



**STATEMENT
OF
WORK**

FOR THE

**KOKOMO/HOWARD COUNTY
GOVERNMENTAL COORDINATING
COUNCIL
(KHCGCC)**

STATE FISCAL YEAR 2020

**JULY 1, 2019 to JUNE 30, 2020
Second year of two-year plan**

Adopted March 14, 2019

TABLE OF CONTENT

TOPIC:	PAGE:
POLICY BOARD	3
TECHNICAL ADVISORY COMMITTEE	3
INTRODUCTION, PLANNING EMPHASIS AREAS and NATIONAL GOALS	4-5
FUNDING REQUEST BASED ON C.A.P.	5
SFY 2017 STATEMENT OF WORK ACTIVITIES:	
100.0 ADMINISTRATION/ PUBLIC PARTICIPATION	6
200.0 DATA COLLECTION/TRAFFIC ANALYSIS	6
300.0 SHORT RANGE PLANNING/ MANAGEMENT SYSTEMS	7
400.0 LONG RANGE PLANNING	7
500.0 TRANSIT and ACTIVE TRANSPORTATION	7
600.0 OTHER PLANNING INITIATIVES/SPECIAL	8
SUMMARY OF ANTICIPATED PRODUCTS	9
SUMMARY OF LOCAL CONTRACTS & MEMORANDUMS	10
MOA, CERTIFICATIONS & ASSURANCES (ON FILE)	11
ORGANIZATIONAL CHART	12
CERTIFICATE OF INDIRECT COSTS and INDOT LETTER OF CONCURRENCE	Attached
RESOLUTION TO APPROVE STBG FLEX FUNDING	Attached
CERTIFICATE OF COST ALLOCATION PLAN and CAP SPREADSHEET	Attached
RESOLUTION FOR SELF-CERTIFICATION	Attached
METROPOLITAN TRANSPORTATION PLANNING SELF-CERTIFICATION PROCESS	Attached
RESOLUTION TO ADOPT STATEMENT OF WORK	Attached
COST ALLOCATION DEFINITION	P. 1-8

**KOKOMO/ HOWARD COUNTY
GOVERNMENTAL COORDINATING COUNCIL**

POLICY BOARD

VOTING MEMBERS

Mayor, City of Kokomo
President, Howard County Commissioners
President, Kokomo City Council
President, Howard County Council
Howard County Councilman
Kokomo City Councilman
President, Kokomo City Planning Commission
President, Howard County Planning Commission
Executive Director, Kokomo-Howard County Plan Commission
Deputy Commissioner, Greenfield District, INDOT

NON-VOTING MEMBERS

Planning & Environmental Specialist, FHWA
Local Program Transit Section, INDOT

TECHNICAL ADVISORY COMMITTEE

VOTING MEMBERS

Supervisor, Howard County Highway Department
Director, Kokomo Department of Development
Community Service Division, Kokomo Police Department
Executive Director, Kokomo-Howard County Planning Commission
Executive Director, Kokomo/Howard Co. Gov. Coordinating Council
Consultant Services Manager, Greenfield District, INDOT
Planning Specialist, INDOT
City Engineer, City of Kokomo, IN.
Director of Senior Services, City of Kokomo

NON-VOTING MEMBERS

Director, Kokomo Municipal Airport
Howard County Surveyor
President, Kokomo-Howard County Chamber of Commerce
Planner, Federal Highway Administration
Transit Planner, Local Program Transit Section, INDOT

KOKOMO AND HOWARD COUNTY GOVERNMENTAL

COORDINATING COUNCIL

SFY 2020 STATEMENT OF WORK

Introduction

The STATEMENT OF WORK, prepared in lieu of a Unified Planning Work Program¹ sets forth the total planning activities to be undertaken by the Kokomo and Howard County Governmental Coordinating Council, the Metropolitan Planning Organization (MPO), during the fiscal year.

The Kokomo and Howard County Governmental Coordinating Council (hereafter known as “Council”) is the Metropolitan Planning Organization (MPO) for the Kokomo Urbanized Area. The Council was designated as the MPO on March 2, 1982. It succeeded the Kokomo-Howard County Administrative Committee and Technical Committee. They were created on February 14, 1964.

The Council consists of a Policy Board and Technical Advisory Committee. The Policy Board is comprised of top elected officials from the City and County, the presidents of the City and County Plan Commission, as well as voting and non-voting representatives from the Indiana Department of Transportation and the Federal Highway Administration. The Technical Advisory Committee is composed of senior officials from various agencies, departments, public transportation providers and boards involved in transportation affairs. Various City and County departments assist the Council’s staff. Additionally, the KHCGCC has a Citizens Advisory Committee for Alternative Transportation and Transit.

The STATEMENT OF WORK, in its basic formulation and structure, serves as a simplified guide to the total planning effort by describing who will perform the work and the work that will be accomplished. This STATEMENT OF WORK establishes programs to eliminate duplication of effort; inter-relates transportation planning, land-use planning, and other elements of the comprehensive planning process; and provides a basis for federal and state funding. Funding for The STATEMENT OF WORK for SFY 2020 is reasonably expected to be available based on information provided by INDOT and the MPO Discretionary fund.

Adopted: KHCGCC Policy Board Resolution 2019-6

1 In areas not designated as TMAs, the MPO, in cooperation with the State and transit operators, with the approval of the FHWA and the FTA, may prepare a simplified Statement of Work, in lieu of a UPWP, that describes who will perform the work and the work that will be accomplished using Federal funds. If a simplified Statement of Work is used, it may be submitted as part of the Statewide Planning Work Program, in accordance with 23 CFR part 420.111 (c).

The Kokomo/Howard County Governmental Coordinating Council, in cooperation with the City of Kokomo, Howard County, the Indiana Department of Transportation, and the U. S. Department of Transportation, Federal Highway Administration and Federal Transit Administration prepared this Statement of Work. It was prepared as partial completion of Task 200.0 of the Council's FY 2020 Statement of Work.

Planning Emphasis Areas

The Indiana Division Office of Federal Highway Administration (FHWA) and Federal Transit Administration Region V (FTA) identified their Fiscal Year Planning Emphasis Areas for transportation planning activities. The purpose of the PEAs is to focus metropolitan planning efforts on implementing the programs and reforms of Fixing America’s Surface Transportation Act (FAST Act). KHCGCC gives priority to the annual FHWA and FTA Emphasis Areas and will continue to focus on previously identified Emphasis Areas that are incorporated into KHCGCC’s planning program:

In a continued effort to identify and remove access barriers to transportation services across Indiana, MPOs should collect inventories of bus stops from any transit provider within their areas. The inventories should include a physical description as well as identification of any components that do not meet current accessibility standards. Once collected, the information should be shared with INDOT, where the data will be included in the statewide ADA Transition Plan. A strategy to report barrier removal and transit stop improvements should be devised by INDOT with a goal to demonstrate improved access. To facilitate communities in adopting transportation strategies and mobility options that empower people to live independently and advance health, economic vitality and self-sufficiency, we

encourage the development of a Mobility Management Network. We encourage INDOT to work with other Indiana State Agencies to identify service capacity and gaps, explore how diverse state agencies can contribute to a mobility management effort, and to think about the next steps for sustained activity within the mobility management network and beyond.

Metropolitan Planning Factors

Federal regulations established to implement the FAST Act specify that the metropolitan planning process must be “continuous, cooperative and comprehensive, and provide for consideration and implementation of projects, strategies and services that will address the following factors,” as stated in the Code of Federal Regulations **See 23 CFR 450.306.**

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

The following is a summary:

- Continue efforts on implementing the FAST Act;
- Continue efforts on our Title VI program;
- Continue to coordinate and document by agreement how INDOT and MPOs develop and share information related to transportation performance data, selection of performance targets, the reporting and progress of targets, and collection of data for asset management systems
- Ensure public participation
- Transit Asset Management Plans are kept current;
- Coordination with Local Planning Agencies, local government administration and stakeholders to help support Economic vitality;
- Ensure LPA’s are striving to increase the safety element within their projects.

FUNDING REQUESTED BASED ON COST ALLOCATION PLAN (ATTACHED):

SFY 2019 Funding Mark	SFY 2020 Funding Mark
F.T.A. SECTION 5303..... \$35,814.00	F.T.A. SECTION 5303 \$35,997.00
PL \$137,793.00	PL \$145,213.00
STP FLEX TO PL \$55,151.00	STP FLEX TO PL \$14,775.00
CITY OF KOKOMO..... \$28,595.00	CITY OF KOKOMO..... \$24,498.00
HOWARD COUNTY..... \$28,595.00	HOWARD COUNTY..... \$24,498.00
TOTAL for each year.....\$285,948.00	TOTAL for each year.....\$244,981.00

The ability to flex from STP to PL will help our MPO maintain staff as well as utilize an intern when available in 2020

SFY 2020 STATEMENT OF WORK

100.0 Administration/Public Participation

Goal: To administer the Transportation Planning process and to assure the public has a voice in the local and state projects within MPA.

Description: The Council will participate in administering the 3 C's (Comprehensive, Cooperative, and Continuing Transportation Planning Process); The Council will comply with all regulations put forth in the FAST Act (Fixing America's Surface Transportation) and all active elements in prior acts.

- Maintain an updated Statement of Work and supporting documents. This includes providing program support to the Technical Advisory Committee, Citizen's Advisory Committee (CAC) and providing the necessary data to the Policy Board for their review of transportation related issues.
- Attendance at Federal and State sponsored transportation meetings, training, conferences, and seminars and communication with INDOT and FHWA to facilitate seamless project completion.
- A documented method for tracking projects on a quarterly basis will be utilized; the methodology will include monitoring funding and project development progress.
- Initiate the annual call for projects in the MPA creating the TIP.
- Work with INDOT to develop a multi-year safety analysis process and a management program to maintain our pavement and assets.
- The Council will assist in ensuring a certified Employee of Responsible Charge (ERC) is maintained by the LPA in order to continue to be eligible for federal funding.
- The Council will submit to INDOT an annual report. The Council will coordinate and facilitate meetings to encourage public participation and input in projects on both the local and state level. The Council will list the annual list of obligated projects in the MPA seeking input from the public on all projects.
 - All meetings will be posted and open to the public this includes our CAC, TAC and Policy Board. The KHCGCC will look into budgeting and acquiring some type of GIS Software that is compatible with ERSI and affordable to the MPO.
- Subscriptions and dues: NARC \$500.00, AMPO \$373.09, Sam's Club \$140.00, Kokomo Tribune \$273.49.
Anticipated budget \$86,981.00 PL and \$7,535.00 STBG

200.0 Data Collection/Traffic Analysis

Goal: To gather data and prepare all required documents.

Description: The Council will prepare documents supporting the 4-year Transportation Improvement Plan including a 5th year illustrative with projects identified to use the PYB to 2020

- Traffic counting and other surveillance studies, accident studies, transit monitoring, census support (as needed),
- Highway Performance Monitoring System (HPMS), including annually updating all traffic volumes and one-third (1/3) of the sample sections, management systems implementation and other documents as needed.
- Initiative in conjunction with INDOT to consider environmental issues early in the transportation planning process including the FHWA, Every Day Counts Innovative Initiative and Red Flag Investigations.
- Quarterly tracking meetings will be held analyzing all active projects.
- Coordinate with INDOT, the transit operators and LPA's to collect data and set targets for the following core performance measures: highway conditions, transit state of good repair, highway safety, transit safety, congestion, and freight movement.
- Connectivity within the PEAs to enhance the ability for citizens to connect to essential services and assist in comprising a comprehensive pavement management system.
- Identify projects that meet the Ladders of Opportunity initiatives allowing citizens multimodal choices to connect to education, jobs, services, social events, etc.
- Additionally, the Council will provide equipment, as needed, for planning support and work together with state and federal agencies to ensure compatibility.
- Analyze data from the adopted performance measures, evaluate if targets are being met and report annually.
Anticipated budget \$5,100.00 PL and \$0.00 STBG

300.0 Short Range Planning/Management Systems

Goal: To research and develop technical planning support and maintaining the Statement of Work, TIP, Projects, Plans and policies

Description: The Council will have oversight of all steps in the LPA's federal aid project process development and the accountability of the 4-year plan Transportation Improvement Plan (TIP) with a 5th year added in as illustrative to assure good stewardship of funds.

- Actively promote projects that support Pavement Management, Freight Management and Connectivity in conjunction with PEAs and the Ladders of Opportunity initiatives as well as the new Transportation Bill- FAST Act (Fixing America's Surface Transportation). Transit routes, bike paths, and walkable corridor's as well as arterial roadways to help facilitate access and growth are current plan projects. Expected project: UIK Sidewalk project.
- Council will continue Quarterly Tracking reports, participate in the ADA Transition Planning for the City and County.
- Functional Classification updates will continue as well as monitoring the current change order process.
- Identify environmental issues early in the planning process to avoid project setbacks.
- Maintaining the Statement of Work and supporting documents to the State for approval.
- Submit an annual report to INDOT and the FTA as well as complete annual reports to INDOT and the FTA to assure compliance.

Anticipated budget \$57,987.00 PL and \$5,171.00 STBG

400.0 Long Range Planning

Goal: To continue to collect data and information concerning transportation issues in the Metropolitan Planning Area (MPA).

Description: The Council will coordinate with INDOT on the State Long Range Plan updates and update the local MTP (Metropolitan Transportation Plan) formerly known as the LRTP (Long Range Transportation Plan) to rationally and transparently identify goals and objectives, projected population/employment, land uses, travel patterns, and congestion in addition to the assumptions used in their development.

- Coordinate with INDOT for a Kokomo Travel Demand Model using resources that INDOT has in place, the date will be determined after such time INDOT and the Council can decide what is available through the state..
- Evaluate transportation impacts of the US 31/931 Corridor if deemed necessary based on safety issues and/or citizen input.
- Coordinate with INDOT and the transit operators and LPA's to collect data and set targets for the following core performance measures: highway conditions, transit state of good repair, highway safety, transit safety, congestion, and freight movement, connectivity within the PEAs to enhance the ability for citizens to connect to essential services and assist in comprising a comprehensive pavement management system.

Anticipated budget \$9,061.00 PL and \$1,478.00 STBG

500.0 Transit/Active Transportation

Goal: To continuously monitor transit regulations, safety and best practices. Set and achieve goals for pedestrian and bike connectivity

Description: The Council will work closely with the local LPA's on Road Diets, Connect-ability projects, and other bike and pedestrian projects that may enhance the quality of life in our area.

- Write and monitor grant(s) for operating and capital projects in FTA Section 5307.
- Monitor the ADA para-transit system and work on transit updates.
- Complete annual reports to INDOT and the FTA to assure compliance.
- Submit a transit route bus stop inventory to INDOT.
- Continue working in collaboration with CAC, United Way, Rescue Mission, Clinic of Hope, Excel Education Center, and several other social service agencies to identify long term transit needs for the community.
- Submit Title VI plan to FTA.
- Begin purchasing process for two 35' low-floor buses for the City-Line Fixed route system and 1 to 2, 22' Cut-a – way buses for the Spirit of Kokomo Para-Transit System.
- Initiate process and grant to build replacement bus storage facility and bus wash facility.

600.0 Other Planning Initiatives/Special

Goal: To actively participate in viable studies that enhance the transportation projects for the MPA area.

Description: The Council will evaluate and participate in corridor, feasibility and other studies that will further support the viability of an upcoming project when needed.
 Anticipated budget \$2,148.00 PL and \$591.00 STBG

PL AWARD: 2020		\$181,210.00		
STP FLEX (STBG):		\$14,775.00		
BUDGET		\$195,985.00		
PL				
ELEMENT	DESCRIPTION	BUDGET	%	
100	ADMIN/PUBLIC PARTICIPATION	\$86,981	48.00%	
200	DATA COLLECTION/ANALYSIS	\$5,100	2.81%	
300	SHORT RANGE PLANNING/MGMT	\$57,987	32.00%	
400	LONG RANGE PLANNING	\$9,061	5.00%	
500	TRANSIT/ACTIVE TRANSPORTATION	\$19,933	11.00%	
600	OTHER PLANNING INITIATIVES/SPECIAL STUDIES	\$2,148	1.19%	
		\$181,210	100.00%	
STBG				
ELEMENT	DESCRIPTION	BUDGET	%	
100	ADMIN/PUBLIC PARTICIPATION	\$7,535	51%	
200	DATA COLLECTION/ANALYSIS	\$0	0%	
300	SHORT RANGE PLANNING/MGMT	\$5,171	35%	
400	LONG RANGE PLANNING	\$1,478	10%	
500	TRANSIT/ACTIVE TRANSPORTATION	\$0	0%	
600	OTHER PLANNING INITIATIVES/SPECIAL STUDIES	\$591	4%	
		\$14,775	100%	

Summary of Anticipated Products

The following products are anticipated to be produced during the program year:

1. Statement of Work. *100.0 Administration & 300.0 Short Range Planning*
2. 2018 INDOT Annual Report. *100.0 Administration & 500.0 Transit/Active and Transportation*
3. Quarterly Reports and tracking. *200.0 Data Collection/Analysis, 300.0 Short Range Planning,*
4. Traffic Counting tabulation and (2) printed reports. *200.0 Data Collection/Analysis*
5. Highway Performance Monitoring System (HPMS) Reporting *100.0 Administration & 200.0 Data Collection/Analysis*
6. Crash information and safety analysis. *200.0 Data Collection/Analysis*
7. Develop travel demand model. *400.0 Long Range Planning*
8. Cost allocation plan for 2018 - 2020 *100.0 Administration & 300.0 Short Range Planning*
9. Prioritize projects to eliminate all PYB by 2020 or work with INDOT to extend time. *100.0 Administration & 300.0 Short Range Planning*
10. Updates to MOU, when needed. *100.0 Administration & 300.0 Short Range Planning*
11. Corridor studies as needed. *600.00 Other Planning Initiatives/Specials*
12. Work with local LPA's to assure the comprehensive Pavement Management System is kept up to date. *300.0 Short Range Planning, & 400.0 Long Range Planning*
13. Conferences, training, and other administrative duties. *100.0 Administration*
14. Work on Transportation updates. *500.00 Transit/Active Transportation*
15. Write and monitor grant(s) for replacement buses. *500.0 Transit/Active Transportation*
16. Update, and monitor, current Change Order policy as needed. *300.0 Short Range Planning*
17. Coordinate efforts to measure core performance for transit. *200.0 Data Collection/Analysis & 400.0 Long Range Planning*
18. Work toward emphasis in areas of PEA's and Ladders of Opportunity. *200.0 Data Collection/Analysis, 300.0 Short Range Planning & 400.0 Long Range Planning*
19. Submit Title VI plan to FTA *500.0 Transit/Active Transportation*

Summary of Local Contracts and Memorandums

Local Contracts Summary

The Kokomo and Howard County Governmental Coordinating Council with Kokomo and Howard County enter into the following annual contracts for services.

With Kokomo:

1. City of Kokomo provides traffic counting services.
2. City of Kokomo provides attorney services; and
3. Lease agreement for office space is with the City of Kokomo.

With Howard County:

1. Continuing contract with Howard County for payroll services.

Memorandum of Agreement, Certifications and Assurances

ON FILE ARE:

Memorandum of Agreement between the Coordinating Council and the Indiana Department of Transportation, dated June, 10, 2015

Title VI Program revised and approved January 2016

Drug-Free Workplace Act Certification, dated October 7, 1993.

Environmental Justice Order for the Urban Transportation Planning Process

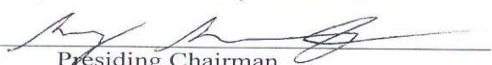
Benefit Policies for KHCGCC from Personnel Policies of KHCGCC updated 2015

Confidentiality Agreement for ES 202 Employment Data

**KOKOMO/HOWARD COUNTY
GOVERNMENTAL COORDINATING COUNCIL**

ORGANIZATIONAL CHART



Approved by KHC GCC Policy Board: 2/7/08

Presiding Chairman

Title VI Coordinator: Katherine Horton, HR Director, City of Kokomo
ADA Coordinator: Carey Stranahan, City Engineer, City of Kokomo
Title VI Coordinator MPO: Tammy Corn, Executive Director, KHC GCC



U.S. Department
of Transportation

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

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

March 27, 2019

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

Dear Mr. Nunnally:

The purpose of this letter is to respond to INDOT's March 18, 2019 request for FHWA approval of the Kokomo Howard County Governmental Coordinating Council (KHCGCC) FY 2020 Statement of Work (SOW). Our office has, in cooperation with INDOT, reviewed the document and found it to be in compliance with 23 CFR 420, and it is hereby approved.

This approval does not constitute FHWA & FTA authorization of the associated Federal-aid funds. Please work with INDOT administrative staff to assure the associated funds are authorized prior to the beginning of State FY 2020 (July 1, 2019).

Should you have any questions regarding this eligibility finding, please contact Robert Dirks of FHWA at (317) 226-7492 or Alexandria Burns of FTA at (312) 353-3770.

Sincerely,

Kelley Brookins
Regional Administrator
FTA Region V

Sincerely,

Mayela Sosa
Division Administrator
FHWA Indiana Division

ecc: Tammy Corn, KHCGCC
Emmanuel Nsonwu, INDOT