



INDIANA DEPARTMENT OF TRANSPORTATION

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Eric Holcomb, Governor
Joe McGuinness,
Commissioner

Letter of Adoption: INDOT, MPO, and RPO Planning Roles, Responsibilities and Planning Procedures Manual

Effective on the date signed by INDOT and the Indiana Metropolitan Planning Organization (MPO) Council Chairs: *INDOT, MPO, and RPO Planning Roles, Responsibilities (PRR) and Planning Procedures Manual (PPM)* will replace the *INDOT-MPO Planning Roles and Responsibilities Cooperative Operation Manual (PRRCOM)* adopted in 2014.

Both the PRR and the PPM documents were developed in coordination with Indiana MPO Council; Rural Planning Organization (RPO) Directors; INDOT Planning; INDOT Local Programs Administration (LPA); INDOT Multimodal Divisions; and Federal Highway Administration (FHWA) for the purpose of clarifying roles and responsibilities for required transportation planning activities to enhance continuing and comprehensive cooperation between INDOT and the MPOs and RPOs of Indiana.

The purpose of these documents is to summarize transportation planning requirements and describe how INDOT will coordinate with the 14 MPOs and 13 RPOs of Indiana (6 MPOs are also RPOs). These documents are critical to implement the 3-C's (continuing, comprehensive, and cooperative) planning process and carry out MAP-21 planning requirements.

The PRR serves as a general document that provides an overview of the transportation planning functions and relationships within INDOT, MPOs, RPOs, and Federal Partners. The PPM serves as the procedure manual for functions specific to the development and coordination of various required planning documents (long range plans, multimodal plans, state and regional transportation improvement plans, work plans, and others).

Both documents are evolving and will be maintained by the INDOT Planning & Programming Division through input and coordination from a workgroup consisting of representatives from the MPO Council; RPOs; INDOT Divisions of LPA, District Capital Programs, Technical Services; and Federal Highway Administration (FHWA) Indiana Division. This document provides a brief description of various coordinated INDOT, MPO, and RPO areas of responsibility for specific planning functions, establishes business rules, and references various control documents.

Document Revision Performance Expectations

All revisions will be made thru the INDOT Transportation Planning Section within the Transportation Planning & Programming Division. Jay Mitchell or respective INDOT Planning Liaison will serve as the lead contact for MPO or RPO requested changes. A revised version using the track changes feature will be available for those that are interested in the changes made.

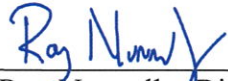
Minor Revisions

Minor revisions include typo corrections, staffing changes, INDOT business structure changes, map revisions, flow chart revisions, and non-process impacting changes. Minor revision to the document will be made by INDOT Planning & Programming Division, Technical Planning Section and communicated to the MPO and

RPO Directors and uploaded to the INDOT and MPO Council website within two weeks.

Major Revisions

Major revisions such as document update and changes to policies that directly impact MPO/RPO operations and decision-making will be coordinated with the designated MPO Council working group for consensus prior to adoption of the changes. Changes at this level must be approved by the INDOT Planning & Programming Division Director and the MPO Council Chairs after discussion and approval of the MPO Council working group and consensus from the MPO Council Members. The document will be uploaded to the INDOT and MPO Council website within two weeks of approval of the critical change. Key individuals within the planning process will be contacted for awareness of the changes.



Date: 1/15/2021

Roy Nunnally, Division Director
INDOT Transportation Planning & Programming Division



Date: 1/15/2021

Dan Avery, MPO Counsel Chair
Northeastern Indiana Regional Coordinating Council (NIRCC), Executive Director

Date: 01/15/2021

James Turnwald, MPO Counsel and RPO Chair
Michiana Area Council of Governments (MAGOG), Executive Director