

# Activity Guide for Rural Transportation Planning Program FY2016

## Core Planning Activities

### 1. Rural Traffic Count Program

Agencies will implement a county-wide traffic count program for local roads in rural counties. They will map highway segments to be counted, conduct 48hr classification counts according to the standards attached to this proposal, and upload the counts to MS2 using INDOT procedures. (Exceptions may be made to the “all classification requirement” particularly on rural roads with sub-standard lane widths.) Participants will create an excel table that will list at a minimum, highway segments, count locations, Count Station Latitude/Longitude, LRS ID location, AADT, truck volumes, AM & PM peak hour volumes, functional classification, and directional splits. Agencies will obtain state highway data from INDOT and add this to the table as well. Participants will coordinate their programs with local public agencies, the INDOT District, and the INDOT Traffic Count Coordinator. They will review the Non-State Owned Count Station Map on the INDOT website. They will identify any duplicate stations, and ensure that both the state and agency station ID fields are filled on the highway table. It is anticipated that as the program continues, and counties are revisited, it will only be necessary to add the new data to the existing highway table.

At the end of the program year, MPO/RPOs will deliver to INDOT:

1. Map of highway segments showing AADTs and count stations
2. Table of highway traffic data containing the data required above

All of these work products will be delivered in an electronic format specified by INDOT. Traffic counts will be uploaded to MS2 in the manner specified by INDOT Traffic Statistics as they are completed. Counts that are entered with a manual over-ride will be accompanied by a log entry. Counts must be accepted by traffic statistics prior to reimbursement.

Reimbursement for this task will be as follows:

The price of a traffic count inside an agency’s home county will be \$135. The price for a traffic count outside a home county will be \$155. Non-traffic counting tasks will be billed by FTE hours plus fringe & indirect expenses per program guidelines. Equipment needed to perform this task may be purchased under the rural planning program. MPO/RPOs must attach their procurement policies to this proposal. INDOT will also pay for the **actual** administrative costs for procurement **not to exceed 10% of the total purchase price**. All equipment purchased through this program must be owned by the MPO/RPO, physically inventoried annually, and maintained as part of its asset inventory as required by the State Board of Accounts. INDOT will reimburse the expenses listed above at 80% (20% local).

For example, an RPO decides to count its home county. In order collect the traffic data necessary, they determine that 200 counts will be required. Since this is the agency’s home county, the price per count is \$135. This includes the cost of transporting the counter to the count station, setting it out, retrieving the counter, downloading the count, and forwarding the data to INDOT. The count reimbursement is:

200 counts x \$135 = \$27,000.00

The INDOT share (80%) will be: \$21,600.00

The local match (20%) will be: \$5,400.00

The staff time required to map count stations, coordinate with INDOT, process the data, and add it to map & highway table was estimated at 100 FTE hours at a total cost of \$5,000(including fringe & indirect). The reimbursement is:

Total expenses = \$5,000

The INDOT share (80%) will be: \$4,000.00

The local match (20%) will be: \$1,000.00

The RPO decides to purchase 10 traffic counters and associated software, 3 GPS units with software, and two laptops for fieldwork. It takes 2 FTE hours to select and purchase this equipment at a cost of \$100. The equipment reimbursement is:

10 traffic counters = \$8,500

3 GPS units= \$1,500

2 laptops= \$2,200

Procurement expense= \$100

Total Cost = \$12,300

The INDOT share (80%) will be: \$9,840.00

The local match (20%) will be: \$2,460.00

The total cost for this task is:

Traffic Counts= \$27,000.00

Coordination & data processing = \$5,000

Equipment procurement= \$12,300

Total Costs = \$44,300.00

The INDOT share (80%) will be: \$35,440.00

The local match (20%) will be: \$8,860.00

## **2. LOS Analysis**

Each agency will perform a planning Level of Service (LOS) analysis for each highway segment in the year's traffic counting program using the Florida DOT 2012 Generalized Level of Service Volume Tables. These tables can be found at [www.dot.state.fl.us/planning/systems/sm/los/](http://www.dot.state.fl.us/planning/systems/sm/los/). Participants will document their assumptions, and add this data to the highway table created in Task#1.

At the end of the program year, MPO/RPOs will deliver to INDOT:

1. Map of highway segments showing current volumes and LOS
2. Table of highway traffic data containing data discussed above

All of these work products will be delivered in an electronic format specified by INDOT.

Reimbursement for this task will be as follows:

The staff time needed to perform this task will be billed by FTE hours plus fringe & indirect expenses per program guidelines. INDOT will reimburse the expenses listed above at 80% (20% local). It is not anticipated that this task will require any major equipment purchases.

For example, the staff time required to perform the LOS analysis, and add it to map & highway table was estimated at 40 FTE hours at a total cost of \$2,000(including fringe & indirect). The reimbursement is:

Total expenses = \$2,000

The INDOT share (80%) will be: \$1,600.00

The local match (20%) will be: \$400.00

### **3. Planning Support to Local Governments**

Each agency will provide planning support to local governments. This support may include activities such as transportation plans, corridor/area studies, intersection studies, Hazard Elimination Studies, bike/pedestrian plans, traffic counting & forecasting, project evaluation support, and other technical planning services.

At the end of the program year, MPO/RPOs will deliver to INDOT:

1. a detailed report summarizing the activities performed under this task
2. copies of all data collected and analysis performed under this task
3. copies of all reports, studies, plans, produced under this task

All of these work products will be delivered in an electronic format to INDOT.

Reimbursement for this task will be as follows:

The staff time needed to perform this task will be billed by FTE hours plus fringe & indirect expenses per program guidelines. INDOT will reimburse the expenses listed above at 80% (20% local). Traffic counts will be priced and reimbursed as described in Task#1. Equipment needed to perform this task may be purchased under the rural planning program. MPO/RPOs must attach their procurement policies to this proposal. INDOT will also pay for the actual administrative costs for procurement not to exceed 10% of the total purchase price. All equipment purchased through this program must be owned by the MPO/RPO, physically inventoried annually, and maintained as part of its asset inventory as required by the State Board of Accounts. INDOT will reimburse the expenses listed above at 80% (20% local).

The administrative completion of FA-3/4, TE, TIGER or any other state or federal transportation program applications with the appropriate planning data is eligible for funding under this program. The administration of any of these grants is not eligible for funding.

For example, an RPO decides to draft a transportation plan for its home county, perform 10 traffic counts at locations designated by each county engineer in its 5-county region, and conduct a corridor study on SR-5 through the region. In order to provide each county engineer with 10 counts, they determine that 50 counts will be required. The count reimbursement is:

Home County -- 10 counts x \$135 = \$1,350.00

Other Counties—40 counts x \$155 = \$6,200.00

Total Cost = \$7,550.00

The INDOT share (80%) will be: \$6,040.00

The local match (20%) will be: \$1,510.00

The staff time required to draft the transportation plan was estimated at 100 FTE hours at a total cost of \$5,000(including fringe & indirect). The reimbursement is:

Total expenses = \$5,000

The INDOT share (80%) will be: \$4,000.00

The local match (20%) will be: \$1,000.00

The staff time required to conduct a corridor study was estimated at 50 FTE hours at a total cost of \$2,500(including fringe & indirect). The reimbursement is:

Total expenses = \$2,500

The INDOT share (80%) will be: \$2,000.00

The local match (20%) will be: \$ 500.00

The total cost for these tasks are:

Traffic Counts= \$7,550.00

County Transportation Plan = \$5,000

Equipment procurement= \$2,500

The INDOT share (80%) will be: \$12,040.00

The local match (20%) will be: \$3,010.00

## **Planning Support to INDOT**

### **4. Planning Support to INDOT Central Office**

Upon request, agencies may provide technical planning support to INDOT Central Office. This support may include activities such as HPMS data collection, rail crossing inventories, data conversion, ARIES quality control, development of urbanized area boundaries, and functional classification of rural roads.

Agencies may collect data for the Highway Performance Monitoring System (HPMS) on rural, non-state jurisdictional roads. HPMS is the federal census of the nation's roadways. Each state DOT is required to submit an updated version of their share of this database on an annual basis. The database is a set of highway segments that constitute a representative sample of the state's highways. Each sample segment may have up to 94 fields of highway characteristics including a current AADT. Most of these sample sites are located on state highways or in urban areas, but some are located on rural, local roads. Traffic counts are to be collected every three years, and the rest of the data items are to be updated when construction work is performed. While INDOT has a mechanism in place to update the state and urban segments when new traffic volumes are available or highway characteristics change, there isn't one for rural roads. HPMS was revised in 2010. The updated HPMS manual can be found at <http://www.fhwa.dot.gov/policy/ohpi/hpms/hpmspubs.cfm>. It is intended that agencies will obtain the rural, non-state sample segments for their region from INDOT, perform a traffic count to the standards discussed in Task#1, check HPMS Data Items: 5, 14, 34, 37, 38, 39, 41, 42, 43, 45, 46, 49, 54, 55, 56, 57, 58, 59, and 60. Once this is done, it will not be necessary to repeat this activity for three years. The data collected will be submitted to INDOT in the provided Excel spreadsheet. The traffic count will be priced per the procedure discussed in Task#1, and submitted separately. The count costs plus the cost of staff time (including fringe & indirect) needed to collect & process the information for the remaining data items will be reimbursed at 100%. It is expected that these sample sites will be integrated into the traffic count program, and collected as part of the regular program rotation.

Agencies may collect railroad crossing data for inclusion in the FRA Railroad Crossing Inventory. The Railroad Crossing data collected must include the items specified by INDOT. The data will include a traffic count as well as characteristics of the crossing. It will be transmitted electronically in a manner prescribed by INDOT. The traffic counts for this activity will be priced as per Task#1, and reimbursed at 80%. The staff time (including fringe & indirect) needed to collect the information and update the inventory will be reimbursed at 80%. It is expected that the traffic counts will be integrated with the traffic count program whenever possible.

**Agencies will be asked to provide INDOT with a GIS map of every count station in their region plus the past and future count cycle. The staff time (including fringe & indirect) required to perform this task will be reimbursed at 100%.**

Agencies may review crash data from the Automated Reporting Information Exchange System (ARIES), and check location data for accuracy. The staff time (including fringe & indirect) needed to collect the information and update the inventory will be reimbursed at 80%.

Agencies are requested to assist INDOT with a review of the functional classification of all rural roads within their region. The staff time (including fringe & indirect) needed to collect the information and update the inventory will be reimbursed at 80%.

At the end of the program year, MPO/RPOs will deliver to INDOT:

1. a detailed report summarizing the activities performed under this task
2. copies of all data collected and analysis performed under this task
3. copies of all reports, studies, plans, produced under this task

All of these work products will be delivered in an electronic format to INDOT.

For example, an RPO decides concentrate their efforts on one of their counties. This county has 4 HPMS sample sites, two small towns, and 45 railroad crossings.

The HPMS data collection effort will cost:

Traffic Counts—4 counts x \$155 = \$620.00  
Checking the other data items—5 FTE hours = \$100.00  
Total Cost = \$720.00

The INDOT share (100%) will be: \$720.00

The Railroad Crossing Inventory will cost:

Traffic Counts—25 counts\* x \$155 = \$3,875.00  
The staff time needed to perform the rest of the inventory tasks —35 FTE hours = \$700.00  
Total Cost = \$4,575.00

The INDOT share (80%) will be: \$3,660.00

The local match (20%) will be: \$915.00

\*20 counts were already performed under the traffic counting program

The RPO will provide INDOT with a GIS map file of all of the count stations for their region, along with their past and future count cycle. They estimate that their work will cost:

10 FTE hours = \$200.00  
Total Cost = \$200.00

The INDOT share (100%) will be: \$200.00

## 5. Planning Support to INDOT District Offices

Upon request of the INDOT District Planning Director, agencies may provide technical planning support to INDOT District Offices. This support may include activities such as rural consultation, quarterly tracking reviews, assistance to the district open house, corridor studies, hazard elimination studies, and coordination with local officials. It is expected that agencies will coordinate with their respective district planning director to ensure that proposed work is needed by the district, and that a justification for each activity will be included with their proposal.

At the end of the program year, MPO/RPOs will deliver to INDOT:

1. a detailed report summarizing the activities performed under this task
2. copies of all data collected and analysis performed under this task
3. copies of all reports, studies, plans, produced under this task

All of these work products will be delivered in an electronic format to INDOT. Quarterly Tracking Reviews will be reimbursed at 80%. All other tasks will be reimbursed will be at 100%.

## Planning Capacity Enhancement

INDOT is prepared to fund activities that improve the capacity of MPOs and RPOs to provide transportation planning to areas outside a current Metropolitan Planning Area (MPA). These activities include the equipment purchase, training, traffic count certification, and the development of geographic information systems (GIS).

## 6. Equipment

Equipment needed to perform any of the proposed tasks may be purchased under the rural planning program. MPO/RPOs must attach their procurement policies to this proposal. Agencies are expected to include a justification for any equipment purchase in their proposal. It is expected that equipment will be used for transportation planning activities outside an MPA. INDOT will also pay for the **actual** administrative costs for procurement **not to exceed 10% of the total purchase price**. All equipment purchased through this program must be owned by the MPO/RPO, physically inventoried annually, and maintained as part of its asset inventory as required by the State Board of Accounts. INDOT will reimburse the expenses listed above at 80% (20% local). An example of the reimbursement method is given under Task#1.

## **7. Training**

The training needed to perform any of the proposed tasks may be funded under this program. It is expected that the training will have direct applications to the scope of work, and that agencies will include a justification for funding with their proposals. Person of Responsible Charge training is not eligible for funding. Reimbursement for this activity will be at 80% of the actual cost.

## **8. Geographic Information Systems and other software/internet applications**

INDOT is prepared to fund the development of the GIS capability needed to support rural transportation planning. INDOT will only fund the portion required for transportation planning purposes. It is expected that agencies will include a justification for funding that details the overall use of the system and the transportation planning share with their proposals. INDOT will reimburse for the transportation planning share at 80% (20% local).

For example, an agency decides to develop a GIS system to support its planning activities. The total cost of the system is \$2,000. It is expected to be used for homeland security planning (25%), economic development planning (50%), and transportation planning (25%).

The transportation planning share will be \$500 ( $\$2000 \times 0.25$ ).

The INDOT share (80%) = \$400.00

The local match (20%) = \$100.00.