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www.nirpc.org

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING**

August 15, 2024 at 9:00 A.M.

NIRPC Lake Michigan Room, 6100 Southport Road, Portage

- 1.0 Call to Order and Pledge of Allegiance – Tom Dermody
- 2.0 New Appointments to the Commission - Attorney Dave Hollenbeck
- 3.0 Roll Call – Candice Eklund
- 4.0 Public Comment on Today's Agenda Items
The Chair will recognize audience members who have signed up to comment on agenda items. Time is limited to 3 minutes per commenter.
- 5.0 Approval of the Minutes of the June 20, 2024, Executive Board Meeting (pp. 1-3)
ACTION REQUESTED: Approval
- 6.0 Report of the Chair – Tom Dermody
- 7.0 Report of the Executive Director - Ty Warner
- 8.0 Environmental Management Policy Committee – Bill Emerson (p. 4-5)
- 9.0 Finance and Personnel Committee – Wendy Mis (pp. 6-8)
 - 9.1 Procurement: One (1) Vehicle Replacement for North Township Dial-A-Ride (p. 8)
ACTION REQUESTED: Approval
- 10.0 Technical Planning Committee - Kevin Breitzke (pp. 9-43)
 - 10.1 Cooperative Agreement for Coordination of Land Use: Transportation Planning in the Chicago/Gary/Lake County, IL-IN Urbanized Area, *Tom Vander Woude* (pp. 11-14)
ACTION REQUESTED: Adoption
 - 10.2 Resolution #24-08: Transit Asset Management Group Plan for Small Providers, *Stephen Hughes* (pp. 15-32)
ACTION REQUESTED: Adoption
 - 10.2 Public Comment Report on FY 2024-2028 Transportation Improvement Program (TIP) Amendment #24-02 and #24-02.5, *Charles Bradsky* (p. 33)
ACTION REQUESTED: Informational
 - 10.3 Resolution #24-09: TIP Amendment #24-02 and 24-02.5, *Charles Bradsky* (pp. 34-37)
ACTION REQUESTED: Approval
 - 10.4 Resolution #24-10: Endorsing the Use of Group 1 Chicago IL-IN Urban Area Funding and Group 2 Valparaiso-Shorewood Forrest Urban Area Funding for Projects in Either Urban Area, *Tom Vander Woude* (pp. 38-43)
ACTION REQUESTED: Approval
- 11.0 INDOT - Matt Deitchley, La Porte District Deputy Commissioner
- 12.0 Other Business

13.0 Announcements

14.0 Adjournment

The next meeting on September 19, 2024, will be a Full Commission meeting.

NIRPC Executive Board Meeting
6100 Southport Road, Portage, IN
June 20, 2024 Minutes

Call to Order

Chair Tom Dermody called the meeting to order at 9:05 a.m. with the Pledge of Allegiance. Due to technical difficulties, the meeting was not streamed live on YouTube.

New Appointments to the Commission

Ty Warner announced the appointments to the Commission of Jack McGraw (Burns Harbor) and Mayor Eddie Melton (Gary).

Roll call - Taken by Candice Eklund.

Present

The 9 Executive Board members present at the meeting included Kevin Breitzke (Porter County Surveyor), Tom Dermody (La Porte), Denise Ebert (Wanatah), Bill Emerson (Lake County Surveyor), Justin Kiel (La Porte County Council), Wendy Mis (Munster), Lisa Rosenkranz (LaCrosse), Tom Schmitt (Schererville), and Jim Ton (Chesterton).

The 7 other Commissioners present at the meeting included Austin Bonta (Portage), James Burge (Porter), Robert Carnahan (Cedar Lake), Daina Dumbrys (Michiana Shores), David Phelps (Beverly Shores), George Topoll (Union Township), and John Yelkich (Lowell). Matt Deitchley, representing INDOT, was also present.

Absent

Executive Board member Jim Pressel (Governor Appointee) was not in attendance.

Hebron, Kingsbury, and The Pines have appointed no representatives to NIRPC.

The staff members present included Ty Warner, Tom Vander Woude, Denarie Kane, Kevin Polette, and Candice Eklund.

Public Comment – There were no public comments.

Approval of Minutes

The minutes of the April 18, 2024, Full Commission meeting were approved on motion by Wendy Mis and seconded by Kevin Breitzke.

Report of the Chair – Tom Dermody

Tom Dermody had no updates to report.

Report of the Executive Director - Ty Warner

Ty Warner said the Greenways and Blueways maps have arrived at NIRPC and are now being distributed to libraries and bike shops. Maps were available for pickup after the meeting, and the electronic version can be found on the NIRPC website at [GreenwaysBlueways-Regional-Trails-MAP-2024.pdf \(in.gov\)](#).

Warner reminded the Executive Board that at the Full Commission meeting on April 20, 2024, the new committee structure was approved, which also included giving authority to the Executive Board to approve the details of how those committees would function. Warner reported on those details as proposed, stating the new structure will simplify the format into four committees: Transportation, Environment, and Economy & Place – which align with the focus areas of NIRPC's enabling statute– and a new Leadership committee to address overall administrative and financial matters. With the designation of the Economic Development District in 2019 from the USED, NIRPC has a solid economic development path, and the Economy & Place committee helps ensure the full value of that designation is realized in. There are also existing subgroups not formally part of the committee structure that will continue to meet because they each have a specific purpose and appear to be serving the agency well: the Transportation Resource Oversight Committee (TROC), the *NWI Recover* Revolving Loan Fund (RLF), and the

Transit Operators who meet independently. Details for each of the four committees as laid out in the meeting materials were discussed. On motion by Jim Ton and seconded by Wendy Mis, the Executive Board approved the roles and responsibilities of the new committee structure as they were presented. Kevin Breitzke noted that the total membership count for the Leadership Committee was incorrect and needed to be changed from 12 Commissioners to 13 Commissioners. On motion by Jim Ton and seconded by Wendy Mis, the Executive Board approved this change.

Environmental Management Policy Committee (EMPC) – Bill Emerson

Bill Emerson reported the EMPC met on May 2, 2024, and heard a presentation from Reggie Korthals on Stormwater Permitting. Kathy Luther presented on the physical area of the climate action plan that NIRPC is part of through the Chicago Metropolitan Agency for Planning. Bill Emerson stated he was honored to be appointed to their steering committee as part of the comprehensive climate action plan for the entire metropolitan area. The next EMPC meeting is scheduled for August 1, 2024.

Finance & Personnel Committee (F & P) – Wendy Mis

Wendy Mis reported the F&P Committee met this morning to review financial reports, bank reconciliations, and claim registers for April and May 2024. The F&P Committee recommended the action items below for approval by the Executive Board.

Resolution #24-07: Requesting the Indiana State Board of Accounts (SBOA) Provide More Detailed Accounting for the Audits it Requires Be Conducted and that the State of Indiana Cover the Costs of Those Audits. Ty Warner stated the F&P Committee approved this draft resolution at their April meeting. Two issues are covered in this resolution regarding the invoices the SBOA submits for their audits: first, the invoices should include detailed accounting information as the SBOA would require of any other invoice, and second, the State of Indiana is asked to pay for the audits that the SBOA requires. On motion by Kevin Breitzke and seconded by Jim Ton, the Executive Board approved Resolution 24-07.

Resolution #24-06: Authorizing the Submittal of the EDA FY 2024 Partnership Planning Grant Application to Administer the Economic Development District. Ms. Kane stated this resolution pledges the local match for the Economic Development Administration's partnership planning grant, which is available to the Economic Development Districts (EDD) in Indiana. The local match is \$70,000, which will allow NIRPC to continue to advance its EDD efforts. On motion by Bill Emerson and seconded by Tom Schmitt, the Executive Board approved Resolution 24-06.

Tom Vander Woude presented on the Corradino LLC Agreement for Road Safety Audits (RSA's) for 2024-2025. The contract amount is \$143,986.88 and allows for 15-20 RSAs within the region for each of the two years. The funding will be flexed into the Unified Planning Work Program (UPWP) over the course of two years and will use Highway Safety Improvement Program (HSIP) funds. On motion by Kevin Breitzke and seconded by Jim Tom, the Executive Board approved this contract.

Technical Planning Committee (TPC) - Kevin Breitzke

Kevin Breitzke reported the TPC met on June 4, 2024. The Committee heard presentations from staff updating the Non-Profit Transportation Feasibility Study and the new committee structures recently approved by the NIRPC Commissioners. No actions were taken during the meeting. The next meeting is scheduled for August 6, 2024.

INDOT – Matt Deitchley

Matt Deitchley reported mowing efforts are underway across the state. The Safety Summit that INDOT held last month discussed ways to improve safety on all roadways in Indiana. A public outreach engagement for the I-80/94 Borman Flex Road project will be held on August 14 and 15 in Illinois and Indiana. Locations and times have not been determined.

INDOT announced a commitment of \$50 million in Highway Safety Improvement Program (HSIP) funds to support safety improvement projects on local roads across Indiana. The project call will be open from September 3 to October 11, 2024. For more information, go to [INDOT commits \\$50 million for local safety projects \(wimsradio.com\)](https://www.wimsradio.com). Matt also announced the next opportunity to apply for Community Crossings will be from July 1-31, 2024.

Other Business

Ty Warner made the following additional announcements:

- With the approval of the new committee structure, a survey will be sent to the Commissioners to indicate what committee(s) they would like to serve on. Some committees may continue to meet in parallel with the old committee structure as NIRPC transitions to the new structure, particularly related to NIRPC's upcoming Notice of Funding Availability in the fall.
- Ty discussed [NIRPC's new website](#), which the Indiana Office of Technology created. The selections on the left side of the home page correspond with the four committees that were finalized today.
- Ty congratulated Talaya Jones and all NIRPC staff who participated in the FTA Triennial Review this month. NIRPC received a perfect review, as no issues were identified. The next quadrennial MPO Certification Review with the USDOT is scheduled for next year.

Announcements

Bob Carnahan relayed announcements of various events in Cedar Lake. It was also announced that both Portage and Cedar Lake will participate in the Farmer's Market in Portage every Friday afternoon from June to August.

Adjournment

Hearing no other business, Tom Dermody adjourned the meeting at 9:50 a.m. The next meeting on August 15, 2024, will be an Executive Board meeting.

Environmental Management Policy Committee

Lake Michigan Room

<https://www.youtube.com/live/JOxXk72Cpq4?si=G4I4HrGeSTvouUtl>

May 2, 2024

Minutes

Bill Emerson called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

Bill Emerson, Joe Exl (LMCP), Silvia Lombardo, Nicole Mesinger, Phil Gralik, Reggie Korthals (MS4), Andy Vazques, Bonnie Hawksworth (Dune Acres), Kay Nelson (Forum), Kathy Sipple, Nancy Moldenhauer, and Ryan Lisek (DCI) were in attendance.

NIRPC staff present were Kathy Luther, Tom Vander Woude, Grace Beninger, Kevin Polette, and Flor Baum.

The meeting minutes of February 1, 2024, were approved on motion by Reggie Korthals and second by Andy Vazques.

Public Comments

No public comments were submitted.

NIRPC Committee Restructuring

Kathy Luther spoke on the 2024 committee restructuring. The current committee will be put into NIRPC's statutory areas. Streamlining the committees aligns with the focus of the *NWI 2050+* Plan.

- The Technical Planning Committee (TPC), the Transportation Resource & Oversight Committee (TROC), the Surface Transportation Committee (STC), and the Ped Pedal & Paddle Committee (3PC) will be placed into the Transportation Committee.
- Freight, local government assistance, the Economic Development District, and the Land Use Committee will be placed into the Economic Development Committee.
- The Environmental Management & Policy Committee (EMPC) will remain the same.

The EMPC started in 1995. Seven goals were presented, among them being to educate and hold discussions on environmental issues in the Region. Other goals set for EMPC included forming coalitions and providing a vision for area-wide sustainable development. Attendance was also discussed. Over time, attendance has declined.

Municipal Stormwater Permitting

Reggie Korthals presented on Maximizing the Effectiveness of Your Public Education, Outreach, and Participation MCM with a Campaign. Stormwater management education is most effective when applied on a regional scale, creating collaboration opportunities within neighboring jurisdictions and watershed organizations. Material distribution and determining appropriate best-management practices were discussed. A regional campaign should reach a diverse audience. Local strategies should be used to address the concerns of various communities, including disadvantaged and minority groups. Social Media and internet-based outreach is also important. The Northwestern Indiana Stormwater Advisory Group (NISWAG) has started a regional process incorporating public meetings, volunteer water quality monitoring, volunteer educators/speakers, storm drain stenciling, community clean-ups, and "adopt a storm drain" programs. Building on the NISWAG regional process was discussed. For information, contact Reggie at reggie.korthals@ohm-advisors.com.

Climate Action Plan Updates

Kathy Luther presented the Climate Action Planning (CAP) updates. Indiana is identifying potential projects for inclusion in IDEM's CPRG implementation application. This project intake proposal requests any projects a municipality, local government, non-profit organizations, or private sector companies that IDEM may partner with to receive funding under the CPRG Ph II Implementation Grants General Competition program (CRPG). IDEM used Implementation Grant Evaluation Criteria to develop a project intake proposal identifying the measures eligible for immediate implementation projects. IDEM's draft measures were discussed, which include sectors in transportation, waste & materials management, residential & commercial buildings, industry, electric generation, and agriculture/natural & working lands.

Announcements

Announcements were made.

Reports from Planning Partners

For more information on events and programs with Drive Clean Indiana, please visit <https://drivecleanindiana.org/>.

The next EMPC meeting is slated for May 2, 2024, at 9:00 a.m. in the NIRPC offices.

Hearing no further business, the meeting adjourned at 10:31 a.m.

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
April 18, 2024 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Tom Dermody, Wendy Mis, George Topoll

Staff and others present

David Phelps, J.D. Wittmer, Ty Warner, Talaya Jones, Darin Sherman, Lisa Todd, Meredith Stilwell

Call to Order and Pledge of Allegiance

Chairperson Mis called the meeting to order at 8:06 a.m.

Approval of Minutes

The minutes of the March 21, 2024, meeting were presented. Chairman On a motion by Bob Carnahan, second by George Topoll, and with no opposition, the minutes were approved.

Review of Financial Status – February 2024 Budget vs Actual

Talaya Jones presented the February 2024 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, the La Porte Revolving Loan Fund Account, and the Marquette Greenway account.

Talaya presented the general fund financial reports, year to date, February 2024. Total expenditures for the period ending February 29, 2024, were \$434,087 of the \$4,333,880 budgeted. Total general fund revenue for the period was \$129,629 of the \$4,333,880 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date, February 2024. Total NIRPC CARES fund expenditures for the period ending February 29, 2024, was \$3,443 of the \$644,000 budgeted. Total CARES revenue collected for the period was \$3,657 of the \$78,000 budgeted.

Approval of Claims Registers – February 2024

Talaya presented the February 2024 General Fund claims register totaling \$195,573.17 to the Committee for approval. On a motion by Bob Carnahan, second by George Topoll, and no opposition, the General Fund register of claims for \$2,807,735.61 was approved.

Talaya presented the February 2024 CARES claims register totaling \$1,515.00 to the Committee for approval. On a motion by Bob Carnahan, second by George Topoll, and no opposition, the CARES register of claims for \$1,515.00 was approved.

Review of Financial Status – March 2024 Budget vs Actual

Talaya Jones presented the March 2024 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, the La Porte Revolving Loan Fund Account, and the Marquette Greenway account. A data entry date error for early payment of payroll adjustment was noted for the General Fund reconciliation.

Talaya presented the general fund financial reports, year to date, March 2024. Total expenditures for the period ending March 31, 2024, were \$1,763,420 of the \$17,774,554 budgeted. Total general fund revenue for the period was \$596,281 of the \$4,333,880 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date, March 2024. Total NIRPC CARES fund expenditures for the period ending March 31, 2024, was \$3,865 of the \$644,000 budgeted. Total CARES revenue collected for the period was \$3,966 of the \$78,000 budgeted.

Approval of Claims Registers – March 2024

Talaya presented the March 2024 General Fund claims register totaling \$1,318,064.59 to the Committee for approval. On a motion by Bob Carnahan, second by George Topoll, and no opposition, the General

Fund register of claims for \$1,318,064.59 was approved.

Indiana State Board of Accounts – NIRPC Resolution

As a follow-up to the Committee discussion at the last meeting in March, a resolution was drafted addressing the desire for the Indiana State Board of Accounts to provide detailed invoicing for audits and for the State of Indiana be required to cover, using its own funds, the costs for those audits that the State of Indiana requires be conducted for local units of government. Discussion was held regarding using the resolution as a template for other cities and towns. If approved by the F&P Committee, the resolution would go before the NIRPC Board in June. On a motion by George Topoll, second by Tom Dermody, and no opposition, the Committee approved forwarding the resolution to the NIRPC Board with a recommendation for approval.

Personnel updates

No updates.

Other Business

Ty noted Norfolk Southern would be at the commission meeting following the F&P meeting.

The next Finance & Personnel Committee meeting is scheduled for June 20, 2024.

Adjournment

There being no further business, the meeting was adjourned.

Procurement Recommendations

August 15, 2024

One (1) Replacement Vehicle

- Purchase of:
 - One (1) vehicle replacement for North Township Dial-A-Ride - \$80220.00
- The vehicle being replaced will have met its useful life of 4 years or 100,000 miles at the time of delivery.
- Paid with Federal Transit Administration funds (80%) out of grant IN-2024-004 and local share coming from the above listed agency.
- Recommendation to approve purchase of replacement vehicle not to exceed \$64,176.00 in federal funds.

Technical Planning Committee
NIRPC Lake Michigan Room
YouTube Recording:

https://www.youtube.com/live/YZ37O9FNXMM?si=iCwK_E_chmJbOu0r

June 4, 2024

Minutes

Kevin Breitzke called the meeting to order at 10:05 a.m. with the Pledge of Allegiance.

Kevin Breitzke (Porter County), Dean Button (Hammond), Jessica (no last name provided [Hammond]), Kelly Wenger (NICTD), Andy Vasquez (Porter County), George Topoll (Union Township), David Wright (GPTC), Lisa Shrader (INDOT), Chris Murphy, Danielle Hayes, Alex Olesker, Martin Bobcik, Julie Ritzler (INDOT), and Scott Pruitt were in attendance.

NIRPC staff present were Tom Vander Woude, Grace Benninger, Stephen Hughes, Charles Bradsky, Candice Eklund, and Flor Baum.

On a motion by Dean Button, second by Kelly Wenger, the Technical Planning Committee (TPC) approved the April 9, 2024, minutes, as presented.

There were no public comments.

Planning

Stephen Hughes gave an informational presentation on the Nonprofit Transportation Feasibility Study. NIRPC engaged the TranSystems team to understand nonprofit transportation needs in Northwest Indiana better and develop a plan to address these needs. A survey was sent to a list of 22 interested nonprofit organizations to gain information about their services and transportation needs. Reasons for not providing transportation include the following: funding insufficient staff, geographic challenges, insurance, and transportation needed at irregular times. Interviews were held, and six agencies were selected to discuss the next steps: Pines Village Retirement Communities, Maria Reiner Center, Opportunity Enterprises, Health Visions Midwest, PCACS, and Goodwill Industries. The shared transportation model solves mobility gaps, especially for nonprofit clients, cost-effectively by leveraging the capacity of multiple providers. Broker and Centralized model case studies were discussed. TransSystems will develop an implementation plan and provide it to NIRPC and participating nonprofits by the end of June. NIRPC will convene with interested nonprofits for regular meetings. The broker will act as a program manager and execute the implementation plan. For more information, contact Stephen at shughes@nirpc.org.

Tom Vander Woude gave an informative presentation on the Committee Restructuring for 2024. In 2015, NIRPC changed the committee structure into what we have today. The new committee structure was adopted by NIRPC on April 18, 2024, and implemented in July 2024. The current committees and federal programs will be included in NIRPC's statutory areas and will be streamlined, aligning with the focus of the *NWI 2050+ Plan*.

- Transportation: The Technical Planning Committee (TPC), the Surface Transportation Committee (STC), and the Ped Pedal & Paddle Committee (3PC) will be placed into the Transportation Committee (TC).
- Economic Development: Freight, local government assistance, the Economic Development District, the revolving loan fund, and the Land Use Committee will be included in the Economic Development Committee.
- Environment: The Environmental Management & Policy Committee (EMPC) will remain the same.
- Leadership: Finance & personnel, Legislative Committee, and the Outreach committees.

The TC's roles and responsibilities were discussed. The TC will review and provide recommendations to Full Commission/ EB regarding the adoption of and amendments to MPO's core planning documents. The TC will also review and provide recommendations to the Full Commission/ EB regarding a portion of and amendments to plans and policies related to transportation, public participation, and other subjects as required. The TC will review and provide recommendations to the Full Commission/ EB regarding adopting Federal performance measure targets and receive progress reports on performance measures. Specific to the TIP, the TC will receive recommendations from TROC and ensure consistency with the Metropolitan Transportation Plan. The TC will establish working groups to manage components of transportation funding solutions and set categorical funding targets and priorities for specialized working groups, allocating federal transportation funding for various programs.

The membership categories are as follows:

- 15 Commissioners (5 per County, including Chair); Quorum of the majority of attendees with no less than 3 in attendance. Commissioners may appoint a qualified staff representative as a proxy.
- 3 Transit Operators (1 per County) Eligible Federal Transportation Funding Sub-Recipients
- 1 NWI Forum Representative
- 1 INDOT Representative
- 1 NICTD Representative
- 1 from Lake County FTA Direct Recipient (GPTC)
- 1 from LaPorte County FTA Direct Recipient (Michigan City Transit)
- 1 FHWA Representative – non-voting
- 1 FTA Representative – non-voting
- 1 Bicycling Advocacy Group Representative (NEW)
- 1 County Parks Representative (NEW)
- 1 Indiana Toll Road Representative (NEW)
- 1 Ports of Indiana Representative (NEW)
- 1 Freight Industry Representative (Rail, Trucking, or Affiliated) (NEW)
- 1 Southwest Michigan Regional Planning Commission Representative (non-voting) (NEW)
- 1 Chicago Metropolitan Agency for Planning Representative (non-voting) (NEW)
- Drive Clean Indiana (non-voting) (NEW)

For more information, contact Tom at tvanderwoude@nirpc.org.

Programming

Nothing to report.

Staff Updates and Reports from Planning Partners

Staff updates and announcements were made. Drive Clean Indiana shared updates. For more information, visit www.drivecleanindiana.org.

Adjournment

Hearing no further business, the meeting adjourned at 11:12 a.m.

The next TPC meeting is slated for August 6, 2024, at 10:00 a.m. in the NIRPC building.



MEMORANDUM

To: Technical Planning Committee

From: Tom Vander Woude, Director of Transportation

Date: July 15, 2024

Re: Cooperative Agreement for Coordination of Land Use – Transportation Planning in the Chicago/Gary/Lake County, IL-IN Urbanized Area

Action Requested: Recommendation to the Commission to approve an agreement between the Chicago Metropolitan Agency for Planning and NIRPC

Federal regulations 23 U.S.C. 134 and 23 CFR 450.314 require that MPOs establish relationships with the State and public transportation agencies through specified agreements between the parties to carry out a continuing, cooperative, and comprehensive metropolitan planning process. For Northwest Indiana and NIRPC, this entails agreements between the metropolitan planning organizations with which it shares urbanized areas.

NIRPC shares a bi-state urbanized area with Michigan, the Michigan City-La Porte, IN–MI Urban Area, which extends into the planning area of the Southwest Michigan Planning Commission (SWMPC). An updated cooperative agreement with SWMPC was approved by the NIRPC Board of Commissioners on December 7, 2023.

NIRPC also shares a bi-state urbanized area with Illinois, the Chicago/Gary/Lake County, IL/IN Urbanized Area, which incorporates portions of existing planning jurisdictions of the Chicago Metropolitan Agency for Planning (CMAP) and NIRPC.

The cooperative agreement with Illinois and CMAP now needs to be updated. The CMAP MPO Policy Committee approved the attached agreement on June 13, 2024.

Staff requests that the Technical Planning Committee approve a recommendation to the Commission to approve the attached agreement between NIRPC, CMAP, INDOT, and IDOT.

Chicago Metropolitan Agency for Planning
Northwestern Indiana Regional Planning Commission
Illinois Department of Transportation
Indiana Department of Transportation

**Cooperative Agreement for Coordination of Land Use-Transportation
Planning in the Chicago/Gary/Lake County, IL-IN Urbanized Area**

This Cooperative Agreement is made and entered into this _____ day of _____, 2024, by and among the Chicago Metropolitan Agency for Planning (CMAP), Northwestern Indiana Regional Planning Commission (NIRPC), Illinois Department of Transportation (IDOT) and Indiana Department of Transportation (INDOT).

Whereas, CMAP and the Metropolitan Planning Organization (MPO) Policy Committee carry out a continuous, cooperative and comprehensive planning program for northeastern Illinois and the MPO Policy Committee is designated by the Governor and northeastern Illinois officials as being responsible, together with IDOT, for carrying out the provisions of 23 U.S. Code 134 and 49 U.S. Code 5303-06 for seven counties in northeastern Illinois and parts of Grundy and DeKalb Counties; and

Whereas, NIRPC, a governmental body created pursuant to the provisions of Indiana Code Title 36, Article VII, Chapter 7 of the *Indiana Statutes*, carries out a comprehensive and cooperative area wide land use-transportation planning process, and is the MPO for northwestern Indiana as designated by the Governor and northwestern Indiana officials as being responsible together with INDOT, for carrying out the provision of 23 U.S. Code 134 and 49 U.S. Code 5303-06 for three counties in Northwestern Indiana; and

Whereas, CMAP, NIRPC, IDOT and INDOT actively coordinate land use and transportation planning along the border between the States of Illinois and Indiana in their respective jurisdictions; and

Whereas, CMAP, NIRPC, IDOT and INDOT coordinate planning activities and carry out such activities cooperatively so that principal metropolitan area planning products reflect consistency with best practices and with broader bi-state goals; and

Whereas, the U.S. Bureau of the Census has identified a bi-state urbanized area of over 200,000 population that incorporates portions of the existing planning jurisdictions of CMAP and NIRPC, and has identified such area as the "Chicago, IL-IN Urbanized Area" (Chicago Area); and

Whereas, Will and Cook Counties are included in the Chicago Metropolitan Planning Area for the purpose of achieving coordinated land use, transportation and air quality management planning in the State of Illinois; and

Whereas, portions of Lake and Porter Counties are included in the Northwest Indiana Metropolitan Planning Area for purposes of achieving coordinated land use, transportation and air quality management planning in the State of Indiana; and

Whereas, as a practical matter, the existing planning processes in both Illinois and Indiana are fully adequate to meet all the Federal planning requirements that may attach to the Chicago Area as a result of the designation of that Area as one having more than 200,000 population following the 2020 decennial Census.

Now, therefore; in consideration of these premises and of their mutual and dependent needs, the parties hereto contract and agree as follow:

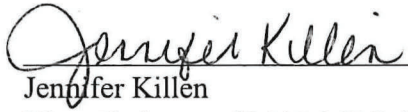
First: That CMAP, NIRPC, IDOT and INDOT hereby agree to continue to coordinate planning activities and end products, including annual work programs, transportation plans and transportation improvement programs, transportation performance data, including monitoring and selecting of targets, and National Highway System asset management planning for their respective planning jurisdictions, thereby fully meeting the Federal planning requirements that attach to the Chicago Area given its status as an urbanized area of over 200,000 population. The agencies shall coordinate establishing for their respective planning jurisdictions MPO performance measure targets in accordance with Federal performance measure requirements. This coordination will be achieved by periodic meetings of the regional planning agency Executive Directors, and subsequent interagency staff meetings as called for by the Executive Directors. In addition, each agency shall have a representative on the other agency's transportation committee. The MPOs shall also share their draft and final overall work programs and transportation improvement programs, and reporting of transportation performance metrics, including the monitoring of targets.

Second: That CMAP, NIRPC, IDOT and INDOT hereby agree to take appropriate steps within the Illinois and Indiana portions of the Chicago area, respectively to ensure – through the transportation improvement programming processes – the fair and appropriate distribution of any Federal transportation funds for highways and transit that may be sub-allocated to the Illinois and Indiana portions of the Chicago Area, and to keep each other informed as to the disposition and use of such funds within the Chicago Area. With regard to the Federal Transit Administration funds allocated to the Northwest Indiana urbanized area, the funds will be allocated to the Illinois and Northwest Indiana areas as per the Letter of Understanding between the Regional Transportation Authority (RTA) and NIRPC. The funds will be so allocated to the RTA as the transit funding agency for the northeastern Illinois and to NIRPC as the MPO for the northwest Indiana urbanized area. The allocation of funds between Illinois and Indiana shall annually be agreed upon by the RTA and NIRPC and endorsed by CMAP.

Third: That CMAP, NIRPC, IDOT and INDOT hereby agree to provide notification to each other of any planning and related events and activities that may have significant bearing upon the outcome of land use and transportation system development in northeastern Illinois or northwestern Indiana.

Fourth: That CMAP, NIRPC, IDOT and INDOT hereby agree to resolve conflicts that may arise by decision of a committee consisting of the Executive Director of CMAP, the Executive Director of NIRPC, the District Engineer of IDOT District 1 and the La Porte District Deputy Director of INDOT.

In Witness whereof, the hereto have caused this agreement to be executed by their proper officers and representatives.



Jennifer Killen
Vice Chairman, CMAP MPO Policy Committee

6/14/24

Date

Thomas Dermody
Chairman, Northwestern Indiana Regional Planning Commission

Date



Omer Osman
Secretary, Illinois Department of Transportation

6/13/24

Date

Michael Smith
Commissioner, Indiana Department of Transportation

Date



MEMORANDUM

To: Technical Planning Committee
From: Stephen Hughes, Public Transit and Engagement Planner
Date: Aug 6, 2024
Re: Transit Asset Management Plan Update
Action Requested: Recommendation to adopt Resolution 24-08

The Federal Transit Administration (FTA) requires that each sponsor of a small group Transit Asset Management (TAM) Plan provide a comprehensive update to the Plan every 4 years. NIRPC together with the seven Transit Operator Sub-Recipients: City of La Porte, City of East Chicago Transit, City of Valparaiso Transit, North Township Dial-a-Ride, Opportunity Enterprises, Porter County Aging and Community Services, and South Lake County Community Services together qualify to participate in a Tier II Group Transit Asset Management Plan. The NIRPC TAM Plan was first adopted in October 2018 and most recently updated in August 2020, so NIRPC should adopt a comprehensive update this August 2024.

To update the TAM Plan, the subrecipient transit operators were consulted during in-person and online meetings on June 5, 2024, as well as in written communication both before and after the meetings. The consensus of the transit operators was that the 2020 update to the TAM Plan, in particular the decision criteria, is appropriate for the ongoing prioritization of purchases of rolling stock for their agencies.

The TAM Plan decision criteria are as follows:

- Revenue or Non-Revenue Vehicle, revenue vehicles take precedence
- Age of vehicle, vehicles that have met their useful life in years are eligible for replacement
- Mileage of vehicle, vehicles that have met their useful life in miles are eligible for replacement
- Condition, given similar age and/or mileage of a vehicle, the annual condition report is used to prioritize investment

The TAM Plan provides the evaluation forms for vehicles and facilities as appendices. The asset inventory is also maintained as an appendix. As the asset inventory is updated annually or as often as changes are made, new purchases or dispossession sales occur, it is not adopted directly as part of the TAM Plan but is maintained by staff.

Recommendation

Vote to forward a recommendation to the Commission to approve Resolution 24-08 adopting the 2024 TAM Plan update.



RESOLUTION 24-08

**A RESOLUTION OF THE NORTHWESTERN INDIANA
REGIONAL PLANNING COMMISSION TO ADOPT THE
NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
TRANSIT ASSET MANAGEMENT GROUP PLAN FOR SMALL PROVIDERS,
AS REQUIRED BY 49 CFR 625.45.**

August 15, 2024

WHEREAS, the citizens of Northwest Indiana require a safe, efficient and effective regional transportation system that maintains and enhances regional mobility and contributes to improving the quality of life in the region; and

WHEREAS, the Northwestern Indiana Regional Planning Commission, hereafter referred to as "the Commission" is the designated metropolitan planning organization for the Lake, LaPorte, and Porter Counties of Indiana; and

WHEREAS, the Commission is a Designated Recipient of Federal Transit Administration grant funds as defined by 49 U.S.C. § 5307(a)(2); and

WHEREAS, the Transit Asset Management (TAM) Final Rule issued by the Federal Transit Administration (FTA) requires transit providers to set performance targets for state of good repair (SGR) by January 1, 2017; and

WHEREAS, TAM regulation, 49 CFR Part 625 requires a provider to update its entire TAM plan at least once every four (4) years; and

WHEREAS, the Commission's adopted TAM plan was most recently updated in August 2020; and

WHEREAS, the Commission together with the seven Transit Operator Sub-Recipients: City of La Porte, City of East Chicago Transit, City of Valparaiso Transit, North Township Dial-a-Ride, Opportunity Enterprises, Porter County Aging and Community Services, and South Lake County Community Services together qualify to participate in a Tier II Group Transit Asset Management Plan; and

WHEREAS, the Transit Operator Sub-Recipients and Commission staff have together reviewed and updated the August 2020 TAM plan; and

WHEREAS, the NIRPC Technical Planning Committee provides the Commission with technical

advice and recommendations, and concurs with this resolution; and

NOW THEREFORE, BE IT RESOLVED that the Northwestern Indiana Regional Planning Commission officially adopts the NIRPC Transit Asset Management Group Plan for Small Providers.

Duly adopted by the Northwestern Indiana Regional Planning Commission this 15th day of August 2024.

Thomas Dermody
Chairperson

ATTEST:

Justin Kiel
Secretary

2024 – 2028



Northwestern Indiana
Transit Asset Management
Group Plan for Small Transit Providers

Adopted 8/15/24

Introduction

This Transit asset management group plan is for all small transit providers in Northwestern Indiana. Every small provider in this plan is a subrecipient of the Northwestern Indiana Regional Planning Commission. Transit operators and their accountable executives participating in this plan are:

Transit Operator	Accountable Executive
City of LaPorte, TransPorte	Natalie Griffith
City of Valparaiso, ChicaGo Dash and V-Line	Beth Shrader
Lake County Community Services	Blossom Mabon
East Chicago Transit	Frank Rosado
North Township Dial-a-Ride	Olivia Gonzalez
Opportunity Enterprises	Amanda Geary
Porter County Aging and Community Services	Jason Kegebein

Each subrecipient in this group plan, and all the subrecipients together qualify as a Tier II Plan.

This plan will outline 1) a strategy for replacing revenue vehicles, service vehicles, and facility upgrades, and 2) targets associated with those strategies. These targets were made in collaboration with all transit operators in the small group plan. The most recent version of the NIRPC Transit Asset Management Group Plan was completed in the early days of the COVID-19 pandemic before the impact to the supply chain was fully understood. Many of the vehicles in use already had their replacements in grants by the time of vehicles being, once again, available. NIRPC continues to work with the operators to create efficiencies in the timing of vehicle replacements. While many vehicles may have met the end of their useful life, several operators have continued to maintain their vehicles, which are functioning well, despite their age and miles. This document offers strategies to allow for flexibility on behalf of the operators to hold on to vehicles that may have met the end of their useful life but are still highly functional.

This document allows for regular updates to the vehicle condition assessment and the prioritized list of investments. The document's four-year planning horizon will be updated annually, so that a new list of prioritized investments will be added in the furthest available year of the plan.

Update to this Plan

NIRPC first established a TAM Plan in 2018 consistent with FTA requirements to implement a TAM Plan. An update was not due until 2022 but in 2020 an update was made by NIRPC during the 2020 FTA Triennial Review. This update is the result of the requirement to update TAM Plans every 4 years.

During the update process NIRPC asked for input from the seven subrecipient transit operators through an in-person and online meeting on June 5, 2024 as well as through written correspondence to determine any concerns with the way that vehicle and facility updates are handled. This process addressed every element of the TAM Plan. The current TAM Plan reflects the new staffing at subrecipient transit operators and addresses what how the TAM Plan has been utilized since 2020 update. This plan retains the spirit and substance of the 2020 update. The subrecipient transit operators found the 2020 update to be sufficient to meet their need for vehicle replacements and facility updates.

Asset inventory

The following asset inventory is a summary of all significant assets contained within the small group plan. Unlike many other transit systems, the operators in this small group plan have no significant valued assets that are not rolling stock or facilities. All equipment of significant value is often leased, outsourced to an outside maintenance provider, or is part of the broader agency and is not purchased or maintained with FTA funding.

NIRPC currently maintains an asset inventory of all significant assets among its subrecipients. The asset inventory for vehicles is attached as Appendix C. The asset inventory for vehicles contains the following fields:

Fields to be maintained in the Vehicle Asset Inventory	
NIRPC ID	End of Useful Life Year
Serial number	Current Years in Operation
Agency ID	Amount of Years Over the End of Useful Life Benchmark
Vehicle Model	Percent of Years Over the End of Useful Life Benchmark
Vehicle Type	Current Revenue Mileage
Lift (Y/N)	End of Useful Life Benchmark (Mileage)
Fuel Type (Gas, Diesel, Liquid Propane)	Percent of Miles Over the End of Useful Life Benchmark
Vehicle Type (Service, Non-service)	Estimated Replacement Year
Model Year	Condition Assessment
Cost (At time of purchase)	Inflation Years (Number of years of inflation between purchase and replacement)
Useful Life Benchmark (Years)	Estimated increase in cost due to inflation
Delivery Month	Estimated true cost of replacement (includes inflation added)
Delivery Year	Spare Status (Is this vehicle being used as a spare? Y/N)
End of Useful Life Month	Replacement Schedule: 2024-2028

NIRPC also maintains an asset inventory of all facility assets among its subrecipients. The asset inventory for facilities is attached as Appendix D. The asset inventory for facilities contains the following fields:

Fields to be maintained in the Vehicle Asset Inventory
Operator
Facility Address
Type of Facility
If federal funds have been used to update or maintain the facility (Y / N)
Average TERM Scale Rating for the Facility

Vehicle condition assessment

The vehicle condition assessment will be included as part of the vehicle asset inventory. A field will contain the assessed condition of each vehicle in the fleet. Operators are required to submit a rating for each system on each vehicle, using a 0-10 rating scale. Each vehicle in the fleet will have each system rated when each vehicle is submitted for regular routine maintenance by a mechanic or other certified professional. All condition assessments must be completed annually, by the end of the federal fiscal year.

Failure to complete an annual condition assessment for each vehicle in an operator’s fleet will result in no TIP awards or grant executions for an operator’s vehicle replacements.

Unless a vehicle has a system rated as “0” or “inoperable” it will not be submitted to FTA as a request for early retirement.

Each operator will use the following system rating score to assess each vehicle’s systems:

Score	Rating	Description
10	Excellent	Brand new, no major problems exist, only routine preventive maintenance
7 - 9	Good	Elements are in good working order, requiring only nominal or infrequent minor repairs (Greater than 6 months between minor repairs)
4 - 6	Moderate	Requires frequent minor repairs (less than 6 months between repairs) or infrequent major repairs (more than 6 months between major repairs)
1 - 3	Poor	Requires frequent major repairs (less than 6 months between major repairs)
0	Inoperable	In such a poor condition, that continued use presents potential problems

This score will be applied to the following ten vehicle systems:

System	Description	Score
Engine	Evaluate available compression tests, oil usage, oil analysis and noise	(1 - 10)
Drive-Train	Evaluate transmission and rear-end based on fluid analysis, shift quality, fluid leaks and noises	(1 - 10)
Electrical	Evaluate lights, switches, gauges, and other electrical mechanisms relative to general working conditions. Evaluate wiring condition especially front to back wiring	(1 - 10)
Suspension/Steering	Evaluate the suspension and steering capability throughout the vehicle, ensure that fluids are working, connections are solid, and the bus does not needlessly sway.	(1 - 10)

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A/C, Heating	Evaluate cooling and heating capability throughout the bus in order to maintain passenger driver and comfort	(1 - 10)
Structure	Evaluate extent of crack and rust involvement in structure	(1 - 10)
Body Interior	Evaluate condition of floor, windows, seats, side and modesty panels and other interior items	(1 - 10)
Body Exterior	Evaluate extent of cracks, dents, and rust	(1 - 10)
Wheelchair Safety	Evaluate ability to load and unload passengers safely	(1 - 10)
Safety Systems	Evaluate the braking system including the emergency braking system, emergency exit windows, doors, hatches, etc.	(1 - 10)
Total Vehicle Score:		100

The combined score of 1-10 across all ten systems on each vehicle will provide each vehicle with a score from 0-100. The higher the score, the better condition the vehicle is in. The condition assessment will be utilized in two ways:

1. Prioritization of all vehicles
2. Individual prioritization from transit operators on which vehicles are to submit for replacement, if more than one vehicle qualifies for replacement in any given year

The scores and their ratings are as follows:

Score	Rating
81 - 100	Excellent
61 - 80	Good
41 - 60	Moderate
21 - 40	Poor
0 - 20	Unusable/Inoperable

Facility condition assessment

The facility condition assessment will be combined with the facility inventory. A spreadsheet will be maintained with the assessed condition of each used for transit purposes, regardless of if the facility was purchased or renovated with federal transit funding. Operators are required to submit a rating for each system for each facility, using a 0-5 “TERM” rating scale as per FTA guidance. Each facility will have each system rated annually by the operator and submitted to NIRPC’s Public Transit Planner, by the end of the federal fiscal year.

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Failure to complete an annual condition assessment for every facility used for transit will result in no TIP awards or grant executions for an operator’s vehicle replacements.

All operator facilities must be categorized into the following facility types:

- Administrative Facility
- Maintenance Facility
- Passenger Facility
- Parking Facility
- Multi-use Facility

Each operator will use the following “TERM” condition scale to assess each facility’s systems:

Score	Rating
1. Poor	Critically damaged or in need of immediate repair; well past useful life
2. Marginal	Defective or deteriorated in need of replacement; exceeded useful life
3. Adequate	Moderately deteriorated or defective; but has not exceeded useful life
4. Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
5. Excellent	No visible defects, new or near new condition, may still be under warranty if applicable

The facility systems that must be rated using the “TERM” condition scale are:

Facility System / “Level”	Description
Substructure	<ul style="list-style-type: none"> • Foundations: Walls, columns, pilings, etc. • Basement: Materials, insulation, slab floor underpinnings
Shell	<ul style="list-style-type: none"> • Superstructure / structural frame: columns, pillars, walls • Roof: Roof surface, gutters, eaves, skylights, chimney surrounds • Exterior: Windows, doors, and all finishes (paint, masonry) • Shell appurtenances: Balconies, fire escapes, gutters, downspouts
Interiors	<ul style="list-style-type: none"> • Partitions: Walls, interior doors, fittings, and signage • Stairs: Interior stairs and landings • Finishes: Materials used on walls, floors, and ceilings
Conveyance	<ul style="list-style-type: none"> • Elevators and escalators • Lifts (movement of goods, vehicles, or people)
Plumbing	<ul style="list-style-type: none"> • Fixtures • Water distribution

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	<ul style="list-style-type: none"> • Sanitary waste • Rainwater drainage
HVAC	<ul style="list-style-type: none"> • Energy supply • Heat generation and distribution systems • Cooling generation and distribution systems • Testing, balancing, controls and instrumentation • Chimneys and vents
Fire Protection	<ul style="list-style-type: none"> • Sprinklers • Standpipes • Hydrants and other fire protection specialties
Electrical	<ul style="list-style-type: none"> • Electrical service and distribution • Lighting and branch wiring (interior and exterior) • Communications and security • Other electrical system-related pieces such as lighting protection, generators and emergency lighting
Equipment (Admin and Maintenance Facilities only)	<ul style="list-style-type: none"> • Equipment related to the function of the facility, including maintenance or vehicle service equipment – does not include supplies.
Fare Collection	<ul style="list-style-type: none"> • Items including turnstiles, ticket machines, and any other major equipment requiring a capital request for replacement
Site	<ul style="list-style-type: none"> • Roadways/driveways and associated signage, markings, and equipment • Parking lots and associated signage, markings, and equipment • Pedestrian areas and associated signage, markings, and equipment • Site development such as fences, walls, and miscellaneous structures • Landscaping and irrigation • Site utilities

Decision support tools

The following decision support tools will be used in determining which vehicles are eligible for replacement in any given year. These support tools are comprised of four distinct parts:

Goal: A broad statement of a desired end condition or outcome; a unique piece of the agency’s vision. An example of a goal is to achieve and maintain a state of good repair.

Metric: A quantifiable indicator of performance or condition. An example is vehicle miles traveled. This metric could inform a performance measure, such as average accumulated mileage.

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Performance Measure: An expression based on a metric to assess progress toward meeting established targets. An example of a performance measure is the percent of passenger vans that have met or exceeded their ULB.

Target: A quantifiable level of performance or condition, expressed as a numerical value for the measure, to be achieved within a specific time frame. An example of a target is 90% of the performance measure (i.e., % of assets that meet or exceed the ULB)

The support tools are as follows:

Goal:	Metric:	Performance Measure:	Target:
NIRPC will not submit any vehicle replacement into a grant unless it is confirmed that the vehicle will meet the end of its useful life within the following calendar year.	<ul style="list-style-type: none"> Useful life benchmark Revenue miles traveled 	<ul style="list-style-type: none"> Number of vehicles in an approved grant that are more than a year from the end of their useful life. 	<ul style="list-style-type: none"> No vehicles submitted for replacement more than one year ahead of the end of their useful life.
<p>Vehicle replacements will be prioritized by the following conditions:</p> <ol style="list-style-type: none"> Revenue vehicles have priority over maintenance vehicles Years over the end of the useful life benchmark Mileage over estimated end of useful life Vehicle condition assessment 	<ul style="list-style-type: none"> Type of vehicle Age of vehicle Useful life benchmark Revenue miles traveled Non-revenue miles traveled Vehicle condition assessment Cost of replacement 	<ul style="list-style-type: none"> Number of revenue and non-revenue vehicles in operation that have met or exceeded the end of their useful life by mileage or years Annual cost of total vehicle replacements 	<ul style="list-style-type: none"> Not to exceed 50% of revenue vehicles that have met or exceeded the end of their useful life Not to exceed 90% of non-revenue vehicles that have met or exceeded the end of their useful life of the entire vehicle fleet
Vehicles with systems indicated as inoperable may be replaced ahead of the end of their useful life, pending FTA guidance.	<ul style="list-style-type: none"> Useful life benchmark Revenue miles traveled Vehicle condition assessment 	<ul style="list-style-type: none"> Number of vehicles that have a designated “inoperable” system indicated by the system rating score. 	<ul style="list-style-type: none"> No vehicles submitted for replacement because of an “inoperable” system.

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<p>Make the vehicle purchasing process more efficient by reducing the number of vehicles slated for replacement that are not eligible, or vehicles that are not available on the Indiana QPA or an identified state cooperative agreement</p>	<ul style="list-style-type: none"> • Vehicles that have been funded that have not yet met the end of their useful life • Vehicles that have been funded while not on the Indiana QPA or other identified state cooperative agreement 	<ul style="list-style-type: none"> • Number of vehicles that have been funded that have not yet met the end of their useful life • Number of vehicles that have been funded while not on the Indiana QPA or other identified state cooperative agreement 	<ul style="list-style-type: none"> • No vehicles that have been funded that have not yet met the end of their useful life • No vehicles that have been funded while not on the Indiana QPA or other identified state cooperative agreement
<p>All transit operator facilities will maintain an average of above “3 or above” according to the TERM scale.</p>	<ul style="list-style-type: none"> • TERM scale 	<ul style="list-style-type: none"> • Average TERM scale for facility “levels” (1-5). Average not to be rated below “3” (2 or lower) per building. 	<ul style="list-style-type: none"> • Not to exceed 90% of buildings rated 2 or lower as an average of the TERM scale.

Prioritized list of investments

The aforementioned decision support tools provide a prioritized list of investments. Investments will be prioritized by:

1. Service or non-service vehicle
2. Percent of years over end of useful life benchmark
3. Percent of mileage over end of useful life benchmark
4. Vehicle condition assessment

Appendix C contains a prioritized list of investments for 2020 – 2024. Appendix D contains a list of facility improvement projects to maintain TERM scales for facility levels at a 3 or above.

Programmatic rules

In addition to the decision support tools, the following programmatic rules will apply when considering vehicle replacements:

- If an operator has more than one vehicle that has met the end of its useful life, they may choose to swap the priorities of the vehicles if the vehicle swapped has a lower condition assessment
- NIRPC will not submit any vehicle replacement into a grant unless it is confirmed that the vehicle will meet the end of its useful life within the following calendar year, the vehicle will be bumped into the following priority year and all other vehicles will advance in priority
- Preliminary specs on vehicle replacements and capital purchases are due before FTA grant submissions and/or TIP applications

NIRPC Transit Asset Management Group Plan for Small Providers

- NIRPC will not approve any vehicle replacement into the TIP unless it is part of the Indiana State QPA or an identified state cooperative agreement
- NIRPC will not submit any vehicles for early replacement to FTA if none of the vehicle's systems have been rated as "inoperable"
- Operators will have to submit an annual condition assessment for every vehicle in their fleet
- Vehicles will only be replaced until the cap of 5307 funding designated 10% for vehicle replacements has been reached
- Vehicle replacements will be funded through other funding categories, such as CMAQ, 5310, and 5339 before spending 5307 funding on replacements. This assumes there is funding left in each other funding program after those programs consider all proposed projects for the year.
- Vehicles may be purchased beyond the cap, if it allows the region to meet the goal of 50% or fewer revenue vehicles in operation that have met the end of their useful life; 20% or fewer of revenue vehicles that have met the end of their useful life, but are pending replacement; and 10% or fewer service vehicles met the end of their useful life.
- Late or missing data submissions may result in denied vehicle replacements or approval for federal funds. Including:
 - NTD
 - ALOP
 - Other subrecipient reporting:
 - Vehicle Usage & Accident
 - Drug & Alcohol Testing
 - Disadvantage Business Enterprise Report
 - Preventive Maintenance Reporting
 - Operating Assistance Financial Report
 - Capital Cost of Contracting Financial Report
 - Income Financial Report
 - ADA Review Documentation
 - Biennial Review Documentation
 - Certifications and Assurance Compliance
 - Availability of Local Match Annual Report
 - Triennial Review Documentation
 - State Board of Accounts Audit
 - Procurement Documentation
- Projects in the TIP that have not been obligated in two years after their original program year, will be cancelled, adding the total of cancelled federal funds into the availability for funds in the upcoming year.
- If an operator does not have enough local match to replace multiple vehicles in a single year, the operator may choose to "bump" a vehicle from one year to another, advancing the priority of all other replacements, provided the group can maintain its ULB thresholds.

Appendix A: Vehicle Condition Assessment Worksheet

Vehicle Condition Reporting Form

NIRPC ID: _____

Agency ID: _____

VIN / Serial: _____

Vehicle Model: _____

Vehicle Year: _____

Vehicle Type: _____

Lift: Y / N

Mileage: _____

Assessment completed by: (Print) _____

(Signature) _____

Accountable Executive: (Print) _____

(Signature) _____

	Vehicle System:	Score: (1 - 10)	Notes:
1.	Engine		
2.	Drive-Train		
3.	Electrical		
4.	Suspension / Steering		
5.	A/C , Heating		
6.	Structure		
7.	Body Interior		
8.	Body Exterior		
9.	Wheelchair Safety		
10.	Safety Systems		
	Total Score:		

Score Rating

81 - 100 Excellent

61 - 80 Good

41 - 60 Moderate

21 - 40 Poor

0 - 20 Unusable/Inoperable

Appendix B: Facility Condition Assessment Worksheet

Facility Reporting Form

Facility Type: _____

Address: _____

Have federal funds been used to purchase or renovate this property? Y / N

If so, what and when?

Date	Funds used for:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Assessment completed by: (Print) _____

(Signature) _____

Accountable Executive: (Print) _____

(Signature) _____

	Facility Level:	Term Scale: (1 - 5)	Notes:
1.	Substructure		
2.	Shell		
3.	Interiors		
4.	Conveyance		
5.	Plumbing		
6.	HVAC		
7.	Fire Protection		
8.	Electrical		
9.	Equipment		
10.	Fare collection		
11.	Site		
	Total Facility Assessment:		

Score Rating

- 5 - Excellent:** No visible defects, new or near new condition
- 4 - Good:** Good condition, may be defective or detreated, but is still functional
- 3 - Adequate:** Moderately detreated, has not exceeded useful life
- 2 - Marginal:** Defective or deteriorated; exceeded useful life
- 1 - Poor:** Critically damaged or in need of immediate repair, well past useful life



Public Comment Report

Amendments #24 – 02, 24 – 02.5 to the FY 2024-2028 Transportation Improvement Program (TIP)

Northwestern Indiana Regional Planning Commission

Technical Planning Committee

August 6, 2024

Amendments # 24-02, 24-02.5 of the FY 2024-2028 Transportation Improvement Program was released for a 21-day public comment period which began on July 19th, 2024 and will end on August 9th, 2024. Amendment 24-02 is for infrastructure projects using FHWA (highway) funds and 24-02.5 is for transit projects using FTA (transit) funds. The amendments are made available for viewing at www.nirpc.org and press releases with links were posted on several social media sites.

One comment has been received during this period so far. One individual sent an email to NIRPC requesting a list of the projects being sponsored by the town of Schererville. A list of projects was sent via email on July 22nd. No further follow-up was received.

NIRPC staff also sent the amendment to the Interagency Consultation Group (ICG) on July 18th, 2024, **and did not receive any comments**. According to the Indiana Air Quality Conformity Interagency Consultation Group Guidance responses not received within 7 days are perceived as concurrence. Thus concurrence was given for these projects on this amendment by members of the ICG on July 25th, 2024.

MEMORANDUM

To: Technical Planning Committee

From: Charles Bradsky, Transportation Projects Manager

Date: July 23, 2024

Re: TIP Amendments 24-02; 24-02.5

Action Requested: Recommendation to adopt Resolution 24-09, Amendment 24-02 & 24-02.5

The NIRPC Executive Board adopted *NWI 2050+ Plan* and the Fiscal Years 2024-2028 Transportation Improvement Program (TIP) on July 20, 2023. INDOT and USDOT approved both the MTP and the TIP on June 6th 2024.

Since the adoption of the FY 2024-2028 TIP, project sponsors have proposed new projects and changes to existing projects, which must be reflected in the TIP. There were also several instances where projects were not carried over in the adoption for unknown reasons. This TIP amendment has 71 different projects with are either 1) are new to NIRPC's 2024-2028 TIP; 2) have significant changes in either costs or scope; 3) being carried over from the previous (2022-2026) TIP; or 4) being eliminated.

The following is a summary of the projects in the TIP Amendment 24-02, which includes 72 projects which are either new or modifications for fiscal years 2024 through 2028:

For INDOT – 52 Projects:

- 10 Pavement/Roadway Rehabilitation
 - 1 Project Deletion
 - 7 Adding significant amount of funds
 - 1 Carry Over from Previous TIP
 - 1 New Project
- 11 Intersection Modifications
 - 2 Carry over from previous TIP
 - 9 Adding significant amount of funds
- 2 Pedestrian Enhancement
 - Adding significant amount of funds
- 23 Bridge Projects,
 - 19 Bridge Rehabilitation
 - 4 Carry over from previous TIP
 - 14 Adding significant amount of funds
 - 1 Adding a new phase

- 3 New Bridges (replacing at grade railroad crossings)
 - 1 Adding significant amount of funds
 - 2 Carry over from previous TIP
- 1 Bridge Removal
 - Adding significant amount of funds
- 2 Intelligent Transportation Systems (ITS) projects
 - 1 New project
 - 1 Adding significant amount of funds
- 4 Other Type Projects
 - 3 New Projects
 - 1 Carry over from previous TIP

For locally sponsored projects – 20 Projects for the municipalities of East Chicago (1), Griffith (1), Highland (1), La Porte(2), Merrillville (2), Michigan City (2), Schererville (3), Winfield (1), Counties of La Porte (2) & Porter County (4), and for NIRPC (1):

- 2 Intersection Improvement
 - Adding significant amount of funds
- 1 Pavement Rehabilitation
 - Adding significant amount of funds
- 7 Bicycle/Pedestrian Enhancement
 - 2 Adding significant amount of funds
 - 4 Carry over from previous TIP
 - 1 New project
- 5 Bridge Projects
 - 2 Bridge Replacements, (New Projects)
 - 3 Bridge Inspections
 - 1 New project
 - 2 Carry over from previous TIP
- 4 Roadway Expansion
 - 3 Carry over from previous TIP
 - 1 Adding significant amount of funds
- 1 Other Type
 - Carry over from previous TIP

Amendment #24-02.5 contains three transit projects for NICTD (South Shore Line) and Michigan City Transit, all of which are adding significant amount of funds.



RESOLUTION 24-09

**A RESOLUTION OF THE NORTHWESTERN INDIANA
REGIONAL PLANNING COMMISSION AMENDING THE
FY 2024-2028 TRANSPORTATION IMPROVEMENT PROGRAM FOR LAKE,
PORTER, AND LAPORTE COUNTIES, INDIANA
AMENDMENTS NO. 24-02, & 24-02.5
August 15, 2024**

WHEREAS, Northwest Indiana’s citizens require a safe, efficient, effective, resource-conserving regional transportation system that maintains and enhances regional mobility and contributes to improving the quality of life in Northwest Indiana; and

WHEREAS, the Northwestern Indiana Regional Planning Commission, hereafter referred to as “the Commission”, being designated the Metropolitan Planning Organization (MPO) for the Lake, Porter and LaPorte County area, has established a regional, comprehensive, cooperative, and continuing (3-C) transportation planning process to develop the unified planning work program, a transportation plan, and a transportation improvement program to facilitate federal funding for communities, counties, and transit operators, and to provide technical assistance and expertise to regional transportation interests; and

WHEREAS, the Commission performs the above activities to satisfy requirements of the Infrastructure Investment and Jobs Act of 2021 (PL 117-58), applicable portions of all prior federal transportation program authorizing legislation, as well as other federal, state, and local laws mandating or authorizing transportation planning activities; and

WHEREAS, the FY 2024-2028 Transportation Improvement Program is a product of a multi-modal, 3-C transportation planning process, compatible with regional goals and objectives and socio-economic and demographic factors used to form the *NWI 2050+ Plan*; and

WHEREAS, the FY 2024-2028 Transportation Improvement Program is an implementation of the *NWI 2050+ Plan*, is fiscally constrained, and is consistent with the State Implementation Plan for Air Quality; and

WHEREAS, the FY 2024-2028 Transportation Improvement Program is developed by the Commission in coordination and cooperation with local elected and appointed highway and transit officials, special interest and service organizations, including users of public transit, the Indiana Department of Transportation, the Indiana Department of Environmental Management, the U.S. Federal Highway Administration, the U.S. Federal Transit Administration, and the U. S. Environmental Protection Agency; and

WHEREAS, the FY 2024-2028 Transportation Improvement Program brought about by this amendment were reviewed by the Air Quality Conformity Task Force's Interagency Consultation Group (ICG); and

WHEREAS, the changes to the FY 2024-2028 Transportation Improvement Program brought about by this amendment were subjected to public comment in the manner prescribed by the 2019 Public Participation Plan, *ENGAGE NWI*; and

WHEREAS, the Transportation Committee has recommended that the Northwestern Indiana Regional Planning Commission make these changes to the FY 2024-2028 Transportation Improvement Program.

NOW, THEREFORE, BE IT RESOLVED that the Northwestern Indiana Regional Planning Commission hereby amends the FY 2024-2028 Transportation Improvement Program by adding the new projects and making other changes as shown on the attachment to this resolution.

Duly adopted by the Northwestern Indiana Regional Planning Commission this Fifteenth day of August 2024.

Thomas Dermody
Chairperson

ATTEST:

Justin Kiel
Secretary



MEMORANDUM

To: Technical Planning Committee

From: Tom Vander Woude, Director of Transportation

Date: July 19, 2024

Re: Valparaiso-Shorewood Urban Area transportation funding

Action Requested: Recommendation to the Commission to approve Resolution 24-10

After the 2020 census, a portion of the Chicago urban area around the City of Valparaiso and extending west to the unincorporated Shorewood Forest community was carved off the Chicago IL-IN urban area (Chicago UZA) and designated as a separate urban area, called the Valparaiso-Shorewood Forest urban area (Valpo UZA). Beginning in State Fiscal Year 2024, NIRPC's highway funding was also divided between the two urban areas so that NIRPC now receives a separate allocation of Group 2 funds that are specifically associated with the Valpo UZA.

At its May 21, 2024, meeting, the NIRPC Transportation Resources and Oversight Committee (TROC) voted to recommend to the NIRPC Board of Commissioners that NIRPC allow the highway funding from the Chicago UZA and the Valpo UZA to be programmed interchangeably for projects in either of the UZAs. In practical terms, this means that the funding streams will be combined for the NIRPC project selection process but will be identified separately in the Transportation Improvement Program (TIP).

The TROC requests a recommendation to the Commission to approve the attached resolution to memorialize this programming approach.

Discussion

The US Department of Commerce, Bureau of the Census (Census Bureau) designates urban areas based on population and housing data collected in the most recent decennial census. In 1990, Northwest Indiana contained a single urban area, the Indiana portion of the Chicago, IL-IN urbanized area (at the time called the Chicago, IL-Northwestern Indiana urbanized area). In 2000, the Census Bureau designated an additional urban area in the NIRPC region, in La Porte County, which is now called the Michigan City-La Porte, IN-MI urban area. For the 2020 decennial census, the Census Bureau revised the criteria it used to delineate urban areas, which resulted in a portion of the Chicago, IL-IN urban area being carved out and designated separately as the Valparaiso-Shorewood Forest urban area.

These urban area designations are used by the Federal Highway Administration to determine where Metropolitan Planning Organizations (MPOs) are required, and the populations of the urban areas are used to determine the amount of federal transportation funding each MPO and region receive.

Although federal funding is based on urban area populations, MPOs do not exclusively use urban area population or geography as the basis for transportation project selection:

- Federal law states that MPOs may not distribute funding to Local Public Agencies based on their population, but must instead conduct a performance-based, continuing, cooperative, and comprehensive metropolitan planning process to determine how to invest the funding. To comply with this regulation, NIRPC has developed a committee-driven process that selects projects for NIRPC's TIP guided by criteria aligned with the goals of the region's Metropolitan Transportation Plan.
- With respect to geography, MPOs, together with the State, determine the area boundary for their planning and programming activities, which is called their Metropolitan Planning Area (MPA). In accordance with CFR 450.312, the MPA must encompass, at a minimum, the existing urbanized area as defined by the most recent Census and the contiguous area(s) likely to become urbanized within the next 20 years. An MPO has the authority to program transportation funding for projects on the federal aid network and other eligible facilities anywhere within that MPA. NIRPC's MPA is the entirety of Lake, Porter, and La Porte counties, allowing NIRPC to fund projects throughout the three-county region.

For the past 20 years, the NIRPC region has included two urban areas: the Chicago IL-IN urban area and the Michigan City-La Porte IN-MI urban area. Although NIRPC has been free to use funding associated with these two urban areas anywhere within its MPA, during this time, NIRPC's practice has been to maintain parallel transportation funding programming processes: one for the Chicago UZA and one for the Michigan City-LaPorte UZA. The Chicago UZA, because its population is greater than 200,000, is allocated Group 1 funds, which are awarded to projects within that UZA, while the Michigan City-La Porte UZA, because its population is between 50,000 and 200,000, is allocated Group 2 funds, which are awarded to projects within that UZA (the terms Group 1 and Group 2 refer to INDOT Federal Aid Programs).

Staff and the Transportation Resource Oversight Committee discussed a few key reasons for a different programming approach for the Valpo UZA.

1. Existing Projects in the TIP

In Fiscal Year 2024, the Valpo UZA received about \$2.3 million in federal funds. Even with anticipated increases due to inflation, future annual allocations would still be insufficient to cover the funding commitments for the Valpo UZA projects programmed in the current TIP, which total approximately \$17.5 million.

2. Geographic Proximity and Overlap

The Chicago UZA and the Valpo UZA, unlike the Michigan City-La Porte UZA, are geographically contiguous. Not only does this mean that projects in one UZA are likely to benefit the populations in the other, but it is also possible that a project could span both. Further, Porter County is now split between the two UZAs, which is not the case with the Michigan City-La Porte UZA, which is the only UZA in La Porte County.

3. Possibility of the Two UZAs Combining after the 2030 Census

Given the proximity of the Chicago UZA and the Valpo UZA and the population growth in Porter County, it is a distinct possibility that the two could be merged back into a single UZA after the 2030 decennial census. Since NIRPC's TIP is a 5-year program, the next TIP will extend to 2030.

4. Administrative Flexibility

NIRPC's federal funds expire each year at the end of the state fiscal year. If funds can be programmed interchangeably for projects in either of the UZAs, NIRPC staff and committees will have greater flexibility to move funds between projects and ensure that all available funds are spent in the region and not returned to the State.

Recommendation

Vote to forward a recommendation to the Commission to approve the attached resolution to memorialize this programming approach.

Attachment

Adjusted Boundaries of the 2020 Urban Areas map



RESOLUTION 24-10

A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION ENDORSING THE USE OF GROUP 1 CHICAGO IL-IN URBAN AREA FUNDING AND GROUP 2 VALPARAISO-SHOREWOOD FOREST URBAN AREA FUNDING FOR PROJECTS IN EITHER URBAN AREA

WHEREAS, the Northwestern Indiana Regional Planning Commission, hereafter referred to as “The Commission,” being designated the Council of Governments, representing all local governments in the region, has established a comprehensive planning process including the three domains of environmental, economic development, and transportation planning; and

WHEREAS, the Commission, being designated an Metropolitan Planning Organization (MPO) for the Lake, Porter, and La Porte County region, has established a regional continuing, comprehensive, and cooperative planning program to develop the unified planning work program, long-range transportation plan, and transportation improvement program; to annually endorse the plans and programs; to facilitate federal transportation funding for the Indiana Department of Transportation, communities, and transit operators; and to provide technical assistance and expertise to regional transportation stakeholders; and

WHEREAS, the US Department of Commerce, Bureau of the Census (Census Bureau) designates urban areas based on population and housing data collected in the most recent decennial census; and

WHEREAS, the Federal Highway Administration allocates highway funding to MPOs based on the population of the urban areas within their metropolitan planning areas; and

WHEREAS, for the 2020 decennial census, the Census Bureau revised the criteria it used to delineate urban areas, which resulted in a portion of the Chicago, IL-IN urban area being carved out and designated separately as the Valparaiso-Shorewood Forest urban area; and

WHEREAS, both the Chicago IL-IN urban Area and the Valparaiso-Shorewood Forest urban area, are within the metropolitan planning area of the Commission; and

WHEREAS, the Commission, in accordance with CFR 450.326, develops a Transportation Improvement Program that includes capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding; and

WHEREAS, the Commission may award funding to eligible projects throughout its metropolitan planning area irrespective of the urban area with which it is associated; and

WHEREAS, the Commission, through its Transportation Resources and Oversight Committee and its Technical Planning Committee has determined that allowing funding from the Chicago IL-IN urban area and the Valparaiso urban area to be programmed interchangeably for projects in either of the urban areas is desirable because it ensures continued funding for existing projects in the current TIP, is reasonable because the urban areas are geographically contiguous, is practical because the two urban areas could be recombined after the 2030 decennial census, and is fiscally responsible because it gives

staff and committees flexibility to move funds between projects and ensure that all available funds are spent in the region and not returned to the State.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby endorses the use of Group 1 Chicago IL-IN urban area funding and Group 2 Valparaiso-Shorewood Forest urban area funding for projects in either urban area.

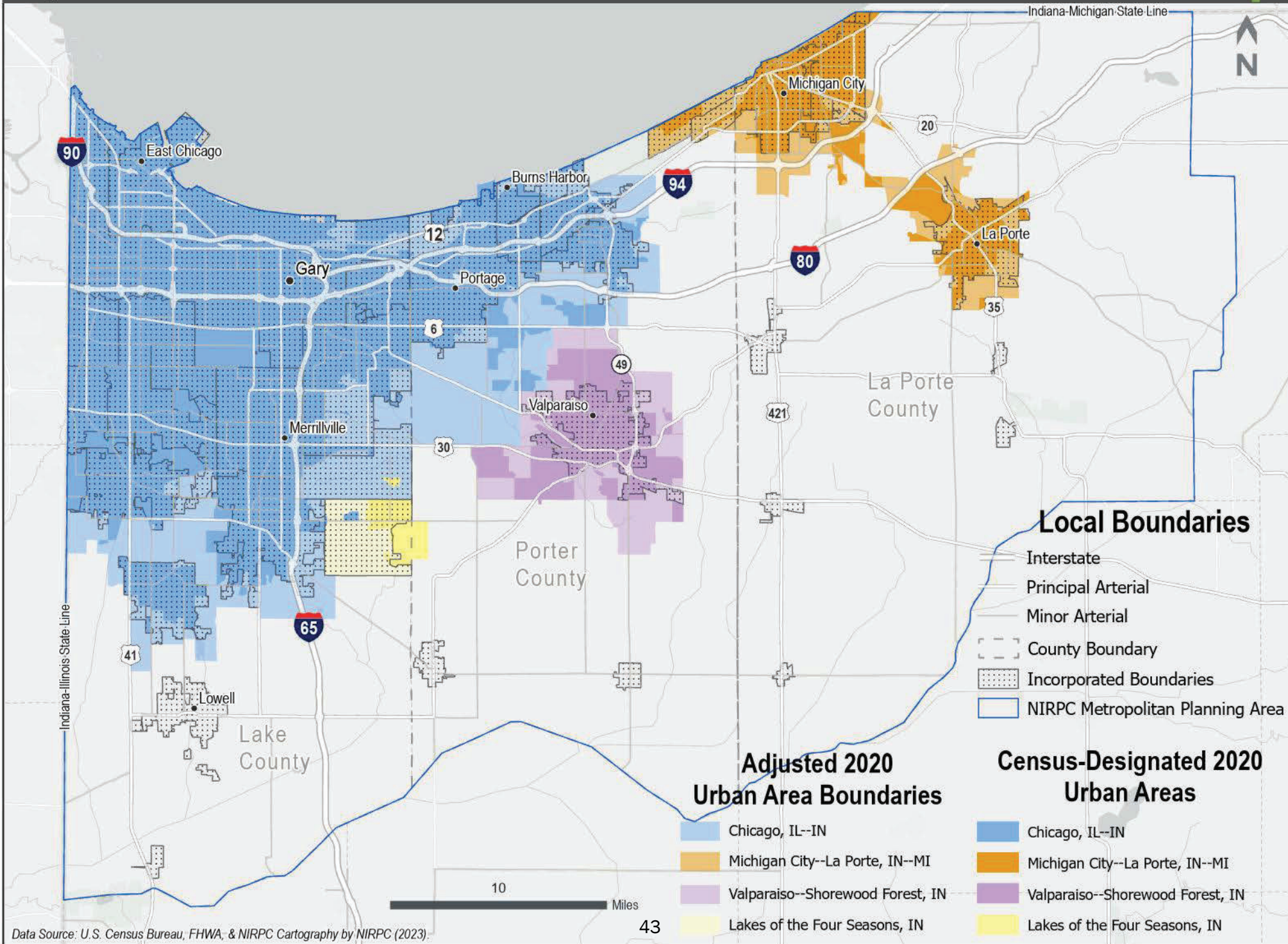
Duly adopted by the Northwestern Indiana Regional Planning Commission on this the 15th day of August 2024.

Thomas Dermody
Chairperson

ATTEST:

Justin Kiel
Secretary

Adjusted Boundaries of the 2020 Urban Areas



Data Source: U.S. Census Bureau, FHWA, & NIRPC Cartography by NIRPC (2023).