

**K I P D A**

Kentuckiana Regional Planning  
& Development Agency

FISCAL YEAR 2025

# UNIFIED PLANNING WORK PROGRAM

LOUISVILLE/JEFFERSON  
COUNTY, KY-IN  
METROPOLITAN PLANNING  
AREA



Fiscal Year 2025

# Unified Planning Work Program

Louisville/Jefferson County, KY-IN Metropolitan  
Planning Area

**DRAFT**

FINAL VERSION SCHEDULED TO BE APPROVED IN APRIL 2024

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for the  
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*This document is available in accessible formats upon request.*

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## Introduction

### Purpose of Document

The purpose of this document is to describe the urban transportation planning activities that will be programmed, scheduled, and managed by or through the Louisville/Jefferson County, KY-IN Metropolitan Planning Organization in cooperation with the Kentuckiana Regional Planning and Development Agency (KIPDA) in the fiscal year beginning July 1, 2024, and ending June 30, 2025. Applicable federal statutes are 23 USC 134 and 49 USC 5303. The primary federal regulations are 23 CFR 450 and 49 CFR 613.

The urban transportation planning program addresses the Louisville/Jefferson County, KY-IN metropolitan planning area (MPA). After some recent changes due to the delineation of urbanized area boundaries from the 2020 Census, it provides for surface transportation planning in Jefferson, Bullitt, Oldham, and a portion of Shelby (4.0 sq. mi.) counties in Kentucky, and in Clark, Floyd counties in Indiana. This planning boundary is intended to encompass the area that may become urbanized over the next twenty years and includes the Louisville interstate air quality nonattainment/maintenance area as designated by the U.S. Environmental Protection Agency (EPA).

The results of the 2020 Census resulted in a significant reduction of the Louisville/Jefferson County, KY-IN Urbanized Area. This area is 16% smaller than it was after the 2010 Census, while the population remained relatively constant. There were two new UZAs established in 2020, Mt. Washington and LaGrange. When the Charlestown, IN UZA is considered, this brings the total number of UZAs with the MPA to a total of four. Funding for the urban transportation planning program has traditionally been based on, and limited to, the population of the core UZA in the region. In other words, the formulas used for funding the metropolitan planning process in each state are based on the number of people living in the Louisville/Jefferson County, KY-IN UZA and therefore reductions should be expected in the near future.

The focus for the MPO in FY 2025 will be similar to recent years. Much of the ongoing efforts are centered around the ongoing execution and maintenance of the FY 2023-2026 Transportation Improvement Program (TIP). The implementation of the Metropolitan Transportation Plan (MTP), *Connecting Kentuckiana 2050*, remains a focus as well. Both key planning documents were approved by the KIPDA Transportation Policy Committee in May 2023. Efforts in the development of the next TIP, tentatively scheduled for approval in Spring/Summer 2025 will begin in earnest in FY 2025, as will the early stages of development of the next MTP, scheduled for adoption no later than May 2027.

Among the other priorities in FY 2025 will be the development of the regional Safe Streets and Roads for All (SS4A) action planning grant. This planning effort began in FY 2024 and should be complete in late FY 2025. Also in FY 2025, KIPDA and our planning partners at Louisville Metro, the Indiana Department of Transportation (INDOT), the Town of Clarksville, and others will be working on executing on the recent Federal Railroad Administration (FRA) Corridor Identification grant that we received in December 2023. Those planning efforts will assess the viability of passenger rail service returning to the region with a route between Louisville and Chicago via Indianapolis. Step 1 of those

efforts should conclude in early FY 2024, with Step 2 likely beginning in FY 2025 and continuing into FY 2026.

Updates to multiple of the MPO's other planning efforts should be expected to begin or be completed in FY 2025. These include updates to KIPDA's Performance Management Plan (PMP), the Coordinated Human Services Transportation Plan, the Congestion Management Process (CMP), and others as needed. These plans will further assist in the MPO's implementation of the initiatives of the MTP and TIP. These include the ongoing expansion of data collection and analysis, the development of planning resources and tools, participation in transportation related studies, and the fostering of a continuing, comprehensive, and cooperative planning process. The MPO has processes and procedures associated with performance-based planning, and their continued successful implementation will require a concerted effort by MPO staff, committee membership, and all planning partners. In addition to performance-based planning efforts, the MPO has also instituted many project management guidelines and requirements, all aimed at creating a better product while optimizing delivery of that product. As with any successful process, the project management guidelines and requirements will continue to be reviewed and improved upon.

This document also outlines transportation, land use, and air quality planning by other local, state, and federal agencies.

## Federal Planning Factors

The FY 2025 Unified Planning Work Program (UPWP) addresses issues and areas of concentration aimed at meeting the planning needs of the metropolitan planning area and maintaining compliance with the federal planning regulations from the *Infrastructure Investment and Jobs Act (IIJA) of 2021*, also known as the *Bipartisan Infrastructure Law (BIL)* signed into law on November 15, 2021. The most recent regulations (23 CFR 450.306) include ten factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase transportation system safety for motorized and non-motorized users;
3. Increase transportation system security for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

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

Important elements of the MTP and TIP are the inclusion of performance-based planning processes and procedures measures. This effort is coordinated with the Kentucky Transportation Cabinet (KYTC), the Indiana Department of Transportation (INDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in order to keep the performance measures as closely aligned as possible, as well as to foster and support the overall improvement of the metropolitan transportation system. A Memorandum of Agreement between INDOT, KYTC, KIPDA and TARC was executed in December 2022, detailing the coordination and data-sharing requirements and procedures in the Performance Management Plan (PMP) for the MPO. The KIPDA PMP is intended to serve as a living document, periodically reviewed and updated as the performance management process evolves. An update to the KIPDA PMP is scheduled for FY 2025.

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

In January 2023, FHWA announced a waiver of the non-federal match requirement for Metropolitan Planning (PL) Funds that are utilized in support of Complete Streets planning activities. These activities must increase safe and accessible options for multiple travel modes for people of all ages and abilities. This follows the requirement in the IIJA/BIL that MPOs use not less than 2.5% of PL funds on Complete Streets planning activities. While numerous elements in this UPWP include these activities, those that are particularly notable have been noted in this report. These sub-elements alone constitute over 10% of the total hours in the UPWP, well beyond the 2.5% minimum.

## Planning Emphasis Areas

In December 2021, the FHWA and FTA jointly issued the following Planning Emphasis Areas (PEAs). These remain unchanged for FY 2025:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice<sup>40</sup> in Transportation Planning
- Complete Streets

- Public Involvement
- Strategic Highway Network (STRAHNET)/Department of Defense (DOD) Coordination
- Planning and Environmental Linkages (PEL)
- Federal Land Management Agency (FLMA) Coordination
- Data in Transportation Planning

The PEA's listed above are unchanged for FY 2024. Similarly, in January 2024, the Indiana Division Office of the FHWA and the Region V Office of the FTA issued the following Local PEAs for FY 2025:

- Institutionalizing Equity, Accessibility, and Safety
- Maximizing Coordination
- Urbanized Area and Metropolitan Planning Area Boundaries

KIPDA will work to advance each PEA in the MPO's planning efforts in FY 2025.

## Status of KIPDA Region Transportation Planning Activities

### Transportation Plan

- The *Connecting Kentuckiana 2050* Metropolitan Transportation Plan was adopted by the KIPDA Transportation Policy Committee in May 2023. The next update of the MTP is expected to be adopted in late FY 2027. Early development efforts of the next MTP will occur in FY 2025.

### Transportation Improvement Program

- The *FY 2023-2026 Transportation Improvement Program* was adopted by the KIPDA Transportation Policy Committee in May 2023. The next update of the TIP, for FY 2025-2028, is expected to be adopted in late FY 2025.

### Planning Administration

- A Federal Certification Review of the metropolitan transportation planning process in the Louisville region was held on June 22<sup>nd</sup> and 23<sup>rd</sup>, 2022. That review by FHWA (Indiana and Kentucky Divisions), EPA Region 4, and FTA (Regions 4 and 5) found on September 20, 2022 that the metropolitan planning process as conducted by KIPDA substantially meets the requirements of 23 CFR 450 Subpart C. The review contains five (5) Commendations, ten (10) Recommendations, and two (2) Corrective Actions.
- The two corrective actions were focused on requirements to: 1) update the Planning Memorandum of Agreement (MOA) from 2015, and 2) include the project's total cost in the TIP. Each of these corrective actions have been addressed in accordance with the certification review report. The MOA was updated in December 2022 and the FY 2023-2026 TIP, adopted in FY 2023, has the total cost listed for each project.
- The next Federal Certification Review is tentatively scheduled to be conducted in 2026.
- The existing Planning Memorandum of Agreement (MOA) describes the current relationships between and the responsibilities of those involved. The Kentucky Transportation Cabinet (KYTC), the Indiana Department of Transportation (INDOT), the Transit Authority of River City (TARC) and KIPDA executed an updated document in December 2022. This MOA discusses information



sharing and cooperative goal setting between the agencies represented. The recent update of the MOA was a relatively minor update that focused on the removal of references to previous Federal transportation legislation.

- An update to the [Public Participation Plan](#) was completed in February 2022. This update better incorporates procedures to ensure effective public outreach in unusual circumstances such as a global pandemic that restricts public gathering. KIPDA continues to coordinate committee meetings in a manner that was established as [temporary meeting procedures](#) due to the COVID-19 global pandemic. Meeting formats and outreach efforts are being expanded and are continually monitored for results.
- Title VI and Environmental Justice training for staff will be planned and the Local Public Agency (LPA) Title VI program management by KIPDA staff will continue, as needed.

#### City/County Plans

- An update to the Louisville Metro Comprehensive Plan was undertaken in FY 2018, and KIPDA staff was involved through data sharing and through committee and working group participation. It went into effect on January 1, 2019.
- Status of plans throughout the region can be found in the tables on pages 7 and 8, *Status of Comprehensive Plans/Other Land Use Planning Activities*.
- Many of the plans from around the region can be found on the [KIPDA Transportation Online Library](#).

#### Air Quality

- Effective August 3, 2018, the Louisville 8-hour ozone nonattainment area, consisting of Clark and Floyd counties in Indiana and Bullitt, Jefferson, and Oldham counties in Kentucky, is in non-attainment of the 2015 National Air Quality Standard (NAAQS) for ozone. Consequently, a federal air quality conformity determination was required for *Connecting Kentuckiana 2050* and is required for amendments to the MTP.
- As of February 2023, a Redesignation Request and Maintenance Plan for the region under the 2015 Ozone NAAQS remains ongoing. This process will transition the designation of the region from a nonattainment area to a maintenance area. New Motor Vehicle Emissions Budgets have been established to be utilized in air quality conformity determinations. The new budgets have been used in the development of *Connecting Kentuckiana 2050* and will continue to be used for MTP updates and amendments.
- Effective August 20, 2018, the entire region is now designated as attainment/unclassifiable of the most recent (2012) average annual PM<sub>2.5</sub> standard. On February 7, 2024, the EPA announced the final rule declaring that this standard will be strengthened from 12.0 to 9.0 micrograms per cubic meter. At this standard, Jefferson and Clark Counties are expected to be unable to meet it. The EPA will announce non-attainment designations within two years of the establishment of this final rule.

#### Public Transportation

- A Comprehensive Operations Analysis for the TARC service area, which serves as an initial component of the overall assessment of current and future public transportation needs of the region and in the TARC Long-Range Plan, began in FY 2019 and were both completed in late 2021.

- The [Coordinated Human Service Transportation Plan](#) (CHSTP) was most recently updated in November 2020. An update of this document is currently underway and should be completed in FY 2025. This plan analyzes gaps in transportation service for the identified populations and provides guidance for the use of funds from the Federal Transit Administration's (FTA) Section 5310 Elderly Individuals and Individuals with Disabilities Program.
- TARC was selected by the MPO as the Designated Recipient for FTA Section 5310 funding for the urbanized area in both Kentucky and Indiana, and KIPDA staff monitors the progress of that funding program.
- Coordination and cooperation with TARC will assist the MPO in performance management for transit in the region. This includes TARC-specific asset management and safety performance management that is a part of KIPDA's Performance Management Plan.
- Cooperation and coordination of the efforts of TARC and Every Commute Counts (the regional rideshare program) to encourage alternatives to single occupant vehicle travel through service marketing, rideshare matching, and vanpool fleet management is ongoing.

#### Other Transportation Planning Efforts

- KIPDA continues to develop its online [Transportation Planning Portal](#), containing planning resources for project sponsors, planning partners and the public. Recent additions include the development of a new [GIS Data Hub](#) and new [Project Application Forms](#) designed to improve the coordination between projects sponsors and KIPDA staff.
- KIPDA continues to refine and implement the MPO [Congestion Management Process](#) (CMP) that was completed in in FY 2019. This includes the use of origin-destination and speed data that are now available from software vendors. An update to the CMP can be expected in advance of the next MTP update.
- KIPDA updated the [Regional ITS Architecture](#) in FY 2017. The need for an update of this architecture is continually assessed. At a minimum, a formal review of the architecture will be considered as part of the new MTP development process, and an update will be considered.
- KIPDA staff are involved with various efforts by other member agencies, including implementation of the MOVES air quality model by the Air Pollution Control District (APCD) and travel time analyses by both KYTC and INDOT.
- The MPO coordinates with and provides input to KYTC on their Strategic Highway Investment Formula for Tomorrow (SHIFT) process, which will determine projects to be included in the Six-Year Highway Plan. Early MPO involvement in the 2026 iteration of the SHIFT process is likely to occur in late FY 2025.
- KIPDA staff will be involved in coordination with INDOT and KYTC concerning the current and future development of their Long-range Statewide Transportation Plans.
- KIPDA is represented at a variety of workshops, team meetings and public meetings conducted by INDOT, KYTC and LPAs throughout the MPA.
- KIPDA finalized a regional [Complete Streets Policy](#) in August 2022. This process was utilized in the development of the current MTP and TIP.

## Coordination with Other Metropolitan Planning Organizations

- Each year, KIPDA MPO Staff participate in the quarterly coordination meetings organized by KYTC and attended by Kentucky's nine (soon to be ten) MPOs and the Federal Highway Administration.
- KIPDA MPO Staff participate in monthly coordination meetings of the Indiana Metropolitan Planning Organization Council attended by the state's 14 MPOs, INDOT, the Federal Highway Administration, and the Federal Transit Administration.
- The KIPDA MPO will continue to attend the annual Indiana MPO Conference each Fall.
- KIPDA MPO Staff participate in the Kentucky MPO Council activities and routinely exchange ideas and data with the other MPOs.
- KIPDA Staff participate in Model User Group activities in both states. These groups share ideas and training regarding air quality analysis, travel demand modeling and GIS.
- KIPDA MPO Staff participates in periodic air quality conference calls organized by the Federal Highway Administration-Kentucky Division office for the exchange of information between the Kentucky MPOs, KYTC, the Kentucky Energy and Environment Cabinet's Division for Air Quality, FHWA, FTA, and the US Environmental Protection Agency.

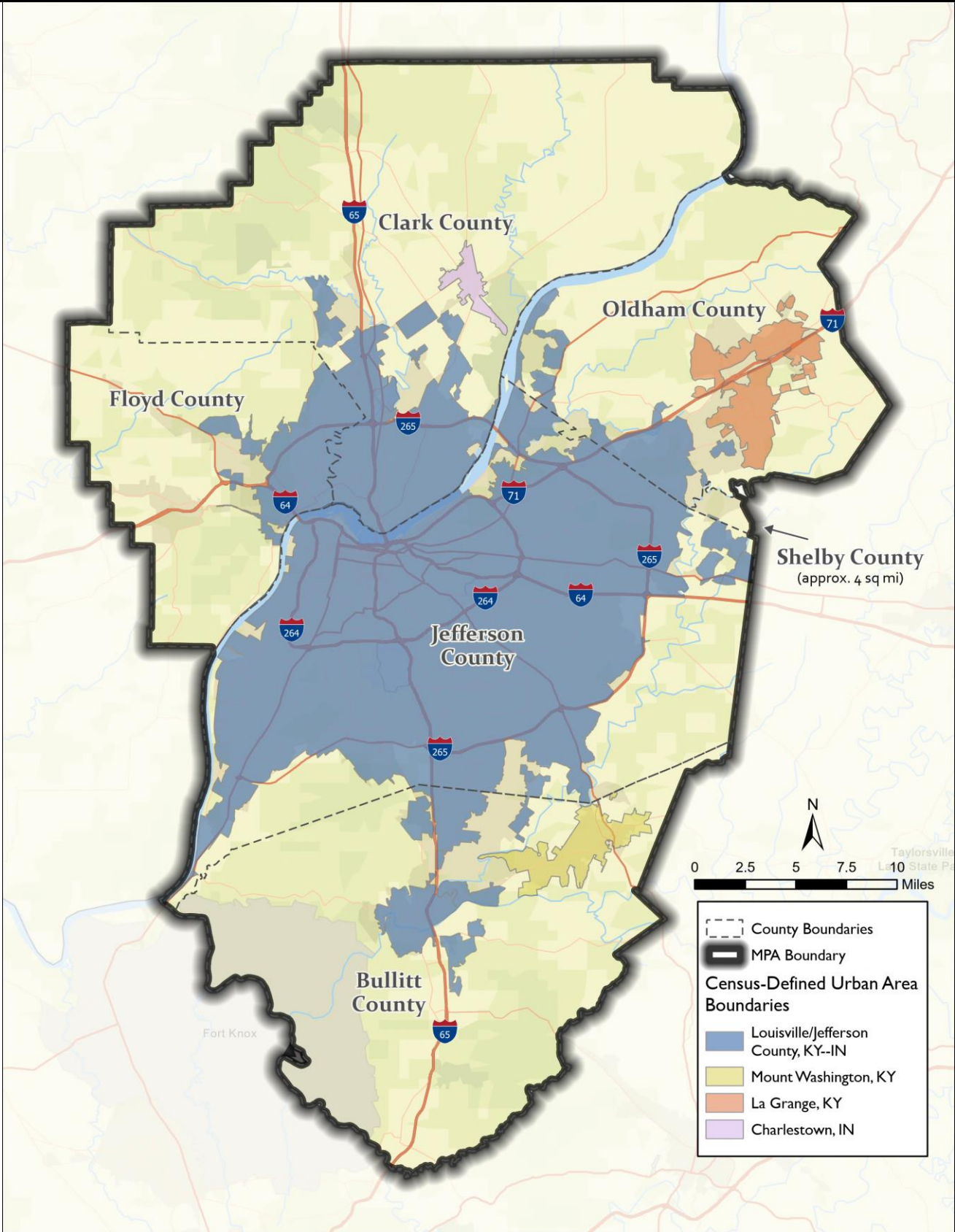
## Status of Comprehensive Plans/Other Land Use Planning Activities

County	Jurisdiction	Plan/Regulation	Last Adopted	Last Amended	Current Status
CLARK	Clark County	Clark County Comprehensive Plan	2016		No update planned at this time.
	Clark County	Clark County Zoning Ordinance	2007	2020	New Report
	Clark County	River Ridge Enterprise Zone	2001	2018	Updates available on website
	Charlestown	Charlestown Comprehensive Plan	2016		New Report
	Charlestown	Zoning Regulations	2007		New Report
	Clarksville	Clarksville Comprehensive Plan	2015		No update planned at this time.
	Clarksville	Clarksville Zoning Regulations	2011	2017	No update planned at this time.
	Clarksville	Subdivision Regulations	1993	2008	No update planned at this time.
	Clarksville	Clark's Landing north – Master Plan	2008	2012	No update planned at this time.
	Clarksville	Clarksville Throughfare Plan	2021		No update planned at this time.
	Clarksville	South Clarksville Redevelopment Plan	2016		No update planned at this time.
	Jeffersonville	Jeffersonville Comprehensive Plan	2015	2017	New Unified Development Ordinance
	Jeffersonville	Jeffersonville Zoning Regulations	2000	2017	No update planned at this time.
	Jeffersonville	10 <sup>th</sup> Street Corridor Master Plan	2018		No update planned at this time.
	Sellersburg	Sellersburg Comprehensive Plan	2020		No update planned at this time.
	Sellersburg	Sellersburg Zoning Regulations	1996	2010	New Unified Development Ordinance
FLOYD	Floyd County	Floyd County Comprehensive Plan	2017		No update planned at this time.
	Floyd County	Floyd Co. Subdivision Regulations	2004	2010	No update planned at this time.
	Floyd County	Floyd County Zoning Regulations	2006	2018	No update planned at this time.
	Floyd County	Floyd County Thoroughfare Plan	2007		No update planned at this time.
	Floyd County	Edwardsville Gateway Master Plan	2012		No update planned at this time.
	Floyd County	Highlander Point Gateway Master Plan	2006		No update planned at this time.
	Floyd County	Economic Development Strategy	2006		No update planned at this time.
	Floyd County	New Albany-Floyd County Parks & Recreation Master Plan	2008		No update planned at this time.
	Floyd County	Floyd County Transit Study	2023		No update planned at this time.
	Georgetown	Georgetown Comprehensive Plan	2016		No update planned at this time.
	Georgetown	Georgetown Zoning Regulations	2004		No update planned at this time.
	New Albany	New Albany-Fringe Area Comprehensive Plan	2017		No update planned at this time.
	New Albany	Fringe Area Zoning Regulations	2009	2011	No update planned at this time.
BULLITT	Bullitt County	Bullitt County Comprehensive Plan	2015		No update planned at this time.
	Bullitt County	Bullitt County Transportation Study	2010		No update planned at this time.
	Bullitt County	Bullitt County Zoning Regulation	1999	2005	No update planned at this time.
JEFFERSON	Louisville Metro	Plan 2040 Comprehensive Plan	2018		No update planned at this time.
	Louisville Metro	Land Development Code	2006	2016	Ongoing revisions as needed, no major update plans at this time.
	Louisville Metro	Vision Louisville	2021		No update planned at this time.
	Louisville Metro	Strategic Multi-modal Transportation Plan (Move Louisville)	2017		No update planned at this time.
	Louisville Metro	Bowman Area Neighborhoods Plan	2019		No update planned at this time.
	Louisville Metro	Butchertown, Phoenix Hill & NuLu Neighborhood Plan	Underway		Currently underway.
	Louisville Metro	California & Victory Park Neighborhood Plan	2020		No update planned at this time.
	Louisville Metro	Floyds Fork Area Study	2010		No update planned at this time.
	Louisville Metro	Glenview Neighborhood Plan	2010		No update planned at this time.
	Louisville Metro	Dixie Highway Corridor Master Plan	2013		No update planned at this time.
	Louisville Metro	Eastern Parkway Transportation Plan	2020		No update planned at this time.
	Louisville Metro	Broadway All the Way Phase 1	2019		No update planned at this time.
	Louisville Metro	KY 1747 Hurstbourne Parkway Improvement Study	2021		No update planned at this time.

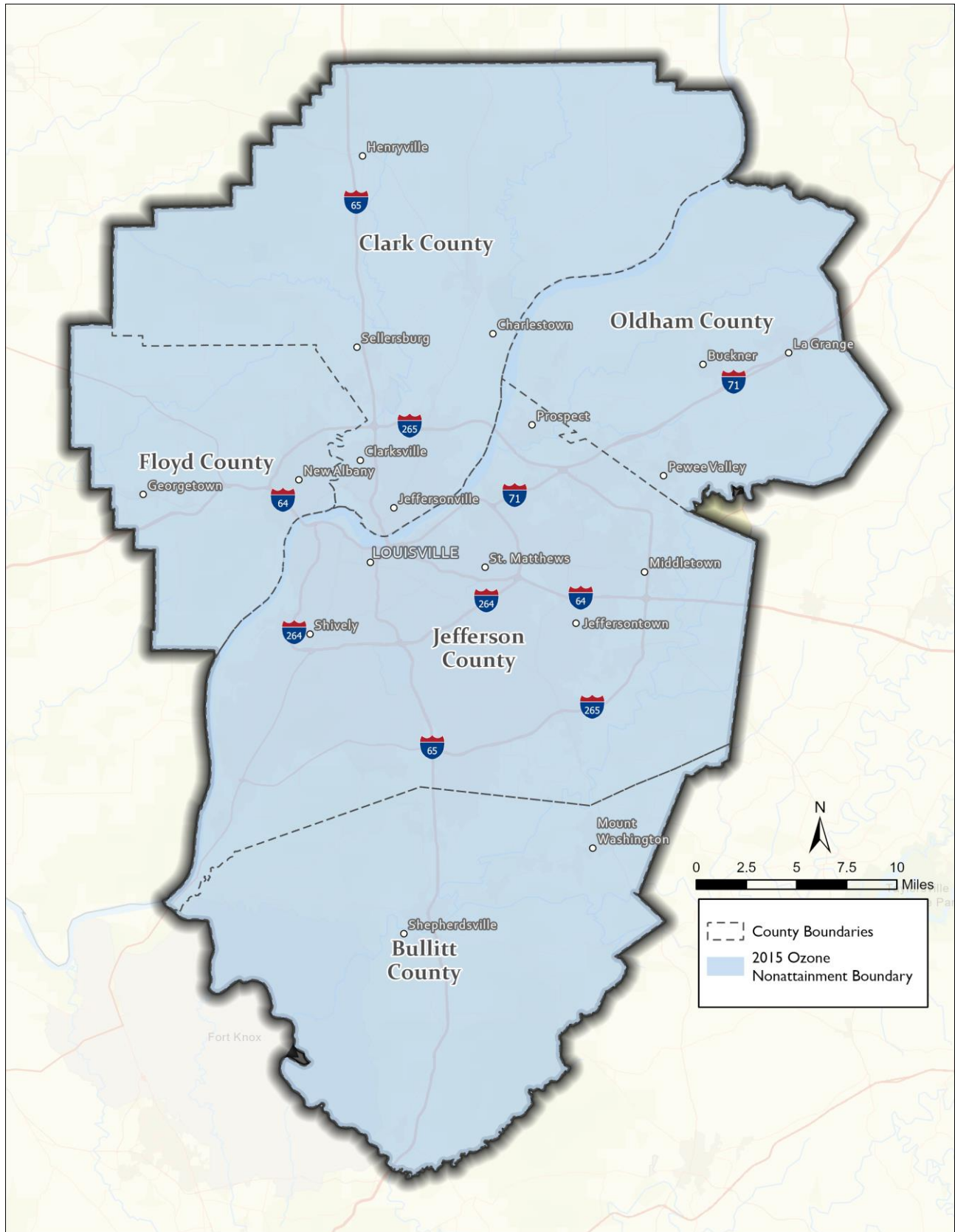
## Status of Comprehensive Plans/Other Land Use Planning Activities (continued)

County	Jurisdiction	Plan/Regulation	Last Adopted	Last Amended	Current Status
JEFFERSON	Louisville Metro	Lexington Road Corridor Study	Complete		No update planned at this time.
	Louisville Metro	Original Highlands Neighborhood Plan			
	Louisville Metro	River Road Corridor Management Plan	2012		No update planned at this time.
	Louisville Metro	Rubbertown Economic Development Strategy	2010		No update planned at this time.
	Louisville Metro	Smart Growth Implementation Assistance Project	2012		No update planned at this time.
	Louisville Metro	Bardstown Road Safety Study	2018		No update planned at this time.
	Louisville Metro	Fourth Street Corridor Study	2014		No update planned at this time.
	Louisville Metro	Southeast Metro Regional Center Planning Study	2012		No update planned at this time.
	Louisville Metro	Herr Lane Corridor Transportation Plan	2017		No update planned at this time.
	Louisville Metro	Lexington Road Corridor Transportation Plan	2015		No update planned at this time.
	Louisville Metro	Library Lane Master Plan	2019		No update planned at this time.
	Louisville Metro	New Cut Road-Taylor Blvd Corridor Study	2013		No update planned at this time.
	Louisville Metro	Re-Imagine 9 <sup>th</sup> Street	2018		No update planned at this time.
	Louisville Metro	Third Street Road/St Andrews Church Road Area Transportation Study	2013		No update planned at this time.
	Louisville Metro	West Kentucky Street Corridor Plan	2019		No update planned at this time.
OLDHAM	Oldham County	Oldham County Comprehensive Plan	2021		No update planned at this time.
	Oldham County	Oldham County Comprehensive Zoning Ordinance	2007		Currently under revision w/expected adoption late 2018.
	Oldham County	Oldham County Subdivision Regulations	2008		No update planned at this time.
	Oldham County	Oldham County Parks & Recreation Master Plan			No update planned at this time.
SHELBY	Shelby County	Shelby County Comprehensive Plan	2018		No update planned at this time.
	Shelby County	Shelby County Zoning Regulations	1994		No update planned at this time.
	Shelby County	Shelby County Subdivision Regulations	1995		Amendments in 2000, 2002, 2004 & 2005. No update planned at this time.
	Shelby County	Shelby County Bicycle & Pedestrian Master Plan	2017		No update planned at this time.

Louisville/Jefferson County, KY-IN Metropolitan Planning Area







In June 2018, an area that includes the entirety of Clark, Floyd, Jefferson, Bullitt, and Oldham Counties was designated as a *marginal* nonattainment area for the 2015 8-hour ozone standard. Clark, Floyd, Bullitt, Jefferson, and Oldham counties were designated in August 2018 as *attainment/unclassifiable in regard to the 2012 fine particulate matter (PM<sub>2.5</sub>) standard*. At the time of this UPWP's development, a redesignation request is being developed to change the region's status from nonattainment to maintenance.

## Program Elements

### 1.0 Transportation System and Development Monitoring

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

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#### 1.1 Traffic Counting

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##### Objective

- To collect traffic volume and related information for the area's roadway system. This will be accomplished primarily through three activities:
  1. Under a contract with KIPDA, Louisville Metro Public Works will collect traffic count and related data within its area.
  2. KIPDA MPO Staff will conduct traffic counts and traffic data collection in the MPA.
  3. KIPDA MPO Staff will maintain a traffic count file by processing the above information as well as data collected and provided by INDOT and KYTC.

##### Products

- Traffic volume information, both upon request and through the KIPDA website (ongoing)
- Critical intersection peak period volumes (ongoing)
- Vehicle classification and operating speed information (ongoing)
- Report on HPMS traffic counts/other data for INDOT (ongoing)

##### Methodology

KIPDA MPO Staff will collect traffic count data utilizing counting equipment, from information provided by the states, and through contracted data collection activities with Louisville Metro Public Works.

##### Relationship to Other Work Elements

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

##### Equipment

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

##### Responsible Agency

Excluding contracted data collection performed by Louisville Metro Public Works, all other activities will be carried out by KIPDA MPO Staff.



## Estimated KIPDA MPO Staff Hours

160

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### 1.2 Geographic Information System (GIS)

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#### Objective

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

#### Products

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

#### Methodology

KIPDA MPO Staff will utilize the agency's GIS hardware and software to process and analyze information needed for transportation planning purposes, and will make these available to planning partners and the general public on the [KIPDA website](#). KIPDA recently developed a GIS Data Hub that makes KIPDA developed GIS data much more accessible to outside users. KIPDA maintains an Enterprise License agreement with ESRI.

#### Relationship to Other Work Elements

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

#### Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

5,272

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## 1.3 TARC Route Monitoring

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### Objective

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

### Product

- Annual route monitoring report & presentations to MPO committees (Q1 FY 2025)
- Database and mapping of ridership information applicable to other planning purposes (ongoing)
- Louisville/Jefferson County Information Consortium ([LOJIC](#)) Participation (ongoing)

### Methodology

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

### Relationship to Other Work Elements

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

### Responsible Agency

Transit Authority of River City (TARC)

### Estimated KIPDA MPO Staff Hours

64

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## 1.4 Maintenance and Update of Information

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### Objective

- To provide the means of accessing the data necessary to conduct the planning process. MPO Staff will develop, maintain, and regularly update the following datasets:
  - Traffic count database
  - Project information database
  - Contacts database
  - Data in the KYTC Continuous Highway Analysis Framework (CHAF) database
  - Socioeconomic/Census Data
  - Crash data
  - Travel time data from various sources
  - Transit facilities and route mapping

- Park and Ride inventory
- Freight and intermodal facilities
- Transportation Library Database
- Adjusted Urbanized Area Boundary, Metropolitan Planning Area, and TAZ boundaries
- Roadway Functional Classification inventory
- Bicycle and Pedestrian Facilities Inventory
- Land Use Density and trip origin-destination analysis
- Red Flag Investigation/Environmental Mitigation data
- Environmental Justice Study Areas

## Products

- Databases for use in carrying out the planning process (ongoing)
- Information to be utilized as part of the GIS (ongoing)
- Transportation system infrastructure, service, and performance; land use, socioeconomic, and environmental resource databases (ongoing)
- Safety project identification/development from INDOT and KYTC crash data (ongoing)
- Review, update, and submittal of roadway functional classification revisions (expected in FY 2025)

## Methodology

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

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

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

## Relationship to Other Work Elements

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

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

639

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## 1.5 Response to Information Requests

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### Objective

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

### Product

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

### Methodology

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

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

64

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## 1.6 Performance Management - Data Collection

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### Objective

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

### Product

- Information provided on the KIPDA website, in the KIPDA [Performance Management Plan](#) and/or in the form of text, tables, reports, maps, shapefiles, mailing lists, databases, etc. (ongoing)

## Methodology

KIPDA MPO Staff will develop relationships with appropriate contacts within both state DOTs, transit providers, and Local Public Agencies to maintain consistency in data collection efforts and to ensure the timeliness and quality of the data collected and used. Coordination with other planning partners is also planned to increase their awareness of the data available, as well as to educate concerning the importance of accurate reporting. KIPDA will use employment and/or residential data purchased from Data Axle, origin-destination and traffic data from Streetlight, and Woods & Poole Economic data.

## Relationship to Other Work Elements

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

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

192

## 2.0 Long-Range Transportation Planning

The current Metropolitan Transportation Plan for the Louisville/Jefferson County, KY-IN Metropolitan Planning Area, [\*Connecting Kentuckiana 2050\*](#), was adopted by the KIPDA Transportation Policy Committee in May 2023, and subsequently received a favorable conformity determination from FHWA and FTA in June 2023. As a non-attainment area, the MTP in this region is required to be updated every four years. Therefore, the next update of the MTP can be expected in late FY 2027. *Connecting Kentuckiana 2050*, continues what its predecessor started in providing project and policy-oriented recommendations concerning the management and development of the area's transportation system through the year 2050. In cases where transportation investment decisions will have significant fundamental impacts on the region and the entire transportation system, additional detailed studies may be conducted to provide a thorough analysis of the transportation problems and alternative solutions proposed to address those problems.

Performance-based planning continues to be a focus of each of the recent Federal Transportation Bills. Performance measures allow the MPO to better assess needs and project impacts, and to make more effective and efficient transportation investments. In *Connecting Kentuckiana 2050*, data-driven assessments and performance measures guide future initiatives to identify gaps in connectivity throughout the region. By way of this process, more flexible mode choice is afforded to users of the transportation system.

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### 2.1 Metropolitan Transportation Plan (MTP) Maintenance

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#### Objectives

- To maintain an IIJA/BIL compliant metropolitan transportation plan for the Louisville/Jefferson County, KY-IN Metropolitan Planning Area.
- To process proposed amendments to the MTP according to established procedures.
- To implement a Metropolitan Transportation Plan, *Connecting Kentuckiana 2050*, that incorporates modern transportation planning principles and envisions a modern vision of the surface transportation system in the region.
- To develop, implement and maintain project tracking methodology through which project sponsors, other agencies, and the public can determine the status and progress of projects as they move from inception to implementation.
- To continuously collect, update, and streamline data for the next MTP.
- To explore the connections between metropolitan transportation planning and the environmental issues and processes related to projects identified in the MTP.
- To continue to develop planning resources related to the MTP, including, but not limited to an Active Transportation Plan, expanded Environmental Justice considerations, further utilization of origin-destination and other travel data.
- Continuing consultations with environmental protection, conservation, land use, natural, historical, community and other relevant organizations and agencies in regard to any potentially negative impacts from the events/projects carried out in the MTP.

## Products

- Implement/maintain an IIJA/BIL compliant MTP which addresses the surface transportation needs of the area through 2050 (ongoing)
- Reflection of performance measures and targets within the MTP. (ongoing)
- Provision of planning resources for project sponsors, other agencies, and the public. (ongoing)
- Documentation of the MTP amendment/administrative modification processes (ongoing)
- Processes for identification and scoping of future transportation needs which includes development and maintenance of project data (ongoing)

## Methodology

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

Updates to each of these elements are in concert with performance-based transportation planning, as detailed in the IIJA/BIL, and in the subsequent establishment of performance targets by the USDOT, both states, and the MPO. A [Performance Management Plan](#) and a [Project Management Guidebook](#) have both been developed and are currently in use.

Access to planning resources is available through the [KIPDA.org](#) website and is called the [Transportation Planning Portal](#).

## Relationship to Other Work Elements

Several elements of the FY 2024 UPWP are relevant to this item.

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

1,694

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## 2.2 Travel Demand Forecasting (TDF) Model Development

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### Objective

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

### Products

- A travel demand forecasting model (TDF) to meet the analysis requirements of the area's transportation and related air quality planning program (ongoing)
- Demographic/socioeconomic data forecasts (typically in advance of an MTP update)

- Data collection activities that support modeling, as appropriate (ongoing)
- Documentation of the model development process in concert with the next update of the MTP
- Census data review (as data become available)
- Utilization and expansion of the TDF Model (ongoing)
- Periodic upgrade of travel model software and technical support/maintenance (ongoing)
- Coordination with INDOT and KYTC for statewide modeling efforts (ongoing)

## Methodology

KIPDA MPO Staff develops and maintains the area's travel demand forecasting model by incorporating the pertinent socioeconomic, travel behavior, and transportation system characteristics into the format required by the model software. Model accuracy is measured by performing various calibration/validation techniques and procedures. Currently the base year of the model is 2019 and the horizon year is 2050.

KIPDA MPO Staff will utilize a variety of data and resources to update and maintain the model and to supplement the traffic forecasting activities developed using the model. These include Census data, demographic data developed locally, the most recent regional household travel survey, and other resources. These also include data purchased from vendors, including StreetLight, DataAxle, and Woods & Poole. KIPDA maintains TransCAD licenses for travel modeling purposes. KIPDA may use consultant services to assist in the development and implementation of the regional travel model on an as-needed basis.

## Relationship to Other Work Elements

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

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

1,101

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## 2.3 Air Quality Analysis/Conformity Consultation

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### Objectives

- To conduct air quality analyses as part of MTP development in a manner that is consistent with federal requirements.
- To fulfill the requirements of the air quality conformity consultation process as outlined in the Memorandum of Understanding.



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

### Products

- Dissemination of information to planning partners and to the public (ongoing)
- Documentation of KIPDA's activities relating to the process (ongoing)
- Review and prioritization of applications for CMAQ projects to be funded by KYTC, and selection and prioritization of projects for INDOT sub-allocated funding (dependent on availability of KYTC funding, and as needs and funding change in Indiana)

### Methodology

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

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

339

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## 2.4 Intelligent Transportation Systems Planning

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### Objectives

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

## Products

- Project planning and programming consistent with the [KIPDA Regional ITS Architecture](#) (ongoing)
- Update or amend the KIPDA Regional ITS Architecture, as appropriate (ongoing)

## Methodology

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

## Relationship to Other Work Elements

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

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

85

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## 2.5 Congestion Management Process

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### Objectives

- To coordinate travel demand reduction and operational management measures more effectively in the Louisville area. The congestion management work program and selected performance measures provide guidance and information for local efforts.
- The [Congestion Management Process](#) and KIPDA Staff will provide planning, coordination and support to the Traffic Response and Incident Management Assisting the River Cities (TRIMARC) project, Louisville Metro, KYTC, INDOT and FHWA in promoting and developing appropriate reliability-based congestion performance measures. TRIMARC will provide the basis for Intelligent Transportation System (ITS) deployment, consistent with the [KIPDA Regional ITS Architecture](#) plan.

### Products

- Data collection from the CMP network (ongoing)
- KIPDA MPO Staff assistance in freeway incident management (TRIMARC), other transportation system management (TSM) and transportation demand management (TDM) projects (ongoing)
- KIPDA MPO Staff assistance in maintaining consistency between the KIPDA ITS Regional Architecture plan and the TRIMARC project, and with transportation demand, operational and congestion activities in the work program (ongoing)

- Promotion and assistance in the development of reliability-based performance measures in priority corridors. This effort will assist TRIMARC, Louisville Metro, KYTC, INDOT, and FHWA in developing appropriate plans and projects to effectively manage congestion within the TMA (ongoing)
- Further integration of CMP objectives, methods, and performance measures (ongoing)

### Methodology

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

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

424

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## 2.6 Public Transportation Planning

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### Objectives

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

### Products

- In cooperation with TARC, continuation of long-range transit planning efforts. Long-range transit planning may include initiatives such as: identifying transit gaps and needs; increasing interaction between transit, bicycle, and pedestrian trips; increasing park and ride activities; conducting

corridor specific studies related to congestion relief; increasing commuter trips; and using advanced transit technologies. (ongoing)

- In December 2023, KIPDA and regional planning partners received a Federal Railroad Administration (FRA) grant as a part of the Corridor Identification Program. Funds from this grant will be used to assess the viability of passenger rail service from Louisville to Indianapolis. The activities performed with this grant will be done in conjunction with a grant that INDOT was awarded in the same program to assess improvements to passenger rail service between Indianapolis and Chicago. (Step 1 of the process can be expected to begin in late FY 2024 and be completed in early FY 2025. Step 2 of the process can tentatively be expected to begin in mid FY 2025)
- A long-range plan for the TARC service area was completed in FY 2023. This will serve as an initial component of an overall assessment of current and future needs of the region.
- Cooperation and coordination with the public transit/transportation planning process conducted by TARC, including continued use of the Coordinated Human Services Transportation Plan used to select and provide Federal Section 5310 funding from KYTC and INDOT (ongoing)
- Coordination with and technical assistance to LPAs in pursuit of funding for transit-related projects (ongoing)
- TARC Route Restoration Award: TARC has received FTA funding (100% Federal funds) to conduct a system wide analysis of its post-pandemic transit needs and to identify how resources can be better allocated to serve its riders, especially low income and disadvantaged communities who utilize TARC services.
- Areas of Persistent Poverty Planning Study: TARC has received FTA funding (100% Federal funds) to develop a plan to facilitate access to employment, education, and healthcare for individuals who live in areas of persistent poverty in and around Louisville. The project will help TARC continue to implement transportation opportunities that enhance the social, economic, and environmental wellbeing of the greater Louisville community.
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant: Louisville Metro Government was awarded \$5 Million in a discretionary grant for the Broadway All the Way project. TARC will manage the Federal RAISE program funding overseen by the FTA (80% Federal funds) on behalf of Louisville Metro Government. The funds will result in completed planning, design, and engineering documents. The first component of the project will create a unified vision for premium transit on Route 23, the corridor's main line, through public engagement; identification of locations for transfers, BRT connections, and ITS Needs; and a disadvantaged workforce plan. The second component will create the shovel-ready plan for approximately 5.5 miles of Complete Street improvements on Broadway. The third component will complete preliminary and final design for bus station and bus rapid transit infrastructure on Baxter Avenue and Bardstown Road.

## Methodology

KIPDA MPO Staff will coordinate planning activities with TARC staff in the areas of: Long-range transit planning; regular, express, and elderly/disabled transit service; the *Every Commute Counts* rideshare program; and bicycle/pedestrian access to transit. KIPDA Staff will maintain a coordinated non-emergency human service transportation plan (CHSTP) to comply with IIJA/BIL requirements regarding Section 5310 funding. MPO Staff will continue to coordinate planning activities with other transportation providers and groups.

Performance measures established by FTA in conjunction with the IIJA/BIL and its predecessor transportation bills will be recognized and monitored within both the MTP and the TIP, and other local/regional measures regarding transit may also be adopted in the MTP.

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

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

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

1,271\*

*\*Sub-element 2.6: Public Transportation Planning contributes to the 2.5% minimum Complete Streets planning requirement to increase safe and accessible options for multiple travel modes for people of all ages and abilities.*

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## 2.7 Freight Planning

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### Objective

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

### Products

- Update the KIPDA Freight Network using established criteria, as appropriate. (ongoing)

- Coordination with planned airport, riverport, and railroad improvements through the Transportation Technical Coordinating Committee, Transportation Policy Committee, and other established committees and agencies (ongoing)
- Assistance to the states and local municipalities with development and implementation of freight-related plans (including technical assistance with studies and inventories) (ongoing)
- Implementation of strategies defined in the KIPDA Regional Freight Mobility Study for the MPA (ongoing)

### Methodology

KIPDA MPO Staff will continue to use the [Regional Freight Mobility Study](#), adopted in 2019, and input from stakeholders, including the Freight Advisory Subcommittee, to identify and address transportation system deficiencies. The Regional Freight Mobility Study will be used, in conjunction with the CMP, to monitor the performance of priority freight corridors in the Louisville/Jefferson County, KY-IN MPA.

Staff will provide support for the Freight stakeholders, as well as maintain the data in the Regional Freight Mobility Study, the KIPDA Freight Network, and the freight element of the MTP. MPO Staff will also conduct outreach activities to involve members of the freight community through established KIPDA MPO committees.

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

169

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## 2.8 Bicycle and Pedestrian Planning

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### Objectives

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

- To incorporate local micromobility data, such as e-scooters, to evaluate their impact on pedestrian travel.

## Products

- Maintain inventory of existing pedestrian and bicycle facilities throughout the region. (ongoing)
- Maintain a database of identified network gaps. (ongoing)
- Develop an Active Transportation Plan (mid to late FY 2025)
- Maintain and update the regional [Complete Streets Policy](#) that was adopted in August 2022. (ongoing)
- Act as a point of contact and assistance for bicycle and pedestrian planning, projects and information including, but not limited to: funding sources such as the Transportation Alternatives Program (TA), Congestion Mitigation/Air Quality (CMAQ), Surface Transportation Block Grant (STBG), and Recreational Trails Program (RTP); design standards; local implementation plans; and ADA Transition Plans. (ongoing)
- Identification and tracking of performance measures related to access by alternative modes as well as to the safety of all users.

## Methodology

- Maintain the Bicycle and Pedestrian inventory data.
- Utilize stakeholder input, data resources, and the working group to develop an Active Transportation Plan and Complete Streets Policy.
- Share information with the TTCC, the TPC and others concerning best practices, design standards, funding, and other applicable information.
- Monitor the implementation of the regional bicycle and pedestrian network with information provided by project sponsors.
- When requested, KIPDA MPO Staff will review and advise plan and project development by LPAs involving bicycle and pedestrian modes of travel.
- Work with the states, local governments, and TARC on ADA transition plans.
- Provide assistance, as requested, to the Kentucky Health Department on their Walkability Audits and Health Impact Assessments.

## Relationship to Other Work Elements

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

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

593\*

*\*Sub-element 2.8: Bicycle and Pedestrian Planning contributes to the 2.5% minimum Complete Streets planning requirement to increase safe and accessible options for multiple travel modes for people of all ages and abilities.*

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## 2.9 Performance Management – Data Analysis

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### Objectives

- To identify and analyze data in the pursuit of performance management and a more-informed project development process.
- To coordinate with INDOT, KYTC, TARC and other planning partners in the establishment of performance targets.
- To develop transportation performance measures that are specific to the KIPDA Region that are tailored to this region's needs and goals.
- To use data analysis in the monitoring of progress toward the achievement of the established targets.
- To evaluate progress and revise goals and targets as required.

### Products

- Data analysis in a variety of applications useful to the transportation planning process (ongoing)
- Provision of data and data analysis to planning partners and the public (ongoing)
- Comprehensive update to KIPDA's Performance Management Plan (PMP) (expected in FY 2025)
- Performance target reporting to INDOT and KYTC (varies, some are annual while others are once every four years)
- Region-specific performance measures, as required by FHWA, based on population and air quality status.

### Methodology

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

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

### Relationship to Other Work Elements

Performance management data analysis is closely related to the Performance Management Data Collection work element in Transportation System and Development Monitoring, as well as to the



Metropolitan Transportation Plan (MTP), Congestion Management Plan (CMP) and the Transportation Improvement Program (TIP).

Responsible Agency  
KIPDA MPO

Estimated KIPDA MPO Staff Hours  
847

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## 2.10 Transportation Safety Planning

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### Objective

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

### Products

- A regional action planning grant under the Safe Streets and Roads for All (SS4A) discretionary grant program (completion expected in late FY 2025)
- Transportation safety information in tabular, map, or other format; summaries and analyses by geographic area, facility type, and incident type (ongoing)
- Selection and prioritization of Highway Safety Improvement Program (HSIP) projects with sub-allocated funding from INDOT (ongoing)
- Annual update of the FHWA safety-related performance measure targets and baselines at the regional level (by February 28, 2025)
- Provide assistance with Local Road Safety Plans, as requested (ongoing)

### Methodology

KIPDA was awarded \$600,000 for an action planning grant to significantly reduce roadway deaths in the region. MPO Staff will coordinate these planning efforts to generate a regional plan that includes most jurisdictions in the KIPDA MPO Region as well as the rural counties that are a part of the KIPDA Area Development District.

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

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

KIPDA MPO Staff will work with local jurisdictions, KYTC, and INDOT to identify and promote the implementation of highway safety projects in the region. Particular attention will be paid to the identification of low cost and quickly constructed projects that might be funded through the Highway

Safety Improvement Program (HSIP). Projects will be examined and prioritized for the use of INDOT HSIP funding dedicated to the MPA.

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

1,779\*

*\*Sub-element 2.10: Transportation Safety Planning contributes to the 2.5% minimum Complete Streets planning requirement to increase safe and accessible options for multiple travel modes for people of all ages and abilities.*

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## 2.11 Transportation Resiliency and Security Planning

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### Objectives

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

### Products

- Incorporation of security considerations into the MPO transportation planning process, including the funding of short-range planning studies, ITS, and management and operations. (ongoing)
- Incorporation of resiliency considerations into the MPO transportation planning process, including the development of new performance measures, programming of studies and projects that consider resiliency, sustainability, and climate change. (ongoing)

### Methodology

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

KIPDA Staff will work with other transportation and air quality agencies to incorporate and accelerate the transition to a cleaner emitting vehicle fleet. This will include consideration of future vehicle fueling and charging infrastructure.

### Relationship to Other Work Elements

Transportation system security is a fundamental component of the planning process and closely related to Intelligent Transportation System Planning and Management and Operations Planning. In addition to those mentioned above, resiliency planning is related to the other Air Quality Planning activities, including the programming of CMAQ projects in Indiana and the Conformity Consultation process.

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

169

## 3.0 Short Range Transportation Planning/Programming

### 3.1 Transportation Improvement Program (TIP)

#### Objective

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

#### Products

- Maintenance of an IIJA/BIL compliant FY 2023 – FY 2026 TIP which addresses the short-range surface transportation needs of the area (adopted in late FY 2023)
- Development of a FY 2025 – FY 2028 TIP (expected in late FY 2025)
- Development of procedures for reflecting how implemented projects support the goals, objectives and performance targets established in the MTP for the region (ongoing)
- TIP amendments and administrative modifications, as needed (TIP amendments may require analyses of the impacts on air quality, financial resources, mobility needs, environmental justice, and public input, and are processed according to procedures developed by KIPDA staff and approved by the TPC) (ongoing)
- The TIP, amendments, and administrative modifications are available to the public and can be found on the KIPDA website (ongoing)
- An Annual Listing of Obligated Projects for federally funded projects from the previous fiscal year posted on the KIPDA website (expected in December 2024)
- Periodic progress reports to KIPDA transportation committees for MPO Dedicated Funding Programs (ongoing)
- KIPDA MPO Staff attendance at KYTC project status reviews (ongoing)
- KIPDA MPO Staff attendance at APDP meetings with INDOT Central Office and Seymour District Office, FHWA, and local agency staff (ongoing)
- Developing and maintaining prioritization and selection processes for projects to utilize federal MPO Dedicated Program funding (STBG-MPO, CRP-MPO, and TA-MPO in Kentucky / CMAQ, HSIP, STBG-MPO, CRP-MPO, PROTECT, and TA-MPO in Indiana) (ongoing)

- Developing and administering a process in which new funding sources in the IIJA/BIL are identified and projects are programmed. This includes changes in the formula funding programs as well as the numerous discretionary grant programs in the IIJA/BIL. (ongoing)
- Monitoring of local implementation of federally funded transportation projects, which will include a project tracking and review process as well as documentation being made available for public review (ongoing)
- Coordinate, educate, and participate in a review/re-evaluation of the current Project Management Process. (ongoing)
- Based on the evaluation of projects for the *Connecting Kentuckiana 2050* MTP, a series of tables indicate the potential contribution of TIP projects. (ongoing)
- Addition of projects into the KYTC Continuous Highway Analysis Framework (CHAF) Database in support of project prioritization (ongoing)
- Host LPA Training/Workshops and TTCC Working Groups, if desired and as appropriate (ongoing)

## Methodology

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

Review meetings with KYTC, INDOT, TARC, and area LPAs will be held in accordance with the current [Project Management Guidebook](#) (semi-annually in KY, quarterly in IN). Initiatives to assist project sponsors in the development of more accurate cost estimates and more reasonable implementation schedules are ongoing. A procedure for evaluation and committee approval of cost increase requests or project phase shift proposals has been implemented for MPO Dedicated Funding Programs. While the FY 2023 – 2026 TIP covers a period of four years, funding has been awarded through a Call for Projects for additional years which ensures that KIPDA complies with INDOT's requirement to maintain a Five-Year Plan of expenditure for MPO Dedicated Program funding.

In Early FY 2025, KIPDA will hold a Call for Projects. With the differences in dedicated funding frameworks in each state, this will be two parallel processes, one for each state. This Call for Projects will be fundamental to the TIP Update, tentatively scheduled for Late FY 2025.

## Relationship to Other Work Elements

The TIP is consistent with the MTP.

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

4,301

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## 3.2 Project Design/Traffic Study Data Requests

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### Objective

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

### Product

- Traffic information in tabular, map, or turning movement diagram format (ongoing)

### Methodology

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

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

563

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## 3.3 Short Range Studies and Programs

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### Objective

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

### Products

KIPDA sets aside a portion of the PL and 5303 funding that is allocated to the agency annually to fund planning studies that are priorities of the local agencies around the region. In late FY 2024, KIPDA Staff made approximately \$200,000 in Federal funding available through a “Call for Studies” where local governments applied for planning funds. In addition to the studies listed below, there may be additional planning studies initiated in FY 2025 that will utilize a portion of the additional PL and 5303 formula funding that KIPDA receives. The UPWP will be amended, as appropriate, to reflect all planning efforts receiving PL and 5303 funds. It is assumed that the local match for these planning efforts will be paid for by the agencies receiving funds for the studies.

The availability of funds carried over from prior years will impact the availability of funding for PL/5303 funded planning studies. Planning funds are only allowed to be carried over in Indiana. The amount of carryover money will not be known until the end of FY 2024, but an estimate of \$200,000 is made in the financial summary pages in the Appendices of this UPWP. This includes an estimated \$160,000 in FHWA PL funding and an estimated \$40,000 in FTA Section 5303 funding. Half of the carryover funding (\$100,000) will be committed to planning studies. The other half of the carryover funding is reserved for consultant services that KIPDA engage with in FY 2025.

The following studies are to be funded in FY 2025 through the “Call for Studies”:

- The locations, the recipients, and the costs of these studies are unknown at the time of the writing of the Draft UPWP. FY 2025 Funding will be awarded near the end of FY 2024.

### Methodology

KIPDA will lead and/or support all planning efforts receiving PL and 5303 funding in this region.

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA and/or sponsoring agency Staff and consultant services provided under agreement, as appropriate.

### Estimated KIPDA MPO Staff Hours

205

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## 3.4 Management and Operations Planning

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### Objectives

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

### Products

- M&O elements in the MTP and TIP (ongoing)

- Documentation of the process to integrate new and existing materials and activities into M&O planning (ongoing)

### Methodology

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

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

51



## 4.0 Program Administration

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### 4.1 Unified Planning Work Program

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#### Objectives

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

#### Products

- Annual work program that responds to federal, state, and local guidance (Draft February 2025, Final April 2025)
- Funding contracts in support of the work program (June/July each year)
- Memorandum of Agreement (MOA) between KYTC, INDOT, TARC and KIPDA (as needed)
- Grant applications for any special funding outside the annual work program (ongoing)
- Monthly progress reports for FY 2025 (monthly)
- Annual Performance and Expenditures Report for FY 2024 (September 2025)
- Self-certification review of compliance with applicable federal and state laws, including the Americans with Disabilities Act and Title VI of the Civil Rights Act (no later than January 2025)
- Equipment and supplies purchased as needed to carry out planning activities (ongoing)
- Use of vendor services as needed to assist with staff training (ongoing)
- Membership in professional organizations, including the Association of Metropolitan Planning Organizations, American Planning Association, Transportation Research Board, and the American Public Transportation Association

#### Methodology

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

#### Relationship to Other Work Elements

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

#### Responsible Agency

KIPDA MPO

#### Estimated KIPDA MPO Staff Hours

348

## 4.2 Public Involvement/Title VI

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### Objectives

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

### Products

- An I/JA/BIL compliant Public Participation Plan which contributes to addressing both the short-range and long-range surface transportation needs of the area (most recently updated in FY 2022)
- Advertised public events where the general public is provided an opportunity to review and comment on KIPDA planning and programming activities (ongoing)
- Public comment period at all meetings of the KIPDA Transportation Policy Committee and Transportation Technical Coordinating Committee (ongoing)
- Print and electronic advertising, signs, supplies, material, personnel, and coordination and logistical information needed for public involvement activities (ongoing)
- Transportation Division publications (ongoing)
- KIPDA agency publications (ongoing)
- Maintenance of the MPO element of the [KIPDA website](#) (ongoing)
- Video recording of TPC and TTCC meetings for posting on the KIPDA website (ongoing)
- Use of social networking sites Facebook and Twitter to provide notice of meetings and other transportation issues (ongoing)
- Periodic review of the effectiveness of the Public Participation Plan, with updates every four years (ongoing)
- Training activities on public participation for KIPDA MPO Staff and committees (ongoing)
- Training for/monitoring progress of LPA ADA Transition Plans and Title VI Programs (ongoing)
- Explicit documentation of responses to public comments (ongoing)
- Documentation of public involvement activities carried out by MPO constituent agencies for Transportation Policy Committee use (ongoing)
- Updated Community Impact Assessment for Louisville/Jefferson County, KY-IN MPA
- Community Impact Assessments for KYTC project studies, as requested (ongoing)

- Continue to utilize hybrid meeting procedures for the TPC and TTCC meetings, as established in the Public Participation Plan. (ongoing)

### Methodology

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

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

1,523

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## 4.3 Committee Support

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### Objective

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

### Products

- Committee agendas, notices, minutes, and memoranda (ongoing)
- Up-to-date committee members' guides and committee bylaws (ongoing)
- KIPDA MPO Staff participation and presentations in committee and subcommittee meetings and workshops (ongoing)
- Purchase of professional services as needed to assist with committee processes (ongoing)

- Informed recommendations and decisions by transportation committees (ongoing)
- Updated meeting procedures that utilize virtual and hybrid formats that seek to maximize the meaningful participation by the committee members and the public per the Public Participation Plan.
- Review of committee membership considering the 2020 Census and the jurisdictions within the updated Urbanized Area Boundary (expected in FY 2025).

## Methodology

KIPDA MPO Staff will provide the administrative support needed to conduct the committee process, including agency membership review, annual bylaws review, materials and information preparation, and meeting packet distribution. Staff will also assist with procedural matters and provide assistance to committee officers when required. Staff will ensure, through various tools, that committees are aware of their roles and responsibilities and will work to maintain an open dialogue regarding policies and procedures. Presentations by KIPDA MPO Staff regarding the transportation planning process will be given at TTCC and TPC meetings throughout FY 2025 to enhance the knowledge and understanding of committee members. The result should be better-informed, engaged, and empowered MPO committees, having increased awareness of regional transportation and quality of life issues.

## Relationship to Other Work Elements

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

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

957

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## 4.4 Staff Management, Training, and Major Purchases

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### Objectives

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

### Products

- Staff meetings and annual personnel evaluations(ongoing)
- Participation in conferences, seminars, and workshops relevant to the transportation planning process, including travel outside the KIPDA region and attendance at conferences conducted, sponsored, or hosted by the Indiana MPO Council, the Institute of Transportation Engineers (ITE),

Transportation Research Board (TRB), American Public Transportation Association (APTA), Association of Metropolitan Planning Organizations (AMPO), American Planning Association (APA), and the Kentucky, Indiana, and ESRI GIS organizations, among others. Staff training also includes pertinent seminars and workshops sponsored by federal or state agencies related to UPWP elements. (ongoing)

- Training on appropriate computer and GIS skills to improve staff capabilities in data analysis for travel demand modeling, performance management and maintenance of the MTP and TIP project database. (ongoing)
- ADA and Title VI training for all KIPDA MPO Staff, as needed (ongoing)
- Membership to the Association of Metropolitan Planning Organizations (AMPO) continues to be under consideration.
- Acquisition of documents, reports, reference materials, equipment, software, periodicals, and subscriptions to publications related to execution of the work program (ongoing)
- Periodic acquisition and maintenance of computer equipment consistent with KIPDA's technology plan, as well as training associated with said equipment (ongoing)

## Methodology

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

Major purchases are listed throughout the document under the associated element, as appropriate, are included in the work program estimated budget and are identified here:

- Origin-Destination data services
- ESRI Enterprise agreement
- Continuous computer and related equipment upgrades

## Relationship to Other Work Elements

Program Administration impacts all elements of the transportation planning program.

## Responsible Agency

KIPDA MPO

## Estimated KIPDA MPO Staff Hours

1,523

## 5.0 Commuter Services

### 5.1 Rideshare Program

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#### Objective

- To provide effective administration of the regional Transportation Demand Management (TDM) program by increasing awareness of and participation in area rideshare services in order to reduce the use of single occupant vehicles (SOVs) as the primary means of commuting throughout the region which will lead to reduced congestion and improved air quality.

#### Products

- Commuter ridematching services for carpools, transit, vanpools, park & ride lots, and bikepools, maintaining a database with over 250 active worksites (ongoing)
- The administration, including operation and maintenance, of a regional vanpool program (ongoing)
- Van purchases, as needed (ongoing) (Note: PL funds are not used for van purchases)
- Customer service and monthly fare collection for vanpool members (ongoing)
- Maintaining and improving the website [www.EveryCommuteCounts.org](http://www.EveryCommuteCounts.org) and the registrant site <https://ttr.rideproweb.com/rp2> (ongoing)
- Multi-faceted advertising campaign, including rideshare challenge campaigns, internet communications, and social media promotion of all rideshare modes and micromobility modes: carpool, transit, vanpool, bikeshare, bikepool, telework, condensed work week, walking, and scooters (ongoing)
- Quarterly reports to the Transit Authority of River City (TARC) for vanpool fares collected (quarterly)
- Monthly progress reports of progress and related, which includes air quality impacts and related program benefits (monthly)
- Administration of the regional Emergency Ride Home Program for registered area rideshare commuters (ongoing)

#### Methodology

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

- Provide ridematching assistance to the public via telephone and internet.
- Meet with area employers and community partners to discuss the benefits of a commuter rideshare program for employees and for the community.
- Coordinate advertising and messaging, including radio, internet, and social media.
- Facilitate vanpool formation meetings for potential vanpool members.
- Promote existing vanpools to maintain and grow ridership; establish new vanpools.
- Maintain vanpool vehicles through a partnership with the Transit Authority of River City (TARC) and in accordance with the Vanpool Transit Asset Management Plan.
- Prepare and manage monthly invoicing and fare collection for vanpool members.
- Review and revise, as needed, vanpool and other operating procedures.
- Developing a marketing plan to develop responsive messaging and messaging placement.

- Work with marketing and software firms for content updates and accessibility improvements to both the [www.EveryCommuteCounts.org](http://www.EveryCommuteCounts.org) and <https://ttr.rideproweb.com/rp2> websites.
- Contract administration and collaboration with and through TARC for third party providers for towing, fleet card services, van wraps, van purchases, and related items.
- Collect data for reporting and KPIs.
- Provide for adequate staffing, equipment (including vans), supplies, and funding to carry out the program's objectives.

### Relationship to Other Work Elements

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

### Responsible Agency

KIPDA MPO

### Estimated KIPDA MPO Staff Hours

6,421

# **APPENDIX A**

## **FY 2025 FUNDING TABLES**

- **FY 2025 Work Program Budget Summary**
- **FY 2025 MPO Staff Hours Distribution by Element**
- **FY 2025 UPWP Element Estimated Funding and Expense Distribution**
  - **FY 2025 Direct and Indirect Cost Allocation**
  - **KIPDA MPO FY 2025 Funding (INDOT Only)**



## KIPDA Unified Planning Work Program Budget Summary - Estimated FY 2025 Funding

Funding Source	Element 1	Element 2	Element 3	Element 4	MPO Operations (Elements 1-4 Total)	Element 5	Contracts								TOTAL CONTRACTS	TOTAL
	System Monitoring	Long Range	Short Range	Program Admin.		Rideshare	Traffic Counting (Louisville Metro)	Route Monitoring (TARC)	Origin- Destination Data Project	CMAQ for KAIRE Program (APCD)	Reserved for PL Studies	Reserved for Contract Services	FRA Corridor Identification Grant	Safe Street and Roads For All (SS4A) Grant		
FHWA - PL (KY)	\$292,800	\$390,974	\$217,665	\$234,597	\$1,136,036	\$0	\$53,643	\$23,133	\$69,735	\$0	\$67,053	\$0	\$0	\$0	\$213,564	\$1,349,600
KYTC Match (5%)	\$18,300	\$24,436	\$13,604	\$14,662	\$71,002	\$0	\$3,353	\$1,446	\$4,358	\$0	\$0	\$0	\$0	\$0	\$9,157	\$80,159
Local Match	\$54,900	\$73,308	\$40,812	\$43,987	\$213,007	\$0	\$10,058	\$4,338	\$13,075	\$0	\$0	\$0	\$0	\$0	\$27,471	\$240,478
Local Contributions for Studies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000
FHWA –PL (IN)*	\$73,793	\$98,536	\$54,857	\$59,124	\$286,310	\$0	\$13,519	\$5,830	\$17,575	\$0	\$16,899	\$0	\$0	\$0	\$53,824	\$340,134
Local Match	\$18,448	\$24,634	\$13,714	\$14,781	\$71,578	\$0	\$3,380	\$1,458	\$4,394	\$0	\$0	\$0	\$0	\$0	\$9,231	\$80,809
FTA – 5303 (IN)*	\$15,837	\$21,147	\$11,773	\$12,689	\$61,446	\$0	\$2,901	\$1,251	\$3,772	\$0	\$3,627	\$0	\$0	\$0	\$11,551	\$72,997
Local Match	\$2,566	\$3,427	\$1,908	\$2,056	\$9,957	\$0	\$470	\$203	\$611	\$0	\$0	\$0	\$0	\$0	\$1,284	\$11,241
Indiana Carryover from FY 2024*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$200,000	\$200,000
Local Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000	\$25,000
FTA - 5303 (KY)	\$54,238	\$72,424	\$40,320	\$43,457	\$210,439	\$0	\$9,937	\$4,285	\$12,918	\$0	\$12,421	\$0	\$0	\$0	\$39,561	\$250,000
Local Match	\$8,789	\$11,735	\$6,533	\$7,042	\$34,099	\$0	\$1,610	\$694	\$2,093	\$0	\$0	\$0	\$0	\$0	\$4,398	\$38,497
Local Match to FTA - 5303 KY & IN by TARC	\$6,164	\$8,231	\$4,582	\$4,939	\$23,916	\$0	\$1,129	\$487	\$1,468	\$0	\$0	\$0	\$0	\$0	\$3,084	\$27,000
FHWA - KY STBG ECC	\$0	\$0	\$0	\$0	\$0	\$977,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$977,000
Local Match (Fees)	\$0	\$0	\$0	\$0	\$0	\$244,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$244,250
FHWA - IN STBG ECC	\$0	\$0	\$0	\$0	\$0	\$127,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127,000
Local Match (Fees)	\$0	\$0	\$0	\$0	\$0	\$31,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,750
FHWA CMAQ (IN)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$200,000
APCD Match (In-kind)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Discretionary Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$600,000	\$1,100,000	\$1,100,000
Local Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$150,000
Total Federal	\$436,668	\$583,081	\$324,615	\$349,867	\$1,694,231	\$1,104,000	\$80,000	\$34,500	\$104,000	\$200,000	\$200,000	\$100,000	\$500,000	\$600,000	\$1,818,500	\$4,616,731
Total Match	\$109,167	\$145,770	\$81,154	\$87,467	\$423,558	\$276,000	\$20,000	\$8,625	\$26,000	\$50,000	\$50,000	\$25,000	\$0	\$150,000	\$329,625	\$1,029,183
TOTAL	\$545,835	\$728,851	\$405,769	\$437,333	\$2,117,789	\$1,380,000	\$100,000	\$43,125	\$130,000	\$250,000	\$250,000	\$125,000	\$500,000	\$750,000	\$2,148,125	\$5,645,914
*Note: Estimated FY 2025 Funding Table includes an estimated \$160,000 in FY 2024 PL Carryover and \$40,000 in FY 2024 Section 5303 Carryover in Indiana. Each task in the UPWP is funded with PL and Section 5303 funds proportionally, unless otherwise noted.																

Estimated FY 2025 MPO Staff Hours - Distribution by Element			
Work Element	MPO Person Hours	Percent of Element	Percent of Program
<b>1.0 System/Development Monitoring</b>	<b>6,390</b>	<b>100%</b>	<b>26%</b>
1.1 Traffic Counting	160	3%	0.7%
1.2 Geographic Information System	5,272	83%	21.7%
1.3 TARC Route Monitoring	64	1%	0.3%
1.4 Maintenance and Update of Information	639	10%	2.6%
1.5 Response to Information Requests	64	1%	0.3%
1.6 Performance Management Data Collection	192	3%	0.8%
<b>2.0 Long Range Planning</b>	<b>8,470</b>	<b>100%</b>	<b>35%</b>
2.1 MTP Maintenance	1,694	20%	7.0%
2.2 Travel Model Development	1,101	13%	4.5%
2.3 Air Quality Analysis/Conformity Consultation	339	4%	1.4%
2.4 Intelligent Transportation Systems Planning	85	1%	0.3%
2.5 Congestion Management Process	424	5%	1.7%
2.6 Public Transportation Planning*	1,271	15%	5.2%
2.7 Freight Planning	169	2%	0.7%
2.8 Bicycle and Pedestrian Planning*	593	7%	2.4%
2.9 Performance Management Data Analysis	847	10%	3.5%
2.10 Transportation Safety Planning*	1,779	21%	7.3%
2.11 Transportation Resiliency and Security Planning	169	2%	0.7%
<b>3.0 Short Range Planning/Programming</b>	<b>5,120</b>	<b>100%</b>	<b>21%</b>
3.1 Transportation Improvement Program	4,301	84%	17.7%
3.2 Project Design/Traffic Study Data Requests	563	11%	2.3%
3.3 Short Range Studies	205	4%	0.8%
3.4 Management and Operations Planning	51	1%	0.2%
<b>4.0 Program Administration</b>	<b>4,350</b>	<b>100%</b>	<b>18%</b>
4.1 Unified Planning Work Program	348	8%	1.4%
4.2 Public Involvement/Title VI	1,523	35%	6.3%
4.3 Committee Support	957	22%	3.9%
4.4 Staff Management and Training	1,523	35%	6.3%
<b>5.0 Rideshare Program</b>	<b>6,421</b>	<b>100%</b>	<b>N/A</b>

*\*Sub-elements that contribute to the 2.5% minimum Complete Streets planning requirement*

FY 2025 Unified Planning Work Program Element Estimated Funding and Expense Distribution									
Work Element	MPO Person Hours	Percent of Element	FHWA - PL (KY)	FHWA - PL (IN)	FTA - 5303 (IN)	FTA - 5303 (KY)	KY Match	Local Match	TOTAL
<b>1.0 System/Develop. Monitoring</b>	<b>6,390</b>	<b>100%</b>	<b>\$292,800</b>	<b>\$73,793</b>	<b>\$15,837</b>	<b>\$54,238</b>	<b>\$18,300</b>	<b>\$90,867</b>	<b>\$545,835</b>
1.1 Traffic Counting	160	3%	\$7,320	\$1,845	\$396	\$1,356	\$457	\$2,272	\$13,646
1.2 Geographic Information System	5,272	83%	\$241,560	\$60,879	\$13,065	\$44,747	\$15,097	\$74,965	\$450,314
1.3 TARC Route Monitoring	64	1%	\$2,928	\$738	\$158	\$542	\$183	\$909	\$5,458
1.4 Maintenance and Update of Info	639	10%	\$29,280	\$7,379	\$1,584	\$5,424	\$1,830	\$9,087	\$54,583
1.5 Response to Information Requests	64	1%	\$2,928	\$738	\$158	\$542	\$183	\$909	\$5,458
1.6 Performance Management Data	192	3%	\$8,784	\$2,214	\$475	\$1,627	\$549	\$2,726	\$16,375
<b>2.0 Long Range Planning</b>	<b>8,470</b>	<b>100%</b>	<b>\$390,974</b>	<b>\$98,536</b>	<b>\$21,147</b>	<b>\$72,424</b>	<b>\$24,436</b>	<b>\$121,334</b>	<b>\$728,851</b>
2.1 MTP Maintenance	1,694	20%	\$78,195	\$19,707	\$4,229	\$14,485	\$4,887	\$24,267	\$145,770
2.2 Travel Model Development	1,101	13%	\$50,827	\$12,810	\$2,749	\$9,415	\$3,177	\$15,773	\$94,751
2.3 Air Quality Analysis/Conformity Con.	339	4%	\$15,639	\$3,941	\$846	\$2,897	\$977	\$4,853	\$29,154
2.4 Intelligent Transp. Systems Planning	85	1%	\$3,910	\$985	\$211	\$724	\$244	\$1,213	\$7,289
2.5 Congestion Management Process	424	5%	\$19,549	\$4,927	\$1,057	\$3,621	\$1,222	\$6,067	\$36,443
2.6 Public Transportation Planning*	1,271	15%	\$58,646	\$14,780	\$3,172	\$10,864	\$3,665	\$18,200	\$109,328
2.7 Freight Planning	169	2%	\$7,819	\$1,971	\$423	\$1,448	\$489	\$2,427	\$14,577
2.8 Bicycle and Pedestrian Planning*	593	7%	\$27,368	\$6,897	\$1,480	\$5,070	\$1,711	\$8,493	\$51,020
2.9 Performance Management Analysis	847	10%	\$39,097	\$9,854	\$2,115	\$7,242	\$2,444	\$12,133	\$72,885
2.10 Transportation Safety Planning*	1,779	21%	\$82,105	\$20,692	\$4,441	\$15,209	\$5,132	\$25,480	\$153,059
2.11 Transportation Resiliency and Security	169	2%	\$7,819	\$1,971	\$423	\$1,448	\$489	\$2,427	\$14,577
<b>3.0 Short Range Planning</b>	<b>5,120</b>	<b>100%</b>	<b>\$217,665</b>	<b>\$54,857</b>	<b>\$11,773</b>	<b>\$40,320</b>	<b>\$13,604</b>	<b>\$67,550</b>	<b>\$405,769</b>
3.1 Transportation Improvement Program	4,301	84%	\$182,839	\$46,080	\$9,889	\$33,869	\$11,427	\$56,742	\$340,846
3.2 Project/Traffic Study Data Requests	563	11%	\$23,943	\$6,034	\$1,295	\$4,435	\$1,496	\$7,430	\$44,635
3.3 Short Range Studies and Programs	205	4%	\$8,707	\$2,194	\$471	\$1,613	\$544	\$2,702	\$16,231
3.4 Management and Operations Planning	51	1%	\$2,177	\$549	\$118	\$403	\$136	\$675	\$4,058
<b>4.0 Program Administration</b>	<b>4,350</b>	<b>100%</b>	<b>\$234,597</b>	<b>\$59,124</b>	<b>\$12,689</b>	<b>\$43,457</b>	<b>\$14,662</b>	<b>\$72,804</b>	<b>\$437,333</b>
4.1 Unified Planning Work Program	348	8%	\$18,768	\$4,730	\$1,015	\$3,477	\$1,173	\$5,824	\$34,987
4.2 Public Involvement/Title VI	1,523	35%	\$82,109	\$20,694	\$4,441	\$15,210	\$5,132	\$25,482	\$153,067
4.3 Committee Support	957	22%	\$51,611	\$13,007	\$2,792	\$9,560	\$3,226	\$16,017	\$96,213
4.4 Staff Management and Training	1,523	35%	\$82,109	\$20,694	\$4,441	\$15,210	\$5,132	\$25,482	\$153,067

\*Sub-elements that contribute to the 2.5% minimum Complete Streets planning requirement

Direct and Indirect Cost Allocation										
Work Element	FHWA - PL (KY)	FHWA - PL (IN)	FTA - 5303 (IN)	FTA - 5303 (KY)	KY Match	Local Match	Rideshare STBG (KY)	Rideshare STBG (IN)	Rideshare Match	TOTAL
<b>1.0 System/Develop. Monitoring</b>	<b>\$292,800</b>	<b>\$73,793</b>	<b>\$15,837</b>	<b>\$54,238</b>	<b>\$18,300</b>	<b>\$90,867</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$545,835</b>
Direct Labor	\$125,364	\$31,595	\$6,781	\$23,222	\$7,835	\$38,905	\$0	\$0	\$0	\$233,703
Fringe Benefits	\$76,986	\$19,402	\$4,164	\$14,261	\$4,812	\$23,892	\$0	\$0	\$0	\$143,517
Indirect	\$60,705	\$15,299	\$3,283	\$11,245	\$3,794	\$18,839	\$0	\$0	\$0	\$113,166
Other Direct	\$28,565	\$7,199	\$1,545	\$5,291	\$1,785	\$8,865	\$0	\$0	\$0	\$53,250
<b>2.0 Long Range Planning</b>	<b>\$390,974</b>	<b>\$98,536</b>	<b>\$21,147</b>	<b>\$72,424</b>	<b>\$24,436</b>	<b>\$121,334</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$728,851</b>
Direct Labor	\$179,089	\$45,135	\$9,687	\$33,174	\$11,193	\$55,578	\$0	\$0	\$0	\$333,856
Fringe Benefits	\$109,978	\$27,717	\$5,949	\$20,372	\$6,874	\$34,131	\$0	\$0	\$0	\$205,021
Indirect	\$86,720	\$21,856	\$4,691	\$16,064	\$5,420	\$26,913	\$0	\$0	\$0	\$161,663
Other Direct	\$13,612	\$3,431	\$736	\$2,521	\$851	\$4,224	\$0	\$0	\$0	\$25,375
<b>3.0 Short Range Planning</b>	<b>\$217,665</b>	<b>\$54,857</b>	<b>\$11,773</b>	<b>\$40,320</b>	<b>\$13,604</b>	<b>\$67,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$405,769</b>
Direct Labor	\$100,950	\$25,442	\$5,460	\$18,700	\$6,309	\$31,329	\$0	\$0	\$0	\$188,190
Fringe Benefits	\$61,993	\$15,624	\$3,353	\$11,484	\$3,875	\$19,239	\$0	\$0	\$0	\$115,567
Indirect	\$48,883	\$12,320	\$2,644	\$9,055	\$3,055	\$15,170	\$0	\$0	\$0	\$91,127
Other Direct	\$4,962	\$1,251	\$268	\$919	\$310	\$1,540	\$0	\$0	\$0	\$9,250
<b>4.0 Program Administration</b>	<b>\$234,597</b>	<b>\$59,124</b>	<b>\$12,689</b>	<b>\$43,457</b>	<b>\$14,662</b>	<b>\$72,804</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$437,333</b>
Direct Labor	\$96,076	\$24,214	\$5,197	\$17,797	\$6,005	\$29,816	\$0	\$0	\$0	\$179,105
Fringe Benefits	\$59,001	\$14,870	\$3,191	\$10,929	\$3,688	\$18,310	\$0	\$0	\$0	\$109,988
Indirect	\$46,523	\$11,725	\$2,516	\$8,618	\$2,908	\$14,438	\$0	\$0	\$0	\$86,728
Other Direct	\$32,051	\$8,078	\$1,734	\$5,937	\$2,003	\$9,947	\$0	\$0	\$0	\$59,750
<b>5.0 Rideshare Program</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$977,000</b>	<b>\$127,000</b>	<b>\$276,000</b>	<b>\$1,380,000</b>
Direct Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$144,553	\$18,790	\$40,836	\$204,179
Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$88,770	\$11,539	\$25,077	\$125,386
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$69,997	\$9,099	\$19,774	\$98,870
Other Direct	\$0	\$0	\$0	\$0	\$0	\$0	\$673,680	\$87,572	\$190,313	\$951,565

Note: Calculation of final and actual direct, fringe, and indirect cost allocations will be based on results of the agency's annual audit for FY 2024.

## KIPDA MPO FY 2025 Funding (INDOT Only)

	5303		PL		PL + 5303		CMAQ		STBG		FY 2024 Carryover	
Work Elements	FTA - 5303 (IN only)	Local Match	FHWA - PL (IN only)	Local Match	FHWA - PL & FTA - 5303 (IN only)	Local Match	FHWA CMAQ (IN only)	Local Match	STBG (IN only)	STBG LOCAL MATCH - Van Pool fees	FHWA -PL & FTA - 5303 (IN only)	Local Match
1.0 System/Develop. Monitoring	\$15,837	\$3,959	\$73,793	\$18,448	\$89,630	\$22,407	-	-	-	-	-	-
2.0 Long Range Planning	\$19,322	\$4,830	\$90,032	\$22,508	\$109,354	\$27,339	-	-	-	-	-	-
<i>Y410 2.5% Set-aside for Complete Streets planning</i>	<i>\$1,825</i>	<i>\$456</i>	<i>\$8,503</i>	<i>\$2,133</i>	<i>\$10,328</i>	<i>\$2,589</i>	-	-	-	-	-	-
3.0 Short Range Planning	\$11,773	\$2,943	\$54,857	\$13,714	\$66,630	\$16,658	-	-	-	-	-	-
4.0 Program Administration	\$12,689	\$3,172	\$59,124	\$14,781	\$71,813	\$17,953	-	-	-	-	-	-
5.0 Rideshare Program	-	-	-	-	-	-	-	-	\$127,000	\$31,750	-	-
600 - Other	\$11,551	\$2,888	\$53,824	\$13,456	\$65,375	\$16,344	\$200,000	\$50,000	-	-	\$200,000	\$50,000
TOTAL	\$72,997	\$18,249	\$340,134	\$85,041	\$413,131	\$103,290	\$200,000	\$50,000	\$127,000	\$31,750	\$200,000	\$50,000

## **APPENDIX B**

### **UNIFIED PLANNING WORK PROGRAM APPROVAL RESOLUTION**

# Unified Planning Work Program Approval Resolution

## RESOLUTION

### APPROVING THE FY 2025 UNIFIED PLANNING WORK PROGRAM FOR THE LOUISVILLE/JEFFERSON COUNTY, KY-IN METROPOLITAN PLANNING AREA

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

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

**WHEREAS,** a Unified Planning Work Program has been developed for FY 2025 within this multi-year framework;

**NOW THEREFORE BE IT RESOLVED,** that the Metropolitan Planning Organization's Transportation Policy Committee hereby adopts the *FY 2025 Unified Planning Work Program* of the Louisville/Jefferson County, KY-IN Metropolitan Planning Area, and hereby certifies that the KIPDA Metropolitan Planning Organization is meeting all the requirements of 23 CFR, Part 450 relating to the Urban Transportation Planning Process.

**RESOLUTION APPROVED:**

**ATTEST:**

\_\_\_\_\_  
J. Byron Chapman, Chair  
Transportation Policy Committee

\_\_\_\_\_  
Andy Rush, Recording Secretary  
Transportation Policy Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **APPENDIX C**

### **MPO COMMITTEE MEMBERSHIP**

- **Transportation Policy Committee Membership**
- **Transportation Technical Coordinating Committee Membership**



# Transportation Policy Committee

## **BULLITT COUNTY**

JERRY SUMMERS	JUDGE EXECUTIVE	Voting Primary
KEITH GRIFFEE	CHIEF FINANCIAL OFFICER	Voting Alternate

## **CITY OF CHARLESTOWN**

TREVA HODGES	MAYOR	Voting Primary
TUBBY PURCELL	STREET AND FACILITIES DIRECTOR	Voting Alternate

## **CITY OF JEFFERSONTOWN**

CAROL PIKE	MAYOR	Voting Primary
MATT MEUNIER	DIRECTOR OF COMMUNITY DEVELOPMENT/ASSISTANT TO THE MAYOR	Voting Alternate

## **CITY OF JEFFERSONVILLE**

MIKE MOORE	MAYOR	Voting Primary
ANDY CROUCH	CITY ENGINEER	Voting Alternate
CHAD REISCHL	DIRECTOR OF PLANNING & DEVELOPMENT	Voting Alternate

## **CITY OF NEW ALBANY**

JEFF GAHAN	MAYOR	Voting Primary
KRISJANS STREIPS	PLANNER	Voting Alternate
LARRY SUMMERS	CITY ENGINEER	Voting Alternate
CLAIRE JOHNSON	ECONOMIC DEVELOPMENT DIRECTOR	Voting Alternate

## **CITY OF SHIVELY**

MARIA JOHNSON	MAYOR	Voting Primary
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## **CITY OF ST. MATTHEWS**

RICHARD TONINI	MAYOR	Voting Primary
BERNIE BOWLING	CITY COUNCIL MEMBER	Voting Alternate

## **CLARK COUNTY**

JACK COFFMAN	COMMISSION PRESIDENT/COUNTY COMMISSIONER, DISTRICT 2	Voting Primary
BRIAN DIXON	COUNTY ENGINEER	Voting Alternate

## **FLOYD COUNTY**

JOHN SCHELLENBERGER	PRESIDENT	Voting Primary
NICK CREEVY	BUILDING & DEVELOPMENT	Voting Alternate
DON LOPP	OPERATIONS MANAGER/PLANNER	Voting Alternate

## **INDIANA DEPARTMENT OF TRANSPORTATION**

MICHAEL SMITH	COMMISSIONER	Voting Primary
KATHY EATON-McKALIP	DIRECTOR	Voting Alternate

## **INDIANA DEPT. OF TRANSPORTATION - SEYMOUR**

TONY McCLELLAN	DEPUTY COMMISSIONER - SEYMOUR DISTRICT	Voting Primary
TAYLOR HERRIN	PROGRAM MANAGEMENT MANAGER	Voting Alternate
ROBIN BOLTE	IN-HOUSE SERVICES MANAGER	Voting Alternate

## **JEFFERSON COUNTY LEAGUE OF CITIES**

J. BYRON CHAPMAN	MAYOR	Voting Primary
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# Transportation Policy Committee

## KENTUCKY TRANSPORTATION CABINET

JIM GRAY	CABINET SECRETARY	Voting Primary
STEPHEN DE WITTE	SPAC BRANCH MANAGER	Voting Alternate
ISIDRO DELGADO	TRANSPORTATION ENGINEER	Voting Alternate
JASON SIWULA	EXECUTIVE DIRECTOR FOR PROJECT DEVELOPMENT	Voting Alternate
THOMAS WITT	TRANSPORTATION ENGINEER SPECIALIST	Voting Alternate
MIKAEL PELFREY	DIRECTOR, DIVISION OF PLANNING	Voting Alternate

## LOUISVILLE METRO GOVERNMENT

CRAIG GREENBERG	MAYOR	Voting Primary
JEFF O'BRIEN	DIRECTOR	Voting Alternate
JENNIFER CAUMMISAR-KERN	DIRECTOR	Voting Alternate
NICOLE GEORGE	DEPUTY MAYOR	Voting Alternate
MICHAEL KING	URBAN PLANNER	Voting Alternate

## LOUISVILLE REGIONAL AIRPORT AUTHORITY

DALE BODEN	CHAIRMAN	Voting Primary
DAN MANN	EXECUTIVE DIRECTOR	Voting Alternate
BRIAN SINNWELL	DEPUTY EXECUTIVE DIRECTOR	Voting Alternate

## OLDHAM COUNTY

DAVID VOEGELE	JUDGE EXECUTIVE	Voting Primary
JIM URBAN	DIRECTOR	Voting Alternate
KEVIN NUSS	DEPUTY JUDGE EXECUTIVE	Voting Alternate

## TOWN OF CLARKSVILLE

RYAN RAMSEY	TOWN COUNCIL PRESIDENT	Voting Primary
MIKE HUFF	DIRECTOR OF PLANNING	Voting Alternate
KEVIN BAITY	TOWN MANAGER	Voting Alternate

## TRANSIT AUTHORITY OF RIVER CITY (TARC)

TED SMITH	TARC BOARD CHAIR	Voting Primary
OZZY GIBSON	INTERIM EXECUTIVE DIRECTOR	Voting Alternate
ROB STEPHENS	CHIEF OPERATING OFFICER	Voting Alternate
AIDA COPIC	DIRECTOR OF PLANNING	Voting Alternate

## FEDERAL AVIATION ADMINISTRATION - MEMPHIS

TOMMY DUPREE	TEAM LEAD CIVIL ENGINEER	Advisory Primary
DUANE JOHNSON	TEAM LEAD CIVIL ENGINEER	Advisory Alternate

## FEDERAL HIGHWAY ADMINISTRATION - INDIANA

ERICA TAIT	SENIOR COMMUNITY PLANNER	Advisory Alternate
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## FEDERAL HIGHWAY ADMINISTRATION - KENTUCKY

TODD JETER	DIVISION ADMINISTRATOR	Advisory Primary
TONYA HIGDON	TRANSPORTATION SPECIALIST	Advisory Alternate

## FEDERAL TRANSIT ADMINISTRATION - REGION 4

CARRIE WALKER	ENVIRONMENTAL PROTECTION SPECIALIST	Advisory Primary
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# Transportation Policy Committee

## KENTUCKY TRANSPORTATION CABINET - DISTRICT 5

MATT BULLOCK	CHIEF DISTRICT ENGINEER	<i>Advisory Primary</i>
TRACY LOVELL	BRANCH MANAGER FOR PROJECT DEVELOPMENT	<i>Advisory Alternate</i>
TOM HALL	PLANNING SECTION SUPERVISOR	<i>Advisory Alternate</i>

## LOUISVILLE METRO PLANNING & DESIGN SERVICES

EMILY LIU	DIRECTOR	<i>Advisory Primary</i>
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## U.S. DEPT. OF HOUSING & URBAN DEVELOPMENT

PETER JACKSON	FIELD OFFICE DIRECTOR	<i>Advisory Primary</i>
DAVID RAILEY	SENIOR MANAGEMENT ANALYST	<i>Advisory Alternate</i>

# Transportation Technical Coordinating Committee

## BULLITT COUNTY

JERRY SUMMERS	JUDGE EXECUTIVE	Voting Primary
KEITH GRIFFEE	CHIEF FINANCIAL OFFICER	Voting Alternate

## CITY OF CHARLESTOWN

TREVA HODGES	MAYOR	Voting Primary
TUBBY PURCELL	STREET AND FACILITIES DIRECTOR	Voting Alternate

## CITY OF JEFFERSONTOWN

MATT MEUNIER	DIRECTOR OF COMMUNITY DEVELOPMENT/ASSISTANT TO THE MAYOR	Voting Primary
CAROL PIKE	MAYOR	Voting Alternate

## CITY OF JEFFERSONVILLE

MIKE MOORE	MAYOR	Voting Primary
CHAD REISCHL	DIRECTOR OF PLANNING & DEVELOPMENT	Voting Alternate
ANDY CROUCH	CITY ENGINEER	Voting Alternate

## CITY OF MT. WASHINGTON

ELIZABETH HARDIN	CITY ADMINISTRATOR	Voting Primary
STUART OWEN	MAYOR	Voting Alternate

## CITY OF NEW ALBANY

JEFF GAHAN	MAYOR	Voting Primary
KRISJANS STREIPS	PLANNER	Voting Alternate
LARRY SUMMERS	CITY ENGINEER	Voting Alternate
CLAIRE JOHNSON	ECONOMIC DEVELOPMENT DIRECTOR	Voting Alternate

## CITY OF SHEPHERDSVILLE

JOSE CUBERO	MAYOR	Voting Primary
SCOTT FLEMING	PLANT SUPERINTEDENT/COLLECTIONS SUPERVISOR	Voting Alternate
ARTHUR JONES	CITY ENGINEER	Voting Alternate

## CITY OF ST. MATTHEWS

KENAN STRATMAN	PUBLIC WORKS DIRECTOR	Voting Primary
BERNIE BOWLING	CITY COUNCIL MEMBER	Voting Alternate

## CLARK COUNTY

BRIAN DIXON	COUNTY ENGINEER	Voting Primary
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## CLARK COUNTY AIR BOARD

JIM BAKER	PRESIDENT	Voting Primary
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## CLARK COUNTY PLANNING COMMISSION

AMY WILLIAMS	INTERIM EXECUTIVE DIRECTOR	Voting Primary
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## FLOYD COUNTY

DON LOPP	OPERATIONS MANAGER/PLANNER	Voting Primary
NICK CREEVY	BUILDING & DEVELOPMENT	Voting Alternate

## INDIANA DEPT. OF ENVIRONMENTAL MANAGEMENT

SHAWN SEALS	SENIOR ENVIRONMENTAL MANAGER	Voting Primary
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## INDIANA DEPT. OF TRANS. - PUBLIC TRANSPORTATION

KATHY EATON-McKALIP	DIRECTOR	Voting Primary
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# Transportation Technical Coordinating Committee

## INDIANA DEPT. OF TRANS. - URBAN & LONG RANGE PLAN.

EMMANUEL NSONWU	TRANSPORTATION PLANNER/MPO COORDINATOR	Voting Primary
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## INDIANA DEPT. OF TRANSPORTATION - SEYMOUR

TONY McCLELLAN	DEPUTY COMMISSIONER - SEYMOUR DISTRICT	Voting Primary
ROBIN BOLTE	IN-HOUSE SERVICES MANAGER	Voting Alternate
TAYLOR HERRIN	PROGRAM MANAGEMENT MANAGER	Voting Alternate

## KENTUCKY DIVISION OF AIR QUALITY

LESLIE POFF	ENV. CONTROL SUPERVISOR	Voting Primary
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## KENTUCKY TRANSPORTATION CABINET

ISIDRO DELGADO	TRANSPORTATION ENGINEER	Voting Primary
THOMAS WITT	TRANSPORTATION ENGINEER SPECIALIST	Voting Alternate
JASON SIWULA	EXECUTIVE DIRECTOR FOR PROJECT DEVELOPMENT	Voting Alternate

## KENTUCKY TRANSPORTATION CABINET - DISTRICT 5

TOM HALL	PLANNING SECTION SUPERVISOR	Voting Primary
TRACY LOVELL	BRANCH MANAGER FOR PROJECT DEVELOPMENT	Voting Alternate
MATT BULLOCK	CHIEF DISTRICT ENGINEER	Voting Alternate

## KIPDA

ANDY RUSH	DIRECTOR OF TRANSPORTATION	Voting Primary
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## KYTC - OFFICE OF TRANSPORTATION DELIVERY

VICKIE BOURNE	EXECUTIVE DIRECTOR	Voting Primary
DEREK MORRIS	FEDERAL PROGRAM COORDINATOR	Voting Alternate
TABITHA MARTIN	ADMINISTRATIVE BRANCH MANAGER	Voting Alternate

## LOUISVILLE METRO AIR POLLUTION CONTROL DISTRICT

RACHAEL HAMILTON	DIRECTOR	Voting Primary
MICHELLE KING	EXECUTIVE ADMINISTRATOR	Voting Alternate
BRADLEY COOMES	ENVIRONMENTAL COORDINATOR	Voting Alternate

## LOUISVILLE METRO ECONOMIC DEVELOPMENT

MICHAEL KING	URBAN PLANNER	Voting Alternate
RACHEL CASEY	URBAN PLANNER	Voting Alternate

## LOUISVILLE METRO PLANNING & DESIGN SERVICES

JEFF O'BRIEN	DIRECTOR	Voting Primary
EMILY LIU	DIRECTOR	Voting Alternate
BETH STUBER	ENGINEERING SUPERVISOR	Voting Alternate

## LOUISVILLE METRO PUBLIC WORKS & ASSETS

JENNIFER CAUMMISAR-KERN	DIRECTOR	Voting Primary
AMANDA DEATHERAGE	TRANSPORTATION PLANNING & PROGRAMMING SUPERVISOR	Voting Alternate

# Transportation Technical Coordinating Committee

## LOUISVILLE REGIONAL AIRPORT AUTHORITY

DAN MANN	EXECUTIVE DIRECTOR	Voting Primary
BOB SLATTERY	NOISE COMPLIANCE MANAGER	Voting Alternate
BRIAN SINNWELL	DEPUTY EXECUTIVE DIRECTOR	Voting Alternate

## LOUISVILLE RIVERPORT AUTHORITY

OZZY GIBSON	EXECUTIVE DIRECTOR	Voting Primary
MIGUEL ZAMORA II	VICE PRESIDENT	Voting Alternate

## OLDHAM COUNTY

DAVID VOEGELE	JUDGE EXECUTIVE	Voting Primary
JIM SILLIMAN	COUNTY ENGINEER	Voting Alternate
KEVIN NUSS	DEPUTY JUDGE EXECUTIVE	Voting Alternate

## OLDHAM COUNTY PLANNING COMMISSION

JIM URBAN	DIRECTOR	Voting Primary
BELINDA DIMAS	PLANNER I	Voting Alternate

## PORT OF INDIANA - JEFFERSONVILLE

GEORGE OTT	DIRECTOR	Voting Primary
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## TARC ACCESSIBILITY ADVISORY COUNCIL

ALLI WOOSLEY	LOUISVILLE METRO OFFICE FOR AGING & DISABLED CITIZENS	Voting Primary
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## TOWN OF CLARKSVILLE

MIKE HUFF	DIRECTOR OF PLANNING	Voting Alternate
KEVIN BAITY	TOWN MANAGER	Voting Alternate
RYAN RAMSEY	TOWN COUNCIL PRESIDENT	Voting Alternate
BRAD CUMMINGS	PUBLIC WORKS DIRECTOR	Voting Alternate

## TRANSIT AUTHORITY OF RIVER CITY (TARC)

OZZY GIBSON	INTERIM EXECUTIVE DIRECTOR	Voting Primary
AIDA COPIC	DIRECTOR OF PLANNING	Voting Alternate
ROB STEPHENS	CHIEF OPERATING OFFICER	Voting Alternate

## AARP - KENTUCKY

SCOTT WEGENAST	ASSOCIATE STATE DIRECTOR FOR ADVOCACY	Advisory Primary
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## BULLITT COUNTY CHAMBER OF COMMERCE

ANITA STUMP	EXECUTIVE DIRECTOR	Advisory Primary
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## CLARK COUNTY FIRE CHIEFS ASSOCIATION

BRAD MEIXELL	MEMBER	Advisory Primary
DOUG DUNLEVY	PRESIDENT	Advisory Alternate

## FEDERAL AVIATION ADMINISTRATION - MEMPHIS

TOMMY DUPREE	TEAM LEAD CIVIL ENGINEER	Advisory Primary
DUANE JOHNSON	TEAM LEAD CIVIL ENGINEER	Advisory Alternate

## FEDERAL HIGHWAY ADMINISTRATION - INDIANA

ERICA TAIT	SENIOR COMMUNITY PLANNER	Advisory Alternate
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# Transportation Technical Coordinating Committee

## **FEDERAL HIGHWAY ADMINISTRATION - KENTUCKY**

TONYA HIGDON	TRANSPORTATION SPECIALIST	<i>Advisory Primary</i>
NICK VAIL	COMMUNITY PLANNER	<i>Advisory Alternate</i>

## **FEDERAL TRANSIT ADMINISTRATION - REGION 4**

CARRIE WALKER	ENVIRONMENTAL PROTECTION SPECIALIST	<i>Advisory Primary</i>
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## **GREATER LOUISVILLE INC.**

CHARLES HELMS	VICE PRESIDENT	<i>Advisory Primary</i>
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## **INDIANA MOTOR TRUCK ASSOCIATION**

GARY LANGSTON	PRESIDENT	<i>Advisory Primary</i>
JENNIFER PLATT	VICE PRESIDENT	<i>Advisory Alternate</i>

## **KENTUCKY TRUCKING ASSOCIATION**

RICK TAYLOR	PRESIDENT & CEO	<i>Advisory Primary</i>
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## **LOUISVILLE WATER COMPANY**

ERIC PRUITT	ENGINEERING PLANNER	<i>Advisory Primary</i>
JORDAN BASHAM	INFRASTRUCTURE PLANNING MANAGER	<i>Advisory Alternate</i>

## **LOUISVILLE/JEFFERSON COUNTY METRO SEWER DISTRICT**

TONY PARROTT	EXECUTIVE DIRECTOR	<i>Advisory Primary</i>
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## **OLDHAM CHAMBER & ECONOMIC DEVELOPMENT**

DAVID BIZIANES	PRESIDENT	<i>Advisory Primary</i>
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## **ONE SOUTHERN INDIANA**

JOHN LAUNIUS	VICE PRESIDENT, DIRECTOR OF ECONOMIC DEVELOPMENT	<i>Advisory Primary</i>
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## **RIVER HILLS ECONOMIC DEVELOPMENT DISTRICT**

CORY COCHRAN	EXECUTIVE DIRECTOR	<i>Advisory Primary</i>
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## **SOUTHERN INDIANA TRANSIT ADVISORY GROUP**

CHRIS FITZGERALD	CHAIRMAN	<i>Advisory Primary</i>
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## **TRIMARC**

VINCE ROBISON	OPERATIONS MANAGER	<i>Advisory Primary</i>
TODD HOOD	SYSTEM MANAGER	<i>Advisory Alternate</i>
BRUCE BOHNE	TOC MANAGER	<i>Advisory Alternate</i>

## **UNIVERSITY OF LOUISVILLE**

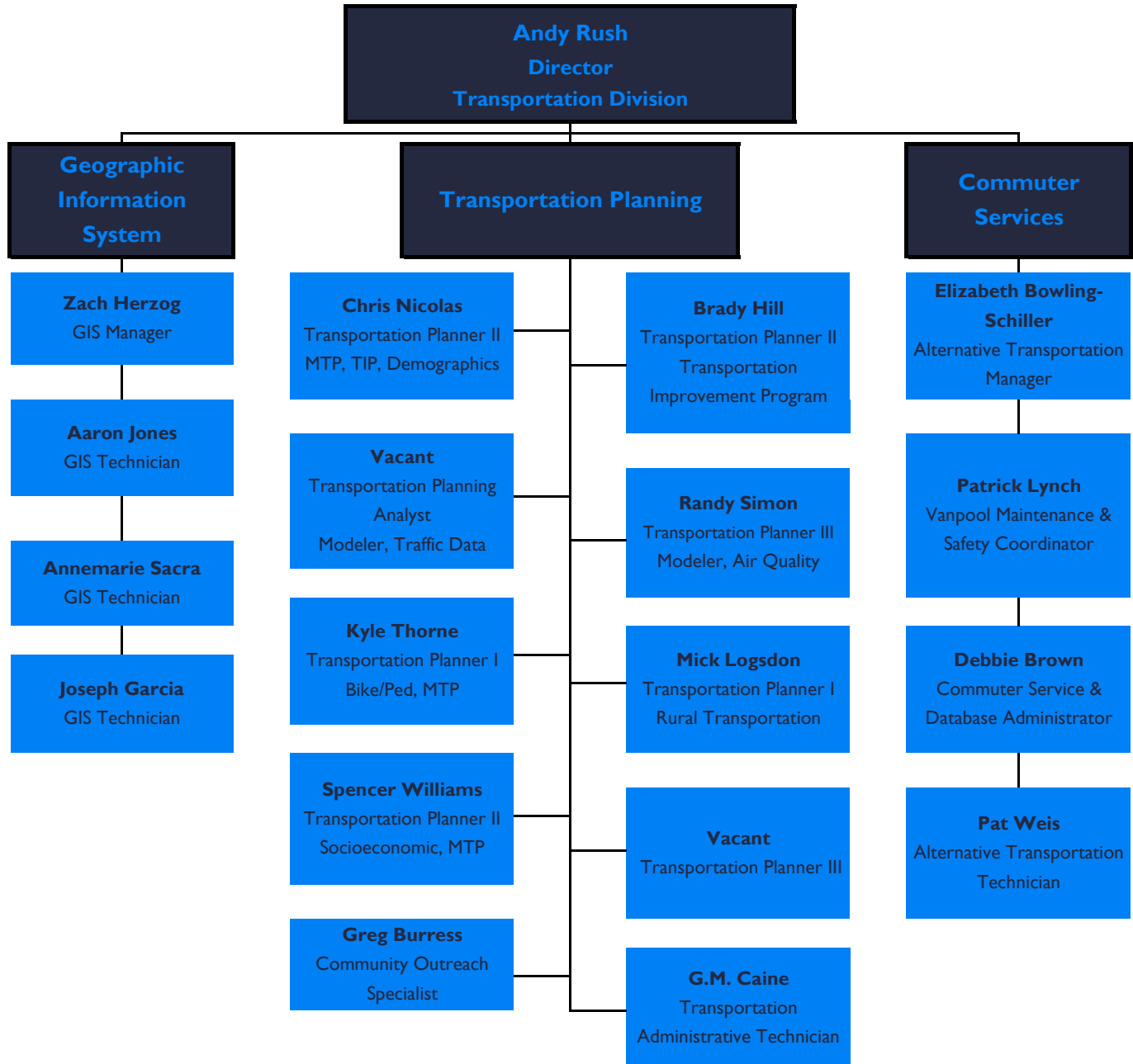
SHANNON RICKETT	ASSISTANT VICE PRESIDENT, GOVERNMENT RELATIONS	<i>Advisory Primary</i>
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## **APPENDIX D**

### **KIPDA TRANSPORTATION DIVISION ORGANIZATIONAL CHART**



## KIPDA Transportation Division Organizational Chart



# **APPENDIX E**

## **MPO CERTIFICATION REVIEW**

*September 2022*



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Kentucky Division**

September 20, 2022

330 West Broadway  
Frankfort, KY 40601  
PH (502) 223-6720  
FAX (502) 223 6735  
<http://www.fhwa.dot.gov/kydiv>

In Reply Refer To:  
HDA-KY

The Honorable David Voegelé  
Chairman, KIPDA Transportation Policy Committee  
Louisville Area Metropolitan Planning Organization  
c/o Kentuckiana Regional Planning and Development Agency  
11520 Commonwealth Drive  
Louisville, KY 40299

Subject: Louisville Area TMA Federal Certification Review

Dear Judge Voegelé:

This letter notifies you that the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly certify the planning process for the Louisville Area Transportation Management Area (TMA). This certification is based on the findings from the Federal Certification Review conducted on June 22 and 23, 2022.

The overall conclusion of the enclosed Certification Review is that the planning process for the Louisville Area TMA complies with the spirit and intent of federal metropolitan transportation planning laws and regulations under 23 USC 134 and 49 USC 5303. The planning process at the Louisville Area TMA is a continuing, cooperative, and comprehensive process and reflects a significant professional commitment to deliver quality in transportation planning.

We would like to thank Jarrett Haley, Executive Director and his staff for their time and assistance in planning and conducting the review. Enclosed is a report that documents the results of this review and offers three corrective actions and ten recommendations for continuing quality improvements and enhancements to the planning process. The Certification Review Team also noted four noteworthy practices. This report has been transmitted concurrently to the MPO, the Kentucky Transportation Cabinet, the Indiana Department of Transportation, and the Transit Authority of River City.

If you have any questions regarding the certification review process, the certification action, and/or the enclosed report, please direct them to Bernadette Dupont, Transportation Specialist, FHWA Kentucky Division, at [Bernadette.Dupont@dot.gov](mailto:Bernadette.Dupont@dot.gov) or (502) 223-6729 and Aviance Webb, Community Planner, FTA Region 4, at [Aviance.Webb@dot.gov](mailto:Aviance.Webb@dot.gov) or (404) 865-5489.

Sincerely yours,

Yvette Taylor, Regional Administrator  
Federal Transit Administration

Todd Jeter, Division Administrator  
Federal Highway Administration

Enclosure

via e-mail

cc: Aviance Webb, FTA-R4  
Cecilia Crenshaw-Godfrey, FTA-R5  
Erica Tait, FHWA-IN  
Carrie Butler, TARC  
Mikael Pelfrey, KYTC-Planning  
Roy Nunnally, INDOT-Planning  
Andy Rush, LOU MPO

## **APPENDIX F**

### **SELF-CERTIFICATION RESOLUTIONS**

- **INDOT Self-Certification Resolution**
- **KYTC Self-Certification Resolution**

## **APPENDIX G**

### **COST ALLOCATION PLAN & APPROVAL LETTERS**

# KIPDA FY 2025

## COST ALLOCATION PLAN

**JULY 1, 2024 TO JUNE 30, 2025**

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

## FY 2025 CAP DOCUMENTATION FORM

NAME of ADD: KIPDA

Individual completing form: Freida Winkfield Shaw

The plan submitted is a(n):

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

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

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

- Introductory Statement explaining the plan and any specific information
  - Statement assuring the district has board-approved operation policies.
  - Roster of all work elements
  - Chart of Accounts
  - Formal books of entry
  - Organization Chart sufficiently detailed to show operations
  - Certification of compliance with federal requirements, including reference to compliance with 2CFR Part 200.
  - A brief description of each allocated central service/shared costs
  - Identification of the unit rendering the allocated/shared service and operations receiving the Service
  - Items of Expense included in the cost of allocated/shared services. (allowable per 2CFR Part 200)
  - Description of method used to distribute costs to all benefiting cost objectives (including federal programs).
- No changes in methodology of allocation or classification of costs from our FY 2024 CAP
  - Changes from FY 2024: Update pool distribution
  - CAP are as specified: (additional pages may be use if necessary)

Signed:

*F. Winkfield Shaw*

Print Name: Freida Winkfield Shaw

Title:

*Director of Finance*

Date:

*2/26/24*



## CERTIFICATE OF COST ALLOCATION

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

- (1) All costs included in this plan dated February 26, 2024 to establish billings and final indirect costs for the fiscal year ending June 30, 2025, are allowable in accordance with the requirements of the Federal and State award(s) to which they apply and 2CFR Part 200. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in the plan are properly allocable to Federal and State awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and funders will be notified of any accounting changes that would affect the plan.

I declare that the foregoing is true and correct.

Governmental Unit

Kentuckiana Regional Planning and Development Agency

Signature:

J. Winkfield Shaw

Name of Official

Freida Winkfield Shaw

Title:

Director of Finance

Date of Execution:

02/26/2024 \_\_\_\_\_

## **I. INTRODUCTORY STATEMENT**

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

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

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

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

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

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

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

KIPDA has and utilizes Board approved operating policies.

## **II. COST ALLOCATION PLAN POLICY**

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

indirect costs are those incurred for a common or joint purpose benefiting all program elements and not readily assignable to the program elements benefited.

- Each month (including year-end), financial statements are prepared with organization-wide indirect costs distributed based upon the relationship of a work element's actual direct salary and wages, leave, and fringe benefits to total actual organization-wide direct salaries, leave, and fringe benefits and reported as indirect costs.
- In addition to the organization-wide indirect cost allocation, each month (including year-end) for billing and reporting purposes actual costs from the divisional shared cost pools are distributed. Three divisional shared cost pools for these costs have been developed. One pool distributes shared administrative costs to the following programs: Title III B, Title III C 1, Title III C 2 and Title III E and Homecare. The second pool distributes shared program service-related costs to the following programs: Title III B, Title III C 2, Title III E and SHIP. The final pool distributes shared ADRC program service costs to Title III B, Title III C 1, Title III C 2, Title III E, Homecare, and Kentucky Caregiver. The costs in the first two pools are distributed to the respective programs based upon the relationship of each program element's actual direct salary and wages, leave, and fringe benefits to actual direct salary and wages, leave, and fringe benefits for the respective group of program elements. The ADRC shared program service costs are distributed based on the relationship of the budgeted revenues for the work element. The allocated shared grouped costs are added to the actual related costs in the respective administrative or program element including ADRC.

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

A program's portion of total indirect costs	=	That program's direct salary, wages and leave plus fringe benefits	/	Total of all program's salary and leave plus fringe benefits
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## **COSTS**

1. Salary and wages - Salary and wages are charged to various element(s) to which their work is attributable. If the work is readily identifiable with particular program elements, or divisional shared cost pools, it is charged to the particular program element or divisional shared cost pool. If the work is performed for a common or joint purpose benefiting all program elements and is not readily assignable to program elements or shared cost pools specifically benefited it is an indirect cost. Agency administrative personnel will generally be charged as an indirect cost.
2. Fringe Benefits, Vacation, Sick, Holiday, and Other Leave - Fringe benefits and vacation, sick, holiday, and other leave costs are accumulated in cost pools. Costs from these pools are

distributed in the ratio of actual charged salary and wages of employees based on eligibility for the respective pools.

A program's portion of leave costs and fringe benefits	=	That program's actual charged salary and wages	/	Total of all program's actual charged salary and wages
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3. Temporary Services - Temporary services which are charged as a direct cost if the work assigned is readily identifiable with a particular program element or divisional shared cost pool. Other temporary services are charged as an indirect cost.
  
4. Postage - Postage expenses which are directly attributable to specific work elements or divisional shared cost pools shall be charged to a particular element or divisional shared cost pool. Postage expense which is not identified with a particular work element or divisional shared cost pool shall be charged as indirect cost.
  
5. Advertising - Advertising costs which are directly attributable to specific work elements or divisional shared cost pools shall be charged to a particular element or divisional shared cost pool. Other advertising is charged as an indirect cost. Advertising costs include hiring, procurement advertising, and meeting notices.
  
6. Audit Fees - Audit fees are charged as indirect costs.
  
7. Contract Services - All contracts which are directly attributable to specific work elements or divisional shared cost pools shall be charged to a particular element or divisional shared cost pool. If, in fact, there should be a contract which could not be identifiable with a particular element or program it would be an indirect cost.
  
8. Legal Services- Legal services related to procurement, contracts, personnel, and other legal matters are charged as indirect costs.
  
9. Telephone - If telephone expenses are directly attributable to specific work elements or divisional shared cost pools they shall be charged to a particular element or divisional shared cost pool. Other telephone expense is charged as an indirect cost.
  
10. Travel - All travel costs which are directly attributable to specific work elements or divisional shared cost pools shall be charged to a particular element or divisional shared cost pool. All other travel costs are charged as indirect costs.
  
11. Office Maintenance - Office maintenance is charged as an indirect cost.
  
12. Office Rent – Office rent is charged as an indirect cost. Office rent is required due to space limitations.

13. Equipment – Equipment purchases which are directly attributable to specific work elements or divisional shared cost pools shall be charged to a particular element or divisional shared cost pool. Other equipment is charged as an indirect cost.
14. Office Supplies - Office supplies are generally charged as an indirect cost. If supplies are needed for specific programs they are charged to a particular element or divisional shared cost pool.
15. Copying - Copying expenses that are directly attributable to specific work elements or divisional shared cost pools shall be charged to a particular element or divisional shared cost pool. Other copying expense shall be charged as an indirect cost.
16. Depreciation – Depreciation on property and equipment that was not purchased with grant funds is charged as an indirect cost. No depreciation on items purchased with grant funds is charged to program elements.
17. Utilities - Utilities are charged as an indirect cost.
18. Other Expenses - Other expenses which are directly attributable to specific work elements or divisional shared cost pools shall be charged to a particular element or divisional shared cost pool. Other expenses that are not identified with a particular element or divisional shared cost pool shall be charged as an indirect cost.

### **Transportation Division Allocation**

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

### **III. FORMAL BOOKS OF ENTRY**

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

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

### **IV. WORK ELEMENTS**

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

## **PROGRAM ELEMENT CODES AND DESCRIPTIONS**

### **WORK ELEMENTS FOR FY 2025**

(Some work elements may not be used)

(Additional work elements may be added for new programs)

Element Number	Description
300000	Technical Assistance (140)
300200	CDBG (125)
300300	EDA (120)
300400	Program Administration (150)
301000	WRIS Maintenance
301110	BRIC
301150	MSD Pump Station Projects
301160	MSD Ash Ave Area Interceptor Project
301170	MSD Ohio River Lift Stations Project
301200	Hite Creek MSD
301300	Hardy Creek CDBG
301350	ElderServe CDBG
301400	Angel's Envy CDBG
301801	Bullitt Cty Roe Hill CDBG
301910	CWP Eagles Rd Extension Round 1
301911	CWP Hwy 1694 Extension Round 1
301913	LWC Oak Street CWP
301914	CWP Muhammad Ali MRRP Round 1
301915	Shelbyville CWP
301916	LaGrange CWP
301917	Oldham County Water CWP
301918	Henry County Water CWP
301919	HCWD2 Filter#1 Rehab Round 1
301920	OCWD Storage Tank US 42
301921	LaGrange North Interceptor Sewer - Round 1
301922	OCWD Highway 1694
301923	Milton CWP
301924	City of Bedford CWP
301925	Simpsonville WWTP Project
301926	Madison Water Line Replacement
301927	LaGrange North Interceptor Sewer - Round 2
301928	OWCD Shelbyville Det Center Rd2 CWP
301930	TCWD1- Us 421 Main replacement CWP
301931	HCWD2 Water Tank Cleaning & Painting Prj
301932	HCWD2 Pleasureville Area Water Sys Imp Prj
301933	HCWD2 Boling Branch Rd Water Line Ext
301934	Trimble Carmon Creek Rd/Louden Ln Wtrline Ext
301935	Shelbyville 36" Gravity Sewer Prj CWP
301937	HCWD2 Cane Run Road Upgrade Round 2
301938	CWP John Lee Rd Extension Round 2
301939	CWP Eagles Rd Extension Round 2
301940	CWP Muhammad Ali MRRP Round 2
301941	CWP Sylvania No.6 Rd Extension Round 2

301942	CWP Hwy 1694 Extension Round 2
301943	LWC Tom Wallace
301944	Shelbyville Road Pump Station
301945	Salt River BPS to Chapeze BPS
302000	Inventory Project - BULLITT CTY
303000	Inventory Project - HENRY CTY
303100	City of Eminence ARPA
303110	City of Hillview ARPA
303120	City of New Castle ARPA
303200	City of Shelbyville ARPA
303210	City of Hurstbourne ARPA
303220	City of Richlawn ARPA
303300	City of Middletown ARPA
303310	City of Lebanon Junction ARPA
303320	City of Rolling Fields ARPA
303330	City of Shepherdsville ARPA
303340	City of Parkway Village ARPA
303350	City of Indian Hills ARPA
303360	City of Houston Acres
303400	City of Pleasureville ARPA
303410	City of Lyndon ARPA
303420	City of Rolling Hills ARPA
303500	City of St. Regis Park ARPA
303510	City of Prospect ARPA
303520	City of Taylorsville ARPA
303600	City of Pewee Valley ARPA
303610	City of Shively ARPA
303620	City of Watterson Park ARPA
303700	Spencer Cty ARPA
303710	City of Hickory Hills ARPA
303720	City of Westwood ARPA
303800	City of Plantation ARPA
303810	City of Meadow Vale ARPA
303820	City of Douglass Hills ARPA
303900	City of Forest Hills ARPA
303910	City of Meadowview Estates ARPA
303920	City of Graymoor-Devondale ARPA
303930	City of Lincolnshire ARPA
304000	Inventory Project - JEFFERSON CTY
305000	Inventory Project- OLDHAM CTY
306000	Inventory Project - SHELBY CTY
307000	Inventory Project - SPENCER CTY
308000	Inventory Project - TRIMBLE CTY
309200	HMGP Lebanon Junction Pump Station
310100	System Monitoring
310200	Long Range Plan
310300	Short Range Plan
310400	Administration
310600	MPO Contracts
315000	Rideshare

316000	Statewide Planning
317100	Floyd Cty Study
317200	Air Pollution
317250	SS4A - Safe Street & Roads for All
317450	City of Jtown Gaslight Square
317750	Metro Bike Implementation Plan
319100	EDA COVID19 Response
319101	Angel's Envy EDA
319300	Bedford CDBG
319350	LWC Roe Hill SRF
319600	Weiland CDBG Project
320000	Aging Pool
320100	Program Pool
320200	Title III B Administration
320210	Title III C 1 Admin
320220	Title III C 2 Admin
320230	III B Admin ARPA
320240	Title III E Admin
320250	III C 1 Admin ARPA
320260	III C 2 Admin ARPA
320270	III E Admin ARPA
320300	COVID-19
320400	ESMP Services
320410	ESMP Admin
320500	Title III B Subcontractors
320510	Get There - III B Trans
320550	III B ARPA Non-Services
320600	Title III Training
320700	Title III B I & A
320800	Title III C 1 Subcontractor
320810	Title III C1 ARPA
320900	Title III C 2 Subcontractor
320910	Title III C2 ARPA
320950	III C 2 In-House Services
320970	SFM HDM
321000	Title III D In-House Services
322000	Title III D H P Subcontractors
322050	Title III D ARPA
322100	Title III B Uber Health
322200	Title III B Case Management
322300	Title III B Assessment
323000	National Caregivers - In-House Services
324000	National Caregivers - Vouchers
325000	National Caregivers - Subcontractors
325050	National Caregivers ARPA
326000	SHIP Administration
326100	Title III B In-House Vouchers
327000	SHIP In-House Services
327500	SHIP Subs
328000	Title VII Elderabuse Subcontractors



329000	Title VII Ombudsman
330000	Long Term Care Ombudsman
331000	KY Caregivers Coordination
332000	KY Caregivers In-House Services
333000	KY Caregivers - Vouchers
334000	KY Caregivers - Subcontractors
335000	Homecare Administration
336000	HC - Expenses (non-sub)
337000	HC Subcontractors
338000	HC - Assessment
339000	HC - Case Management
340000	HC - Uber Health
341000	Senior Center Transporation
344000	NSIP October-June
345000	NSIP July-September
345100	FAST
347900	SE4A start up
348000	ADRC
348100	ADRC Medicaid
348200	ADRC - No Wrong Door
348300	ADRC Med CDC FED
348400	ADRC Nutrition Assessors
349300	MIPPA SHIP July- Aug
349400	MIPPA AAA July-Aug
349500	MIPPA ADRC July-Aug
350000	HCB Support Broker
351000	HCB Financial Management
352000	HCB Client Costs
353000	SCL Support Broker
354300	Case Management HCB
354500	Case management M P
356000	HCB Traditional Support Broker
359300	MIPPA SHIP Sept-June
359400	MIPPA AAA Sept-June
359500	MIPPA ADRC Sept-June
364100	Mental Health Coalition
364700	Meals on Wheels Stipend - Meals
364800	Meals on Wheels - Friendly Visits
364900	Rural LCCEA
365000	FAN PROGRAM
368300	KHBE-CCAP
368400	KHBE
368500	KCHIP
368600	KHBE- SNAP
372000	Humana Holiday Meals Grant
373000	Centenarians Event
373500	PCHP/Anthem
374100	GWEP #1
379400	ADVC Grant
379450	ADVC Admin

379500	INNU Services
379550	INNU Admin
380000	Local Funds
391000	GASB 68
392000	GASB 75
393000	Property/Equip
995100	Annual Leave
995200	Sick Leave
995300	Holiday Leave
995400	Jury Duty
995500	Other Leave
995600	Annual Leave Termination Pay
995700	Emergency Sick Leave
997000	General Ledger
998000	Fringe Benefit Pool
999000	Indirect Cost Pool

## V. UNIFORM CHART OF ACCOUNTS

### KIPDA CHART OF ACCOUNTS JULY 1, 2024

GL Code	Description
<b>Assets</b>	
10000	Payroll Cash Account
10100	Cash Account
10110	CDO Payroll Account
10200	A/R CDO Credit Card
10400	Investments
10500	Accrued Interest Receivable
11500	GASB 68 Pension Outflow
11600	GASB 75 OPEB Outflows
11700	Prop/Equip
12000	Accounts Receivable
12100	Accounts Receivable - Other
12110	A/R - CDO Other
12200	A/R DAIL
12250	A/R DSS Contract/Grants
12300	A/R Medicaid
12400	A/R Transportation
12500	A/R Contracts
12600	A/R DLG
12900	A/R CDO Patient Liability
15000	Prepaid Insurance
15100	Prepaid Expenses
15200	Prepaid Postage
16000	Fixed Assets
16500	Accumulated Depreciation
17000	Travel Control
<b>Liabilities</b>	
20000	Accounts Payable
20100	Federal Tax W/H
20200	FICA Tax W/H
20300	State Tax W/H
20400	Local Tax W/H
20500	GASB 68 Deferred Inflow Pension
20510	GASB 68 Pension Liability
20520	GASB 75 OPEB Liability
20530	GASB 75 Deferred Inflows OPEB
20600	Deferred Comp-401K
20700	Deferred Comp-457
20800	401(K) Roth IRA
20900	Vision - 125K
21000	Medical Ins - 125K
21200	Roth After Tax
21300	AFLAC W/H
21400	Dental - 125K

21500	Life Insurance - After Tax
21600	AFLAC - 125K
21700	Loan
21800	Retirement Purchase - AT
21900	FSA - Medical
22000	FSA - Dependent Care
22100	Med Ins - AT
22200	Direct Deposit #2
22300	Direct Deposit #3
22400	Retirement Purchase - Before Tax
22500	Direct Deposit #4
22600	Direct Deposit #5
22700	IRA Traditional
23100	Retirement W/H
23200	Annuity - 1%
24000	Debt - Employee
24100	United Way W/H
24900	Fan Donations
25000	Debt on Building
25100	CDO Federal Tax W/H
25200	CDO State Tax W/H
25300	CDO Local Tax W/H
25400	CDO FICA Tax W/H & Accrued
25500	State Unemployment Ins (CDO)
25600	Federal Unemployment (CDO)
25700	CDO Other Withholdings
25800	CDO Accounts Payable - Other
25900	CDO Accrued Payroll
25910	CDO Medicaid Deposits
26000	Accrued Payroll
26100	Accrued Travel Expenses
26200	A/P - CHS
26400	A/P - DLG
26500	Accrued Annual Leave
26600	Accrued Legal Expense
26700	A/P - Other Contracts
26900	Accrued KY Unemployment
27000	Accrued Interest
27100	CDO Advances
27200	Meeting Donations
27300	A/P Tarc
27310	A/P Transportation
27400	Vanpool Fees Due Tarc
27410	Deferred Vanpool Fees
27420	Deferred Hite Creek Revenue
27430	Deferred Shepherdsville GPS Revenue
27450	Deferred ARPA Contract Funds
27460	Deferred Bedford SRF/CDBG
27480	Deferred Weiland CDBG
27500	Vanpool Deposits

27550	Deferred Match
27610	GWEP #1
27710	Mental Health Grant
27720	MOWA
27800	Edith Grigsby
27900	SE4A
27910	FASI
27930	Deferred PDS-CDO Medicaid Staff Fees

Projects

30000	CED Operations
30200	Inventory Project
30300	CED ARPA Contracts
30350	Clean Water Project - CWP
30700	Contract Work
31000	MPO Operations
31500	Rideshare
31600	Statewide Planning
31700	Contract Services
32000	Aging
35000	PDS-CDO
36400	Special Projects
36800	KHBE Project
38000	General Fund
39000	Fund Balance
39100	GASB 68 Pension Equity
39200	GASB 75 OPEB Equity
39300	Property/Equip Fund
39700	General Ledger
39800	Fringe Benefit Pool
39900	Indirect Cost Pool

Revenues

40000	Bullitt County
40100	Charlestown
40200	Clark County
40300	Clarksville
40400	Floyd County
40500	Henry County
40700	Jeffersonville
40800	Louis/Jeff Metro Gov't
40900	New Albany
41000	Oldham County
41100	Shelby County
41200	Spencer County
41300	Trimble County
41410	LWC Eagles Rd CWP
41411	La Grange CWP
41412	LWC Hwy 1694 CWP
41413	LWC John Lee Rd CWP
41414	LWC Oak St CWP
41415	LWC Muhammad Ali CWP

41416	Shelbyville CWP
41417	MSD Multi Pump Station Projects
41418	MSD Ash Ave Area Interceptor Project
41419	MSD Ohio River Lift Station Project
41420	Oldham County Water CWP
41421	Henry County Water CWP
41422	North Shelby GPS
41423	Milton CWP
41424	City of Bedford CWP
41425	HCWD2 Filter#1 Rehab
41426	OCWD Storage Tank US 42
41427	North Interceptor Sewer Project Round 1
41428	OCWD Highway 1694
41429	North Interceptor Sewer Project Round 2
41430	Madison Water Line Replacement
41431	Elderserve CDBG
41432	OWCD Shelby Det Center RD2 CWP
41434	TCWD1 US421 CWP
41435	HCWD2 Water Tank Prj
41436	HCWD2 Pleasureville Area Wtr Sys Prj
41437	HCWD2 Boling Branch Rd Wtr line Ext
41438	Trimble Carmon Creek Rd/Louden Ln Wtrline
41439	Shelbyville 36 Gravity Sewer Prj
41440	Simpsonville WWTP Project
41441	HCWD2 Cane Run Rd Upgrade Round 2
41442	BRIC
41444	LWC Tom Wallace
41445	CWP John Lee Rd Extension Round 2
41446	CWP Eagles Rd Extension Round 2
41447	CWP Muhammad Ali MRRP Round 2
41448	CWP Sylvania NO. 6 Extension Round 2
41449	CWP Hwy 1694 Extension Round 2
41450	Hardy Creek CDBG
41451	Shelbyville Road Pump Station
41452	Salt River BPS to Chapeze BPS
41455	Bullitt Cty Roe Hill CDBG
41460	Angel's Envy CDBG
41465	LWC Roe Hill SRF
41550	Bedford CDBG
41611	Weiland CDBG
41620	City of Eminence ARPA
41621	City of Forest Hills ARPA
41622	City of New Castle ARPA
41623	City of Westwood ARPA
41624	City of Shepherdsville ARPA
41630	City of Shelbyville ARPA
41631	City of Hickory Hill ARPA
41632	City of Prospect ARPA
41633	City of Douglass Hills ARPA
41634	City of Blue Ridge Manor ARPA

41640	City of Pleasureville ARPA
41641	City of Hillview ARPA
41642	City of Richlawn ARPA
41643	City of Graymoor-Devondale ARPA
41644	City of Langdon Place APRA
41650	City of Middletown ARPA
41651	City of Hurstbourne ARPA
41652	City of Rolling Fields ARPA
41653	City of Houston Acres ARPA
41660	City of St. Regis Park ARPA
41661	City of Lebanon Junction ARPA
41662	City of Rolling Hills ARPA
41663	City of Indian Hills ARPA
41670	City of Pewee Valley ARPA
41671	City of Lyndon ARPA
41672	City of Shively ARPA
41673	City of Lincolnshire ARPA
41680	Spencer Cty ARPA
41681	City of Meadow Vale ARPA
41682	City of Taylorsville ARPA
41683	City of Parkway Village ARPA
41690	City of Plantation ARPA
41691	City of Meadowview Estates ARPA
41692	City of Watterson Park ARPA
41750	HMGP Lebanon Junction Pump Station
42000	DLG - CDBG Federal
42100	DLG - CDBG Match
42200	DLG - Unmatched
42330	New Castle B
42450	EDA COVID19 Response
42500	Hite Creek MSD
42700	Other Revenue - CED
42800	WRIS
42899	EDA - State
42900	EDA - Federal
42901	Angel's Envy EDA
43000	KY FHWA
43100	KY FTA
43300	KY Statewide Program
43400	KY STP
43500	KTC Match
43700	SS4A Safe Streets & Roads for All
43800	INDOT CMAQ
44000	IN FHWA
44100	IN FTA
44400	IN STP
44500	Inventory Project
44600	Vanpool Fees
44700	Other Match
44800	TARC Share FTA

44900	Other - Transportation
45000	Local Road Updates
45100	Homecare in Title III E
45700	Supports for Community Living
45710	Michelle P.
45800	Donations
45900	KHBE - FED
45901	KHBE - STATE
45902	KHBE - COVID19
45903	KHBE - KCHIP
45904	KHBE - SNAP
45905	KHBE - CCAP
45913	KHBE - KCHIP State
45914	KHBE - SNAP State
45920	United Healthcare Grant
46000	III B Admin FED
46010	III B Admin STATE
46021	III B Admin ARPA
46100	III B Support Svcs FED
46110	III B Support Svcs STATE
46120	III B Support Svcs FED Carryover
46130	III B Ombudsman FED
46135	III B Ombudsman FED Carryover
46140	III B Ombudsman STATE
46160	III B Supp ARPA Fed
46165	III B Ombuds ARPA
46200	III C 1 Services FED
46210	III C 1 Admin FED
46220	III C 1 Admin STATE
46230	III C 1 Svcs STATE
46240	III C 1 Svcs FED Carryover
46260	III C 1 COVID19 Fed
46261	III C 1 Admin COVID19 FED
46263	III C 1 Svcs ARPA
46264	III C 1 Admin Expanded Senior Meals Program
46265	III C 1 Svcs Expanded Senior Meals Program
46280	III C 1 CRF Funds
46300	III C 2 Svcs FED
46310	III C 2 Admin FED
46320	III C 2 Admin STATE
46322	III C 2 Admin COVID19 Fed
46334	III C 2 State Funded Meals
46340	III C 2 Svcs STATE
46360	III C 2 COVID19 Fed
46361	III C 2 Svcs ARPA
46375	III C 2 CRRSSA Fed
46380	III C 2 CRF Funds
46400	III D Prev Health Svcs FED
46420	III D Prev Health FED Carryover



46421	III D Prev Health Svcs ARPA
46500	III E CG Supp Svcs FED
46510	III E Admin FED
46515	III E Admin ARPA
46520	III E Admin STATE
46540	III E CG Supp Svcs STATE
46550	III E CG Supp Svcs FED Carryover
46560	III E GP Supp Svcs FED
46570	III E GP Supp Svcs STATE
46580	III E GP Supp Svcs FED Carryover
46591	III E Supp ARPA
46600	VII Elderabuse FED
46602	VII Elderabuse STATE
46603	VII Elderabuse ARPA
46650	VII OMB - NHOA
46700	Homecare Admin
46710	HC Svcs - Non Meals
46720	HC Svcs - Meals
46730	HC Svcs - Expanded Senior Meals Program
46740	ESMP Admin
46750	ESMP Svcs
46800	Adult Day
46900	Personal Care Attendant Program
47000	NSIP July- Sept
47050	NSIP Oct - Sept
47100	PCHP/Anthem
47110	FAST
47200	DAIL Meetings
47300	Donations
47400	SHIP Admin FED
47410	SHIP Svcs FED
47450	SHIP April - March
47500	ADRC Medicaid FED
47505	ADRC - No Wrong Door
47507	ADRC - No Wrong Door Carryover
47510	ADRC Medicaid STATE
47515	SHIP Svcs FED Carryover
47520	Program Implementation
47600	VII Ombudsman FED
47602	VII Ombudsman FED Carryover
47603	VII Ombudsman STATE
47604	VII Ombudsman ARPA
47605	VII Ombudsman ARPA 2 Asst Living Funds
47610	GWEP #1
47620	GWEP #2 Alz
47700	Medicaid Client Costs
47710	Medicaid Staff Costs
47750	Medicaid Client Fees
47800	LTC Ombudsman
47920	ADVC DAIL Grant

47930	INNU DAIL Grant
48000	KY Caregivers Program
48100	BHWET Grant
48110	Humana Holiday Meals
48200	Other - CHS
48300	Mental Health Grant
48400	GF Transfer Exps in excess of Revenue
48600	Edith Grigsby Trust
48700	MIPPA Ends AUGUST
48710	MIPPA Starts SEPTEMBER
48900	Mental Health Coalition
49000	Homecare Client Fees
49300	CDO Client Tax Refund
49400	SE4A
49500	Interest Income
49600	CDO Client Paid Services
49700	Transfer from General Fund
49800	In-kind Match
49890	Miscellaneous CDO
49900	Miscellaneous
Expenses	
50000	Salaries
50500	Fringe Benefits
50600	FICA Expense
50700	Medical Insurance
50800	Life Insurance
50900	Retirement Expense
50910	OPEB Expense
51000	Unemployment Insurance
51100	Worker's Comp Insurance
51200	Vision Insurance
51300	Dental Insurance
51400	Other Benefits
51410	GASB 68 Pension Expense
51420	GASB 68 Deferred Inflow Pension
51500	Internet Fees
51600	Equipment & Computer Maintenance
51700	Temporary Services
51800	Postage/Shipping
51900	Subscriptions & Publications
52000	Insurance - Other
52100	Registration Fees
52200	Software Maintenance &/or License
52300	Membership Dues
52400	Legal
52500	Advertising
52600	Audit
52800	Contract Services
52900	Drug Screens/TB Test
53000	Background Checks

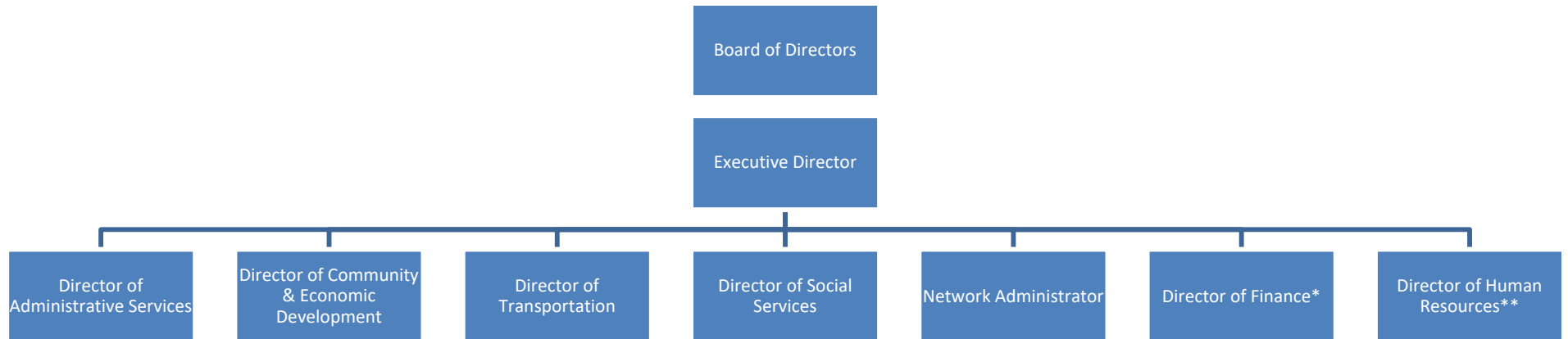
53100	Fifth Third Bank Fees
53200	Telephone
53400	Car Expenses & Related
53600	Travel in Region
53700	Board Travel
53800	Travel out of Region
53900	Utilities
54000	Meeting Expense
54100	Office Maintenance
54200	Equipment Rental
54300	Office Rent
54400	Office Supplies
54500	Van Maintenance Supplies
54600	Printing
54700	Copying
54900	Depreciation
55000	Vanpool Subsidies
55100	Emergency Ride Home
55200	Outreach Materials
55300	Fleet Operating Expense
55400	Vanpool Bank Fees
55500	Minor Equipment
58800	Interpreters
58900	Miscellaneous CDO
59000	Miscellaneous
59100	Assets Purchased w/Grant
59200	Equipment Purchased w/Aging Funds
59300	Equipment Purchases
59400	In-kind Services
59500	Transfer from General Fund
59700	Indirect Costs
60000	Supplies - HC
60100	Guardian Med Monitoring - HC
60110	VRI - HC
60200	Home Repair
60300	Mental Health Expenses
60400	United Health Care
60700	not in use
60800	Bullitt Cty Health Dept
60900	Fan Program
61200	PMF - HC
61300	HDIS - HC
61400	Training Contract
61500	Homecare on line training
61550	HC - Special COVID
61600	Louisville Wheels, Inc. - III B
61700	Homecare if Title III E
62000	TCCAA Caregivers
62100	Catholic Charities - Elderabuse
62200	Catholic Charities - III B

62210	Catholic Charities -- IIB ARPA
62250	Catholic Charities - VII OMB ARPA
62300	Catholic Charities - Ombudsman
62400	Catholic Charities - LTC
62500	Center for Accessible Living - PCAP
62550	Catholic Charities Caregivers
62780	Falls Talk - III D
62800	Catholic Charities - III E
62850	III B FM
62900	Uber Health - III B
62950	HC - Uber Health
63100	Highlands Community Ministries - III B
63150	Highlands Community Ministries - III B ARPA
63200	Highlands Community Ministries - III D
63210	Highland Community Ministries - ADVC
63310	Jewish Community - NSIP
63330	Jewish Community of Louisville - III D
63400	Jewish Family & Career Services - III E
63500	Jewish Family & Career Service - III D
63600	Jewish Family & Career Service - III B
63650	Jewish Family & Career Service - III B ARPA
63660	Jewish Family & Career Services - ARPA
	Non-Services
63700	JFCS - ADVC
63900	Legal Aid Society - III B
64000	Louisville Metro - III C
64200	Louisville Metro Parks - III B
64210	Masterson's - NSIP
64220	Louisville Metro Parks - III D
64300	Multi-Purpose - III B
64310	MPCAA - ADVC
64320	Multi-Purpose ARPA Non-Services
64400	VII SLTCO - NHOA
64420	UofL Trager Institute - III D
64490	UofL Trager Institute - III E
64500	TARC III B Travel Training
64700	Tri-County - III B
64710	Tri-County III B Travel Services
64800	Tri-County - III D
64810	TCCAA - ADVC
65000	U of L Medication Management
65500	Bullitt - Vouchers
65550	Shelby - Vouchers
65600	Spencer - Vouchers
66000	Elder Abuse Awareness
67200	CDO Home Improvement Equipment
67300	CDO Client Payroll
67400	CDO Employer Taxes
67500	CDO Goods Purchased
67700	Vouchers FCG & KY Caregivers
67710	Caregiver Vouchers

67800	Caregiver Training Forum
67900	Get There - IIIB Trans
68000	Homecare
68100	Help At Home - HC
68110	TCCAA - HC
68120	Lifeline - HC
68130	Masterson's - HC
68140	Southern - HC
68150	Pennyrile - HC
68160	KRADD - HC
68170	GWADD - HC
68180	Commonwealth Care - HC
68190	Interim Healthcare - HC
68200	Elderserve III B ADC
68210	TCCAA III B ADC
68300	Special Program Purchases
68400	Pharmacy Review
68700	Caregiver Informational Mtg - III E
69000	Respite - Other
69200	Support Services - Other
69300	Respite - GP
69400	Support Services - GP
69500	Program Costs
70000	Edith Grigsby Trust
70002	Needs Assessment
70800	III B In-Home Services
70810	Lifeline III B In-Home Services
70820	TCCAA III B In-Home Services
70830	Southern III B In-Home Services
70840	Commonwealth Care III B In-House Svcs
70850	Interim Healthcare III B In-House Svcs
70860	Tri-County III B ARPA
71000	Legal Aid - Caregivers
76000	Jewish Community Assoc of Louisville
76100	Masterson's - III C
76200	Multi-Purpose - III C
76300	Tri-County - III C
76310	Tri-County III C ARPA Non-Services
76400	SE4A Expense
76500	Centenarians Expense
79200	Northern Kentucky Area Agency on Aging - Trualta
79900	Unallocated
79910	Unallocated CED
79920	Unallocated Social Services
79930	Unallocated Transportation

# Kentuckiana Regional Planning and Development Agency

## Organizational Chart

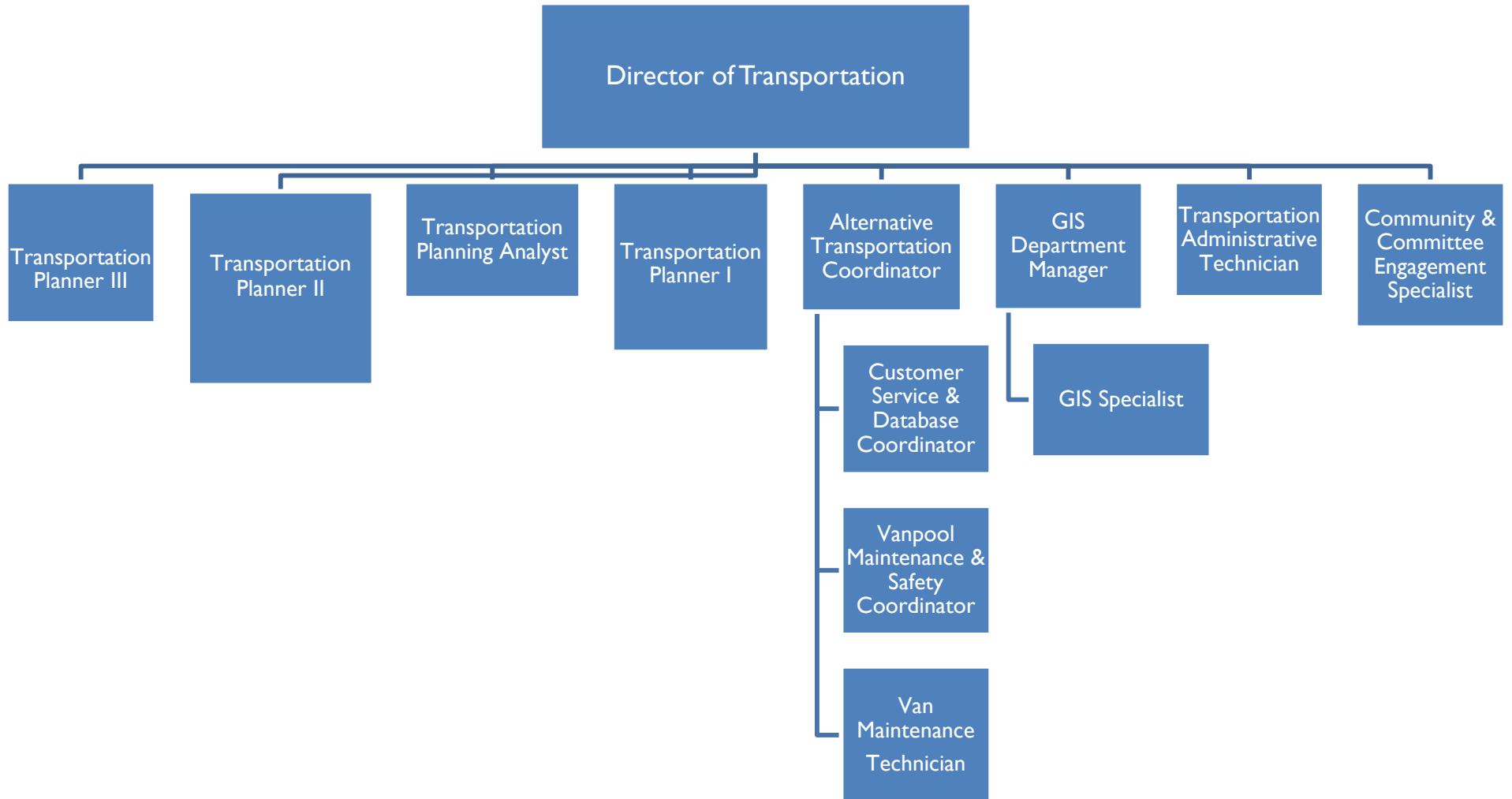


\*The Director of Finance will serve as the Executive Director's designee when the Executive Director is out of the office.

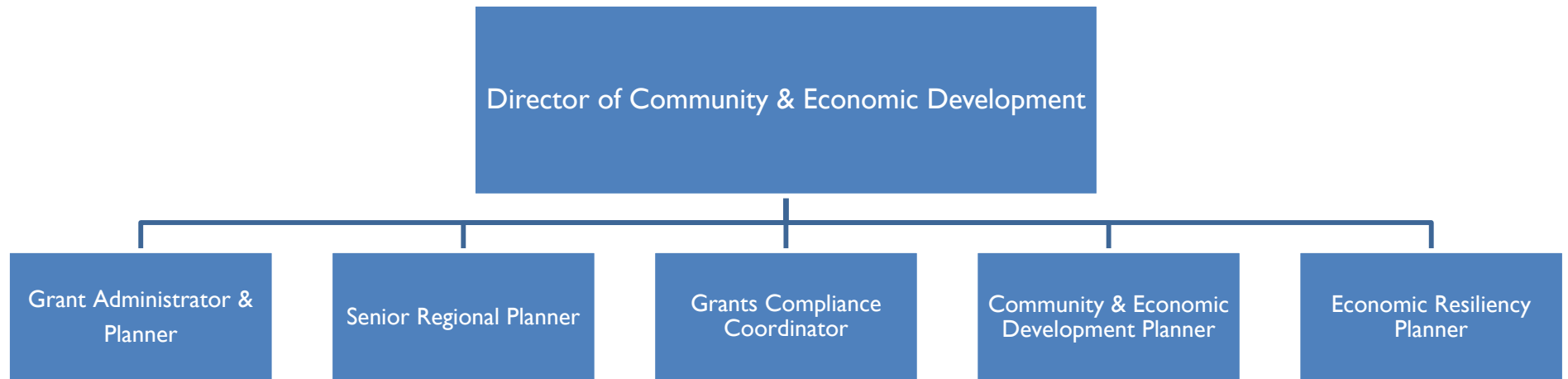
\*\* When the Executive Director and the Director of Finance are both out of the office the Director of Human Resources will act as the Executive Director's designee.

2/26/2024

# Transportation Division

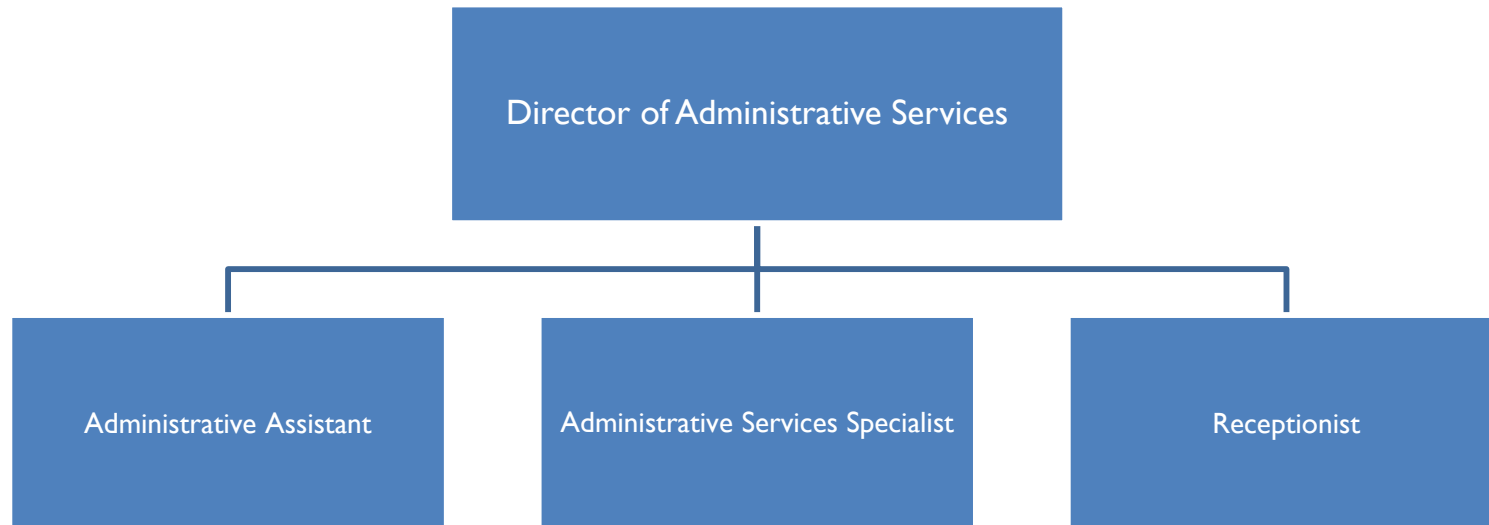


# Community & Economic Development Division





# Administrative Services Division



# Finance Division

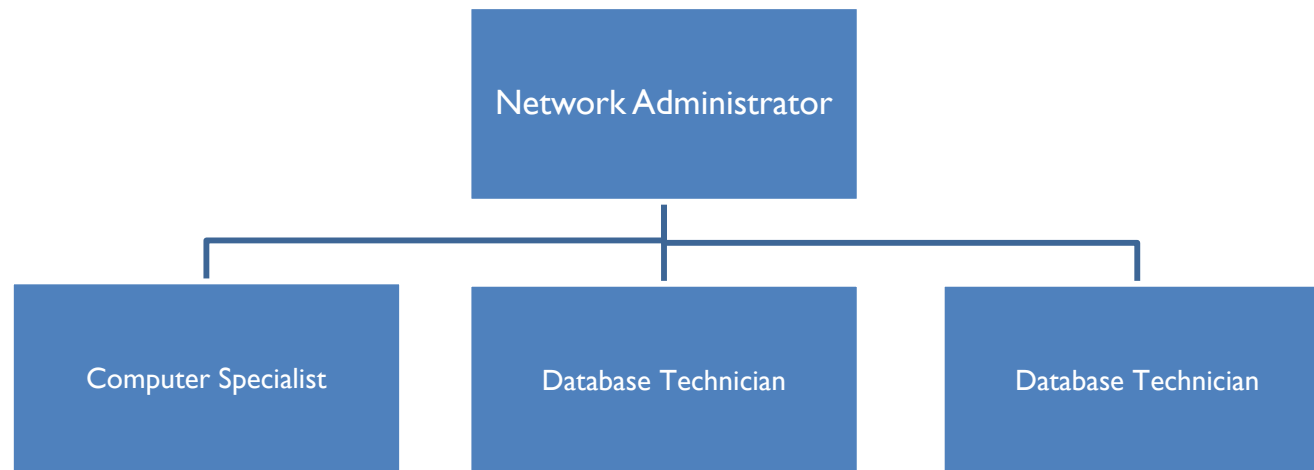
Director of Finance

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graph TD; A[Director of Finance] --> B[Fiscal Officer]; A --> C[Accountant];
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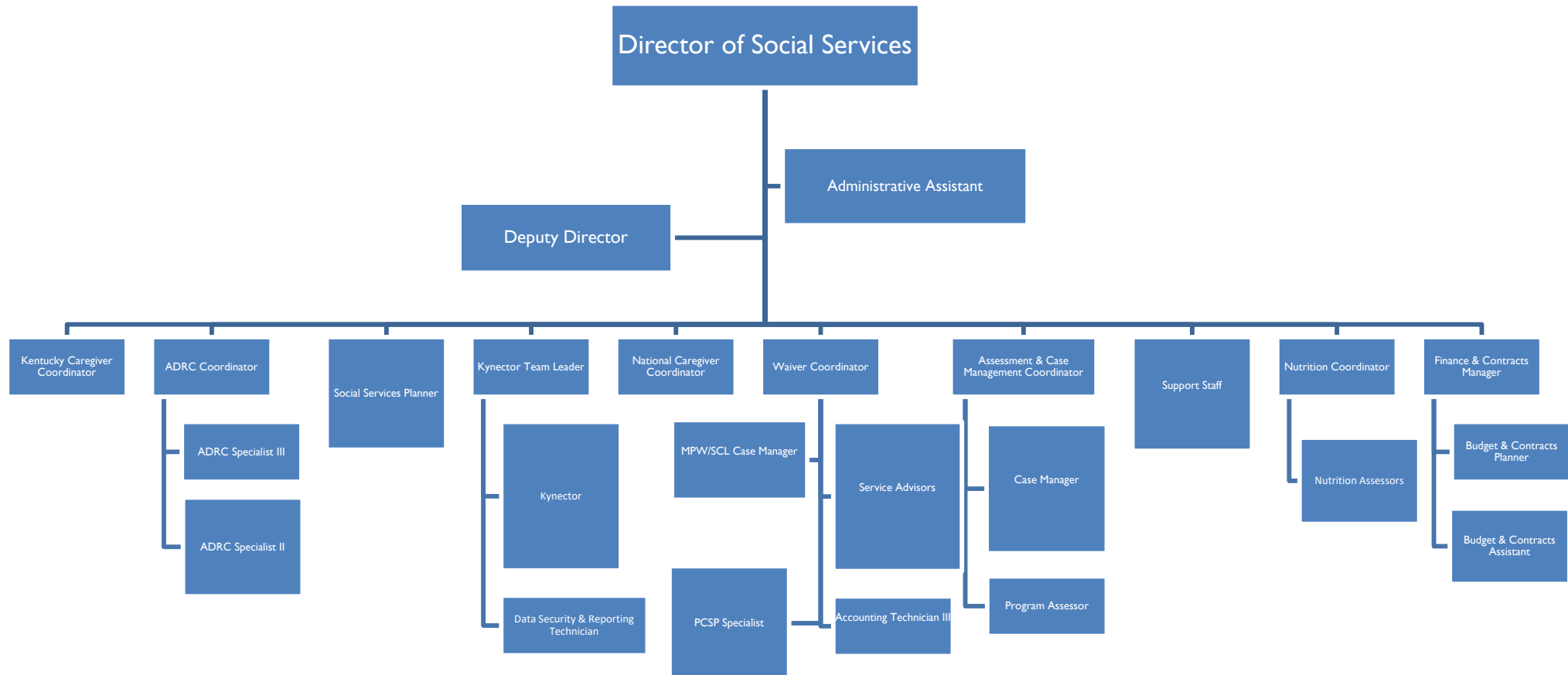
Fiscal Officer

Accountant

# Computer Services Division



# Social Services Division



## **APPENDIX H**

# **PLANNING MEMORANDUM OF AGREEMENT**

*Updated December 2022*

# MEMORANDUM OF AGREEMENT

By and Between the  
Kentuckiana Regional Planning and Development Agency  
the  
Indiana Department of Transportation  
the  
Kentucky Transportation Cabinet  
and the  
Transit Authority of River City

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

Whereas, the current federal transportation authorization legislation requires the establishment of agreements among certain agencies involved in the transportation planning process, and

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

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

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

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

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

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

## RESPONSIBILITIES OF THE KIPDA METROPOLITAN PLANNING ORGANIZATION (MPO):

### KIPDA Structure

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

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

*KIPDA Performance-Based Transportation Planning Coordination*

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



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

*KIPDA Metropolitan Transportation Plan (MTP)*

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

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

7. KIPDA, with collaboration and cooperation from KYTC, INDOT, TARC, and other agency partners, will develop and maintain a Congestion Management Process (CMP). Coordination and cooperation will include, but will not be limited to:
  - a. Collection of data necessary for completing the CMP document and implementation of the process
  - b. Review selection, and prioritization of projects (including those projects located on the State's highway network) to address congestion-related needs identified through the implementation of the CMP
8. The CMP will be approved and modified by the TPC.
9. At a minimum, KIPDA will provide opportunity for public input on the draft KIPDA MTP as defined in the KIPDA Participation Plan. KIPDA will also consider, summarize, and provide for the disposition of comments received as defined in the KIPDA Participation Plan.
10. A Conformity review/determination shall be completed for each MTP developed by KIPDA, as well as for each amendment to the document, indicating that the plan maintains the area's air quality standard as identified by the Interagency Consultation Group (ICG) Procedures and the States' Implementation Plans for Air Quality.
11. The TPC will approve KIPDA MTP updates and MTP amendments.
12. Following TPC approval of the KIPDA MTP, KIPDA is responsible for forwarding copies of the TPC-approved KIPDA MTP to FHWA, EPA, FTA, and the Interagency Consultation Group.
13. Following the federal conformity review, KIPDA will submit the MTP to KYTC, INDOT, and TARC for inclusion, directly or by reference, in the respective State's Long-Range Plan, as well as TARC's Long Range Plan.
14. All proposed changes to the KIPDA MTP must include a project description, project purpose, project cost, Open to Public (OTP) date, federal, state, local and total dollar amount and must be submitted to KIPDA using a KIPDA Project Information Form. The KIPDA MTP may be revised by amendment only.
15. Each project proposed for amendment to the KIPDA MTP will be assessed relative to its impact on the community and its contribution toward achieving the performance targets identified in the KIPDA Performance Management Plan.
16. KIPDA will provide and maintain a website that includes the MTP, its associated amendments, and the CMP for interested parties, public and agency consumption

#### *KIPDA Transportation Improvement Program (TIP)*

1. KIPDA will develop and maintain a Transportation Improvement Program (TIP), in cooperation and coordination with KYTC, INDOT, TARC, and other agency partners.
2. The KIPDA TIP will be updated at least every four years as required by 23 CFR Part 450. At the time of adoption by the TPC, the TIP shall cover no less than four years.
3. All federal aid funded transportation projects, regardless of funding category, must be consistent with the KIPDA MTP and be included in the fiscally constrained KIPDA TIP.

4. KIPDA is responsible for developing a fiscally constrained TIP. The cooperative process for completing the TIP Financial Plan shall be as follows:
  - a. For the federal funding categories not suballocated to the MPO, the financial plan is based on the fiscal constraint of the KYTC and INDOT STIPs
  - b. KYTC and INDOT will provide an estimate of available federal funds for the funding categories that are suballocated to the MPO
  - c. KIPDA is responsible for ensuring that the estimated available funds and project costs in the TIP reflect year of expenditure. KYTC, INDOT, TARC, and other agency partners will assist KIPDA in identifying Year of Expenditure costs for TIP projects. The rates for Year of Expenditure shall be consistent with the Year of Expenditure rates utilized in the development of the KIPDA MTP.
  - d. At any time, KIPDA, KYTC, INDOT, TARC, or other agency partners, may cooperatively review and update the estimated balances for those federal funds suballocated to the MPO. At a minimum, the above agencies will collaborate on ensuring accurate estimates of available funds for each funding category suballocated to the MPO.
5. Because the KIPDA TIP is a subset of the KIPDA MTP and the TIP and MTP projects are consistent in terms of scope, timing, and estimated costs, the Air Quality Conformity Determination for the TIP is based on the Air Quality Conformity of the MTP.
6. Because the KIPDA TIP is a subset of the KIPDA MTP and the TIP and MTP projects are consistent in terms of scope, timing, and estimated costs, the contribution of the TIP toward achieving the performance targets identified in the KIPDA Performance Management Plan is based on the contribution of the MTP to achieve the performance targets identified in that document.
7. KIPDA will coordinate with KYTC, INDOT, TARC and other agency partners to ensure that all regionally significant projects, regardless of their funding source, are included in the KIPDA TIP for public information purposes.
8. KIPDA, in collaboration and coordination with KYTC, INDOT, TARC and other agency partners, will develop and maintain a project priority process for federal funds that are suballocated to the MPO. The project priority process will be consistent with the MTP and may be modified at the discretion of the TPC.
9. During a TIP update, KIPDA will coordinate with KYTC, INDOT, TARC and other agency partners in order to identify projects and programs for the KIPDA TIP.
10. At a minimum, KIPDA will provide opportunity for public input on the draft TIP and proposed amendments as defined in the KIPDA Participation Plan. KIPDA will also consider, summarize, and provide for the disposition of comments received as defined in the KIPDA Participation Plan.
11. At the discretion of KIPDA, the TIP may be modified by completing a TIP update, amendment, or administrative modification. The KIPDA TIP will be amended semi-annually unless special circumstances require more frequent amendments.
12. There are two methods used to revise the KIPDA TIP: by Administrative Modification or by Amendment. All TIP modifications and amendments will be processed in consultation with the Interagency Consultation Group (ICG) and in accordance with MTP air quality conformity procedures.

13. All requests for administrative modification will be presented to the TPC for information purposes. No approval is required of the TPC for administrative modifications.
14. KIPDA, with cooperation and collaboration from KYTC, INDOT, TARC, and other agency partners will develop a KIPDA Project Management Guidebook. The Project Management Guidebook will:
  - a. Focus its efforts toward addressing the National Goal of Reduced Project Delivery Delay
  - b. Strive to advance projects with the greatest benefit for the region and contribute to achieving the performance targets identified in the Performance Management Plan
  - c. Utilize limited funding sources in the most efficient and cost effective manner
  - d. Provide the mechanism for monitoring and managing the obligation of federal funds
  - e. Assist in facilitating advancement of projects that are able to obligate federal funds in lieu of currently programmed projects that have suffered a delay in their implementation and/or are unable to obligate federal funds as originally scheduled
15. At a minimum, the KIPDA Project Management Guidebook will provide the basis for:
  - a. Establishing priority processes relative to the advancement of projects from the KIPDA MTP to the KIPDA TIP
  - b. Establishing priority processes for those projects in the KIPDA TIP that are programmed with federal formula funds suballocated to the KIPDA MPO
  - c. Ensuring that projects proposed to use MPO suballocated federal funds are ready for programming/obligation and able to proceed in an expeditious manner and without delay
  - d. Monitoring the progress of projects and programs in the KIPDA TIP
16. The Project Management Guidebook will be approved, and if necessary, may be modified by the TPC.
17. The TPC will approve KIPDA TIP updates and TIP amendments.
18. KIPDA, with cooperation from KYTC, INDOT, and TARC will produce an Annual List of Obligated projects for inclusion in each TIP update and for placement on the KIPDA website.
19. The TPC approves the KIPDA TIP, followed by approvals from the INDOT Commissioner and the KYTC Secretary (on behalf of the respective Governors). It is then included in the Statewide Transportation Improvement Programs (STIPs) of both states by reference or amendment.
20. KIPDA will provide and maintain a website that includes the KIPDA TIP and associated amendments and administrative modifications for interested parties, public and agency consumption.

#### KIPDA Coordinated Human Services Transportation Plan

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

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

#### KIPDA Participation Plan

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

#### KIPDA Regional Travel Demand Forecasting

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

#### KIPDA Unified Planning Work Program

1. In accordance with 23 CFR Part 450, a Unified Planning Work Program (UPWP) will be prepared by KIPDA in cooperation and consultation with INDOT, KYTC, TARC, other agency partners, and FHWA, and FTA.
2. KIPDA will include the planning emphasis areas (PEA's) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas should be received in a timely manner so that they can receive proper consideration.

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

*KIPDA Title II, Title VI, and Environmental Justice*

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

consideration of communities of concern in the KIPDA transportation planning process. At a minimum, the CIA will include:

- a. Community socio-economic profiles
  - b. Benefits and Burdens Assessment and Planning
  - c. Environmental Justice Study Areas
4. KIPDA, KYTC, INDOT, TARC and other agency partners will collaborate on the collection of data, the analysis of data, and the reporting of findings associated with completing the CIA and its subsequent implementation
  5. The findings and analysis tools identified in the CIA will be reflected, at a minimum, in the KIPDA:
    - a. Metropolitan Transportation Plan
    - b. Transportation Improvement Program
    - c. Coordinated Human Services Transportation Plan
    - d. Participation Plan
    - e. Unified Planning Work Program
    - f. Performance Management Plan
  6. The CIA will be approved, and may be modified, by the TPC.
  7. KIPDA will monitor, and report to the TPC, the progress of the development and implementation of ADA Transition Plans by KIPDA MPO member agencies.



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

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

### Performance Based Transportation Planning Coordination

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

### KIPDA Metropolitan Transportation Plan and Transportation Improvement Program

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

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

#### KIPDA UPWP Coordination Activities

- 1. INDOT will participate in transportation planning activities related to the KIPDA Unified Planning Work Program (UPWP) (such as review of the document, preparation of contracts following its approval, review of billings submitted by the MPO, etc.) and assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.
- 2. INDOT will provide updated consolidated PL and Transit 5303 estimates based on the current PL Distribution formula approved by FHWA and INDOT. INDOT will provide these figures in a timely manner each year to allow for development of the KIPDA UPWP.

3. INDOT will review and provide approval of the KIPDA UPWP and concurrence with the Cost Allocation Plan in a timely manner and will develop required contracts and purchase orders.

## RESPONSIBILITIES OF THE KENTUCKY TRANSPORTATION CABINET (KYTC):

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

### Performance Based Transportation Planning Coordination

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

### KIPDA Metropolitan Transportation Plan and Transportation Improvement Program

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

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

#### KIPDA UPWP Coordination Activities

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

3. KYTC will review and provide approval of the UPWP and concurrence with the Cost Allocation Plan in a timely manner and will develop required contracts and purchase orders.

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

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

### Performance-Based Transportation Planning

1. TARC will cooperate and collaborate with KIPDA, INDOT, KYTC and other agency partners, in the development of a KIPDA Performance Management Plan, as defined by KIPDA for the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.
2. Through the Transportation Policy Committee, and other means, TARC and other agency partners will, through cooperation and collaboration, identify within the Performance Management Plan the following:
  - a. Goals and Objectives
  - b. Performance Measures
  - c. Data and Data Collection Responsibilities
  - d. Reporting Processes, including appropriate roles and responsibilities
3. KIPDA, KYTC, INDOT, TARC, and other agency partners will directly or by reference integrate the relevant goals, objectives, and performance measures from TARC and other agency partners into KIPDA's Performance Management Plan, including, but not limited to the:
  - a. TARC Public Transportation Agency Safety Plan (PTASP)
  - b. TARC Transit Asset Management Plan
4. TARC will consider relevant goals, objectives, and performance measures from KIPDA's Performance Management Plan in decisions regarding their plans and planning activities in the Louisville/Jefferson County (KY-IN) Metropolitan Planning Area.

### KIPDA Metropolitan Transportation Plan and Transportation Improvement Program

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

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

*KIPDA UPWP Coordination Activities*

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



In witness thereof, the undersigned executive staff members of INDOT, KYTC, KIPDA and TARC have executed this Memorandum of Agreement on the dates indicated below. Effective Date of the Agreement will be the date of the final signature. Signatures appear on multiple pages, separate for each agency:

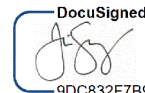
INDIANA DEPARTMENT OF TRANSPORTATION

Lyndsay Quist

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In witness thereof, the undersigned executive staff members of INDOT, KYTC, KIPDA and TARC have executed this Memorandum of Agreement on the dates indicated below. Effective Date of the Agreement will be the date of the final signature. Signatures appear on multiple pages, separate for each agency:

KENTUCKY TRANSPORTATION CABINET

DocuSigned by:  
  
9DC832F7B94544E...  
Secretary

DocuSigned by:  
  
78ED024141D14BD...  
KYTC Legal Counsel

In witness thereof, the undersigned executive staff members of INDOT, KYTC, KIPDA and TARC have executed this Memorandum of Agreement on the dates indicated below. Effective Date of the Agreement will be the date of the final signature. Signatures appear on multiple pages, separate for each agency:

TRANSIT AUTHORITY OF RIVER CITY

Carrie Butler

---

Executive Director

Eamon P. Mulvihill

---

TARC Legal Counsel

In witness thereof, the undersigned executive staff members of INDOT, KYTC, KIPDA and TARC have executed this Memorandum of Agreement on the dates indicated below. Effective Date of the Agreement will be the date of the final signature. Signatures appear on multiple pages, separate for each agency:

KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY

Jarrett Haley

---

Executive Director

Mitzi D. Wyrick

---

KIPDA Legal Counsel

Signature: Carrie Butler  
Carrie Butler (Dec 14, 2022 08:55 EST)

Email: cbutler@ridetarc.org

Signature: Jarrett Haley  
Jarrett Haley (Dec 13, 2022 14:28 EST)

Email: jarrett.haley@kipda.org

Signature: Eamon P. Mulvihill  
Eamon P. Mulvihill (Dec 14, 2022 11:19 EST)

Email: pmulvihill@ridetarc.org

Signature: Mitzi D. Wyrick  
Mitzi D. Wyrick (Dec 21, 2022 14:27 EST)

Email: mitziwyrick@wyattfirm.com

Signature: Lyndsey Quist

Email: lquist@indot.in.gov

DocuSigned by:  
  
9DC832F7B94544E...

---

Secretary

DocuSigned by:  
  
78ED024141D14BD...

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KYTC Legal Counsel

## **APPENDIX I**

### **UPWP CHECKLIST – KYTC**



## Unified Planning Work Program Checklist

Item	Page #	Comment	Regulation or Law Cited
<b>1 FORMAT GUIDELINES</b>			
Dated (left hand corner)			
Page numbers			
<b>2 COVER/TITLE PAGE</b>			
Name of MPO agency and area represented	Cover/Title		
FY of UPWP, contact information, web site	Cover/Title		
Agencies providing funds or support	Title		
<b>3 INTRODUCTION/PREFACE</b>			
Table of Contents	i		
MPO Approval Resolution (signed)	App. B		
Committee Members & Responsibilities	App. C		[See 23 CFR 450.310 (d)]
Staff Members, Positions & Responsibilities	App. D		
Maps - MPO Planning, Urbanized & A.Q. Areas	10-11		[See 23 CFR 450.312]
Planning Factors	2		[See 23 CFR 450.306 (b)]
UPWP - Definition of UPWP and purpose	1		[See 23 CFR 420.111]
<b>4 WORK ELEMENTS* - Each Work Item should include the following:</b>			
Work Element Number & Title			
Description, including Goals, Objectives and Products			23 CFR 420.111(b)(1) & 450.308(c)
Schedule for Completion			23 CFR 450.308(c)
Agency Responsible			23 CFR 450.308(c)
Estimated Cost			23 CFR 420.111(e)
Funding Sources			23 CFR 450.308(c)
<b>ISSUES TO ADDRESS (May be addressed under various work elements listed below or as standalone work elements)</b>			
Safety/Security	29		
Resilience/Reliability (Consider KYTC evaluations of damage-prone areas)	30		23 CFR 667
<b>Multimodal Planning</b>			
-Freight	25		23 U.S.C. 134(h), (i)(6)
-Transit	23		23 U.S.C. 134(c)(2), (i)(2)(H)
-Bike/Pedestrian	26		23 U.S.C. 134(i)(6)(A), 135(f)(3)(A)
Travel Demand Modeling: MTP update, project analysis, report of housing and employment changes and employment-based traffic patterns to KYTC. If not a standalone work element, include summary of modeling-related tasks.	19		[See 23 CFR 450.104, Regionally significant project]
Conformity Analysis	20		
ITS Architecture	21		23 CFR 940
Congestion Management Process (TMA only)	22		23 CFR 450.322
ADA Transition Plans	26		FHWA Civil Rights Guidance: <a href="http://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12">www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12</a>
<b>ADMINISTRATION Work Element</b>			
Major Purchases/Training/Audits	40		
General Committee Meetings	39		
Planning Agreement/Update as needed	App. H		23 CFR 450.314
<b>UNIFIED PLANNING WORK PROGRAM Work Element</b>			
UPWP Development & Maintenance	37		23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report	37		23 CFR 420.117(b)
<b>PUBLIC INVOLVEMENT &amp; REPORTING Work Element</b>			
Participation Plan Development & Maintenance	38		23 CFR 450.316
Annual Listing of Obligated Projects	32		23 CFR 450.334
<b>DATA COLLECTION &amp; ANALYSIS Work Element</b>			
Census/Socioeconomic Data	14		
Transportation Systems/Urban Boundaries	14		
Performance Measures & Targets	16		23 CFR 450.306(d)
<b>PROJECT IDENTIFICATION &amp; PRIORITIZATION Work Element</b>			
Identify and Update Projects in CHAF	33		
Assist with SHIFT Project Prioritization Activities	32		
Assist with CMAQ Prioritization (CMAQ-eligible areas only)	32		
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)	32		
<b>TRANSPORTATION IMPROVEMENT PROGRAM Work Element</b>			
TIP Development & Maintenance	32		23 CFR 450.326
<b>METROPOLITAN TRANSPORTATION PLAN Work Element</b>			
MTP Development & Maintenance	18		23 CFR 450.324
<b>TRANSIT Work Element</b>			
<b>SPECIAL STUDIES Work Element(s):</b> Corridor studies, sub-area studies, etc. (as needed)			
<b>5 UPWP SUMMARY</b>			
Funding Sources & Matching Rates	App. A		23 CFR 450.308(c) & 420.111(b)
Indirect Costs (if applicable)	App. A		
Estimated Effort - Person-Weeks/Hours	App. A		
Expenditures by Work Item & Funding Source	App. A		
2.5% Setaside: Describe how the MPO will meet (or opt out of) the requirement to spend 2.5% of PL funds on activities to increase safe and accessible options for multiple travel modes	App. A		IJA § 11206
<b>6 APPENDICES</b>			
Planning Agreement	App. H		
CAP Approval Letter from KYTC (if charging indirect costs)	App. G		

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