

# **CY 2023 - 2024 Unified Planning Work Program (Year 1)**

*Indianapolis Metropolitan Planning Area*

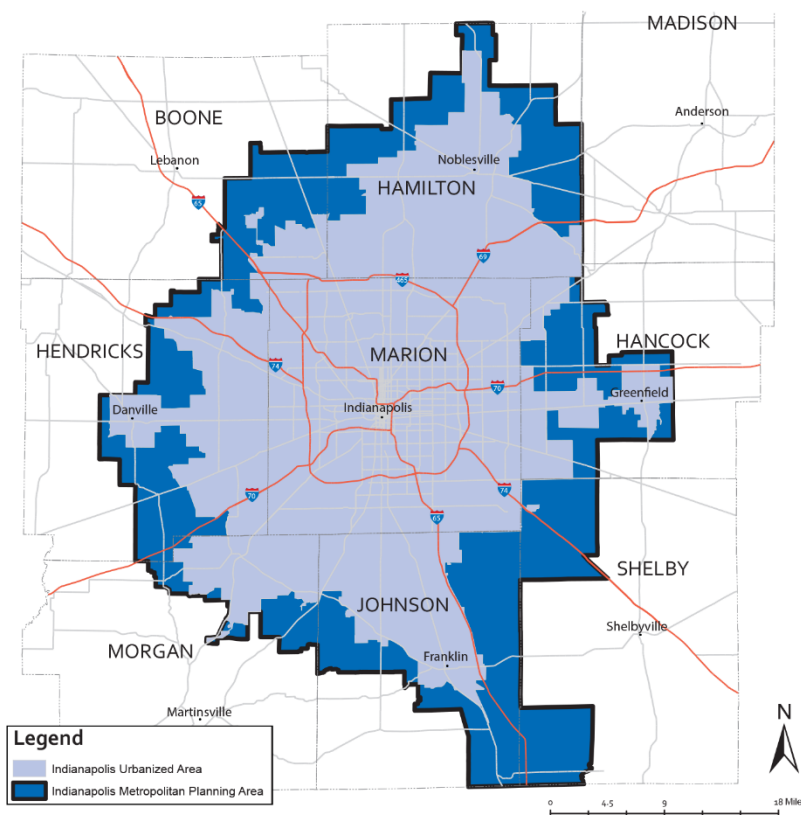


# Indianapolis Metropolitan Planning Organization

## FAQ BOOK

### WHAT IS THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION (MPO)?

*The Indianapolis Metropolitan Planning Organization (MPO)* is the regional entity that plans and programs federal transportation funds for highways, transit, non-motorized transportation, and other means of moving people and goods. The MPO works within federal transportation requirements to guide the development of a multi-modal transportation system within the **Metropolitan Planning Area (MPA)** - an area that includes the urbanized area plus areas expected to urbanize over the next 20 years.



### METROPOLITAN PLANNING AREA (MPA)

#### 8 COUNTIES

Marion County and parts of Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, and Shelby Counties

#### 11 CITIES

Beech Grove, Carmel, Fishers, Franklin, Greenfield, Greenwood, Indianapolis, Lawrence, Noblesville, Southport, and Westfield

#### 22 TOWNS

Arcadia, Atlanta, Avon, Bargersville, Bethany, Brooklyn, Brownsburg, Cicero, Cumberland, Danville, Edinburg, McCordville, Mooresville, New Palestine, New Whiteland, Pittsboro, Plainfield, Speedway, Spring Lake, Whiteland, Whitestown, and Zionsville

### INDIANAPOLIS METROPOLITAN PLANNING AREA

1,520 Sq. Miles  
Population: 1,558,201

### INDIANAPOLIS URBANIZED AREA

975 Sq. Miles  
Population: 1,509,009

### ACRONYMS

**CIRTA** - Central Indiana Regional Transportation Authority  
**EPA** - Environmental Protection Agency  
**FHWA** - Federal Highway Administration  
**FTA** - Federal Transit Administration  
**IDEM** - Indiana Department of Environmental Management  
**INDOT** - Indianapolis Department of Transportation  
**IRTC** - Indianapolis Regional Transportation Council  
**IRTIP** - Indianapolis Regional Transportation Improvement Plan  
**LRTP** - Long Range Transportation Plan  
**MPA** - Metropolitan Planning Area  
**MPO** - Metropolitan Planning Organization  
**TMA** - Transportation Management Area  
**UAB** - Urban Area Boundary  
**UPWP** - Unified Planning Work Program

### WHAT ARE THE GOALS OF THE MPO?

#### MAINTAINING A CONTINUING, COOPERATIVE, AND COMPREHENSIVE PLANNING PROCESS



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# **I. Introduction**

## **A. Purpose**

Transportation planning in the Indianapolis Metropolitan Planning Area (MPA) is an interactive process involving elected officials, planners, engineers, and residents of Central Indiana, and is overseen by the Indianapolis Metropolitan Planning Organization (IMPO or Indianapolis MPO) under the direction of the IMPO Transportation Policy Committee. This Unified Planning Work Program (UPWP) will set forth the major transportation planning initiatives and activities between January 1, 2023 and December 31, 2024. The UPWP consists of six (6) transportation program elements, each of which contributes to maintaining and implementing Central Indiana's transportation plans in compliance with the Infrastructure Investment and Jobs Act (IIJA) and the mission statement of the IMPO. The six elements are Administration / Public Participation (100), Data Collection and Analysis (200), Short Range Planning and Management Systems (300), Long-Range Planning and Air Quality (400), Transit and Active Transportation (500), and Other Planning Initiatives P (600).

## **B. Regulatory Citations & Certifications**

Sections 420 and 450 of Title 23 of the Code of Federal Regulations describe the metropolitan planning process to be carried out by MPOs. Specific to Unified Planning Work Programs, 23 CFR 450.308 identifies the requirements. MPOs are required to develop their UPWPs in cooperation with state and public transit agencies. Elements to be included in the UPWP are:

- Discussion of the planning priorities facing the metropolitan planning area; and
- Description of all metropolitan transportation planning and transportation-related air quality planning activities anticipated within the next 1- or 2-year period, regardless of funding source, indicating the following:
  - A review of who will perform the work (e.g., IMPO, State, public transportation operator, local government, or consultant)
  - The schedule for completion of the work;
  - A review of the intended products, including all activities funded under Title 23 (Federal Highway Administration) and Title 49 Chapter 53 (Federal Transit Administration);
  - The proposed funding by activity / task; and
  - A summary of the total amounts and sources of Federal and matching funds. (Note: In this UPWP, all sources and uses of funds are detailed in the activities table, included as Appendix A)

In 2022, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Indiana Department of Transportation (INDOT) certified that the IMPO's transportation planning process is being carried out in accordance with all applicable requirements, as detailed in 23 CFR 450.336. A copy of the USDOT-Indianapolis Planning Certification Letter has been included in this

document as Appendix G and the IMPO's Transportation Planning Process Certification has been included as Appendix H.

## **C. Overview of the Indianapolis Metropolitan Planning Organization**

Metropolitan Transportation Planning started with the enactment of the Federal Aid Highway Act of 1962. A comprehensive and cooperative Indianapolis Regional Transportation and Development Study (IRTADS) completed in 1968 recommended thoroughfare and transit projects for the growing Indianapolis metropolitan area.

IRTADS was designed to be a continuing study through the participation of its sponsoring agencies in the establishment of a transportation-planning unit within the Marion County Department of Metropolitan Development. This unit, the Indianapolis Metropolitan Planning Organization (IMPO), continued the work initiated by IRTADS and kept its recommendations up-to-date and consistent with the changing conditions of the region. In 2020, the IMPO implemented aspects of its strategic plan and became an independent organization separate from the City of Indianapolis Department of Metropolitan Development.

The IMPO has been continuously certified by the Federal Highway Administration (FHWA) to meet all pertinent federal regulations since its inception in 1962. The last Certification Review was held on June 11<sup>th</sup> and 12<sup>th</sup>, 2018, involving the IMPO, INDOT, Federal Transit Administration (FTA), and FHWA staff. The final FHWA/FTA report identified no corrective actions.

The IMPO currently has a staff of 14 full-time employees, with working groups structured around Administration, Planning, Programming, and Data Resources.

## **II. Goals of the CY 2023-2024 UPWP**

### **A. Mission Statement**

*The Indianapolis MPO develops smart, equitable solutions to long-term regional challenges through strong leadership, responsible stewardship, innovation, and effective, inclusive collaboration.*

*We commit to uncompromised moral integrity, transparency, and honesty in all that we do. We also commit to:*

- *Excellent Customer Service*
- *Equity and Inclusivity*
- *Fact-Based Decision-Making*
- *Effective and Efficient Stewardship of our Resources*
- *Embracing an Openness for Creating Solutions*
- *Giving Easy Access to Data for Others to Use*



The IMPO's Unified Planning Work Program produces plans and programs for highways, transit, and other means of moving people and goods in compliance with federal transportation requirements that guide the development of an efficient multi-modal transportation system within the Indianapolis Metropolitan Planning Area.

Major goals for this Program were developed for the Overall Work Program in 1970 dealing with the comprehensive planning requirements of the US Department of Housing and Urban Development (HUD), and they evolved through the Unified Planning Work Program in recent years emphasizing the following (from 23 CFR 450.306):

*The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following 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 **accessibility and mobility of people and freight**;
5. **Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns**;
6. Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight;
7. Promote efficient **system management and operation**; and
8. Emphasize the **preservation** of the existing transportation system;
9. Improve the **resiliency and reliability** of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

## **B. Progress on 2022 Planning Emphasis Areas**

The U.S. Department of Transportation issues annual Planning Emphasis Areas (PEAs) to guide the metropolitan transportation planning process in a consistent manner throughout the nation. PEAs are issued jointly by the Federal Highway Administration (FHWA) and the Federal Transit Authority (FTA).

The IMPO has made significant progress on the 2022 Planning Emphasis Areas.

## **Pedestrian Safety**

- On August 17, 2022 the Transportation Policy Board approved Central Indiana’s regional [Safety Action Plan](#), prepared by IMPO staff in cooperation with a consulting team led by the local office of WSP.
- At the same August meeting, the Transportation Policy Board adopted an updated [Vision Zero resolution \(pp. 162\)](#) that set a goal of reducing serious and fatal crashes by 35% by the year 2040.
- The IMPO has worked with consulting firm Corradino to clean geolocations in ARIES (Automated Reporting Information Exchange System) crash data each year since 2015.
- IMPO staff maintains an [interactive dashboard](#) to display the cleaned ARIES crash data, which has been regularly [utilized by local media](#) to spot trends and put new crashes into context.

## **Resiliency**

- IMPO has attended the Central Indiana Drinking Water Collaborative continuously since 2017.
- In the Sustain section of the IMPO’s [Performance Measure reports](#), data on land consumption (“developed land”) and bike, transit, and pedestrian access to grocery stores are presented.
- The IMPO is in the process of procuring a consultant to complete a Regional Resiliency Snapshot in 2023.
- The IMPO has maintained a strong working relationship with the White River Alliance. IMPO staff members have served on steering committees for their studies and reports, and their staff are participating in the selection and steering committees for the Regional Resiliency Snapshot. The Snapshot will document major polluters and form a basis for convening and strengthening all the organizations working on resiliency in Central Indiana.
- IMPO staff served on the steering committee for the City of Indianapolis American Cities Climate Challenge (ACCC) program through Bloomberg Philanthropies. Significant progress was made toward changing the City’s zoning codes and incentivizing the use of electric vehicles.

## **Metropolitan Planning Area & Urbanized Area Boundaries**

- After each decennial census, the United States Census bureau releases Urbanized Area Boundaries (UAB’s) to officially differentiate urbanized areas from rural areas to help with formulaic budget allocation. Once those boundaries are released, it’s the MPO’s job

to identify a larger Metropolitan Planning Area – the area that will be expected to urbanize over the next 20 years – to form the “fence” around the MPO’s planning region.

- Though the United States Department of Transportation included this as a 2022 Planning Emphasis Area, there have been significant delays in the release of 2020 Census information. New UAB’s [are now scheduled to come out in December 2022](#), and this task has been pushed to a 2023 Planning Emphasis Area.

#### **Coordinated Public Transit-Human Services Transit Plan**

- Central Indiana’s Coordinated Public Transit-Human Services Transportation Plan was updated in 2013, 2017, and [again in 2021](#). This Plan is an inventory of regional transportation providers and their assets, and assessment of transportation needs, and strategies and goals to address unmet needs and gaps.
- Our plan was available for public review and comment between September 17, 2021 and October 1, 2021, and was approved at the Transportation Policy Committee’s October meeting.

#### **Micromobility**

- IMPO staff met with IndyGo weekly and received updates on their micro-transit pilots: the Midtown Getaround and the Via-operated southside Indy Connect.

### **C. 2023 Planning Emphasis Areas**

The most recent PEAs, released jointly by FHWA and FTA on January 20, 2022, include the following Local Areas of Focus:

**TIP/STIP Process Review.** There have been many documented discussions with INDOT and the MPOs over the last two years related to TIP/STIP development and maintenance (i.e. amendments and modifications). In order to reduce inconsistencies between the TIPs and STIP, and to expedite project programming and delivery, the FHWA Indiana Division Office and the FTA Region V Office highly recommend that INDOT and the MPOs coordinate and work together to jointly develop and implement a documented process for developing and making changes to the TIPs and STIP in accordance with 23 CFR 450.218(n) and 23 CFR 450.326 (p).

**Metropolitan Planning Area & Urbanized Area Boundaries.** INDOT and the MPOs should continue to work together to prepare updates to the Metropolitan Planning Area Boundaries as well as any adjusted Urbanized Area Boundaries as a result of the 2020 Census data.

### **D. Planning Priorities Facing the Metropolitan Planning Area**

***Continue to Stabilize as an Independent MPO.*** The IMPO separated from the City of Indianapolis on June 1, 2020, to become an independent organization, recognized as a special government

district under Indiana law ([IC 36-7-7.7](#)). The transition from a hosted City department to a standalone entity has been a major focus for IMPO staff since mid-2018, and the smooth transition has been a landmark achievement for IMPO staff and board members. Externally, the IMPO will continue to improve upon its core transportation planning and programming mission, while forging stronger relationships with other regional leaders in infrastructure, policy, planning, and development. The IMPO will grow around its model of “convene, inform, plan, and fund”, and will formalize the organization’s structure as a regional convener. This will be particularly helpful in supporting the Metropolitan Transportation Plan and the Comprehensive Economic Development Strategy (CEDS).

***Update Data Road MAP (Modeling & Analytics Plan).*** In 2018, the IMPO completed a Data Analytics & Modeling Plan, which scheduled the detailed data and modeling investments the IMPO will make over the next several years to accelerate the organization’s necessary data-related capabilities. The IMPO now has access to a number of new and powerful tools, including a freight model and access to a massive database of cell phone-generated traffic data, which staff will work with Policy and Technical Committee members to maximize in 2023. IMPO staff will also revisit planned data and modeling investments, taking into the account the surge in work-from-home and other unique analytics needs over the next few years.

***Land Use and Housing.*** IMPO staff will continue to convene a regional land-use panel, which has been reviewing a regional centers-based approach to analyzing the region, as well as developing a scenario planning tool that supported the 2050 MTP update. Also, the IMPO will continue its long-term commitment to evaluating and documenting the multifaceted benefits of transit-supportive land use policies that both protect the public’s investment in transit and enhance quality of life measures for Central Indiana residents. In 2023, that will mean continuing to document land use implications of the City of Indianapolis’ new overlay district and zoning updates on the IMPO website. The IMPO will work with external partners to track regional data and to seek policy solutions that better align regional growth policies across sectors, up to and including retaining consultants for a regional housing analysis and plan.

***Comprehensive Economic Development Strategy (CEDS) Implementation Team.*** CEDS is the first nontransportation plans that the IMPO undertook as an independent organization. The last Central Indiana CEDS was updated in 2015, and IMPO staff worked with Policy Board members and regional economic development staff to secure an Economic Development Administration (EDA) grant to fund the current CEDS update. The CEDS was completed Q2 of 2022, but implementation meetings and serious consideration of how and whether to form an Economic Development District (EDD) will be a 2023 focus. \*Note: The CEDS update will be funded by an EDA grant, Indy Chamber funds, and funding from the Indiana Economic Development Corporation (IEDC). The IMPO’s Executive & Policy Boards committed some staff time as in-kind match for the EDA grant.

***Transit COA & Oboard Survey.*** IMPO staff will work closely with IndyGo, particularly around ensuring proactive and responsible public engagement around the updated comprehensive operation analysis (COA). Microtransit solutions and the design of the frequent network will be the primary planning focus, as well as accounting for the major changes since the 2015 COA

(opening of the Red Line, employment shortages, new commuting patterns, a new bus garage, and COVID-19, among other changes). An updated Onboard Survey will also be a major funding priority for the IMPO in 2023.

### III. Rollover Funds, Safety, & Air Quality

#### A. 2022 Rollover, Uses

The IMPO completed a Data Analytics and Modeling Plan (“the DAM Plan”) in 2019, which detailed how the IMPO would expand its capacity for travel demand modeling, data collection, and information sharing over the following five years. In 2020 and 2021, the IMPO flexed approximately \$1.7 million of Surface Transportation Block Grant (STBG) funding to help complete some of the more expensive tasks identified in the DAM Plan. Unfortunately, due to the significant COVID-related travel disruptions in 2021 and 2022, the Transportation Policy Board decided to delay the regional household travel survey, which was the most expensive task identified in the DAM Plan.

The flexed STBG funds were obligated to other parts of the DAM Plan (Streetlight data purchases, freight modeling, travel demand model calibration, etc.), freeing up Planning funds which then rolled forward. As a result of the flexed STBG and household travel survey delay, the IMPO rolled a relatively large amount of combined FHWA Planning and FTA 5303 funds into the 2022 UPWP, \$1,632,073. Those funds enabled major progress in 2022.

The current unclaimed federal balance of \$1,430,970 (as of 8/8/2022) is mostly encumbered, and may be totally encumbered by the end of 2022. In general, rollover funds will be used for:

**100:** On-call financial services (a contract with a vendor to assist with audit, financial reporting, taxes, insurance, budgeting, and other financial tasks), public engagement, planning software (i.e. Geographic Information Services, TransCad traffic modeling software), grant applications

**200:** Data purchases, Intelligent Transportation System (ITS) update

**300:** [MITIP](#) (the IMPO’s online four-year schedule of funded projects)

**400:** Scenario Planning and Regional Centers Analysis

**600:** Planning call for projects, regional housing analysis, and regional resiliency snapshot

#### B. Increasing Safe & Accessible Transportation Options

According to the Infrastructure Investment & Jobs Act, States and MPOs must use at least 2.5% of their planning funds to carry out 1 or more activities “to increase safe and accessible options for multiple travel modes for people of all ages and abilities.”

200D	Pedestrian Counts	\$80,000
500B	Intersection Safety Study	\$160,000

500B	Safety Action Plan Updates	\$20,000
500C	Active Transportation Plan	\$200,000
500E	Trail Oriented Development Plan	\$140,000
		<b>\$600,000</b>

The 2023-2024 program of \$600,000 is 21.7% of the IMPO's 2023 allocation of planning funds (\$2,763,957), so the IMPO's 2023-2024 planning program far exceeds IJJA's required 2.5% spending on safety and accessible transportation options.

## C. Air Quality Transportation Conformity Status

Clean Air Act (CAA) section 176(c) (42 U.S.C. 7506(c)) requires that federally funded or approved highway and transit activities are consistent with ("conform to") the purpose of the State Implementation Plan (SIP). Conformity to the purpose of the SIP means that transportation activities will not cause or contribute to new air quality violations, worsen existing violations, or delay timely attainment of the relevant national ambient air quality standard (NAAQS) or any interim milestones. The United States Environmental Protection Agency's (EPA's) transportation conformity rules establish the criteria and procedures for determining whether metropolitan transportation plans (MTPs), transportation improvement programs (TIPs), and federally supported highway and transit projects conform to the SIP. (40 CFR Parts 51.390 and 93)

The 9-county Central Indiana ozone area (Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, and Shelby counties) was designated nonattainment for the 1997 ozone NAAQS – which was revoked in 2015 – and attainment/maintenance for the 2008 ozone NAAQS and the 2015 ozone NAAQS. In 2018, the Environmental Protection Agency (EPA) issued guidance (**Transportation Conformity Guidance for the South Coast II Court Decision**<sup>[1]</sup> (EPA-420-B-18-050) that transportation conformity determinations must be made in areas that were either nonattainment or maintenance for the 1997 ozone NAAQS and attainment for the 2008 ozone NAAQS when the 1997 ozone NAAQS was revoked. Conformity requirements for the 1997 NAAQS will sunset in 2027, 20 years after Central Indiana's 2007 redesignation from non-attainment to attainment/maintenance.

Similarly, five counties in Central Indiana were previously designated as nonattainment for fine particulates of 2.5 microns (PM 2.5), but as of July 2013 (as indicated by 78 FR 41698 and 80 FR 2205), Central Indiana has achieved the status of Unclassifiable/Attainment, therefore this area is in compliance for the annual PM 2.5 standard.

In consultation with the Interagency Consultation Group, which includes INDOT, FHWA, FTA, IDEM, EPA, and affected jurisdictions, IMPO staff assumes responsibility for transportation conformity analysis and documentation. To facilitate coordination and consultation of regional transportation conformity analyses, an agreement was signed by the metropolitan planning organizations involved

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<sup>[1]</sup> Available from <https://www.epa.gov/sites/production/files/2018-11/documents/420b18050.pdf>

in the designated 9-county ozone area (Indianapolis MPO, the Madison County Council of Governments, and the Columbus Area Metropolitan Planning Organization) and is presented in [Appendix D](#).

The transportation conformity regulation at 40 CFR 93.109 sets forth the criteria and procedures for determining conformity. The conformity criteria for MTPs and TIPs include: latest planning assumptions (93.110), latest emissions model (93.111), consultation (93.112), transportation control measures (93.113(b) and (c)), emissions budget and/or interim emissions (93.118 and/or 93.119), and demonstrating fiscal constraint (93.108). For the 1997 ozone NAAQS areas, transportation conformity for MTPs and TIPs for the 1997 ozone NAAQS can be demonstrated without a regional emissions analysis, per 40 CFR 93.109(c). This provision states that the regional emissions analysis requirement applies one year after the effective date of EPA's nonattainment designation for a NAAQS and until the effective date of revocation of such NAAQS for an area. The 1997 ozone NAAQS revocation was effective on April 6, 2015, and the South Coast II court upheld the revocation. Therefore, the Indianapolis MPO will not show, in future MTP and TIP updates and amendments, any regional emissions analysis as part of the transportation conformity process. Transportation Conformity Determination Reports will be produced as triggered by MTP or TIP amendments or major updates.

## **IV. Program Work Elements**

### **100 Administration / Public Participation**

#### ***a) Program Administration***

The overall management and policy direction for the IMPO's transportation planning program and administrative and staff management tasks associated with the day-to-day functions of the IMPO. This includes IMPO staff time, benefits, overhead, and materials costs, which will be billed consistent with the IMPO's approved Cost Allocation Plan ([Appendix I](#)). The IMPO is also working closely with Indianapolis-Marion County leadership and the Building Authority to understand plans for the City County Building. In case these partners decide to consolidate services elsewhere, or if the City County Building space becomes infeasible, this UPWP includes funds to support a commercial space search, moving, and relocation costs.

***Timeline:*** Ongoing, all year

***Consultant:*** 100% staff-driven

***Deliverables:*** none, other than operating docs

#### ***b) Budgeting & Reporting***

Annual, quarterly, and monthly activities to meet state and federal requirements, including activities associated with maintenance for the CY 2023-2024 UPWP, the 2020-2022 UPWP

Reports, and development of the CY 2023-2024 UPWP amendment. This task also include implementation and maintenance of the IMPO's custom invoice portal. IMPO staff will create an annual report that includes progress on the various planning and infrastructure construction activities. This will cover the six planning work elements in the UPWP. Previous Annual Reports may be found on the IMPO's website: [www.indympo.org/who-we-are/about-the-mpo](http://www.indympo.org/who-we-are/about-the-mpo).

**Timeline:** Ongoing, all year

**Consultant:** Almost 100% staff-produced, except Invoice Portal and on-call financial consultants

**Deliverables:** 2022 UPWP Annual Report (Q2), Monthly Voucher Reports (ongoing), 2023 UPWP amendments (Q1 and Q4), Executive Board Financial Updates (bi-monthly), 2024 UPWP (Q3), 2024 Cost Allocation Plan (Q3), IMPO Invoice Portal (operational Q1 2023)

**c) Board & Panel Management**

The Policy Committee will, through its regular and special meetings and annual retreat, serve as the decision-making body of the IMPO. Staff will also conduct one-on-one meetings with individual jurisdictions and other groups to coordinate discussions and solicit direct guidance on regional planning and development-related topics. IMPO staff will work with Technical and Executive Committee members to identify regional training needs and interests, including IMPO 101 trainings. Staff will work to identify industry leaders and ready-made training opportunities to make available to Technical and Policy members throughout the year. The second recommendation in the IMPO Strategic Plan was to engage regional leaders in the areas of transportation, land use, housing, economic development, and environmental planning under a model of *Convene, Inform, Plan, and Fund*. The IMPO began convening the *Advisory Panels* during the Strategic Planning process and will continue to bring them together to discuss the region's most pressing concerns.

**Timeline:** All Year

**Consultant:** Mostly staff-driven, with potential engagement consultant

**Deliverables:** Bylaws, board agendas, minutes, and packets (continuously posted on [IndyMPO.org](http://IndyMPO.org))

**d) Partner Agency Coordination**

IMPO staff will coordinate its transportation processes with partners at the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Indiana Department of Transportation (INDOT). IMPO staff will also continue their participation in Indiana MPO Council monthly meetings, committees, and associated coordination activities between state and federal partners. IMPO staff and consultants will begin planning for the Central Indiana-hosted statewide MPO conference.



**Timeline:** All Year  
**Consultant:** 100% staff-covered  
**Deliverables:** MPO Council and CIRT Board meeting minutes (ongoing)

**e) Professional Development**

IMPO staff will take advantage of opportunities for professional development including training, workshops, peer exchange, FHWA, FTA, and INDOT workshops, statewide and national conferences, business process improvement classes, and other training, process improvement, and best practice educational opportunities. Subjects will include safety planning, land use and transportation modeling, data analysis and visualization, transit and active transportation planning, micromobility, land use, housing, project management, financial management, regional economic development, pavement management, GIS, and a number of other related subjects. Some training will build toward professional certifications like the American Institute of Certified Planners, others will focus on skill development. Building on the success of the 2017 IMPO Strategic Plan, the IMPO will look for robust peer exchange opportunities for senior staff in 2023.

**Timeline:** All year, as training and development becomes available  
**Consultant:** Potential for contracted staff workshops, travel, and registration  
**Deliverables:** Meeting summaries (ongoing)

**f) Youth Outreach & Internship Program**

The IMPO's long-running internship and assistantship program has benefited both the IMPO and the many university students who have taken part. The IMPO will also continue its high school job shadowing program to those students that are interested. Additionally, IMPO staff will expand efforts to promote awareness of planning and regionalism, and create engagement opportunities for high school and junior high school students, particularly within racially, ethnically, and economically diverse communities.

**Timeline:** All Year, likely a Fall intern  
**Consultant:** IMPO-engaged intern  
**Deliverables:** None

**g) Public Education & Engagement**

IMPO tasks as part of our effort to provide a continuing, comprehensive, and cooperative planning process include:

- Public communications via social media, e-newsletter, press releases, interviews, videos, official public notices, and other media
- Public engagement via surveys, comment periods, public hearings, workshops, meetings, virtual public involvement, and other methods

- Environmental justice population identification and engagement, including ongoing assessments of the impact of MTP and TIP projects on traditionally disadvantaged populations
- Regularly reviewing and updating the Public Involvement Plan and the Title VI Policy and Title VI Complaint Form
- Specific projects and resources to educate the public including a driver safety campaign, admission-free keynote speakers, and support for the Knozone air emission communications program

IMPO staff will maintain the Environmental Justice (EJ) program, revising regional maps showing where Environmental Justice populations live as new data becomes available. Staff will continue to evaluate projects in the Indianapolis Regional Transportation Improvement Program and the Metropolitan Transportation Plan to estimate how they impact identified EJ populations.

The IMPO will engage consulting services to help improve the effectiveness of regional convenings, to build graphic design templates, and to train staff in various coordination, convener, and presentation skills. The IMPO will also engage experts in transportation, regionalism, and related fields to present at admission-free events in Central Indiana, and to conduct surveys and focus groups to help inform planning priorities.

**Timeline:** Begin Q1, continuous throughout the year

**Consultant:** Heavily IMPO staff-driven, with an Education & Engagement Consultant

**Deliverables:** Various engagement materials related to IMPO plans

#### ***h) Software & Websites***

The IMPO maintains subscription accounts for various programs and software to help in the management and operations of the IMPO including survey tools, virtual meeting tools, financial support and human resources software, online public communication tools, and others. The IMPO also maintains a website and contracts with a vendor for technical maintenance. IMPO staff will maintain the organization's online presence, updating approved plans and policies, as well as notable news items, posted public meetings, and public service announcements.

**Timeline:** All year, some multi-year contracts

**Consultant:** Software purchases, website maintenance consultant

**Deliverables:** [IndyMPO.org](http://IndyMPO.org)

#### ***i) Memberships & Sponsorships***

The IMPO will maintain memberships in relevant national industry groups in a manner consistent with 2 CFR 200.403. In the past, these memberships have fostered inter-agency relationships with industry-leading peers, created professional development opportunities

for IMPO staff, and offered a platform to share local best practices and policies on a national scale. These relationships have also facilitated more local involvement in federal comment periods on legislation and rule-making. The IMPO will continue to increase public education and awareness by being present at events and activities that promote active and multi-modal transportation choices, thought leadership or best practices in regional transportation planning, and direct public engagement on regionally-significant transportation issues. Financial support of the Pedal & Park program is one example, which provides free parking for bicycles and rollerblades at public events in Central Indiana to encourage the use of non-motorized transportation. Recognizing the various “filters” that can prevent young students from choosing planning-adjacent careers, IMPO staff will also continue to grow the IMPO’s relationship with Ball State University and high school-level challenges like Future Cities and the Urban Land Institute’s interactive Urban Plan game.

**Timeline:** Multi-year contract  
**Consultant:** Pedal & Park management vendor  
**Deliverables:** Pedal & Park Program

**j) Certification Review**

The IMPO’s completed Certification Review in 2022. Staff will spend time incorporating recommendations and best-practices in 2023.

**Timeline:** All year, continuous  
**Consultant:** none  
**Deliverables:** Summary of recommendations and actions

**k) Strategic Planning**

IMPO staff will continue to build upon the 2018 Strategic Plan, which led to the IMPO becoming a stand-alone organization on June 1, 2020. Beyond implementing the IMPO’s new established business practices, the IMPO will continue to grow around the Strategic Plan’s model of *Convene, Inform, Plan, and Fund*. Increased convening of regional policy leaders will be a major focus in 2023 and 2024. IMPO staff will also continue to implement the Data Analytics and Modeling Strategic Plan, which has vastly expanded the IMPO’s modeling and analytics capabilities. In 2023, the IMPO will complete the Data Analytics and Modeling Strategic Plan (now known as the Data RoadMAP – Modeling & Analytics Plan) update.

**Timeline:** Implementation all year  
**Consultant:** Mostly staff-driven, with a Data RoadMAP vendor  
**Deliverables:** Data RoadMap (Q1 2023)

**l) Discretionary Grant Applications**

As transportation infrastructure-related state, federal, or other funding opportunities become available, staff and consultants will spend time developing applications seeking

additional funds for various regional planning, coordination, engagement, training, and infrastructure initiatives.

**Timeline:** All year, as state and federal grants become available

**Consultant:** Mostly staff-driven, supported by a grant-writing vendor

**Deliverables:** Discretionary grant applications

**m) Government Relations**

This activity will be funded entirely with local funds, consistent with 31 USC 1352.

The IMPO and its members are governed by Federal and State law. In Indiana, state-level government – primarily the Indiana General Assembly – has total control over transportation funding, regional governance, interlocal cooperation, and design standard decisions. To help keep track of and participate in the legislation that will govern their day-to-day work, the IMPO Policy board has authorized a 100% locally funded contract for government relations. The vendor tracks transportation-related bills, reports back to LPAs on their progress, and identifies the most opportune times to provide information, context, and testimony.

**Timeline:** All year, but mostly around the legislative session Q1 and Q2 2023

**Consultant:** 100% vendor-driven

**Deliverables:** Periodic legislative reports

**r) Human Resources**

The IMPO utilizes human resources information software (HRIS) to track employee hours, manage payroll, evaluate performance, and provide resources including an employee manual, benefits information, etc. and utilizes an HR consultant for various tasks. This task also includes staff and consultant time to write, review, and improve HR policies and forms.

**Timeline:** All year, continuous

**Consultant:** HRIS software and an HR vendor

**Deliverables:** Job descriptions, Employee Manual, staff reviews

## **200 Data Collection & Analysis**

**a) Data Program Administration**

The key function of the Data Section program is the support of long-range planning, the TIP program, and other IMPO projects. Under this work element in 2023, IMPO Staff will update and continue to implement the Data RoadMAP to ensure that the data and analytical needs of all IMPO programs are met in a timely manner and meet federal and state requirements. This element also includes coordination of all data section staff meetings, projects, and personnel needs, and all software and software as a service (SAAS) licensing activities.

**Timeline:** All year, continuous

**Consultant:** 100% staff-driven

**Deliverables:** None

**b) Land Use Data**

This work element focuses on informing decisions at the transportation-land use planning nexus, and will include the development, licensing, and acquisition of all IMPO socio-economic data sets and includes maintaining and distributing those data sets for use in IMPO planning activities.

**Timeline:** All year, continuous

**Consultant:** Data purchases

**Deliverables:** None

**c) Travel Surveys**

This work element includes the creation, distribution, and analysis of the results of public surveys of the transportation activities and relevant characteristics of people, households, and businesses. These activities include the Household Travel Survey, the Transit Onboard Survey, and other travel surveys.

**Timeline:** Completion Q1

**Consultant:** 100% vendor-driven

**Deliverables:** IndyGo Onboard Survey (Q1/2 2023)

**d) Transportation System Performance Data**

This work element includes data collection and analysis activities required to monitor our federal and MTP performance measures and support all IMPO transportation system policy initiatives. These measures include traffic counts (both vehicular and bike and pedestrian), travel speeds, trip origins and destinations, and safety data acquisition and processing.

**Timeline:** All year, continuous

**Consultant:** 100% data purchase, staff handling data requests

**Deliverables:** Count data available upon request

**e) Transportation Asset Management Data**

This work element includes data collection and analysis activities required to monitor our federal and MTP performance measures and support IMPO transportation system policy initiatives. These activities include pavement and bridge condition inventories, ITS architecture, functional classification of roadways, and pedestrian and bicycle path maintenance. The IMPO will conduct a major update of its Intelligent Transportation Systems (ITS) inventory in 2023, which inventories ITS technology in use in Central Indiana, and could set a vision and recommendations for future ITS implantation.

**Timeline:** All year, continuous

**Consultant:** 100% data purchase, staff handling data requests

**Deliverables:** Count data on [IndyMPO.org/maps-resources](https://indympo.org/maps-resources) and available upon request

**f) Performance Measures**

This work element includes the development of MTP performance measures, the setting of targets for those measures, the selection of funding choices that help meet those targets, and the measurement of progress towards those targets. This includes coordination with INDOT in support of their federal performance measures for roads, bridges, air quality, and safety.

**Timeline:** Report will be revisited in Q1 and Q4

**Consultant:** 100% staff-driven

**Deliverables:** Performance measure report posted on [IndyMPO.org](https://indympo.org)

**g) Travel System Demand Forecasts**

This work element involves developing a community understanding of how different investments, particularly transportation, housing, business, and community investments, might interact with different existing and proposed urban development policies to create different urban living environments in the future. These activities include forecasts of population, employment, exploring different the impact of different land development scenarios, and exploring specific tools that support these activities. IMPO staff will enlist consulting assistance to pursue the development of a strategic model, utilizing VisionEval software.

**Timeline:** All year, continuous

**Consultant:** 50%+ staff-driven, with vendors to maintain travel demand model and build sketch model

**Deliverables:** Model results on request

**h) Information Communication**

The IMPO will continue to improve its information communication capacity, including displaying demographic, crash, and other data on interactive, publicly-available dashboards. This includes consultant time to help build, maintain, and improve public navigation of datasets and dashboards. The Comprehensive Regional Update will be a major focus in 2023 – a dashboard that will document active plans in the region, creating a framework for tracking planned goals and initiatives moving forward.

**Timeline:** Updates all year, continuous

**Consultant:** 90%+ staff-driven, with vendors to help as needed on dashboards

**Deliverables:** Dashboards on [IndyMPO.org/dashboards-reports](https://indympo.org/dashboards-reports)

## 300 Short Range Planning and Management Systems

### **a) TIP Program Administration**

This task includes administrative responsibilities such as section staff meetings, employee reviews, timesheet management and approvals, and other items that fall under the general oversight of the IMPO's programming efforts. This task also includes strategic development and direction, general research on best practices, responding to requests from member communities, planning partner relations, contract management, and other administrative tasks.

**Timeline:** All year, continuous

**Consultant:** 100% staff-driven

**Deliverables:** none

### **b) TIP Policy & Procedure Development**

This task includes monitoring and responding to changing regulations, policies and procedures for the development, maintenance and monitoring of the program. The IMPO Transportation Policy Committee adopted the Federal Fund Exchange LPA Guidance Document in 2022. The IMPO will continue to work with our Technical and Policy Committees, LPAs and consultants to prepare for the implementation of the Federal Fund Exchange Program. Internal policies, procedures and resources will be developed as needed to prepare for anticipated changes resulting from the implementation of the Federal Fund Exchange Program.

**Timeline:** All year, continuous

**Consultant:** 100% staff-driven

**Deliverables:** Updates documented on [MiTIP public portal](#)

### **c) TIP Maintenance & Amendments**

The program requires continual monitoring and updating as projects develop and as federal, state and other funding fluctuates. Keeping the program up to date with the best information available is vital to advancing the region's transportation interests in the most efficient and effective way possible and ensuring funds are not lost to the region. Staff will process six amendments as well as administrative modifications as necessary.

**Timeline:** All year, continuous

**Consultant:** 100% staff-driven

**Deliverables:** Updates documented on [MiTIP public portal](#)

**d) TIP Development & Approval**

Every other year, the IMPO will develop a new Program concurrent with the INDOT's STIP development. The new program will include a minimum of four fiscal years, per FHWA requirements, and may include a fifth year as an illustrative year. The new program will be developed in cooperation with our LPAs and in accordance with FHWA regulations as well as the IMPO's Public Involvement Plan and will be presented to the Transportation Policy Committee for final approval at the regularly scheduled April meeting.

**Timeline:** All year, continuous

**Consultant:** 100% staff-driven

**Deliverables:** Updates documented on [MiTIP public portal](#)

**e) Call for Projects**

The IMPO will issue an annual call for projects in each federal and or state funding program the IMPO administers when funds are projected to be available. The annual call for projects will result in a prioritized list of projects. The recommended projects will go to the Transportation Policy Committee at a regularly scheduled meeting for approval. If an annual call is postponed due to procedural or financial reasons, the IMPO will clearly make this known to our member LPAs well in advance.

**Timeline:** Call Q3/4 2023, recommended project list by end of year

**Consultant:** 100% staff-driven

**Deliverables:** Recommended list in [board agendas](#), all projects tracked in [MiTIP public portal](#)

**f) Project Cost Estimates & Engineer Review**

IMPO staff will continue the engineering consultant contract to evaluate current cost estimating procedures, review submitted project application scope and cost estimates, as well as assist with safety (formerly HSIP) and congestion (formerly CMAQ) review and eligibility determinations. In addition, the consultant will assist the IMPO in other related project development tasks as needed.

**Timeline:** All year, continuous

**Consultant:** Staff directed with an engineering vendor contract

**Deliverables:** Project costs documented in the [MiTIP public portal](#)

**g) MiTIP Maintenance**

IMPO staff, with the assistance of our software consultant, will continue to refine MiTIP and move forward with the implementation of additional features related to the Federal Fund Exchange Program. Staff will also refine MiTIP to reflect other possible changing business



processes and policies and will meet regularly with the consultant to discuss an ongoing task list. The IMPO will coordinate MiTIP with other precosses or programs proposed and or developed by INDOT.

**Timeline:** All year, continous

**Consultant:** Staff handles all MiTIP updaets, vendor maintains site through ongoing software as a service contract

**Deliverables:** Transportation Improvement Plan is posted in [MiTIP public portal](#)

**h) Quarterly Tracking**

Staff will continue to administer the Quarterly Tracking Policy adopted in 2014 including the review of LPA reports and the hosting of quarterly meetings with pertinent LPAs and planning partners. Staff will reexamine the Quarterly Tracking Policy as it relates to the Federal Fund Exchange Program and make any needed refinements.

**Timeline:** Quarterly

**Consultant:** 100% staff-driven

**Deliverables:** Updates posted in [MiTIP public portal](#)

**i) ADA, Title VI, and EJ Activities**

The IMPO is continuing to document and track LPA's Americans with Disabilities Act (ADA) Transition Plans as well as Title VI status. Staff will continue to monitor INDOT and Federal procedures related to ADA/Title VI and look at incorporating ADA/Title VI into the project development process. Staff will also work with other IMPO staff to monitor environmental justice (EJ) issues and reporting as it relates to the Program, especially as new programs and projects are developed.

**Timeline:** All year, continuous

**Consultant:** 100% staff-driven

**Deliverables:** Updates posted in [MiTIP public portal](#)

**j) Complete Streets Policy Monitoring**

Programming staff will administer the IMPO's Complete Streets Policy on awarded projects and, as necessary, convene the Complete Streets Task Force to review projects and make recommendations to the Transportation Policy Committee in accordance with IMPO's Complete Streets policy. Staff will review the Policy from time to time and propose revisions as needed. IMPO staff will also work to improve monitoring of the policy's impact on motor vehicular flow, congestion, and on pedestrian and bicycle mobility.

**Timeline:** Q3 2023

**Consultant:** 100% staff-driven

**Deliverables:** Summary of findings presented in Q3 or Q4 board meetings

**k) Annual TIP reports**

The IMPO will use data from the program management software to develop the Annual List of Obligated Projects in a timely and accurate manner. This report is published within ninety days of the end of each State Fiscal Year. Staff will also develop the annual Performance Summary due in June and the TAP report, which is due in January, as well as other reports as necessary.

**Timeline:** Completed by mid-July

**Consultant:** 100% staff-driven

**Deliverables:** Annual List of Obligated Projects (Q3), Performance Summary (Q1 2024)

## **400 Long Range Planning and Air Quality**

**a) Planning Administration**

This task includes administrative responsibilities such as section staff meetings, employee reviews, timesheet management and approvals, and other items that fall under general oversight of the IMPO's planning efforts. This task also includes general planning research on best practices, responding to requests from member communities, contract management, and other administrative tasks.

**Timeline:** All year

**Consultant:** 100% staff-driven

**Deliverables:** None

**b) MTP Development & Management**

The IMPO's Metropolitan Transportation Plan (MTP) is updated at least every four years, and requires regular maintenance concerning project amendments, transportation conformity issues and determinations, performance measure reporting and target-setting, and other planning efforts including congestion management, applying and updating the preferred Regional Land Use Scenario, application of the Regional Activity Centers, etc. The IMPO will show conformity when amending or updating the MTP and will follow Interagency Consultation Group guidance.

In response to new Urban Area and Metropolitan Planning Area boundaries, IMPO staff and consultants will begin a major update to the 2050 MTP, addressing the following items as necessary: spending goals, regional performance measures and targets, congestion management process, project cost projection model, scoring criteria, project scoring, and regional revenue projections. Updates to the MTP will include board, public, and partner organization input and will incorporate identified Regional Activity Centers and the preferred

Regional Land Use Scenario. The IMPO will use consulting services to assist in the development of the 2050 MTP update.

**Timeline:** Late Q1 / Early Q2 kickoff, completed by end of year

**Consultant:** Managed by staff, about 80% of work completed by vendor

**Deliverables:** Updated Metropolitan Transportation Plan

**c) Scenario Planning & Regional Center Analysis**

IMPO staff and consultants will maintain and utilize specialized software to evaluate the impacts of various high-level planning decisions on future regional growth and development patterns. In 2023, this model will be strengthened with a retrospective look at the history and drivers of growth in the region. Consultants will be engaged to update the preferred scenario in coordination with the major MTP update.

The IMPO will continue to monitor and apply the results of the preferred Regional Land Use Scenario. As new data is made available to the IMPO, the modeling work will be replicated to gauge the effects on the preferred scenario. Board, partner organization, and public input will be gathered on scenarios if/as they are updated.

The IMPO will also update data for the Regional Activity Centers Analysis. Existing centers will be verified, emerging centers will be evaluated as to whether they should be reassigned as existing, and new emerging centers (if any) will be identified. Consultants will assist with this effort.

**Timeline:** Q1 kickoff, complete by end of year

**Consultant:** Managed by staff, about 90% of work completed by vendor

**Deliverables:** Updated growth scenarios, expanded Regional Centers Plan

**d) Freight Planning**

IMPO staff will conduct follow-up analyses and implement some recommendations from the 2022 Regional Freight Plan. IMPO staff will continue to work with INDOT, Conexus, the Indiana Port Authority, and local planning agencies on the coordination and development of freight strategies.

**Timeline:** Periodic convening and coordination throughout the year

**Consultant:** None

**Deliverables:** None

**e) Member Planning Assistance**

As resources allow, the IMPO will offer staff time or financial assistance to member communities for special studies, data, or grant applications, particularly those that advance regional priorities and interjurisdictional cooperation. Studies may include crash data, traffic counts, or other analyses; financial assistance could contribute toward the creation of thoroughfare plans or other transportation planning, or facilitation of local transportation

conversations. Staff time will generally focus on public engagement and appropriate regional coordination.

**Timeline:** Periodic as requests come in, all year

**Consultant:** 100% staff-driven

**Deliverables:** None anticipated

## 500 Transit and Active Transportation

### **a) Multimodal Program Administration**

This task includes administrative responsibilities and other items that fall under the general oversight of the IMPO's multimodal efforts, such as attendance at partner organization meetings that focus on multimodal issues (local advisory committees, local complete streets implementation efforts, etc.).

**Timeline:** All year

**Consultant:** 100% staff-driven

**Deliverables:** None

### **b) Safety Planning**

The IMPO may engage a consultant for assistance with an update to the Safe Streets and Roads for All (SS4A) Safety Action Plan. The IMPO intends to review and update this plan annually, including the list of projects made eligible for annual SS4A Implementation Grant applications. The IMPO will also continue to facilitate meetings of the SS4A Action Plan Steering Committee. Staff and consultants will also continue the IMPO's safe intersection design study, which makes design recommendations to high-crash intersections to improve safety for all right-of-way users.

**Timeline:** Mid-year

**Consultant:** Staff-managed, about 70% completed by vendors

**Deliverables:** Updated [Safety Action Plan](#)

### **c) Active Transportation Planning**

The IMPO recognizes the role that active transportation planning can have in reducing traffic congestion and fuel consumption, and improving personal health. The IMPO will create an Active Transportation Plan to combine and update to the IMPO's Regional Bikeways and Pedestrian plans, as well as some possible transit considerations. This plan will not only review and update the significant components of those plans, but also examine the relationships between bicycling, walking, and transit activities.

**Timeline:** Q1 kickoff, complete by end of year

**Consultant:** Staff-managed, about 90% completed by vendors

**Deliverables:** Active Transportation Plan

**d) Transit Planning**

The IMPO supports the development of a strong, reliable, regional transit system to connect people to jobs, healthcare, and education in Central Indiana. Staff will continue to educate and inform Central Indiana residents on the benefits of an expanded transit system, and conduct studies as appropriate to plan for new or expanded transit systems in member communities. In 2023, IMPO staff and consultants will update the Central Indiana Transit Plan to incorporate IndyGo's updated comprehensive operations analysis, as well as the IMPO's planning work from Plainfield and Northern Johnson County over the past three years. Other projects may include general support for IndyGo, tracking implementation of the region's Human Services Coordinated Plan (which is required for Section 5310 funding applicants), coordinating with transit planning efforts in other suburban communities, and financial modeling as necessary.

**Timeline:** Engagement all year (with IndyGo), Plan completed mid-year

**Consultant:** Staff-managed, about 20% completed by vendors

**Deliverables:** Updated Central Indiana Transit Plan

**e) Transport & Land Use**

The IMPO will occasionally work on projects that focus on the intersection of regionally-significant transportation and land use issues, including transit oriented development and corridor studies. In 2023, IMPO staff will engage a consultant and work with regional housing partners on a regional trails oriented development plan. The established transit oriented development plan will serve as a good template, and the timing is right with significant suburban trail investment and the recently-announced City of Indianapolis and Lilly Foundation trail construction investments as part of the Connected Communities program.

**Timeline:** Q1 kickoff, completed by end of year

**Consultant:** Staff-managed, about 80% completed by vendors

**Deliverables:** Central Indiana Trail Oriented Development Plan

## **600 Other Planning Initiatives**

**a) IndyGo Analysis & Studies**

Experienced IMPO planning staff will work with IndyGo to review and provide context on past comprehensive operations analyses (COAs), including the 2015 IndyGo Forward plan and the 2016 Marion County Transit Plan. IMPO staff will assist IndyGo and its consultants with revising the transit funding model, and consider significant recent disruptions to regional travel patterns with updated data and modeling.

**Timeline:** Continuous, all year

**Consultant:** IndyGo staff directed, with significant vendor assistance

**Deliverables:** Various, through IndyGo

**b) IndyGo Outreach**

IMPO staff will work closely with IndyGo to plan and execute inclusive, large-scale public engagement efforts around the Purple Line Baseline Study and the 2021 Comprehensive Operational Analysis. Tactics will include resident surveys, virtual meetings, topical steering committees, community leader listening sessions, a social media awareness campaign, and possibly in-person meetings.

**Timeline:** Continuous, all year

**Consultant:** IndyGo staff directed, with significant vendor assistance

**Deliverables:** Various, through IndyGo

**c) Transit Asset Management Plan**

A 2020 FHWA Planning Emphasis Area, IndyGo will continue to systematically document ADA accessibility at all transit stops. This activity is built into IndyGo's annual budget and will continue for several more years, rolling through the agency's hundreds of stop locations.

**Timeline:** Continuous, all year

**Consultant:** IndyGo staff directed, with some vendor assistance

**Deliverables:** Updates to the [IndyGo Transit Asset Management Plan](#)

**d) CIRTAs Planning & Engagement**

The Central Indiana Regional Transportation Authority (CIRTA) will kick off a regional technology, reservation, and dispatch initiative, with the purpose of assessing regional technology needs for integrated reservations, trip planning, and dispatch. The effort will assess and define desired outcomes of an integrated trip planning, reservation and dispatch system. CIRTA and consultants will create an implementation plan and integration schedule and develop specifications for procurement of technology resources. IMPO staff may assist by convening relevant partners and making connections as appropriate. In 2023, CIRTA will study and plan multiple Economic Improvement Districts within the Central Indiana region. CIRTA will work with counties, townships, and third-party specialists in procuring a qualified specialist to conduct a study in counties where specific transportation services can be a solution. A local match of 20% from participating counties and townships will be required.

**Timeline:** Continuous, all year

**Consultant:** CIRTA staff-directed, with potential vendors assistance

**Deliverables:** None

**e) CIRTA Mobility Management**

A 2020 FHWA Planning Emphasis Area, CIRTA will continue to regularly convene mobility managers and service providers from urban and rural transit providers across Central Indiana. IMPO staff will continue to attend regional mobility meetings and work closely with CIRTA's mobility manager as appropriate.

**Timeline:** Continuous, all year  
**Consultant:** CIRTAs staff-directed  
**Deliverables:** None

**f) Other CIRTAs Studies**

The Central Indiana Regional Transportation Authority will occasionally list other federal funds in the UPWP, depending on grant availability and their planning activities.

**Timeline:** Continuous, all year  
**Consultant:** CIRTAs staff-directed  
**Deliverables:** None

**g) Local Thoroughfare Plans**

No local thoroughfare plans are planned for 2023, except those that may come through the local planning call for projects (see h below).

**Timeline:** None anticipated  
**Consultant:** Initiated by local planning agencies, MPO staff assistance as necessary  
**Deliverables:** None

**h) Local Planning Studies**

As planning funds become available and demand warrants, the IMPO will hold a call for local planning projects. IMPO staff may or may not be directly involved in project specifics, but are always involved in high level project management, oversight, and administration. In 2022, the IMPO held a planning call for projects. In the past, local planning agencies have utilized these funds for thoroughfare planning, safety studies, infrastructure studies, intersection redesigns, transportation comprehensive plans, and feasibility studies. Most of that planning work and contract executions will happen in 2023. All selected projects will conform with FHWA and FTA eligibility requirements (§ 420.113).

**Timeline:** Q1 kick-off, completion by end of 2024  
**Consultant:** Staff managed, nearly 100% of work completed by vendors  
**Deliverables:** Multiple, posted on [IndyMPO.org](https://indympo.org)

**i) Partner Strategic Planning**

The Indianapolis Metropolitan Planning Organization often serves as a resource for the strategic planning of close partner agencies, primarily IndyGo, CIRTAs, and INDOT. IndyGo will complete their Comprehensive Operations Analysis in 2023.

**Timeline:** All year, as requested by partners  
**Consultant:** 100% staff-driven  
**Deliverables:** None

**j) *Regional Economic Development (ED) Support***

Consistent with MPO statute 23 CFR 450.306, the IMPO will assist with regional economic development initiatives to maintain a continuous, cooperative, and comprehensive regional planning process. In 2023, this will include some support for the Regional Development Authority, implementation support for the Comprehensive Economic Development Strategy (CEDS), facilitation of Indiana Economic Development Corporation (IEDC) two READI grants, and some support in consideration of a Central Indiana Economic Development District.

**Timeline:** All year, as requested by partners  
**Consultant:** 100% staff-driven  
**Deliverables:** Various grant applications, CEDS progress reports

**k) *Regional Land Use (LU) & Housing Support***

Consistent with MPO statute 23 CFR 450.306, the IMPO will assist with regional land use and housing initiatives to maintain a continuous, cooperative, and comprehensive regional planning process. Staff will consider the new housing sections of the Infrastructure Investment and Jobs Act. The housing study will assess housing pricing, availability by type, how that compares to what the population wants and can afford, and propose policy solutions to these issues. This study will integrate previous work done by the IMPO and external organizations, and provide a cohesive picture of the importance of diverse housing options in supporting Central Indiana's continued growth and vibrancy. Partners will include all local planning agencies, MIBOR Realtor Association, the Builder's Association of Greater Indianapolis (BAGI), the Urban Land Institute (ULI), and several other regional housing provider, funder, and analysis agencies.

**Timeline:** Q1 kickoff, completion by end of year  
**Consultant:** Staff managed, about 90% completed by a vendor  
**Deliverables:** Central Indiana Regional Housing Snapshot

**l) *Regional Environmental Planning Support***

Consistent with MPO statute 23 CFR 450.306, the IMPO will assist with regional environmental planning initiatives to maintain a continuous, cooperative, and comprehensive regional planning process. Staff will continue to monitor regional watershed governance conversations, and continue to meet with established regional and state water supply and water quality management groups, and attend regional water meetings. In partnership with regional leaders in water, housing, transportation, land use, and economic



development, the IMPO Regional Resiliency Snapshot seeks to identify vulnerabilities and actions to strengthen the region's resiliency in response to anticipated shocks and stressors.

**Timeline:** 2022 kickoff, completion by end of year

**Consultant:** Staff managed, about 90% completed by a vendor

**Deliverables:** Central Indiana Regional Resiliency Snapshot

***\*Note: Tasks in elements 700, 800, and 900 will be funded by non-transportation sources and will not be included on the IMPO's INDOT purchase order.***

# Appendix A: Activities Summary Table

2023-2024 Indianapolis MPO Unified Planning Work Program (Year 1)										
Last Updated: Wednesday, August 10, 2022										
ELEM. TASK DESCRIPTION										
			Overhead	Contract	Total	Federal Revenues			Local Revenues	
						2023 PL+5303	2022 PL+5303	Other (Non-PL/STBG) Grants	2023 PL+5303 Match (Dues)	2022 PL+5303 Match (Dues)
										Other Local Funds
100: Planning Administration	A	Program Administration	\$ 970,879	\$ -	\$ 970,879	\$ 776,703	\$ -	\$ -	\$ 194,176	\$ -
	B	Budget, Finance, & Reporting	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ 56,000	\$ -	\$ -	\$ 14,000
	C	Board & Panel Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	D	Partner Agency Coordination	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 48,000	\$ -	\$ -	\$ 12,000
	E	Professional Development	\$ -	\$ 42,000	\$ 42,000	\$ -	\$ 33,600	\$ -	\$ -	\$ 8,400
	F	Internship & Assistantship	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 1,000
	G	Public Education & Engagement	\$ -	\$ 691,800	\$ 691,800	\$ -	\$ 233,456	\$ 320,000	\$ -	\$ 58,364
	H	Software & Websites	\$ -	\$ 175,587	\$ 175,587	\$ 82,331	\$ 68,139	\$ -	\$ 20,583	\$ 14,535
	I	Memberships & Sponsorships	\$ -	\$ 22,500	\$ 22,500	\$ 10,000	\$ 8,000	\$ -	\$ 2,500	\$ 2,000
	J	Certification Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	K	Strategic Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	L	Discretionary Grant Apps	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ 16,000	\$ 80,000	\$ 4,000	\$ 20,000
	M	Government Relations	\$ -	\$ 65,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
	N	Human Resources	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ 28,000	\$ -	\$ 7,000	\$ -
Element 100 Subtotal			\$ 970,879	\$ 1,266,907	\$ 2,257,786	\$ 968,833	\$ 435,595	\$ 320,000	\$ 249,658	\$ 108,899
Element 100 Subtotal			\$ 970,879	\$ 1,266,907	\$ 2,257,786	\$ 968,833	\$ 435,595	\$ 320,000	\$ 249,658	\$ 108,899
200: Data and GIS	A	Data Program Administration	\$ 245,807	\$ -	\$ 245,807	\$ 196,646	\$ -	\$ -	\$ 49,161	\$ -
	B	Land Use Data & Modeling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	C	Public Travel Surveys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	D	Transportation System Data	\$ -	\$ 430,000	\$ 430,000	\$ -	\$ 344,000	\$ -	\$ -	\$ 86,000
	E	Transport Asset Mgmt Data	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ 96,000	\$ -	\$ -	\$ 24,000
	F	Performance Targets, Progress	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	G	Travel System Demand Forecast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	H	Information Communications	\$ -	\$ 162,672	\$ 162,672	\$ 130,138	\$ -	\$ -	\$ 32,534	\$ -
	I	Information Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Element 200 Subtotal			\$ 245,807	\$ 712,672	\$ 958,479	\$ 326,783	\$ 440,000	\$ -	\$ 81,696	\$ 110,000
300: Programming	A	Programming Administration	\$ 275,557	\$ -	\$ 275,557	\$ 220,446	\$ -	\$ -	\$ 55,111	\$ -
	B	Policy and Procedure Dev.	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 7,000	\$ -
	C	Maintenance and Amends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	D	Development and Approval	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E	Call for Proposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	F	Project Cost Engineer Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	G	MTP Maintenance	\$ -	\$ 77,392	\$ 77,392	\$ -	\$ 61,914	\$ -	\$ -	\$ 15,478
	H	Trucking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	I	ADA, Title VI, EJ Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	J	Complete Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	K	Annual TIP Reports	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Element 300 Subtotal			\$ 275,557	\$ 112,392	\$ 387,949	\$ 240,446	\$ 61,914	\$ -	\$ 62,111	\$ 15,478
400: MTP, Transportation Conformity, & Freight	A	Planning Administration	\$ 255,196	\$ -	\$ 255,196	\$ 204,156	\$ -	\$ -	\$ 51,039	\$ -
	B	MTP Development & Management	\$ -	\$ 190,000	\$ 190,000	\$ -	\$ 152,000	\$ -	\$ 38,000	\$ -
	C	Scenario Planning	\$ -	\$ 175,000	\$ 175,000	\$ -	\$ 38,939	\$ 101,061	\$ 9,735	\$ 25,265
	D	Freight Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E	Member Planning Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	F	Freight Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Element 400 Subtotal			\$ 255,196	\$ 365,000	\$ 620,196	\$ 395,095	\$ 101,061	\$ -	\$ 86,774	\$ 25,265
500: Multi-Modal	A	Multimodal Program Admin	\$ 139,573	\$ -	\$ 139,573	\$ 111,658	\$ -	\$ -	\$ 27,915	\$ -
	B	Safety Planning	\$ -	\$ 225,000	\$ 225,000	\$ -	\$ 180,000	\$ -	\$ 45,000	\$ -
	C	Active Transportation Planning	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 200,000	\$ -	\$ 50,000	\$ -
	D	Transit Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E	Transport & Land Use	\$ -	\$ 175,000	\$ 175,000	\$ -	\$ 140,000	\$ -	\$ 35,000	\$ -
	F	Transport & Land Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Element 500 Subtotal			\$ 139,573	\$ 650,000	\$ 789,573	\$ 631,658	\$ -	\$ -	\$ 157,915	\$ -
600: Other Planning Initiatives & Studies	A	IndyGo Analysis & Studies	\$ 66,676	\$ -	\$ 66,676	\$ 53,341	\$ -	\$ -	\$ 13,335	\$ -
	B	IndyGo Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	C	Transit Asset Management Plan	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	D	CIRTA Planning & Engagement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	E	CIRTA Mobility Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	F	Other CIRTA Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	G	Local Thoroughfare Plans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	H	Local Planning Studies	\$ -	\$ 200,000	\$ 200,000	\$ 10,000	\$ 150,000	\$ -	\$ -	\$ 40,000
	I	Partner Strategic Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	J	Reg ED Planning Support	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 16,000	\$ -	\$ 4,000	\$ -
	K	Reg LIA & Housing Support	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ 100,800	\$ -	\$ 49,200	\$ -
	L	Reg Env Planning Support	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 60,000	\$ 141,600	\$ 15,000	\$ 35,400
	M	Reg Env Planning Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	N	Reg Env Planning Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Element 600 Subtotal			\$ 66,676	\$ 650,000	\$ 716,676	\$ 631,658	\$ 392,400	\$ -	\$ 36,335	\$ 60,600
Grand Total (100-600)			\$ 5,958,658	\$ 2,763,957	\$ 8,722,615	\$ 2,763,957	\$ 1,430,970	\$ 320,000	\$ 688,489	\$ 320,242
INDOT (100-600) Grand Total			\$ 1,981,487	\$ 3,976,971	\$ 5,958,458	\$ 2,763,957	\$ 1,430,970	\$ 320,000	\$ 688,489	\$ 320,242

\*Planning Emphasis Areas (PEAs)

\*\*For UPWP Display Purposes Only - Not necessarily using federal planning (PL) funds

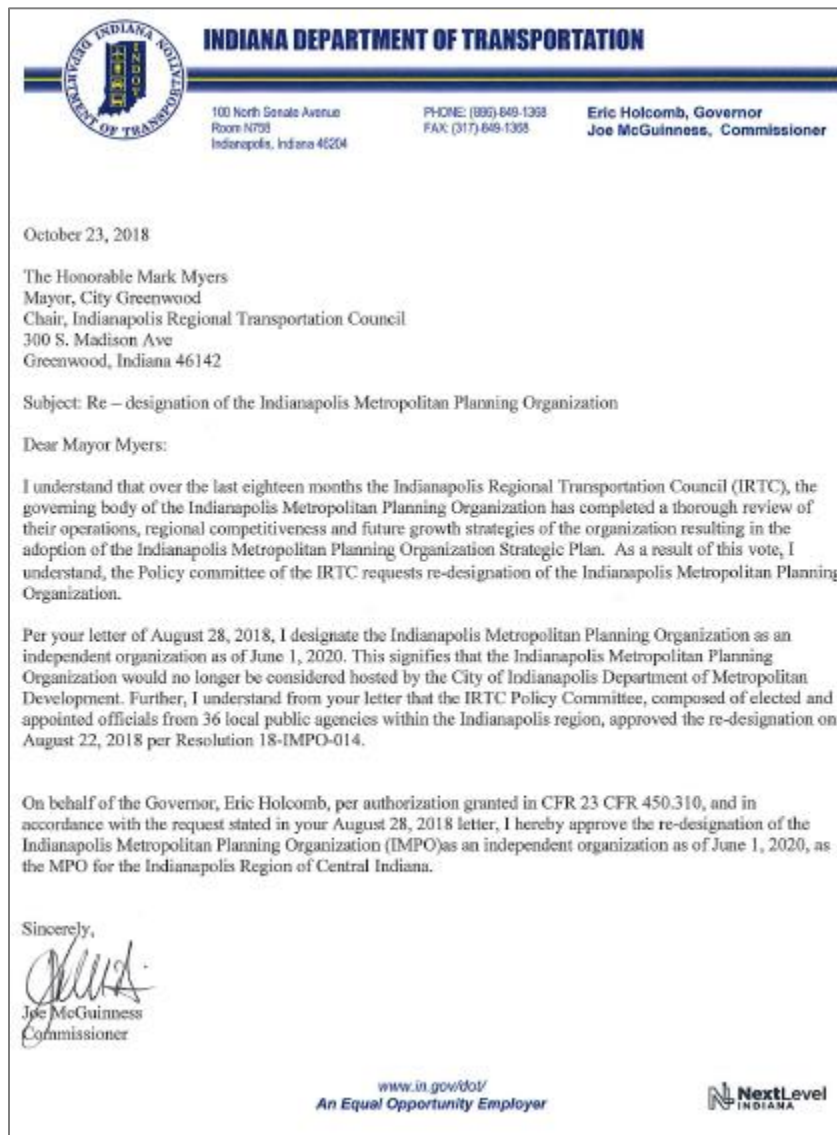
2023 Planning Emphasis Areas (PEAs)			
FHWA/FTA TIP/STIP Process Review			
FHWA/FTA Metropolitan Planning Area & Urbanized Area Boundaries			
2023 Revenues			
INDOT PO Revenues	Federal	Local	Total
2023 Combined Planning Grant (FHWA Planning Funds + FTA 5303)	\$2,763,957	\$690,989	\$3,454,946
Revolving 2022 Combined Planning Grant (FHWA Planning Funds + FTA 5303)	\$1,430,970	\$357,743	\$1,788,713
	\$4,194,927	\$1,048,732	\$5,243,659
Other Revenues	MPO Policy Board Government Relations + TAA Membership (100% local)	\$0	\$65,000
	Planning Call Match	\$0	\$40,000
	Knoxxone (80% CMAQ, 20% Indianapolis DPW match)	\$320,000	\$80,000
	Non-MPO: IndyGo / CIRTA	\$0	\$250,000
	IEDC READI Awards (180 Alliance + 70-40 Mt. Comfort)	\$24,250,000	\$0
		\$435,000	\$25,005,000
	\$28,764,927	\$1,483,732	\$30,248,659

## Increasing Safe & Accessible Transportation Options

According to the Infrastructure Investment & Jobs Act, States and MPOs must use at least 2.5% of their planning funds to carry out 1 or more activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.\*

2000 Pedestrian Counts	Federal
500B Intersection Safety Study	\$80,000
500C Safety Action Plan Updates	\$160,000
500D Active Transportation Plan	\$200,000
500E Trail Oriented Development Plan	\$140,000
	\$680,000
Percent of 2023 CPG (must be >2.5%, per IJA)	21.7%

## Appendix B: IMPO Redesignation Letter (October 23, 2018)



## Appendix C: IMPO Transportation Policy Committee

Jurisdiction	Policy Committee	Technical Committee
Arcadia, Town of	(declined to participate)	
Atlanta, Town of	(declined to participate)	
Avon, Town of	Director of Public Works	Director of Public Works
Bargersville, Town of	Town Council Member	Director of Development
Beech Grove, City of	Mayor	Mayor
Bethany, Town of	(declined to participate)	
Boone County	County Commissioner	Highway Operations Manager
Brooklyn, Town of	Clerk-Treasurer	Clerk-Treasurer
Brownsburg, Town of	Town Council President	Assistant Town Manager
Carmel, City of	Mayor	City Engineer
Central Indiana Regional Transportation Authority	Mobility Manager	Commuter Connect Manager
Cicero, Town of	Planning Director	Planning Director
Cumberland, Town of	Town Manager	Assistant Town Manager/ Planning Director
Danville, Town of	Town Manager	Interim Fire Chief
Edinburgh, Town of	(declined to participate)	
Federal Highway Administration	Air Quality / Environmental Specialist	
Federal Transit Administration	Community Planner	
Fishers, City of	Mayor	Director of Engineering
Franklin, City of	Mayor	City Engineer
Greenfield, City of	Mayor	City Engineer
Greenwood, City of	Mayor	City Engineer
Hamilton County	County Commissioner	County Highway Director
Hancock County	Highway Director	Highway Director
Hendricks County	County Council	County Engineer
Indiana Department of Environmental Management (Advisory)	Senior Environmental Manager	Senior Environmental Manager

Indiana Department of Transportation	District Deputy Commissioner	Capital Funds Manager
Indianapolis, City of	Public Works Director	Public Works Chief Engineer
Indianapolis Airport Authority	Director, Planning & Project Development	Director, Planning & Project Development
Indianapolis Public Transportation Corporation/IndyGo	President and CEO	Director of Service Planning
Johnson County	Highway Director	Highway Department Director
Lawrence, City of	Mayor	Director of Engineering
Indianapolis Metropolitan Development Commission (Advisory)	No representative	Commissioner
McCordsville, Town of	Town Manager	Planning and Building Director
Mooresville, Town of	Town Council Member	Street Superintendent
Morgan County	Commissioner	County Engineer
New Palestine, Town of	<i>Vacant</i>	Town Street Commissioner
New Whiteland, Town of	(declined to participate)	
Noblesville, City of	Mayor	City Engineer
Pittsboro, Town of	Town Manager	Building Commissioner
Plainfield, Town of	Town Manager	Director of Transportation
Ports of Indiana	Senior Vice President	Senior Vice President
Shelby County	Planning Director	Planning Director
Southport, City of	Mayor	Clerk-Treasurer
Speedway, Town of	Town Manager	Street Commissioner
Spring Lake, Town of	(declined to participate)	
Westfield, City of	Mayor	Director of Public Works
Whiteland, Town of	Town Manager	Community Development & Engagement Director
Whitestown, Town of	Dir. of Development Services	Public Works Director
Zionsville, Town of	Mayor	Street Superintendent

## Appendix D: Indianapolis IMPO-CAMPO-MCCOG Memorandum of Understanding

**MEMORANDUM OF AGREEMENT**  
**BY AND BETWEEN**  
**THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION**  
**AND**  
**THE INDIANAPOLIS DEPARTMENT OF METROPOLITAN DEVELOPMENT**  
**AND**  
**THE MADISON COUNTY COUNCIL OF GOVERNMENTS**

In furtherance of mutually beneficial efforts that support the federal “3C” planning process (cooperative, continuing, comprehensive), and a planning effort that transcends sub-regional boundaries, this agreement replaces the March 2006 Agreement between the three central Indiana Metropolitan Planning Organizations (MPOs) to insure transportation planning coordination. The Columbus Area Metropolitan Planning Organization, herein after referred to as CAMPO; the Indianapolis Department of Metropolitan Development (the designated MPO for the Indianapolis Urbanized Area) herein after referred to as the IMPO; and the Madison County Council of Governments, herein after referred to as MCCOG; agree to coordinate and carry out their planning activities cooperatively so that planning products of the greater regional metropolitan area reflect consistency with best practices and with broader central Indiana goals for air quality and transportation. Areas of coordination, cooperation and consultation between the CAMPO, the IMPO, and the MCCOG are enumerated below:

**General**

1. Each MPO will cooperate in efforts toward achieving general consistency of plans and air quality issues as they relate to projects that have greater central Indiana regional impacts.
2. Each MPO will cooperate in public participation efforts on plans and on projects of greater central Indiana regional significance.
3. Each MPO will participate, if they desire, as ex-officio members, in the transportation planning process of the other through technical committee memberships, and involvement in regional corridor, subarea, major investment studies, management system development and other studies and plans of central Indiana regional significance.
4. The MPOs agree to meet at least once -annually to coordinate and update each agency as to planning efforts and practices, planning products, and potential areas of cooperation to promote efforts that benefit the greater regional community and each MPO. This date shall be determined annually by the MPOs.

**Planning Areas & Funding**

5. Urbanized Area boundaries (UZA) are defined by the decennial Census. Where boundaries overlap or extend into a previously defined boundary from the prior Census of each MPO, this agreement shall determine how conflicts or overlaps are handled in terms of responsibilities and funding.
6. 2010 Census Urbanized Areas

**FINAL**

**1**

- a. The UZA for the Anderson Urbanized Area was changed by the 2010 Census resulting in areas long served by the MCCOG being included in the Indianapolis Urbanized Area. An agreement was reached between the MCCOG and the IMPO as to the realignment of those boundaries that reassigned those areas to the MCCOG. The areas noted were included in the adjusted UZA boundaries for each MPO in 2013 and approved by FHWA on 1/25/13.
  - b. In 2010, the IMPO's Metropolitan Planning Area (MPA) was expanded to include the two townships that encompass the Town of Edinburgh in Johnson and Shelby Counties. The town is part of the Columbus UZA and sits on the borders of Johnson, Shelby, and Bartholomew Counties. This expansion removed the CAMPO from the central Indiana air quality conformity process. The UZA for the Columbus Urbanized Area was changed minimally by the 2010 Census in terms of area formally under their planning jurisdiction.
7. The UZAs and MPAs, as described in number 6(a) and (b) above, for the three MPOs were approved by Federal Highway Administration and the Indiana Department of Transportation in 2013. Funding for each of the three MPOs will be in accordance with the Federal Funds Sharing Agreements and the PL Distribution formula mutually agreed to by the Indiana MPO Council, the INDOT, and the FHWA except as follows:
- a. The MCCOG will receive the Sharing Agreement funds for the Census defined UZAs that were agreed to and approved in 2013 (see attached Exhibit A). Any projects undertaken in this area will be the responsibility of the MCCOG to fund unless otherwise agreed to in a separate project agreement. This agreement will take effect the following state fiscal year in which it is signed. This part (7a) of the agreement can be terminated by any party (IMPO or MCCOG) with a thirty (30) day written notification to the other two parties.
  - b. For the two townships in Johnson/Shelby counties, IMPO will continue to perform applicable air quality conformity determinations. Any projects undertaken in this area will be the responsibility of the CAMPO to fund unless otherwise agreed to in a separate project agreement. This part (7.b.) of the agreement can be terminated by any party (IMPO or CAMPO) with a thirty (30) day written notification to the other two parties.

**Unified Planning Work Program**

- 8. Consult in the development of Unified Planning Work Programs (UPWP) and mutually agree to work collectively on planning projects where possible. The MPOs will consult with each other during the development of their UPWPs.
- 9. Share UPWP products.

**Modeling**

- 10. Exchange modeling information, data, and models at appropriate levels of geography, attempting where possible to relate the data to the MPO's existing, respective Traffic Analysis Zone systems.
- 11. Share socio-economic, Census, forecast and survey data results.
- 12. Share trip tables and travel demand model assumptions.

**FINAL**

**2**

13. Consult in the development of enhanced travel demand models.
14. Share model validation data, including MPA line traffic count data and traffic count data at the external boundaries of the other agencies' model.

#### **Transportation Plan**

15. Consult in defining future scenarios, striving for general compatibility including overall strategies and major project assumptions.
16. Develop alternative networks that include appropriate central Indiana strategic connectors.
17. The three agencies will strive to coordinate their plan amendment and update cycles concurrently. This is to produce consistency and the best planning products for the greater region. Plan amendments and updates will require a coordination meeting or conference call at the initiation stage of the process. If further coordination is needed the MPOs will setup a schedule for the process.

#### **Other Related Planning Efforts**

18. Consult in defining future scenarios, striving for general compatibility including overall strategies and major project assumptions for bike and pedestrian, transit, and land use planning efforts, especially where greater regional or connectivity issues are beneficial to the overall planning program.
19. Develop alternative networks that include appropriate central Indiana strategic connectors and statewide connectors.
20. Work together to develop regional land use and environmental strategies that promote economic development, smart growth, and an improved quality of life for the greater regional area whenever possible.

#### **Transportation Improvement Program**

21. Consult in the development of TIPs, concerning central Indiana regional issues.
22. Share information regarding proposed construction schedules of projects and their impacts across the MPA boundary lines within the central Indiana nine county area.
23. Consult and coordinate approvals for TIP amendments as needed, specifically, those involving air quality issues, expansion projects, and projects of regional significance. A uniform process for handling this shall be continued or updated and agreed to by all parties.

#### **Air Quality State Implementation Plan Conformity**

The nine county Central Indiana area is currently designated by the federal government as an attainment area for ozone and a nonattainment area for PM 2.5 for five of those counties, one of the PM 2.5 counties being Johnson County. The greater regional area contains the three MPOs to this agreement and includes each of their Metropolitan Planning Areas (MPA). As more than one MPO has authority within a nonattainment area, an agreement is called for by the federal Metropolitan Planning Rules, specifically 23 CFR 450.310(g). This agreement will continue in place, regardless of attainment status as part of an effort to promote best planning practices, cooperation, coordination, and comprehensive planning. This shall be adhered to unless agreed to in a future agreement or mutually written consent.



The MCCOG planning area currently has no attainment issues; however, it is agreed that cooperation and the sections of this agreement noted below will be adhered to by each MPO as part of planning efforts to improve the air quality for the greater regional area and to cooperatively work to improve the health and the quality of life in the greater regional area. While the MCCOG planning area is in attainment, it is impacted by the IMPO region and each of the three MPOs has a shared interest in promoting overall improved air quality.

24. Develop a common set of characteristics for design concept and design scope for identified projects with regional significance in central Indiana that should be included in the regional emissions analysis.
25. Consult on a common set of assumptions used in the mobile emissions model in each area or the central Indiana area.
26. Continue active participation in the central Indiana Air Quality Advisory Group meetings by the IMPO and the MCCOG. The CAMPO will continue to be advised of activities and be invited to participate in the planning activities.
27. Consider sub-area budgets for air quality within the nine county region where appropriate.

As federal or local conditions change, the planning activities may be modified and updated by mutual agreement between the MPOs in writing. Notification of any revised agreement will be made to the transportation and the environmental agencies in the state of Indiana. This agreement will be updated at a minimum at least every ten years.

Approval and Acceptance by

Josh D. Elmer CAMPO Chair  
Columbus Area Metropolitan Planning Organization

3/9/15  
Date

[Signature]  
Indianapolis Department of Metropolitan Development

3/9/15  
Date

John L. Bingham  
Madison County Council of Governments

3/9/2015  
Date

APPROVED AS TO LEGAL FORM AND  
LEGAL ADEQUACY THIS 4<sup>th</sup> DAY OF March, 2015.

Christopher Steinmetz  
Christopher Steinmetz, Assistant Corporation Counsel

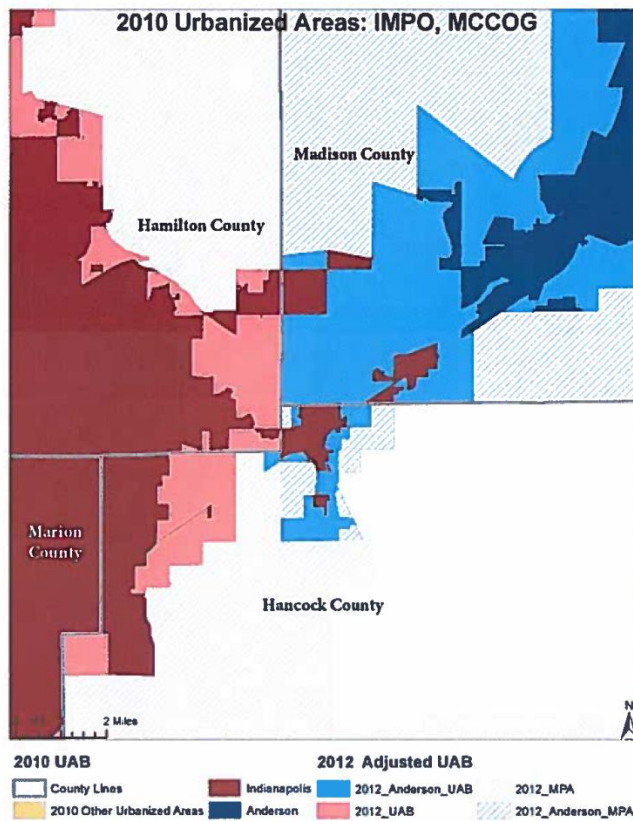
FINAL

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### Exhibit A

The Urbanized Areas (UZAs) of Indianapolis and Anderson were changed by the 2010 Census. Areas in Madison and Hancock Counties long served by MCCOG were included in the Indianapolis UZA. Through the process of establishing new Metropolitan Planning Areas (MPAs) and updating UZAs, an agreement was reached between MCCOG and IMPO to reassign those areas to the MCCOG. This change was approved by FHWA and INDOT in 2013.

The map below shows the areas defined by the 2010 Census as part of the Indianapolis urbanized areas located in southwestern Madison county, and the town of Fortville in Hancock County. See the dark red areas surrounded by light blue in the map below.



FINAL

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There are approximately 9,289 people living in the Indianapolis urbanized area being served by MCCOG. This following Table 1 shows the population numbers for the area.

**Table 1 Population Breakdown**

Indianapolis UZA Population (2010 Census)	1,487,483
Pop of Indy UZA in Anderson UZA	9,290
% of total UZA population	0.625%

Table 2 below shows the amount of transportation funds MCCOG shall receive from the IMPO. This amount will vary depending upon the Annual Sharing Agreement and the Annual PL Distribution, but should amount to no more than .62% of allocation.

**Table 2 Annual Partial UZA Funding**

Fund Category	% of population	IMPO Funds to MCCOG*
STP Group 1	0.62%	\$169,059
HSIP	0.62%	\$43,058
CMAQ	0.62%	\$48,259
TAP	0.62%	\$15,047
Total		\$275,423

\*The dollar figure changes as the annual allocation changes but amounts to no more than .62% of annual allocation of HSIP, CMAQ, STP and TAP.

## Appendix E: INDOT-IMPO-IndyGo Memorandum of Agreement

### MEMORANDUM OF AGREEMENT

BY AND BETWEEN

THE INDIANAPOLIS DEPARTMENT OF METROPOLITAN DEVELOPMENT

HEREINAFTER REFERRED TO AS

THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION (MPO)

AND THE

THE INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)

AND THE

INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION (INDYGO)

This Memorandum of Agreement (MOA) is made by and between the Indianapolis MPO (herein after referred to as MPO), the Indiana Department of Transportation (herein after referred to as INDOT), and the Indianapolis Public Transportation Corporation (herein after referred to as IndyGo).

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

WHEREAS, the transportation planning process for the Indianapolis MPO includes the following agencies:

- Indianapolis MPO (MPO)
- Indiana Department of Transportation (INDOT)
- Indianapolis Public Transportation Corporation (IndyGo)

NOW THEREFORE the agencies mutually agree as follows:

WHEREAS, MAP-21 requires the establishment of agreements between the State, the Metropolitan Planning Organization (MPO) and the public transportation operator(s), and

WHEREAS, the City of Indianapolis Department of Metropolitan Development is the designated MPO (see attached redesignation letter) for the Indianapolis Metropolitan Planning Area and includes its regional member Counties of Marion and portions of Boone, Johnson, Hamilton, Hancock, Hendricks, Morgan, and Shelby in Indiana, and

WHEREAS, the Indianapolis Public Transportation Corporation (IndyGo) is the designated recipient for Section 5307 in the Indianapolis Urbanized Area,

WHEREAS, the MPO has established various advisory groups, which provide input and direction, as well as assist and advise it on transportation planning and programming considerations. Membership in these technical, advisory, and citizens groups may include persons representing the communities listed below (as contained within in the approved Metropolitan Planning Area, 2014), public and private transportation providers, and others not listed in this agreement.

Town of Arcadia	Town of Fishers	Town of New Whiteland
Town of Atlanta	City of Franklin	City of Noblesville
Town of Avon	City of Greenfield	Town of Pittsboro
Town of Bargersville	City of Greenwood	Town of Plainfield
City of Beech Grove	Hamilton County	Shelby County
Town of Bethany	Hancock County	City of Southport
Boone County	Hendricks County	Town of Speedway
Town of Brooklyn	City of Indianapolis	Town of Spring Lake
Town of Brownsburg	Johnson County	City of Westfield
City of Carmel	City of Lawrence	Town of Whiteland
Town of Cicero	Town of McCordsville	Town of Whitestown
Town of Cumberland	Town of Mooresville	Town of Zionsville
Town of Danville	Morgan County	
Town of Edinburgh	Town of New Palestine	

The MPO, INDOT, and IndyGo mutually agree as follows:

#### **RESPONSIBILITIES OF THE INDIANAPOLIS MPO**

##### **Structure**

1. The MPO organizational structure consists of an Administrative Committee, Technical Committee, and Policy Committee of participating members which comprise the Indianapolis Regional Transportation Council (IRTC). The IRTC also includes various advisory committees, work groups and subcommittees.

The 2014 IRTC Policy Committee includes the following voting members:

Atlanta Clerk/Treasurer	Cicero Planning Director
Avon Town Manager	Cumberland Town Manager
Bargersville Town Manager	Danville Town Manager
Beech Grove Mayor	Fishers Town Manager
Boone County Commissioner	Franklin Mayor
Brooklyn Clerk/Treasurer	Greenfield City Engineer
Brownsburg Town Manager	Greenwood Mayor
Carmel Mayor	Hamilton County Commissioner

Hancock County Commissioner  
Hendricks County Commissioner  
Indianapolis Mayor  
Johnson County Highway Director  
Lawrence Mayor  
McCordsville Town Manager  
Mooresville Town Council  
Morgan County Commissioner  
New Palestine Town Council Vice-President  
Noblesville Mayor  
Pittsboro Town Supervisor  
Plainfield Town Manager  
Shelby County Plan Commission Executive  
Director

Southport Mayor  
Speedway Town Manager  
Westfield Mayor  
Whiteland Town Manager  
Whitestown Utility Manager  
Zionsville Town Council Member

**Partner Agency Representation**

IndyGo President and CEO  
CARTA Executive Director  
Indianapolis Airport Authority, Director of  
Planning and Development  
INDOT District Deputy Commissioner  
Ports of Indiana Vice-President

The 2014 IRTC Technical Committee includes the following voting members:

Atlanta Clerk/Treasurer  
Avon Town Director Of Public Works  
Bargersville Street Superintendent  
Beech Grove Consultant Rep.  
Boone County Area Plan Commission Director  
Brooklyn Clerk/Treasurer  
Brownsburg Planning Director  
Carmel City Engineer  
Cicero Planning Director  
Cumberland Town Planner  
Danville Town Manager  
Fishers Town Manager  
Franklin City Engineer  
Greenfield City Engineer  
Greenwood City Engineer  
Hamilton County Superintendent  
Hancock County Engineer  
Hendricks County Engineer  
Indianapolis Deputy Director of Engineering  
Johnson County Highway Engineer  
Lawrence Engineer  
McCordsville Planning and Building Director  
Mooresville Street Superintendent

Morgan County Engineer  
New Palestine Town Manager  
Noblesville City Engineer  
Pittsboro Building Commissioner  
Plainfield Town Engineer  
Shelby County Plan Commission Executive  
Director  
Southport Consultant Rep.  
Speedway Town Manager  
Westfield Director Of Public Works  
Whiteland Director of Planning & Zoning  
Whitestown Utility Manager  
Zionsville Town Superintendent of Streets and  
Stormwater

**Partner Agency Representation**

IndyGo Vice-President of Business  
Development  
CARTA Executive Director  
Indianapolis Airport Authority, Director of  
Planning and Development  
INDOT District Capital Program Director  
Ports of Indiana Vice-President

2. The MPO has several Advisory Committees, which include members from the general public, transit consumers, bicycle groups, various technical staff, and other interested parties who sit on the IRTC Technical Committee.



3. The IRTC Policy, Technical, and Administrative Committees generally meet on a quarterly basis; with combined Policy and Technical Committees Retreat in June, and Special Meeting (if needed) in December. The other committees meet on an as needed basis.
4. The MPO will concur with the planning regulations for Self Certification to INDOT and the FHWA regarding the MPO's ability and intention to provide and fulfill the transportation planning requirement for the Metropolitan Planning Area (MPA). This will be made available as part of the Transportation Improvement Program (TIP) process.

**Long Range Transportation Plan**

5. The MPO will develop and maintain a Long Range Transportation Plan (LRTP) and corresponding Conformity Analysis (if required) in cooperation with INDOT, its transit providers and other agency partners at least every 4 years as required by law.
6. The MPO will utilize the MAP-21 planning factors in the development of the Long Range Transportation Plan (LRTP).
7. The MPO is responsible for developing a financially reasonable Long Range Transportation Plan (LRTP) in consultation with INDOT, its area public transit providers, the FTA and the FHWA in compliance with current federal planning regulations.
8. The MPO will include a financial plan that demonstrates the consistency of the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) with available and projected sources of revenue. INDOT will provide the MPO with reasonable estimates of available and projected funding by category on a regular basis.
9. The Indianapolis Regional Transportation Council (IRTC) approves the Long Range Transportation Plan (LRTP) and its periodic updates.
10. All proposed LRTP or TIP amendments must include a project description, project cost, phase, ready for letting (RFL) date (TIP only), federal, state, local and total dollar amount. Amendments, administrative amendments and administrative modifications will follow the procedures outlined in the MPO's Policy and Procedures Manual and Public Participation Plan in force at the time of the amendment.
11. A Conformity Determination shall be completed for each Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) developed by the MPO, which indicates that the plans maintain the area's air quality standard as identified by the Interagency Consultation Group Procedures.

**Public Participation and Involvement**

12. The MPO will maintain a Public Participation Plan that is adopted by the Indianapolis Regional Transportation Council (IRTC) Policy Committee. The plan will include



coordination with the INDOT participation process. This process is followed during the development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The Indianapolis MPO's TIP participation process will serve to meet IndyGo's public participation requirements.

13. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI guidance, ADA requirements, and procurement activities guidelines.

**Transportation Improvement Program (TIP)**

14. The MPO will complete a Transportation Improvement Program (TIP), as needed, in cooperation and coordination with the partners identified in this agreement. The MPO will submit an approved TIP to INDOT in a timely manner.
15. All federal aid funding projects within the Indianapolis MPA, regardless of funding category, will be included in the fiscally constrained TIP.
16. The MPO is responsible for developing a fiscally constrained TIP.
17. The Indianapolis Regional Transportation Council (IRTC) Policy Committee of the MPO approves the TIP followed by approval from the INDOT Commissioner on behalf of the Governor, and it is included in the Statewide Transportation Improvement Program (STIP) by reference or amendment. The STIP is approved by the Federal Highway Administration along with the new TIP and any amendments. (For TIP modification and amendments see item 19.)
18. The MPO will update the TIP a minimum of every other year and each new TIP shall cover a four year program period. Calls for projects will be made at various times depending on the funding category and the availability of funds in each category. Projects will be selected based on the current selection process for each funding category in force at the time of the call. The development of a new TIP will follow the current MPO Public Participation Process in force at the time of the TIP's development. The MPO will process TIP amendments following Indianapolis Regional Transportation Council (IRTC) Policy Committee approval in accordance with the MPO's Policy and Procedures Manual and Public Participation Plan in force at the time of the amendment.
19. All TIP amendment requests from project sponsors will be made in the MPO's MITIP on-line system. No hard copy or email requests will be accepted. All TIP modifications and amendments will be processed in accordance with the MPO's Policy and Procedures Manual and Public Participation Plan in force at the time of the amendment, as well as the Interagency Consultation Group (ICG) and approved air quality conformity procedures.
20. The MPO will provide and maintain a website that provides TIP and associated amendments for interested parties, public and agency consumption.

21. The Congestion Management Process (CMP) will be used in identifying and selecting projects during LRTP and TIP updates, including those projects located on the State's highway network.

**Travel Demand Forecasting**

22. The MPO is responsible for developing and maintaining a travel demand forecasting model for the Indianapolis MPO's Metropolitan Planning Area (MPA).

**Unified Planning Work Program (UPWP)**

23. A Unified Planning Work Program (UPWP) will be prepared by the MPO in cooperation and consultation with INDOT, FHWA, FTA and the transit operator.
24. The MPO will include the planning emphasis areas (PEAs) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas should be received in a timely manner so they can receive proper consideration.
25. Where needed a Conformity Determination shall be completed for each Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) and developed by the MPO working with state and local project sponsors. This ensures plans, programs and projects maintain proper air quality conformity for a region.
26. The MPO will develop a financial plan that demonstrates the consistency of the TIP and LRTP with available and projected sources of revenue.
27. The MPO will complete its UPWP draft by October of each year. However, the MPO's ability to meet this timeline is affected by INDOT providing timely PL Distribution numbers. Should PL funding information be delayed, the MPO may flat-line the estimated funding based upon the prior year and then adjust the PL funding when final figures are obtained. The INDOT Central Office Asset Management Planning and Management Division will take the lead in this effort in cooperation with the MPO Council and the INDOT Central Office Project Finance Division and the INDOT Transit Office.
28. The MPO will submit to INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division, a final Unified Planning Work Program in a timely manner that allows for final review and recommendation for approval to FHWA and FTA.

**Management Systems**

29. The development and implementation of a congestion management process (CMP), where needed, for the Indianapolis MPO's Metropolitan Planning Area will be the responsibility of the MPO in cooperation with INDOT, FTA and FHWA. Technical Planning Section, within the Asset Planning & Management Division will be the INDOT Leads.

30. The MPO will work cooperatively with the Technical Planning Section, within the Asset Planning & Management Division, as the lead and other relevant INDOT Divisions and other public agencies in the development of the other specified management systems as appropriate.
31. The MPO will maintain a Congestion Management Process in cooperation with the Technical Planning Section, within the Asset Planning & Management Division. The Congestion Management Process shall be coordinated with the development of the Long Range Transportation Plan (LRTP).
32. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI submittals, ADA, and procurement activities guidelines. The MPO will complete a Title VI analysis for the urbanized area. INDOT's Office of Economic Opportunity and Pre-qualification within Central Office will be the INDOT contact for these efforts.

#### **Transit Planning**

33. The MPO will sponsor and participate on committees related to the provision and coordination of transit and para-transit services.
34. The MPO will serve as the lead agency for the development of the "Coordinated Public Transit Human Services Transportation Plan".

#### **RESPONSIBILITIES OF THE INDIANA DEPARTMENT OF TRANSPORTATION (INDOT):**

1. INDOT Technical Planning Section, within the Asset Planning & Management Division will provide staff liaisons to coordinate with the MPO's. Said staff will regularly attend the MPO Council meetings, which are held in Indianapolis. INDOT Technical Planning Section Staff will participate in Indianapolis Regional Transportation Plan (IRTP) Technical or Policy Committee meetings. The District Capital Program Manager will attend the IRTP Technical Committee meetings and have voting representation for INDOT. The District Deputy Commissioners will attend the Policy Committee meetings and have voting representation for INDOT.

#### **Transportation Plan and TIP**

2. The Statewide Transportation Plan shall be developed in cooperation with the MPO's Long Range Transportation Plan (LRTP).
3. The INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will develop a list of planned improvement needs on State jurisdiction highways developed in conjunction and in cooperation with the MPO for the Metropolitan Planning Area (MPA) of the MPO. These identified needs will be consistent with the INDOT Asset Planning and Management Process. This is necessary in order to

develop data the MPO needs to develop a Long Range Transportation Plan (LRTP) that is consistent with available funding sources and project costs.

4. The INDOT Central Office Project Finance Division will provide the MPO in a timely manner with estimates of available federal and state funding as necessary for the development of the financial plans demonstrating the fiscal constraint of the MPO's LRTP and TIP. Should funding information be delayed for any reason, the MPO may then flat-line funding based on past information. Should estimates provided by the State, or lack thereof, result in the MPO's inability to obligate all funds in any given fiscal year, the MPO funds will continue to be made available to the MPO by INDOT.
5. The INDOT Central Office LPA and Grants Administration Division will develop the Indiana Statewide Transportation Improvement Program in cooperation with the MPO's transportation planning process and incorporate the MPO approved TIP by reference or amendment in its entirety.
6. The INDOT Central Office LPA and Grant Administration Division in cooperation with the Technical Planning Section, within the Asset Planning & Management Division and District staff, for the area that includes the MPO, will provide timely lists of INDOT projects sorted specifically to include only projects within the Indianapolis MPA. Project information will include DES #, project description, total project cost, state and federal share, federal funding program or source, and letting date or fiscal year. All projects for inclusion into the Indianapolis TIP shall be submitted through MITIP online system.
7. INDOT Central Office LPA and Grant Administration Division will develop a Statewide Transportation Improvement Program (STIP) that includes the review and written approval of the Indianapolis MPO's TIP in a timely manner. This will be done in cooperation with the Technical Planning Section, within the Asset Planning & Management Division.
8. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division working with the LPA and Grant Administration Division will provide in a timely manner lists of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year. The list of projects will be sorted specifically to include only projects within the Indianapolis MPA. Project information will include DES #, county, sponsor, district, route, project description, work type, phase, fund type, federal obligation amount, advanced construction amount, if any total obligation and obligation date. This will allow the MPO to develop an Annual List of Obligated Projects (ALOP).
9. INDOT will provide Central and District Office coordination for the MPO on all matters including the LRTP and TIP. The Technical Planning Section, within the Asset Planning & Management Division, will be the lead in cooperation with the LPA and Grant

Administration Division and the appropriate District Office(s) for the area containing the MPO.

10. INDOT Central and District Offices will collect and share transportation system information with the MPO to facilitate a cooperative transportation planning process and will conduct training sessions and workshops on pertinent topics. The Technical Planning Section, within the Asset Planning & Management Division, will be the lead in this effort.

#### **UPWP Coordination Activities**

11. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will assign a planning liaison to participate in transportation planning activities related to the UPWP (such as review of the document, preparation of contracts following its approval, review of billings submitted by the MPO, etc.) and also to assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.
12. INDOT Technical Planning Section, within the Asset Planning & Management Division, will provide updated consolidated PL figures based on the current PL Distribution formula approved by the FHWA, INDOT and the MPO Council. INDOT will provide these figures in a timely manner each year to allow for development of the UPWP.
13. The MPO will prepare a UPWP for the fiscal year that will take effect beginning on January 1.
14. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will review and provide approval of the UPWP in a timely manner, and begin development of the required contracts and purchase orders. INDOT will strive for a timely notice-to-proceed, a signed contract and a purchase order.
15. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division, will review progress reports through the Planning Liaison and initiate the reimbursement of invoices pursuant to applicable Federal Regulations and Indiana Code 5-17-5, Public Purchases.

#### **RESPONSIBILITIES OF THE INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION (IndyGo)**

1. IndyGo will provide data, including financial planning information, upon request and participate in the development of the Long Range Transportation Plan update.
2. IndyGo will provide copies of its Transportation Development Plan, as updated.
3. IndyGo will provide a staff liaison to assist with transit planning efforts. IndyGo will participate on the Indianapolis Regional Transportation Council (IRTC) Policy and Technical Committee.

4. IndyGo will participate in the development of the "Coordinated Public Transit Human Services Transportation Plan".
5. IndyGo will provide a Financial Capacity Analysis showing a 5-year Financial Plan as part of the TIP development process. This will be reviewed by the INDOT Transit Office within the Multimodal Division.
6. IndyGo will provide a 4-year capital project and operating plan (program of projects) for inclusion in the TIP to the MPO. The capital and operating plan will be updated annually and submitted with the Financial Capacity Analysis. This will be reviewed by the INDOT Transit Office within the Multimodal Division.
7. IndyGo will provide amendment requests to the MPO in a timely manner prior to the next scheduled meeting of the Indianapolis Regional Transportation Council (IRTC) Technical Committee. All amendment requests will be in MiTIP online system.
8. IndyGo will provide a copy (PDF file preferred) to the MPO of each final grant request to the Federal Transit Administration (FTA) and provide a copy of each grant award acceptance.
9. IndyGo will provide on an annual basis, no later than 90 calendar days following the end of the program year, a list of transit projects for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year.
10. IndyGo will be responsible for its Capital Improvement Plan and its ADA Compliance Plan and other activities directly related to the operation of public transit services in the Indianapolis MPO's Urbanized Area.
11. IndyGo, as the designated recipient of federal transit funds, will be required to provide the necessary local matching funds (unless otherwise agreed to) and will be responsible for maintaining all necessary records in support of the expenditure of those funds.
12. IndyGo agrees that it will be in compliance with all required federal objectives,

In witness thereof, the undersigned executive staff members of the MPO, IndyGo, and INDOT have executed this Memorandum of Agreement on the dates indicated.

SIGNATURE PAGE

Indianapolis Public Transportation Corporation (IndyGo)

  
\_\_\_\_\_  
President and CEO

Date 7-2-14

Indiana Department of Transportation

  
\_\_\_\_\_  
Chief of Staff

Date 7/8/14

Indianapolis Department of Metropolitan Development

  
\_\_\_\_\_  
Director

Date 7/1/14





## INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N758  
Indianapolis, Indiana 46204

PHONE: (888)-649-1366  
FAX: (317)-649-1368

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

October 23, 2018

The Honorable Mark Myers  
Mayor, City Greenwood  
Chair, Indianapolis Regional Transportation Council  
300 S. Madison Ave  
Greenwood, Indiana 46142

Subject: Re designation of the Indianapolis Metropolitan Planning Organization

Dear Mayor Myers:

I understand that over the last eighteen months the Indianapolis Regional Transportation Council (IRTC), the governing body of the Indianapolis Metropolitan Planning Organization has completed a thorough review of their operations, regional competitiveness and future growth strategies of the organization resulting in the adoption of the Indianapolis Metropolitan Planning Organization Strategic Plan. As a result of this vote, I understand, the Policy committee of the IRTC requests re-designation of the Indianapolis Metropolitan Planning Organization.

Per your letter of August 28, 2018, I designate the Indianapolis Metropolitan Planning Organization as an independent organization as of June 1, 2020. This signifies that the Indianapolis Metropolitan Planning Organization would no longer be considered hosted by the City of Indianapolis Department of Metropolitan Development. Further, I understand from your letter that the IRTC Policy Committee, composed of elected and appointed officials from 36 local public agencies within the Indianapolis region, approved the re-designation on August 22, 2018 per Resolution 18-IMPO-014.

On behalf of the Governor, Eric Holcomb, per authorization granted in CFR 23 CFR 450.310, and in accordance with the request stated in your August 28, 2018 letter, I hereby approve the re-designation of the Indianapolis Metropolitan Planning Organization (IMPO) as an independent organization as of June 1, 2020, as the MPO for the Indianapolis Region of Central Indiana.

Sincerely,

Joe McGuinness  
Commissioner

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INDIANA



## Appendix F: FTA Civil Rights Assurances

### Standard U.S. DOT Title VI Assurances

The **Indianapolis Metropolitan Planning Organization** (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations, a copy of which is attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its planning and programs:

1. That the Recipient agrees that each "program" and each "facility as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Planning and Programs and, in adapted form in all proposals for negotiated agreements:

The Indianapolis Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

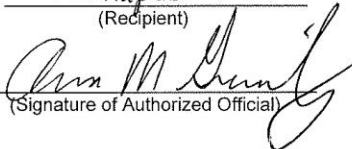
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent

transfer of real property; and (b) for the construction or use of or access to space on, over or under real property

8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient

Dated 10/11/2021

Indianapolis MPO  
(Recipient)  
by   
(Signature of Authorized Official)

## Appendix A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by IMPO or the *Federal Highway Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to IMPO, or the *Federal Highway Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, IMPO shall impose such contract sanctions as it or the *Federal Highway Administration* may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontractor procurement as IMPO or the *Federal Highway Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request IMPO to enter into such litigation to protect the interests of IMPO, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



## Appendix B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### (GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the *Indianapolis Metropolitan Planning Organization* will accept Title to the lands and maintain the project constructed thereon, in accordance with the policies and procedures prescribed by Federal Highway Administration and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. .2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *Indianapolis Metropolitan Planning Organization* all the right, Title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (*Name of Recipient*) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the (*Name of Recipient*), its successors and assigns.

The *Indianapolis Metropolitan Planning Organization*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,] (and)\* (2) that the *Indianapolis Metropolitan Planning Organization* shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

### Appendix C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the *Indianapolis Metropolitan Planning Organization* pursuant to the provisions of Assurance 6(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.] \*

That in the event of breach of any of the above nondiscrimination covenants, *Indianapolis Metropolitan Planning Organization* shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.] \*

That in the event of breach of any of the above nondiscrimination covenants, *Indianapolis Metropolitan Planning Organization* shall have the right to reenter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of *Indianapolis Metropolitan Planning Organization* and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by *Indianapolis Metropolitan Planning Organization* pursuant to the provisions of Assurance 6(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of, race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, *Indianapolis Metropolitan Planning Organization* shall have the right to terminate the [license, lease, permit, etc.] and to reenter and

repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, *Indianapolis Metropolitan Planning Organization* shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of *Indianapolis Metropolitan Planning Organization* and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

## Appendix G: USDOT-Indianapolis Planning Certification Letter



U.S. Department  
of Transportation

**Federal Transit Administration**  
Region V  
200 West Adams St., Suite 320  
Chicago, IL 60606-5253

**Federal Highway Administration**  
Indiana Division  
575 N. Pennsylvania St., Rm 254  
Indianapolis, IN 46204-1576

November 2, 2020

Roy Nunnally, Director  
Asset Management Division  
Indiana Department of Transportation  
100 N Senate Ave. N955  
Indianapolis, IN 46204

Dear Mr. Nunnally:

The purpose of this letter is to respond to INDOT's October 26, 2020 request for FHWA and FTA approval of the Indianapolis Metropolitan Planning Organization (IMPO) CY 2021-2022 Unified Planning Work Program (UPWP). Our office has, in addition to INDOT, reviewed the document and found it compliant with 23 CFR 420, and it is hereby approved.

This approval does not constitute FHWA & FTA authorization of the associated Federal-aid funds. Please work with INDOT administrative staff to assure the associated funds are authorized prior to the beginning of CY 2021 (January 1, 2021).


Should you have any questions, please contact Robert Dirks of FHWA at (317)226-7492 or Cecilia Crenshaw of FTA at (312)705-1268.

Sincerely,

**KELLEY  
BROOKINS**  
Kelley Brookins  
Regional Administrator  
FTA Region V

Digitally signed by KELLEY  
BROOKINS  
Date: 2020.10.29 16:03:51 -05'00'

Sincerely,

  
Jermaine R. Hannon  
Acting Division Administrator  
FHWA Indiana Division

Digitally signed by Robert E. Dirks  
Date: 2020.11.02 15:22:00 -05'00'

ccc: Anna Gremling, IMPO  
Emmanuel Nsonwu, INDOT  
Cecilia Crenshaw, FTA

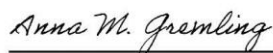
## Appendix H: INDOT-Indianapolis MPO Transportation Planning Process Certification

### TRANSPORTATION PLANNING PROCESS CERTIFICATION – Fiscal Year 2022

In accordance with 23 CFR 450.336, the Indiana Department of Transportation and the Indianapolis Metropolitan Planning Organization hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR part 450.300;
2. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST ACT (Pub. L 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 C.F.R. part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37 and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Indianapolis Metropolitan  
Planning Organization**



Anna M. Gremling

**Executive Director**  
Title

9/21/2021  
Date

**Indiana Department of Transportation**

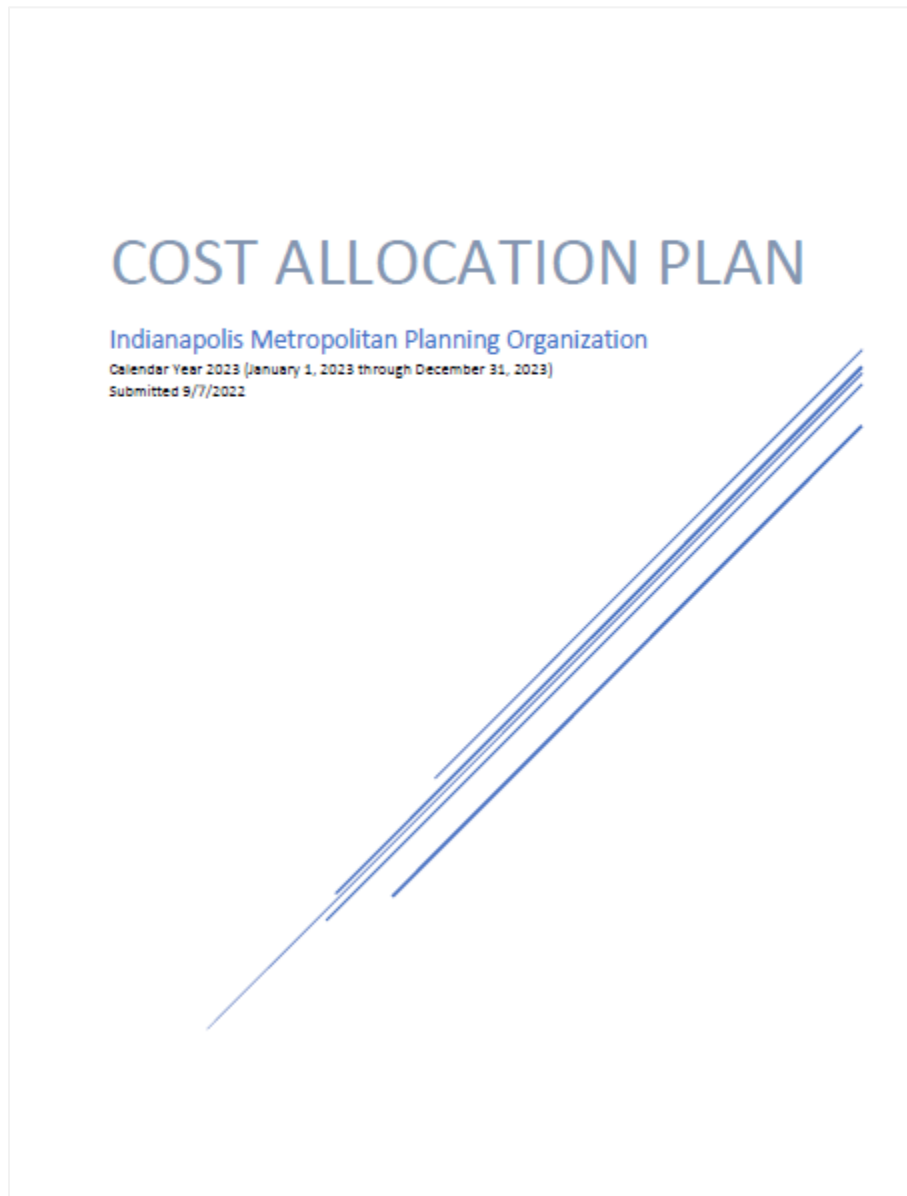
  
Roy S. Nunnally

**Director, INDOT**  
**Technical Planning & Programming**  
Title

9/21/2021  
Date



## Appendix I: INDOT-Approved IMPO 2023 Cost Allocation Plan



#### Calendar Year 2023 Indianapolis MPO Cost Allocation Plan

On June 1, 2020, the Governor of Indiana designated the newly-formed Indianapolis Metropolitan Planning Organization (IMPO, or Indianapolis MPO) as the official metropolitan planning organization (MPO) for the Central Indiana region. The City of Indianapolis, Department of Metropolitan Development (DMD) had previously been the designated MPO for the region, and IMPO management spent much of 2019 and 2020 negotiating a clean break with City leadership.

While the MPO was a division of the City, DMD's financial division provided financial oversight in exchange for an annual chargeback. The City always provided the Indiana Department of Transportation (INDOT) with details on its chargeback amount, and the resulting indirect rate.

Whereas the planning and programming functions of the IMPO have proceeded without interruption throughout the transition, virtually everything about IMPO's internal administration has changed, including (but not limited to):

- The U.S. Department of Transportation's Federal Highway Administration (FHWA) will now be the IMPO's cognizant federal agency – it had been the Department of Housing and Urban Development when the MPO was a division of DMD;
- The Indianapolis MPO's Executive Committee is now the fiduciary board, in charge of reviewing and approving the IMPO's annual budget, contracts, and financial commitments;
- Oracle NetSuite has been set up as the new financial management system, overseen by internal IMPO staff and contracted financial professionals;
- NeoGov has been implemented as the IMPO's human resources management system, and is managed by internal IMPO staff and contracted human resources professionals;
- The Indianapolis MPO's lease agreement, parking contract, healthcare benefits, staff salaries, retirement plans, software agreements, legal, financial, human resources, and information technology contracts were all renegotiated or newly formed; and
- The Indianapolis MPO's contracting and purchasing process is now completely separated from the City of Indianapolis procurement, purchasing, and financial divisions. It is managed by designated procurement officers on staff, tracked in NetSuite, and overseen by the executive director and the executive committee.

As a new State-authorized Special District of Government, the Indianapolis MPO has no cost history for these expenses, and has only incurred one full calendar year (2021) of payroll data to estimate indirect salaries. Due to this lack of cost history, the Indianapolis MPO has been advised to use the *de minimis* indirect rate of 10% to fulfill the calendar year 2023 cost allocation plan.

Federal Grants	\$2,763,937
Local Match	\$690,989
<b>Total Costs</b>	<b>\$3,454,946</b>
10% <i>de minimis</i> rate	\$345,495

The remainder of this cost allocation plan will utilize the IMPO's proposed 2023 budget to estimate fringe, indirect, and overhead rates. Though based on budgeted amounts, this report will provide transparency for FHWA and INDOT, and form the foundation for future Indianapolis MPO cost allocation plans.

### Staffing

The Indianapolis Metropolitan Planning Organization has fourteen (14) full-time staff comprised of one office manager, ten professional planners, two financial analysts, and one data modeler. The 14 IMPO staff positions are identified in the table to the right.

IMPO staff is organized into four Sections: Administrative, Planning, Programming, and Data. As a solution to long management tenures and high levels of turnover among junior staff ("lack of upward growth potential" is the predominate explanation), the IMPO recently reorganized its menu of job descriptions to account for greater specialization and incremental growth.

Data modelers, managers, administrative staff, and financial analysts are now described in greater detail, and new positions were added to enable incremental progression and clearer goals for junior staff (e.g. Planner I, Planner II, Financial Analyst I, Financial Analyst II). In the past, the IMPO has often employed interns and graduate assistants to assist with various projects.

#### Indirect Salaries

Under the new organizational structure, many financial, human resources, and contract management roles are being covered by full-time staff. The table to the right identifies positions that have assumed administrative responsibilities and the percent of their salaries and benefits which will be applied toward IMPO's indirect rate.

	IMPO Job Title	# of Employees
Admin	Administrative Assistant	1
	Office Manager	
	Human Resources	
	Attorney	
	Chief Financial Officer	
Planners	Planner I	4
	Planner II	
	Senior Planner I	
	Senior Planner II	
Modelers	Principal Planner I	1
	Data Modeler I	1
	Data Modeler II	
Finance	Financial Analyst I	1
	Financial Analyst II	1
	Senior Financial Analyst I	
	Senior Financial Analyst II	
	Principal Planner II - Data	1
Managers	Principal Planner II - Planning	1
	Principal Planner II - Grant Management	1
	Principal Planner III-Senior Management	
	Deputy Director	
	Executive Director	1
<b>Total Employees</b>		<b>14</b>

Position	% Indirect Time
Executive Director	50%
Deputy Director	10%
Principal Planner I	10%
Senior Financial Analyst I	30%
Planners	5%-20%
Office Manager	100%

## Other Indirect Expenses

	Indirect?	Percent (act)	2023 Budgeted Total
7010 Contract service expenses : Accounting fees	Indirect Contracts	100%	\$0
7020 Contract service expenses : Legal fees	Indirect Contracts	100%	\$100,000
7030 Contract service expenses : Audit fee	Indirect Contracts	100%	\$20,000
7050 Contract service expenses : Courier service	Other Indirect	10%	\$300
7060 Contract service expenses : HR Services	Indirect Contracts	100%	\$15,000
7070 Contract service expenses : Finance Services	Indirect Contracts	100%	\$50,000
7075 Contract service expenses : Lobbying Services	Direct	0%	\$58,000
7080 Contract service expenses : Legal ads	Direct	0%	\$2,500
7085 Contract service expenses : Misc professional fees	Other Indirect	100%	\$0
8110 Nonpersonnel expenses : Supplies	Other Indirect	10%	\$2,000
8115 Nonpersonnel expenses : Miscellaneous Expense	Other Indirect	20%	\$0
8120 Nonpersonnel expenses : Contractual data services	Direct	0%	\$0
8130 Nonpersonnel expenses : Telephone & cell phone	Other Indirect	10%	\$18,000
8140 Nonpersonnel expenses : Postage & shipping	Other Indirect	50%	\$500
8170 Nonpersonnel expenses : Printing & copying	Other Indirect	5%	\$2,100
8180 Nonpersonnel expenses : Books, subscriptions, references	Other Indirect	100%	\$500
8190 Nonpersonnel expenses : In-house publications	Direct	0%	\$0
8210 Facility & equipment expenses : Rent and other occupancy expense	Indirect Contracts	100%	\$60,000
8220 Facility & equipment expenses : Parking garage expense	Indirect Contracts	100%	\$10,200
8260 Facility & equipment expenses : Equipment rental & maintenance	Indirect Contracts	100%	\$2,000
8270 Facility & equipment expenses : Depreciation expense	Other Indirect	100%	\$13,729
8310 Travel expenses (lodging transportation and per diem) : Mileage	Direct	0%	\$2,000
8320 Travel expenses (lodging transportation and per diem) : Registration fees	Other Indirect	10%	\$6,000
8399 Travel expenses (lodging transportation and per diem) : Travel expenses - other	Direct	0%	\$13,000
8520 Other expenses : Insurance - non-employee related	Indirect Contracts	100%	\$6,624
8530 Other expenses : Membership dues - organization	Indirect Contracts	100%	\$7,500
8540 Other expenses : Bank fees	Other Indirect	100%	\$5,400
8550 Other expenses : Penalty & interest	Other Indirect	100%	\$0
8560 Other expenses : Outside computer services (IT)	Indirect Software	100%	\$50,000
8570 Other expenses : Advertising expenses	Direct	0%	\$0
8580 Other expenses : Chargebacks	Indirect Contracts	100%	\$0
8590 Other expenses : Software licenses	Indirect Software	30%	\$190,538
8595 Other expenses : Other license renewal	Other Indirect	100%	\$0
8598 Other expenses : Sponsorships	Other Indirect	100%	\$15,000
8599 Other expenses : Other expenses - other	Other Indirect	100%	\$0
<b>Total Administrative expenses</b>			<b>\$659,861</b>

Some additional clarification on some of the line items:

**Contract Services:** The IMPO will contract out legal, human resources, and financial services. The full cost of these contracts has been included as indirect.

**Information Technology:** The IMPO has contracted with Information Services Agency (ISA) for IT services. The full budgeted cost will be included as Indirect Software.

**Software Licenses:** This budgeted amount includes the software that is central to administration of the IMPO: financial, eTIP, Adobe and Microsoft Office suites, and human resources information systems. Only NeoGov, NetSuite, and Microsoft licenses qualify as Indirect Software, which account for approximately 30% of IMPO's anticipated 2023 software budget.

### Fringe Benefits

The Indianapolis MPO's fringe benefits include:

- Holidays
- Paid Time Off
- Health Insurance
- Life Insurance
- Short Term & Long Term Disability Insurance
- Public Employee Retirement Fund (PERF) contributions
- Federal Insurance Contribution Act (FICA) contributions
- Federal Unemployment Tax Act (FUTA) contributions
- State Unemployment Tax Act (SUTA) contributions
- Professional Fee Reimbursement
- Child Care Flexible Spending Account

The IMPO offers a competitive but standard list of fringe benefits. Full descriptions of each IMPO fringe benefit may be found in the IMPO employee manual.

### Fringe, Indirect, & Overhead Rates

1	Gross Salaries	\$899,877
2	Direct Holiday	\$46,166
3	Direct Benefit Leave (BL)	\$95,981
4	Total Direct PTO Pay (2+3)	\$142,147
5	Direct Health Insurance & Other Benefits	\$181,199
6	Direct Retirement (PERF)	\$105,955
7	Direct FICA (MEDI+SS), SUTA, FUTA	\$83,383
8	Indirect Labor	\$161,114
9	Indirect Holiday	\$9,809
10	Indirect Benefit Leave	\$25,266
11	Total Indirect PTO Pay (9+10)	\$35,075
12	Indirect Health Insurance & Other Benefits	\$39,243
13	Indirect Retirement (PERF)	\$25,695
14	Indirect FICA (MEDI+SS), SUTA, FUTA	\$17,620
15	Indirect Contracts	\$233,059
16	Indirect Software	\$85,729
17	Other Indirect	\$29,291
18	Total Direct Fringe Benefits (5+6+7)	\$370,537
19	Total Direct Labor (1-8)	\$738,763
FR	Fringe Rate (18 / 19)	0.50
IR	Indirect Rate (8 / 19)	0.22
OR	Overhead Rate (FR + IR)	0.72

The table to the left shows budgeted totals for 2023. While the Indianapolis MPO will be using 10% as the de minimis indirect rate for 2023, this table shows a comprehensive summary of the IMPO's direct and indirect expenses.

**Certification of Cost Allocation Plan**

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

(1) All costs included in this proposal, September 9, 2022 establishing cost allocations or billings for Fiscal Year 2023 (January 1, 2023 through December 31, 2023) are allowable in accordance with the Federal award(s) to which they apply and the provisions of 2 CFR 200. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct to the best of my knowledge.

  
Signature

9/7/2022  
Date

Anna Gremling  
Executive Director  
Indianapolis Metropolitan Planning Organization



## INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room 1100 PL  
Indianapolis, Indiana 46204

PHONE: (317) 232-5491

Eric Holcomb, Governor  
Joe McGuinness, Commissioner

September 1, 2021

Ms. Anna Gronding, Executive Director  
Indianapolis Metropolitan Planning Organization  
City County Building, Suite 2332  
200 East Washington Street  
Indianapolis, IN 46204

Dear Ms. Gronding:

INDOT has reviewed the CY 2023 Cost Allocation Plan presented by Indianapolis MPO for the period of January 1, 2023 through December 31, 2023.

In accordance with 2 CFR 200.331, the Indiana Department of Transportation (INDOT), acting as the pass-through entity for the Federal Highway Administration (FHWA) approved the following indirect and fringe rates which will be mentioned with respect to your Unified Planning Work Program Grant. Please include a copy of this letter in your CY 2023-2024 UPWP for future reference. Should the indirect rates change during the CY 2023 grant period, please provide the revised information for re-approval and inclusion of the new rate letter as modification/inclusion in your UPWP Amendments. The approved rates are as follows:

Fringe	50%
Indirect	25%

Please feel free to contact me if you have any questions or concerns regarding these rates.

Sincerely,

Emmanuel I. Nwagwu  
Transportation Planner  
Technical Planning & Programming Division  
Indiana Department of Transportation

CC: E. Toi  
J. Mitchell  
File

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## Appendix J: Original and Amended IMPO Policy Board Resolutions

### **A RESOLUTION OF THE TRANSPORTATION POLICY COMMITTEE OF THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION APPROVING THE 2021 - 2022 UNIFIED PLANNING WORK PROGRAM AMENDMENT**

Resolution Number 21-IMPO-018

**WHEREAS**, the Indianapolis Metropolitan Planning Organization (the “IMPO”) is charged with the responsibility of providing for the continuing, cooperative and comprehensive transportation planning process for the Indianapolis Metropolitan Planning Area (“Planning Area”); and

**WHEREAS**, the IMPO Transportation Policy Committee (“Policy Committee”), a committee of the IMPO, is the approval body for all transportation-related activities of the IMPO for the Planning Area under applicable U.S. Department of Transportation regulations; and

**WHEREAS**, INDOT requires an FTA, FHWA, Transportation Policy Committee, and State-approved UPUWP as a precondition to executing a grant agreement for the IMPO’s federal funding allocation; and

**WHEREAS**, it is the desire of the Policy Committee to authorize and approve certain actions as further set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Transportation Policy Committee of the IMPO as follows:

**SECTION 1:** The Indianapolis Metropolitan Planning Organization’s Year 2 amendment to the 2021-2022 UPWP for the Indianapolis Metropolitan Planning Area is approved and adopted.

**SECTION 2:** The Executive Director is authorized to enter into a grant agreements with the Indiana Department of Transportation (INDOT) associated with accomplishing the UPWP, and may make adjustments to the document and activities table as necessary to satisfy comments from State and Federal regulators.

**SECTION 3:** That any prior action taken by the Executive Director or any staff necessary in connection with the items approved herein is hereby ratified and adopted as actions on behalf of the IMPO.

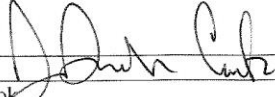
**SECTION 4:** That any officer, including but not limited to the Executive Director of the IMPO, and each of them, is authorized and empowered to execute all agreements, instruments and other documents, in such form and as each of such officer(s) considers necessary or desirable to effectuate the foregoing resolutions and to carry out the purposes thereof; the taking of any such action and execution of any such agreement, instrument or document to be conclusive evidence of the due authorization thereof by the Transportation Policy Committee of the IMPO.

**SECTION 6:** This Resolution shall be effective immediately upon its passage.



\*\*\*\*\*

**PASSED** by the Transportation Policy Committee of the Indianapolis Metropolitan Planning Organization by a vote of \_\_\_\_ ayes and \_\_\_\_ nays this 18 day of August, 2021.



Andrew J. Cook  
Chair, Indianapolis MPO Transportation Policy Committee



Anna M. Gremling, Executive Director  
Indianapolis Metropolitan Planning Organization

**A RESOLUTION OF THE TRANSPORTATION POLICY COMMITTEE OF  
THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION  
APPROVING MODIFICATION TO THE UNIFIED PLANNING WORK PROGRAM**

Resolution Number 21-IMPO-025

**WHEREAS**, the Indianapolis Metropolitan Planning Organization (the "IMPO") is charged with the responsibility of providing for the continuing, cooperative and comprehensive transportation planning process for the Indianapolis Metropolitan Planning Area ("Planning Area"); and

**WHEREAS**, the IMPO Transportation Policy Committee ("Policy Committee"), a committee of the IMPO, is the approval body for all transportation-related activities of the IMPO for the Planning Area under applicable U.S. Department of Transportation regulations; and

**WHEREAS**, INDOT requires an FTA, FHWA, Transportation Policy Committee, and State-approved UPUWP as a precondition to executing a grant agreement for the IMPO's federal funding allocation; and

**WHEREAS**, it is the desire of the Policy Committee to authorize and approve certain actions as further set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Transportation Policy Committee of the IMPO as follows:

**SECTION 1:** The Indianapolis Metropolitan Planning Organization's Year 1 modification to the 2021-2022 UPWP for the Indianapolis Metropolitan Planning Area is approved and adopted.

**SECTION 2:** The Executive Director is authorized to submit the modified UPWP to the Indiana Department of Transportation (INDOT) and make necessary adjustments to the document and activities table as necessary to satisfy comments from State and Federal regulators.

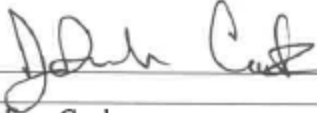
**SECTION 3:** That any prior action taken by the Executive Director or any staff necessary in connection with the items approved herein is hereby ratified and adopted as actions on behalf of the IMPO.

**SECTION 4:** That any officer, including but not limited to the Executive Director of the IMPO, and each of them, is authorized and empowered to execute all agreements, instruments and other documents, in such form and as each of such officer(s) considers necessary or desirable to effectuate the foregoing resolutions and to carry out the purposes thereof; the taking of any such action and execution of any such agreement, instrument or document to be conclusive evidence of the due authorization thereof by the Transportation Policy Committee of the IMPO.

**SECTION 6:** This Resolution shall be effective immediately upon its passage.

\*\*\*\*\*

**PASSED** by the Transportation Policy Committee of the Indianapolis Metropolitan Planning Organization this 15 day of December, 2021.



J. Andrew Cook  
Chair, Indianapolis MPO Transportation Policy Committee



Anna M. Gremling, Executive Director  
Indianapolis Metropolitan Planning Organization