

UNIFIED  
PLANNING  
WORK  
PROGRAM

# UPWP



FY2023-2024 (DRAFT)

LAKE CHARLES



LAKE CHARLES URBANIZED AREA  
METROPOLITAN PLANNING ORGANIZATION

FULLY ADOPTED: **TBD**; EFFECTIVE JULY 1, 2023

**FHWA: H.972462      LADOTD: H.972462.1      FTA: PL-80-10-22; PL-80-10-23**  
CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE NUMBERS: 20.205, 20.505, 20.509, 20.513

IMPERIAL CALCASIEU REGIONAL PLANNING AND DEVELOPMENT COMMISSION  
SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION (RPC),  
*designated as the*  
**LAKE CHARLES URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION (LCMPO),**  
*has prepared this.*  
UNIFIED PLANNING WORK PROGRAM FOR THE FISCAL YEAR 2023-2024 (UPWP FY 23-24)  
*In cooperation and with funding provided by*  
LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT (LADOTD)  
FEDERAL HIGHWAY ADMINISTRATION (FHWA)  
FEDERAL TRANSIT ADMINISTRATION (FTA)



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## ACRONYMS

<b>Acronym</b>	<b>Full Name</b>
ADA	Americans with Disabilities Act
ARRA	American Recovery and Reinvestment Act
CFR	Code of Federal Regulations
CMS	Congestion Management System
CTST	Community Traffic Safety Team
DOTD	Louisiana Department of Transportation and Development
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
LS	Louisiana Statute
FAST Act	Fixing Americas Surface Transportation Act
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GPC	General Planning Consulting Services
HSTP	Coordination in Human Service Transit Plan
RPC	Imperial Calcasieu Regional Planning and Development Commission
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation System
JARC	Job Access and Reverse Commute
L RTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PIP	Public Involvement Plan
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SR	State Road
STIP	Statewide Transportation Improvement Plan
TAC	Technical Advisory Committee
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TIP	Transportation Improvement Program
TPC	Transportation Policy Committee
TSM	Transportation System Management
UPWP	Unified Planning Work Program



**LAKE CHARLES URBANIZED AREA  
METROPOLITAN PLANNING ORGANIZATION (MPO)  
TRANSPORTATION POLICY COMMITTEE**

**RESOLUTION NO. 2023-016**

**APPROVING AND ADOPTING**

**FY 2023 - 24 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**WHEREAS**, the Southwest Louisiana Regional Planning Commission (aka IMCAL) is the designated Metropolitan Planning Organization (MPO) for the Lake Charles Urbanized Area; charged with overall responsibility for managing the annual Unified Planning Work Program (UPWP); **AND**

**WHEREAS**, the Metropolitan Planning Organization is charged with overall responsibility of preparing for the UPWP that serves to successfully coordinate and integrate transportation planning activities via document that explains the funding for each task activity for a fiscal year; **AND**

**WHEREAS**, it is a responsibility of the Transportation Policy Committee (TPC) to receive, review and act on proposed changes and modifications to the UPWP as submitted for consideration; **AND**

**WHEREAS**, the Transportation Policy Committee has reviewed recommendations of the Technical Advisory Committee (TAC) for specific changes and adjustments to FY 2023 – 24 Unified Planning Work Program as noted; **AND**

**NOW THEREFORE BE IT RESOLVED BY THE METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE FOR THE LAKE CHARLES URBAN AREA, THE APPROVAL AND ADOPTION FOR THE FISCAL YEAR 2023-2024 UNIFIED PLANNING WORK PROGRAM AS FOLLOWS:**

Adopting FY 2023-24 Unified Planning Work Program for the Lake Charles Urbanized Area.

**THIS RESOLUTION BEING VOTED ON AND ADOPTED THIS TBD, 2023, WITH FINAL ADOPTION PENDING END OF PUBLIC HEARING ON TBD.**

\_\_\_\_\_  
Mayor Nic Hunter, Chairman  
Transportation Policy Committee

ATTEST:

\_\_\_\_\_  
Michael Hollier  
Executive/MPO Director

## INTRODUCTION

### PURPOSE

The Unified Planning Work Program (UPWP) is a contractual document that describes the coordinated transportation-planning program to be undertaken within the Lake Charles Urbanized Area. These planning activities are the joint responsibility of the Louisiana Department of Transportation and Development (LaDOTD) and the Lake Charles Urbanized Area Metropolitan Planning Organization (LCMPO) (as represented by the RPC).

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

The LCMPO is pleased to present this FY 2023-24 Unified Planning Work Program (UPWP) for the Lake Charles Urbanized Area. The LCMPO and its member governments have worked diligently to prepare a program of projects that responds to the needs of the Metropolitan Planning Area (MPA) and at the same time complies with federal and state policies.

### GOALS

The planning activities set forth within this UPWP will strive to support and consider the planning factors and subsequent criteria set forward in the Fixing America's Surface Transportation Act (FAST Act) which will be further enumerated in this document to create and support a [comprehensive](#), [cooperative](#), and [continuing](#) planning process for the Lake Charles Urbanized Area.

The financial support for these planning activities is provided by FHWA, FTA, DOTD, the cities of Lake Charles, Sulphur, and Westlake, and the Calcasieu Parish Police Jury. One of the key components of preparing the UPWP is actively cooperating and assisting with local planning to ensure funding and implementation of all evacuation route improvements identified in the areas' local Hazard Mitigation Plans. Also, the RPC has developed an office Operational Continuity Plan (i.e., Emergency Preparedness Plan). The development and implementation of the UPWP is required under federal law (23 CFR 450.314 (a)).

### PRIORITIES

Following the COVID 19 pandemic and a sequence of federally declared natural disasters that hit Southwest Louisiana in 2020 and 2021, staff processes, priorities and transportation needs within the LCMPO were reevaluated. Yet even before these unprecedented events, petrochemical company expansions, especially within the liquified natural gas industry, significantly impacted an already strained infrastructure with hundreds of new full-time employees, thousands of temporary



construction workers, and heightened levels of congestion. In turn, transportation-related activities were significantly impacted which created an increase in personal and freight traffic on Interstate 10, a need for higher quality multi-modal infrastructure, and the funds to support these and other local transportation projects.

The 2020 Census results demonstrate a significant increase in the region's population, further impacting multimodal infrastructure. The I-10 Calcasieu River Bridge has undeniably remained the most anticipated project among public and private stakeholders. The LCMPO staff has worked with LaDOTD, FHWA, consultants and others to identify a preferred alternative and any coveted features, as well as funding options such as tolls. Some of the staff priorities in FY 2023-24 include the following:

- Complete revisions of the 2045 MTP roadway and bike/ped projects.
- Begin the process to complete the development of the 2050 MTP.
- Continue the development of a local freight profile, including further consideration of freight rail.
- Continue to enhance GIS, graphical, digital, and website capabilities to reach the public.
- Reassess Performance Measures 2 and 3:
  - Increase the safety of the transportation system for motorized and non-motorized users.
  - Increase the security of the transportation system for motorized and non-motorized users.

New federal spending bills, including a notable infrastructure opportunity, have the potential to build resilience and additional transportation measures to move the community forward. LCMPO will evaluate the changing conditions, while continuing to provide quality planning services.

## LCMPO CURRENT AND FUTURE ACTIVITIES

### **STRATEGIC HIGHWAY SAFETY PLAN:**

Staff will collaborate with local law enforcement to develop a Current Crash Evaluation Team to address enforcement concerns; develop and implement a Safety Infrastructure Plan inclusive of Complete Streets elements; coordinate with the Southwest Louisiana Highway Safety Coalition; develop a Traffic Management Center plan; and assist jurisdictions with opportunities to improve the safety of local and state roadways.

### **LONG RANGE TRANSPORTATION PLAN:**

Staff will continue to monitor projects from the 2045 MTP in ArcGIS, the updated network's TransCAD travel demand model, and performance measures. Staff will assess the need to redo evaluate the fiscally constrained projects.

### **TRANSPORTATION IMPROVEMENT PROGRAM:**

Staff will coordinate with LaDOTD, and LCMPO Policy and Advisory Committees to monitor projects and update the document. Staff will develop an interactive TIP online for easier use and access by staff, TAC/TPC, and public.

### **COMPLETE STREETS COORDINATION:**

Staff will work towards short and long-term steps in fostering the development of Complete Streets in the Metropolitan Planning Area, especially with a LCMPO-wide bike/ped plan.

### **RESILIENCY PROGRAM:**

Staff will coordinate with the Louisiana Watershed Institute to evaluate the impacts of climate change and major weather events compromising urban and regional arterial network.

### **INTELLIGENT TRANSPORTATION SYSTEMS (ITS) ARCHITECTURE UPDATE:**

Staff will engage member governments and their information technology systems for coordination and enhancements.

### **REGULAR TRANSIT:**

Staff will assess opportunities to facilitate and coordinate with Lake Charles Transit System, evaluating how to improve conditions around transit stops, including overlaying other programs, projects, and activities into this strategy. A deeper look at new technology, including examination of potential driverless automobiles.

### **COORDINATION IN HUMAN SERVICES TRANSPORTATION PLANNING EFFORTS:**

Staff will continue to facilitate and coordinate implementation of the local Human Services Transportation Plan (HSTP) document, as well as coordinate with LaDOTD consultant in the implementation of the statewide CHST State Plan.

### **EPA OZONE ADVANCE PROGRAM:**

The RPC/LCMPO Transportation Staff will be coordinating and reporting of efforts from regional stakeholders, as well as air quality awareness education in the process of updating the LCMPO Advance Program Document.

### **PUBLIC OUTREACH/INVOLVEMENT:**

LCMPO Staff will continue developing an updated Citizen's Guide to Transportation Planning, along with area project updates and completion estimates. Staff will also attend and participate in many community outreach groups to better educate and involve the public in the planning process.

## **LCMPO PLANNING ACTIVITIES AND RESPONSIBILITIES OF THE LCMPO**

### **ADMINISTRATION**

LCMPO staff will continue to closely monitor **legislative activities**. New performance measures and planning requirements set forth in the Fixing America's Transportation Act (FAST Act) will be followed and implemented.

LCMPO staff will continue to coordinate with the RPC Executive Committee on updating the **Policies and Procedures Manual** that establishes operating procedures to address travel, purchasing and other administration activities necessary for the LCMPO to operate as an independent body.

The Lake Charles Urbanized Area LCMPO will continue to promote **regional coordination** by participating in local, regional, and state organizations. These include the Imperial Calcasieu Regional Planning and Development Commission, Louisiana Planning Council, the Louisiana Association of Planning and Development Districts, Louisiana Department of Transportation and Development, Federal Highways Administration, Federal Transit Administration, the cities of Lake Charles, Sulphur, Westlake, Calcasieu Parish Police Jury, and other agencies that discuss transportation issues.

### **DATA**

LCMPO staff will continue to coordinate with the DOTD traffic count program as well as with the traffic count programs of LCMPO municipalities. LCMPO will strive to consolidate and makes counts readily accessible and available when requested.

Staff will also strive to coordinate with member municipalities and business organizations to maintain a reasonably accurate community snapshot of land use goals and planned development. Staff will use this data on the [mpo.planswla.la](http://mpo.planswla.la) website to enhance reporting options and analyze various characteristics of local travel routes and demands.

### **TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

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

### **METROPOLITAN TRANSPORTATION PLAN (MTP)/LRTP**

The Lake Charles MPO will initiate preparation of a new 2050 Metropolitan Transportation Plan incorporating proposals into formally reviewed and adopted “Corridor Plans” integrated into local government’s comprehensive plans and utilizing “tripartite agreements” for facilitating stakeholder responsibilities in implementation. MPO will monitor and coordinate short term and long-term strategies to protect the integrity of the planning and development process.

## **PUBLIC INVOLVEMENT**

Nationwide, LCMPOs have been charged with enriching the transportation planning process with greater public awareness and involvement.

The **PUBLIC PARTICIPATION PLAN** of the Lake Charles Urbanized Area Metropolitan Planning Organization will be used for transportation planning activities for our Urbanized Area. The program will provide opportunities for citizens to contribute ideas and voice opinions, early and often, during preparation of draft plans and programs. It is of the utmost importance that our Public Participation Plan offers information, education and participation to the citizens affected by our planning efforts.

Because regional planning is enhanced by increased public involvement, a strong communication channel is necessary between the public and the decision-makers. ISTEPA, SAFETEA-LU, MAP-21, and the more recent FAST Act underline the need for an increase in the public’s ability to affect what decisions are being made in their community. By increasing the dialogue between the decision-makers and the public, better plans, which include the citizens as stakeholders, will be produced. The Lake Charles Urbanized Area Metropolitan Planning Organization looks to enhance the public’s role as partners in transportation planning. Early knowledge about transportation changes is a goal of the Lake Charles Urbanized Area Metropolitan Planning Organization.

*The Public Participation Plan of the Lake Charles Urbanized Area Metropolitan Planning Organization includes three major components: Community Dialogue, Public Meetings, and Review and Comment.*

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## COMMUNITY DIALOGUE

- A. Every opportunity will be taken to distribute information to the public. Plans and information will be distributed to the media and local interest groups via fact sheets, brochures, website ([mpo.planswla.la](http://mpo.planswla.la)) etc. Notices for upcoming meetings and public involvement activities will be published in the Lake Charles American Press and kept on file. The Metropolitan Planning Organization staff will maintain a list of interested parties who wish to be notified of any upcoming events or actions regarding the transportation planning process.
- B. Presentations to neighborhood groups, civic organizations, governmental meetings, and other special interest groups will be made on an as-requested basis to discuss transportation activities within the Lake Charles Urbanized Area. Interested organizations should contact Lake Charles Urbanized Area Metropolitan Planning Organization located in the RPC offices and allow ample time for the staff to arrange to attend.
- C. Information will be provided to the public through technical assistance and access to publications. Official copies of the Public Participation Plan (PPP), Unified Planning Work 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. Plans can be viewed at [mpo.planswla.la](http://mpo.planswla.la) for easy public access and information.

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## PUBLIC MEETINGS

- A. The FY 2023-24 UPWP public involvement hearing will be held on ( TBD at the SEED Center 4310 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 significant to the Metropolitan Planning Area 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 the LCMPO website’s calendar, the Technical Advisory Committee meetings are the 3<sup>rd</sup> Thursday of every month, while Transportation Policy Committee meetings are held on a quarterly basis at the convenience of quorum attendees. The RPC calendar can be accessed by going to [mpo.planswla.la](http://mpo.planswla.la).

*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 house will be held at wheelchair and transit accessible locations. Persons with disabilities who have special communication or accommodation needs and plan to attend the meetings may contact the Lake Charles Urbanized Area Metropolitan Planning Organization. *Requests for special needs are to be emailed to [shannonmenyweather@planswla.com](mailto:shannonmenyweather@planswla.com) or mailed in and received at least two working days prior to the meeting.*

RPC/LCMPO  
Attn: Shannon Menyweather, Transportation  
Planner 4310 Ryan St., Ste. 330, Lake Charles, LA  
70605

*Every reasonable effort will be made to accommodate these needs. For further information please call our office at (337) 433-1771.*

- E. Public meetings will be announced in the Lake Charles American Press and the MPO webpage. Persons or organizations maintained on the interested parties list will be notified of public meetings. Also, every effort will be made to ensure that stakeholders in the transportation planning process are invited to participate. These stakeholders will include, but not be limited to persons or organizations involved in traffic operations, transportation safety and enforcement, airports and port authorities, and appropriate private transportation providers.

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## **REVIEW AND COMMENT**

- A. Prior to adoption of the Lake Charles Urbanized Area's LRTP/Metropolitan Transportation Plan, Transportation Improvement Program, Public Participation Plan, or the Unified Planning Work Program, major amendments to any of these documents will require the public be given adequate review time. A notice will be published in the Lake Charles American Press at least two weeks prior to any public participation meeting and notices will be sent to all interested parties. Copies of the draft documents or proposed amendments will be available for public review on the RPC website, at the RPC office, and at the Calcasieu Parish Public libraries in the cities of Sulphur, Westlake, and the Central library on Ernest Street in the City of Lake Charles.
- B. A comment and response summary will be included within the Lake Charles Urbanized Area Metropolitan Transportation Plan, Lake Charles Urbanized Area Transportation Improvement Program, Public Participation Plan, or the Unified Planning Work Program.
- C. The Public Participation Plan (PPP) will be continually reviewed by the Lake Charles Urbanized Area Metropolitan Planning Organization for effectiveness. Any changes to this PPP document will require a 45-day public comment period.

## SYSTEMS PLANNING

### FEDERAL LEGISLATION COMPLIANCE AND PLANNING FACTORS

In 2015, the federal government enacted the highway bill, Fixing America's Surface Transportation Act (FAST Act). The planning factors put forward in TEA-21 which were carried forward in SAFETEA-LU, and in MAP-21, are now required to set and consider performance measure.

s under the FAST

Act. This consideration is addressed throughout this UPWP in various tasks. The Lake Charles LCMPO will continue to implement the planning factors set forth in federal legislation and will continue to follow all federal legislation requirements.

The LCMPO will work cooperatively with FHWA, FTA and the DOTD to ensure all requirements of the FAST Act are being implemented and followed. The FY 2023-24 UPWP addresses all ten planning factors; however, each task varies in the number of factors it addresses. UPWP Task Matrix on page 47 reflects the relationship between the tasks and the planning factors that are addressed.

The FY 2023-24 UPWP addresses many interrelated transportation issues aimed at maintaining a *continuing, cooperative, and comprehensive* planning process in the Lake Charles Urbanized Area. The issues outlined in federal legislation are "to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes."

A major emphasis of the legislation is to provide states and local governments more flexibility in determining transportation solutions, whether transit or highways, and to provide enhanced planning and management system tools to guide them in the decision-making process.

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### FACTORS CONSIDERED IN THE PLANNING PROCESS

Under the ISTEA, TEA-21, SAFETEA-LU, MAP-21, and FAST Act legislation, the LCMPO has the continued responsibility of preparing and maintaining the long-range Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. This year's work program represents a continuation of the strategic planning process begun with last year's work program. The focus continues to be on maintaining, improving, and utilizing the information resources collected by the LCMPO in the day-to-day transportation decision-making process. This LCMPO shall annually certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and being conducted in accordance with applicable requirements described in 23 CFR 450.206(a), 450.306(b), 450.308, and 23 CFR 450 Part 334 (a). *In addition, the Unified Planning Work Program will address the ten planning factors and performance measures identified in the FAST Act that must be considered by LCMPO's in developing transportation plans and programs.*

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 the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, 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 storm water impacts of surface transportation.
10. Enhance travel and tourism.

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## PUBLIC REVIEW/TITLE VI

For the development of this UPWP, timely coordination and solicitation from other agencies and the public were included. The UPWP draft was made available to the TAC and TPC on TBD, 2023. The LCMPO drafts and agendas were distributed to local libraries and posted for the public to review. The LCMPO meeting was held in a public venue. Public comment was offered at the TPC meetings. Review copies were sent to the appropriate agencies and made available at 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 at [mpo.planswla.la](http://mpo.planswla.la) for easy public access and information. All comments received were addressed and revisions were made where appropriate. (See Appendix, pg. 42 for a list of comments and LCMPO responses.) In general, all agency plans, and programs comply with the public involvement provisions of Title VI (approved by the TPC April 7, 2010) which states: "No persons in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." This UPWP was adopted on TBD with public hearing and final adoption on TBD.

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## LEVEL OF PLANNING EFFORT

The task projects outlined in this UPWP respond to Lake Charles Urbanized Area's need for transportation planning services that provide *continuing, cooperative, and comprehensive* planning services. The various UPWP tasks provide planning for all modes of travel. The objectives of the various local government comprehensive plans are considered and incorporated into the overall transportation system. Work products will be produced not only by LCMPO staff but through consultant services as needed and support from the Parish (county), local governments, DOTD, FHWA, FTA and other agencies.

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## AIR QUALITY PLANNING

The Lake Charles LCMPO is currently meeting ozone attainment readings. Ozone attainment status will continue to be monitored. The RPC is part of the Ozone Advance Program, a collaborative effort by EPA,



states, tribes, and local governments to encourage emission reductions in ozone attainment areas, to help continually meet the National Ambient Air Quality Standard.

## COORDINATION IN HUMAN SERVICES PLANNING

The Federal Transit Administration (FTA), under MAP-21, continued in the FAST Act, requires that projects selected under the Enhanced Mobility of Seniors and Individuals with Disabilities (5310) program be “derived from a locally developed, coordinated public transit-human services transportation plan.” In addition, FTA regulations on the Rural Area Formula (5311) program require that these projects also be selected from a coordinated plan. According to these regulations, the coordinated plan should be “developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.”

To fulfill this requirement, the RPC held two public meetings to solicit the public for evaluations of the local human services transit service. The service providers were also invited to attend to provide their input. In addition, the providers were asked to offer an assessment of their current services and procedures for providing service, that information was condensed into this plan. At the initial meeting, the following was approved by the participants:

- A Set of Goals, Objectives, and Constraints to circulate for comment at a second meeting to which the public would be invited.
- A Timeline for the first year’s planning process
- Persons responsible for the activities listed in the timeline.
- Agreement that RPC will continue to lead the planning process; and
- The formation of quarterly steering committee meetings for the continuation of this planning process.

The Coordination of the Human Service Transportation Steering Committee is made up of representatives from transit providers throughout the five-parish area of Southwest Louisiana. The steering committee meets on a quarterly basis to facilitate full coordination amongst the transit providers in the area. More information on the HSTP document can be found at [mpo.planswla.la](http://mpo.planswla.la).

## LCMPO: ORGANIZATION AND MANAGEMENT

### PARTICIPANTS

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#### TRANSPORTATION POLICY COMMITTEE (TPC):

The LCMPO Transportation Policy Committee is comprised of representatives of the local affected governments, the Louisiana Department of Transportation and Development, Federal Transit Administration, and the Federal Highway Administration. This Committee serves as the policy decision-making board governing all aspects of the planning process, transportation plans and projects, and policy actions of the LCMPO. Membership of this committee is governed by an agreement between the affected local governments and the Governor of Louisiana which is reviewed periodically to ensure.

adequate representation of all parties. Under 23 CFR 450.310 (d) (k), LCMPOs are not limited in membership and encourage expansion.

**MEMBERSHIP:**

*Voting*

- City of Lake Charles (1)
- City of Westlake (1)
- City of Sulphur (1)
- Calcasieu Parish Police Jury (1)
- Office of DOTD District 7 (1)

*Non-Voting*

- FHWA, Louisiana Division (1)
- FTA Region VI (1)

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**TECHNICAL ADVISORY COMMITTEE (TAC):**

The LCMPO Technical Advisory Committee is comprised of local and state technical and professional personnel knowledgeable in the transportation field. This committee is responsible for providing guidance and recommendations to the Transportation Policy Committee on transportation plans, programs, and projects.

**MEMBERSHIP:**

*Voting*

- City of Lake Charles Engineering and Planning (1)
- City of Westlake Public Works (1)
- City of Sulphur Public Works (1)
- Calcasieu Parish Police Jury Engineering (1)
- Lake Charles Regional Airport Authority (1)
- Chennault International Airport Authority (1)
- Office of DOTD District 7 (1)
- Port of Lake Charles (1)
- Calcasieu Parish School Board (1)
- Freight/Trucking (1)

*Non-Voting*

- DOTD Rural Transit (1)
- DOTD State Planning Section (1)
- FHWA, Louisiana Division (1)
- FTA Region VI (1)

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**COORDINATION IN HUMAN SERVICES TRANSIT PLAN (HSTP) COMMITTEE:**

The HSTP Committee is comprised of seven members representing local transit agencies, non-profit transit agencies, information providers, and mayors' action committees on disabilities. The HSTPC addresses coordination between representatives of public, private, nonprofit transportation, and

human services providers to provide planning and recommendations on policies to the TAC regarding the implementation of transit solutions. Membership is open to representatives and stakeholders of transit agencies in the RPC region and specialized interest groups. The HSTPC meets on a quarterly basis or as necessary.

**MEMBERSHIP:**

*Voting*

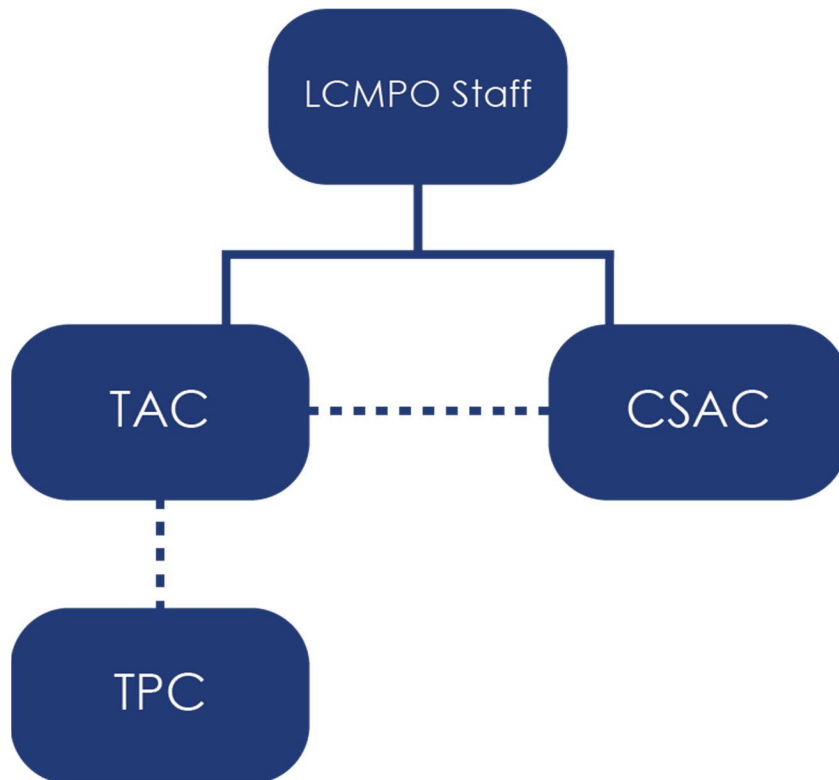
- Allen Parish Council on Aging
- Beauregard Association of Retarded Citizens
- Beauregard Council on Aging
- Calcasieu Association of Retarded Citizens
- Calcasieu Parish Council on Aging
- Cameron Parish Council on Aging
- City of Deridder/Beauregard Transit
- City of Lake Charles Transit
- Jefferson Davis Council on Aging

*Non-Voting*

- DOTD Public Transportation Section

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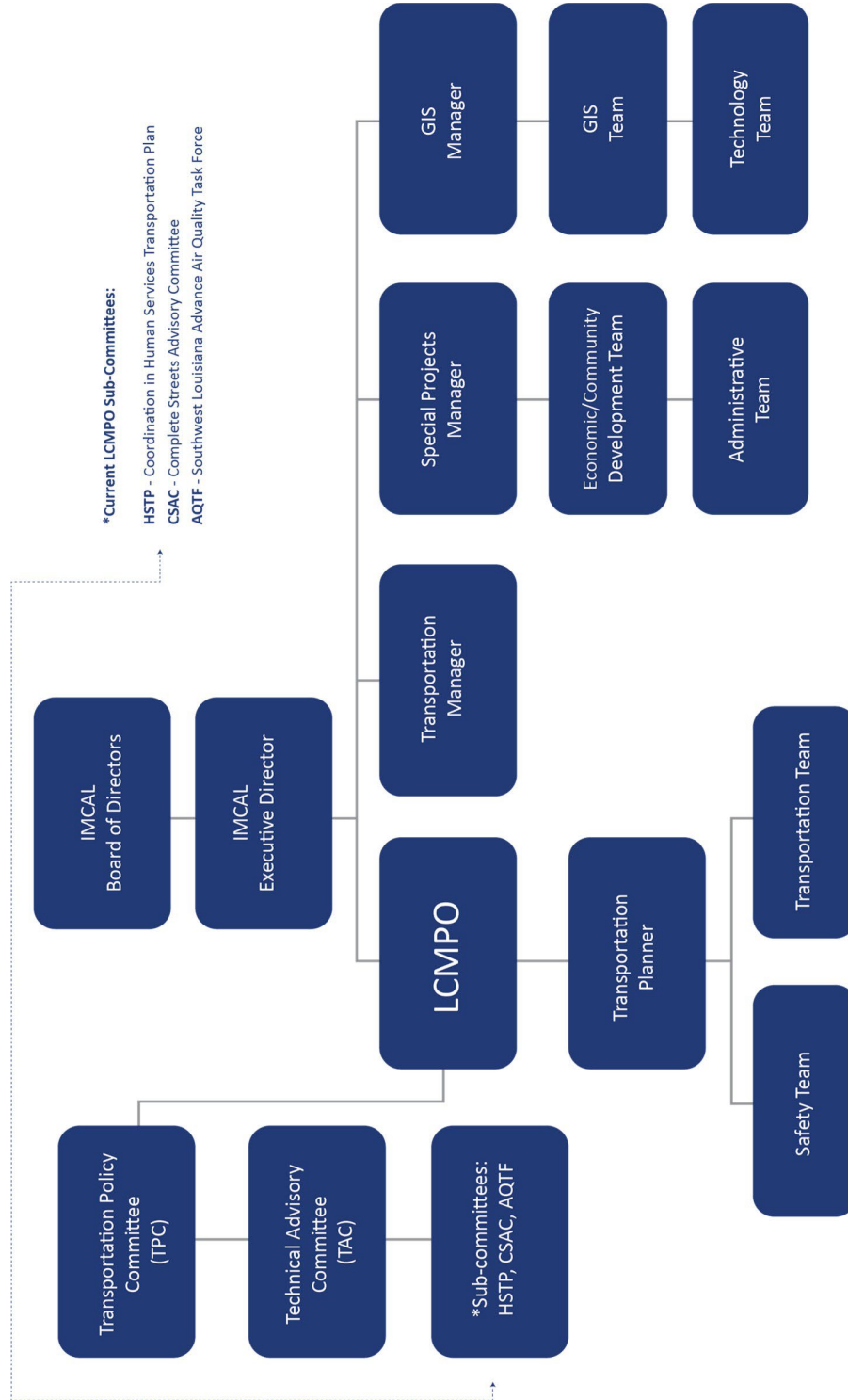
MANAGEMENT PROCESS – LCMPO COMMITTEES AND STAFF




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..... LCMPO Staff  
 planning support  
 and coordination

Organizational Chart



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**RPC STAFF- SUPPORT SERVICES FOR THE ADMINISTRATION OF THE LCMPO**

<p><i>Transportation Planning</i></p> <ul style="list-style-type: none"> <li>• MPO Administration</li> <li>• LRTP/Metropolitan Transportation Plan</li> <li>• Transportation Improvement Program</li> <li>• Performance Metric Management</li> <li>• GIS/Mapping</li> <li>• Public Involvement</li> <li>• Strategic Safety regional coordination</li> <li>• Committees Coordination</li> </ul>	<p><i>Coordination in Human Services Transit Planning</i></p> <ul style="list-style-type: none"> <li>• Plan Implementation/coordination</li> <li>• Committee Coordination</li> <li>• Public Involvement</li> </ul>
<p><i>Finance and Administration</i></p> <ul style="list-style-type: none"> <li>• Contract Administration</li> <li>• Office Administration</li> <li>• Web Design</li> <li>• Newsletters/Annual Reports</li> <li>• Public Involvement</li> </ul>	<p><i>Additional Services</i></p> <ul style="list-style-type: none"> <li>• Meeting Agendas and Minutes</li> <li>• Committees Coordination</li> <li>• Public Involvement</li> <li>• File Management</li> <li>• Mailings/Database Management</li> </ul>

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**AGREEMENTS**

Planning and funding assistance are provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Louisiana Department of Transportation and Development (DOTD). The entities represented by the TPC members provide local matching funds, which are collected through the RPC/MPO. The LCMPO has executed agreements with state and local government and agencies to promote a comprehensive, continuous, coordinated planning process. Contracts have been authorized by the LCMPO to provide services in support of LCMPO operations.

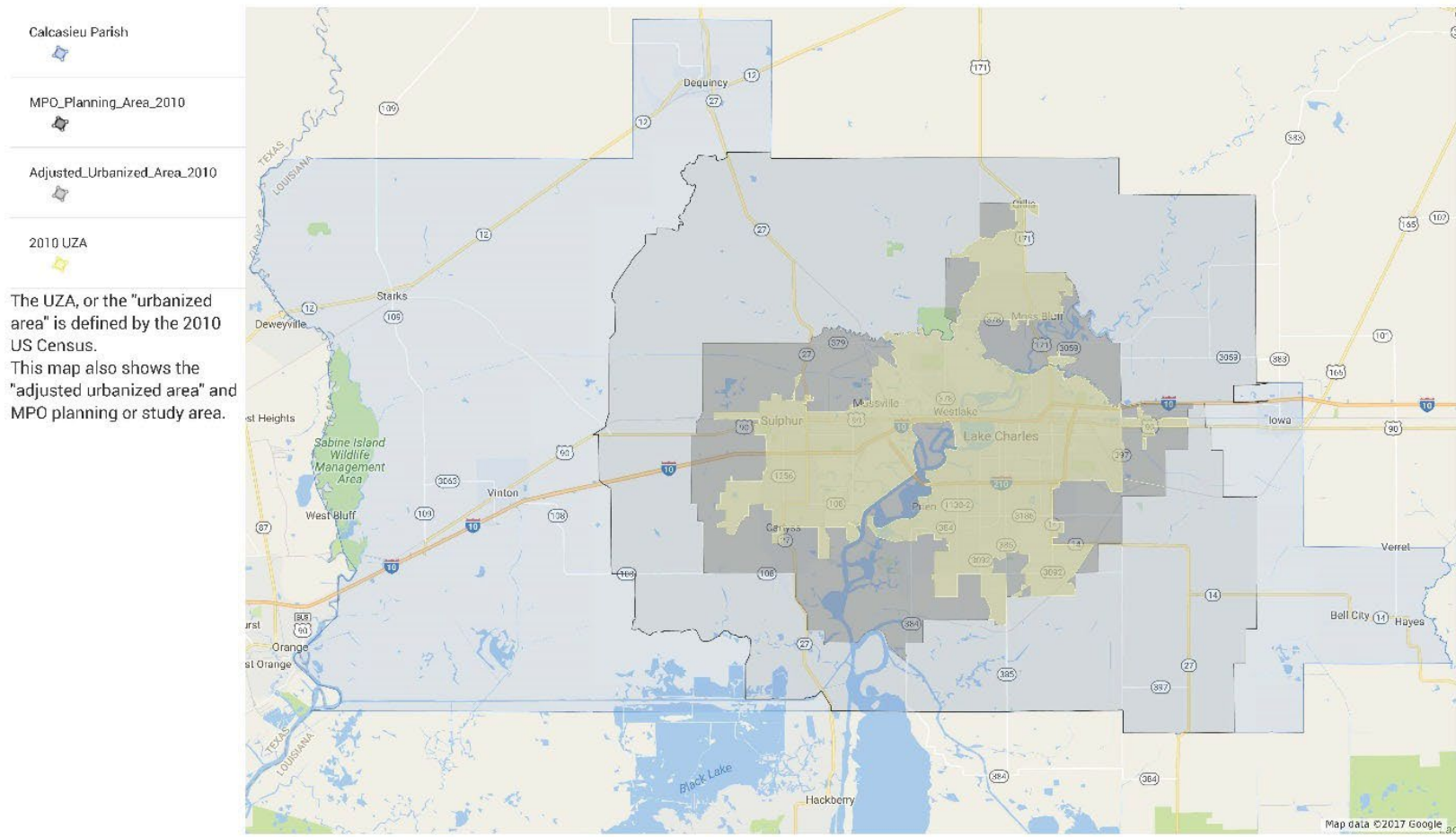
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**OPERATIONAL PROCEDURES AND BYLAWS**

The RPC was created by Executive Order of the Governor of the State of Louisiana in 1972. This organization provides economic development planning services to the five-parish area of Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis Parishes and the municipal governments included in those five parishes. The RPC was also designated by the Governor as the Metropolitan Planning Organization (MPO) for the urbanized area of Calcasieu Parish, including the cities of Lake Charles, Sulphur, and Westlake. This document references this sub-area of the Commission and describes the planning tasks associated with the transportation system in the urbanized planning area only.

# LAKE CHARLES METROPOLITAN PLANNING AREA MAP

## Lake Charles MPO Area



**SECTION A: FEDERAL TRANSIT ADMINISTRATION (FTA)**

**FTA TASKS SUMMARY:**

Responsible Agency	Lake Charles Metropolitan Planning Organization (LCMPO)					
	Task	Description	FTA - PL	FTA - 5307	Local Match	Total
	1	Administration	\$26,843	\$0	\$6,711	\$33,554
	2	General Development and Comprehensive Planning	\$10,800	\$0	\$2,700	\$13,500
	3	Transportation Improvement Program	\$3,752	\$0	\$938	\$4,690
	4	Long Range Transportation Plan / Metropolitan Transportation Plan	\$5,304	\$0	\$1,326	\$6,630
	5	Systems Planning	\$8,459	\$0	\$2,115	\$10,574
	6	Lake Charles Transit Metropolitan Planning	\$0	\$50,000	\$12,500	\$62,500
	<b>TOTAL</b>		<b>\$55,158</b>	<b>\$50,000</b>	<b>\$26,290</b>	<b>\$131,448</b>

**SCHEDULE**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**STATUS FROM MONTHLY PROGRESS REPORTS AGGREGATED QUARTERLY:**

Month	Summary
Q1: July - September 2023	
Q2: October – December 2023	
Q3: January – March 2024	
Q4: April - June 2024	

**TASK 1: ADMINISTRATION**

Task	Description	FTA - PL	FTA - 5307	Local Match	Total
1	Administration	\$26,843	\$0	\$6,711	\$33,554

**PURPOSE:**

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

**PREVIOUS WORK:**

Staff performed administrative tasks that managed, prepared, edited, and filed payroll, requisitions, and progress report documents in hardcopy and digital form. Met with the City of Lake Charles Transit representatives to discuss upcoming projects to include transit services needed in the short and long term for all stakeholders, including the Calcasieu Parish School Board Transportation Department. Reviewed MPO TAC meeting items and prepared a Public Transit Rail “Streetcar Proposal” concept and framework for presentation to the Lake Charles leadership. Attended innovation in the transit industry webinar. Reviewed request for letters of support from CHSTP partners/ Transit agencies.

**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 and DOTD contracts; prepare written task progress reports and financial 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 LCMPO board meetings and federal/local workshops for improving supervisory, management and technical planning skills.
- Maintain CHSTP/Transit committee in good status.
- Prepare needed certification documentation requested by state/federal agencies – such as Title VI plan, Joint Certification Determination, etc.
- Meet with FTA, DOTD, and local officials to discuss planning program and activities.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

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



## TASK 2: GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING

Task	Description	FTA - PL	FTA - 5307	Local Match	Total
2	General Development and Comprehensive Planning	\$10,800	\$0	\$2,700	\$13,500

### 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 LCMPO is classified as an attainment area.

### PREVIOUS WORK:

Staff reviewed and discussed air quality monitoring and EPA regulations as it pertains to transit services to ensure the compliance with all Clear Air Act requirements. Staff configured and edited hub site to prepare for public comment.

### 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. Monitor air quality data.
- Identify “last mile” infrastructure gaps, especially as it relates to complete streets and human services transportation and transit ridership, i.e., sidewalk and bicycle accessibility.
- Identification of possible opportunities for reductions in local emissions due to transit.

### SCHEDULE:

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

### 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. Updated hardcopy and digital map, charts, and tables displaying census tract blocks denoting the location of transit dependent or choice riders.

**TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM**

Task	Description	FTA - PL	FTA - 5307	Local Match	Total
3	Transportation Improvement Program	\$3,752	\$0	\$938	\$4,690

**PURPOSE:**

To ensure the obligation of state funds and to continue the operation of the human services transportation and transit systems. To provide project development for future implementation in coordination with Lake Charles Transit System, LaDOTD, and FTA.

**PREVIOUS WORK:**

Staff updated transit element section in TIP FY2019-20, to reflect 5307 grant funding for operating efforts and additional capital improvement. Researched, revised, and prepared transit data and environment justice aspects to create related tables and maps for updating and submitting the Annual List of Obligated Projects (ALOP).

**METHODOLOGY:**

- Program transit elements of the TIP, in coordination with Lake Charles Transit, LaDOTD, and FTA, for adoption 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 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

Implementation of transit system operations without disruption. Compliance with applicable federal requirements for financial accountability, such as amendments and administrative modifications.

**TASK 4: LONG RANGE TRANSPORTATION PLAN/METROPOLITAN TRANSPORTATION PLAN (MTP) DEVELOPMENT**

Task	Description	FTA - PL	FTA - 5307	Local Match	Total
4	Long Range Transportation Plan / Metropolitan Transportation Plan	\$5,304	\$0	\$1,326	\$6,630

**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 and sorted data in the noise map for the City of Lake Charles to determine the precise locations with the most transit sounds to plot route improvements and noise abatements. Staff reviewed scope of work related to the 2050 MTP, including aspects related to transit. Staff evaluated the electric short range and phased long range network transit alternatives for N/S streetcar and E/W autonomous vehicle 4 block intersects with corridor ridership generators.

**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 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

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

**TASK 5: SYSTEMS PLANNING**

Task	Description	FTA - PL	FTA - 5307	Local Match	Total
5	Systems Planning	\$8,459	\$0	\$2,115	\$10,574

**PURPOSE:**

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

**PREVIOUS WORK:**

Collaborated on proposed North-South streetcar line from Moss Bluff to McNeese university Athletic Complex. Interfaced on proposed pilot autonomous vehicle linkages at key (pilot) ridership generator facilities. Reviewed and discussed potential transit projects as they pertain to the Carbon Reduction program.

**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, including technological innovations, in the urbanized and surrounding area.
- Examine opportunities to coordinate with other agencies, such as Calcasieu Parish School Board.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**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. Work on establishing preliminary autonomous vehicle route. Work on preliminary evaluation for City of Westlake Tram System.

**TASK 6 : LAKE CHARLES TRANSIT METROPOLITAN PLANNING**

Task	Description	FTA - PL	FTA - 5307	Local Match	Total
6	Lake Charles Transit Metropolitan Planning	\$0	\$80,000	\$20,000	\$100,000

**PURPOSE:**

To utilize annual 5307 grant for Lake Charles Transit planning and operational tasks.

**PREVIOUS WORK:**

Work performed by Lake Charles Transit staff.

**METHODOLOGY:**

- Assessment of transit plan
- Analyze transit and route improvements.
- Monitor Transit Asset Management (TAM) Plan
- Create Public Transit Agency Safety Plan (PTASP)

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

Implementation of current Lake Charles Transit System Study (2018) recommendations, such as transit route improvements. Display of updated TAM Plan. Presentation of a PTA Safety Plan.

**SECTION C: REGIONAL MOBILITY MANAGEMENT**

**REGIONAL MOBILITY MANAGEMENT TASKS SUMMARY:**

<b>Responsible Agency</b>	<b>Lake Charles Metropolitan Planning Organization (LCMPO)</b>			
<b>Task</b>	<b>Description</b>	<b>LaDOTD –Regional Mobility</b>	<b>Local Match</b>	<b>Total</b>
1	Administration	\$16,000	\$4,000	\$20,000
2	Short-Term Mobility Planning	\$20,000	\$5,000	\$25,000
3	Coordinated Activities w/ Regional Agency	\$20,000	\$5,000	\$25,000
4	Implementation of Mobility Improvement Projects	\$24,000	\$6,000	\$30,000
<b>TOTAL</b>		<b>\$80,000</b>	<b>\$20,000</b>	<b>\$100,000</b>

**SCHEDULE**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**STATUS FROM MONTHLY PROGRESS REPORTS AGGREGATED QUARTERLY:**

<b>Month</b>	<b>Summary</b>
<b>Q1:</b> July - September 2023	
<b>Q2:</b> October – December 2023	
<b>Q3:</b> January – March 2024	
<b>Q4:</b> April - June 2024	

**TASK 1: ADMINISTRATION**

Task	Description	LaDOTD –Regional Mobility	Local Match	Total
1	Administration	\$16,000	\$4,000	\$20,000

**PURPOSE:**

The development, review, administration, and reporting of the Coordinated Human Services Transportation/Transit (CHSTP/Transit) planning components for the LCMPO in 5-parish Southwest Louisiana region. This includes preparation for meetings, development and monitoring of UPWP FY 2022 – 23, administrative reporting activities, i.e., requisitions, and progress reports.

**PREVIOUS WORK:**

Staff attended Southwest Transit Association (SWAT) Summer University conference, collaborating on equity, micro-mobility, electric and alternative fuel buses, and regional mobility management. Staff performed administrative tasks that managed, prepared, edited, and filed payroll, requisitions, and progress report documents in hardcopy and digital form. Updated the UPWP FY 23 to reflect the current Regional Mobility tasks and funding. Prepared strategy to incorporate coordinated human service needs and funding with each parish/municipality in the Southwest Louisiana Region into each government member’s comprehensive plan. Staff prepared strategies to include transit as a fundamental component of which will prompt funding options. Prepared and provided letters of support for Cameron and Allen Parish Council on Aging, Beauregard/DeRidder Transit, and Calcasieu Parish transit for 5311 Rural and 5316 job access grants. Staff prepared, facilitated, and attended quarterly HSTP/Transit meetings. Prepared inventory of nine Human Service Transit Operators local funding sources, both public and private in Southwest Louisiana. Staff collaborated on the preparation and submission of a Strengthening Mobility and Revolutionizing Transportation (SMART) grant application for SWLA transit partners.

**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 and DOTD contracts; prepare written task progress reports and financial 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/LCMPO board meetings and federal/local workshops for improving supervisory, management and technical planning skills.
- Maintain CHSTP/Transit committee in good status.
- Prepare needed certification documentation requested by state/federal agencies – such as Title VI plan, 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 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

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



**TASK 2: GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING**

Task	Description	LaDOTD –Regional Mobility	Local Match	Total
2	Short-Term Mobility Planning	\$20,000	\$5,000	\$25,000

**PURPOSE:**

To monitor and collect regional mobility area characteristics and factors affecting human services transportation and 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 LCMPO is classified as an attainment area.

**PREVIOUS WORK:**

Prepared initial draft of recommendations for a Southwest Louisiana Regional Mobility Program to be submitted to area member governments. Developed strategies to include public funding for parish transit operations; particularly in local comprehensive plans as drafted when adopted. Staff initiated preparation of draft for submission of SMART grant application for the region. Developed strategic identification methods of transit demands throughout the region including education, work, health, social, and tourism access. Utilized GIS database to project population distribution and growth areas within SWLA to determine the use of public transit.

**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. Monitor air quality data.
- Identify “last mile” infrastructure gaps, especially as it relates to complete streets and human services transportation and transit ridership, i.e., sidewalk and bicycle accessibility.
- Identification of possible opportunities for reductions in local emissions due to transit.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

Locally derived information base, including detailed studies, indicating the direction of growth most suitable for the human services transportation and transit system and includes maps and transit planning data. Updated hardcopy and digital map, charts, and tables displaying census tract blocks denoting the location of transit dependent or choice riders.

### TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM

Task	Description	LaDOTD –Regional Mobility	Local Match	Total
3	Coordinated Activities w/ Regional Agency	\$20,000	\$5,000	\$25,000

#### PURPOSE:

To ensure the coordination with rural and elderly human services transportation and transit agencies with IMCAL in the 5-parish Southwest Louisiana region.

#### PREVIOUS WORK:

Facilitated quarterly CHSTP/Transit meetings addressing human services grants and unmet operational needs. Staff conducted research for potential experienced transit-oriented professionals to present at third quarter CHSTP/Transit meeting. Staff met with Director of Jefferson-Davis Council on Aging to discuss transit operational needs, to include driver shortages, growing schedule of set passengers' appointments, fuel costs, and a need for a permanent local funding source. Reviewed all CHSTP/Transit activities for the remainder of the year.

#### METHODOLOGY:

- Facilitate quarterly CHSTP/Transit meetings.
- Coordinate with human services transportation and transit agencies on their needs.
- Assisting to resolve other unmet operational needs.
- Update of the CHSTP/Transit document.

#### SCHEDULE:

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

#### WORK PRODUCT:

Facilitation of CHSTP/Transit meetings and update of CHSTP/Transit document.

**TASK 4: IMPLEMENTATION OF HSTP**

Task	Description	LaDOTD –Regional Mobility	Local Match	Total
4	Implementation of Mobility Improvement Projects	\$24,000	\$6,000	\$30,000

**PURPOSE:**

To provide comprehensive assessment of use of technology to advance rural and elderly human services transportation and transit operations.

**PREVIOUS WORK:**

Staff reviewed various components of the SMART Grant application to potentially build-out-of-technology-based mobility solutions.

**METHODOLOGY:**

- Assess how micro-transit system vehicles and region-wide or small area system could be utilized for human services transportation and transit agency needs.
- Advance efforts to implement a region-wide cloud-based scheduling app, in place of a call center, for human services transportation and transit agencies.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

Plans for implementing micro-transit and cloud-based scheduling app, along with any other relevant technologies.

**SECTION E: FEDERAL HIGHWAY ADMINISTRATION (FHWA)**

**FHWA TASKS SUMMARY**

Responsible Agency	Lake Charles Metropolitan Planning Organization (LCMPO)			
Task	Description	FHWA-PL	Local Match	Total
1	Administration			
2	General Development and Comprehensive Planning			
3	Transportation Improvement Program			
4	Safety			
5	Long Range Transportation Plan/ MTP Development			
6	Public Participation			
7	Systems Planning			
<b>FHWA Total:</b>				
8	<b>Carbon Reduction</b>			
8a	Motorist Assistance	\$467,703	\$116,926	\$584,629
8b	Traffic Management	\$477,057	\$119,264	\$596,321
<b>Carbon Reduction Total:</b>		<b>\$944,760</b>	<b>\$236,190</b>	<b>\$1,180,950</b>
<b>TOTAL:</b>				

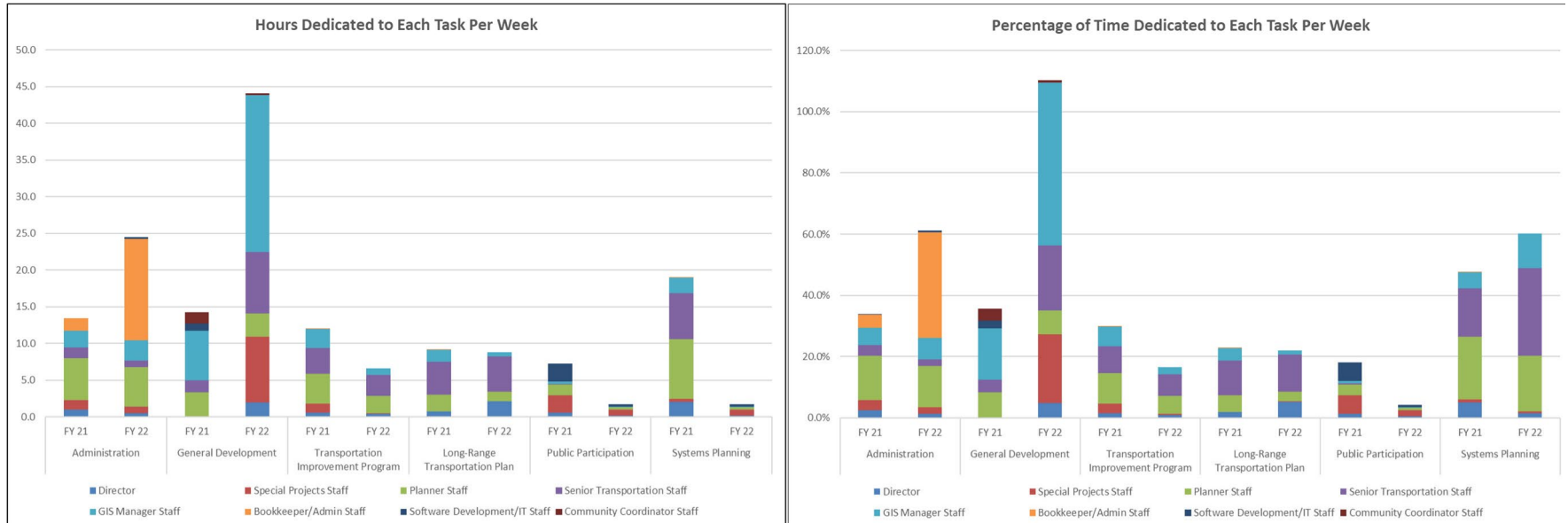
**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**STATUS FROM QUARTERLY PROGRESS REPORTS:**

Quarter	Summary
July – September 2023	
October – December 2023	
January – March 2024	
April – June 2024	

**COMPARATIVE ASSESSMENT OF STAFF POSITION'S TIME DEDICATED TO TASKS EACH WEEK**



**ESTIMATED BUDGET AND EXPENDITURES IN FY 2023 - 24**

	Total Budgeted	Estimated Hours	Salary (Includes Overhead)	Direct Costs					Anticipated Total Salary + Direct Costs
				Travel Expenses	Legal	Office / Supplies / Postage / Print	Dues and Fees	Total Direct Costs	
<b>Task B1</b>	\$82,092	\$1,455	\$78,045	\$2,347	\$300	\$1,000	\$400	\$4,047	\$82,092
<b>Task B2</b>	\$93,750	1,807	\$92,754	\$100	\$0	\$596	\$300	\$996	\$93,750
<b>Task B3</b>	\$68,750	\$1,343	\$68,243	\$0	\$0	\$507	\$0	\$507	\$68,750
<b>Task B4</b>	\$31,250	572	\$30,796	\$250	\$0	\$204	\$0	\$454	\$31,250
<b>Task B5</b>	\$50,000	923	\$49,815	\$0	\$0	\$185	\$0	\$185	\$50,000
<b>Task B6</b>	\$43,750	966	\$43,328	\$0	\$212	\$210	\$0	\$422	\$43,750
<b>Task B7</b>	\$78,750	1,430	\$78,202	\$460	\$0	\$88	\$0	\$548	\$78,750
<b>Total</b>	\$448,342	\$8,496	\$441,184	\$3,157	\$512	\$2,790	\$700	\$7,159	\$448,342

\*Overhead (OH) rate of 74.78% until further notice.

**TASK 1: ADMINISTRATION**

Task	Description	FHWA-PL	Local Match	Total
1	Administration			

**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:**

- Managed federal grant, hosted, and continued coordination of public meetings, including LCMPO Committees.
- Performed administrative tasks that managed, prepared, edited, and filed payroll processing, requisition, and progress report documents in hardcopy/digital form.
- Facilitated discussions with City of Lake Charles/ Calcasieu Parish planners and engineers on plans for Big Lake Rd, Ihles Rd, and Country Club Rd.
- Conducted meeting with MPO Staff to review evaluations on 19 transportation improvement projects identified in the Long Range MTP, also presented, and decided on at the TPC meeting.
- Attended Louisiana Public Agency Qualification Core Training and Construction, Engineering, and Inspection Training.
- Compiled information to assist the Calcasieu Parish Police Jury in seeking financial participation in the traffic safety initiative, the Transportation Management Center Initiative, and an update to the 2019 Chennault Airpark Master Plan.
- Attended FHWA webinar on Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation or “PROTECT” program, which provides funding to help states on resilience planning, making resilience improvements to existing transportation assets and evacuation routes, and addressing at-risk highway infrastructure.
- Reviewed adjustments to the proposed streetcar pilot program component of the regional Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program application as a potential solution to significant transit driver and vehicle shortages.

Meetings from FY 2022-23:

- TAC: July 27, 2022; October 20, 2022; January 25, 2023
- TPC: August 4, 2022; November 15, 2022; February 15, 2023

**METHODOLOGY:**

- Policy and program implementation.
- Financial management of federal grants.
- Oversight of planning activities, including coordination of all work necessary to carry out UPWP.
- UPWP development, maintenance, and monitoring.

- Staff training and education, by attending various workshops, trainings, seminars.
- Coordinating and hosting public meetings, including Technical and Policy Committees.
- Preparation of FHWA progress reports.
- Prepare needed certification documentation requested by state/federal agencies -- such as Title VI plan, Joint Certification Determination, etc.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

A finalized and updated Unified Planning and Work Program. Completed meetings with minutes to record the dialogue and actions. Attendance and regular and one-time meetings, workshops, trainings, and conferences. Review and submittal of payroll processing, requisitions, and progress reports.

**TASK 2: GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING**

Task	Description	FHWA-PL	Local Match	Total
2	General Development and Comprehensive Planning			

**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. To generate ArcGIS mapping products through collection and analysis.

**PREVIOUS WORK:**

- Continued managing mapping projects for the LCMPO by creating multiple mapping product templates and methodologies for use in current and future projects:
- Reviewed various transportation data points to assist on development of MPO projects.
- Began work on an application with ARC GIS to allow better search access for people using Lake Charles MPO traffic data.
- Conducted regional data analysis and use for comparison of data accuracy for local roads within the MPA.
- Planned out and developed new criteria for planning standards for the purpose of mapping and handling new information throughout the Lake Charles Metropolitan Planning region with a focus on DOTD approved methodologies and with the plan of long-term data integration with DOTD approved methodologies and with the plan of long-term data integration with DOTD.
- Reviewed various new census data in the MPO and updated various maps for stakeholders, including principal highways and bike/ped to reflect current data.
- Plotted a portion of the I-14 spur route within the Metropolitan Planning Area (MPA) based off information gathered, including mileage, curvature, and impact.
- Continued work on updating and utilizing environmental justice and other demographic related data as it pertains to proposed transportation projects.
- Represented for LCMPO among state Metropolitan Planning Organizations at quarterly Complete Streets meeting and collaborated on the objectives and routes for bike/ped opportunities as they relate to Complete Streets infrastructure gaps within the MPA.
- Researched the Safe Streets and Roads for All (SS4A) federal grant programs for procedures in seeking funds for a motorists, bicyclists, and pedestrian Action Plan for the MPA.
- Reviewed Average Daily Traffic volume s, land, and development plans in the city of Westlake to determine if proposed new road, Ponderosa Blvd, could be made federal aid eligible near new municipal water park.
- Developed more efficient way to gather crash data when needed for planning upcoming projects.
- Completed multi route and project mapping, roadway and intersection locating, and data mapping within the MPA for MPO planning.
- Created a parking map for the city of Lake Charles using traffic data in preparation for pending comprehensive parking study.



**METHODOLOGY:**

- Monitor functional classified roadway networks.
- Utilize GIS database to project population distribution and growth areas.
- Identify population centers requiring additional transportation.
- Assess 2020 Census data.
- 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 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

Generate ArcGIS maps for various tasks. Provided ADT by request of stakeholders. Assess 2020 U.S. Census data, along with other demographic data, including environmental justice related elements.

**TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT**

Task	Description	FHWA-PL	Local Match	Total
3	Transportation Improvement Program			

**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. Develop Annual List of Obligated Projects.

**PREVIOUS WORK:**

- Updated FHWA and DOTD recommended amendments and administrative modifications to current FY 2023-26.
- Engaged with federal, state, and local partners on TIP related elements. Provided updates to local agency partners on the status of projects within the TIP.
- Assessed and updated general project tracker table for TIP FY 23-26, with focus on STP<200K projects.
- Adopted into the TIP FY 23-26 the following:
  - Amendment 1: Adoption of LADOTD 2023 Highway Safety Performance Measures and Targets
  - Amendment 2: Adjust funding and programming years for Calcasieu Parish Overlays from FY 23 into FY 24 and FY 25.
  - Amendment 3: Addition of Fitzenreiter Rd for FY25 and FY26
  - Amendment 4: Addition of LA 1256 @ W. Cal Rd (R/W for FY 26
  - Amendment 5: Adopted the addition of Lake Charles Transit Grant, using 5307 funding.
  - Added H.013870 Enterprise Blvd.
- Reviewed the current Transportation Improvement Plan (TIP) and participated in discussions regarding the handling of project bid overruns and new available transportation funding opportunities administered by LaDOTD
- Developed Annual List of Obligated Projects document, with special emphasis on highway, and environmental justice elements.
- Reviewed Motorist Assistance Program (M.A.P.) data.
- Completed and adopted TIP FY 23-26

**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 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

A well maintained and updated Transportation Improvement Program (TIP) FY 2023 – 26, 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. Complete new Annual List of Obligated Projects.

**TASK 4: TRANSPORTATION SAFETY PLANNING**

Task	Description	FHWA-PL	Local Match	Total
4	Safety			

**PURPOSE:**

To reduce fatalities and serious injuries on all public roads in the Metropolitan Planning Area (MPA) by collaborating and integrating an approach that brings together safety partners to leverage resources for a common safety goal and to identify opportunities to address safety performance.

**PREVIOUS WORK:**

Continued meetings with stakeholders interested in crash data for MPO Safety Program. Evaluated matching funds needed annually to support short term analysis efforts.

**METHODOLOGY:**

- Host current crash evaluation team quarterly meetings.
- Develop and implement Safety Infrastructure Plan (Complete Streets)
- Coordination with the Southwest Louisiana Safety Coalition
- ITS Integration with proposed Traffic Management Center supporting the MPA.
- Develop and maintain partnerships with local and state stakeholders.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

Identification of future transportation safety needs throughout Metropolitan Planning Area (MPA). Support previous MPA-wide traffic safety plan.

**TASK 5: LONG RANGE TRANSPORTATION PLAN/METROPOLITAN TRANSPORTATION PLAN (MTP) DEVELOPMENT**

Task	Description	FHWA-PL	Local Match	Total
5	Long Range Transportation Plan/ MTP Development			

**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:**

- Assisted transportation team with GIS data for the Metropolitan Planning Area (MPA) in effort to review routes and build additional capacity for data analysis and corridor selection criteria.
- Created a map within the LCMPO to track aviation, transit, and rail environmental noise issues in the area with regards to the long-range transportation plan.
- Edited and synced parameters of projects within the long-range plan.
- Collaborated on the collection and capture of project location data along with analysis for long range project selection for traffic counting, model building, and GIS.
- Reviewed, prepared, disbursed 2045 MTP projects for TAC review and TPC adoption, along with constructing assets of projects in the 2045 MTP in advance of upcoming TAC/TPC meetings.
- Prepared Call for Projects.
- Utilized consulting engineer on travel demand modeling for capacity projects in the Call for Projects list.
- Reviewed several transportation improvement projects in the MTP.
- Updated and configured maps for the long rang plan to reviewed by the TAC.
- Updated MTP and UPWP with the addition of complete streets elements.
- Ensured and implemented strategic changes to the long-range plan.

**METHODOLOGY**

- Address all modes of transportation in developing MPA and needs and system assessment.
- 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.
- Update project call prioritization process.
- Continued efforts on developing an actionable comprehensive plan for Complete Streets.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

A well maintained and updated Metropolitan Transportation Plan with horizon and up-to-date assumptions, which will allow for the most efficient and effective transportation system achievable, with the ability to be amended as needed. A revamped fiscally constrained roadway and bike/ped section of the 2045 MTP.

**TASK 6: PUBLIC PARTICIPATION**

Task	Description	FHWA-PL	Local Match	Total
6	Public Participation			

**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 RPC website.

**PREVIOUS WORK:**

- Prepared public notices for meetings and TIP and MTP amendments in newspapers, social media, and websites.
- Updated, managed, and implemented development of new LCMPO website content, calendar of event, and assets, <http://www.planswla.com/transportation>
- Performed public participation activities regarding amendments and meetings.

**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 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

Planning documents and a website available to the public in a continuous, coordinated, and comprehensive manner. An informed and engaged public.

**TASK 7: SYSTEMS PLANNING**

Task	Description	FHWA-PL	Local Match	Total
7	Systems Planning			

**PURPOSE:**

To provide recurring planning studies/projects for the LCMPO to address multimodal concerns regarding performance measures, pedestrian, bicycle, roundabouts, system preservation, Intelligent Transportation Systems (ITS), automobile, and freight movement, as well as Transportation Demand Management, and transportation disadvantaged planning.

**PREVIOUS WORK:**

- Updated the Roundabout Plan, Bike/Ped plan, and Intelligent Transportation Systems plan.
- Defined and outlined transportation network System Preservation Program for the MPA.
- Collaborated with staff members Performance Measures 1 and 2.
- Researched Transportation Management Center initiative and the Chennault Airpark Master Plan update initiative.
- Utilized Louisiana Department of Transportation & Development (LaDOTD) traffic count information within the MTP.
- Collaborated on feasibility of utilizing DOTD's plan for electric vehicle infrastructure.

**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 collecting data and evaluating potential impacts of scenarios, programs, or projects using NPMRDS and FUGRO, so the LCMPO and state achieve targets and make data-driven investments.
- Coordinate actionable transportation planning for mode alternatives in the urbanized and surrounding area (Complete Streets).
- Update and monitor Intelligent Transportation System (ITS) activities.
- Develop and update system preservation plan.
- Planning and program system analysis for the following topics:
- Congestion, bicycle/pedestrian, corridor study, designated safety locations analysis, and roundabouts

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.



**WORK PRODUCT:**

Continued development of special focus area plans for LCMPO-wide bike/ped, freight, corridors, roundabouts, systems preservation, ITS, designated safety locations, and congestion, plus an updated report on PM2 and PM3.

## TASK 8: Carbon Reduction

Task	Description	FHWA-PL	Local Match	Total
8	Carbon Reduction	\$944,760	\$244,490	\$1,133,712

### PURPOSE:

To conduct long-term carbon reduction planning required by federal law to reduce transportation emissions.

### PREVIOUS WORK:

N/A

### METHODOLOGY:

- Support carbon efficient choices through carbon reduction policies and programs
- Provide data and technical assistance to partner agencies to assist in air quality and travel demand analyses and modeling.
- Cooperate and coordinate on research activities related to CAV and electrification with the Center for Transportation Studies and other regional partners.
- Develop a detailed scope to identify gaps in the regional electric vehicle charging network with regional partners to develop a process for evaluating project-level emissions and green-house gas measures for TIP evaluation.

### SCHEDULE:

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

### WORK PRODUCT:

N/A

**TASK 8A: Motorist Assistance**

Task	Description	FHWA-PL	Local Match	Total
8a	Motorist Assistance	\$477,057	\$107,568	\$584,625

**PURPOSE:**

Support the LOTD in reducing emissions by minimizing congestion due to disabled vehicle along the corridor.

**PREVIOUS WORK:**

N/A

**METHODOLOGY:**

- Fund the Motorist Assistance Program (MAP).
- Regular Review of MAP response reports and invoicing.

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

**WORK PRODUCT:**

The MPO will coordinate a feasibility study for a Traffic Management Center in the Lake Charles Urban Area which shall include an update on IT architecture. Should the Traffic Management Center Feasibility Study result in local stakeholder’s support, the MPO will consider Carbon Reduction funding to initiate implementation.

## TASK 8b: TRAFFIC MANAGEMENT

Task	Description	FHWA-PL		Local Match		Total
8b	Traffic Management		\$467,700		\$467,700	\$467,700

### PURPOSE:

To create a systemic and centralized approach to a safe and effective traffic management plan.

### PREVIOUS WORK:

N/A

### METHODOLOGY:

- Conduct a feasibility study.
- Upgrading, coordinating, operating, and interfacing into a common control point the 197 traffic signals within the MPO Area which are currently maintained under four government jurisdictions.
- Managing the addition of more cameras at strategic freeway and arterial locations which are interfaced into a common control room, reducing response times for police, emergency responders, roadway maintenance dispatchers, and others.
- Analyze data to detect the impact of a new roadway projects and whether it has increased or reduced carbon emissions.
- Develop and maintain a data driven Congestion Management Process (CMP) that promotes multimodal system performance measures and strategies that can be reflected in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP)

### SCHEDULE:

This task will be completed incrementally throughout the entire FY 2023-2024. The start date is July 1, 2023, and completion date is June 30, 2024.

### WORK PRODUCT:

Traffic Management Plan and Traffic Management Center Design and Development.

**UPWP TASK MATRIX**

(FAST ACT PLANNING FACTORS)

FEDERAL PLANNING FACTORS										
	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 the accessibility and mobility of people and for freight.	5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	6. Enhance the integration and connectivity of the transportation system, across and between modes, 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 systems and reduce or mitigate stormwater impacts of surface transportation.	10. Enhance Travel and Tourism.
<b>A</b>	<b>LCMPO FTA Tasks</b>									
1	◆			◆	◆	◆	◆	◆		◆
2	◆	◆	◆	◆	◆	◆	◆	◆		
3		◆	◆	◆	◆	◆	◆	◆		◆
4	◆	◆	◆	◆	◆	◆	◆	◆		◆
5	◆	◆	◆	◆	◆	◆	◆	◆		◆
<b>B</b>	<b>LCMPO FHWA Tasks</b>									
1	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
2	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
3	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
4	◆	◆	◆	◆	◆			◆		◆
5	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
6	◆									
7	◆				◆	◆	◆	◆	◆	◆
8	◆	◆	◆	◆	◆	◆	◆			◆

APPENDIX:

FTA FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES

Certifications and Assurances

Fiscal Year 2023

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

Signature Michael Hollier Date: 6 March 2023

Name Michael Hollier Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Imperial Calcasieu Regional Planning & Development Commission

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

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

Signature Brian Bradford Date: 3/6/23

Name Brian Bradford Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

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**TITLE VI NOTICE**

The Southwest Louisiana Regional Planning Commission (RPC) in its own capacity and acting as the designated Lake Charles Urbanized Area Metropolitan Planning Organization (LCMPO) does fully comply with the Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The RPC/LCMPO operates without regards to race, color, national origin, income, gender, age, and disability.

Prohibited by Title VI may by him/herself or by representative file a written complaint with the Louisiana Department of Transportation and Development (LaDOTD).

LaDOTD's Title VI Program Manager Heather Huval may be reached via phone at 225-379-1923, or via email at [heather.huval@la.gov](mailto:heather.huval@la.gov).

A complaint must be filed no later than 180 days after the date of the alleged discrimination. The RPC and LCMPO hold meetings which are conducted in accessible locations. Materials can be provided in accessible formats and languages other than English. If you would like accessibility or language accommodation, please contact the RPC's Title VI coordinator:

Shannon N. Menyweather; 337-433-1771 (phone) or by 337-433-6077 (fax).

UN TRADUCTOR DEL IDIOMA ESPAÑOL ESTARÁ DISPONIBLE.

If you wish to attend an RPC or LCMPO function and require special accommodations, please give the RPC at least 72 hours advance notice.

SI USTED NECESITA LA AYUDA DE UN TRADUCTOR DEL IDIOMA ESPAÑOL, POR FAVOR COMUNÍQUESE CON LA "LA FAMILIA RESOURCE CENTER" AL TELÉFONO (337) 312-2906, CUANDO MENOS 72 HORAS ANTES DE LA JUNTA.

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**PUBLIC COMMENT**

A public notice was issued for the public comment period starting **TBD through TBD.**

A copy of the Draft UPWP FY 2023-2024 was added to <http://www.planswla.com/transportation> and following 11 public locations:

- Westlake City Hall, 1001 Mulberry St, Westlake, LA 70669
- Sulphur City Hall, 101 N. Huntington St, Sulphur, LA 70663
- Lake Charles City Hall, 326 W. Pujos St, Lake Charles, LA 70601
- Calcasieu Parish Planning and Development, 901 Lakeshore Drive, Lake Charles, LA 70602.
- LaDOTD District 7, 5827 Hwy 90 East Lake Charles, LA 70615
- Calcasieu Parish Library: Central Library, 301 W. Claude St, Lake Charles, LA 70605
- Calcasieu Parish Library: Carnegie Branch, 411 Pujos St, Lake Charles, LA 70601
- Calcasieu Parish Library: Epps Memorial Branch, 1304-1398 N Simmons St, Lake Charles, LA 70601
- Moss Bluff Branch Library, 261 Parish Rd, Lake Charles, LA 70611
- Westlake Branch Library, 937 Mulberry St, Westlake, LA 70669
- Sulphur Regional Library, 1160 Cypress St, Sulphur, LA 70663

Public Comments Received: