match is provided by Louisville Metro APCD for the KAIRE program, combining staff time and the donation of advertising services by local media for the total of \$50,000. Documentation has been provided to FHWA defining and in support of the in-kind match eligibility.
- 7 Contracts anticipated include: traffic data collection (Louisville Metro), route monitoring (TARC), KAIRE (APCD), and data purchase for travel modeling

The primary sources of MPO funding are PL and Section 5303 funds provided by FHWA and FTA, respectively, and distributed by allocation formula to INDOT and KYTC. CMAQ funding administered by INDOT is made available to Louisville Metro Air Pollution Control District through this work program. Federal funding requires a 20% match in the form of cash, in-kind contribution or KYTC toll credits. A TARC Comprehensive Operational Analysis and Long-range Planning effort is being funded with \$446,000 of KYTC Discretionary PL funds by way of direct contract between TARC and KYTC. Those funds are not reflected in the Work Program Budget. Two TARC planning studies, Fleet Conversion to Electric Study and the Mobility as a Service study are being funded with \$225,000 from FTA 5303 funds and \$56,250 local match for a total of \$281,250. These funds are not reflected in the FY 21 Work Program Budget Summary. These plans do not impact staff hours.

Estimated MPO Staff Hours Distribution by Element

<i>Work Elements</i>	<i>MPO Staff Hours</i>	<i>MPO Person weeks</i>	<i>Percent of Element</i>	<i>Percent of Program</i>
1.0 System/Development Monitoring	6215	178	100%	23%
1.1 Traffic Counting	740	21	12%	
1.2 Geographic Information System	2855	82	46%	
1.3 TARC Route Monitoring	120	3	2%	
1.4 Maintenance and Update of Information	1610	46	26%	
1.5 Response to Information Requests	170	5	3%	
1.6 Performance Management Data Collection	720	21	12%	
2.0 Long Range Planning	11450	327	100%	42%
2.1 Transportation Plan Maintenance/Update	4020	115	35%	
2.2 Travel Model Development	1880	54	16%	
2.3 Air Quality Analysis/Conformity Consultation	420	12	4%	
2.4 Intelligent Transportation Systems Planning	180	5	2%	
2.5 Congestion Management Process	910	26	8%	
2.6 Public Transportation Planning	360	10	3%	
2.7 Freight Planning	510	15	4%	
2.8 Bicycle and Pedestrian Planning	1430	41	12%	
2.9 Performance Management Data Analysis	1740	50	15%	
3.0 Short Range Planning/Programming	4755	136	100%	17%
3.1 Transportation Improvement Program	3175	91	67%	
3.2 Project Design/Traffic Study Data Requests	570	16	12%	
3.3 Short Range Studies	120	3	3%	
3.4 Transportation Safety Planning	90	3	2%	
3.5 Transportation Security Planning	90	3	2%	
3.6 Management and Operations Planning	710	20	15%	
4.0 Program Administration	4,860	139	100%	18%
4.1 Unified Planning Work Program	180	5	4%	
4.2 Public Involvement/Title VI	1550	44	32%	
4.3 Committee Support	2020	58	42%	
4.4 Staff Management and Training	1110	32	23%	
5.0 Rideshare Program	10920	312	100%	na

Work Program Element Costs and Funding Distribution

Work Elements	MPO Person Weeks	Percent of Element	FHWA - PL (KY)	FTA - 5303 (IN)	FHWA - PL (IN)	FTA - 5303 (KY)	FHWA CMAQ (IN)	KY Match	Local Match	Van Pool fees & In-Kind Match	STP (KY)	STP (IN)	TOTALS
1.0 System/Develop. Monitoring	178	100%	\$231,850	\$11,284	\$48,986	\$49,055	\$0	\$14,491	\$70,804	\$0	\$0	\$0	\$426,469
1.1 Traffic Counting	21	11.91%	\$27,605	\$1,343	\$5,833	\$5,841	\$0	\$1,725	\$8,430	\$0	\$0	\$0	\$50,778
1.2 Geographic Information System	82	45.94%	\$106,506	\$5,183	\$22,503	\$22,534	\$0	\$6,657	\$32,525	\$0	\$0	\$0	\$195,908
1.3 TARC Route Monitoring	3	1.93%	\$4,477	\$218	\$946	\$948	\$0	\$280	\$1,368	\$0	\$0	\$0	\$8,234
1.4 Maintenance and Update of Info	46	25.91%	\$60,061	\$2,923	\$12,691	\$12,708	\$0	\$3,754	\$18,341	\$0	\$0	\$0	\$110,477
1.5 Response to Information Requests	5	2.74%	\$6,342	\$309	\$1,339	\$1,341	\$0	\$396	\$1,937	\$0	\$0	\$0	\$11,665
1.6 Performance Management Data	21	11.58%	\$26,859	\$1,307	\$5,675	\$5,683	\$0	\$1,679	\$8,202	\$0	\$0	\$0	\$49,406
2.0 Long Range Planning	327	100%	\$427,141	\$20,790	\$90,252	\$90,372	\$0	\$26,696	\$130,442	\$0	\$0	\$0	\$785,691
2.1 Transp. Plan Maintenance/Update	115	35.11%	\$149,966	\$7,299	\$31,687	\$31,730	\$0	\$9,373	\$45,797	\$0	\$0	\$0	\$275,850
2.2 Travel Model Development	54	16.42%	\$70,133	\$3,414	\$14,819	\$14,838	\$0	\$4,383	\$21,417	\$0	\$0	\$0	\$129,004
2.3 Air Quality Analysis/Conformity Con.	12	3.67%	\$15,668	\$763	\$3,311	\$3,315	\$0	\$979	\$4,785	\$0	\$0	\$0	\$28,820
2.4 Intelligent Transp. Systems Planning	5	1.57%	\$6,715	\$327	\$1,419	\$1,421	\$0	\$420	\$2,051	\$0	\$0	\$0	\$12,351
2.5 Congestion Management Process	26	7.95%	\$33,948	\$1,652	\$7,173	\$7,183	\$0	\$2,122	\$10,367	\$0	\$0	\$0	\$62,444
2.6 Public Transportation Planning	10	3.14%	\$13,430	\$654	\$2,837	\$2,841	\$0	\$839	\$4,102	\$0	\$0	\$0	\$24,703
2.7 Freight Planning	15	4.45%	\$19,025	\$926	\$4,020	\$4,025	\$0	\$1,189	\$5,810	\$0	\$0	\$0	\$34,996
2.8 Bicycle and Pedestrian Planning	41	12.49%	\$53,346	\$2,597	\$11,272	\$11,287	\$0	\$3,334	\$16,291	\$0	\$0	\$0	\$98,126
2.9 Performance Management Analysis	50	15.20%	\$64,910	\$3,160	\$13,716	\$13,733	\$0	\$4,057	\$19,822	\$0	\$0	\$0	\$119,398
3.0 Short Range Planning	136	100%	\$177,386	\$8,631	\$37,479	\$37,529	\$0	\$11,087	\$54,169	\$0	\$0	\$0	\$326,285
3.1 Transp. Improvement Program	91	66.77%	\$118,443	\$5,764	\$25,026	\$25,059	\$0	\$7,403	\$36,171	\$0	\$0	\$0	\$217,866
3.2 Project/Traffic Study Data Requests	16	11.99%	\$21,264	\$1,035	\$4,492	\$4,499	\$0	\$1,329	\$6,493	\$0	\$0	\$0	\$39,113
3.3 Short Range Studies	3	2.52%	\$4,476	\$218	\$946	\$947	\$0	\$280	\$1,367	\$0	\$0	\$0	\$8,234
3.4 Transportation Safety Planning	3	1.89%	\$3,358	\$163	\$710	\$711	\$0	\$210	\$1,025	\$0	\$0	\$0	\$6,176
3.5 Transportation Security Planning	3	1.89%	\$3,357	\$164	\$709	\$710	\$0	\$210	\$1,025	\$0	\$0	\$0	\$6,176
3.6 Management and Operations Planning	20	14.93%	\$26,488	\$1,288	\$5,595	\$5,602	\$0	\$1,655	\$8,088	\$0	\$0	\$0	\$48,720
4.0 Program Administration	139	100%	\$181,301	\$8,823	\$38,307	\$38,360	\$0	\$11,331	\$55,366	\$0	\$0	\$0	\$333,490
4.1 Unified Planning Work Program	5	3.70%	\$6,714	\$326	\$1,419	\$1,421	\$0	\$420	\$2,050	\$0	\$0	\$0	\$12,351
4.2 Public Involvement/Title VI	44	31.89%	\$57,823	\$2,814	\$12,217	\$12,234	\$0	\$3,614	\$17,658	\$0	\$0	\$0	\$106,360
4.3 Committee Support	58	41.56%	\$75,356	\$3,667	\$15,922	\$15,944	\$0	\$4,710	\$23,013	\$0	\$0	\$0	\$138,611
4.4 Staff Management and Training	32	22.84%	\$41,409	\$2,015	\$8,749	\$8,762	\$0	\$2,588	\$12,645	\$0	\$0	\$0	\$76,167
5.0 Rideshare Program	312	100%								\$318,485	\$1,146,938	\$127,000	\$1,592,423
KAIRE (pass-thru)							\$200,000			\$50,000			\$250,000
TARC Route Monitoring			\$23,626	\$1,100	\$4,776	\$4,999		\$1,477	\$7,148				\$43,125
Metro Traffic Data Collection			\$71,219	\$3,316	\$14,396	\$15,069		\$4,451	\$21,549				\$130,000
Planning Studies			\$87,476	\$8,767	\$33,353	\$14,616		\$5,467	\$30,586				\$180,267
TOTAL	1091		\$1,200,000	\$62,711	\$267,550	\$250,000	\$200,000	\$75,000	\$370,065	\$368,485	\$1,146,938	\$127,000	\$4,067,749

NOTE: Planning studies may be conducted by KIPDA MPO Staff with assistance from other agencies and/or consultant services and as funding and workload permits.

Direct and Indirect Cost Allocation

Work Elements	FHWA - PL (KY)	FTA - 5303 (IN)	FHWA - PL (IN)	FTA - 5303 (KY)	FHWA CMAQ (IN)	KY Match	Local Match	Van Pool fees & In- Kind	STP (KY)	STP (IN)	TOTALS
1.0 System/Develop. Monitoring											
Direct Labor	\$108,970	\$5,303	\$23,024	\$23,056	\$0	\$6,811	\$33,278	\$0	\$0	\$0	\$200,441
Fringe Benefits	\$58,081	\$2,827	\$12,272	\$12,289	\$0	\$3,630	\$17,737	\$0	\$0	\$0	\$106,835
Indirect	\$50,115	\$2,439	\$10,589	\$10,603	\$0	\$3,132	\$15,305	\$0	\$0	\$0	\$92,183
Other Direct	\$14,685	\$715	\$3,103	\$3,107	\$0	\$918	\$4,485	\$0	\$0	\$0	\$27,011
Total	\$231,850	\$11,284	\$48,986	\$49,055	\$0	\$14,491	\$70,804	\$0	\$0	\$0	\$426,469
2.0 Long Range Planning											
Direct Labor	\$211,435	\$10,291	\$44,675	\$44,734	\$0	\$13,215	\$64,569	\$0	\$0	\$0	\$388,918
Fringe Benefits	\$112,695	\$5,485	\$23,812	\$23,843	\$0	\$7,043	\$34,415	\$0	\$0	\$0	\$207,293
Indirect	\$97,239	\$4,733	\$20,546	\$20,573	\$0	\$6,077	\$29,695	\$0	\$0	\$0	\$178,864
Other Direct	\$5,773	\$281	\$1,220	\$1,221	\$0	\$361	\$1,763	\$0	\$0	\$0	\$10,618
Total	\$427,141	\$20,790	\$90,252	\$90,372	\$0	\$26,696	\$130,442	\$0	\$0	\$0	\$785,691
3.0 Short Range Planning											
Direct Labor	\$83,372	\$4,057	\$17,615	\$17,638	\$0	\$5,211	\$25,459	\$0	\$0	\$0	\$153,352
Fringe Benefits	\$44,437	\$2,162	\$9,389	\$9,401	\$0	\$2,777	\$13,570	\$0	\$0	\$0	\$81,737
Indirect	\$38,343	\$1,866	\$8,101	\$8,112	\$0	\$2,396	\$11,709	\$0	\$0	\$0	\$70,527
Other Direct	\$11,235	\$547	\$2,374	\$2,377	\$0	\$702	\$3,431	\$0	\$0	\$0	\$20,666
Total	\$177,386	\$8,631	\$37,479	\$37,529	\$0	\$11,087	\$54,169	\$0	\$0	\$0	\$326,285
4.0 Program Administration											
Direct Labor	\$88,838	\$4,323	\$18,771	\$18,796	\$0	\$5,552	\$27,129	\$0	\$0	\$0	\$163,409
Fringe Benefits	\$47,350	\$2,304	\$10,005	\$10,018	\$0	\$2,959	\$14,460	\$0	\$0	\$0	\$87,097
Indirect	\$40,856	\$1,988	\$8,633	\$8,644	\$0	\$2,554	\$12,477	\$0	\$0	\$0	\$75,152
Other Direct	\$4,257	\$207	\$899	\$901	\$0	\$266	\$1,300	\$0	\$0	\$0	\$7,830
Total	\$181,301	\$8,823	\$38,307	\$38,360	\$0	\$11,331	\$55,366	\$0	\$0	\$0	\$333,490
5.0 Rideshare Program											
Direct Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$245,178	\$27,148	\$272,326
Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$130,680	\$14,470	\$145,150
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$112,757	\$12,486	\$125,243
Other Direct	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$318,485	\$658,324	\$72,896	\$1,049,704
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$318,485	\$1,146,938	\$127,000	\$1,592,423
KAIRE (pass-thru)					\$200,000			\$50,000			\$250,000
Contracted Studies	\$182,321	\$13,183	\$52,525	\$34,684		\$11,395	\$59,283				\$353,392

NOTE: Calculation of final and actual Direct and Indirect Cost allocation will be based on results of the agency's annual audit for FY 2021. Documentation of KYTC's approval of the Cost Allocation Plan will be added to this document as Page 71.

Program Requirements

FHWA Planning Factors

Planning Factor	ELEMENTS			
	1.0	2.0	3.0	4.0
1. Support the economic vitality of the metropolitan area, 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 accessibility and mobility of people and 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, for people and freight	✓	✓	✓	✓
7. Promote efficient system management and operation	✓	✓	✓	✓
8. Emphasize the preservation of the existing transportation system	✓	✓	✓	✓
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation		✓	✓	✓
10. Enhance travel and tourism		✓	✓	✓

Certification

FHWA and FTA conducted the most recent certification review of KIPDA's metropolitan transportation planning process on August 22-23, 2018. The Final Report was provided on November 13, 2018.

Title VI/Environmental Justice

On April 26, 2001 KIPDA assured compliance with Executive Order 12898 "to integrate the goals into our operations through a process developed within the framework of existing requirements, primarily the National Environmental Policy Act (NEPA), Title VI of the Civil Rights Act of 1964 (Title VI), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (URA), the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), and other DOT applicable statutes, regulations and guidance that concern planning, social, economic, or environmental matters, public health or welfare, and Public Involvement.

Disadvantaged Business Enterprise

KIPDA has as its goal to procure goods and services to the maximum extent that is feasible from both minority and woman owned/managed businesses.

Unified Planning Work Program Approval Resolution

RESOLUTION

APPROVING THE FY 2021 UNIFIED PLANNING WORK PROGRAM FOR THE LOUISVILLE/JEFFERSON COUNTY, KY-IN METROPOLITAN PLANNING AREA

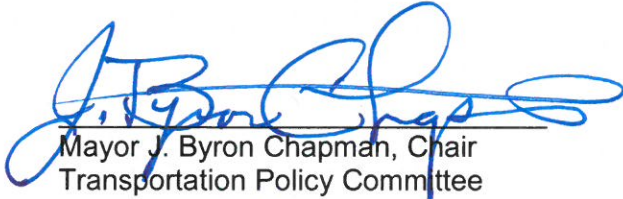
WHEREAS, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Louisville/Jefferson County, KY-IN Urbanized Area; and,

WHEREAS, a Memorandum of Agreement has been developed to establish a multi-year framework for this program; and,

WHEREAS, a Unified Planning Work Program has been developed for FY 2021 within this multi-year framework;

NOW THEREFORE BE IT RESOLVED, that the Metropolitan Planning Organization's Transportation Policy Committee hereby adopts the *FY 2021 Unified Planning Work Program* of the Louisville/Jefferson County, KY-IN Metropolitan Planning Area, and hereby certifies that the KIPDA Metropolitan Planning Organization is meeting all the requirements of 23 CFR, Part 450 relating to the Urban Transportation Planning Process.

RESOLUTION APPROVED:



Mayor J. Byron Chapman, Chair
Transportation Policy Committee

ATTEST:



Amanda R. Spencer, Recording Secretary
Transportation Policy Committee

4-23-20
Date

Transportation Policy Committee (TPC)

Voting Members

Bullitt County
 Charlestown
 Clark County
 Clarksville
 Ramsey
 Floyd County
 Indiana Department of Transportation
 Indiana Department of Transportation
 McClellan
 Jefferson County League of Cities
 Jeffersontown
 Jeffersonville
 Kentucky Transportation Cabinet
 Louisville Metro
 New Albany
 Oldham County
 Regional Airport Authority
 Shively
 St. Matthews
 TARC

Judge/Executive Jerry Summers
 Mayor Treva Hodges
 Commissioner Jack Coffman
 Town Council President Ryan

Commissioner Shawn Carruthers
 Commissioner Joe McGuinness
 Deputy Commissioner Tony

Mayor J. Byron Chapman (TPC Chair)
 Mayor Bill Dieruf
 Mayor Mike Moore
 Secretary Jim Gray
 Mayor Greg Fischer
 Mayor Jeff Gahan
 Judge/Executive David Voegele
 Executive Director Dan Mann
 Mayor Beverly Chester-Burton
 Mayor Richard Tonini
 Board Chairman Cedric Merlin Powell

Advisory Members

Federal Aviation Administration, Memphis
 Federal Highway Administration, Kentucky
 Federal Highway Administration, Indiana
 Federal Transit Administration, Region 4
 Kentucky Transportation Cabinet, District 5
 Louisville Metro Planning & Design Services
 U.S. Dept. of Housing and Urban Development

Tommy Dupree
 Division Administrator Todd Jeter
 Division Administrator Mayela Sosa
 Stan Mitchell
 Matt Bullock
 Emily Liu
 Michael Broward

Transportation Technical Coordinating Committee (TTCC)

Voting Members

Bullitt County
 Charlestown
 Clark County
 Clark County Air Board
 Clark County Planning Commission
 Clarksville
 Floyd County
 Indiana Dept. of Environmental Management
 INDOT – Technical Planning & Programming
 INDOT - Public Transportation
 INDOT - Seymour District
 Jeffersontown
 Jeffersonville
 Kentucky Division for Air Quality
 Kentucky Transportation Cabinet
 Kentucky Transportation Cabinet - District 5
 KIPDA
 Louisville Metro Air Pollution Control District
 Louisville Metro Economic Development
 Louisville Metro Public Works
 Louisville Metro Planning & Design Services
 Louisville Metro Riverport Authority
 Mount Washington
 New Albany
 Oldham County Fiscal Court
 Oldham County Planning Commission
 Port of Indiana-Jeffersonville
 Regional Airport Authority
 Shepherdsville
 Transit Authority of River City

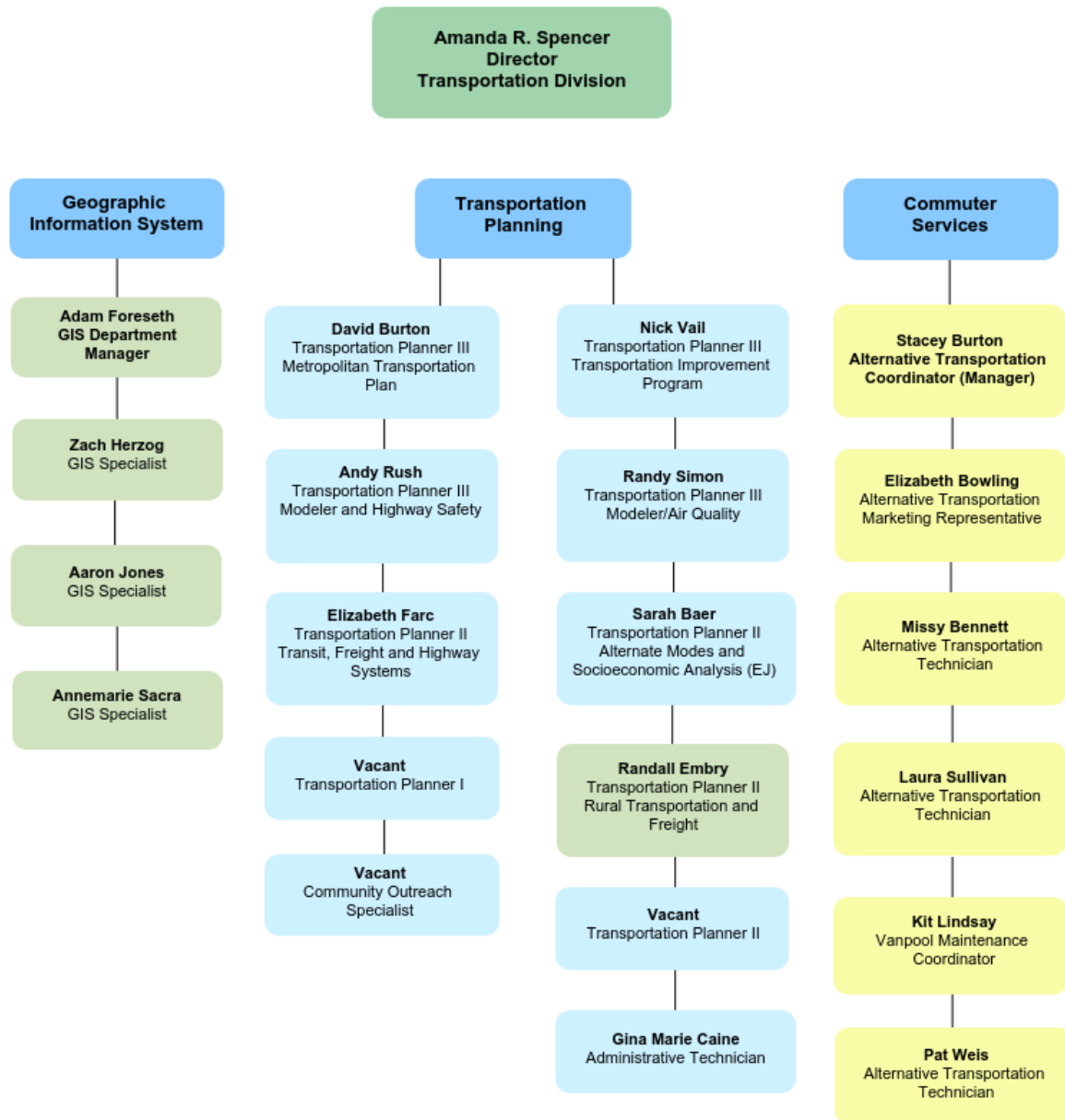
Judge/Executive Jerry Summers
 Tobin Williamson
 Brian Dixon
 Jim Baker
 Stacia Franklin
 Brittany Montgomery
 Don Lopp
 Shawn Seals
 Emmanuel Nsonwu
 Larry Buckel
 Tony McClellan
 Matt Meunier
 Mayor Mike Moore
 Leslie Poff
 Tonya Higdon
 Matt Bullock
 Amanda Spencer
 Keith Talley
 Gretchen Milliken
 Vanessa Burns
 Jeff O'Brien
 Maria Bouvette
 Mayor Barry Armstrong
 Mayor Jeff Gahan
 Judge/Executive David Voegelé
 Jim Urban
 Jeff Miles
 Dan Mann
 Mayor Curtis Hockenbury
 Aida Copic

Advisory Members

AARP – Kentucky
 Clark County Fire Chiefs Association
 Federal Aviation Administration
 Federal Highway Administration - Indiana
 Federal Highway Administration - Kentucky
 Federal Transit Administration - Region 4
 Greater Louisville, Inc.
 Indiana Motor Truck Association
 Kentucky Trucking Association
 Louisville/Jefferson Co Metropolitan Sewer District
 Louisville Water Company
 Regional Mobility Council
 River Hills Economic Development District
 Southern Indiana Chamber of Commerce
 Southern Indiana Transportation Advisory Group
 TARC Elderly & Disabled Advisory Council
 TRIMARC
 University of Louisville

Scott Wegenast
 Brad Meixell
 Tommy Dupree
 Erica Tait
 Eric Rothermel
 Stan Mitchell
 Sarah Wisdom
 Gary Langston
 Rick Taylor
 Tony Parrott
 Eric Pruitt
 Megan Yuill
 Cory Cochran
 Wendy Dant-Chesser
 Chris Fitzgerald
 Regina Ostertag
 Vince Robison
 Shannon Rickett

KIPDA Transportation Division Organizational Chart



- Full Time Transportation Division MPO
- Full Time Transportation Division MPO/ADD
- Full Time Transportation Division Non-MPO

Metropolitan Planning Organization Certification Review

Review Conducted by: FHWA, FTA, INDOT, KYTC

Finding: “The certification review team found that the MPO planning processes, administered by the Kentuckiana Regional Planning and Development Agency (KIPDA) for the Louisville TMA, are in compliance with the federal planning requirements. The FHWA and FTA jointly certify that the transportation planning process of the Louisville TMA meets the federal planning requirements in 23 CFR 450 Subpart C.”

- Certification Review Report, November 13, 2018 -

Recommendations: There were two (2) Recommendations identified in the review. Resolution of these issues is already underway.

Commendations: The KIPDA metropolitan planning process received eight (8) Commendations.

Date of Next Review: The next Federal Certification Review is anticipated to be conducted in August of 2022.

ATTEST:


Larry D. Chaney
KIPDA – MPO Director


Jarret Haley
KIPDA – Executive Director

Cost Allocation Approval Letter



Matthew G. Bevin
Governor

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
Frankfort, Kentucky 40622
www.transportation.ky.gov/

Greg Thomas
Secretary

July 25, 2019

Mr. John Ballantyne
Planning Environmental Team Leader
Federal Highway Administration
330 West Broadway
Frankfort, KY 40601

Subject: Transmittal of FY 2020 CAPs

Dear Mr. Ballantyne:

The Kentucky Transportation Cabinet has approved the Kentuckiana Regional Planning and Development Agency's (KIPDA) indirect cost allocation methodology for the fiscal year ended June 30, 2020.

The Office of Audits reviewed the Draft Cost Allocation Plan (CAP) to ensure compliance with 2 CFR Part 200. This approval does not constitute "establishment of a rate by a cognizant agency". The final CAP will be approved by the Department of Local Government upon completion of the FY 2020 audit. The Kentucky Transportation Cabinet retains the right to audit the rates or adjust them should a cognizant approval occur after this date.

Sincerely,

Carly Cockley
Audit Manager
External Audit Branch

cc: Thomas Whitt
Attachment



Unified Planning Work Program Checklist

Item	Page #	Comment	Regulation or Law Cited
1 FORMAT GUIDELINES			
Bound document			
Dated (left hand corner)			
Page numbers			
2 COVER/TITLE PAGE			
Name of MPO agency and area represented	title page		
FY of UPWP, contact information, web site	title page		
Agencies providing funds or support	title page		
3 INTRODUCTION/PREFACE			
Table of Contents	TOC		
MPO Approval Resolution (signed)	48		
Committee Members & Responsibilities	49-50		[See 23 CFR 450.310 (d)]
Staff Members, Positions & Responsibilities	51		
Maps - MPO Planning, Urbanized & A.Q. Areas	10-Sep		[See 23 CFR 450.312]
Planning Factors	1		[See 23 CFR 450.306 (a)(1-8)]
UPWP - Definition of UPWP and purpose	1		[See 23 CFR 420.111]
4 WORK ELEMENTS* - Each Work Item should include the following:			
Work Element Number & Title			
Description, including Goals, Objectives and Products			23 CFR 420.111(b)(1) & 450.308(c)
Schedule for Completion			23 CFR 450.308(c)
Agency Responsible			23 CFR 450.308(c)
Estimated Cost			23 CFR 420.111(e)
Funding Sources			23 CFR 450.308(c)
ISSUES TO ADDRESS (May be addressed under various work elements listed below or as standalone work elements)			
Safety/Security	33-34		
Resilience/Reliability (Consider KYTC evaluations of damage-prone areas)	22,34		23 CFR 667
Multimodal Planning			
-Freight	24		23 U.S.C. 134(h), (i)(6)
-Transit	23		23 U.S.C. 134(c)(2), (i)(2)(H)
-Bike/Pedestrian	26		23 U.S.C. 134(i)(6)(A), 135(f)(3)(A)
Travel Demand Modeling: MTP update, project analysis, report of housing and employment changes to KYTC. If not a standalone work element, include summary of modeling-related tasks.	19		[See 23 CFR 450.104, Regionally significant project]
Conformity Analysis	20		
ITS Architecture	21		23 CFR 940
Congestion Management Process (TMAs only)	21		23 CFR 450.322
ADA Transition Plans	26		FHWA Civil Rights Guidance: www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12
ADMINISTRATION Work Element			
Major Purchases/Training/Audits	39		
General Committee Meetings	38		
Planning Agreement: Update as needed	3, 36, 55		23 CFR 450.314
UNIFIED PLANNING WORK PROGRAM Work Element			
UPWP Development & Maintenance	36		23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report	36		23 CFR 420.117(b)
PUBLIC INVOLVEMENT & REPORTING Work Element			
Participation Plan Development & Maintenance	37		23 CFR 450.316
Annual Listing of Obligated Projects	29		23 CFR 450.334
DATA COLLECTION & ANALYSIS Work Element			
Census/Socioeconomic Data	19, 13		
Transportation Systems/Urban Boundaries	14		
Performance Measures & Targets	15, 27		23 CFR 450.306(d)
PROJECT IDENTIFICATION & PRIORITIZATION Work Element			
Identify and Update Projects in CHAF	13		
Assist with SHIFT Project Prioritization Activities	29		
Assist with CMAQ Prioritization (CMAQ-eligible areas only)	20		
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)	30		
TRANSPORTATION IMPROVEMENT PROGRAM Work Element			
TIP Development & Maintenance	29		23 CFR 450.326
METROPOLITAN TRANSPORTATION PLAN Work Element			
MTP Development & Maintenance	17		23 CFR 450.324
TRANSIT Work Element			
SPECIAL STUDIES Work Element(s): Corridor studies, sub-area studies, etc. (as needed)			
5 UPWP SUMMARY			
Funding Sources & Matching Rates	43		23 CFR 450.308(c) & 420.111(b)
Indirect Costs (if applicable)	46		
Estimated Effort - Person-Weeks/Hours	44		
Expenditures by Work Item & Funding Source	45		
6 APPENDICES			
Planning Agreement	55		
CAP Approval Letter from KYTC (if charging indirect costs)	56		

* The Work Elements organizational structure presented in this table is provided as an example only; MPOs may adjust the organizational structure to suit their needs.

Memorandum of Agreement

MEMORANDUM OF AGREEMENT

By and Between

Kentuckiana Regional Planning and Development Agency

the

Indiana Department of Transportation

the

Kentucky Transportation Cabinet

and the

Transit Authority of River City

This Memorandum of Agreement (MOA) is made by and between the Kentuckiana Regional Planning and Development Agency (hereinafter referred to as KIPDA), the Indiana Department of Transportation (hereinafter referred to as INDOT), the Kentucky Transportation Cabinet (hereinafter referred to as KYTC), and the Transit Authority of River City (hereinafter referred to as TARC),

Whereas, Moving Ahead for Progress in the 21st Century (MAP-21) and its previous legislative acts the Safe, Accountable, Flexible, & Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU), the 1998 Transportation Efficiency Act for the 21st Century (TEA-21) and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) require the establishment of Agreements among certain agencies involved in the transportation planning process, and

Whereas, the aforementioned agreement shall include specific provisions for the Metropolitan Planning Organization, the State(s), and the public transportation operator(s) to clearly identify their mutual responsibilities in carrying out the continuing, cooperative, and comprehensive metropolitan transportation planning process; and

Whereas, KIPDA is the designated Metropolitan Planning Organization (MPO) for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area, consisting of Clark, Floyd, and a portion of Harrison counties in Indiana and Bullitt, Jefferson, Oldham and a portion of Shelby counties in Kentucky; and

Whereas, INDOT and KYTC are the state agencies responsible for the planning, operation, and maintenance of the transportation systems of Indiana and Kentucky, respectively, and are members of the Metropolitan Planning Organization; and

Whereas, TARC is the provider of public transportation for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area and is a member of the Metropolitan Planning Organization; and

Whereas, TARC is the designated recipient for Section 5307, 5310 and 5339 funds in the Louisville/Jefferson County KY-IN Urbanized Area.

Now, therefore, KIPDA, INDOT, KYTC, and TARC mutually agree as follows:

RESPONSIBILITIES OF THE KIPDA METROPOLITAN PLANNING ORGANIZATION (MPO):

KIPDA Structure

1. The Metropolitan Planning Organization (MPO) organizational structure consists of the Transportation Policy Committee (TPC) and the Transportation Technical Coordinating Committee (TTCC).
2. The TPC serves as the decision-making body of the MPO, and has responsibilities including approval of plans, implementation of programs, provision of transportation planning and guidance, and other similar related actions. Membership includes the chief elected official from each unit of local government within the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area that is represented on the KIPDA Board of Directors, as well as the state departments of transportation from Indiana and Kentucky, provider of public transportation for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area, Regional Airport Authority, and other agencies as defined by the TPC. Membership may be updated from time to time at the discretion of the TPC. Voting members include:
 - Bullitt County
 - Charlestown
 - Clark County
 - Clarksville
 - Floyd County
 - Indiana Department of Transportation, Commissioner
 - Indiana Department of Transportation, Seymour District
 - Jefferson County League of Cities
 - Jeffersontown
 - Jeffersonville
 - Kentucky Transportation Cabinet
 - Louisville Metro
 - New Albany
 - Oldham County
 - Shively
 - St. Matthews
 - Louisville Regional Airport Authority
 - Transit Authority of River City
3. The TTCC serves as an advisory body to the TPC and provides transportation related technical review and assistance. Membership on the TTCC may be updated from time to time with a recommendation from the TTCC to the TPC, who retains final approval of TTCC membership. Voting members include:
 - Bullitt County
 - Charlestown
 - Clark County
 - Clark County Air Board
 - Clark County Planning Commission
 - Clarksville
 - Floyd County
 - Indiana Department of Environmental Management
 - Indiana Department of Transportation – Asset Planning and Management
 - Indiana Department of Transportation – Public Transportation
 - Indiana Department of Transportation – Seymour District
 - Jeffersontown

- Jeffersonville
 - Kentuckiana Regional Planning and Development Agency
 - Kentucky Division of Air Quality
 - Kentucky Transportation Cabinet – District 5
 - Kentucky Transportation Cabinet – Division of Planning
 - Louisville & Jefferson County Riverport Authority
 - Louisville Metro Air Pollution Control District
 - Louisville Metro Economic Development
 - Louisville Metro Planning & Design Services
 - Louisville Metro Public Works
 - Louisville Regional Airport Authority
 - New Albany Planning Commission
 - Oldham County Judge Executive
 - Oldham County Planning Commission
 - Port of Indiana - Jeffersonville
 - TARC Elderly & Disabled Advisory Council
 - Transit Authority of River City
4. KIPDA utilizes advisory committees, subcommittees and working groups, which may include members such as: transit consumers, bicycle groups, various technical staff, members of the TPC and/or TTCC, and other interested parties.
 5. The TPC and the TTCC generally meet on the fourth Thursday and the second Wednesday, respectively, of each month. When utilized, the other committees and working groups meet on an as-needed basis.
 6. KIPDA will concur with the planning regulations for Self-Certification to INDOT, KYTC and the Federal Highway Administration (FHWA) regarding the MPO's ability and intention to provide and fulfill the transportation planning requirements for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.

KIPDA Performance Based Transportation Planning Coordination

1. KIPDA, with cooperation and collaboration from KYTC, INDOT, TARC and other agency partners, will develop a Performance Management Plan for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
2. The Performance Management Plan will utilize the framework established by the Federal Highway Administration and the Federal Transit Administration by incorporating the National Performance Measures and Planning Factors as defined in MAP-21.
3. The Performance Management Plan will identify goals, objectives, performance measures, and performance targets that will be reflected in KIPDA's:
 - a. Metropolitan Transportation Plan
 - b. Transportation Improvement Program
 - c. Congestion Management Process
 - d. Unified Planning Work Program
 - e. Safety Plan
 - f. Security Plan
 - g. Coordinated Human Services Transportation Plan
 - h. Other relevant KIPDA planning documents, programs, and procedures

4. Through the TPC, and other means, KIPDA, KYTC, INDOT, TARC and other agency partners will, through cooperation and collaboration, identify within the Performance Management Plan the following:
 - a. Goals and Objectives
 - b. Performance Measures
 - c. Data and Data Collection Responsibilities
 - d. Reporting Processes, including appropriate roles and responsibilities
5. KIPDA will consider integration of relevant goals, objectives, and performance measures developed by KYTC, INDOT, and TARC into KIPDA's Performance Management Plan within 180 days of the establishment of performance targets by those agencies.
6. KYTC, INDOT, TARC, and other agency partners will consider relevant goals, objectives, and performance measures from KIPDA's Performance Management Plan in decisions regarding their plans and planning activities in the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
7. KIPDA will participate in the development of and provision of data for performance based asset management plans developed by KYTC, INDOT, TARC and other agency partners.
8. The Performance Management Plan will be approved by the TPC.

KIPDA Metropolitan Transportation Plan (MTP)

1. KIPDA will develop (and subsequently maintain) a Metropolitan Transportation Plan (MTP) in cooperation with INDOT, KYTC, TARC and other agency partners at least every four years as required by law. The KIPDA MTP shall cover at least 20 years at the time of its adoption by the TPC.
2. KIPDA will utilize 23 CFR Part 450 in the development of the MTP.
3. As stated 23 CFR Part 450, and as a reflection of good planning practice, KIPDA is responsible for developing a financially reasonable MTP in consultation with INDOT, KYTC, TARC and other agency partners.
4. The MTP Financial Plan will be developed by KIPDA in consultation with KYTC, INDOT, TARC and other agency partners. The process for completing the financial plan will be as follows:
 - a. Using previous annual elements from the Transportation Improvement Program (TIP) KIPDA will identify an average annual dollar amount based on what has been programmed in the TIP for any given annual element. Projects whose primary funding source in the TIP is not from federal formula funds will be removed from the analysis. The average annual dollar amount will be identified by state.
 - b. KIPDA will straight-line project the average annual dollar amount to the horizon year of the MTP in order to identify, by state, the amount of federal formula funds that, for planning purposes only, may be used in developing the MTP Financial Plan.
 - c. KIPDA, in collaboration with KYTC, INDOT, TARC, and other agency partners will review and consider proposals for funding projects where all or part of the anticipated dollars for implementation are not federal formula dollars, and considered innovative funding, etc.. Input from FHWA and FTA may be sought relative to the reasonableness of the funding proposal.
 - d. In order to reflect Year of Expenditure of anticipated federal funds in the Financial Plan, KIPDA will modify the straight-line projections by adjusting each year of the MTP

- estimated available funds by 5% (compounded annually). The Year of Expenditure rate for anticipated funds may be adjusted following concurrence from KYTC, INDOT, TARC, and final approval by the TPC.
- e. KIPDA, working with KYTC, INDOT, TARC and other agency partners, will identify planning level project costs for each project or line item in the KIPDA MTP.
 - f. In order to reflect Year of Expenditure for project costs, KIPDA or the assumed project sponsor will adjust the identified project costs at a rate of 4% compounded annually. The Year of Expenditure rate for project cost may be adjusted following concurrence from KYTC, INDOT, TARC, and final approval by the TPC.
 - g. KIPDA will initiate a cooperative review with KYTC, INDOT, and TARC in order to collaboratively develop, for TPC consideration, the dollar amounts for planning purposes of estimated available funds and estimated project costs. KIPDA will provide first drafts for consideration that include:
 - Draft of anticipated federal funds available for the MTP Financial Plan. Through cooperation and collaboration, each state and TARC may, with presentation of sound reasoning, propose adjusting the estimated federal funds.
 - Draft of estimated project costs identified for the MTP Financial Plan. Through cooperation and collaboration, each state and TARC may, with presentation of sound reasoning, propose adjusting the identified project costs.
 - h. The MTP Financial Plan is considered reasonable when the total estimated federal funds by state and the total identified project costs, also by state, are within 10% of each other. The defined range for a reasonable MTP Financial Plan may be modified following collaboration and cooperation between KYTC, INDOT, TARC, other agency partners, with final approval by the TPC.
 - i. At any time, KIPDA, KYTC, INDOT, or TARC may propose modifications to the process for developing a MTP Financial Plan. KIPDA, KYTC, INDOT, and TARC shall review and discuss any proposed modifications. Changes to the process used in developing the MTP Financial Plan must be approved by the TPC. Any modification to the above described process for completing the MTP Financial Plan will be done so with approval by all parties, and will be documented in the appropriate MTP update.
 - j. The TPC will approve the MTP Financial Plan.
5. Through the TPC and TTCC, KIPDA will coordinate with KYTC, INDOT, TARC and other agency partners to collaboratively develop projects for inclusion in the KIPDA MTP that address the MTP Goals and Objectives, and contribute to attaining the MTP performance measure targets as identified in the KIPDA Performance Management Plan. At a minimum, proposed projects must include:
- a. Detailed description and purpose so as to further the public's understanding of the project and to adequately assess the project
 - b. The anticipated year the project will be open to the public and available for use
 - c. Estimated project costs in Year of Expenditure dollars
6. KIPDA will coordinate with KYTC, INDOT, TARC and other agency partners to ensure that all regionally significant projects, regardless of their funding source, are included in the KIPDA MTP for both air quality conformity and for public information purposes.
7. KIPDA, with collaboration and cooperation from KYTC, INDOT, TARC, and other agency partners, will develop and maintain a Congestion Management Process (CMP). Coordination and cooperation will include, but will not be limited to:
- a. Collection of data necessary for completing the CMP document and implementation of the process

- b. Review selection, and prioritization of projects (including those projects located on the State's highway network) to address congestion-related needs identified through the implementation of the CMP
8. The CMP will be approved and modified by the TPC.
9. At a minimum, KIPDA will provide opportunity for public input on the draft KIPDA MTP as defined in the KIPDA Participation Plan. KIPDA will also consider, summarize, and provide for the disposition of comments received as defined in the KIPDA Participation Plan.
10. A Conformity review/determination shall be completed for each MTP developed by KIPDA, as well as for each amendment to the document, indicating that the plan maintains the area's air quality standard as identified by the Interagency Consultation Group (ICG) Procedures and the States' Implementation Plans for Air Quality.
11. The TPC will approve KIPDA MTP updates and MTP amendments.
12. Following TPC approval of the KIPDA MTP, KIPDA is responsible for forwarding copies of the TPC-approved KIPDA MTP to FHWA, EPA, FTA, and the Interagency Consultation Group.
13. Following the federal conformity review, KIPDA will submit the MTP to KYTC, INDOT, and TARC for inclusion, directly or by reference, in the respective State's Long Range Plan, as well as TARC's Long Range Plan.
14. All proposed changes to the KIPDA MTP must include a project description, project purpose, project cost, Open to Public (OTP) date, federal, state, local and total dollar amount and must be submitted to KIPDA using a KIPDA Project Information Form. The KIPDA MTP may be revised by amendment only.
15. Each project proposed for amendment to the KIPDA MTP will be assessed relative to its impact on the community and its contribution toward achieving the performance targets identified in the KIPDA Performance Management Plan.
16. KIPDA will provide and maintain a website that includes the MTP, its associated amendments, and the CMP for interested parties, public and agency consumption

KIPDA Transportation Improvement Program (TIP)

1. KIPDA will develop and maintain a Transportation Improvement Program (TIP), in cooperation and coordination with KYTC, INDOT, TARC, and other agency partners.
2. The KIPDA TIP will be updated at least every four years as required by 23 CFR Part 450. At the time of adoption by the TPC, the TIP shall cover no less than four years.
3. All federal aid funded transportation projects, regardless of funding category, must be consistent with the KIPDA MTP and be included in the fiscally constrained KIPDA TIP.
4. KIPDA is responsible for developing a fiscally constrained TIP. The cooperative process for completing the TIP Financial Plan shall be as follows:
 - a. For the federal funding categories not suballocated to the MPO, the financial plan is based on the fiscal constraint of the KYTC and INDOT STIPs
 - b. KYTC and INDOT will provide an estimate of available federal funds for the funding categories that are suballocated to the MPO

- c. KIPDA is responsible for ensuring that the estimated available funds and project costs in the TIP reflect year of expenditure. KYTC, INDOT, TARC, and other agency partners will assist KIPDA in identifying Year of Expenditure costs for TIP projects. The rates for Year of Expenditure shall be consistent with the Year of Expenditure rates utilized in the development of the KIPDA MTP.
 - d. At any time, KIPDA, KYTC, INDOT, TARC, or other agency partners, may cooperatively review and update the estimated balances for those federal funds suballocated to the MPO. At a minimum, the above agencies will collaborate on ensuring accurate estimates of available funds for each funding category suballocated to the MPO.
5. Because the KIPDA TIP is a subset of the KIPDA MTP and the TIP and MTP projects are consistent in terms of scope, timing, and estimated costs, the Air Quality Conformity Determination for the TIP is based on the Air Quality Conformity of the MTP.
6. Because the KIPDA TIP is a subset of the KIPDA MTP and the TIP and MTP projects are consistent in terms of scope, timing, and estimated costs, the contribution of the TIP toward achieving the performance targets identified in the KIPDA Performance Management Plan is based on the contribution of the MTP to achieve the performance targets identified in that document.
7. KIPDA will coordinate with KYTC, INDOT, TARC and other agency partners to ensure that all regionally significant projects, regardless of their funding source, are included in the KIPDA TIP for public information purposes.
8. KIPDA, in collaboration and coordination with KYTC, INDOT, TARC and other agency partners, will develop and maintain a project priority process for federal funds that are suballocated to the MPO. The project priority process will be consistent with the MTP and may be modified at the discretion of the TPC.
9. During a TIP update, KIPDA will coordinate with KYTC, INDOT, TARC and other agency partners in order to identify projects and programs for the KIPDA TIP.
10. At a minimum, KIPDA will provide opportunity for public input on the draft TIP and proposed amendments as defined in the KIPDA Participation Plan. KIPDA will also consider, summarize, and provide for the disposition of comments received as defined in the KIPDA Participation Plan.
11. At the discretion of KIPDA, the TIP may be modified by completing a TIP update, amendment, or administrative modification. The KIPDA TIP will be amended semi-annually unless special circumstances require more frequent amendments.
12. There are two methods used to revise the KIPDA TIP: by Administrative Modification or by Amendment. All TIP modifications and amendments will be processed in consultation with the Interagency Consultation Group (ICG) and in accordance with MTP air quality conformity procedures.
13. All requests for administrative modification will be presented to the TPC for information purposes. No approval is required of the TPC for administrative modifications.
14. KIPDA, with cooperation and collaboration from KYTC, INDOT, TARC, and other agency partners will develop a KIPDA Project Management Process. The Project Management Process will:

- a. Focus its efforts toward addressing the MAP 21 National Goal of Reduced Project Delivery Delay
 - b. Strive to advance projects with the greatest benefit for the region and contribute to achieving the performance targets identified in the Performance Management Plan
 - c. Utilize limited funding sources in the most efficient and cost effective manner
 - d. Provide the mechanism for monitoring and managing the obligation of federal funds
 - e. Assist in facilitating advancement of projects that are able to obligate federal funds in lieu of currently programmed projects that have suffered a delay in their implementation and/or are unable to obligate federal funds as originally scheduled
15. At a minimum, the KIPDA Project Management Process will provide the basis for:
- a. Establishing priority processes relative to the advancement of projects from the KIPDA MTP to the KIPDA TIP
 - b. Establishing priority processes for those projects in the KIPDA TIP that are programmed with federal formula funds suballocated to the KIPDA MPO
 - c. Ensuring that projects proposed to use MPO suballocated federal funds are ready for programming/obligation and able to proceed in an expeditious manner and without delay
 - d. Monitoring the progress of projects and programs in the KIPDA TIP
16. The Project Management Process will be approved, and if necessary, may be modified by the TPC.
17. The TPC will approve KIPDA TIP updates and TIP amendments.
18. KIPDA, with cooperation from KYTC, INDOT, and TARC will produce an Annual List of Obligated projects for inclusion in each TIP update and for placement on the KIPDA website.
19. The TPC approves the KIPDA TIP, followed by approvals from the INDOT Commissioner and the KYTC Secretary (on behalf of the respective Governors). It is then included in the Statewide Transportation Improvement Programs (STIPs) of both states by reference or amendment.
20. KIPDA will provide and maintain a website that includes the KIPDA TIP and associated amendments and administrative modifications for interested parties, public and agency consumption.

KIPDA Coordinated Human Services Transportation Plan

- 1. KIPDA, with cooperation and collaboration from KYTC, INDOT, TARC, and other agency partners, will develop and maintain a KIPDA Coordinated Human Services Transportation Plan (CHSTP).
- 2. The CHSTP will include the MPO counties of Clark, Floyd, Bullitt, Jefferson, Oldham, and a portion of Harrison County, Indiana and Shelby County, Kentucky as well as non MPO counties of Henry, Shelby (outside the MPO area), Spencer and Trimble in Kentucky.
- 3. To the extent possible, the CHSTP will reflect the Goals and Objectives from the MTP.
- 4. The CHSTP will identify performance measures and targets that reflect the KIPDA Performance Management Plan.

5. Given the transit-oriented nature of the CHSTP, KIPDA will seek direct input and collaboration from TARC, its advisory committees, and other interested parties.
6. At a minimum, KIPDA will provide opportunity for public input on the draft CHSTP as defined in the KIPDA Participation Plan. KIPDA will also consider, summarize, and provide for the disposition of comments received as defined in the KIPDA Participation Plan.
7. The TPC and the Regional Transportation Committee (RTC) will approve the CHSTP.
8. KIPDA will provide and maintain a website that includes the CHSTP and associated amendments for interested parties, public and agency consumption.

KIPDA Participation Plan

1. KIPDA will develop and maintain a KIPDA Participation Plan (PP) in accordance with 23 CFR Part 450, and good planning practice, that is adopted by the TPC. The PP will coordinate with the INDOT, KYTC and TARC participation processes.
2. The participation process identified in the PP shall be followed during the development of the MTP, TIP, CHSTP, PP and other studies, documents, programs, and procedures as defined in the PP.
3. The PP also defines opportunities and guidelines for engaging the public at KIPDA Committee meetings.
4. KIPDA will provide and maintain a website that includes the PP and associated amendments for interested parties, public and agency consumption.

KIPDA Regional Travel Demand Forecasting

1. KIPDA, with cooperation and consultation from KYTC, INDOT, TARC, and other agency partners, is responsible for developing and maintaining a travel demand forecasting model for the Louisville/Jefferson County KY-IN Metropolitan Planning Area.
2. KIPDA may make available to KYTC, INDOT, TARC, and other agency partners the inputs to and outputs from the KIPDA Regional Travel Demand forecasting model.

KIPDA Unified Planning Work Program

1. In accordance with 23 CFR Part 450, a Unified Planning Work Program (UPWP) will be prepared by KIPDA in cooperation and consultation with INDOT, KYTC, TARC, other agency partners, and FHWA, and FTA.
2. KIPDA will include the planning emphasis areas (PEA's) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas should be received in a timely manner so that they can receive proper consideration.
3. KIPDA will develop annual MPO Planning Priorities for inclusion in the UPWP. The planning priorities will identify the key tasks and outcomes for the upcoming fiscal year that are necessary to maintain and advance the transportation planning activities at KIPDA.
4. Along with MPO Planning Priorities, KIPDA will include in the UPWP the MPO performance measures and their applicability to the transportation planning process.

5. In cooperation and coordination with KYTC, INDOT, TARC, and other agency partners, KIPDA will incorporate directly or by reference the roles and responsibilities associated with the tasks identified in the KIPDA Performance Management Plan for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
6. KIPDA, in collaboration with KYTC, INDOT, TARC and other agency partners will utilize the Planning/Studies Selection Process for identifying studies and projects that may utilize PL funds, should they be available. At a minimum, the projects and studies will:
 - a. Further the transportation planning process within the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area
 - b. Improve the community
 - c. Contribute to attaining the performance targets identified in the KIPDA Performance Management Plan, or providing necessary data relative to the performance measures
7. The TPC approves the UPWP.
8. KIPDA will submit to both states a final KIPDA Unified Planning Work Program in a timely manner that allows for final review and recommendation for approval to FHWA and FTA.
9. KIPDA will provide and maintain a website that includes the KIPDA UPWP and associated amendments for interested parties, public and agency consumption.

KIPDA Title II, Title VI, and Environmental Justice

1. KIPDA will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI guidance, ADA requirements, and procurement activities guidelines.
2. In implementing its transportation planning process, KIPDA will, at a minimum, reflect the transportation related elements of the:
 - a. Americans with Disabilities Act of 1990, Title II
 - b. Civil Rights Act of 1964, Title VI
 - c. Civil Rights Restoration Act of 1987
 - d. Executive Order #12898 (Environmental Justice)
 - e. Executive Order #13166 (Limited English Proficiency)
 - f. USDOT Order 5610.2(a) (Environmental Justice)
 - g. FTA Circular 4702.1(b) (Title VI)
 - h. FTA Circular 4703.1 (Environmental Justice)
 - i. FHWA Order 6640.23(a) (Environmental Justice)
3. KIPDA, with collaboration and cooperation from KYTC, INDOT, TARC, and other agency partners, will develop and maintain the KIPDA Community Impact and Assessment (CIA) resource document for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area. The CIA ensures consideration of communities of concern in the KIPDA transportation planning process. At a minimum, the CIA will include:
 - a. Community socio-economic profiles
 - b. Benefits and Burdens Assessment and Planning
 - c. Environmental Justice Study Areas
4. KIPDA, KYTC, INDOT, TARC and other agency partners will collaborate on the collection of data, the analysis of data, and the reporting of findings associated with completing the CIA and its subsequent implementation

5. The findings and analysis tools identified in the CIA will be reflected, at a minimum, in the KIPDA:
 - a. Metropolitan Transportation Plan
 - b. Transportation Improvement Program
 - c. Coordinated Human Services Transportation Plan
 - d. Participation Plan
 - e. Unified Planning Work Program
 - f. Performance Management Plan
6. The CIA will be approved, and may be modified, by the TPC.
7. KIPDA will monitor, and report to the TPC, the progress of the development and implementation of ADA Transition Plans by KIPDA MPO member agencies.

RESPONSIBILITIES OF THE INDIANA DEPARTMENT OF TRANSPORTATION (INDOT):

The Indiana Department of Transportation (INDOT) Commissioner (or designee) and an INDOT – Seymour District Representative (or designee) will attend the Transportation Policy Committee (TPC) and both will have voting representation for INDOT. INDOT representatives (or designees) from INDOT – Asset Planning and Management, INDOT – Public Transportation, and INDOT – Seymour District will attend Transportation Technical Coordinating Committee (TTCC) meetings and all Sections will have voting representation for INDOT.

Performance Based Transportation Planning Coordination

1. INDOT will cooperate and collaborate with KIPDA, KYTC, TARC and other agency partners, in the development of a KIPDA Performance Management Plan, as defined by KIPDA and for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
2. Through the Transportation Policy Committee, and other means, INDOT and other agency partners will, through cooperation and collaboration, identify within the Performance Management Plan the following:
 - a. Goals and Objectives
 - b. Performance Measures
 - c. Data and Data Collection Responsibilities
 - d. Reporting Processes, including appropriate roles and responsibilities
3. KIPDA, KYTC, INDOT, TARC, and other agency partners will directly or by reference integrate the relevant goals, objectives, and performance measures from INDOT and other agency partners into KIPDA's Performance Management Plan.
4. INDOT will consider relevant goals, objectives, and performance measures from KIPDA's Performance Management Plan in decisions regarding their plans and planning activities in the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.

KIPDA Metropolitan Transportation Plan and Transportation Improvement Program

1. INDOT will participate in updates to KIPDA's Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) as well as subsequent amendments and TIP administrative modifications
2. The INDOT Statewide Transportation Plan shall be developed in cooperation and coordination with the KIPDA MTP.
3. INDOT will develop a list of planned improvement needs on State jurisdiction highways, developed in conjunction and in cooperation with KIPDA for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area. INDOT will also review and consider projects and programs identified through the development of the KIPDA MTP.
4. INDOT will participate in the development of funding estimates and project costs during the development of the KIPDA MTP. Participation will include, and may not be limited to:
 - a. Review of the draft estimate of available resources, for planning purposes only, identified by KIPDA
 - b. If necessary, and in a timely manner, proposal of modifications to the KIPDA estimate of available revenue for planning purposes, for the Indiana portion of the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area

- c. Review and consideration of the draft estimated project and program costs identified during the development of the KIPDA MTP
 - d. Initiated at the request of either KIPDA or INDOT, collaboration in the development of funding estimates and project costs for updates to the KIPDA Transportation Improvement Program. The cooperation between KIPDA and INDOT concerning the KIPDA TIP Financial Plan is not limited to updates. Participation will include a review and, if necessary, revision of federal funding balances for those funds that are suballocated to the MPO.
5. INDOT will participate in the KIPDA Project Management Process, including, but not limited to:
 - a. Review of the project priority processes and outcomes
 - b. Provision of project information related to the progress of projects programmed in the TIP
 6. INDOT will develop the Indiana Statewide Transportation Improvement Program (STIP) in cooperation with KIPDA's transportation planning process and incorporate the KIPDA approved TIP by reference or amendment in its entirety.
 7. INDOT will provide timely lists (based upon KIPDA's TIP update schedule) of INDOT projects within the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area in sufficient detail and accuracy to allow for the development of a TIP for the region. At a minimum, INDOT will provide the following project information for updates, amendments and administrative modifications: project description, project purpose, project cost by phase, open to public (OTP) date, and federal, state, local and total dollar amount. All proposed amendments to the KIPDA TIP must be submitted using KIPDA's Project Information Form.
 8. INDOT will provide, in a timely manner, lists of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year. This will allow KIPDA to develop and publish an Annual List of Obligated Projects (ALOP) in the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
 9. INDOT will provide Central and District Office coordination for KIPDA on all matters including the KIPDA MTP and TIP.
 10. INDOT Central and District Offices will collect and share transportation system information with KIPDA to facilitate a cooperative transportation planning process.

KIPDA UPWP Coordination Activities

1. INDOT will participate in transportation planning activities related to the KIPDA Unified Planning Work Program (UPWP) (such as review of the document, preparation of contracts following its approval, review of billings submitted by the MPO, etc.) and also assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.
2. INDOT will provide updated consolidated PL figures based on the current PL Distribution formula approved by FHWA and INDOT. INDOT will provide these figures in a timely manner each year to allow for development of the KIPDA UPWP.
3. INDOT will review and provide approval of the KIPDA UPWP and concurrence with the Cost Allocation Plan in a timely manner, and will develop required contracts and purchase orders.

RESPONSIBILITIES OF THE KENTUCKY TRANSPORTATION CABINET (KYTC):

The Kentucky Transportation Cabinet (KYTC) Secretary of Transportation (or designee) will attend the Transportation Policy Committee (TPC) meetings and have voting representation for KYTC. The KYTC Chief District Engineer for District 5-Louisville (or designee) and a representative from the KYTC Division of Planning (or designee) will attend Transportation Technical Coordinating Committee (TTCC) meetings and both will have voting representation for KYTC.

Performance Based Transportation Planning Coordination

1. KYTC will cooperate and collaborate with KIPDA, INDOT, TARC and other agency partners, in the development of a KIPDA Performance Management Plan, as defined by KIPDA and for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
2. Through the Transportation Policy Committee, and other means, KYTC and other agency partners will, through cooperation and collaboration, identify within the Performance Management Plan the following:
 - a. Goals and Objectives
 - b. Performance Measures
 - c. Data and Data Collection Responsibilities
 - d. Reporting Processes, including appropriate roles and responsibilities
3. KIPDA, KYTC, INDOT, TARC, and other agency partners will directly or by reference integrate the relevant goals, objectives, and performance measures from KYTC and other agency partners into KIPDA's Performance Management Plan.
4. KYTC will consider relevant goals, objectives, and performance measures from KIPDA's Performance Management Plan in decisions regarding their plans and planning activities in the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.

KIPDA Metropolitan Transportation Plan and Transportation Improvement Program

1. KYTC will participate in updates to the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) as well as subsequent amendments and TIP administrative modifications.
2. The KYTC Statewide Transportation Plan shall be developed in cooperation and coordination with the KIPDA MTP.
3. KYTC will develop a list of planned improvement needs on State jurisdiction highways developed in conjunction and in cooperation with KIPDA for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area. KYTC will also review and consider projects and programs identified through the development of the KIPDA MTP.
4. KYTC will participate in the development of funding estimates and project costs during the development of the KIPDA MTP. Participation will include, and may not be limited to:
 - a. Review of the draft estimate of available resources, for planning purposes only, identified by KIPDA
 - b. If necessary, and in a timely manner, proposal of modifications to the KIPDA estimate of available revenue for planning purposes, for the Kentucky portion of the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area

- c. Review and consideration of the draft estimated project and program costs identified during the development of the KIPDA MTP
 - d. Initiated at the request of either KIPDA or KYTC, collaboration in the development of funding estimates and project costs for updates to the Transportation Improvement Program. The cooperation between KIPDA and KYTC concerning the KIPDA TIP Financial Plan is not limited to updates. Participation will include a review and, if necessary, revision of federal funding balances for those funds that are suballocated to the MPO.
5. KYTC will participate in the KIPDA Project Management Process, including, but not limited to:
 - a. Review of the project priority processes and outcomes
 - b. Provision of project information related to the progress of projects programmed in the KIPDA TIP
 6. KYTC will develop the Kentucky Statewide Transportation Improvement Program (STIP) in cooperation with KIPDA's transportation planning process and incorporate the KIPDA approved TIP by reference or amendment in its entirety
 7. KYTC will provide timely lists (based upon KIPDA's TIP update schedule) of KYTC projects within the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area in sufficient detail and accuracy to allow for the development of a TIP for the region. At a minimum, KYTC will provide the following project information for updates, amendments and administrative modifications: project description, project purpose, project cost by phase, open to public (OTP) date, and federal, state, local and total dollar amount. All proposed amendments to the KIPDA TIP must be submitted using KIPDA's Project Information Form.
 8. KYTC will provide, in a timely manner, lists of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year. This will allow KIPDA to develop and publish an Annual List of Obligated Projects (ALOP) from the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
 9. KYTC will collect and share transportation system information with KIPDA to facilitate a cooperative transportation planning process.

KIPDA UPWP Coordination Activities

1. KYTC will participate in transportation planning activities related to the UPWP (such as review of the document, preparation of contracts following its approval, review of billings submitted by the MPO, etc.) and also assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.
2. KYTC will provide updated consolidated PL (FHWA) and Section 5303 (FTA) figures based on the current PL Distribution formula approved by FHWA and KYTC. KYTC will provide these figures in a timely manner each year to allow for development of the UPWP.
3. KYTC will review and provide approval of the UPWP and concurrence with the Cost Allocation Plan in a timely manner, and will develop required contracts and purchase orders.

RESPONSIBILITIES OF THE TRANSIT AUTHORITY OF RIVER CITY (TARC):

The Transit Authority of River City (TARC) Board Chairman (or designee) will attend the Transportation Policy Committee (TPC) meetings and have voting representation for TARC. The Director of Planning (or designee) will attend Transportation Technical Coordinating Committee (TTCC) meetings and have voting representation for TARC.

Performance Based Transportation Planning

1. TARC will cooperate and collaborate with KIPDA, INDOT, KYTC and other agency partners, in the development of a KIPDA Performance Management Plan, as defined by KIPDA and for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
2. Through the Transportation Policy Committee, and other means, TARC and other agency partners will, through cooperation and collaboration, identify within the Performance Management Plan the following:
 - a. Goals and Objectives
 - b. Performance Measures
 - c. Data and Data Collection Responsibilities
 - d. Reporting Processes, including appropriate roles and responsibilities
3. KIPDA, KYTC, INDOT, TARC, and other agency partners will directly or by reference integrate the relevant goals, objectives, and performance measures from TARC and other agency partners into KIPDA's Performance Management Plan.
4. TARC will consider relevant goals, objectives, and performance measures from KIPDA's Performance Management Plan in decisions regarding their plans and planning activities in the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.

KIPDA Metropolitan Transportation Plan and Transportation Improvement Program

1. TARC will participate in updates to the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) as well as subsequent amendments and TIP administrative modifications.
2. TARC will develop a list of planned improvement transit needs in conjunction and in cooperation with KIPDA for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area. TARC will also review and consider projects and programs identified through the KIPDA development of the MTP.
3. Upon KIPDA request, TARC will provide a Capital Improvement Program (Program of Projects) to KIPDA for inclusion in the KIPDA TIP.
4. TARC will participate in the development of funding estimates and project costs during the development of the KIPDA MTP. Participation will include, and may not be limited to:
 - a. Review of the draft estimate of available resources, for planning purposes only, identified by KIPDA
 - b. If necessary, and in a timely manner, proposal of modifications to the KIPDA estimate of available revenue for planning purposes
 - c. Review and consideration of the draft estimated project and program costs identified during the development of the KIPDA MTP
 - d. Initiated at the request of either KIPDA or TARC, collaboration in the development of funding estimates and project costs for updates to the KIPDA TIP. The cooperation

between KIPDA and TARC concerning the KIPDA TIP Financial Plan is not limited to updates.

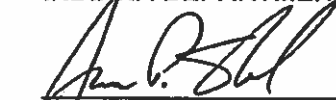
5. TARC will participate in the KIPDA Project Management Process, including, but not limited to:
 - a. Review of the project priority processes and outcomes
 - b. Provision of project information related to the progress of projects programmed in the KIPDA TIP
6. TARC will provide timely lists (based upon KIPDA's TIP update schedule) of TARC projects within the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area in sufficient detail and accuracy to allow for the development of a TIP for the region. At a minimum TARC will provide the following project information for updates, amendments and administrative modifications: project description, project purpose, project cost by phase, open to public (OTP) date, and federal, state, local and total dollar amount. All proposed amendments to the KIPDA TIP must be submitted using KIPDA's Project Information Form.
7. TARC will provide in a timely manner lists of projects for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year. This will allow KIPDA to develop and publish an Annual List of Obligated Projects (ALOP) for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
8. TARC will collect and share transportation system information with KIPDA to facilitate a cooperative transportation planning process.

KIPDA UPWP Coordination Activities

TARC will participate in transportation planning activities related to the UPWP (such as review of the document, and preparation of contracts following its approval).

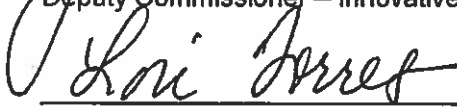
In witness thereof, the undersigned executive staff members of INDOT, KYTC, KIPDA and TARC have executed this Memorandum of Agreement on the dates indicated below. Effective Date of the Agreement will be the date of the final signature.

INDIANA DEPARTMENT OF TRANSPORTATION



Deputy Commissioner – Innovative Project Delivery

Date 6/10/2015



INDOT Legal Counsel

Date 6/11/2015

KENTUCKY TRANSPORTATION CABINET



Secretary

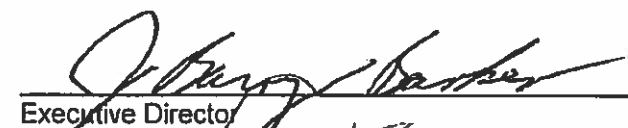
Date 7/2/15



KYTC Legal Counsel

Date 6/29/15

TRANSIT AUTHORITY OF RIVER CITY



Executive Director

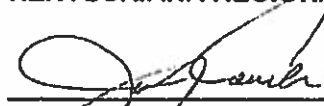
Date 6/9/15



TARC Legal Counsel

Date 6.5.15

KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY



Executive Director

Date May 27, 2015



KIPDA Legal Counsel

Date 6/2/15

Cost Allocation Plan

KIPDA

FY2020

COST ALLOCATION PLAN

JULY 1, 2019 TO JUNE 30, 2020

Kentuckiana Regional Planning and Development Agency
11520 Commonwealth Drive **Louisville, KY 40299**
Office 502/266-6084 **FAX 502/266-5047**

CERTIFICATE OF COST ALLOCATION

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

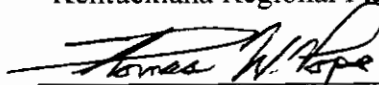
(1) All costs included in this plan dated May 28, 2019 to establish billings and final indirect costs for the fiscal year ending June 30, 2020, are allowable in accordance with the requirements of the Federal and State award(s) to which they apply and 2CFR Part 200. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in the plan are properly allocable to Federal and State awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and funders will be notified of any accounting changes that would affect the plan.

I declare that the foregoing is true and correct.

Governmental Unit Kentuckiana Regional Planning and Development Agency

Signature:



Name of Official

Thomas W. Pope

Title:

Director of Finance

Date of Execution:

 May 23, 2019

I. INTRODUCTORY STATEMENT

The Cost Allocation Plan has been developed along the principles and standards as determined in 2CFR Part 200.

The Cost Allocation Plan is a cost allocation methodology rather than an indirect cost rate proposal. We feel that use of the indicated methodology based on year-to-date actual costs rather than a predetermined rate provides more accurate monthly (including year-end) financial statements and reports to funders.

Due to the amount of direct Federal funding received, it is not necessary for this plan to be submitted to a Federal cognizant agency. However, it is maintained and readily available for any required auditing procedures.

The Cost Allocation Plan is the management tool utilized by the Kentuckiana Regional Planning and Development Agency (KIPDA) to identify, accumulate and distribute costs and has been approved by the KIPDA Board of Directors.

This plan, along with the methodology of accrual accounting and the use of direct salary and wages, leave, and fringe benefits as a basis for distribution of indirect/shared costs, insures that each program and the individual element(s) therein share(s) equitably in the distribution.

While it would be possible to charge all costs directly, it is more practical to establish a system to distribute non-direct program related costs.

Monthly (including year-end) financial statements are prepared using actual direct salary and wages, leave, and fringe benefits as the basis for distribution of actual indirect/shared costs to individual work elements/programs. Indirect/shared costs are distributed based upon the relationship of a work element's/program's direct salary and wages, leave, and fringe benefits to total direct salary and wages, leave, and fringe benefits.

KIPDA has and utilizes Board approved operating policies.

II. COST ALLOCATION PLAN POLICY

- All funds which are disbursed by the Kentuckiana Regional Planning and Development Agency are either chargeable to a specific program element as a direct charge, a divisional shared cost, or spread to all program elements as an organization-wide indirect cost. Direct charges are defined in 2 CFR 200 as those that can be identified specifically with a particular final cost objective. Divisional shared costs are those incurred for a common or joint purpose benefiting a specific group of program elements and not readily assignable to the program element benefited, but is related to the respective group of program elements. Organization-wide indirect costs are those incurred for a common or joint purpose benefiting all program elements and not readily assignable to the program elements benefited.

- Each month (including year-end), financial statements are prepared with organization-wide indirect costs distributed based upon the relationship of a work element's actual direct salary and wages, leave, and fringe benefits to total actual organization-wide direct salaries, leave, and fringe benefits and reported as indirect costs.
- In addition to the organization-wide indirect cost allocation, each month (including year-end) for billing and reporting purposes actual costs from the divisional shared cost pools are distributed. Three divisional shared cost pools for these costs have been developed. One pool distributes shared administrative costs to the following programs: Title III B, Title III C1, Title III C2 and Title III E and HomeCare. The second pool distributes shared program service related costs to the following programs: Title III B, Title III D, Title III E and SHIP. The final pool distributes shared ADRC program service costs to Title III B, Title III E, HomeCare, and Kentucky Caregiver. ~~and SHIP~~. The costs in the first two pools are distributed to the respective programs based upon the relationship of each program element's actual direct salary and wages, leave, and fringe benefits to actual direct salary and wages, leave, and fringe benefits for the respective group of program elements. The ADRC shared program service costs are distributed based on the percentage of inquiries on the programs involved. The allocated shared grouped costs are added to the actual related costs in the respective administrative or program element.

Listed below are explanations of the Costs of major expense items utilized by the Kentuckiana Regional Planning and Development Agency in cost distribution.

COSTS

1. Salary and wages - Salary and wages are charged to various element(s) to which their work is attributable. If the work is readily identifiable with particular program elements, or divisional shared cost pools, it is charged to the particular program element of divisional shared cost pool. If the work is performed for a common or joint purpose benefiting all program elements and is not readily assignable to program elements or shared cost pools specifically benefited it is an indirect cost. Agency administrative personnel will generally be charged as an indirect cost.
2. Fringe Benefits, Vacation, Sick, Holiday, and Other Leave - Fringe benefits and vacation, sick, holiday, and other leave costs are accumulated in cost pools. Costs from these pools are distributed in the ratio of actual charged salary and wages of employees based on eligibility for the respective pools.
3. Temporary Services - Temporary services which are charged as a direct cost if the work assigned is readily identifiable with a particular program elements or divisional shared cost pools. Other temporary services are charged as an indirect cost.
4. Postage - Postage expenses which are directly attributable to specific work elements or divisional shared cost pools shall be charged to the particular element of particular pool. Postage expense which is not identified with a particular work element or divisional shared cost pools shall be charged as indirect cost.

5. Advertising - Advertising costs which are directly attributable to specific work elements, or divisional shared cost pools shall be charged to the particular element of particular pool. Other advertising is charged as an indirect cost. Advertising costs include hiring and procurement advertising.
6. Audit Fees - Audit fees are charged as indirect costs.
7. Contract Services - All contracts which are directly attributable to specific work elements or divisional shared cost pools shall be charged to the particular element of particular pool. If, in fact, there should be a contract which could not be identifiable with a particular element or program it would be an indirect cost.
8. Legal Services- Legal services related to procurement, contracts, personnel, and other legal matters are charged as indirect costs.
9. Telephone - If telephone expenses which are directly attributable to specific work elements, or divisional shared cost pools shall be charged to the particular element of particular pool. Other telephone expense is charged as an indirect cost.
10. Travel - All travel costs which are directly attributable to specific work elements or divisional shared cost pools shall be charged to the particular element of particular pool. All other travel costs are charged as indirect costs.
11. Office Maintenance - Office maintenance is charged as an indirect cost.
12. Office Rent – Office rent is charged as an indirect cost. Office rent is required due to space limitations.
13. Equipment – Equipment purchases which are directly attributable to specific work elements or divisional shared cost pools shall be charged to the particular element of particular pool. Other equipment is charged as an indirect cost.
14. Office Supplies - Office supplies are generally charged as an indirect cost. If supplies are needed for specific programs they are charged as a direct cost.
15. Copying - Copying expense which are directly attributable to specific work elements or divisional shared cost pools shall be charged to the particular element of particular pool. Copying expense which is not identified with specific work elements shall be charged as an indirect cost.
16. Depreciation – Depreciation on property and equipment which was not purchased with grant funds is charged as an indirect cost. No depreciation on items purchased with grant funds is charged to program elements.
17. Utilities - Utilities are charged as an indirect cost.

18. Other Expenses - Other expenses which are directly attributable to specific work elements or divisional shared cost pools shall be charged to the particular element of particular pool. Expenses which are not identified with a particular work element shall be charged as an indirect cost.

Transportation Division Allocation

For all MPO transportation grants, expenses are allocated to the MPO grants based upon the relationship of the budgeted revenues for the work element.

III. FORMAL BOOKS OF ENTRY

Journals

- a. Cash Receipts Journal
- b. Cash Disbursements Journal
- c. General Ledger
- d. Payroll Register
- e. Voucher Register

This is to confirm that the Kentuckiana Regional Planning and Development Agency does in fact have in-house and does utilize the above listed formal books of entry in the accounting functions.

IV. WORK ELEMENTS

Listed below are the various work elements used by the Kentuckiana Regional Planning and Development Agency:

PROGRAM ELEMENT CODES AND DESCRIPTIONS

WORK ELEMENTS FOR FY 2020

(Some work elements may not be used)

Element #	Description
300000	Technical Assistance (140)
300200	CDBG (125)
300300	EDA (120)
300400	Program Administration (150)
301000	WRIS Maintenance
301100	Nightingale MSD
301200	Hite Creek MSD
301500	Apple Patch CDBG
301700	SPGE Training
301900	Mt. Washington GPS
302000	Inventory Project - BULLITT CTY
303000	Inventory Project - HENRY CTY
304000	Inventory Project - JEFFERSON CTY
305000	Inventory Project- OLDHAM CTY

306000 Inventory Project - SHELBY CTY
307000 Inventory Project - SPENCER CTY
308000 Inventory Project - TRIMBLE CTY
309000 Hazard Mitigation
310100 System Monitoring
310200 Long Range Plan
310300 Short Range Plan
310400 Administration
310600 Transit Studies
315000 Rideshare
316000 Statewide Planning
317000 Regional Freight Plan
317110 Charlestown Road
317200 Air Pollution
317400 Downtown Study
319000 LaGrange SRF
319200 Debris Plan
319400 New Castle project
319500 New Castle B
320000 Aging Pool
320100 Program Pool
320200 Title III B - Administration
320210 Title III C1 Admin
320220 Title III C2 Admin
320240 Title III E Admin
320500 Title III B Subcontractors
320600 Title III Training
320700 Title III B - I & A
320800 Title III C 1 Subcontractor
320900 Title III C 2 Subcontractor
321000 Title III D In-House Services
322000 Title III D H P Subcontractors
322200 Title IIIB case management
322300 Title IIIB assessment
323000 National Caregivers - In-house services
324000 National Caregivers - Vouchers
325000 National Caregivers - Subcontractors
326000 SHIP Administration
327000 SHIP In-house Services
327500 SHIP Subs
328000 Title VII - Elderabuse Subcontractors
329000 Ombudsman Title VII
330000 Long Term Care Ombudsman
331000 KY Caregivers Coordination
332000 KY Caregivers In-house Services
333000 KY Caregivers - Vouchers
334000 KY Caregivers - Subcontractors
335000 Homecare Administration
336000 HC - Expenses (non-sub)
337000 HC Subcontractors

338000 HC - Assessment
339000 HC - Case Management
344000 NSIP October-June
345000 NSIP- July-September
345100 FAST
347900 SE4A start up
348000 ADRC
348100 ADRC Medicaid
349300 MIPPA SHIP July- Sept
349400 MIPPA AAA July-Sept
349500 MIPPA ADRC July-Sept
350000 HCB Support Broker
351000 HCB Financial Management
352000 HCB Client Costs
353000 SCL Support Broker
354300 Case Management HCB
354400 Case management SCL 2
354500 Case management M P
356000 HCB Traditional Support Broker
359300 MIPPA SHIP Oct-June
359400 MIPPA AAA Oct-June
359500 MIPPA ADRC Oct-June
364100 Mental Health Coalition
364200 SE4A Funds
364300 Falls Grant
364400 Planned Parenthood Project
364500 Planned Parenthood 16
364600 Plan 4 Health
364700 Meals on Wheels Stipend - Meals
364800 Meals on Wheels -Friendly Visits
365000 FAN PROGRAM
365800 United Healthcare Grant
366000 Mental Health Grant
367000 FASI Program
368000 FASI 3
368400 Enroll Metro
368500 Outreach Metro
368600 Enroll Rural
368700 Outreach Rural
370000 Kellogg Grant
371000 Edith Grigsby Trust
373000 Centenarians Event
374000 RWJ Foundation Grant
374100 GWEP #1
374200 GWEP #2 - Alz
374300 BHWET Grant
375000 SE4A
380000 Local Funds
391000 GASB 68
392000 GASB 75

995100 Annual Leave
 995200 Sick Leave
 995300 Holiday Leave
 995400 Jury Duty
 995500 Other Leave
 995600 Annual Leave Termination Pay
 997000 General Ledger
 998000 Fringe Benefit Pool
 999000 Indirect Cost Pool

V. UNIFORM CHART OF ACCOUNTS

KIPDA
 CHART OF ACCOUNTS
 JULY 1, 2019

GL Code	Description
Assets	
10000	Payroll Cash Account
10100	Cash Account
10110	CDO Payroll Account
10200	A/R CDO Credit Card
10400	Investments
10500	Accrued interest receivable
11500	GASB 68 Pension Outflow
11600	GACB 75 OPEB Outflows
12000	Accounts Receivable
12100	Accounts Receivable - Other
12110	A/R - CDO Other
12200	A/R DAIL
12300	A/R Medicaid
12400	A/R Transportation
12500	A/R Contracts
12600	A/R DLG
12900	A/R CDO Patient Liability
15000	Prepaid Insurance
15100	Prepaid Expenses
16000	Fixed Assets
16500	Accumulated Depreciation
17000	Travel Control
Liabilities	
20000	Accounts Payable
20100	Federal Tax W/H
20200	FICA Tax W/H
20300	State Tax W/H
20400	Local Tax W/H
20500	GASB 68 Deferred Inflow Pension
20510	GASB 68 Pension Liability
20520	GASB 75 OPEB Liability

20530 GASB 75 Deferred Inflows OPEB
20600 Deferred Comp-401K
20700 Deferred Comp-457
20800 401(K) Roth IRA
20900 Vision-125K
20910 Vision
21000 Medical Ins - 125K
21100 Med Ins w/h Adjustment
21200 Roth After Tax
21300 AFLAC W/H
21400 Dental - 125K
21500 Life insurance-after tax
21600 AFLAC - 125K
21700 Loan
21800 Retirement Purchase - AT
21900 FSA - Medical
22000 FSA -Dependent care
22100 Med Ins - AT
22200 Direct Deposit #2
22300 Direct Deposit #3
22400 Retirement Purchase - Before Tax
22500 Direct Deposit 4
22600 Direct Deposit 5
23100 Retirement W/H
23200 Annuity - 1%
24000 Debt - Employee
24100 United Way W/H
24900 Fan Donations
25000 Debt on Building
25100 CDO Federal tax W/H
25200 CDO State Tax W/H
25300 CDO Local Tax W/H
25400 CDO FICA Tax W/H & Accrued
25500 State Unemployment Ins (CDO)
25600 Federal Unemployment (CDO)
25700 CDO Other Withholdings
25800 CDO Accounts Payable - Other
25900 CDO Accrued Payroll
25910 CDO Medicaid deposits
26000 Accrued Payroll
26100 Accrued Travel Expenses
26200 A/P - CHS
26300 Unearned Grant
26400 A/P - DLG
26500 Accrued Annual Leave
26600 Accrued Legal Expense
26700 A/P - Other Contracts
26800 A/P Subcontractors
26900 Accrued KY Unemployment
27000 Accrued Interest

27100 CDO Advances
27200 Meeting donations
27300 A/P Tarc
27400 Vanpool Fees Due Tarc
27500 Vanpool Deposits
27600 Mental Health Aging Coalition-MHAC
27610 GWEP #1
27620 GWEP #2
27700 BHWET
27710 Mental Health Grant
27800 Edith Grigsby
27900 SE4A
28000 A/P Contractors Retainage
28100 Other Payables

Projects

30000 PAS Operations
30200 Inventory Project
30700 Contract Work
31000 MPO Operations
31500 Rideshare
31600 Statewide Planning
31700 Contract Services
32000 Aging
35000 CDO
36400 Special Projects
36500 SE4A
36800 In Person Assister
37000 Kellogg Grant
37900 CDC Grant
38000 General Fund
39000 Fund Balance
39100 GASB 68 Pension Equity
39200 GASB 75 OPEB Equity
39700 General Ledger
39800 Fringe Benefit Pool
39900 Indirect Cost Pool

Revenues

40000 Bullitt County
40100 Charlestown
40200 Clark County
40300 Clarksville
40400 Floyd County
40500 Henry County
40700 Jeffersonville
40800 Louis/Jeff Metro Gov't
40900 New Albany
41000 Oldham County
41100 Shelby County
41200 Spencer County
41300 Trimble County

41400 Shelby Co. Bike/Ped
41500 Apple Patch
41600 LaGrange SFE
41800 Hazard Mitigation
42000 DLG - CDBG Federal
42100 DLG - CDBG Match
42200 DLG - Unmatched
42300 New Castle Project
42320 SPGE Training
42330 New Castle B
42400 Debris Plan
42410 Nightingale MSD
42500 Hite Creek MSD
42600 Mt. Washington GPS
42700 Other Revenue - PAS
42800 Water Management
42899 EDA - State
42900 EDA - Federal
42910 Mapping Project
43000 KY FHWA
43100 KY FTA
43300 KY Statewide Program
43400 KY STP
43500 KTC Match
43800 INDOT CMAQ
44000 IN FHWA
44100 IN FTA
44400 IN STP
44500 Inventory Project
44600 Vanpool fees
44700 Other Match
44800 TARC Share FTA
44900 Other - Transportation
45000 Local Road Updates
45100 Homecare in Title III E
45700 Support Community Living
45710 Michell P.
45800 Donations
45900 In Person Assister
45910 Meals on Wheels
45920 United Healthcare Grant
46000 Title IIIB - Administration-Federal
46010 Title III-B Administration - STATE
46100 Title III B Support Svcs- Federal
46110 Title III-B Support Svcs- State
46120 Title III-B Support Services - FED Carryover
46130 Title III-B Ombudsman - FEDERAL
46140 Title III-B Ombudsman - STATE
46200 Title III-C1 Services - FEDERAL
46210 Title III-C1 Administration - FEDERAL

46220 Title III-C1 Administration - STATE
 46230 Title III-C1 Services - STATE
 46240 Title III-C1 Services - FED Carryover
 46300 Title III-C2 Services - FEDERAL
 46310 Title III-C2 Administration - FEDERAL
 46320 Title III-C2 Administration - STATE
 46340 Title III-C2 Services - STATE
 46350 Title III-C2 Services - FED Carryover
 46400 III-D - Preventive Health Services FEDERAL
 46410 III-D - Preventive Health Services - STATE
 46420 III-D - Prev Health - FED Carryover
 46500 Title III-E Caregiver Support Services - FEDERAL
 46510 Title III-E Administration - FEDERAL
 46520 Title III-E Administration - STATE
 46530 Title III-E Administration - Fed Carryover
 46540 Title III-E Caregiver Support Services - STATE
 46550 Title III-E Caregiver Support Services - FED Carryover
 46560 Title III-E Grandparent Support Services - FEDERAL
 46570 Title III-E Grandparent Support Services - STATE
 46580 Title III-E Grandparent Support Services - FED Carryover
 46600 Title VII - Elderabuse
 46700 Homecare Admin
 46710 Homecare Services - Non Meals
 46720 Homecare Services - Meals
 46800 Adult Day
 46900 Personal Care Attendant Program
 47000 NSIP July- Sept
 47050 NSIP Oct to Sept
 47110 FAST
 47200 DAIL Meetings
 47300 Donations
 47400 SHIP - Administration - FEDERAL
 47410 SHIP - Services - FEDERAL
 47450 SHIP April to March
 47500 ADRC Medicaid - Federal
 47510 ADRC Medicaid State
 47515 SHIP - Services - FED Carryover
 47520 Program Implementation
 47600 Title VII Ombudsman
 47610 GWEP #1
 47620 GWEP #2 Alz
 47700 Medicaid Client Costs
 47710 Medicaid Staff Costs
 47750 Medicaid Client fees
 47800 Long Term Care Ombudsman
 47900 FASI Program
 47910 FASI 3
 48000 KY Caregivers Program
 48100 BHWET Grant
 48200 Other - CHS

48300 Mental Health Grant
 48400 General Fund Transfer Expenses in excess of Revenue
 48500 Kellogg Grant
 48600 Edith Grigsby Trust
 48700 MIPPA Ends September
 48710 MIPPA Starts October
 48800 KSPAN Falls Prevention
 48900 Mental Health Coalition
 49000 Homecare client fees
 49100 CDC Grant
 49110 CDSME
 49200 RWJ Grant
 49210 Planned Parenthood Project
 49220 Plan 4 Health
 49230 Planned Parenthood 16
 49300 CDO Client Tax Refund
 49400 SE4A
 49500 Interest Income
 49600 CDO Client Paid Services
 49700 Transfer from General Fund
 49800 In-kind Match
 49890 Miscellaneous CDO
 49900 Miscellaneous

Expenses

50000 Salaries
 50500 Fringe Benefits
 50600 FICA Expense
 50700 Medical Insurance
 50800 Life Insurance
 50900 Retirement Expense
 50910 OPEB Expense
 51000 Unemployment Insurance
 51100 Worker's Comp Insurance
 51200 Vision Insurance
 51300 Dental Insurance
 51400 Other Benefits
 51410 GASB 68 Pension Expense
 51420 GASB 68 Deferred Inflow Pension
 51500 Internet Fees
 51600 Equipment & Computer Maintenance
 51700 Temporary Services
 51800 Postage/Shipping
 51900 Subscriptions & Publications
 52000 Insurance - Other
 52100 Registration Fees
 52200 Software Maintenance &/or License
 52300 Membership Dues
 52400 Legal
 52500 Advertising
 52600 Audit

52700 Interest Expense
52800 Contract Services
52900 Drug Screens/TB Test
53000 Background Checks
53200 Telephone
53400 Car expenses & related
53600 Travel in Region
53700 Board Travel
53800 Travel out of Region
53900 Utilities
54000 Meeting Expense
54100 Office Maintenance
54200 Equipment Rental
54300 Office rent
54400 Office Supplies
54500 Van maintenance supplies
54600 Printing
54700 Copying
54900 Depreciation
55000 Vanpool subsidies
55100 Emergency Ride Home
55200 Outreach Materials
55300 Fleet Operating Expense
55400 Vanpool bank fees
55500 Minor Equipment
58800 Interpreters
58900 Miscellaneous CDO
59000 Miscellaneous
59100 Assets Purchased w/Grant
59200 Equipment purchased w/aging funds
59300 Equipment purchases
59400 In-kind services
59500 Transfer from General Fund
59700 Indirect Costs
60100 Home Alerts
60200 Home Repair
60300 Mental Health Expenses
60400 United Health Care
60800 Bullitt Cty Health Dept
60900 Fan Program
61300 Personal Care Supplies
61400 Training Contract
61500 Homecare online training
61600 Louisville Wheels, Inc. - III-B
61700 Homecare if Title III E
62000 TCCAA Caregivers
62100 Catholic Charities - Elderabuse
62200 Catholic Charities III B
62300 Catholic Charities - Ombudsman
62400 Catholic Charities - LTC

62500 Center for Accessible Living - PCAP
 62550 Catholic Charities Caregivers
 62600 Elderserve - III B
 62700 Elderserve - III D
 62710 Elderserve III E
 62720 Elderserve FM
 62780 Falls Talk - III D
 63100 Highlands Community Ministries - III B
 63200 Highlands Community Ministries - III D
 63310 Jewish Community - NSIP
 63330 Jewish Community of Louisville III-D
 63400 Jewish Family & Career Services - III E
 63500 Jewish Family & Career Service - III D
 63600 Jewish Family & Career Service - III B
 63900 Legal Aid Society - III B
 64000 Louisville Metro - III C
 64200 Louisville Metro Parks - III B
 64210 Masterson's - NSIP
 64300 Multi-Purpose - III B
 64500 TARC III B Travel Training
 64700 Tri-County - III B
 64710 Tri-County III B Travel Services
 64800 Tri-County - III D
 65000 U of L Medication Management
 67200 CDO Home Improvement Equipment
 67300 CDO Client Payroll
 67400 CDO Employer taxes
 67500 CDO Goods Purchased
 67600 CDO Purchased Services
 67700 Vouchers FCG & KY Caregivers
 67710 Caregiver vouchers
 67800 Caregive Traing Forum
 68000 Homecare
 68200 Adult Day Care
 68300 Special Program Purchases
 68400 Pharmacy Review
 68700 Caregiver Informational Mtg - III E
 69000 Respite - Other
 69200 Support Services - Other
 69300 Respite - GP
 69400 Support Services - GP
 69500 Program Costs
 70000 Edith Grisbsby Trust
 70001 Masterson"s-MOW
 70002 Needs Assessment
 70800 In-home services
 71000 Legal Aid - Caregivers
 76000 Jewish Community Assoc of Louisville
 76100 Masterson's - III C
 76200 Multi-Purpose - III C

76300 Tri-County - III C
76400 SE4A Expense
76500 Centenarians expense
79900 Unallocated

FY 2020 CAP DOCUMENTATION FORM

NAME of ADD: KIPDA

Individual completing form: Thomas W. Pope

The plan submitted is a(n):

Cost Allocation Plan (CAP) Indirect Cost Rate Proposal (ICRP) Our plan is blended

NOTE: Some plans may be blended and have elements of both a CAP and ICRP. These plans should meet all the elements of a CAP and the any additional ICRP elements applicable to the entity.

Please verify these required items are included in your CAP or ICRP:

- Introductory Statement explaining the plan and any specific information
- Statement assuring the district has board-approved operation policies.
- Roster of all work elements
- Chart of Accounts
- Formal books of entry
- Organization Chart sufficiently detailed to show operations
- Copy of audited financial statements or Executive Budget
- Certification of compliance with federal requirements, including reference to compliance with 2CFR Part 200.
- Items of Expense included in the cost of allocated/shared services. (allowable per 2CFR Part 200)
- Description of method used to distribute costs to all benefiting cost objectives (including federal programs).

No changes in methodology of allocation or classification of costs from our FY 2019 CAP

Changes from FY 2019 None

CAP are as specified: (additional pages may be used if necessary)

Signed: 

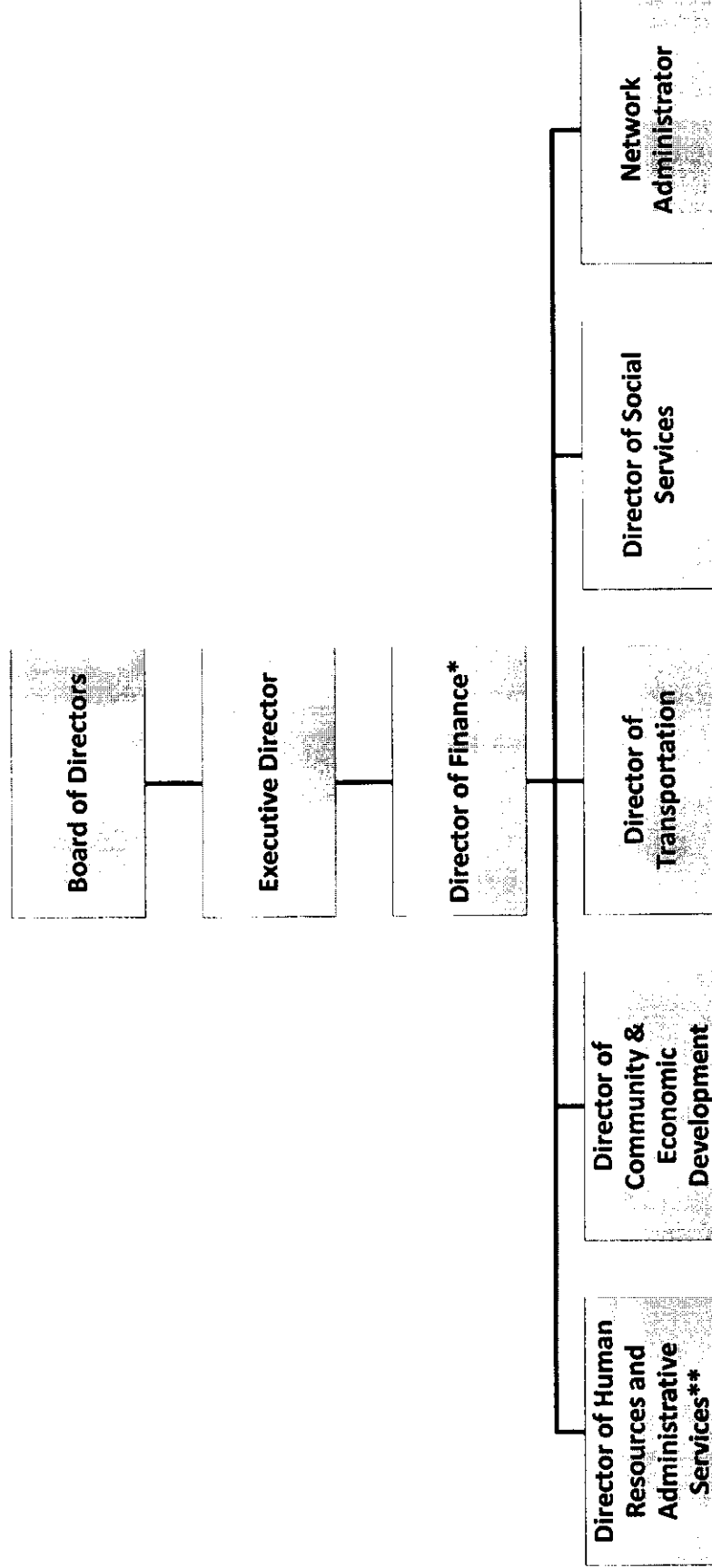
Printed Name: Thomas W. Pope

Title: Director of Finance

Date: May 23, 2019

Kentuckiana Regional Planning and Development Agency

Organizational Chart

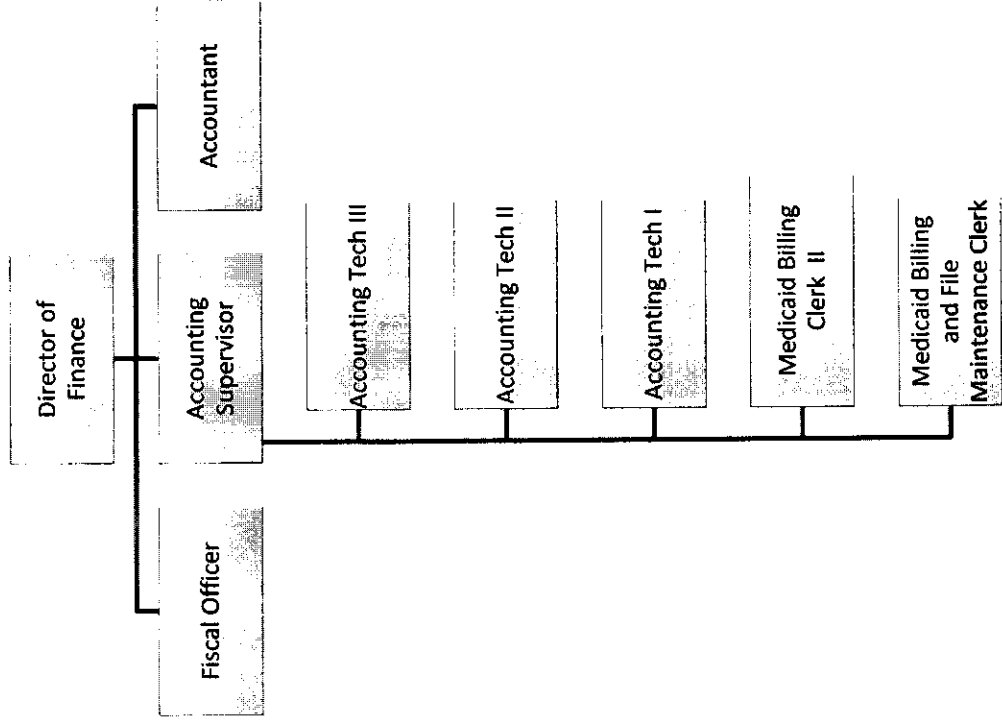


*The Director of Finance will serve as the Executive Director's designee when the Executive Director is out of the office.

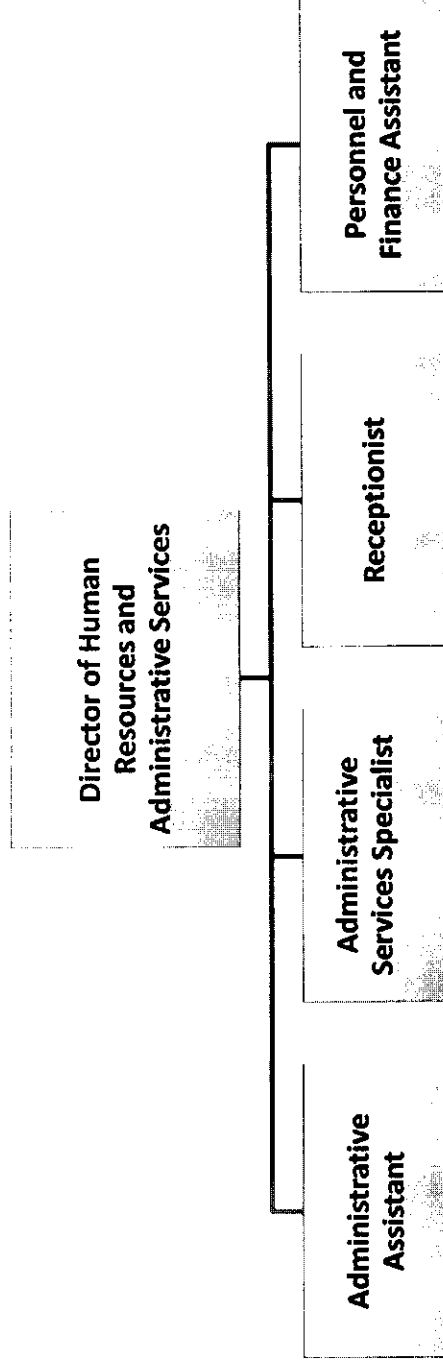
** When the Executive Director and the Director of Finance are both out of the office the Director of Human Resources and Administrative Services will act as the Executive Director's designee.

5/23/2019

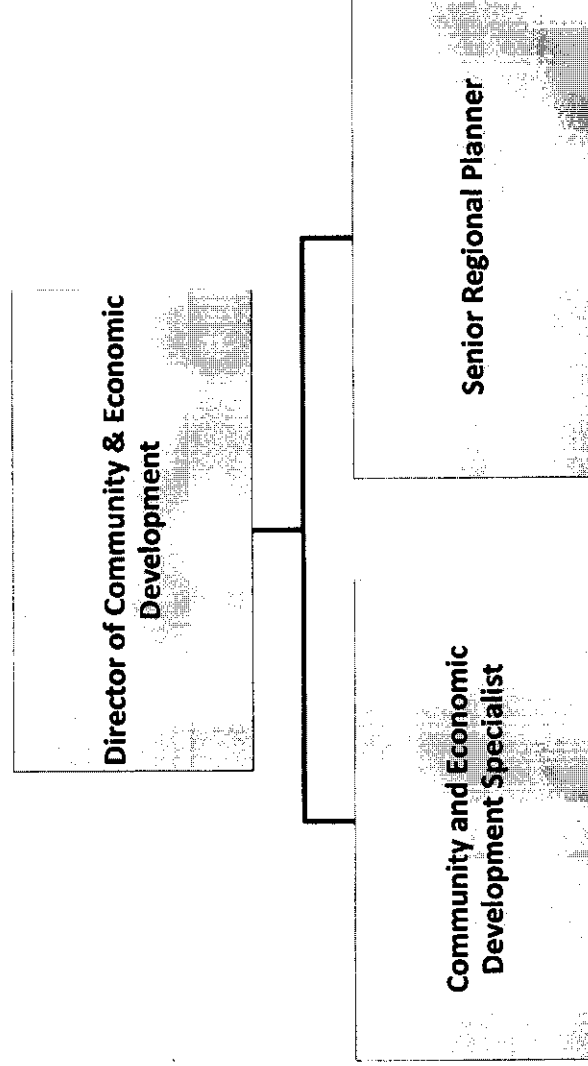
Finance Division



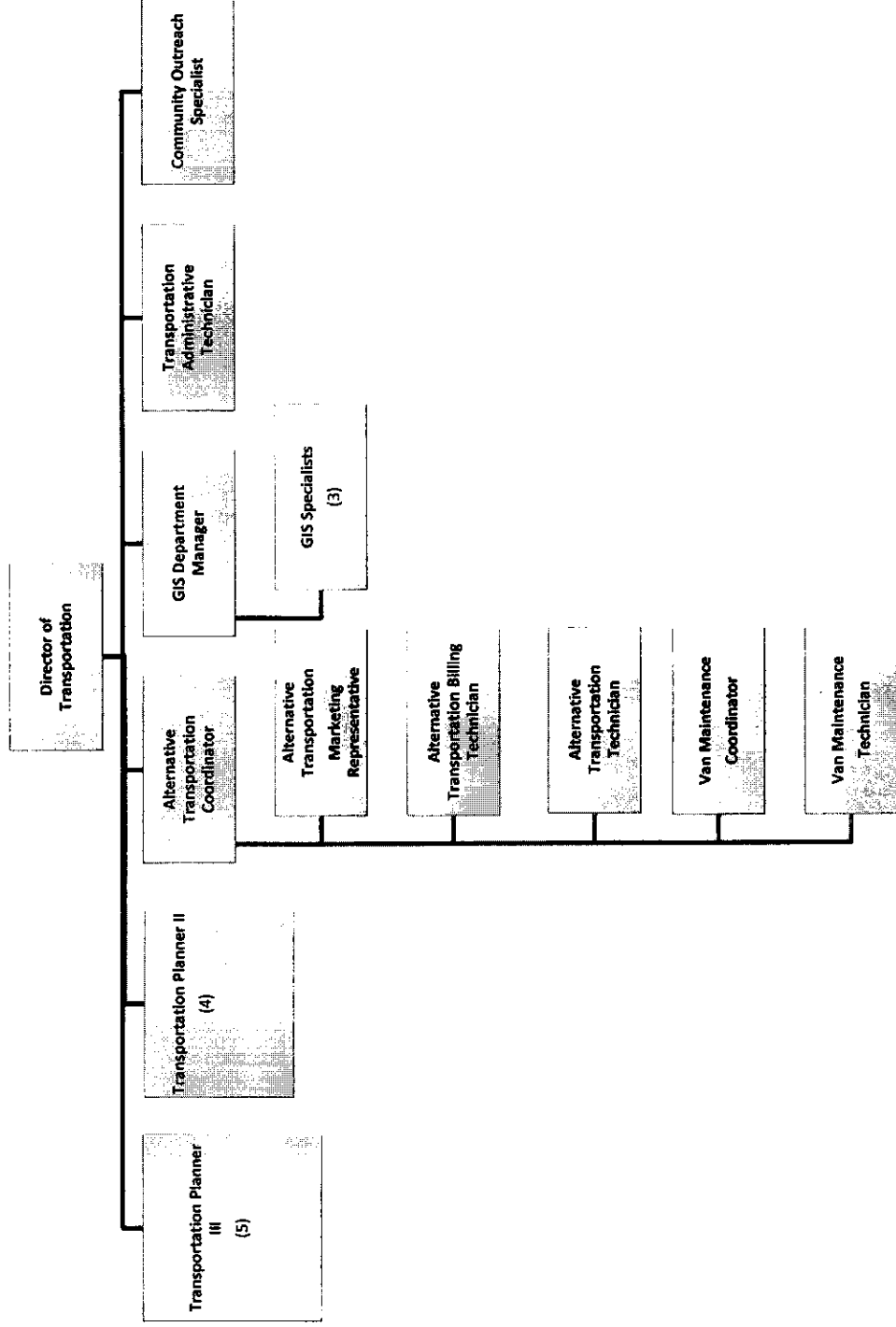
Human Resources and Administrative Services Division



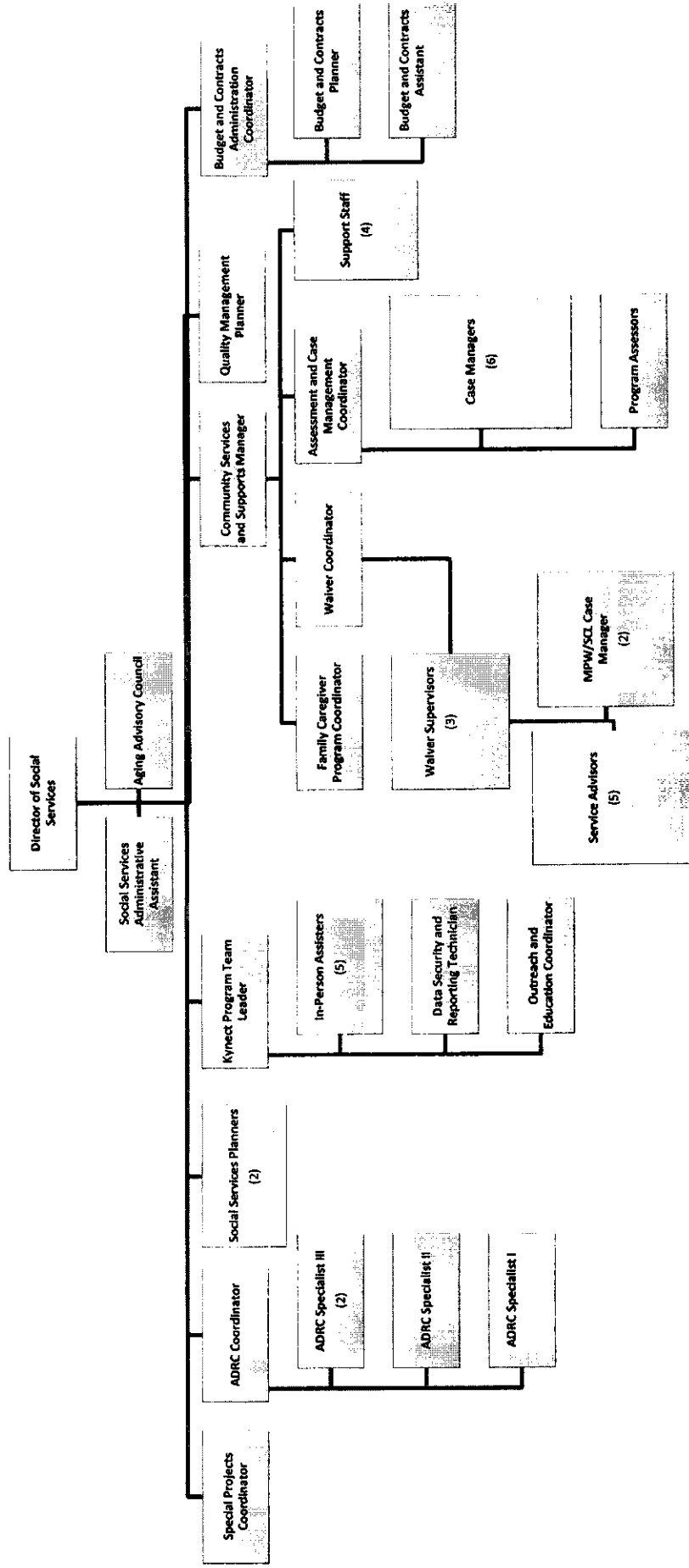
Community & Economic Development Division



Transportation Division



Social Services Division



Computer Services Division

