AGENDA

SEPTEMBER 25, 2019, 9:00 AM, SEED CENTER, 2ND FLOOR, WILLIS NOLAND ROOM, LAKE CHARLES, LA

1. OPENING

A. Roll Call
B. No Minutes
C. Opportunity for Public Comments or Questions

2. OLD BUSINESS

A. Fuel and Freight transportation Optimization Tool (FTOT)

- Information
- Updates on staff and working with FHWA and LaDOTD, to utilize local rice stakeholders for this pilot project.
- Presenter: Walter Council, Transportation Planner

3. NEW BUSINESS

A. Unified Planning Work Program (UPWP) (See Appendix A and A-1)

- Action
- FHWA requested several revisions as an amendment to the FY 2019 – 2020 UWP. Staff also made a few changes as well.
- Staff is requesting TPC adoption. In accordance with document update procedures, the 14-day Public Review/Hearing period will be initiated by staff on 9/17/19. After TPC adoption, final adoption contingent on Public Hearing comments on 9/30/19.
- Presenter: Walter Council, Transportation Planner

B. Safety Investment Plan (See Email Invitation w/ Google Drive Link)

- Information
- LaDOTD District 7 will share information on local roads and potential funding available to implement safety countermeasures.
- Presenter: Tammy York and Ben Boudreaux, LaDOTD District 7

C. Complete Streets Advisory Committee

- Information
- Updates
- Presenter: Walter Council, Transportation Planner

D. Transportation Improvement Program (See Appendix B and B-1)

- Information
- Transit Elements in the TIP have been added for FY 20.
- Presenter: Antonio Carriere, Transportation Planner

E. Human Services Transportation Plan/Transit (See Appendix C and C-1)

- Information
- Transit Elements in the TIP have been added for FY 20.
- Presenter: Antonio Carriere, Transportation Planner

F. Congressman Higgins Infrastructure Tour

- Information
- Congressmen Higgins is requesting jurisdictions in his district, including Calcasieu Parish provide a list of about 2 - 3 general infrastructure projects that his staff can select to potentially visit in the coming months.
- Presenter: Antonio Carriere, Transportation Planner

B. ADJOURNMENT

APPENDIX A -1

Amendment I to the FY 2019 – 20 Unified Planning Work Program

Public Notice
The Lake Charles Urbanized Area Metropolitan Planning Organization (MPO)'s Transportation Policy Committee (TPC) to amend the FY 2019 -20 Unified Planning Work Program (UPWP)

IMCAL, acting in its capacity as the Lake Charles Urbanized Area Metropolitan Planning Organization (MPO), will be conducting a Public Review Period amend the FY 2019-2020 Lake Charles Urbanized Area Unified Planning Work Program (UPWP), which is the federally mandated document describing transportation planning related tasks and activities, along with attached funding amounts and categories, staff will be conducting over the upcoming fiscal year.

The funding is displayed in broad categories, with tasks explained in detail. Also, funding is provided through the Louisiana Department of Transportation and Development (LA DOTD) from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). See Record of Changes on page 5 for all revisions.

The Transportation Policy Committee will be voting for adoption on September 25, 2019, at 9 am at SEED Center, 4310 Ryan Street., 2nd Floor, Boardroom, Lake Charles, LA 70605, with final adoption pending end of Public Hearing September 30th, 2019, from 3 pm – 5 pm at IMCAL, 4310 Ryan Street., Suite 330, Lake Charles, LA 70605. It will be adopted as Amendment I in the UPWP and IMCAL Resolution #2148.

For more information contact IMCAL staff, by mailing your questions to IMCAL, 4310 Ryan Street., Suite 330, Lake Charles, LA 70605, or by phone at (337) 433-1771. The revised UPWP document will be available during the Public Review period at the public libraries in the Lake Charles, Sulphur, Moss Bluff, and Westlake from September 17th, 2019 to September 30th, 2019, with final Public Hearing on September 30th, 2019. This activity is the joint responsibility of the Louisiana Department of Transportation and Development (LaDOTD) and the Lake Charles Urbanized Area MPO.

FHWA requested FY 2019 – 20 UPWP revisions along with staff led changes:

- Adding agency logos to the cover (p. 1);
- Revised FTA PL number (p. 1)
- Updating Record of Changes (p. 5)
- Showing weblink for online calendar (p. 10)
- Making sure a start date and completion date is added (p. 20 – 27; 29, 31 – 33; 35 - 38)
- Showcasing the responsible agency for each task (p. 20 – 27; 28, 30, 32 – 33; 35 - 38)
- Having space for FTA monthly and FHWA quarterly progress report update (p. 20 and 29)
- Displaying percentage of time weekly dedicated to FHWA tasks (p. 28)
- Showing estimated budget and expenditures for FY 2019-20; (p. 29)
- Adding information about UPWP training and monitoring; showing future and past conference and trainings (p. 30)
- Adding previous TAC/TPC meeting dates (p. 30)
- Displaying percentage of each task done by staff (30, 32 - 33, 35 - 38)
- Exhibiting steps taken to examine and utilize performance measure metrics in decision making (p 32, 35, and 38)
- Displaying how staff will engage with public more effectively (p. 37).

APPENDIX A -1

LCMPO UPWP FY 2019-2020

LAKE CHARLES URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM F.Y. 2019-2020

UPWP 19-20

DRAFT IS FULLY ADOPTED: MARCH 29, 2019, EFFECTIVE JULY 1, 2019

FHWA: H.972353 LADOTD: H.972353.1 FTA: PL-80-10-20

CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE NUMBERS: 20.205, 20.505, 20.509, 20.513

IMPERIAL CALCASIEU REGIONAL PLANNING AND DEVELOMPENT COMMISSION **(IMCAL)**

being designated as the

LAKE CHARLES URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION (**LCMPO**)

has prepared this

UNIFIED PLANNING WORK PROGRAM FOR THE FISCAL YEAR 2019-2020 (**UPWP FY 19-20**)

In cooperation with, and with funding provided by

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT (**LADOTD**)

FEDERAL HIGHWAY ADMINISTRATION (**FHWA**)

FEDERAL TRANSIT ADMINISTRATION (**FTA**)

4310 Ryan St., Ste. 330,
Lake Charles, Louisiana 70605
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The preparation of this report has been financed in part through grant[s] from Imperial Calcasieu Regional Planning and Development Commission, Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

RECORD OF CHANGES

RECORD NUMBER	RESOLUTION/ AMENDMENT NUMBER	APPROVAL DATE	DESCRIPTION OF CHANGE
1	#2148	TPC adoption on 9/25/19, contingent upon public comments period, with final adoption on 9/30/19	FHWA requested revisions along with staff led changes: Adding agency logos to the cover (p. 1); updating Record of Changes (p. 5); revised FTA PL number; showing weblink for online calendar (p. 10); making sure a start date and completion date is added (p. 20 – 27; 29, 31 – 33; 35 - 38); showcasing the responsible agency for each tasks (p. 20 – 27; 28, 30, 32 – 33; 35 - 38); having space for FTA monthly and FHWA quarterly progress report update (p. 20 and 29); displaying percentage of time weekly dedicated to FHWA tasks (p. 28); showing estimated budget and expenditures for FY 2019-20; (p. 29); adding information about UPWP training and monitoring; showing future and past conference and trainings (p. 30); adding previous TAC/TPC meeting dates (p. 30); displaying percentage of each task done by staff (30, 32 - 33, 35 - 38); exhibiting steps taken to examine and utilize performance measure metrics in decision making (p. 32, 35, and 38); and displaying how will engage with public more effectively (p. 37).

Program (UPWP), Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) will be kept in the Calcasieu Parish libraries located in the City of Sulphur, City of Westlake, Moss Bluff and the Central library on Ernest Street in the City of Lake Charles and can be viewed on the World Wide Web at www.imcal.la for easy public access and information.

PUBLIC MEETINGS

A. The FY 2019-2020 UPWP public involvement hearing will be held on March 29, 2019 (3:00 PM SEED Center 4313 Ryan Street, Suite 330, Lake Charles). In the future, for any major amendments to be made to the UPWP, the LRTP, MTP, the TIP, Coordination in Human Services Transportation Plan (HSTP), or the Public Participation Plan, all plans will be open in a public forum called a "hearing" for comment prior to the Transportation Policy Committee's adoption of the amendments to the plan.

B. Major amendments to the plans shall require a public meeting, a public review period and comment period. Major amendments shall include any addition or deletion of projects deemed to be regionally significant with the following exceptions:
   - Minor revisions to document text or project descriptions;
   - Revisions to project timing within the MTP or TIP time frame; or
   - To allow more discretionary decision making, those projects or project groupings that are specifically exempted from the public participation process such as projects defined as "Administration Change Processes".

C. Unless otherwise posted on IMCAL's website's calendar, the Technical Advisory Committee meetings are the 3rd Thursday of every month, while Transportation Policy Committee meetings are the 4th Wednesday of every month. The IMCAL calendar can be accessed by either going to www.imcal.la, clicking on *About Us* then *Events*, or just clicking here.

The Transportation Policy Committee may approve minor revisions by letter of notification unanimously. These projects would include but not be limited to right-of-way acquisitions, relocation of utilities, acquisition of permits, costs, funding availability, etc.

D. Every effort will be made to accommodate traditionally under-served audiences including low income and minority households and persons with disabilities. All public meetings, public hearings and open houses will be held at wheelchair and transit accessible locations. Persons with disabilities who have special communication or accommodation needs and who plan to attend the meetings may contact the Lake Charles Urbanized Area Metropolitan Planning Organization. *Requests for special needs are to be emailed to walter@imcal.la or mailed in writing and received at least two working days prior to the meeting.*

IMCAL/MPO
Attn: Walter Council, Transportation Planner
4310 Ryan St., Ste. 330, Lake Charles, LA 70605

SECTION A: FEDERAL TRANSIT ADMINISTRATION (FTA)

FTA TASKS SUMMARY:

Responsible Agency	Lake Charles Metropolitan Planning Organization (LCMPO)				
Task	**Description**	**FTA-PL**	**FTA- Other**	**Local**	**TOTAL**
1	Administration	$13,331.00		$3,333.00	$16,664.00
2	General Development and Comprehensive Planning	$13,331.00		$3,333.00	$16,664.00
3	Transportation Improvement Program	$1,974.00		$494.00	$2,4680.00
4	Implementation of HSTP		$15,000.00	0	$15,000.00
5	Long Range Transportation Plan	$7,406.00		$1,852.00	$9,258.00
6	Special Projects	0		$0.00	$0.00
7	Systems Planning	$13,333.00		$3,333.00	$16,666.00
TOTAL		**$49,376.00**	**$15,000.00**	**$12,344.00**	**$76,720**

Schedule:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

STATUS FROM MONTHLY PROGRESS REPORTS:

Month	Summary
July 2019	
August 2019	
September 2019	
October 2019	
November 2019	
December 2019	
January 2020	
February 2020	
March 2020	
April 2020	
May 2020	
June 2020	

TASK 1: Administration.

Task	Description	FTA-PL	FTA- Other	Local	TOTAL
1	Administration	$13,331.00		$3,333.00	$16,664.00

PURPOSE:

The development, review, administration and reporting of the transit planning components for the LCMPO. This includes components of the development of the UPWP, and the Advance Program document, as well as other administrative reporting activities, i.e. requisitions, and progress reports.

PREVIOUS WORK:

Staff prepared UPWP, facilitated Coordination in Human Services Transit Plan (HSTP), delivered monthly requisitions and progress reports. Staff attended state and federally-sponsored workshops. Staff coordinated with Technical Advisory and Transportation Policy Committee meetings, as well as general administrative duties resulting in the orderly continuation of the transit planning process.

METHODOLOGY:

- Perform needed duties required to effectively administer the work program -- such as general administration, fiscal management, personnel management, audit requirements, etc.
- Comply with FTA/DOTD contracts; prepare written work task progress reports and financial status reports.
- Prepare the Unified Planning Work Program (UPWP) for the next immediate fiscal year, depicting work tasks scheduled to be accomplished during that period.
- Attend appropriate IMCAL board meetings and federal/local workshops for improving supervisory, management and technical planning skills.
- Maintain transportation committees (Transportation Policy and Technical Advisory) in status.
- Prepare needed certification documentation requested by state/federal agencies -- such as Title VI, Joint Certification Determination, etc.
- Meet with FTA, DOTD, and local officials to discuss planning program and activities.
- Typing, filing and general secretarial work required to assure effective administration.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Administrative processes necessary to carry out the work program in a timely and efficient manner; a planning process, including UPWP, MTP and TIP, which meet the requirements of Section 134 (Title 23, U.S. Code) and Section 53032 (Title 49, U.S. Code).

TASK 2: General Development and Comprehensive Planning

Task	Description	FTA-PL	FTA- Other	Local	TOTAL
2	General Development and Comprehensive Planning	$13,331.00		$3,333.00	$16,664.00

PURPOSE:

To monitor and collect area characteristics and factors affecting transit, such as socioeconomic, community and land use data, transportation system data, as well as natural, physical, and human environmental concerns and issues.

To ensure the compliance of transit properties with the Clean Air Act Amendments of 1990, and to mitigate the impacts of the transit system on air quality. Currently, the MPO is classified as an attainment area.

PREVIOUS WORK:

Staff peered over 5-year transit plan process and output on behalf of Lake Charles Transit.
Staff collected data from regional growth as it relates to transit planning. Staff Continued monitoring of EPA regulations and implementation of necessary compliance measures to ensure the transit system meets the requirements of the CAA. Staff reviewed gaps in the system, and opportunities to integrate complete streets concepts into the system and infrastructure.

METHODOLOGY:

- Maintain metrics and data, as approach to meeting performance measures.
- Utilize GIS database to project population distribution and growth areas.
- Identify population centers requiring additional transportation.
- Review and update demographic and employment forecasts, paying attention to the environmental justice issues.
- Identify "last mile" infrastructure gaps, especially as it relates to complete streets and transit ridership, i.e. sidewalk and bicycle accessibility.
- Monitor Air quality data.
- Identification of possible opportunities for reductions in local emissions due to transit.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Locally derived information base, including detailed studies, indicating the direction of growth most suitable for the transit system and includes maps and transit planning data.

TASK 3: Transportation Improvement Program

Task	Description	FTA-PL	FTA- Other	Local	TOTAL
3	Transportation Improvement Program	$1,974.00		$494.00	$2,468.00

PURPOSE:

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

PREVIOUS WORK:

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

METHODOLOGY:

- Develop transit elements of the TIP for approval by the Technical Advisory and Transportation Policy Committees.
- Provide administrative duties necessary to change the TIP when new or changing financial decisions are made at the local level.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

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

TASK 4: Implementation of HSTP

Task	Description	FTA-PL	FTA- Other	Local	TOTAL
4	Implementation of HSTP		$15,000.00	0	$15,000.00

PURPOSE:

To provide comprehensive long-range planning needs for human services transportation as outlined in the Coordination in Human Services Transportation Plan (**HSTP**) to ensure continuous service, meet future transit demands, and provide financial resources. To research future transit needs on a regional basis, including the development of a regional transit authority.
To ensure an accessible and reliable transit and para-transit system to meet the needs of the mobility impaired.

PREVIOUS WORK:

Staff developed long-range planning variables to assist in future decision- making. Staff assisted in planning for development of a rural demand-response transit system for Calcasieu Parish. Staff continued with management of the newly implemented HSTP (coordination in human services transit plan).
Staff continued monitoring of the implementation of the local Para-transit Plan.

METHODOLOGY:

- Participation in the development and amendment of future para-transit plans and programs.
- Review of current implementation to ensure compliance and a reasonable level of service.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

An accessible and reliable transit and para-transit service.

TASK 5: Long Range Transportation Plan

Task	Description	FTA-PL	FTA-Other	Local	TOTAL
5	Long Range Transportation Plan	$7,406.00		$1,852.00	$9,258.00

PURPOSE:

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

PREVIOUS WORK:

Staff reviewed current route structure to determine changes necessary to integrate fixed route system with the new intermodal facility, and to ensure that developing traffic centers are served by transit. Staff assessed, consultant recommendations for regional transit for 2045 MTP, along with transit related focus groups.

METHODOLOGY:

- Integrate intermodal facility into downtown/lakefront development program.
- Assess current area developments for impacts on system routes.
- Investigate the potential for other transit alternatives in the urbanized and surrounding area.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Identification of route development necessary to meet shifts in future transit needs. Identification of future transit needs throughout the urbanized area.

TASK 6: Special Projects

Task	Description	FTA-PL	FTA-Other	Local	TOTAL
6	Special Projects	0		$0.00	$0.00

PURPOSE:

To provide non-recurring planning projects and services that might arise due to the unprecedented growth happening in Southwest Louisiana, or in response to any other unforeseen planning variables that affect the transportation system or existing plan documents.

PREVIOUS WORK:

None

METHODOLOGY:

- Based on demand and need.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020, based upon demand and need. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Based on demand and need.

TASK 7: Systems Planning

Task	Description	FTA-PL	FTA-Other	Local	TOTAL
7	Systems Planning	$13,333.00		$3,333.00	$16,666.00

PURPOSE:

To respond to needs in route development and changes to service. This includes providing a comprehensive approach to addressing short and long-range solutions to multimodal implementation.

PREVIOUS WORK:

Staff continued system route assessment. Staff examined different transit alternatives, such as micro-transit, by request of Lake Charles Transit. Staff assisted Lake Charles Transit in development on Transit Asset Management Plan.

METHODOLOGY:

- Address potential ridership data and system conditions.
- Use data to assist transit services maintain system viability.
- Use planning and metrics to assist transit services in addressing and maintaining performance measures.
- Assess current area developments for impacts on system routes.
- Investigate the potential for other transit alternatives in the urbanized and surrounding area.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Implementation of the transit system operations without disruption. Compliance with applicable federal requirements for financial accountability. Staff will continue to monitor Transit Asset Management Plan for Lake Charles Transit.

SECTION B: FEDERAL HIGHWAY ADMINISTRATION (FHWA)

FHWA TASKS SUMMARY

Responsible Agency	Lake Charles Metropolitan Planning Organization (LCMPO)				
Task	**Description**	**FHWA-PL**	**FHWA-Other**	**Local**	**Total**
1	Administration	$45,111.00	$0.00	$11,278.00	$56,389.00
2	General Development and Comprehensive Planning	$53,111.00	$0.00	$13,278.00	$66,389.00
3	Transportation Improvement Program	$7,933.00	$0.00	$1,983.00	$9,916.00
4	Safety	$0.00	$202,659.00	$0.00	$202,659.00
5	Long Range Transportation Plan	$35,836.00	$0.00	$8,959.00	$44,795.00
6	Special Projects	$20,000.00	$0.00	$5,000.00	$25,000.00
7	Public Participation	$37,178.00	$0.00	$9,294.00	$46,472.00
8	Systems Planning	$66,390.00	$0.00	$16,597.00	$82,987.00
TOTAL		**$265,558.00**	**$202,659.00**	**$66,390.00**	**$534,607.00**

Staff Positions' Percentage of Time Dedicated to Task Each Week:

Positions	Hours Dedicated to Each Task Per Week													
	1		2		3		5		6		7		8	
	Number of Hours/Week	Percentage of Time/Week	#	%	#	%	#	%	#	%	#	%	#	%
Director	4.8	12%	11.2	28%	0.6	1%	4.8	12%	0	0	4.3	11%	5.1	13%
Transportation Planner 3	5.0	13%	7.2	18%	1.7	4%	6.0	15%	0	0	5.5	14%	10.0	25%
Planner	15.7	39%	6.1	15%	2.2	6%	1.2	3%	0	0	3.6	9%	5.9	15%
Bookkeeper	0.4	1%	0	0	0	0	0	0	0	0	0	0	0	0
Office Manager	0.4	1%	0.6	1%	0.0	0%	0.4	1%	0	0	29%	1%	0.2	0%

ESTIMATED BUDGET AND EXPENDITURES:

Estimated Budget and Expeditures for FY 2019 - 20

	Total Budgeted	Estimated Hours	Salary(& Overhead)	Direct Costs					Total Carryover into FY 2020 -21	PL Carryover	Local Match Carryover
				Travel Expenses	Legal	Office/Supplies /Postage/Print	Dues/Fees	Total Direct			
Task 1	$56,389.00	1,364	$54,048	$17,432	$302	$0	$5,100	$22,834	$2,341	$1,873	$468
Task 2	$66,389.00	1,297	$62,203	$90	$0	$0	$0	$90	$4,186	$3,349	$837
Task 3	$9,916.00	236	$9,552	$280	$0	$0	$0	$280	$364	$292	$73
Task 5	$44,795.00	640	$31,281	$200	$0	$0	$0	$200	$13,514	$10,811	$2,703
Task 6**	$25,000.00	160	$24,000						$1,000	$800	$200
Task 7	$46,472.00	710	$32,515	$210	$0	$0	$0	$210	$13,957	$11,166	$2,791
Task 8	$82,987.00	1,035	$49,055	$40	$0	$0	$0	$40	$33,932	$27,146	$6,786
Total	$331,948.00	5,442	$262,654	$18,252	$302	$0	$5,100	$23,654	$69,294	$55,435	$13,859

*Overhead (OH) rate of 70.51% until further notice
**No OH included for Task 6 - Special Projects, which is consulting services provided by Alliance Transportation Group

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

STATUS FROM QUARTERLY PROGRESS REPORTS:

Quarter	Summary
July – September 2019	
October – December 2019	
January – March 2020	
April – June 2020	

TASK 1: Administration

Task	Description	Responsible Agency	% of Task Performed by LCMPO Task	FHWA-PL	FHWA-Other	Local	TOTAL
1	Administration	LCMPO	100%	$45,111.00	$0.00	$11,278.00	$56,389.00

PURPOSE:

To manage the transportation planning process on a continual basis, including program administration; development, review and reporting. To provide anticipated staff development, and an annual single audit.

PREVIOUS WORK:

Staff managed federal grants, hosted and continued coordination of public meetings, including MPO Committees. Staff attended several meetings with state and federal agencies, updated website, amended UPWP, and performed administrative tasks. Staff participated in national, regional and local conferences, workshops, and webinars on drainage, watershed planning, travel demand modeling, autonomous vehicles, alternative fuel, intersection safety and operations, freight, performance measures, and Census 2020. Previous training and workshops included National Planning Conference, Transportation Research Board, Louisiana Technical Assistance Program intersection training, among others.

Meetings from FY 2018-19:

- TAC - January 17, 2019;
- TPC - January 22, 2019
- Joint TAC/TPC - October 31, 2018; December 12, 2018; February 28, 2019; March 27, 2019; April 24, 2019; May 23, 2019; June 26, 2019; August 28, 2019

METHODOLOGY:

- Policy and program implementation.
- Continuous involvement/monitoring of FAST Act performance measure requirements.
- Financial management of federal grants.
- Oversight of planning activities, including coordination of all work necessary to carry out the UPWP.
- UPWP development and monitoring.
- Staff training and education, by attending various workshops, trainings, seminars, and conferences.
- Coordinating and hosting public meetings, including Technical and Policy Committees.
- Preparation of FHWA progress reports.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

An efficient and certified planning program that not only meets the requirements of all federal, state, and local regulations, but provides valuable and innovative planning services to the MPO. Future conferences include potentially some of the previous conferenced, and new ones from LTAP and locally.

TASK 2: General Development and Comprehensive Planning

Task	Description	Responsible Agency	Task % Done by Staff	FHWA-PL	FHWA-Other	Local	TOTAL
2	General Development and Comprehensive Planning	LCMPO	100%	$53,111.00	$0.00	$13,278.00	$66,389.00

PURPOSE:

To monitor area travel characteristics and factors affecting travel such as socioeconomic, community and land use data, transportation system data, and natural, physical, and human environmental concerns and issues.

PREVIOUS WORK:

Staff coordinated with LaDOTD, and MPO municipalities to update and maintain relevant traffic counts. Staff prepared maps and demographic data for several tasks, including alongside local partners, like community development agencies. Staff continued to work on updating and utilizing environmental justice, employment, and demographic related data. Staff assisted City of Lake Charles with environmental justice and stormwater related grant. Staff continued work with the Advance Program for the Southwest Louisiana Air Quality Task Force. Staff worked on Complete Streets Advisory Committee tasks. Staff gathered data and prepared ArcGIS and TransCAD maps.

METHODOLOGY:

- Maintain metrics and data for PM2/PM3 for performance based planning and decision-making.
- Utilize GIS database to project population distribution and growth areas.
- Identify population centers requiring additional transportation.
- Review and update demographic and employment forecasts, paying attention to the environmental justice issues.
- Identify complete streets infrastructure gaps, especially as it relates to short trip generation/attraction, i.e. sidewalk, bicycle, and transit accessibility.
- Monitor Air quality data.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Locally derived information base, including detailed studies, indicating the direction of growth most suitable for transportation infrastructure spending. Maps and multimodal transportation planning data.

TASK 3: Transportation Improvement Program

Task	Description	Responsible Agency	Task % Done by Staff	FHWA-PL	FHWA-Other	Local	TOTAL
3	Transportation Improvement Program	LCMPO	100%	$7,933.00	$0.00	$1,983.00	$9,916.00

PURPOSE:

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

PREVIOUS WORK:

Staff added FHWA and DOTD recommended amendments and administrative modifications to both the old TIP FY 2015–18 and the current FY 2019-22. Staff dialogued with federal, state, and local partners on TIP related elements. Staff updated local agency partners on the status of projects within the TIP. Staff added FHWA Performance Measures 2 and 3 to TIP FY 2019 - 22, along with regular transportation projects. Staff began discussion for formation of new TIP, along with reformatting of TIP FY 2019 – 22 based on LaDOTD standards.

METHODOLOGY:

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

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

A Transportation Improvement Program (TIP), which meets the short- term goals of the local area, is financially constrained, addresses environmental justice, as well as air quality concerns, and is supported by a broad public participation process.

TASK 5: Long Range Transportation Plan

Task	Description	Responsible Agency	Task % Done by Staff	FHWA-PL	FHWA-Other	Local	TOTAL
5	Long Range Transportation Plan	LCMPO	100%	$35,836.00	$0.00	$8,959.00	$44,795.00

PURPOSE:

Staff will implement the 2045 Metropolitan Transportation Plan adopted April/May 2019, to ensure that it meets the needs of the community, available funding, and federal regulation.

PREVIOUS WORK:

Staff managed Stantec's consultant contract for the 2045 MTP, regarding administrative aspect, data collection, facilitating targeted focus group meetings and other public engagement. Furthermore, staffed reviewed priority project evaluation process and list, and made sure performance measures were integrated.

METHODOLOGY:

- Address all modes of transportation in developing regional needs and system assessment.
- Monitor performance measure goals regarding PM2 (pavement and bridges) and PM3 (Interstate and Non-Interstate travel time reliability and freight truck travel time reliability) to prioritize long-range transportation planning and decision-making for future projects, and ultimately helping the MPO and state achieve targets.
- Continued application of planning element to derive future impact on the transportation system utilizing Trans CAD and GIS.
- Assess priority project list, and if requested by TAC/TPC, take steps to conduct a project call.
- Continued efforts on developing an actionable comprehensive plan for Complete Streets.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

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

TASK 6: Special Projects

Task	Description	Responsible Agency	Task % Done by Staff	FHWA-PL	FHWA-Other	Local	TOTAL
6	Special Projects*	LCMPO	0%	$20,000	0	$5,000	$25,000

PURPOSE:

Due to exigent circumstances, IMCAL and Lake Charles MPO has no MPO Director or Executive Director with MPO experience. Therefore, the MPO plans to contract technical assistance for staff and MPO committees.

PREVIOUS WORK:

Previously, Alliance Transportation Group provided technical assistance for administrative tasks, Transportation Improvement Program (TIP), the Long-Range Transportation Plan (LRTP), as well as MPO committees.

METHODOLOGY:

Consultation to provide technical assistance for administrative tasks, the TIP, LRTP, along with Technical Advisory Committee (TAC), and Transportation Policy Committee (TPC)

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Final work product will be technical assistance regarding administrative tasks, the TIP, LRTP, along with TAC, and TPC.

TASK 7: Public Participation

Task	Description	Responsible Agency	Task % Done by Staff	FHWA-PL	FHWA-Other	Local	TOTAL
7	Public Participation	LCMPO	100%	$37,178.10	$0.00	$9,294.00	$46,472.00

PURPOSE:

To implement the public participation program during the development of the UPWP, LRTP, TIP, as well as other regular planning processes including the development of a Complete Streets Plan. To provide a Citizen's Guide to Transportation Planning and planning updates through media and the IMCAL website.

PREVIOUS WORK:

Staff prepared public notices for meetings and TIP and MTP amendments in newspapers, social media, and websites. Staff attended and spoke at various groups and meetings regarding transportation planning process, air quality, Complete Streets, and safety initiatives, including multiple public engagements for 2045 MTP.

METHODOLOGY:

- Maintain up-to-date snapshot of community interests regarding transportation (all modes).
- Update LCMPO Public Participation Plan document.
- Implement actions set forward in LCMPO Public Participation Plan document, such as attend or facilitate public events, communicate via local media, and engage via social media to increase outreach.
- Maintain up-to-date strategies for readdressing technology and media as a means for public outreach.

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Planning documents that have been vetted and reviewed by the public in a continuous, coordinated, and comprehensive manner. An informed and engaged public.

TASK 8: Systems Planning

Task	Description	Responsible Agency	Task % Done by Staff	FHWA-PL	FHWA-Other	Local	TOTAL
8	Systems Planning	LCMPO	100%	$66,390.00	$0.00	$16,597.00	$82,987.00

PURPOSE:

To provide recurring planning studies/projects for the LCMPO to address transit, pedestrian, bicycle, automobile, and freight movement, as well as Transportation Demand Management, transportation disadvantaged planning, and environmental justice concerns.

PREVIOUS WORK:

Staff updated travel demand elements derived from the monitoring systems. Staff committed to routine surveillance of roadway and land use conditions relating to specific system analysis efforts. Staff addressed transportation elements related to transit, bike/pedestrian, automobile, freight, and Transportation Demand Management. Staff utilized data from multiple sources to provide continued, coordinated, and comprehensive assessment of Lake Charles Urbanized Area transportation concerns, including performance measures using FUGRO data and assessing travel demand management. Staff examined Complete Streets related pursuits for the MPA, including developing a plan. Staff attended Transportation System Management and Operations workshop.

METHODOLOGY:

- Address and compile land use data and system conditions.
- Use data to assist continued, coordinated, and comprehensive planning.
- Assess system routes by monitoring impacts from current area developments.
- Identify location, extent, and intensity of performance needs or deficiencies for PM2 (pavement and bridges) and PM3 (Interstate/Non-Interstate travel time reliability and freight truck travel time reliability), while evaluating potential impacts of scenarios, programs, or projects using NPMRDS and FUGRO, so the MPO and state achieve targets and make data-driven investments.
- Coordinate actionable transportation planning for mode alternatives in the urbanized and surrounding area (Complete Streets).

SCHEDULE:

This task will be completed incrementally throughout the entire FY 2019-2020. The start date is June 1, 2019 and completion date is June 30, 2019.

WORK PRODUCT:

Implementation of the long-range transportation plan and program without disruption. Development of actionable Complete Streets plan. Compliance with applicable federal requirements for financial accountability. An up-to-date information database of relevant transportation planning variables. Digital data products that will support the transportation planning process in an efficient and timely manner.

APPENDIX B

FY 20 (OCTOBER 2019 – SEPTEMBER 2020)

State Project	Project Description	Proposed Improvement	Cost (x$1,000)	Federal Share	Match	Funding Source	Letting Date	Comments
FY 20 (OCTOBER 2019 – SEPTEMBER 2020)								
	Calcasieu Parish Public Transit transferring funds, via LaDOTD, to Lake Charles Transit.	Transfer of Funds	283.2	240.72	42.48	STPFlex Urban Transit Funds	N/A	Calcasieu Parish Public Transit had funds from 2013, there were unused, and LaDOTD recommended best to keep the funds available in our MPO area.
	Lake Charles Transit	Capital Assistance Grant – Bus Stop Shelters	30	24	6	Section 5307	N/A	PLACEHOLDER
	Lake Charles Transit	Capital Assistance Grant – Bus Support Equipment	37.5	30	7.5	Section 5307	N/A	PLACEHOLDER
	Lake Charles Transit	Capital Assistance Grant – Bus Capital	750	600	150	Section 5307	N/A	PLACEHOLDER
	Lake Charles Transit	Operating Assistance	2,001	1,000.49	1,000.49	Section 5307	N/A	PLACEHOLDER
	Lake Charles Transit	Capital Assistance Grant – Bus Capital	380	323	57	Section 5307	N/A	PLACEHOLDER
	Calcasieu Parish Public Transit	Job Access Reverse Commute (JARC) Operating Assistance	108.08	86.46	21.61	5316-Urban	N/A	PLACEHOLDER
	Calcasieu Parish Public Transit	Job Access Reverse Commute (JARC) Operating Assistance	50	40	10	5316-Rural	N/A	PLACEHOLDER
	Calcasieu Parish Voluntary COA	Operating Assistance Grant	60	48	12	5310- Small Urban	N/A	PLACEHOLDER
	Calcasieu Parish Public Transit	Operating	186.36	158.4	28.95	5311- Rural	N/A	PLACEHOLDER

APPENDIX B -1

APPENDIX E: RECORD OF ADOPTIONS AND AMENDMENTS

Record Item No.	Project No.	Amendment No. Resolution No.	Date Adopted or Modified	TPC Viewing Date	Description of Change
20		Administrative Modification VII	9/12/19	9/19/19	Calcasieu Parish Public Transit Job Access Reverse Commuting (JARC) operating assistance grant for $158K; Calcasieu Parish Voluntary Council on Aging operating assistance grant for $60K; Calcasieu Parish Public Transit operating assistance grant at $186K.

APPENDIX C

IMPERIAL CALCASIEU REGIONAL PLANNING & DEVELOPMENT COMMISSION

2019

Coordination in Human Services Transportation Plan

Prepared by the

Imperial Calcasieu Regional Planning & Development Commission (IMCAL)

In Cooperation with the

Louisiana Department of Transportation and Development
Federal Transit Administration
Federal Highway Administration
And The
Technical Advisory Committee

Adopted by the

LAKE CHARLES URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE
Approved June 29, 2007
Updated August 29, 2019

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APPENDIX C -1

Agency	Program	Year & Program #	Equipment Requested	Submission Date	Approval Date
Allen Parish COA	Operating Assistance Grant	FY '19-'20 & 5311	(2) 5 passenger mini-van, 1 driver; 6 passenger, 1 driver, 1 space for wheelchair accessible	Submitted September 18, 2018	
City of DeRidder/Beauregard Parish Public Transit	Operating Assistance Grant	FY '19 -'20 & 5311	To provide transportation to the rural area of Beauregard Parish.	Submitted September 20, 2018	
Calcasieu Parish Transit (MPO Recipient)	Operating	FY '19-'20 & 5311	To provide transportation to Calcasieu Parish.	Submitted October 22, 2018	
Calcasieu Parish Transit (MPO Recipient)	Job Access Reverse Commute (JARC) Operating Assistance	FY '19-'20 & 5316	To provide transportation to Calcasieu Parish.	Submitted October 22, 2018	
Calcasieu Parish Voluntary COA	Operating Assistance Grant	FY '19-'20 & 5310	To provide transportation to the elderly and disabled of Calcasieu Parish	Submitted October 22, 2018	
Cameron Parish Police Jury	Capital Assistance Grant	FY '19-'20 & 5311	To provide transportation to the rural area of Cameron Parish.	Submitted September 4, 2018	
Cameron Parish Policy Jury	Operating Assistance Grant	FY '19-'20 & 5311	(1) 6 passenger mini-van, 1 driver, 1 space for wheelchair accessible	Submitted September 4, 2018	
City of DeRidder/Beauregard Parish Public Transit	Operating Assistance Grant	FY '19 -'20 & 5311	To provide transportation to the rural area of Beauregard Parish.	Submitted September 20, 2018	
Jefferson Davis Parish Policy Jury	Capital Assistance Grant	FY '19-'20 & 5311	(2) 6 passenger mini-van, 1 driver, 1 space for wheelchair accessibility.	Submitted September 13, 2018	
Jefferson Davis Parish Police Jury	Operating Assistance Grant	FY '18-'19 & 5339	To provide transportation to the rural area of Jefferson Davis Parish.	Submitted September 27, 2018	

Note: Signifies request made in the urbanized area for TIP entry.