

# UPWP

## *Unified Planning Work Program*

---

### **Delaware Muncie Metropolitan Plan Commission**



*Planning Today for a Better Tomorrow*



**FY 2026 & 2027**

**Created April 2025**

## Table of Contents

<b>Preface</b>	<u>Page</u> 4-6
Publication Notice/Work Prog. Fulfillment/DMMPC Staff	4
Committees	5
Abbreviations	6
<b>Introduction</b>	7-9
Unified Planning Work Program/Transportation Planning Program	7
Infrastructure Investment & Jobs Act	8
Summary of Work Program Changes	9
<b>Work Program Budget</b>	10-12
Table 1A Funding Source FY 2026	
Table 1B – Carry Over Unused Balances from FY 2024-2025	
Table 2 – Funding Source FY 2027 - Estimated	
Table 3A Funding Use by Performing Agency FY 2026	
Table 3B – Funding Use by Performing Agency FY 2027 - Estimated	
<b>Work Program</b>	13-37
<b>Program 100 –Administration/ Public Participation</b>	13-15
Administrative Functions	Transportation/Public Involvement
Performance Mgt Measures	Staff Development/Computer Support
<b>Program 200 – Data Collection/Analysis</b>	16-19
Background Data Updating	Map Updating
Traffic Counting	Census Participation
Traffic Accidents	Data Integration/Collection/Reporting
Intermodal Initiatives	Transportation Planning Vehicle
Traffic Facility Features	
<b>Program 300 – Short Range Planning/Management Systems</b>	20-24
DMTIP Documents/Report	Pavement/Culvert Management
Annual List (Obligated Products)	Bridge Management
Development & Production	Safety, Congestion & Mobility Management
Quarterly Project Tracking	ITS Architecture
Planning/ Environment Linkages	Security
Geographic Information System	

<b>Program 400 – Long Range Planning/ Mgt Systems</b>	25-26
Network Analyses	Air Quality
Transportation Plans/Amend	Planning/ Environmental Linkages
<b>Program 500 – Transit &amp; Active Transportation</b>	27-30
Special Efforts	Safe Routes to School
Transit Service Monitoring	Ladders of Opportunity
Coordinated Public Transit	Mobility Management Network
Bike/Pedestrian Plan	
<b>Program 600 – Other Planning Initiatives/ Special</b>	31-33
Transportation Studies	
Land Use & Transportation Coordination	
ADA Transition Plans Part II	
Title IV Program Management	
Climate Action Planning	
<b>Program 700 - Other Administration</b>	34-35
Administrative Functions	Office Support
Annual Report	Community Participation
Staff Training/Computer Support	Permits and Enforcement
<b>Program 800 - Other Planning Initiatives</b>	36-37
Zoning/Subdivisions	Map Maintenance
Address System	Other Local Planning
<b>Contracted Activities, Schedule of Activities, Tasks Continued/Outstanding</b>	38
<b>Cost Allocation Plan FY 2026</b>	39-46
<b>Appendix</b>	47-53
Certification	
Certification of Audit Compliance	
FTA Civil Rights Assurance	
Drug-free Workplace Act Certification	
Cost Allocation Plan Approval Letter	
Transportation Planning Process Certification	
Transportation Policy Committee Resolution of Approval	

# Preface

## Publication Notice

This program is the result of tax-supported initiatives and, as such, is not subject to copyright. It has been financed in part through a grant from the United States Department of Transportation.

## Work Program Fulfillment

The Fiscal Year 2026-2027 Unified Planning Work Program partially fulfills Work Element Number 100 of the Delaware-Muncie Metropolitan Plan Commission's Fiscal Year 2026-2027 Unified Planning Work Program (UPWP). The purpose of Program Number 100, which is hereby fulfilled, is to produce a document identifying all planning activities that will be undertaken by the Delaware Muncie Metropolitan Plan Commission during Fiscal Years 2026-2027.

## Catalog of Federal Domestic Assistance Number

The federal identification number for all PL/STBG/CMAQ/HSIP funding for the FY 2026-2027 work program planning activities is CFDA# 20.205

## Delaware-Muncie Metropolitan Plan Commission Staff

Name	Position
Kylene Swackhamer	Executive Director
Brandy Ingermann	Administrative Assistant
Kayla Shawver	Transportation Coordinator
Denelle Murrell	Planning Technician
Fred Daniel	Demographics & Zoning Appeals Planner
Tom Fouch	Building Commissioner/ Zoning Administrator/ Floodplain Manager
Desiree McGahey	Secretary
Zach Wickliffe	Financial Data Analyst
Vacant	Community Planner

## Metropolitan Planning Organization Transportation Committees & Affiliations

### Transportation Policy Committee

Voting Members	
Member	Title
Adam Leach	Representative for Muncie Mayor Dan Ridenour
Amanda Price-Clark	MITTS General Manager
Kylene Swackhamer	Executive Director, DMMPC
Mike MacNeill	Representative for Valerie Cockrum, INDOT
Sherry Riggin	County Commissioner
Pete Heuer	Ball State University
Jim Mochal	Delaware County Council
Sara Gullion	Muncie City Council
Chase Bruton	Representative for Jason Gasaway, Yorktown Town Council
Advisory / Non-Voting Members	
Member	Title / Agency
Kayla Shawver	DMMPC Staff
Zach Wickliffe	DMMPC Staff
Brandy Ingermann	DMMPC Staff
Brandon Burgoa	INDOT
Kayleigh Carrier	INDOT
Tom Borchers	County Surveyor
Paige Story	FHWA
Angie Moyer	County Engineering Dept.

### Technical Advisory Committee

Voting Members	
Member	Title
Adam Leach	Muncie City Engineer
Angie Moyer	Delaware County Engineer
Kylene Swackhamer	Executive Director
Jacob Sherry	INDOT Greenfield District
Kayla Shawver	DMMPC Staff
Chase Bruton	Yorktown Town Manager
Amanda Price-Clark	MITTS Representative
Brandy Ingermann	DMMPC Staff
Christopher Palladino	Ball State University
Bruce Morvilius	Town of Selma
Vacant	Chamber of Commerce
Vacant	Town of Gaston
Vacant	Town of Albany
Daniel Blankenship	Town of Eaton

Advisory / Non-Voting Members	
Member	Title / Agency
Kayla Shawver	DMMPC Staff
Zach Wickliffe	DMMPC Staff
Paige Story	FHWA
Brandy Ingermann	DMMPC Staff
Brandon Burgoa	INDOT
INDOT Central Office	
Delaware County Airport	
Muncie Sanitary Department	
American Electric Power	
Delaware County Regional Wastewater	
Liberty Wastewater	
Vectren	
Indiana American Water Company	
AT&T	

## ABBREVIATIONS

The following are commonly used abbreviations appearing in this document and other transportation planning documents:

<b>3C's</b>	- CONTINUING, COOPERATIVE, AND COMPREHENSIVE
<b>ADA</b>	- AMERICANS WITH DISABILITIES ACT
<b>ARRA</b>	- AMERICAN RECOVERY REINVESTMENT ACT
<b>CGI</b>	- CARDIANL GREENWAYS INCORPORTATED
<b>CBD</b>	- CENTRAL BUSINESS DISTRICT
<b>CIRTA</b>	- CENTRAL INDIANA REGIONAL TRANSPORTATION AUTHORITY
<b>CY</b>	- CALENDAR YEAR (January to December)
<b>DCUHNS</b>	- DELAWARE COUNTY UNIFORM HOUSE NUMBERING SYSTEM
<b>DMMPC</b>	- DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION
<b>DMTIP</b>	- DELAWARE-MUNCIE TRANSPORTATION IMPROVEMENT PROGRAM
<b>ECIRPD</b>	- EAST CENTRAL INDIANA REGIONAL PLANNING DISTRICT
<b>EMA</b>	- EMERGENCY MANAGEMENT AGENCY
<b>FAST</b>	- FIXING AMERICA'S SURFACE TRANSPORTATION ACT
<b>FHWA</b>	- FEDERAL HIGHWAY ADMINISTRATION
<b>FTA</b>	- FEDERAL TRANSIT ADMINISTRATION
<b>FY</b>	- FISCAL YEAR (State: July to June, Federal: October to September)
<b>GASB 34</b>	- GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT 34
<b>GIS</b>	- GEOGRAPHIC INFORMATION SYSTEM
<b>HSIP</b>	- HIGHWAY SAFETY IMPROVEMENT PROGRAM
<b>HPMS</b>	- HIGHWAY PERFORMANCE MONITORING SYSTEM
<b>IJA</b>	- INFRASTRUCTURE INVESTMENTS JOBS ACT
<b>INDOT</b>	- INDIANA DEPARTMENT OF TRANSPORTATION
<b>ITS</b>	- INTELLIGENT TRANSPORTATION SYSTEMS
<b>LEPC</b>	- LOCAL EMERGENCY PLANNING COUNCIL
<b>LPA</b>	- LOCAL PUBLIC AGENCY
<b>LUCA</b>	- LOCAL UPDATE OF CENSUS ADDRESSES
<b>MAP-21</b>	- MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY ACT
<b>MIT</b>	- MUNCIE INDIANA TRANSIT SYSTEM
<b>MOU</b>	- MEMORANDUM OF UNDERSTANDING
<b>MPA</b>	- METROPOLITAN PLANNING AREA
<b>MPO</b>	- METROPOLITAN PLANNING ORGANIZATION
<b>MPTC</b>	- MUNCIE PUBLIC TRANSPORTATION CORPORATION
<b>MTP</b>	- METROPOLITAN TRANSPORTATION PLAN
<b>NEPA</b>	- NATIONAL ENVIRONMENTAL POLICY ACT
<b>PDP</b>	- PROGRAM DEVELOPMENT PROCESS
<b>PL</b>	- METROPOLITAN PLANNING FUNDS
<b>SIP</b>	- STATE IMPLEMENTATION PLAN
<b>SRTS</b>	- SAFE ROUTES TO SCHOOL
<b>STBG</b>	- SURFACE TRANSPORTATION BLOCK GRANT (Federal Funds)
<b>STIP</b>	- INDIANA STATE TRANSPORTATION IMPROVEMENT PROGRAM
<b>TAC</b>	- TECHNICAL ADVISORY COMMITTEE
<b>TAP</b>	- TRANSPORTATION ALTERNATIVES PROGRAM
<b>TCSP</b>	- TRANSPORTATION AND COMMUNITY AND SYSTEM PRESERVATION
<b>TDP</b>	- TRANSIT DEVELOPMENT PLAN
<b>TIP</b>	- TRANSPORTATION IMPROVEMENT PROGRAM
<b>TPC</b>	- TRANSPORTATION POLICY COMMITTEE
<b>TRANSCAD</b>	- THE NETWORK MODELING SOFTWARE SHARED BY INDOT & MPOS
<b>UEA</b>	- URBAN ENTERPRISE ASSOCIATION
<b>UPWP</b>	- UNIFIED PLANNING WORK PROGRAM
<b>URA</b>	- UNIFORM RELOCATION ASSISTANCE



# INTRODUCTION

## **I. Unified Planning Work Program**

The Unified Planning Work Program (UPWP) sets forth the total planning activities to be undertaken by the Delaware-Muncie Metropolitan Plan Commission (DMMPC) and the Metropolitan Planning Organization (MPO) during the state fiscal year (SFY July 1- June 30).

In its basic formulation and structure, the UPWP serves as a guide to the total planning effort. By detailing planning activities, the UPWP establishes a program that eliminates duplication of effort, interrelates transportation planning, land use planning, and other elements of the Continuing, Cooperative, and Comprehensive (3C's) planning process; and provides a basis for federal and state funding. Most of the work elements are continuing programs. As a result, similar descriptions appear from one year to the next.

## **II. Transportation Planning Program**

The 3C's transportation planning program is intended to (1) ensure progress toward implementation of the adopted transportation improvement program, (2) monitor and evaluate changes in development and travel, (3) keep data up-to-date, and (4) maintain certification for the urbanized area.

The Transportation Policy Committee (TPC) and the Technical Advisory Committee (TAC) help carry out the transportation-related functions of the Metropolitan Planning Organization. The Transportation Policy Committee serves as the policy committee for the DMMPC and carries out the formulation of policies related to the 3C's transportation planning program. The TPC also grants final approval of required documents and the use of federal transportation funds. The Technical Advisory Committee serves in an advisory capacity to the Transportation Policy Committee on technical aspects of the planning program. The Delaware-Muncie Metropolitan Plan Commission staff performs or coordinates work being conducted under the 3C's program.

The Transportation Policy Committee chair is elected annually, and the Technical Advisory Committee is chaired by the Executive Director of the DMMPC. The Transportation Coordinator keeps records and ensures the most efficient transfer of transportation-related information for both of these committees.

The transportation planning program is guided by specific federal and state transportation planning requirements. The program is administered through the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Indiana Department of Transportation (INDOT), and the DMMPC as the MPO. The transportation planning staff is part of the DMMPC staff and is under the direction of the Executive Director, who also serves as the MPO Director. Transportation planning efforts are undertaken primarily by the Financial Data Analyst, Administrative Assistant, and Transportation Coordinator.

#### **IV. Infrastructure Investment and Jobs Act (IIJA)**

The Infrastructure Investment and Jobs Act (Pub. L. No. 117-58), signed into law on November 15, 2021, currently guides Federal Transportation policy and programs for Metropolitan Transportation Planning Organizations (MPOs). The IIJA provides long-term funding for surface transportation infrastructure planning and investment. The transportation planning process must address the 11 planning factors included in the Infrastructure Investment and Jobs Act (IIJA) and previously outlined in the Fixing America's Surface Transportation Act (FAST Act), 23 CFR 450 Subpart C, 23 CFR 420 Subpart A, and 49 CFR Subtitle A, listed below:

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



## **V. Summary of Work Program Changes for FY 2026**

Most activities are on-going and continuous. Changes in the FY 2026 UPWP are as follows:

### **Program 100 Administration/Public Participation**

- Increased dollar amount from \$155,000 to \$175,000

### **Program 200 Data Collection/Analysis**

- Increased dollar amount from \$20,000 to \$26,000

### **Program 300 Short Range Planning and Management Systems**

### **Program 400 Long-Range Planning and Air Quality**

- Decreased dollar amount from \$20,000 to \$4,000

### **Program 500 Transit and Active Transportation**

- Decreased dollar amount from \$15,000 to \$4,000

### **Program 600 Other Planning Initiatives/Special**

- Decreased dollar amount from \$33,765 to \$18,268.76

# FY 2026-27

## Work Program Budget

### Funding Rationale

The Delaware Muncie Metropolitan Plan Commission (DMMPC) utilizes combined FTA and FHWA (PL) funding for its Unified Planning Work Program (UPWP). The funds are identified as PL because the larger portion of the combined funding is PL, but funds from both sources are being utilized. The use of combined FTA/PL to finance the work program streamlines records and budgeting calculations, thereby saving time and effort in preparing claims for the reimbursement of the federal portion of transportation planning costs and in auditing such records. The costs of each element are funded 80 percent by federal sources and 20 percent by local tax dollars, with the federal portion being reimbursed after the expenses are incurred. Federal funding sources and local matches for various elements are detailed in the following tables.

### Program Funding Sources

The sources of funding for each program element in FY 2026 are listed in Table 1A below. This table shows the local funding needed to match the federal transportation planning program (Elements #100-600). Program Elements 700 and 800 pertain to activities not related to the federal transportation planning program.

**Table 1A    Funding Source FY 2026**

<b>Program Element</b>	<b>PL/5303 80% Federal</b>	<b>Local 20% Match</b>	<b>PL Total</b>	<b>2.5% Set Aside 80% Federal</b>	<b>2.5% Set Aside Local 20% Match</b>	<b>Total Set Aside</b>	<b>Other Local</b>	<b>Grand TOTAL</b>
100	175,000	43,750	218,750	-	-		-	218,750
200	26,000	6,500	32,500	-	-		-	32,500
300	40,000	10,000	50,000	-	-		-	50,000
400	4,000	1,000	5,000	-	-		-	5,000
500	4,000	1,000	5,000	6,853.05	1,713.26	8,566.31	-	13,566.31
600	18,268.76	4,567.19	22,835.95	-	-		-	22,835.95
700	-	-	-	-	-		150,000	150,000
800	-	-	-	-	-		100,000	100,000
<b>TOTAL</b>	<b>267,268.76</b>	<b>66,817.19</b>	<b>334,085.95</b>	<b>6,853.05</b>	<b>1,713.26</b>	<b>8,566.31</b>	<b>250,000</b>	<b>592,652.26</b>

**Table 1B      Carry Over Unused Balances from FY 2024-2025**

<b>Program Element</b>	<b>2024-2025 (Unused) PL 80% Federal</b>	<b>Local 20% Match</b>	<b>2024-2025 (Unused) Set Aside 80% Federal</b>	<b>Set Aside Local 20% Match</b>	<b>Grand TOTAL</b>
100	215,000	53,750	-	-	268,750
200	37,000	9,250	-	-	46,250
300	59,500	14,875	-	-	74,375
400	41,000	10,250	-	-	51,250
500	26,500	6,625	13,518	3,379.50	50,022.5
600	67,649	16,912.25	-	-	84,561.25
700	-	-	-	-	-
800	-	-	-	-	-
<b>TOTAL</b>	446,649	111,662.25	13,518	3,379.50	575,208.75

**\*Funds in this table reflect the amount of PL & STBG funds that were available but unused for the FY 2024-2025 year as reported by INDOT. They are being incorporated into FY 2026-2027 UPWP.**

**Table 2      Funding Source FY 2027 (Estimated)**

<b>Program Element</b>	<b>PL/5303 80% Federal</b>	<b>Local 20% Match</b>	<b>PL Total</b>	<b>2.5% Set Aside 80% Federal</b>	<b>2.5% Set Aside Local 20% Match</b>	<b>Total Set Aside</b>	<b>Other Local</b>	<b>Grand TOTAL</b>
100	175,000	43,750	218,750	-	-	-	-	218,750
200	26,000	6,500	32,500	-	-	-	-	32,500
300	40,000	10,000	50,000	-	-	-	-	50,000
400	4,000	1,000	5,000	-	-	-	-	5,000
500	4,000	1,000	5,000	6,853.05	1,713.26	8,566.31	-	13,566.31
600	18,268.76	4,567.19	22,835.95	-	-	-	-	22,835.95
700	-	-	-	-	-	-	150,000	150,000
800	-	-	-	-	-	-	100,000	100,000
<b>TOTAL</b>	267,268.76	66,817.19	334,085.95	6,853.05	1,713.26	8,566.31	250,000	613,801.25

**\*Funds in this table are estimates based on the FY 2026 allocations**

**Table 3a Funding Use by Performing Agency FY 2026**

PROGRAM	DMMPC-Federal	DMMPC-Local Match	TOTAL
100	390,000	97,500	487,500
200	63,000	15,750	78,750
300	99,500	24,875	124,375
400	45,000	11,250	56,250
500	30,500	7,625	38,125
600	85,917.76	21,479.44	107,397.20
<b>TOTAL</b>	<b>713,917.76</b>	<b>178,479.44</b>	<b>892,397.20</b>

**Table 3b Funding Use by Performing Agency FY 2027 (Estimated)**

PROGRAM	DMMPC-Federal	DMMPC-Local Match	TOTAL
100	175,000	43,750	218,750
200	26,000	6,500	32,500
300	40,000	10,000	50,000
400	4,000	1,000	5,000
500	4,000	1,000	13,566
600	18,268	4,567	22,835
<b>TOTAL</b>	<b>267,268</b>	<b>66,817</b>	<b>342,651</b>

# 2026-2027 Work Program

## Program 100 Administration/ Public Participation

**Purpose:** The purpose of this series of activities is to provide for the overall administration of the transportation planning program, promote participation by the citizenry in the program, and further develop the planning skills of those involved in the transportation planning process.

**Method:** The methods used to successfully carry out this program include activities of an administrative nature, citizen involvement and education, and staff development. The methodology is evident from a survey of the following activities.

### 100 Administrative Functions

- Attendance at the Transportation Policy Committee monthly meeting, preparation of minutes and agenda, and related correspondence.
- Attendance at the Technical Advisory Committee monthly meeting, preparation of minutes and agenda, and related correspondence.
- Preparation of progress reports, necessary financial billings, work related to audit compliance, and work pertaining to the certification review by INDOT, FTA, and FHWA, including updates to the new bylaws and restructuring of the local approval process.
- Participating in meetings, correspondence, phone calls, and studying transportation planning issues or the transportation planning process, while also developing projects and coordinating with non-metropolitan planning officials where feasible. These activities also include efforts to comply with federal laws as they pertain to transportation planning, carrying out statewide programs, Indiana MPO Council business, Cardinal Greenway, the Bicycle and Pedestrian Committee, the Local Emergency Planning Council, the ECIRPD, the EMA, and the E-Scooter/ADA Committee.
- Updating of all required agreements and memoranda.
- Attendance at meetings, correspondence, and other essential tasks associated with INDOT committees and other INDOT and/or FHWA initiatives, such as updating the Planning Roles and Responsibilities Cooperating Operating Manual.
- To comply with the transportation act, amendments must be reviewed and prepared, with an emphasis on public participation.
- Work activities related to development of CMAQ, HSIP, STBG projects, eligibility determinations, and work program amendments, as applicable, along with agreements and project management/oversight.

- Work activities related to the development of transportation projects, quarterly project tracking, and project reporting.
- Work activities pertaining to the LPA Project Development Process, including collaboration with the LPA employee responsible for local projects to assist in monitoring funding and the project development progress.
- Work activities connected to the preparation and distribution of the 2026-27 Unified Planning Work Program and the annual Cost Allocation Plans. Prepare and process amendments to the FY 2026-2027 UPWP as necessary. Prepare and submit annual certification documents. Activities related to the completion of a planning review conducted by INDOT, FTA, and FHWA. Preparation and distribution of Annual Completion Reports.

## 100 National Performance Management Measures

- Work activities related to the National Performance Measures for identified goals such as safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, and reduced project delivery delays. The DMMPC will cooperate with the state DOT and transit agencies to formally establish targets for performance measures aligned with each of these goals.

## 100 Transportation & Public Involvement Coordination

- **Neighborhood Coordination:** Attendance and participation in scheduled meetings with various neighborhood and interest groups regarding transportation planning issues, such as gaps in connectivity and services. All efforts are undertaken and maintained to involve low-income individuals, minorities, the elderly, and persons with disabilities in the planning process.
- **Public Engagement Tools:** The composition, publication, and distribution of digital newsletters to keep the public informed about local planning issues and activities. The incorporation of new strategies, such as social media and virtual involvement tools, will be pursued using in-house and consulting services, as needed.
- **Web Page:** Development and maintenance of the County website, including bandwidth and the DMMPC Web Page ([www.dmmpc.org](http://www.dmmpc.org)). This allows the DMMPC to provide planning information, meeting dates to the general public, and internet publication for each of the following: Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, Annual List of Obligated Projects, and other required documents.
- **Public Participation Plan:** Updating, overseeing, and implementing the Public Participation Plan for the DMMPC in compliance with the requirements of the Reauthorization Act and in consultation with all interested parties. Preparation and processing of subsequent amendments.



- **Public Participation:**

- Public notification and meeting participation will ensure public input for transportation improvement programs and transportation plans.
- Assess and revise the Public Involvement Procedures to evaluate the efficacy of local approaches in involving low-income and minority populations, and modify them to ensure that their feedback is collected, recorded, and considered during the decision-making process.
- Work will commence to include Virtual Public Involvement tools along with coordination with the public library, which offers access to computers.
- Expand participation efforts to incorporate additional consultation partners, as specified in MAP-21 and the FAST Act, involving regulatory and resource agencies addressing issues such as, but not limited to, historic preservation and natural resources. Broaden involvement initiatives to encompass Gaston, Eaton and Albany.

## **100      Staff Development/ Computer Support**

- Attendance by the DMMPC at various courses, seminars, webinars, and conferences to develop in-house expertise in transportation and related planning, including major conferences such as, but not limited to, the MPO conference, ESRI conference, and APA conference.
- Provision of federal funds toward the cost of training set up jointly for the Indiana MPOs.
- Continuous development of in-house computer capabilities to enhance the transportation planning process. This includes the purchase of software, GIS online mapping credits, the in-house development of computer/mapping applications for local planning needs, the purchase of computer/technical equipment for the transportation planning staff, and the ongoing training of the DMMPC staff with existing and future software.

**Output:** The Public Participation Plan will be updated as needed. An endorsed FY 2026-27 Unified Planning Work Program, annual certification documents, the preparation of the FY 2027 supplement to the FY 2026-2027 UPWP, UPWP amendments, and Completion Reports for the website will be maintained. Standard output will continue to be quarterly billings, audit resolutions, minutes and agendas, Annual Completion Reports, submittal of required documents, and the Certification Review Report when conducted, along with related materials as set forth under activity 100/01.

**Responsible Agency:** Delaware-Muncie Metropolitan Plan Commission.

**Anticipated Purchases:** Computer/Tech equipment

**Federal PL Funds:**

**FY 2026 PL/Local: \$175,000/\$43,750**

**FY 2027 PL/Local: \$175,000/\$43,750**

## Program

## 200 Data Collection/Analysis

**Purpose:** The purpose of this series of activities is to provide for the ongoing collection, maintenance, monitoring, and analysis of demographic data, traffic counts, traffic accidents, rail/air initiatives, traffic control features, Highway Performance Monitoring System (HPMS), Intersection & Permanent Traffic Count Station Analysis, and the mapping essential for an effective transportation planning process.

**Method:** The methods employed in the pursuit of the following activities will be that of an inventory analysis and monitoring nature, utilizing the local GIS and computer systems, traffic counting equipment, and on-site inventories. The activities follow the true spirit of the 3C's (comprehensive, cooperative and continuous) planning process and are invaluable.

The DMMPC will maintain a separate database of HPMS data and will advance in three phases:

**Phase 1** – The DMMPC will enhance its HPMS analytical skills by evaluating 10% of the data in its MPA.

**Phase 2** – DMMPC staff will be trained on the HPMS database software and will become proficient in data manipulation.

**Phase 3** – The DMMPC will manage the HPMS database and submit the data to INDOT for presence in the statewide HPMS data submittal.

## 200 Background Data Updating

- Maintenance of demographic and other data files regarding school enrollment, SRTS survey data, employment, development, building permits, and land use for the transportation planning program.
- Obtain and process the demographic data, and identify/display trends that could affect traffic volumes and patterns.

## 200 Traffic Counting

- Monthly and weekday adjustment factors will be calculated using the year-round count data from the Indiana Department of Transportation (INDOT) telemetering traffic count stations within the Muncie Urbanized Area. Traffic counts for the Traffic Count Program will be adjusted using these factors and the available axle adjustment factors from the turning movement counts.
- The Central Business District will be considered when requested by local officials or by the State for locations under scrutiny for improvements within the Metropolitan Planning Area.
- The Traffic Count Program may be expanded to assist INDOT in collecting count data for State Routes and functionally classified local roads located in Delaware County and/or four selected surrounding counties.

- Traffic counts will be taken as needed, either in-house or on a consulting basis. Required information will be reported to INDOT. Data collection will include INDOT posted traffic counts applicable to our area.
- A summary of traffic count data from the Traffic Count Program will be maintained in GIS and in reproducible form for the provision of information to the general public. This will include a summary listing of traffic volume information that is continually updated to reflect past and current counts.
- Purchase, installation, and operational maintenance of portable stations to be placed on the local and regional trail system for input from users and collection of user characteristic statistics. The data will be utilized for developing and maintaining a regional bicycle and pedestrian system.
- Routine maintenance and repair of traffic count equipment, along with the purchase of new equipment and necessary supplies for this equipment. The upgrade of traffic count equipment will enable the DMMPC to conduct more counts and collect various types of traffic data while requiring less labor for data collection than in the past.
- Traffic counts for turning movements will be conducted at key intersections in the Muncie Urbanized Area, including signalized intersections on HPMS street segments and additional intersections as needed for evaluating the transportation network. The data from these turning movement counts will be analyzed for capacity and delay information using the Highway Capacity Manual software. A copy of the data for HPMS sampling signalized intersections will be submitted to the Indiana Department of Transportation (INDOT).

## **200 Traffic Accidents**

- Acquire and manage traffic accident record information for every incident occurring in the Delaware Muncie region, gathering data on accidents as needed while leveraging INDOT's updated accident data collection system.
- Examine data for areas with frequent accidents, utilize accident rates to identify which sites require additional investigation for the Traffic Safety & Congestion Management System, and collaborate with INDOT to develop projects that qualify for safety funding.

## **200 Intermodal Initiatives**

- Maintain a rail crossing inventory through periodic field surveys and vehicle traffic counts. Collect data for the inventory and update it to address current needs.
- Monitor rail activity and improvements at rail/highway grade crossings.
- Monitor and/or inventory bicycle and pedestrian facilities.

- Observe truck traffic and facilities; examine travel patterns and inspect local truck routes to identify necessary modifications to truck routes and the roadway system for safety and efficiency.
- Monitor airport activity concerning proposed expansion and improvements that may impact the transportation network. Maintain data on air traffic as needed.

## **200 Traffic Facility Features**

- The gathering of pavement management data for Activity 300/07, including pavement conditions and related features influencing these conditions, such as drainage culverts, side ditch characteristics, and right-of-way accessibility.
- Collect bridge data as needed for Activity 300/08.
- Ongoing revision of the traffic operational and control features information in the Delaware-Muncie area, along with analysis of this information. This information will be utilized in traffic control device location decisions and for Activity 300/09.
- Gathering data on parking and examining its impact on the transportation system. An analysis of parking alternatives will be emphasized, focusing on the CBD.

## **200 Map Updating**

- The updating of transportation-related base maps will continue to ensure that adequate information is available from a cartographic standpoint.
- Changes involving development, corporate limits, and the street network will be updated on the transportation maps.
- The development of adjusted Urban Area Boundary and functional classification maps will occur, along with adjustments to the Metropolitan Planning Area boundaries as needed and other in-house map applications for incorporating map features and transportation data. The MPO will review the appropriate roads to be a part of the National Highway System. The MPO will also work with INDOT to examine the National Truck Network.
- Every attempt will be made to ensure a coordinated effort with INDOT and other agencies so that no map updates duplicate any other initiatives.

## 200 Census Participation

- Provision of ongoing assistance that enhances access to and usage of Census data, including the most current reporting. The DMMPC will provide post-census information and mapping as requested and will be represented at various workshops sponsored by the Bureau of the Census regarding the usage and processing of census data.
- Work activities related to the most current census data and other initiatives aimed at ensuring accurate data for the Muncie Urbanized Area and Delaware County.

## 200 Data Integration/ Collection/ Reporting

- Creating reports, maps, and other products using the data processed within this program element, such as, but not limited to, truck route mapping, bike/pedestrian facility mapping, noise-sensitive airport areas, and fairness analysis.
- The DMMPC is committed to sharing data collected and compiled under this program element and coordinating data sharing with other MPO partners. The DMMPC is also committed to utilizing our GIS to facilitate data sharing through online mapping, etc.

## 200 Transportation Planning Vehicle

- Maintenance and gasoline costs for the vehicle used in transportation planning activities. This activity is included in this element because the vehicle will be utilized for traffic data collection efforts. Intermittent use will be for travel to attend transportation-related planning courses and meetings.

**Output:** The documents anticipated in FY 2026-2027 from this element are up-to-date County Traffic Volume Mapping and any approved adjustments to the Urban Area Boundary, the Metropolitan Planning Area, and the functional classification of roadways.

**Responsible Agency:** Delaware-Muncie Metropolitan Plan Commission.

**Anticipated Purchases:** Purchase of inventory equipment for recording management data such as GPS devices and/or video recording equipment. Purchase of traffic count equipment (for vehicles and bike/ped) and related software. Consultant fees for road inventory and pavement condition, traffic counts, and GIS modeling.

### **Federal PL Funds:**

**FY 2026 PL/Local: \$26,000/\$6,500**

**FY 2027 PL/Local: \$26,000/\$6,500**

## Program 300      Short Range Planning/Management Systems

**Purpose:** To develop, update and maintain a four-year program of transportation improvement projects from the short- and long-range components of the planning process for the Metropolitan Planning Area. Improving the technical features of planning processes to aid public comprehension and decision-making for a more effective distribution of resources in maintaining and upgrading the transportation network. This includes the development and execution of the Muncie ITS architecture and adherence to federal standards regarding the Manual for Uniform Traffic Control Devices.

**Method:** The Delaware-Muncie Transportation Improvement Program (DMTIP) is developed utilizing federal aid transportation improvement project data from both local and state agencies for areas within the DMMPC Planning Area, all founded on the long range (20+ year) Transportation Plan. The DMTIP is submitted to INDOT to allow the projects to be included in the State Transportation Improvement Program (STIP) and qualify for federal funding. The coordinating committee for DMTIP, composed of project-submitting agencies and planning agencies that evaluate projects, determines the project priorities for each type of funding requested.

The DMTIP is reviewed by the Technical Advisory Committee and is approved by the Policy Committee. A public hearing is held for comment on the DMTIP. This hearing is publicized in the local newspapers and the website, including Facebook. The transit private providers are specifically notified of these meetings and the public hearing so they can provide comment.

Construct and employ the GIS by persistently generating and refreshing data layers, assembling and integrating data tables, and developing applications, including the infrastructure inventories gathered during the pavement management project. Databases will be developed to facilitate the analysis of the transportation network and ensure a maintainable system. The characteristics and factors of the transportation network will be examined, and reports will be created to assist in managing the transportation network.

### 300      DMTIP Document/ Reports

- Initiate, coordinate, and generally implement necessary contacts and information at the local, INDOT District, and INDOT Central Office levels to maintain the DMTIP. The future development of DMTIPs, aligned with the Transportation Plan, will require endorsement by the Transportation Policy Committee and authorization from the Governor. Activities will feature improved public access to TIP/STIP project details, possible innovations in virtual public engagement, and collaboration with Federal Land Management Agencies, as applicable. The MPO will collaborate with INDOT to ensure that TIPs and STIPs align with the same schedule, ideally every two years.
- Creation of performance-oriented standards for the DMTIP project selection procedure and revising the process when necessary. Development of methods and participation in training to enhance project cost estimation.
- The DMTIP projects will be derived from the most current approved Transportation Plan



and its supporting documents. The DMTIP project information will be prepared to outline the timing, planned work, funds to be used, and other pertinent information. The DMMPC prepares financial resource information regarding projects for the DMTIP and uses fiscal constraints within the project selection process. We require the implementing agencies competing for specific federal funds to reach consensus on the projects that will fit within available funding.

- The financial information will be updated in the DMTIP. The MPO will work with INDOT and FHWA as needed to maintain an accurate MPO funds tracking report, which will include monthly reviews/reporting.
- A financial analysis of funding sources for DMTIP projects will be prepared, demonstrating that the funds allocated in the DMTIP are likely to be available for implementing the DMTIP and that adequate funds are allocated for the operation and upkeep of the current highway and transit systems. This analysis will be included into the DMTIP.
- The TAC and Transportation Policy Committee will review and endorse the DMTIP and its amendments. The DMMPC-MPO will hold a public hearing whenever the DMTIP is updated. The DMMPC-MPO will accept and record public comments on the DMTIP when it is updated, including comments from the public hearing. Responses to public input and comments will be incorporated into the DMTIP.
- Prepare and process amendments to the DMTIP as needed. The DMMPC-MPO has established a change order policy and will monitor its effectiveness.

### **300      Annual Listing of Obligated Projects**

- Within 90 calendar days following the end of a program year, work with INDOT's Office of Finance, the district program funds manager, the transit operators, and the FHWA to prepare a report with an annual listing of transportation improvement projects for which federal funds were obligated in the previous year and provide the listing to the public on paper and on the Delaware County website. This report will also provide information on the status of TIP projects for which federal funds were obligated, but for which the project has not yet been reported as completed. The status will indicate whether the project is completed, construction is pending, scheduled for construction at a later date, or has been dropped from the TIP with federal obligations removed. Project progress will be reported for projects moving toward the construction phase. The listing will also include pedestrian and bicycle transportation facilities for which funds under 23 USC or 49 USC Chapter 53 were obligated in the preceding program year.

### **300      Program Development & Production Schedule Coordination**

- Work will be done to create and maintain a five-year schedule of projects to ensure federal funds are obligated in a timely manner. The DMMPC will collaborate with the MPO Council and INDOT to update and implement regional program development and

production scheduling.

### **300            Quarterly Project Tracking**

- The DMMPC has implemented a quarterly project tracking process. The emphasis will be on the relationship that the DMMPC has with INDOT Districts to ensure project schedules remain consistent and up-to-date. The MPO will continue to collaborate with the District LPA Coordinator, who maintains SPMS and makes changes based on the quarterly tracking meetings. Efforts will begin to track the number of projects proceeding to construction in accordance with what is shown in the TIP. This work will include tracking individual project change orders and other activities necessary to advance projects.

### **300            Planning & Environmental Linkages**

- Activities related to the coordination of environmental issues early in the transportation planning process and the use of information and analysis conducted in planning in the NEPA process. Activities will also include work as needed to assist with the FHWA Every Day Counts Innovative Initiative. These activities will involve producing a Red Flag Investigation (RFI) Report for new projects in either the TIP or the Transportation Plan. RFI Reports will also be pursued for existing projects in the Transportation Plan that are scheduled for later years.

### **300            Geographic Information System**

- Develop user-friendly transportation planning computer applications for the Delaware County Geographic Information System (GIS), including ArcGIS online mapping.
- Transfer transportation-related data from older software formats to a more usable database format, and connect the databases to the GIS.
- Purchase hardware, peripherals, and software, including annual license and maintenance fees, as needed to upgrade the GIS storage, performance capabilities, and website/internet applications for transportation planning purposes and the deployment of data to the public and units of government.
- Using consulting and contractual services along with in-house efforts, develop and maximize the use of the Delaware County GIS through following activities:
  - Obtain, develop, and maintain digital parcel mapping of Delaware County, digital ortho-photography, Pictometry oblique photography, planimetries, LIDAR, and 2-foot contours as needed (contract and in-house).
  - Review, verify, and oversee the above services and products, and incorporate approved digital information into the GIS (contract and in-house) and ARC online mapping applications.

- Oversee and implement necessary programs and applications for the use of the data for transportation planning purposes (contract and in-house).
- Develop GIS databases, permitting, and event tracking capabilities for all units of local government (contract and in-house).
- Conduct and participate in training and conferences to remain up-to-date with software and technology innovations.
- Create visualization techniques utilizing GIS in conjunction with available technology.

### **300            Pavement/ Culvert Management**

- Integrate the data collected in Activity 200/05 into the GIS.
- Purchase MicroPAVER or similar software, along with any necessary software training, for data analysis and system management.
- Utilizing in-house and consulting services, work will emphasize the development of pavement management systems and a comprehensive culvert management program. Road inventory and scoring updates will be conducted as needed by utilizing a consulting firm such as Transmap or a similar consultant. Work will include inventories and analyses to determine the pavement-related improvements needed, such as resurfacing, reconstruction, drainage culverts, and side ditching.

### **300            Bridge Management**

- Integrate the bridge data collected in Activity 200/05 into the GIS.
- Inventory and monitor historic bridge structures.
- Provide supporting data for the Bridge Reinspection Report, which is completed as part of a DMTIP project every two years. The report will be used to plan for implementing bridge improvements, including costs and timing.

### **300            Safety, Congestion & Mobility Management**

- Place traffic data from Element #200 in an appropriate database for addition to the GIS.
- Purchase software for data analysis and system management, including upgrades for Highway Capacity Software.
- Analyze data and determine the highway performance and safety improvements needed.
- Prepare a traffic and safety congestion analysis report to develop options for upgrading highway performance and safety for public roads in the MPA. The report will be used to formulate operational and management strategies for implementing highway congestion and safety improvements and will include project funding and scheduling in the

Transportation Plan and TIP.

- Assist agencies and Rural Planning Organizations in developing Local Road Safety Plans (LRSPs) to serve as a tool for reducing fatalities and serious injuries.
- Conduct safety audits at high-accident and other appropriate locations (schools). Compile sign inventories and project submittals to INDOT using consulting services and a local committee; prepare HSIP application submissions; conduct activities related to carrying out the audits and resulting projects; and purchase equipment as needed, such as retro reflectometers, speed measuring devices/signs, and safety barriers.
- Activities related to Traffic Incident Management (TIM) include marketing TIM to elected officials, facilitating TIM Responder Training, organizing working groups and activities, fostering relationships, conducting After Action Reviews, funding ITS Projects, and compiling data for Performance Measures.

### **300      Its Architecture**

- Activities necessary for the development and implementation of the Muncie ITS architecture and the Delaware County ITS Plan, including the utilization of available INDOT and FHWA assistance and software.

### **300      Security**

- Planning efforts to enhance security within the metropolitan transportation systems on an as-needed basis, including participation with the Emergency Management Agency (EMA) and the LEPC.
- Preparation of maps, routes, and reports aimed at transportation system security.

**Output:** An up-to-date financially constrained DMTIP that is consistent with the STIP, an annual report on federally obligated DMTIP projects, and an updated 5- year production schedule. The GIS and the three management systems listed as activities within this program element will be established to provide the necessary reports for comparing alternative options in planning for the maintenance and upgrading of the transportation network within the Metropolitan Planning Area. There will be cooperation with INDOT to establish analysis factors and share information.

**Responsible Agency:** Delaware-Muncie Metropolitan Plan Commission, utilizing consulting services as needed and public/private partnerships (MSD, LEPC).

**Anticipated Purchases:** Consultant fees: Transmap road inventory and condition scoring, aerial photographs, GIS modeling.

#### **Federal PL Funds:**

**FY 2026 PL/Local: \$40,000/\$10,000**

**FY 2027 PL/Local: \$40,000/\$10,000**

## **Program 400      Long Range Planning and Air Quality**

**Purpose:** The aim of this program is to analyze the multi-modal transportation network in the Metropolitan Planning Area and to maintain an up-to-date Transportation Plan. Such analysis will include the integration of all transit planning activities, transportation studies, other multi-modal planning efforts, and land use or development activities. The transportation network analyses will be used to determine the best ways to upgrade the network for both short- and long-range transportation needs. Studies are intended to adhere to federal guidelines regarding purpose and need, and to streamline NEPA requirements.

**Method:** 1) Transportation network analyses, 2) Transportation Plan and amendments, 3) air quality conformity, 4) planning and environmental linkages, 5) Strategic Highway Network/U.S. Department of Defense coordination, and 6) Federal Land Management Agency coordination. The network analyses will utilize GIS software, network modeling software, and emission software along with traffic, land use, and census data to simulate traffic patterns and demonstrate how various changes affect segments of the transportation network. The documentation from the transportation studies and network analyses will be used in efforts to amend the Official Thoroughfare Plan and the Functional Classification System as needed. All activities will promote and assist in maintaining an up-to-date transportation plan. Work may be conducted in-house or through consulting services.

### **400      Network Analyses**

- Obtain traffic counts and prepare information to align the Transportation Plan, Official Thoroughfare Plans, and Functional Classification System transportation networks as applicable.
- Adjust and further calibrate the Muncie Urbanized Area network model and the Transportation Plan long-range network model for TransCAD computer analyses using data sources such as the completed open-to-traffic projects, corridor studies, the traffic count program, transit route information, and updated ES 202 data.
- Develop GIS information through analysis using TransCAD processes.

### **400      Transportation Plans & Amendments**

- Ongoing updates to the Long-Range Metropolitan Transportation Plan will include environmental mitigation, management strategies focused on congestion relief, and efforts to enhance safety and mobility. Work will address performance measures for mobility, freight, safety, bridges, CMAQ, and pavement to ensure compliance with MAP-21 and the FAST Act.
- Utilizing the results of the Corridor studies and/or network analyses, prepare the necessary amendments and modifications to the Official Thoroughfare Plans and Functional Classification system. Submit the amendments through the local endorsement/approval process to INDOT and FHWA.

- Consider all factors influencing transportation planning, analysis, and the development of the Transportation Plan.
- Work will be conducted to analyze and identify potential environmental mitigation activities applicable to Transportation Plan projects. Such work will include consultation with appropriate federal, state, local, and Tribal wildlife, land management, and regulatory agencies.

#### **400      Air Quality Conformity**

- If necessary, continue with air quality activities and consultations, including the use of the Memorandum of Understanding, which will guide the Transportation Conformity process.
- Engage in educational efforts related to air quality, such as website development, workshops, posters, and brochures that cover basic information, the benefits of bike/ped use/mapping, videos, etc.

#### **400      Planning & Environmental Linkages**

- Activities related to the coordination of environmental issues early in the transportation planning process and the use of information and analysis conducted in planning the NEPA process. Activities will also include work as needed to assist with the FHWA Every Day Counts Innovative Initiative. Activities will encompass producing a Red Flag Investigation (RFI) Report for new projects in either the TIP or the Transportation Plan. RFI Reports will also be pursued for existing Transportation Plans that are scheduled for later years.

**Output:** Transportation Plan amendments and updates as needed, Red Flag Investigations and conformity, consultations and documentation, Official Thoroughfare Plan and Functional Classification Updates, Corridor Studies or Traffic Studies.

**Responsible Agency:** Delaware-Muncie Metropolitan Plan Commission, utilizing professional consulting as needed for studies, conformity, and the Metropolitan Transportation Plan update.

**Anticipated Purchases:**

**Federal PL Funds:**

**FY 2026 PL/Local: \$4,000/\$1,000**

**FY 2027 PL/Local: \$4,000/\$1,000**



## PROGRAM 500 Transit & Active Transportation

**Purpose:** The purpose of this program is to monitor the local transit systems, various local transit-related initiatives, and active transportation, focusing on bicycle and pedestrian plans/facilities. There will be an emphasis on ladders of opportunity, upgrading street and pedestrian facilities to accommodate transit service, providing accessible transit services to individuals with disabilities, developing complete streets and related policies, and planning for the financial needs of transit services and active transportation.

### 500 Special Efforts

- The implementation of special efforts by the DMMPC and MITS to review existing planning processes ensures that all factors outlined in MAP-21, the FAST Act, and Title VI of the Civil Rights Act are adequately considered and, where necessary, modified and supplemented to encompass all elements, including methods to expand and enhance transit services and capital investments that result in increased security and non-discrimination.
- The DMMPC will coordinate with MITS regarding the Transit Asset Management (TAM) Plan, including the implementation of a TAM-related performance-based planning process for prioritizing investments that meet targets for a State of Good Repair and presence in the Metropolitan Transportation Plan and the Transportation Improvement Program. The DMMPC will also coordinate and assist, as needed, in developing a Public Transportation Agency Safety Plan (PTASP) that will include procedures for implementing a Safety Management System.
- Opportunities for private sector participation in transit will be monitored, and relevant notifications will be made through the following private sector initiatives:
  - Maintain a complete and up-to-date list of local private-sector transportation providers.
  - Recruit and maintain a private sector transit representative to participate in the Technical Advisory Committee.
  - Encourage private sector transit by providing information on transit opportunities that become available to address local needs.
- Aid MITS, Eaton EMTS, and other transportation providers in their efforts to maintain transit service that complies with the provisions of the Americans with Disabilities Act (ADA). Provide assistance with any Special MITS transit programs, such as the Accessible Transportation Program or similar programs.
- The MPO will continue to work with the Muncie Indiana Transit System to collect bus stop inventory data that includes a physical description, as well as the identification of any components that do not meet current accessibility standards. The data will be shared with INDOT and used to develop a strategy for barrier removal and transit stop improvements aimed at enhancing ADA compliance.

## **500 Transit Service Monitoring**

- Monitoring and planning assistance regarding MITS and other transportation providers to ensure that service standards are maintained. This effort will be concentrated in the following areas:
  - Transit service performance, including public information on available transit services, satisfaction of local demand/needs for public transportation, passenger amenities, and the maintenance of an efficient transit fleet.
  - The provision of planning assistance, including but not limited to, demographic data for the service area.
  - Risk management and safety efforts to reduce the liability of transit providers and better enable the provision of adequate casualty and liability insurance.
- Public input into the transit planning process will be monitored.
- Attendance at Public Transportation Corporation meetings, other transportation provider meetings, relevant public hearings, and additional transit service meetings.

## **500 Coordinated Public Transit**

- Participate in the regional human services transportation coordination effort and encourage service connections between transit services. A DMMPC staff member liaises with both services and is available for planning assistance.
- Facilitate and assist in the implementation and updates of the Coordinated Public Transit-Human Services Transportation Plan, emphasizing better access to essential services and compliance with federal planning regulations. Staff will work with the INDOT-sponsored consultant as applicable to maintain an updated Coordinated Plan.
- Assist and cooperate with other entities dealing with commuter rail/public transit service between Muncie and Indianapolis or other areas of the state, including participation with the Central Indiana Regional Transportation Authority (CIRTA) through planning activities and membership fee assistance.

## **500 Bike/ Pedestrian Plan**

- Efforts to implement the Bike/Pedestrian Master Plan, incorporated into the Transportation Plan, will be pursued. Work will continue with Cardinal Greenway, Inc. Amendments to the bike/pedestrian plan will undergo the local review and approval process.
- Coordinate and assist in the preparation and implementation of local, regional, and statewide bike/pedestrian plans, inventories, and projects aimed at promoting a

comprehensive bicycle and pedestrian transportation network that builds on the Cardinal and White River Greenways.

- An inventory of Brownfield sites will be created, and their purchase and reuse as public areas will be considered when appropriate for augmenting the bicycle and pedestrian systems. Environmental assessments will be conducted as needed to pursue opportunities to purchase land for the expansion of bicycle and pedestrian networks and to promote the redevelopment of Brownfield sites, including coordination efforts with the Muncie Sanitary District (MSD) and other agencies.
- Using in-house and consulting services, preparation of a study document aimed at quantifying the economic, health, and environmental benefits of alternative transportation, with an emphasis on the Cardinal and White River Greenway systems.
- Development and production of trail maps for the Yorktown Trail System, Cardinal Greenway, the White River Greenway, and the Bike/Pedestrian system overall. Additionally, development and production of trail, greenway, and park system maps. Development and production of Bike Route – Share the Road signs and information/directional signage. Mapping will also be available on the website.
- Education, materials, and efforts toward a bike-friendly community program and a walkable community program. Activities will include facilitating the Bicycle and Pedestrian Advisory Committee.
- In-house and consulting services utilized to develop a complete streets policy and a pedestrian safety action plan. Plans and policies will incorporate micro-mobility modes and their impact on the pedestrian environment. 2.5 % of programmable PL funds will be set aside for these activities.

## **500 Safe Routes to School (SRTS)**

- Activities aimed at creating a safe environment for children walking and biking to school, in cooperation with school administrators, parents, and the community. Efforts related to implementing and updating the Safe Routes to School Master Plan for the City of Muncie.

## **500 Ladders of Opportunity**

- The goal of this activity is to create better access to essential services by connecting communities to centers of employment, education, and services, especially for non-drivers in distressed areas. The MPO will identify criteria for underserved populations, such as low-income individuals, minorities, the elderly, individuals with limited English proficiency, and persons with disabilities. The MPO will also identify essential services, map connectivity, and recognize existing gaps in transportation services, which include

health care facilities, schools, supermarkets, employment centers, voting/polling places, courthouses, recreational areas, and bureaus of motor vehicles, etc. The analysis should include existing facilities and identify where there are planned projects or opportunities for potential projects.

## **500            Mobility Management Network**

- The MPO will assist INDOT in developing mobility management strategies and options that may be used to encourage independent living and advance the health, economic vitality, and self-sufficiency of communities. In developing a mobility management network, the MPO will coordinate efforts to update the Coordinated Public Transit-Human Services Transportation Plan, implement the Bicycle and Pedestrian Master Plan, and update the Comprehensive Plan.

***Output:*** Amendments, if needed, to the Coordinated Public Transit-Human Services Transportation Plan; a Complete Streets policy; and bike/ped maps.

***Responsible Agency:*** Delaware-Muncie Metropolitan Plan Commission.

***Anticipated Purchases:*** Consultant fees for the Complete Streets policy.

**Federal PL Funds:**

**FY 2026 PL/Local: \$4,000/\$1,000**

**FY 2027 PL/Local: \$4,000/\$1,000**

## **Program 600      Other Planning Initiatives**

**Purpose:** Enhancing the technical capabilities of planning processes to determine how best to upgrade the network for short- and long-range transportation needs for corridor studies, land use activities, ADA transition plans, and climate action plans/activities. Studies are intended to follow federal guidelines addressing purpose and need, as well as streamlining NEPA requirements.

**Method:** Databases will be developed for ease in analyzing the transportation network and maintaining a viable system. The factors and characteristics of the transportation network will be analyzed, and reports will be prepared to guide efforts in managing the transportation network.

### **600            Transportation Studies**

- Collect traffic data, including average daily traffic, turning movements, vehicle delays, travel times, measured traffic patterns, road characteristics, and accident histories. Land-use, zoning, and utility factors will be used to help determine future travel needs.
- Analyze each transportation subarea or corridor in terms of how it fits into the current network and Transportation Plan's long-range network, using travel demands measured during the study and travel demands projected twenty-five (25) years into the future.
- Analyze alternative short- and long- range improvements for each subarea or corridor to determine the types of upgrades, if any, that will be most appropriate for the anticipated travel needs.
- Prepare the transportation studies document containing the specified data, analyses, and suggested street/network improvements. Obtain local endorsement for each study document and submit it to INDOT and FHWA.
- Submit proposed short-range/maintenance improvements to the appropriate city, county, and/or state agencies for consideration and implementation.
- Transportation corridor studies may commence if adequate labor and resources are available:
  - Other study areas may arise in conjunction with the scoping of projects in the Transportation Plan.
- Participate in State Corridor Studies and the State Long Range Transportation Plan.

### **600            Land Use & Transportation Coordination**

- Work activities aim to coordinating and combine the Comprehensive Land Use Plan and the Transportation Plan to achieve consistency between transportation infrastructure

projects, planned growth, and economic development plans for areas such as business and industrial parks, Downtown Muncie, and the I-69 Corridor. Efforts will continue to implement the new TogetherDM Comprehensive Plan and development areas that will impact the transportation system, including the Prairie Creek area and Downtown Muncie.

- Work will progress on plan implementation activities, including revisions to the Subdivision and Zoning Ordinances, coordinated with efforts to update the Transportation Plan alongside the city and county thoroughfare plans, capital improvement plans, and a comprehensive design manual for streets, bike/ped facilities, ADA compliance, drainage, access, and more for all LPAs in the MPA. Work will also address initiatives, updating the Muncie Action Plan, and implementing the Muncie Action Plan.

## **600 ADA Transition Plans Part II**

- When considering transportation planning funding for an LPA with more than 50 employees, the DMMPC will endeavor to ensure that LPAs comply with the Americans with Disabilities Act (ADA) requirements. The DMMPC will monitor the LPAs to determine if they have an ADA plan and when it was approved; in the absence of an ADA plan, the DMMPC will determine when one will be developed and approved and will endeavor to assist the LPAs through planning activities and financial assistance to complete and update ADA Transition Plans.
- The DMMPC will need to report the completion status of the ADA Transition Plans for those entities with more than 50 employees to FHWA and to INDOT. The MPOs should also work to identify entities within their metropolitan planning area (MPAs) with fewer than 50 employees. For these entities, the MPO should review INDOT's 18-month letting list for projects and also determine the status of these entities' transition plans (accessibility plans) to ensure funding is forwarded only to those who have the required plans.

## **600 Title VI Program Management**

- When considering federal-aid highway funding for a local transportation project, the DMMPC will endeavor to ensure that the Local Public Agencies (LPAs) comply with their Title VI nondiscrimination requirements. The DMMPC will survey local governments and determine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process, and steps used to collect and evaluate data on impacts from the LPA's programs and projects. If a plan is not in place with the project sponsor (a city, town, or county), steps will be taken to provide technical assistance for the development and implementation of such a plan.
- Work activities related to preparation of a Title VI plan for the DMMPC.

**Output:** As needed: Transportation corridor studies and ADA Transition Plan updates and amendments; mapping and print material related to land use activities; Comprehensive Plan implementation; a Title VI plan for the DMMPC, a Muncie Climate Action Plan, and an LPA



Infrastructure Design Manual, TogetherDM Implementation Presentations and Plan, updating Comprehensive Zoning Ordinances.

***Responsible Agency:*** Delaware Muncie Metropolitan Plan Commission, utilizing consulting services as needed, and public/private partnerships (MSD, LEPC).

***Anticipated Purchases:*** Consultant fees for the ADA Transition Plan

**Federal PL Funds:**

**FY 2026 PL/Local: \$18,268.76/\$4,567.19**

**FY 2027 PL/Local: \$18,268.76/\$4,567.19**

## **Program 700      Other Administration**

**Purpose:** This series of program activities provides for the non-transportation-related administrative and staff development activities in which the DMMPC office participates on an ongoing basis. These activities support the overall planning process.

### **700            Administrative Functions**

- Meeting attendance, preparation of agendas and minutes, and related informational correspondence for DMMPC entities involved in the zoning, subdivision, and house numbering aspects of the local planning process. The preparation of agendas, minutes, and information for the Delaware-Muncie Metropolitan Plan Commission and the Delaware-Muncie Board of Zoning Appeals.

### **700            Annual Report**

- Preparation and production of the non-transportation portions of an annual report, summarizing the historic activities of the planning process from the previous year.

### **700            Staff Training/ Computer Support**

- Attendance by the DMMPC at various courses, seminars, and conferences to develop in-house expertise in zoning and other non-transportation planning areas.
- Continuous development of in-house computer capabilities for zoning, subdivisions, and house numbering; and the purchase of software as needed to upgrade planning tasks.

### **700            Office Support**

- Maintenance of attendance and personnel records, as well as management of general office files, records, supplies, and resource materials. Budget preparation, processing payrolls and claims, and maintaining office accounting systems.
- Workshops, meetings, and seminars aimed at improving capabilities in handling administrative tasks and managing the office.
- Attendance by DMMPC staff at workshops, meetings, and seminars that address issues related to overall planning efforts.

## **700            Community Participation**

- Meeting attendance with various public organizations and correspondence with different groups in the community to acquire public input regarding the non-transportation portion of the DMMPC's planning effort and to inform the public about those efforts.

## **700            Permits & Enforcement**

- Activities related to the issuance of permits and code enforcement.

***Responsible Agency:*** Delaware-Muncie Metropolitan Plan Commission.

**Funding Source & Cost:**

**FY 2024 Unmatched Local: \$150,000**

**FY 2025 Unmatched Local: \$150,000**

## **Program 800      Other Planning Initiatives**

**Purpose:** This series of program activities provides for the non-transportation-related planning activities of the DMMPC office. The following activities are not eligible for transportation planning funds but are part of the overall planning process.

### **800              Zoning/ Subdivisions**

- Review and processing of applications for zoning changes, zoning appeals, variances, and subdivision plats. The preparation of reports and visual aids concerning such cases, along with the provision and presentation of these materials.
- Provision of information on zoning, subdivisions, and floodplains. The preparation and production of booklets containing this information for areas of Delaware County, as well as the updating of zoning maps.
- Preparation and processing of amendments to zoning and subdivision ordinances. The preparation and production of updated zoning and subdivision ordinances.

### **800              Address System**

- Review of address and street name information and preparation of details on the changes needed to make addresses in Delaware County conform to the Delaware County Uniform House Numbering System (DCUHNS).
- Issuance of addresses that conform to the DCUHNS for new and existing structures and preparation of the related correspondence.
- Processing address and street name information on paper and computer files, along with the provision of information from those files. Updating of address/street name maps.
- Preparation and processing of street name ordinances and any other ordinances needed to implement the DCUHNS.

### **800              Map Maintenance**

- The maintenance of reproducible paper maps in a retrieval system that includes a computerized map index, the updating of base maps, and the production of paper copies of maps for non-transportation purposes.

## 800

### Other Local Planning

- The fulfillment of any specific local planning tasks not included in the other activities of the program elements in this document. Any special projects or programs requested must be financed by the entity making such a request.

***Responsible Agency:*** Delaware-Muncie Metropolitan Plan Commission

**Funding Source & Cost:**

**FY 2024 Unmatched Local: \$100,000**

**FY 2025 Unmatched Local: \$100,000**

## Contracted Activities

- **Program 200** – GIS Modeling, Traffic Counts
- **Program 300** – Aerial Photography, Road Inventory & Condition Assessment
- **Program 600** – ADA Transition Plan, Ordinance Revision

## Schedule of Activities

- **ADA Transition Plan**

August 2025 – December 2025: RFP development and consultant selection process

January 2026 – June 2026: development, public participation, and approval process

- **Public Participation Plan**

January 2025 - May 2025: development and public engagement process

June 2025 - September 2025: review and approval process

- **Ordinance Revision**

June 2025 – August 2025: RFP development and consultant selection process

September 2025 – March 2026: development, public participation, and approval process

## Tasks Continued/ Outstanding from Prior UPWP

- ADA Transition Plan
- Public Participation Plan

# **Cost Allocation Plan**

## **Delaware-Muncie Metropolitan Plan Commission (Muncie, Indiana MPO)**

**Fiscal Year 2026  
July 1<sup>st</sup> 2025 through June 30<sup>th</sup> 2026**

### **Introduction**

The purpose of this report is to implement a cost allocation plan for the Delaware-Muncie Metropolitan Plan Commission (DMMPC) in accordance with OMB Uniform Guidance, which is codified in 2 CFR part 200. The plan defines which costs shall be considered direct or indirect and establishes a rationale for allocating such cost.

The Indirect Cost Rate and the Fringe Benefit Rate are calculated as fixed rates. The difference between the estimated and actual cost for the period covered is “carried forward” as an adjustment to future rates. The rates for FY 2026 are as follows:

1. An indirect cost rate of 69.1 % as computed on page 8.

The direct and indirect labor is identified on page 3 and calculated on page 6.

2. A fringe benefit rate of 68.6 % as computed on page 7.



## General Considerations

- 1) The purpose of this plan is to allocate costs in compliance with OMB Uniform Guidance, which is codified in 2 CFR part 200, Cost Principles for State, Local, and Indian Tribal Governments in a manner to assure consistency.
- 2) Direct chargeable salaries for full-time (fringe-benefit eligible) positions form the basis for computing the fringe benefit rate and the indirect cost rate. Part-time wage costs are not included in these calculations because part-time workers do not receive fringe benefits or paid time off. Part-time wage costs are billed as a direct cost. A cost objective must have direct chargeable salary time before it can be charged with indirect costs or fringe benefit costs.
- 3) Direct costs are those which can be identified with a specific grant, contract or other cost objective.
- 4) Indirect costs are those incurred for a common purpose benefiting more than one cost objective and which are not readily assignable to the specific cost objective without efforts disproportionate with the results.
- 5) The DMMPC's general system of accounting has been approved by the State Board of Accounts.
- 6) Salary costs used in this report have been extracted from the approved DMMPC budget for Calendar Year (CY) 2025.
- 7) The fringe benefit costs presented in this proposal are applicable to CY 2025. Further discussion of these costs appears on page 6.
- 8) Central service costs for the agency have been assembled from Delaware County's federally approved Central Services Cost Allocation Plan. The estimated CY 2024 central service costs from this plan are based on CY 2022 financial data. An adjustment is made in the indirect cost rate to reflect the difference between the 2024 estimated costs and 2024 actual costs.
- 9) The remaining expenses cited in this report are based on actual DMMPC expenditures in CY 2024.

## Specific Considerations

**Salaries:** The following staff salaries will be charged exclusively to direct cost objectives:

**Principal Planner**  
**Transportation Planner**  
**Community Planner**  
**Demographics & Zoning Appeals Planner**  
**Planning Technician**  
**Building Commissioner**

Staff salaries will be charged directly for labor that can be identified with a specific cost objective and indirectly for all other labor. The proportion of these salaries identified as direct or indirect are based on labor recorded during Calendar Year 2025. The resulting direct and indirect labor percentages are as follows:

<b>Executive Director</b>	<b>0.00 % Direct</b>	<b>100.00 % Indirect</b>
<b>Administrative Assistant</b>	<b>48.20 % Direct</b>	<b>51.80 % Indirect</b>
<b>Secretary</b>	<b>73.95 % Direct</b>	<b>26.05 % Indirect</b>

**Fringe Benefits:** Fringe benefits for the agency have been computed as a rate, which will be applied directly to work elements based on direct labor charges to that element.

**Office Supplies:** Office supplies will be directly charged to the cost objective benefited when possible. Expenses which cannot be easily assigned to a specific cost objective will be included in the indirect cost allocation.

**Travel & Gasoline:** Travel & Gasoline costs will be directly charged to the cost objective benefited whenever possible. Travel & Gasoline costs which cannot be readily identified with a specific cost objective will be included in the indirect cost allocation.

**Communications/Transport:** Communications and transport costs for the Building Commissioner will be a direct expense. This is funded 100% by local funds (with no federal reimbursement).

**Attorney & Legal Fees:** The retainer fee for the Plan Commission attorney will be treated as a direct cost as will the legal fees required in filing cases involving the Plan Commission. These fees are for land-use/zoning planning purposes under Program 800 – Other Planning Initiatives, which is funded 100% by local funds (with no federal reimbursement).

**Subscriptions and Dues:** Subscriptions and dues will be treated as a direct cost and will only be included in a reimbursement request if accompanied by verification that no part of the cost claimed includes lobbying activities.

**Schooling:** Expenses for seminars and conferences will be directly charged to the cost objective benefited when possible. These costs may include course fees, meals, and lodging. Expenses which cannot be easily assigned to a specific cost objective will be included in the indirect cost allocation.

**Equipment Repairs:** Equipment repair costs will be included in the indirect cost allocation unless such costs can be readily assigned to a specific cost objective.

**Repair & Maintenance:** The repair and maintenance costs of the Building Commissioner's vehicle will be charged as a direct cost, but the repair and maintenance of the Plan Commission Office's vehicle will be included in the indirect cost because it is used toward all program activities, including those related to transportation planning.

**Computer Support:** The purchase of computer equipment or software will be charged directly to the cost objective benefited whenever possible. Computer supplies, expenses incurred in maintaining computer equipment, and computer expenses without an easily identified specific cost objective will be included in the indirect cost allocation.

**Machinery & Equipment:** The purchase of machinery and equipment for our office will be an indirect cost.

**Public Meetings:** The cost of public meetings for the Comprehensive Plan or other documents will be a direct expense.

**Printing:** Printing costs will be directly charged to the cost objective benefited when possible. Expenses which cannot be easily identified with a specific cost objective will be included in the indirect cost allocation.

**Unsafe Buildings:** Unsafe Buildings is a Building Commissioner expense and will be treated as a direct (non-transportation planning) expense.

**Central Service Cost:** The 2024 central service cost is an estimate derived from data in *Fiscal 2022 Cost Allocation Plan for the Period Ending December 31, 2022* prepared by Dossett Consulting and kept on file in the Delaware County Auditor's Office. It is an indirect expense.

**Note:** Central Service Costs include building maintenance, building security, human resource services, utilities, postage, IT services, etc.

## Delaware - Muncie Metropolitan Plan Commission Calculation of Fringe Benefit Cost Rate

### Calendar Year 2025 Fringe Benefits

**Holidays:** Present DMMPC policy provides employees with thirteen paid holidays at 6.5 hours for the 2025 calendar year.

**Paid Time Off (PTO):** After the first calendar year of employment, all employees of the DMMPC shall receive seventy-one and one-half (71.5) PTO hours on January 2 of each year. Additionally, on January 2 of each year and depending on the number of years of service to the County, employees shall also receive additional PTO hours as follows:

1 to 4 years' continuous service	sixty-five (65) hours
5 to 9 years' continuous service	ninety-seven and one-half (97.5) hours
10 to 14 years' continuous service	one hundred thirty (130) hours
15 to 20 years' continuous service	one hundred sixty-two and one-half (162.5) hours
21 plus years' continuous service	one hundred ninety-five (195) hours

**F.I.C.A:** Social Security benefits have been calculated utilizing a current rate of 7.65 %.

**P.E.R.F:** Present policy for participating in the Indiana Public Employee's Retirement Fund currently calls for a 11.2 % contribution by Delaware County for the gross salary of each employee. Participation in the program is mandatory after the first year.

**Insurance:** Full-time employees are eligible to enroll in a county-wide health insurance program, including some disability and term life insurance. The employees receive basic coverage for themselves and may opt to include their spouse and/or dependent children. Each employee pays a portion of the actual cost of health coverage. Delaware County pays the rest of the costs of coverage for the health insurance program.

**Note:** All of the salary data in the tables on the next two pages are from budgeted Calendar Year 2025 salaries for the Delaware-Muncie Metropolitan Plan Commission staff.

## Calculation of Chargeable (Net) Salary & Hourly Rate

2025 Position	Salary	Net Fringe Leave	Net Salary	Rate/Hour
Executive Director	\$70,000.00	8,815.69	61,184.31	39.89
Principal Planner	\$41,800.00	5,264.22	36,535.78	23.82
Transportation Planner	\$44,500.00	5,604.56	38,895.44	25.36
Community Planner	\$44,500.00	3,956.16	40,543.84	25.36
Dem & Zoning App Planner	\$45,236.00	9,568.26	35,667.74	27.26
Administrative Assistant	\$43,800.00	6,327.36	37,472.64	24.96
Planning Technician	\$37,700.00	4,747.08	32,952.92	21.48
Building Commissioner	\$60,000.00	8,667.12	51,332.835	34.19
Secretary	\$35,000.00	4,406.74	30,593.26	19.94
	-----	-----	-----	-----
<b>TOTALS</b>	<b>\$422,536.00</b>	<b>\$57,357.19</b>	<b>\$365,178.77</b>	

Released Time is the fringe benefit portion of salary as detailed on the next page. Rate/Hour equals the salary divided by 27 pay periods/65 hours per pay in Salary Year 2025. The County Employee Handbook states that a workday is 6.5 hours, not including 1 hour for an unpaid lunch. The hourly rate is calculated using 6.5 hours per day, which is the actual time working. The hourly rate based on the Salary Year figures will be applied to the labor based on the Calendar Year.

## Direct Vs. Indirect Portions of Net Salaries

2025 Net Salary	Direct	Indirect	% Direct	% Indirect
Executive Director		61,184.31		100.0%
Principal Planner	36,535.78		100.0%	
Transportation Planner	38,895.44		100.0%	
Community Planner	40,543.84		100.0%	
Dem & Zoning App Planner	35,667.74		100.0%	
Administrative Assistant	18,061.81	19,410.83	48.20%	51.80%
Planning Technician	32,952.92		100.0%	
Building Commissioner	51,332.84		100.0%	
Secretary	22,623.72	7,969.54	73.95%	26.05%
	-----	-----	-----	-----
<b>TOTALS</b>	<b>\$276,614.09</b>	<b>\$88,564.68</b>		

**Note:** The total of the direct portion of the chargeable (net) salaries is used as the base for the calculations for both the fringe and indirect cost rates.

## Fringe Benefit Portion of Salaries (Released Time)

### Insurance Portion of Fringe Benefits

<u>Insurance</u>	<u>Costs Update</u>
Health	48,566.40
Group STD & LTD	3,065.52
<u>Life Insurance</u>	<u>1,086.48</u>
<b>TOTAL</b>	<b>\$52,718.40</b>

STD & LTD is short-term and long-term disability.

### Calculation of Fringe Rate

$$\begin{aligned}\text{Fringe Rate} &= \text{Total Fringe} / \text{Total Direct Chargeable Salaries} \\ &= \$189,641.24 / \$276,614.09 \\ &= 0.686 \\ &= \mathbf{68.6\%}\end{aligned}$$

<u>Fringe Benefit</u>	<u>Cost</u>	<u>Percent</u>
Holiday	\$ 20,310.42	10.71 %
PTO	37,046.82	19.54 %
FICA	32,324.00	17.04 %
PERF	47,241.60	24.91 %
Insurance	52,718.40	27.80 %
<b>TOTALS</b>	<b>\$189,641.24</b>	

**Note:** The Fringe Rate Percentage equals the total fringe benefit cost divided by the Total Direct Chargeable Salaries (**\$276,614.09: see page 6**). The table here specifies how much of the fringe rate comes from each fringe benefit item.

## Delaware-Muncie Metropolitan Plan Commission Calculation of Indirect Cost Rate

### Direct & Indirect Portions of Annual Operational Costs

Cost Items	Direct	Indirect	Subtotal
Chargeable Salaries (1)	276,614.09	88,564.68	365,178.77
Fringe Benefits (2)	189,641.24		189,641.24
Office Supplies		2,458.92	2,458.92
Travel & Gasoline	2,617.00		2,617.00
Comm/Transport	461.16		461.16
Attorney & Legal Fees	5,000.00		5,000.00
Dues & Subscriptions	1,059.67		1,059.67
Schooling	1,139.68		1,139.68
Equipment Repairs		600.00	600.00
Repair & Maintenance		0.00	0.00
Computer Support	1,500.00		1,500.00
Machinery & Equipment		0.00	0.00
Public Meetings	0.00		0.00
Printing	2,799.97		2,799.97
Unsafe Buildings	2,357.42		2,357.42
Central Service Costs (3)		99,601.00	99,601.00
2024 Adjustment		41.08	41.08
<b>Totals</b>	<b>\$483,190.23</b>	<b>\$191,265.68</b>	<b>\$674,455.91</b>

**Adjustments** = 2024 Estimated Costs - 2024 Actual Costs  
 = (2024 Estimated Office Supplies – 2024 Actual Office Supplies) +  
 (2024 Estimated Equipment Repairs – 2024 Actual Equipment Repairs)  
 = (2,500.00 – 2,458.92) + (600.00 – 600.00)  
 = 41.08 + 0.00  
 = **41.08**

**Indirect Rate** = Total Indirect Costs / Total Direct Chargeable Salaries  
 = \$191,265.68 / \$276,614.09  
 = 0.691  
 = **69.1%**

(1) Chargeable Salaries are the net Calendar Year 2025 salaries determined by deducting net fringe leave costs from salaries. The Secretary is paid from Part-time Labor.

(2) Figures reflect total Calendar Year 2025 office fringe benefits as determined on previous page.

(3) This figure is the estimated Calendar Year 2025 cost based on the Central Service Cost Allocation Plan for Delaware County, for the period ending December 31, 2022.

**Note:** All other figures in this table are actual costs for Calendar Year 2024.



## CERTIFICATION

This is to certify that:

1. I have reviewed that indirect cost allocation plan proposal submitted herewith and to the best of my knowledge and belief:
2. All costs included in the proposal for Fiscal Year 2026 to establish billing or final indirect cost rates are allowable in accordance with the requirements of the grant(s), contract(s), and agreement(s) to which they apply and the provisions of the Code of Federal Regulations, Chapter 11 Part 200 (2 CFR 200).
3. Unallowable costs have been adjusted for in allocating costs and indicated in the cost allocation plan.
4. This proposal complies with the requirement and standards on lobbying costs for OMB Circular A-122 or Federal Acquisition Regulations (FAR), Part 31, where such cost principles are applicable to the award.
5. All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or causal relationship between expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any significant accounting changes affecting the direct cost rate.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et. Seq.), the False Claims Act (18 U.S.C. 287 and 31 U.S.C. 3729), the False Statement Act (18 U.S.C. 1001); I declare that, to the best of my knowledge, the foregoing is true and correct.

Authorized Official: Kylene Swackhamer, DMMPC Executive Director

Signature: \_\_\_\_\_

Organization: Delaware-Muncie Metropolitan Plan Commission

Date: \_\_\_\_\_

### CERTIFICATION OF AUDIT COMPLIANCE

The Delaware-Muncie Metropolitan Plan Commission (DMMPC) is the designated Metropolitan Planning Organization (MPO) for the Muncie Urbanized Area and, as such is a subrecipient of Federal financial assistance. Under the Single Audit Act of 1984, P.O. 98-502, and in accordance with OMP Circular A-133, the Delaware-Muncie Metropolitan Plan Commission is required to ensure that an independent audit of its' financial operations is conducted. Further, the audit is to review internal control systems and compliance with the provisions of applicable federal laws and regulations. The audit is usually conducted on an annual basis.

To comply with the Single Audit Act of 1984, the Indiana State Board of Accounts conducts a financial, internal control and compliance review audit of the said Plan Commission on a calendar year basis along with an audit of all Delaware County departments. Upon completion of the 2021 audit, an exit conference was held with the Auditor and Commissioners of Delaware County, Indiana. There were no problems in existence with the audit of the Delaware-Muncie Metropolitan Plan Commission that warranted any comment in the Report.

Now, therefore, this is to certify that the Delaware-Muncie Metropolitan Plan Commission is in compliance with the Single Audit Act of 1984, P.L. 98-502, through December 31, 2021, and that the DMMPC has not expended more than \$750,000 in Federal awards in any calendar year.

---

Kylene Swackhamer, Executive Director  
Delaware-Muncie Metropolitan Plan Commission

Date: \_\_\_\_\_

FEDERAL TRANSIT ADMINISTRATION  
CIVIL RIGHTS ASSURANCE

The Delaware-Muncie Metropolitan Plan Commission HEREBY CERTIFIES THAT, as a condition of receiving federal financial assistance under the Federal Transit Administration Act of 1964, as amended, it will assure that:

1. No person on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, income status, limited English proficiency, or national origin will be subjected to discrimination on the level or quality of transportation services and transit-related benefits.
2. The Delaware-Muncie Metropolitan Plan Commission will compile, maintain, and submit in a timely manner Title VI information required in FTA Circular 4702.1B and in compliance with the Department of Transportation Title VI Regulations, 49 CFR Part 21.9.
3. The Delaware-Muncie Metropolitan Plan Commission will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or U.S. Department of Transportation.

The person whose signature appears below is authorized to sign this assurance on behalf of the grant applicant or recipient.

Signature: \_\_\_\_\_

Kylene Swackhamer, Executive Director  
Delaware-Muncie Metropolitan Plan Commission

Date: \_\_\_\_\_

**DRUG-FREE WORKPLACE ACT CERTIFICATION  
FOR A PUBLIC OR PRIVATE INTITY**

1) The Delaware-Muncie Metropolitan Plan Commission (DMMPC) certifies that it will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in the Recipient's workplace is prohibited, and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace;
  - 1) The Recipient's policy of maintaining a drug-free workplace;
  - 2) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
  - 3) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Making it a requirement for each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (a).
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant or cooperative agreement, the employee will:
  - 1) Abide by the terms of the statement; and
  - 2) Notify the employer of any criminal drug stature conviction for a violation occurring in the workplace no later than five days after such a conviction.
- e) Notifying the Federal sponsoring agency within ten days after receiving notice under subparagraph (d) (2), from an employee or otherwise receiving actual notice of such conviction.
- f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
  - 1) Taking appropriate personnel action against such an employee, up to and including termination; or
  - 2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposed by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2) The Recipient's headquarters is located at the following address. No other work-places are currently maintained by the Recipient.

Name of Recipient: Delaware-Muncie Metropolitan Plan Commission  
Street Address: 100 W. Main St., Rm 206, Delaware County Building  
City: Muncie  
County: Delaware  
State: Indiana  
Zip Code: 47305-2827

Signature: \_\_\_\_\_  
Kylene Swackhamer, Executive Director DMMPC

Date: \_\_\_\_\_



## INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N758-TP  
Indianapolis, Indiana 46204

PHONE: (317) 232-5485

**Mike Braun, Governor**  
**Kent Abernathy, Commissioner**

February 27, 2025

Kylene Swackhamer, Executive Director  
Delaware-Muncie Metropolitan Plan Commission  
Delaware County Building  
100 West Main Street  
Muncie, IN 47305

Dear Ms. Swackhamer,

INDOT has reviewed the FY 2026 Cost Allocation Plan presented by Muncie MPO for the period of July 1, 2025 through June 30, 2026.

In accordance 2 CFR 200.331, the Indiana Department of Transportation (INDOT), acting as the pass-through entity for the Federal Highway Administration (FHWA) approved the following indirect and fringe rates which will be monitored with respect to your Unified Planning Work Program Grant. Please include a copy of this letter in your UPWP for future reference. Should the indirect rates change during the FY 2026 grant period, please provide the revised information for re-approval and inclusion of the new rate letter as modification/inclusion in your UPWP Appendix. The approved rates are as follows:

Fringe	68.60%
Indirect	69.10%

Please feel free to contact me if you have any questions or concerns regarding these rates.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Nsonwu', is written over a horizontal line.

Emmanuel I. Nsonwu  
Transportation Planner  
Technical Planning & Programming Division  
Indiana Department of Transportation

CC: K. Carmany-George  
P. Story  
R. Nunnally  
J. Mitchell  
File

**TRANSPORTATION PLANNING PROCESS  
CERTIFICATION FY 2026**

In accordance with 23 CFR 450.336, Self-Certifications and Federal Certifications, the Indiana Department of Transportation and the Delaware Muncie Metropolitan Plan Commission hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR part 450.300;
2. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST ACT (Pub. L 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 C.F.R. part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37 and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Delaware Muncie Metropolitan  
Plan Commission**

  
Kylee Swackhamer

**Principal Planner, Delaware Muncie  
Metropolitan Plan Commission**  
Title

04/08/2025  
Date

**Indiana Department of Transportation**

  
Roy S. Nunnally

**Director, INDOT  
Technical Planning & Programming**  
Title

4/8/2025  
Date