Corrective Actions and Recommendations from 2004 Certification Review

Corrective Actions

1. The review team observed and recognized that the NLCOG has developed strategies to reach out and involve the public in the transportation planning process. Even though we recognize these efforts, deficiencies were noted in the public involvement process that weakens the transportation planning process. In accordance with 23 CFR Part 450, Section 450.316 (b)(I), the NLCOG must have a formally adopted public involvement process, which involves annually adopted procedures to actively encourage public participation, and the public involvement process should be incorporated throughout the transportation planning process. In having the procedures and strategies incorporated into an adopted public involvement plan, the MPO will be better able to review and evaluate the effectiveness of the strategies and other elements of the process, to identify what is working and what is not working and update or revise the Plan accordingly. This corrective action must be completed by September 30, 2005. Submit one (1) copy of the formally adopted Public Involvement document to the FHWA and the FTA.


2. In order to fully comply with 23 CFR Part 450, Section 450.310 and 450.312, with regard to agreements, roles, and responsibilities between or among the planning partners, the MPO needs to develop a cooperative agreement or if an agreement exists, update the existing cooperative agreements required by paragraphs (a) through (e) of this section. Since Webster Parish has been eliminated from the Shreveport-Bossier City metropolitan area, consideration should be given to this action in updating the agreements. This action may be satisfied, in accordance with paragraph (e) of Section 340.310, by including the responsibilities and procedures for carrying out a cooperative process in the unified planning work program or a prospectus as defined in Section 450.314(c). This corrective action must be completed within four months of the date of the certification letter. Submit one (1) copy to the FHWA and FTA.

Having gone back to research the status of these agreements I have found that they were submitted to DOTD yet never returned. Due to the changes in federal law with the passage of SAFETEA-LU and changes within the local area I feel it necessary to update agreements as previously submitted to DOTD. NLCOG is working with the local jurisdictions in the development of a revised Memorandum of Understanding/Agreement between NLCOG and its member agencies.
Recommendations

1. The MPO should identify ways of generating more public participation and interest in the decision making process, to include increased minority participation at all levels of the transportation planning process.

http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

2. Appoint a Title VI Coordinator to have charge of this responsibility and the work activities and tasks, to develop a Title VI Plan, to also include complaint procedures.

http://www.nwlainfo.com/office_info/nlcog/staff_dir.htm

3. The MPO should complete the comprehensive job access transit feasibility study and the various transit surveys and include the results of the study/surveys in the Long Range Plan, even prior to the three year update, if the comprehensive job access plan and transit surveys have been completed within that period. In the early planning stage and in the course of undertaking the comprehensive job access transit feasibility study, the federal review team also recommends that the MPO and transit operator work with communities, social service agencies, and other organizations to allow for input and to discuss needs of the affected areas.


As a result of this effort, SporTran has been operating Jobs Access Night Service since October 2006. They operate 5 buses on 6 routes at 1 hour intervals. Service is between 7pm and 1:30 AM. There were 15,800 rides per month in May, the highest to date. Night Service ridership is up on 29% so far this year. Cost to operate night service is approximately $880,000 per year.

4. The MPO should include and also solicit representatives to serve on boards and committees to reflect the racial/ethnic composition of communities in the metropolitan area. With regard to the Delphi Committee, the MPO should reach out to appropriate minorities and black Americans in the Shreveport-Bossier City area to increase minority committee representation, to have a voice in expressed needs in the various minority and low-income communities.

The best example is the JARC Study and the resulting efforts


Also we have substantial minority representation on our board. The current Executive Committee of NLCOG is 2/5 African American.
MPO Organization

1. What is the status of the MPO designation for the urbanized area? Are changes in the designation being considered and if so, why and what are they?
   Same as it has been. No changes.

2. Who are the members of the MPO?
   o Who is represented on the policy board?
   o Is the central city represented?
     Yes, the city of Shreveport
   o Area transit agencies?
     Yes, through the city of Shreveport (city is grantee)
   o Are any implementing agencies not members of the MPO or policy board?
     No
   o Are there any operators of major modes of transportation that are not members of the MPO?
     KCS and UP railroads and other private transportation providers

3. What is the voting structure of the MPO? One vote per member? Vote by population weight? Combination?
   One voter per member

MPO Boundary

1. Have the UAB and MPA been adjusted in accordance with the most recent Census?
   Yes see maps
   http://www.nwlainf.com/office_info/mpo/2008MPO_Certification.htm#2.2

2. Do the plan updates consider expanding the MPA to incorporate new areas expected to be urbanized in the next 20 years?
   Yes
Agreements

1. What official cooperative agreements or memoranda of understanding (MOU) identifying planning responsibilities have been established among the MPO(s), State(s), public transportation operator(s), and designated air-quality agency(ies)? Are agreements final, signed, and in effect?
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.3]

2. Are updates being developed or contemplated? What changes are planned?
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.3]
   yes, in compliance with new members and request by existing members

3. How are roles and responsibilities defined for development of the LRTP, the TIP, the UPWP, or conformity-related products? For corridor or other major project studies?

4. What processes are specified for coordination on project prioritization and selection for the TIP?
   See chapter 3 of tip

5. Is the role of public participation addressed in terms of decision-making by the MPO?
   Yes
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10]

6. Is coordination of public participation by the MPO with other planning participants addressed?
   Yes

7. How does the actual functioning of the MPO conform to the provisions of the agreement(s) as concerns the planning process, decision-making, and development of the key products?

8. Is there a need to update existing agreements to more closely conform to regulatory requirements or to represent the planning process in practice more accurately?
   Yes as per note above in question 2 of this section
UPWP

1. How is the UPWP developed?

   - How are the State and public transit agencies involved in UPWP development? What about the role of freight, nonmotorized transportation, bicycles, pedestrians, and other modal interests?
     Yes as much as possible and to the degree appropriate

   - How are UPWP activities developed, selected, prioritized?

   - Who reviews the draft and final reports? How are comments elicited and addressed?
     Staff, Policy members, etc.
     See public involvement policies

   - How is the final version approved?
     By motion and resolution of the board/mpo

2. How much flexibility does the CPG provide in the administration and use of planning funds? Are fund transfers and reimbursements administered on a timely basis?
   CPG ???

3. In the current UPWP, are all Federal fiscal resources budgeted that are available for planning? For the past two years, have all the fiscal resources been spent? Is there a running balance of Federal planning funds? If so, what is the average balance? Are there ongoing issues concerning over- or under-budgeting of Federal planning funds?
   Yes we budget all possible funds. We leave no federal dollars on the table. We have greater than 20% local match. Yes, I have questioned the Highway side PL funds over the past few years.

4. How are planning activities tracked and their status reported to interested parties and funding agencies?
   Audit/Quarterly reports/billings/newletters/webnews/etc
5. Are all reports using Federal funds approved by the funding agencies prior to final publication?

   Somewhat. The final audit report no, it is accepted as presented by audit firm.

**Metropolitan Transportation Plan Development**

1. Does the plan identify both long- and short-range strategies and actions leading to the development of a multimodal transportation system?
   
   Yes
   
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6](http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6)

2. Are transportation enhancements identified?
   
   Somewhat

3. How is the plan financially constrained?
   
   Yes see plan documents associated with the following link
   
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6](http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6)
   
   ○ What financial assumptions are made?
   
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6](http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6)
   
   ○ How are revenues projected?
   
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6](http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6)
   
   ○ How are cost estimates developed?
   
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6](http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6)
   
   ○ How is financial constraint ensured when the plan is amended?
   
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6](http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6)

4. When amending the Transportation Plan or TIP, how is fiscal constraint ensured?
   
   [http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6](http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6)

5. How have Title VI of the Civil Rights Act of 1964 and related requirements been addressed?
   
7. How have the State DOT and metropolitan transit operators participated in Plan development?
   Yes

8. How is the distribution of impacts to different socioeconomic and ethnic minorities identified and measured? How are benefits and burdens across all socioeconomic groups examined in the modeling and planning performed in support of Transportation Plan development?

**Air Quality**

1. What actions are being taken to prepare for a non-attainment designation?
   http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.8

**Transportation Improvement Program (TIP) Development and Project Selection**

See documents associated with the following link for TIP Development
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.9

1. Is the TIP updated at least every four years, on a schedule compatible with STIP development?
   Yes, annually and ongoing

2. How do the State, the MPO, and transit operators collaborate on the development of the TIP?
   White Board meetings with DOTD/FHWA
   Staff coordination between local entities and transit operator

3. Are specific criteria used to determine which projects will be included in the TIP? If so, what process was used in developing these criteria? How are projects prioritized? Are any STP or Section 5307 funds suballocated among jurisdictions or modes?
   Stage 0 process, is it in plan, coordination with local and state agencies
   http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.9
   no sub allocation of funds

4. How successfully does the TIP serve as a management tool for implementing the Transportation Plan? How successfully does the TIP reflect policies, investment choices, and priorities identified in the plan?
   Fair, the rising cost of right of way and construction has made it a little harder. Funding is the largest problem.

5. Does the TIP cover a period of at least four years?
   Yes
6. Does the TIP contain:
   - All of the transportation projects to be funded under Title 23, U.S.C., with the exception of categories that are specifically exempt (e.g., safety projects funded under 23 U.S.C. 402)?
     yes
   - All regionally significant transportation projects regardless of funding source.
     yes
   - Cost estimates.
     yes
   - Project phase and implementation status.
     Yes
   - Amount of Federal funds proposed to be obligated during each program year.
     Yes  (year/phase/category/etc)
   - Proposed source of Federal and non-Federal funds.
     yes

7. Is the TIP financially constrained by year?
   - What are the methods and sources of cost estimates?
     See chapter four
   - Do revenue estimates reflect reasonable assumptions?
     Yes, to the decree possible.
   - Do the State and the transit operators provide the MPO with estimates of Federal and State funds available for the metropolitan area?
     Yes
   - How is financial constraint ensured when the TIP is amended?
     See chapter four
8. Is the total Federal share of projects proposed for funding under Section 5307 of the Federal Transit Act consistent with authorized funding levels?
   Yes

9. Has the TIP been included in the STIP without modification?
   Yes (?? To dotd)

10. What is the process for modifying/amending the TIP? What is the status of the Interim STIP Revision Procedures?
    See chapter three

11. If Administrative Modification procedures are in effect:
    o Do they govern only minor changes to existing project listings, such as project descriptions with no change in scope, funding, and/or scheduling information? Changes that require no State DOT or FHWA/FTA approval? Changes that do not add or delete projects from the TIP?
      Yes
    o Are they formalized and available?
      Yes

Title VI and Related Requirements

1. What goals, policies, approaches, and measurements have the MPO adopted to address Title VI and related requirements?
   See documents associated with the following links:
   http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

2. Describe the MPO's policy on how Title VI complaints will be handled.
   http://www.nwlainfo.com/Transport/Title_vi/What is_Titlevi.htm

3. Does the MPO have any active or previously resolved Title VI complaints?
   No active or previous Title VI complaints.

4. How does the MPO use census data for income, race, and ethnicity in the planning process? How is this information used to examine existing transportation facilities and services? See reports associated with the following links.
5. Has the planning process developed a demographic profile of the metropolitan planning area that includes identification of the locations of protected populations? Yes, See reports associated with the following links.
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

6. How does the planning process identify needs of protected populations? By asking and analysis, See reports associated with the following links.
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

7. How are the needs of low-income and minority populations determined? By asking and analysis, See reports associated with the following links.
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.6
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

8. Does the PPP include a specific and separate strategy for engaging low-income and minority populations? Is there a process to evaluate effectiveness of public involvement, including success at engaging low-income and minority residents? How is this process being carried out? Yes, See Public Participation Tools EJ section

9. How do the MPO and partner agencies respond to comments from minority and low-income communities and individuals? They are addressed as appropriate
http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

10. What is the status of the ADA Self-Assessment? ???
Congestion Management Process

1. Describe the area, network, and modes covered by the CMP. What is/was the rationale for these decisions? Are there plans to expand?
   See reports associated with the following links

2. What kind of interaction with local transit, freight and traffic control operators, etc., has been established?
   Through local coordination and relationships developed with appropriate agencies and personnel.

3. Do these partners share data, performance measures, etc., and do they contribute strategies toward solving regional congestion problems?
   YES

4. What are the outputs/outcomes of the CMP?
   See reports associated with the following links

5. Describe how the CMP has been fully integrated into the overall metropolitan planning process?
   See reports associated with the following links

6. How does the CMP affect the programming of projects?
   See reports associated with the following links

7. How often is the CMP updated and what is the product of the update?
   Some aspects of Congestion Management are ongoing processes. Travel time runs are done periodically, counts taken at specific places and signal timing reviewed and updated as appropriate.
   However a full update was to be done as a joint effort between the State and the three TMA's. This update was to coordinated and administered through DOTD.

8. What CMP work activities are included in the UPWP?
9. What types of data are being collected? Describe how the data are adequate to measure performance, identify the cause, develop and evaluate alternatives, prioritize/schedule solutions, and evaluate effectiveness and progress.

See reports associated with the following links

10. What are the performance measures and how are they being used?

See reports associated with the following links

11. Are TDM and operational commitments recommended by the CMP eventually implemented?
Yes

12. What CMP strategies are being implemented and how are they integrated with those resulting from other elements of the metropolitan planning process?

See reports associated with the following links

13. How is progress toward system performance goals evaluated? How is the effectiveness of individual projects/strategies evaluated? How is the success of individual actions reflected in system-/network-wide evaluations?

Travel Demand Modeling process, Travel Time Runs, Traffic Counts

14. Does the CMP address highways and transit infrastructure?
Yes see page 8 of the following document

15. Does the CMP address the mobility needs of people and goods?
Yes by addressing mobility as a whole.

16. How often are CMP network strategies and projects reevaluated?
Occasionally and as needed
List of Obligated Projects

1. What is the process for conveying information on annual obligations to the MPO?
   We receive a notification from DOTD via letter and e-mail.
   White Board meetings with DOTD and FHWA
   Coordination with the local transit operator

2. What information is provided? How? When?
   Amount of funding anticipated, projects programmed, etc.
   We receive a notification from DOTD via letter and e-mail.
   White Board meetings with DOTD and FHWA
   Coordination with the local transit operator

3. Is a listing published for all projects for which funds are obligated each year?
   Yes the TIP

4. Does the listing include all transportation modes, including bicycle and pedestrian facilities?
   Yes to the extent possible

5. Does the listing include all projects receiving funding from both Federal (FHWA/FTA) sources? From non-Federal sources (optional)?
   Yes to the extent possible and if it is a project of significance.

6. Is the listing included in the TIP or Transportation Plan? If yes, in what form is the list published in years when the TIP/Transportation Plan is not updated?
   Yes it is the TIP

7. How is the Annual Listing made available to the public?
   Yes

8. Have there been any public comments on the listing? If so, how are such comments used in assessing the metropolitan transportation planning process?

9. What method is available for comparing the projects in the Annual Listing to the TIP?
   They are one in the same. (Why would you want to do two separate documents that do the same thing.)
10. Does the Annual Listing include optional items that specify the phase of project development, the amount of funding obligated in the current year and historically (as well as total anticipated project cost), authorized funding versus actual project cost, funding sources and recipient, and whether, in nonattainment and maintenance areas, the project is a TCM (in air-quality nonattainment and maintenance areas)?


**Coordinated Public Transit-human Service Transportation Plan**

1. How was the locally developed coordinated public transit-human service transportation plan developed?


2. What triggers an update of the plan?

We are beginning phase two of the process. This phase will be to develop a comprehensive inventory of what services are available, who is providing what services, and what physical inventory there is.

**Public Participation**

For the following question on Public Participation please see the documents associated with the following link:

http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

1. Is (was) a 45-day comment period provided before the process was (is) adopted (revised)?

Yes

2. Do Transportation Plans, programs, and projects provide timely information about transportation issues and processes to citizens and others who may be affected?

Yes

3. Is reasonable public access provided to technical and policy information used in the development of plans and TIPS? Are matters related to federally aided programs considered in open public meetings?

Yes

4. Is there adequate public notice of public involvement activities and opportunities for public review at key decision points including, but not limited to, approval of Transportation Plans and TIPs?

Yes
5. Does the public involvement process demonstrate explicit consideration of and responsiveness to public input received during the planning and program development process?
   Yes

6. Do existing transportation systems identify and address the needs of those who have been traditionally underserved, including low-income and minority households?
   Yes, see Extended Service Hours Study, Human Services Study and EJ Report

7. Is the disposition of comments and changes in the final Transportation Plan or TIP documented, analyzed, and reported when significant oral and written comments are submitted?
   Yes as appropriate

8. Is additional time provided for public review if the "final" document is significantly different from the draft originally made available for public review?
   Yes, an example is the I-69 SIU 15 project and the LSU Pecan Station concerns

9. Does the MPO undertake a periodic review of the public involvement process to determine if the process is efficient and provides full and open access for all?
   This is a continuing and ongoing part of our program.

10. Is public involvement in the metropolitan transportation process coordinated with the statewide public involvement process as much as possible to enhance public consideration of issues, plans, and programs?
    To the best of our knowledge.

11. Is the public involvement process consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State?
    To the best of our knowledge.

12. Identify actions to comply with ADA regulations.
    Please see examples provided with the following link:
    http://www.nwlainfo.com/office_info/mpo/2008MPO_Certification.htm#2.10

13. Are there opportunities for participation by traffic, ridesharing, parking, transportation safety, and enforcement agencies; commuter rail operators; airport and port authorities; appropriate private transportation providers; and city officials?
    Yes
14. Are there opportunities for participation by local, State, and Federal environmental resource and permit agencies where appropriate?
   Yes

15. What public involvement procedures are used by transit operators? Is there coordination of public involvement between the MPO and transit operators?
   Yes

16. How does the public involvement process contribute to identification of the needs of those traditionally underserved by existing transportation systems, including low-income and minority households? Have organizations representing low-income and minority populations been consulted as part of the evaluation of the public involvement process?

   The best example is the JARC Study and the resulting efforts
   SporTran has been operating Jobs Access Night Service since October 2006. They operate 5 buses on 6 routes at 1 hour intervals. Service is between 7pm and 1:30 AM. There were 15,800 rides per month in May, the highest to date. Night Service ridership is up on 29% so far this year. Cost to operate night service is approximately $880,000 per year.

17. How is public involvement in the metropolitan transportation process coordinated with the statewide public involvement process to enhance public consideration of issues, plans, and programs?
   This is question for DOTD

18. Does the MPO employ any visualization techniques? If so, what types of techniques? What are the results?
   www.nwlainfo.com
   Regional GIS System
   Regional Vision process.

19. Are there any comparisons of Transportation Plans to inventories of natural or historic resources?
   Through the Stage 0, the EA/EIS process and within our Regional GIS system.

20. Is key information being made available in electronic format?
   www.nwlainfo.com