

# UPWP FY 2021-22

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## IMPERIAL CALCASIEU REGIONAL PLANNING AND DEVELOPMENT 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 2021-2022 (**UPWP FY 21-22**)

*In cooperation with, 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
IMCAL	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

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RESOLUTION TO ADOPT THE UPWP FY 2021-22

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

**RESOLUTION NO. 2021-06**

**2021 - 22 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 Unified Planning Work Program 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**, IMCAL, acting in its capacity as the designated Metropolitan Planning Organization, has given thorough review and consideration to the FY 2021-22 Unified Planning Work Program; **AND**

**WHEREAS**, the Technical Advisory and Transportation Policy Committees have fulfilled their obligations to review and make recommendations regarding the content of the FY 2021-22 Unified Planning Work Program; **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 2021-2022 UNIFIED PLANNING WORK PROGRAM AS FOLLOWS:**

**THIS RESOLUTION BEING VOTED ON AND ADOPTED THIS 10<sup>TH</sup> DAY OF JUNE 2021, WITH FINAL ADOPTION PENDING END OF PUBLIC COMMENT PERIOD ON JUNE 14, 2021.**

\_\_\_\_\_  
Wes Crain, 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 (MPO) (as represented by IMCAL).

Under Federal planning guidelines, the MPO is required to submit a work program that highlights transportation planning projects into broadly categorized planning activities and explains the funding for each activity for a fiscal year. This is done through a document called the UPWP. The funding is provided through the 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 MPO is pleased to present this FY 2021 -2022 Unified Planning Work Program (UPWP) for the Lake Charles Urbanized Area. The MPO and its member governments have worked diligently to prepare a program of projects that responds to the needs of the region 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 these 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](#) regional 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, IMCAL 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

The onset of the COVID19 pandemic that began in December 2019, has created an unprecedented situation. Nationally and locally, the beginning of 2020 and into 2<sup>nd</sup> half of 2021, and has seen transportation related activities thoroughly impacted. Likewise, natural disasters in the form of Hurricane Laura and Hurricane Delta, along with an un precededent February 2021 freeze and May 2021 record flooding continued to test the resiliency of the region. Before these events, petrochemical

industrial expansion created by an expanding natural gas industry brought in thousands of temporary construction workers and new levels of momentary congestion. Anticipated expanded population growth from these industrial sites, increased freight traffic on I-10, desire for higher quality multi-modal infrastructure, and general funding needs for local transportation funding projects were at top of priority list. Recovery and continued exploration of resiliency strategies has been the primary themes the past 18 months.

The I-10 Calcasieu River Bridge has remained the undeniable top desired project from the general public and stakeholders. Staff has worked with LaDOTD, FHWA, consultants and other stakeholders to identify the favorite alternative and any coveted features. Environmental Impact Statement and final Record of Decision is anticipated in late 2021.

In mid-2021, there are mixed trends culminating in Lake Charles area, that can be seen across the nation. Some businesses are recovering, while others remained closed, like the gradually re-energizing tourism and gaming industries; housing affordability and accessibility, highlighted by recent major natural disaster damage, continues to be a persistent concern; petrochemical prices have seen major swings effecting refineries and distribution; and lastly, the closing and partial re-opening of schools including higher learning institutions has left a considerable imprint. However, new federal spending bills, including a notable infrastructure one, are potential resiliency and infusion measures to move the community forward. LCMPO will evaluate the changing conditions, while continue providing quality transportation planning services.

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## **MPO CURRENT AND FUTURE ACTIVITIES**

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

Staff will continue to work with local and state stakeholders to enrich and facilitate the Southwest Louisiana Highway Safety Coalition (herein referred to as the Coalition), as well as the Regional Transportation Safety Plan subcommittees. Staff will facilitate the Coalition to coordinate traffic safety planning efforts; to collaborate with a multidisciplinary team of safety planners to expand media and outreach activities, as well as implement effective safety countermeasures; to develop and sustain data-driven action plans, and to assist jurisdictions in seeking out 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 general public.

### **COMPLETE STREETS COORDINATION:**

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



**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 in the region.

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

Staff will continue to facilitate and coordinate implementation of the current Human Services Transportation Plan (HSTP) document, as well as coordinate with LaDOTD consultant in the development of the update of the HSTP document.

**EPA OZONE ADVANCE PROGRAM:**

IMCAL/LCMPO Transportation Planner III will be coordinating 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 and efforts to better educate and involve the public in the planning process.

**PLANNING ACTIVITIES AND RESPONSIBILITIES OF THE MPO****ADMINISTRATION**

MPO 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.

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

The Lake Charles Urbanized Area MPO 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, and Westlake, and Calcasieu Parish Police Jury and other agencies that discuss transportation issues.

**DATA**

MPO staff will continue to coordinate with the DOTD traffic count program as well as with the traffic count programs of MPO 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 [www.planswla.com](http://www.planswla.com) website to enhance reporting options and analyze various characteristics of local travel routes and demands.

## TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

MPO 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 IMCAL 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

In effort to align long-range plans on a regional basis, the MPO updated its Long-Range Transportation Plan (LRTP) or MTP 2045 in June 2019. Coordination with DOTD, the TPC and local governments have been taking place to maintain the plan.

## PUBLIC INVOLVEMENT

Nationwide, MPOs 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 the transportation planning activities for our Urbanized Area. The program will provide opportunities for citizens to contribute ideas and voice opinions, early and often, during preparation of draft plans and programs. Of utmost importance to our Public Participation Plan is that it offers information, education and participation to the citizens affected by our planning efforts.

Because regional planning is enhanced by increased public involvement, a strong communication channel is necessary between the public and the decision-makers. ISTEA, 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 ([www.planswla.com](http://www.planswla.com)), 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 IMCAL 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 and can be viewed on the World Wide Web at [www.planswla.com](http://www.planswla.com) for easy public access and information.

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## PUBLIC MEETINGS

- A. The FY 2021-2022 UPWP public involvement hearing will be held on June 14, 2021 (3:00 PM – 5:00 PM at the 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 3<sup>rd</sup> Thursday of every month, while Transportation Policy Committee meetings are the 4<sup>th</sup> Wednesday of every month. The IMCAL calendar can be accessed by either going to [www.planswla.com](http://www.planswla.com), 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](mailto: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

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

- E. All public meetings will be announced in the Lake Charles American Press. All 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 IMCAL website, at the IMCAL 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

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### 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 measures under the FAST Act. This consideration is addressed throughout this UPWP in various tasks. The Lake Charles MPO will

continue to implement the planning factors set forth in federal legislation and will continue to follow all federal legislation requirements.

The MPO will work cooperatively with FHWA, FTA and the DOTD to ensure all requirements of the FAST Act are being implemented and followed. The FY 21-22 UPWP addresses all ten planning factors; however, each task varies in the number of factors it addresses. UPWP Task Matrix on page 37 reflects the relationship between the tasks and the planning factors that are addressed.

The FY 2021 - 2022 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 MPO has the continued responsibility of preparing and maintaining the long-range Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. This year’s work program represents a continuation of the strategic planning process begun with last year’s work program. The focus continues to be on maintaining, improving, and utilizing the information resources collected by the MPO in the day-to-day transportation decision-making process. This MPO shall annually certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and being conducted in accordance with applicable requirements described in 23 CFR 450.206(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 MPO’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 February 20, 2020 and May 14, 2020. The MPO drafts and agendas were distributed to local libraries and posted for the public to review. The MPO 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 on the internet at [www.planswla.la](http://www.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 MPO 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 June 10, 2021 with public hearing and final adoption on June 14, 2021.

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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 MPO 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 MPO is currently meeting ozone attainment readings. Ozone attainment status will continue to be monitored. IMCAL 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 them continue to meet the National Ambient Air Quality Standard.



## COORDINATION IN HUMAN SERVICES TRANSPORTATION 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, IMCAL 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. The information was condensed into this plan. At the initial meeting, the following were 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 IMCAL will continue to lead the planning process; and
- The formation of quarterly steering committee meetings for the continuation of this planning process.

The Coordination in Human Service Transportation Steering Committee is made up of representatives from transit providers throughout the five-parish area of Southwest Louisiana. The steering committee continues to meet 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 [www.planswla.la](http://www.planswla.la)

## LCMPO: ORGANIZATION AND MANAGEMENT

### PARTICIPANTS

#### TRANSPORTATION POLICY COMMITTEE (TPC):

The MPO Transportation Policy Committee is comprised of representatives of the local affected governments, the Louisiana Department of Transportation and Development, Federal Transit Administration, and the Federal Highway Administration. This Committee serves as the policy decision-making board governing all aspects of the planning process, transportation plans and projects, and policy actions of the MPO. Membership of this committee is governed by agreement between the affected local governments and the Governor of Louisiana and is reviewed periodically to ensure adequate representation of all parties. Under 23 CFR 450.310 (d) (k), MPOs are not limited in membership and encourage expansion.

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

**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)

*Non-Voting*

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

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**COMPLETE STREETS ADVISORY COMMITTEE (CSAC)**

This Advisory Committee is established to become a reliable source of information for public officials of municipalities within the Greater Lake Charles Urbanized Area, to provide recommendations to the TAC for future mobility and Complete Streets Projects using existing Right-Of-Way, and to support current and future applicable multi-modal plans from all relevant municipalities.

**MEMBERSHIP:**

- DOTD - District 7 (1)



City of Lake Charles (1)  
 East Municipalities of the Lake Charles Urbanized Area (1)  
 West Municipalities of the Lake Charles Urbanized Area (1)  
 Calcasieu Parish Police Jury (1)  
 CEO of Community Foundation of SWLA (1)  
 SWLA and Lake Charles Convention and Visitors' Bureau (1)  
 Calcasieu Parish Sheriff Office (1)  
 Community Runners (1)  
 Community Pedestrians (1)  
 Community At-Large (1)  
 Community Cyclists (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, and 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 IMCAL region and specialized interest groups. The HSTPC meets on a quarterly basis or as necessary.

#### MEMBERSHIP:

##### *Voting*

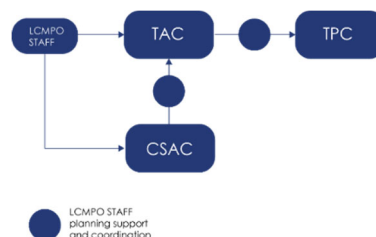
Allen Parish Council on Aging  
 Beauregard Association of Retarded Citizens  
 Beauregard Council on Aging  
 Calcasieu Association of Retarded Citizens  
 Calcasieu Parish Council on Aging  
 Cameron Parish Council on Aging  
 City of DeRidder/Beauregard Transit  
 City of Lake Charles Transit  
 Jefferson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

##### *Non-Voting*

DOTD Public Transportation Section

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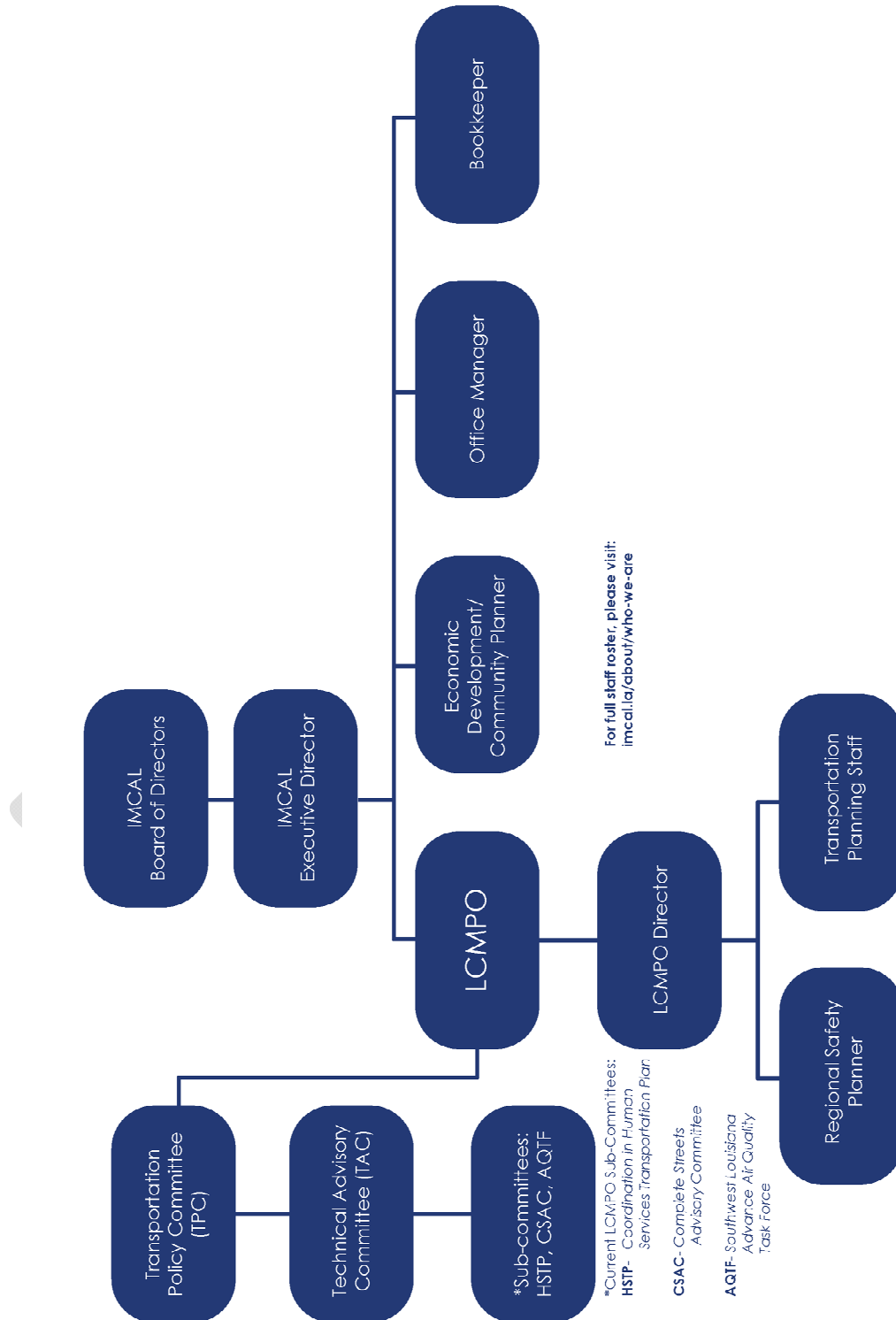
#### MANAGEMENT PROCESS – MPO COMMITTEES AND STAFF



## IMPERIAL CALCASIEU REGIONAL PLANNING COMMISSION (IMCAL)

*Serving as the Metropolitan Planning Organization for the Lake Charles Urbanized Area*

### Organization Chart



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

<i>Transportation Planning</i> <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 Highway Safety Plan regional coordination</li> <li>• Committees Coordination</li> </ul>	<i>Coordination in Human Services Transit Planning</i> <ul style="list-style-type: none"> <li>• Plan Implementation/coordination</li> <li>• Committee Coordination</li> <li>• Public Involvement</li> </ul>
<i>Finance and Administration</i> <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>	<i>Office/Clerk Services</i> <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 IMCAL/MPO. The MPO has executed agreements with state and local government and agencies to promote a comprehensive, continuous, coordinated planning process. Contracts have been authorized by the MPO to provide services in support of MPO operations.

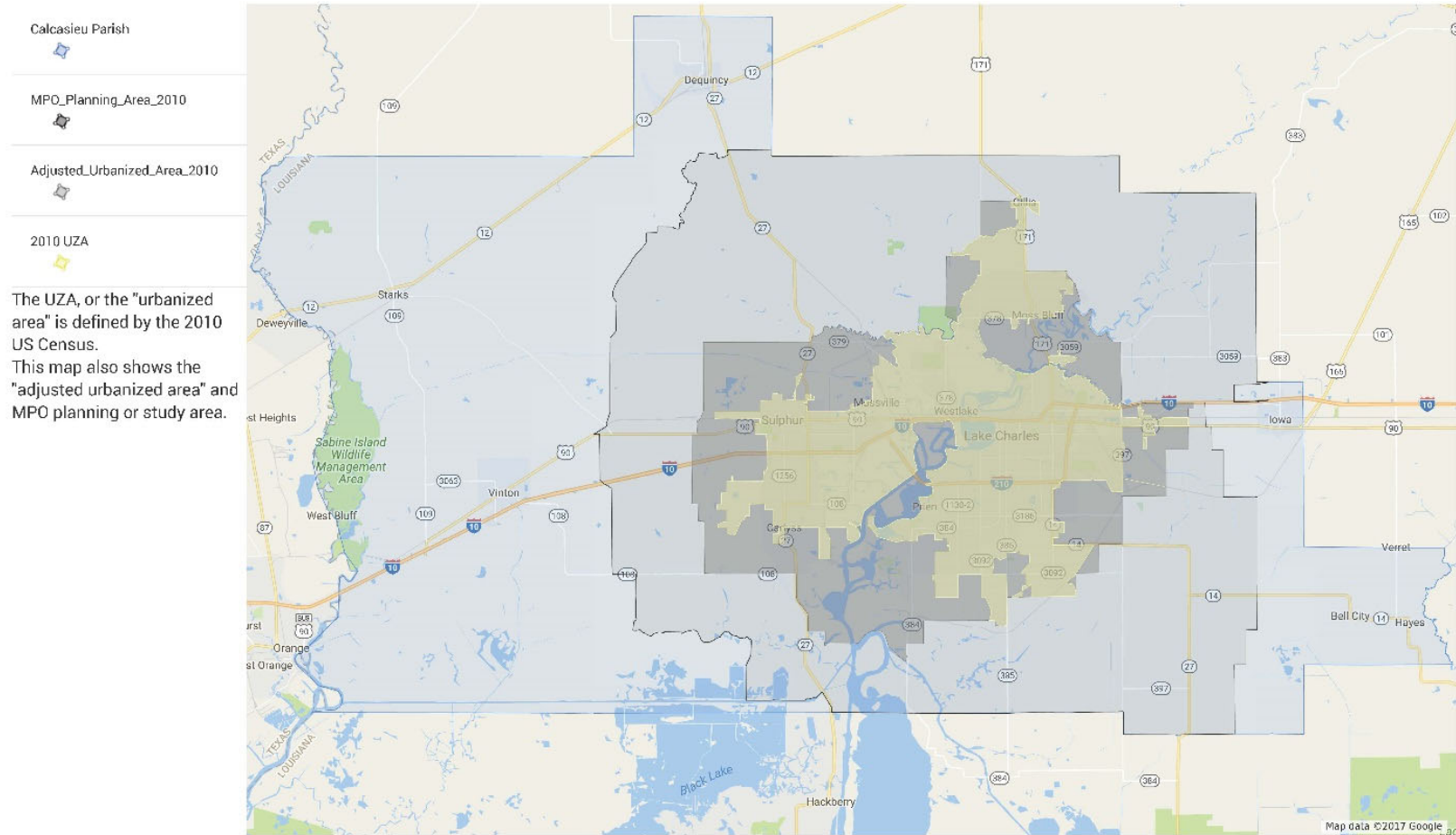
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**OPERATIONAL PROCEDURES AND BYLAWS**

IMCAL 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. IMCAL 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 URBANIZED 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)						
					Lake Charles Transit		
Task	Description	FTA - PL	FTA - Other	Local	Section 5307	Local – Lake Charles Transit	TOTAL
1	Administration	\$12,256		\$3,063			\$15,319
2	General Development and Comprehensive Planning	\$12,401		\$3,100			\$15,501
3	Transportation Improvement Program	\$2,400		\$600			\$3,000
4	Implementation of HSTP		\$15,000				\$15,000
5	Long Range Transportation Plan / Metropolitan Transportation Plan	\$4,302		\$1,076			\$5,378
6	Systems Planning	\$20,401		\$5,100			\$25,501
7	Lake Charles Transit Metropolitan Planning				\$80,000	\$20,000	\$100,000
<b>TOTAL</b>		<b>\$51,759</b>	<b>\$15,000</b>	<b>\$12,939</b>	<b>\$80,000</b>	<b>\$20,000</b>	<b>\$179,698</b>

**SCHEDULE**

This task will be completed incrementally throughout the entire FY 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

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

Month	Summary
<b>Q1:</b> July - September 2021	
<b>Q2:</b> October – December 2021	
<b>Q3:</b> January – March 2022	
<b>Q4:</b> April - June 2022	

**TASK 1: Administration**

Task	Description	FTA-PL	FTA- Other	Local	TOTAL
1	Administration	\$12,256		\$3,063	\$15,319

**PURPOSE:**

The development, review, administration and reporting of the transit planning components for the 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 prepared UPWP, delivered monthly requisitions and progress reports. Staff attended state and federally sponsored virtual 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. Staff coordinated with Lake Charles Transit and LaDOTD on administrative tasks.

**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 LCMPO 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 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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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 will facilitate regularly scheduled TAC and TPC meetings.

**TASK 2: General Development and Comprehensive Planning**

Task	Description	FTA-PL	FTA- Other	Local	TOTAL
2	General Development and Comprehensive Planning	\$12,401		\$3,100	\$15,501

**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 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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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- Other	Local	TOTAL
3	Transportation Improvement Program	\$2,400		\$600	\$3,000

**PURPOSE:**

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

**PREVIOUS WORK:**

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

- Adopted into the TIP FY 2019 -22 the following:
  - Amendment XIII:
    - Calcasieu Parish Public Transit grant, @ 100% Fed share using CAREs ACT in FY 21 for following: \$200K for 5311 Rural; \$75K for 5316 Rural – JARC; and \$100K for 5316 Urban – JARC.
    - Calcasieu Parish Council on Aging grant, @ 100% Fed share using CAREs ACT for \$60K on 5310 Small Urban in FY 21.
  - Amendment XVIII: Lake Charles Transit being transferred, by Federal Transit Administration (FTA), \$4,117,647 5339 from Rural Transit Funds, for purchase of nine 35 foot diesel buses, via LaDOTD, with an 85/15 Fed Share in FY 21.
  - Amendment XXI: Adoption of LaDOTD 2021 Highway Safety Performance Measures and Targets; Adoption of Lake Charles Transit's Public Transit Agency Safety Plan 2020 Safety Performance Measures and Targets; Adoption to support Lake Charles Transit Asset Management Performance Measures and Targets.

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**WORK PRODUCT:**

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



**TASK 4: Implementation of HSTP**

Task	Description	FTA-PL	FTA-Other	Local	TOTAL
4	Implementation of CHSTP/Transit		\$15,000		\$15,000

**PURPOSE:**

To provide comprehensive long-range planning needs for human services transportation as outlined in the Coordination in Human Services Transportation Plan (CHSTP) 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 bi-annual updated CHSTP (coordination in human services transit plan). Staff monitored and supported agencies in post-Hurricane Laura and Delta, February 2021 ice storm, and May 2021 flash flooding, along with impacts from Covid19 situation.

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**WORK PRODUCT:**

Work that ensures an accessible and reliable transit and para-transit service. A maintained and updated Coordination in Human Services Transportation Plan document, particularly with new 2020 Census data. Conduct quarterly meetings with human services and transit agencies that provide transportation service in Lake Charles area.

**TASK 5: Long Range Transportation Plan/Metropolitan Transportation Plan (MTP) Development**

Task	Description	FTA-PL	FTA-Other	Local	TOTAL
5	Long Range Transportation Plan	\$4,302		\$1,076	\$5,378

**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 from regional transit for 2045 MTP.

- Updated the 2045 MTP with Amendment 3 for Lake Charles Transit 's Public Safety Plan 2020 Safety Performance Measures and Targets, plus Lake Charles Transit Asset Management Performance Measures and Targets

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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: Systems Planning**

Task	Description	FTA-PL	FTA-Other	Local	TOTAL
6	Systems Planning	\$20,401		\$5,100	\$25,501

**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 utilized Texas Southern University consultants to conduct a transit stop inventory, examining existing conditions, sidewalk, accessibility, safety hazards, and proximity to Calcasieu Parish School Board bus stops, etc. Staff assessed the data provided to by consultants to look into other ways to enhance and integrate with Complete Streets and Calcasieu Parish School Board. Reviewed driverless vehicle opportunities.

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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.

**TASK 7: Lake Charles Transit Metropolitan Planning**

Task	Description	FTA-PL	FTA-Other	Local	Section 5307	Local - Lake Charles Transit	TOTAL
7	Lake Charles Transit Metropolitan Planning				\$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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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 B: FEDERAL HIGHWAY ADMINISTRATION (FHWA)

## FHWA TASKS SUMMARY

Responsible Agency	Lake Charles Metropolitan Planning Organization (LCMPO)				
Task	Description	FHWA-PL	Regional Safety	Local	Total
1	Administration	\$53,912		\$13,478	\$67,390
2	General Development and Comprehensive Planning	\$74,600		\$18,650	\$93,250
3	Transportation Improvement Program	\$14,400		\$3,600	\$18,000
4	Safety		\$275,315		\$275,315
5	Long Range Transportation Plan/MTP Development	\$26,400		\$6,600	\$33,000
6	On Call Planning Assistance	\$12,282		\$3,070	\$15,352
7	Public Participation	\$29,328		\$7,332	\$36,660
8	Systems Planning	\$105,400		\$26,350	\$131,750
TOTAL		\$316,322	\$275,315	\$79,080	\$670,717

**SCHEDULE:**

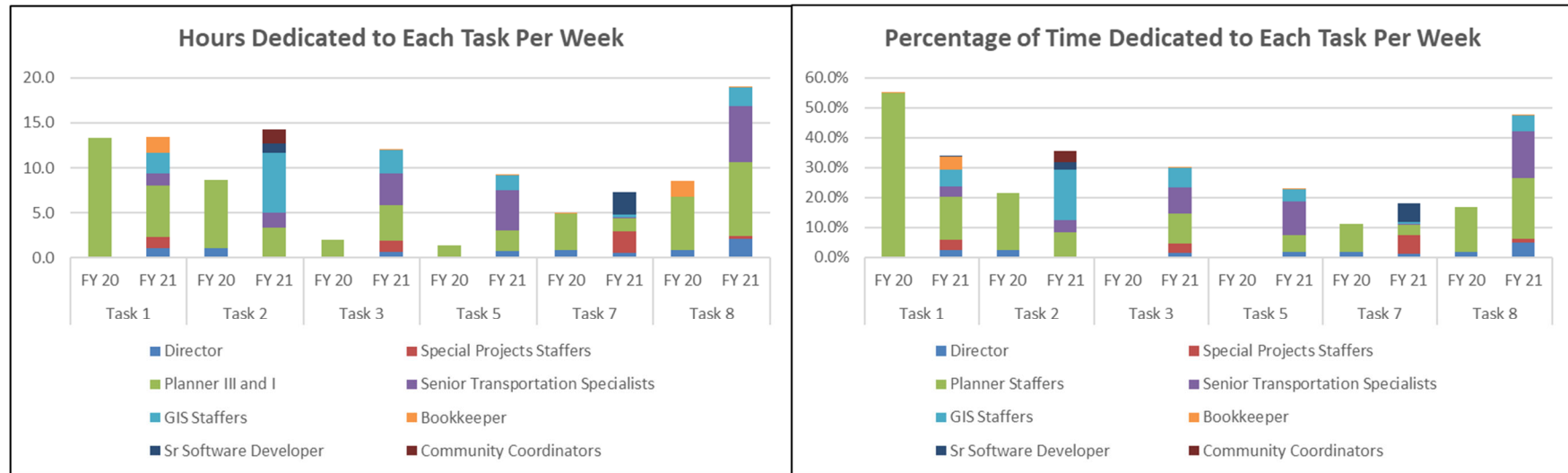
This task will be completed incrementally throughout the entire FY 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**STATUS FROM QUARTERLY PROGRESS REPORTS:**

Quarter	Summary
July – September 2021	
October – December 2021	
January – March 2022	
April – June 2022	

DRAFT

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



## ESTIMATED BUDGET AND EXPENDITURES IN FY 2021 - 22

Estimated Budget and Expenditures for FY 2021-22									
	Total	Estimated	Salary	Direct Costs					Anticipated
	Budgeted	Hours	(includes Overhead)*	Travel Expenses	Legal	Office / Supplies / Postage / Print	Dues and Fees	Total Direct Costs	
Task B1	\$67,390	1,260	\$61,398	\$2,600	\$300	\$500	\$600	\$4,000	\$65,398
Task B2	\$93,250	2,232	\$90,024	\$300	\$0	\$800	\$300	\$1,400	\$91,424
Task B3	\$18,000	366	\$16,727	\$300	\$300	\$0	\$0	\$600	\$17,327
Task B5	\$33,000	600	\$30,820	\$200	\$0	\$0	\$0	\$200	\$31,020
Task B6**	\$15,352	32	\$15,352	\$0	\$0	\$0	\$0	\$0	\$15,352
Task B7	\$36,660	672	\$31,204	\$738	\$400	\$0	\$800	\$1,938	\$33,142
Task B8	\$131,750	2,562	\$128,639	\$300	\$0	\$0	\$0	\$300	\$128,939
<b>Total</b>	<b>\$395,402</b>	<b>7,724</b>	<b>\$374,163</b>	<b>\$4,438</b>	<b>\$1,000</b>	<b>\$1,300</b>	<b>\$1,700</b>	<b>\$8,438</b>	<b>\$382,602</b>

\*Overhead (OH) rate of 77.38% until further notice.

\*\*No OH included for Task 6 - Special Projects, which is consulting services provided by Alliance Transportation Group

**TASK 1: Administration**

Task	Description	FHWA-PL	FHWA-Other	Local	TOTAL
1	Administration	\$53,912		\$13,478	\$67,390

**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 updated hardcopy and digital filing system. Reviewed resumes and hired several new staff members.

- Attended H.003931 I-10 Calcasieu River Bridge public hearing and Context Sensitive Solutions meetings.
- Coordinated meetings with LaDOTD and Neel Schaffer on I-10 Calcasieu River Bridge regarding travel demand modeling.
- Updated Unified Planning Work Program

Meetings from FY 2020-21:

- TAC –February 9, 2021; March 22, 2021; April 14, 2021; May 27, 2021
- TPC – August 26, 2020;
- Joint TAC/TPC – August 26, 2020; October 29, 2020; December 10, 2020; January 27, 2021; March 10, 2021; May 12, 2021

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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 requisitions and progress reports.

DRAFT

**TASK 2: General Development and Comprehensive Planning**

Task	Description	FHWA-PL	FHWA-Other	Local	TOTAL
2	General Development and Comprehensive Planning	\$74,600		\$18,650	\$93,250

**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:**

Staff coordinated with LaDOTD, and MPO municipalities to update and maintain relevant traffic counts. Staff prepared ArcGIS 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 and other demographic related data.

- Collected data, created and managed methodologies, digitized and developed new systems for map feature collection, assisted and managed workflows for multiple projects including roundabout maps and corridor plans
- Prepared maps, collected data, managed methodology, and digitized map features for roadway studies, analyzed and processed disaster data corresponding to Hurricane Laura and Delta.
- Provided ADT for several different roadways to various stakeholders.
- Reviewed various data sets, such as Strava, Advance Program and Complete Streets related data.
- Conducted meeting with local stakeholder on LA 384 Country Club Road.

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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. Update Southwest Louisiana Air Quality Task Force/Advance Program document.

DRAFT

**TASK 3: Transportation Improvement Program Development**

Task	Description	FHWA-PL	FHWA-Other	Local	TOTAL
3	Transportation Improvement Program	\$14,400		\$3,600	\$18,000

**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:**

Staff added FHWA and DOTD recommended amendments and administrative modifications to both 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.

- Assessed and updated general project tracker table for TIP FY 2019-22, with focus on STP<200K projects.
- Adopted into the TIP FY 2019 -22 the following:
  - Amendment XX: H.011605, removing construction phase of Nelson interchange from FY 19.
- Developed Annual List of Obligated Projects document.
- Reviewed Motorist Assistance Program (M.A.P.) data.
- Prepared and reviewed Project Call submittals that are to be scored for adoption into MTP, then entered into next TIP FY 2023 – 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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**WORK PRODUCT:**

A well maintained and updated Transportation Improvement Program (TIP) FY 2019 – 22, 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.

DRAFT

**TASK 4: Transportation Safety Planning**

Task	Description	FHWA-PL	FHWA-Other	Local	TOTAL
4	Safety		275,315		275,315

**PURPOSE:**

To develop and sustain a data-driven plan and program on a regional level to address the emphasis areas of Louisiana's Strategic Highway Safety Plan (SHSP) utilizing the 4 E approach.

**PREVIOUS WORK:**

Coordination of Regional Safety Coalition meetings. Development of regionally relevant and data driven Action Plans for each of the emphasis areas. Continued growth of the Regional Safety Coalition. Continued public outreach with television appearance by Regional Safety Coordinator on local station noon news shows, etc.

**METHODOLOGY:**

- Address performance metrics as outlined in the FAST Act in coordination with LaDOTD.
- Develop and implement a regional traffic safety plan.
- Develop and maintain an action step plan.
- Provide progress reports to LA DOTD.
- Compile and analyze crash data.
- Use crash data to develop priority list of local projects.
- Develop and maintain partnerships with local and State stakeholders based on the 4 E approach (Engineering, Enforcement, Education, Emergency Services).
- Participate in national marketing campaigns developed by the National Highway Traffic Safety Administration (NHTSA) and Louisiana's Communication Coordinating Council and participate in "branding" for safety initiatives.
- Conduct education outreach efforts to inform the public about safety.
- Organize and setup meetings and conferences.
- Coordinate education outreach for all road users, including bike/pedestrian (complete streets).

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2021-2022.

**WORK PRODUCT:**

Identification of future transportation safety needs throughout the five-parish region. Functional Action Plans for the Regional emphasis areas.

**TASK 5: Long Range Transportation Plan/Metropolitan Transportation Plan (MTP) Development**

Task	Description	FHWA-PL	FHWA-Other	Local	TOTAL
5	Long Range Transportation Plan	\$26,400		\$6,600	\$33,000

**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 reviewed 2045 MTP to make sure recommendations were being presented and prepared for future implementation. Furthermore, staff reviewed priority project evaluation process and list, and made sure performance measures were integrated.

- Updated the 2045 MTP with Amendment 3 for Safety Performance Measures and Amendment 4 that amended the fiscally constrained roadway and freight table and maps.
- Updated the Project Call prioritization process
- Prepared and reviewed Project Call submittals that are to be scored for adoption into MTP, then entered into TIP FY 2023 - 26

**METHODOLOGY**

- Address all modes of transportation in developing regional 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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**WORK PRODUCT:**

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

**TASK 6: Special Projects**

Task	Description	FHWA-PL	FHWA-Other	Local	TOTAL
6	On Call Planning Assistance	\$12,282	0	\$3,070	\$15,352

**PURPOSE:**

Due to previous exigent circumstances, IMCAL and Lake Charles MPO had no MPO Director or Executive Director with MPO experience. Currently, the agency has added a director, plus expanded and experienced staff. Since contract is still on-going this task will remain until all funding has been drawn down.

**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.

- Updated the Lake Charles Metropolitan Transportation Plan Project Call process.

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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	FHWA-PL	FHWA-Other	Local	TOTAL
7	Public Participation	\$29,328		\$7,332	\$36,660

**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.

- Prepared Public Participation Plan for an update.
- Updated website, [www.planswla.com](http://www.planswla.com)

**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 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**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	FHWA-PL	FHWA-Other	Local	TOTAL
8	Systems Planning	\$105,400		\$26,350	\$131,750

**PURPOSE:**

To provide recurring planning studies/projects for the LCMPO to address multimodal concerns regarding 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.

- Worked on special focus areas to develop the following plans: MPO-wide bike/ped; corridor, roundabout; safety designated location; and congestion.
- Continuous of FAST Act performance measure requirements, 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.

**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 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).
- Develop and monitor Intelligent Transportation System (ITS) activities.
- Planning and program system analysis for the following topics:
  - Congestion, bicycle/pedestrian, corridor study, designated safety analysis, and roundabouts

**SCHEDULE:**

This task will be completed incrementally throughout the entire FY 2021-2022. The start date is July 1, 2021 and completion date is June 30, 2022.

**WORK PRODUCT:**

Development of special focus area plans for MPO-wide bike, corridors, roundabouts, designated safety location, and congestion. A report on PM2 and PM3.

DRAFT

## 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	◆	◆	◆	◆	◆	◆	◆	◆		◆
6	◆									
7	◆	◆	◆	◆	◆	◆	◆	◆		◆
<b>B</b>	<b>LCMPO FHWA Tasks</b>									
1	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
2	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
3	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
4	◆	◆	◆	◆	◆			◆		◆
5	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
6	◆									
7	◆				◆	◆	◆	◆	◆	◆
8	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆

## APPENDIX:

## FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

**AFFIRMATION OF APPLICANT**Name of the Applicant: Imperial Calcasieu Regional Planning & Development Commission

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to

FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature Michael Hollier Date: March 18, 2021Name Michael Hollier, Director 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 Van C Seneca Date: 4/5/21Name Van C Seneca 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.

## TITLE VI NOTICE

Imperial Calcasieu Regional Planning Commission (IMCAL) 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. IMCAL/LCMPO operates without regards to race, color, national origin, income, gender, age, and disability.

Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the 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.

IMCAL and the 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 IMCAL's Title VI coordinator:

Walter B. Council II; 337-433-1771 (phone) or by 337-433-6077 (fax).

## UN TRADUCTOR DEL IDIOMA ESPAÑOL ESTARÁ DISPONIBLE.

If you wish to attend an IMCAL or MPO function and require special accommodations, please give IMCAL at least 72 hours' notice in advance.

SI USTED NECESITA LA AYUDA DE UN TRADUCTOR DEL IDIOMA ESPAÑOL, POR FAVOR COMUNÍQUESE CON LA "LA FAMILA 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 June 1<sup>st</sup>, 2021 through May 14<sup>th</sup>, 2021.

A copy of the Draft UPWP FY 2021-2022 was added to [www.planswla.com](http://www.planswla.com) 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. Pujo 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 Pujo 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: