



The MPO's Unified Planning Work Program
UPWP

KOKOMO and HOWARD COUNTY
GOVERNMENTAL COORDINATING
COUNCIL (KHCGCC)
Sam.gov UEI#- P62ZTAAEWG42

STATE FISCAL YEAR 2026
JULY 1, 2025, to JUNE 30, 2026

Des#2400019

Policy Board Approved March 13, 2025
Resolution 2025-6

Transportation is different modes working as a system, for the safe,
efficient movement of people and goods.

The KHCGCC is committed to advancing equality in our transportation planning. We will actively identify and address disparities in access to mobility options in our area, ensuring all regardless of race, income, ability, or geographical location, have opportunities to participate in the planning process.

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KOKOMO/ HOWARD COUNTY GOVERNMENTAL COORDINATING COUNCIL

The Policy Board serves as the official decision and policy-making body for the prescribed multimodal transportation planning process in the MPA. The committee normally meets bimonthly at the Louks Conference room in City Hall, 100 S. Union St.

VOTING MEMBERS

Mayor, City of Kokomo
President, Kokomo City Council
President, Howard County Council
President, City Planning Commission
President, Howard County Commissioners
President, Howard County Planning Commission
Deputy Commissioner, Greenfield District, INDOT
Executive Director, Kokomo-Howard County Plan Commission
Member, County Councilman opposing party of Council President
Member, Kokomo City Councilman opposing party of Council President

NON-VOTING MEMBERS

Representative, FHWA
Representative, INDOT

The Technical Advisory Committee (TAC) provides technical advice to the KHCGCC and the linkage between planning and implementation. The committee normally meets on a bi-monthly basis. The committee normally meets bimonthly at the Louks Conference room in City Hall, 100 S. Union St.

VOTING MEMBERS

Engineer, City of Kokomo
Director, Kokomo Transit System
Appointed Representative, Greenfield District, INDOT
Director, City of Kokomo Department of Development
Howard County Highway Department Superintendent
Executive Director, Kokomo/Howard County Planning Commission
Executive Director, Kokomo/Howard Co. Gov. Coordinating Council
Community Service Division (or Traffic Division), Kokomo Police Department

NON-VOTING MEMBERS

Howard County Surveyor
Director, Kokomo Municipal Airport
Chairperson Citizens Advisory Committee
Representative, Federal Highway Administration
President, Kokomo-Howard County Chamber of Commerce

Citizen's Advisory Committee (CAC) – meets quarterly to provide insight into the public transportation needs, especially the needs of those with disabilities and the underserved.

VOTING MEMBERS

Public Transit User
Director, Carver Center
Director, Transit System
Director, Samaritan Caregivers
Transit Manager, KHCGCC MPO
Director, Kokomo Rescue Mission
Trustee, Kokomo Center Township
Executive Director, KHCGCC MPO
Representative, Kokomo-Howard County Library
Representative, United Way of Tipton-Howard County
Executive Director, Kokomo-Howard County Plan Commission
Representative, Howard County Health Department, Nursing Div.

ACRONYMS

3C's – Continuing, Cooperative, and Comprehensive

ADA – American Disabilities Act

AI – Artificial Intelligence

AMP – Asset Management Plan

AV – Automatic Vehicle

CAC – Citizens Advisory Committee

CAA – Clean Air Act

CLT – City Line Trolley

CMAQ – Congestion Mitigation & Air Quality

CRP – Carbon Reduction Program

CV – Connected Vehicle

CY – Calendar Year

DBE – Disadvantaged Business Enterprise

DOT – Department of Transportation

ER – Emergency Relief

EV – Electric Vehicle

Fast Act – Fixing Americas Surface Transportation Act

FFY – Federal Fiscal Year

FY – Fiscal Year

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

GIS – Geographical Information System

GPS – Global Positioning System

HPMS -Highway Performance Monitoring System

HSIP – Highway Safety Improvement Program

IJIA – Infrastructure Investment Jobs Act

INDOT – Indiana Department of Transportation

INSTIP – Indiana State Transportation Improvement Plan

ISTEA – Intermodal Surface Transportation Improvement Program

ITS – Intelligent Transportation Systems

KHCGCC – Kokomo / Howard County Governmental Coordinating Council

LOS – Level of Service

LPA – Local Public Agency

LRS – Local Road & Street

MAP 21 - Moving Ahead for Progress in the 21st Century

MPA – Metropolitan Planning Area

MPO – Metropolitan Planning Organization

MTP – Metropolitan Transportation Plan

MVH – Motor Vehicle Highway Fund

NAAQS – National Ambient Air Quality Standards

NEVI – National Electric Vehicle Infrastructure

NHPP – National Highway Performance Program

NHS – National Highway System

NTD – National Transit Database

PB – Policy Board

PICS – Project Implementation Condition and Safety

PL – FHWA funds for Planning

PMTF – Public Mass Transit Fund

PPP – Public Participation Process

PROTECT – Promoting Resilient Operations for Transformative, Efficient, Cost-Savings Transportation

PTASP – Public Transportation Agency Safety Plan

SAFETEA-LU – Safe Accountable Flexible Efficient Transportation Act – A Legacy for Users

SFY – State Fiscal Year

SLRTP – State Long Range Transportation Plan

SOK – Spirit of Kokomo – (Paratransit Service)

SOP – Standard Operating Procedure

SOW – Statement of Work

SS4A - Safe Streets and Roads for All

STBG – Surface Transportation Block Grant

STRAHNET – Strategic Highway Network

TA – Transportation Alternatives

TAC – Technical Advisory Committee

TAM – Transit Asset Management

TAZ – Traffic Analysis Zone

TBD – To Be Determined

TIP – Transportation Improvement Program

TTI – Travel Time Index

UPWP – Unified Planning Work Program

USDOT – United States Department of Transportation

VMT – Vehicle Miles Traveled

KOKOMO AND HOWARD COUNTY GOVERNMENTAL COORDINATING COUNCIL
SFY 2026 Unified Planning Work Program (UPWP)

Introduction

A Metropolitan Planning Organization (MPO) is an agency created by federal law to provide local elected officials input into the planning and implementation of federal transportation funds to metropolitan areas with populations of greater than 50,000. The Federal-Aid Highway Act of 1962, which mandated the formation of MPOs, has implemented that MPOs must plan for regional transportation planning expenditures and are responsible for the continuing, cooperative, and comprehensive transportation planning process for their urbanized area. Under federal law established in the 1973 Highway Act and the Urban Mass Transit Act, organizations in urbanized areas are designated by their Governors to perform significant planning and programming of federally funded highways and transit projects. The policy leadership, committees, professional staff, and consultants, combined with the administrative capability to support MPO planning processes, constitute the core elements of MPOs activities

The Unified Planning Work Program (UPWP) fulfills specific Federal and State transportation planning requirements ensuring that the Kokomo and Howard County Governmental Coordinating Council Metropolitan Planning Organization maintains eligibility for Federal transportation funding. The Unified Planning Work Program study area includes the urbanized area of Howard County and the City of Kokomo that fall into the Metropolitan Planning Area (MPA), thereby ensuring community representation that system-wide transportation issues and solutions remain a continuing, cooperative, and comprehensive process. The Unified Planning Work Program additionally incorporates a multi-modal transportation perspective, including provisions to improve facilities for public transit, bicycling, and pedestrian activities.

The Kokomo-Howard County Governmental Coordinating Council (hereafter known as “KHCGCC”) is the Metropolitan Planning Organization (MPO) for the Kokomo Urbanized Area. The Council was designated as the MPO on January 23, 1981, as signed by the Indiana Attorney General. It succeeded the Kokomo-Howard County Administrative Committee and Technical Committee were created on February 14, 1964. Metropolitan Planning Areas are established in urbanized areas of 50,000 or more in population and participate in a continuing, comprehensive, and cooperative (3-C) planning process as mandated by Federal law. In order to receive Federal Highway Administration and Federal Transit Authority funds for transportation projects, MPOs must continue to be certified in the 3-C planning process.

The Council consists of a Policy Board and Technical Advisory Committee (TAC). The Policy Board is comprised of top elected officials from the City and County, the presidents of the City and County Plan Commissions, Executive Director of the Plan Commission, as well as voting and non-voting representatives from the Indiana Department of Transportation and the Federal Highway Administration. The Technical Advisory Committee is comprised of senior officials from various agencies, departments, public transportation providers and boards involved in transportation affairs. Additionally, the KHCGCC has a Citizens Advisory Committee (CAC) for Alternative Transportation.

The UPWP lists the work activities to be performed by the Kokomo-Howard County Governmental Coordinating Council (KHCGCC) during the two-year period of the plan. The UPWP is prepared by the KHCGCC in cooperation with the City of Kokomo, County of Howard, INDOT, FHWA and the FTA. The UPWP represents an ongoing planning effort which encourages collaborative planning among agencies, connects transportation and land use planning, and provides a basis for state and federal funding in the Metropolitan Planning Area (MPA) in accordance with 23 CFR part 420.

Infrastructure Investment and Jobs Act. 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 non-motorized 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.

Maximizing Coordination

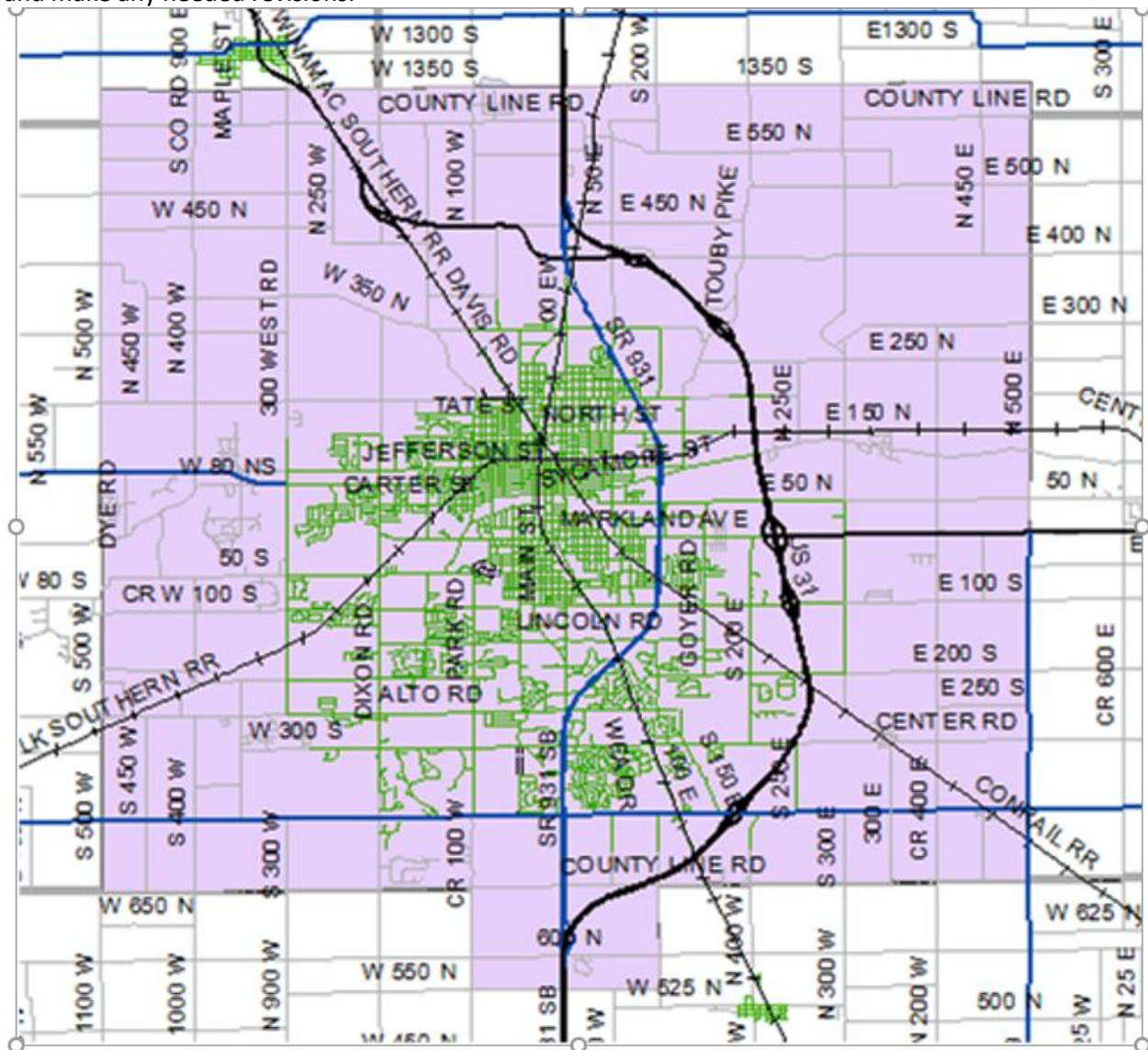
The 3-C process (Continuous, Cooperative, and Comprehensive) is essential to efficient and effective planning, project development and delivery processes. Coordination between stakeholders is a key component of enacting the 3-C process, and delivering a safe, efficient, and equitable transportation system. However, when coordination and communication are not consistently and effectively implemented, project development and delivery processes are delayed, resulting in disadvantages and challenges to the traveling public. The FHWA Indiana Division and FTA Region V Office encourage our partners to review existing coordination and communication practices, identify deficiencies that result in project delivery delays, and make revisions and adjustments as needed. The FHWA Indiana Division and FTA Region V Office will continue to partner with INDOT, the MPOs, and providers of public transportation to provide technical assistance and resources to improve and enhance communication and coordination in the transportation planning, project development and delivery processes.

Below is a list of actions and/or strategies that if incorporated into your UPWPs/SOWs/Work Programs and implemented, will improve, and enhance coordination and communication:

- Implement regular coordination/communication intervals between planning staff and staff involved in the NEPA/Environmental review processes, as well as the project design processes.
- Continue to develop and implement procedures and software enhancements for the TIPs/STIP that improve coordination and communication between INDOT, MPOs, LPAs, and transit operators related to project development, environmental review, revisions, and cost estimation practices.
- Develop working groups or committees to disseminate information and best practices related to IIJA regulatory requirements and discretionary grants opportunities and requirements.

Metropolitan Planning Area & Urbanized Area Boundaries

INDOT, the City of Kokomo, and the MPO worked together to prepare and finalize updates to the Metropolitan Planning Area Boundaries and adjusted Urbanized Area Boundaries resulting from the 2020 Census data. In addition, INDOT and the MPOs should continue to review existing functional classifications and make any needed revisions.



Complete Streets

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide a safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution, each complete street is unique and developed to best serve its community context and its primary role in the network. The FHWA Indiana Division and FTA Region V Office will work with INDOT, the MPOs, and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users, and to ensure they include provisions for safety in future transportation infrastructure, particularly those outside automobiles. Per the National Highway Traffic Safety Administration's 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials.

Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on intervals necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. The FHWA Indiana Division and FTA Region V Office will continue to encourage MPOs, INDOT, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.

The KHC GCC is committed to advancing safety in our transportation planning. We will actively identify and address disparities in access to mobility options in our area, ensuring all regardless of race, income, ability, or geographical location, have equitable opportunities to participate in the planning process.

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. The FHWA Indiana Division and FTA Region V Office encourage the MPOs and INDOT to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.

Federal Land Management Agency (FLMA) Coordination

The FHWA Indiana Division and FTA Region V Office encourage MPOs and INDOT to coordinate with FLMA's in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMA's, and local agencies can

focus on integration of their transportation planning activities and develop cross-cutting State and MPO long-range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMA's before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMA's that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMA's in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the initial stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. The FHWA Indiana Division and FTA Region 5 Office encourage INDOT, the MPOs, and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes.

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, the FHWA Indiana Division and FTA Region V Office encourage INDOT, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

TIP/STIP Development and Maintenance

There have been many documented discussions with INDOT and the MPOs over the last two years related to TIP/STIP development and maintenance (i.e., amendments and modifications). In order to reduce inconsistencies between the TIPs and STIP, and to expedite project programming and delivery, the FHWA Indiana Division Office and the FTA Region V Office highly recommend that INDOT and the MPOs coordinate and work together to jointly formulate, and implement, a documented process for developing and making changes to the TIPs and STIP in accordance with 23 CFR 450.218(n) and 23 CFR 450.326 (p). In addition, the FHWA Indiana Division Office and FTA Region V Office strongly encourage INDOT to develop internal procedures for coordination, communication, and documentation regarding project changes that need to be reflected in the TIP/STIP prior to authorization of federal funds. Project cost estimation practices, as well as procedures to address and/or document inflation in the project estimates, should be reviewed in consultation with the MPOs and other stakeholders (as needed).

Transportation Planning Process: The KHCGCC uses a basic transportation planning methodology that is based on the Federal Highway Administration’s outline to support the 3-C planning goals and foster the active involvement of planning partners, stakeholder groups, and the public.



Performance-based Approach: The metropolitan transportation planning process is intended to provide and utilize performance measures or standards to track progress toward the attainment of critical outcomes for the MPO region. The KHCGCC in agreement with INDOT, utilizes the measures and standards adopted by the State of Indiana for the statewide transportation planning process. The KHCGCC, as part of the adoption of this UPWP, agrees to integrate, directly or by reference, the goals, objectives, performance measures, and targets described in the Indiana asset management plan for the National Highway System (NHS). As well as other safety/security planning and review processes, plans/program, as appropriate to use information to guide decision-making and resource allocation, essentially focusing on achieving desired outcomes rather than just completing tasks .

SFY 2026 UPWP Des#240019

100.0 Administration and Public Participation

Goal: To administer the Transportation Planning process and to assure the public has a voice in the local and state projects within the Metropolitan Planning Area (MPA).

Description: The KHCGCC will participate in administering the 3C’s (Continuing, Cooperative and Comprehensive) Transportation Planning process. The KHCGCC will comply with all regulations put forth in the FAST Act and Infrastructure Investment and Jobs Act (IIJA) as well as continuing to meet all active elements in prior acts.

Agreements, Bylaws and Policies: These documents determine the mutual responsibilities of the participating entities in conducting the metropolitan transportation planning process. In addition to the Metropolitan Planning Agreement between the MPO and INDOT, the MPO operates under various memorandums of understanding with our local planning partners. The policies and bylaws contain the operating policy procedures of the MPO and address such items as describing the process by which the KHCGCC approves revision of the MTP and the composition of the advisory committees.

Products/Actions:

Provide technical assistance to principal planning partners and other agencies for development of transportation projects.

- Overall management of the KHCGCC's planning program including management of staff and administration of resources to fulfill MPO functions. Timeline: Ongoing
- Update committee membership to reflect changes in the bylaws, policies, laws/regulations and other required materials. Estimated Completion: If needed.
- Participate on a committee for North Central Indiana Regional Planning Council to explore regional transit connecting 5 counties. Although this may be considered under the 500 element because there will be heavy public outreach and several meeting it is listed under 100. Estimated Completion: October 2025.
- Participate in meetings in person and virtually with INDOT, FHWA, FTA, and the MPO Executive Board. Completion: As scheduled
- All meetings will be posted and open to the public; this includes our CAC, TAC, and Policy Board meetings. Estimated Completion: Ongoing. The first year of UPWP meetings were completed quarterly as well.

Upcoming FY 2026 meeting dates:

- TAC
 - July 23, 2025
 - September 10, 2025
 - November 5, 2025
 - CY 2026 meeting dates TBD
- Policy Board
 - July 24, 2025
 - September 11, 2025
 - November 6, 2025
 - CY 2026 meeting dates TBD
- CAC
 - July 17, 2025
 - October 16, 2025
 - CY 2026 meeting dates TBD
- Public Involvement outreach. The KHCGCC will assist and/or facilitate meetings to encourage public participation and input in projects on both the State and local level. The KHCGCC is striving to find new and innovative ways to draw in comments and reach people where they are, making sure we include potentially underserved areas. On top of our normal public meetings, newspaper ads, and social media outreach, we are doing in-person outreach: coffee house chats, festivals, First Fridays, Carver Center events, local social service offices, food banks, etc. Estimated completion: Ongoing

FY 2025 public meeting dates and advertisements- July 1, 2024, to current

ALOP

Ad ran 8/26/2024 and 9/2/2024

Public Meetings held 8/29/2024 and 9/5/2024

DBE Policy
Ad ran 9/16/2024 and 2/24/25

2020-2045 MTP amendment and 2024-2028 TIP
Ad ran 3/30/2024 and 4/15/2024
Public Meetings held 4/4/2024 and 4/6/2024

2024-2028 TIP –
Ad ran 5/9/2024
Public Meetings 5/14/2024 and 5/23/20
Facebook post for comments 2026-2030 TIP 12/18/2024
INDOT website posted KHCGCC surveys for 2026-2030 TIP

2026-2030 TIP and MTP 2025-2050 project updates
Ad ran 12/18/2024 and 1/8/2025
Public Meetings held 1/14/2025 and 1/23/2025

UPWP FY 2026
Ad ran 2/10/2025 and 2/14/2025
Public Meetings held 2/11/2025 and 2/20/2025

- Initiate the annual Call for Projects for the MPA when applicable. Estimated Completion: Oct/Nov yearly.
- MPO Staff to begin preparing the SFY2025 Annual Completion Report to INDOT. Estimated Completion: Q1-SFY2026, July-Sept 2025
- MPO Staff to prepare and submit the SFY2027 Self Certification Review Statement to INDOT/FHWA/FTA representatives. Estimated Completion: submit Q3-SFY 2026, Jan/Feb 2026
- MPO Staff to prepare and submit a minimum of four (4) quarterly progress reports to INDOT for review. Estimated Completion: Ongoing task – Quarterly July 2025, Oct 2025, Jan 2026, April 2026
- Provide program support to the Technical Advisory Committee (TAC), Citizen's Advisory Committee (CAC), Transit, as well as providing all necessary data to the Policy Board for their review and approval of transportation related issues. Estimated completion: Q1-Q4 SFY2026.
- Attendance at Federal and State sponsored transportation meetings, trainings, conferences, and seminars. Estimated Completion: Ongoing.
- Communicate with INDOT, FHWA, and the FTA to facilitate seamless project completion. Estimated completion: Q1-Q4 SFY2026.
- Preserve a documented method for tracking projects. Open lines of communication with the LPA's, stakeholders, the public and INDOT within all stages of the projects to monitor project development progress, this will include monitoring funding and identifying any risk to the project. Estimated completion: Q1-Q4 SFY2026.
- FY 2027 budget. Q4 SFY 2026
- Minutes, agenda, and supporting documentation. (Jan/Mar/May/July/Sept/ Nov)
- Updates and amendments Title VI Plan. Estimated completion: Q1-Q2 SFY2026
- Work with INDOT and the LPAs to follow a multi-year safety analysis process and management program to maintain our pavement and assets. Estimated Completion: Ongoing
- The KHCGCC will assist in ensuring a certified Employee of Responsibility Charge (ERC) is current within the LPAs to assure eligibility for federal funding. Estimated Completion: Ongoing.
- Admin work with upcoming studies, public meetings, scoring projects, & outreach initiatives. Identify what areas of each study will focus on Title VI. Estimated Completion: Ongoing
- FY 2025 Annual Performance and Expenditures Completion Report. (Oct 2025)

- Subscriptions and dues will be kept current: Estimated Completion: Ongoing.

Responsible Parties: Tammy Corn, Kim Bowdell, Leigha Hedrick, and KHCGCC/MPO Administrative Staff

Anticipated Budget Element 100:

FY 2026 Annual Budget Element 100			
Federal	Local Match	Total	Percentage of Funds
\$77,628.00	\$19,407.00	\$97,035.00	33.88%

Final Products

- FY 2024 Annual Performance and Expenditures Completion Report. ([July 2024](#))
- FY 2026 budget. ([June 2025](#))
- FY 2026 Cost Allocation Plan. ([Feb 2025](#))
- FY 2027 Cost Allocation Plan. ([Feb 2026](#))
- FY 2026 contracts and applications (State, Local, & Federal). ([Feb-July 2025](#))
- FY 2027 contract review and applications (State, Local, & Federal). ([Feb-July 2026](#))
- Quarterly Tracking meetings. ([July 2024/October 2024/January 2025](#))
- Minutes, agenda, and supporting documentation. ([Jul 2024/ Sept 2024/Nov2024/Jan 2025](#))
- Public notices, media coverage, news releases. ([on-going with current dates listed above](#))
- Web-based information systems: Facebook, website, etc. ([on-going](#))
- Title VI / ADA Transition Plans consideration in Project Selection/Prioritization Process lists. ([ongoing](#))
- Trainings, webinars, conferences including the Indiana MPO Conference and Road School. ([ongoing](#))

200.0 Data Collection and Traffic Analysis

Goal: To gather data and prepare all required documents.

Description: The KHCGCC will prepare documents supporting the 4-year Transportation Improvement Plan including a 5th year illustrative with projects identified.

Products/Actions:

- Traffic counts. Estimated Completion: Annual contract with City of Kokomo. Counts performed upon requests with a minimum of bi-annual reports July/Dec.
- Surveys for data collection to help support goals on Title VI and safety. Estimated Completion: Ongoing
- Collect and use data and public input to continue to assist LPAs with the Complete Streets and transit initiatives within the community. Also, campaigns to encourage share rides, public transit, biking and walking to support a cleaner climate. Evaluate how severe the weather impacts transportation projects and public transit. Estimated Completion: Ongoing
- Assist in gathering data to identify which of the LPA's projects can address micro-mobility within their upcoming projects including the possibility of widening paths and roads to allow scooters, bikes, and other mobility devices. Estimated completion: Ongoing
- Coordinate with INDOT, the Public Transit department, and LPAs to collect data and set targets for the following core performance measures: highway conditions, transit state of good repair, highway safety, transit safety, congestion, and freight movement. Estimated Completion: Annually.
- Additionally, the KHCGCC will provide planning support for equipment and work together with state and federal agencies to ensure compatibility. An example; LED Signal Heads with black backing plates, reflective signage for safety. Estimated Completion: As needed.
- Analyze data from the adopted performance measures, evaluate if the targets are being met and report annually. Estimated Completion: Annually.

Responsible Parties: LPA/City of Kokomo, and KHCGCC/MPO Administrative Staff

Anticipated Budget Element 200:

FY 2026 Annual Budget Element 200			
Federal	Local Match	Total	Percentage of Funds
\$17,770.00	\$4,442.00	\$22,212.00	7.76%

Final Products

- Data files (traffic counts, turning movements). (on-going)
- Local Active Transportation Plans; technical assistance. (if applicable)
- Bridge Asset plans; provide technical assistance. (Oct 2024)
- Communication for annual updated pavement asset inventories to LPAs. (Dec 2024)
- Surveys (Aug 2024/Oct 2024)

300.0 Short Range Planning and Management Systems

Goal: To research and develop technical planning support maintaining the Statement of Work, TIP Projects, Plans and Policies.

Description: The KHCGCC will have oversight of all steps in the LPA's federal aid project process development and the accountability of the 4-year plan Transportation Improvement Plan (TIP) with a 5th year added in as illustrative to assure good stewardship of funds.

Products/Actions:

- Finalize 2026 – 2030 TIP Estimated completion: When INDOT STIP can move forward.
- Amend/Modify when needed the 2024 – 2028 and 2026 - 2030 TIP reflecting changes to State and local projects and send to INDOT for STIP updates. Estimated completion: Ongoing.
- MPO Staff to administer the TIP through coordination with LPAs, management of the change orders, and processing of TIP amendments/modifications as needed. Estimated Completion: Ongoing.
- MPO Staff to assist LPAs with development of Red Flag Investigations for new transportation projects for addition to the TIP. The MPO utilizes the PIC document to identify many markers for projects, including red flags. Estimated Completion: ongoing.
- MPO Staff shall develop and the MPO Policy Board shall adopt Performance Measures either of their own or support the states PMs in accordance with Federal Rules. Estimated Completion: Ongoing.
- Annual Listing of Obligated Projects (ALOP). Estimated completion Q1 SFY 2026
- The MPO shall actively promote projects that support Safety, Pavement Management, Freight Management and Connectivity in conjunction with the Investment and Jobs Act (IIJA). Estimated Completion: Ongoing.
- Functional Classification updates. Estimated Completion: as needed.
- Identify environmental issues early in the planning process using the PIC Doc. to avoid project setbacks. Estimated Completion: ongoing.
- Maintain the UPWP, TIP and other documents, send documents to the state for review/approval. Estimated Completion: Ongoing
- Continuously update Emergency Preparedness Guide and the Executive Director will participate on the Local Emergency Planning Committee to assure resiliency in the event of a natural or human-caused disaster. Estimated completion: ongoing LEPC meeting quarterly Jul 2024
- Quarterly Tracking meetings will be held analyzing all active projects. We also encourage LPA's and consultants to communicate with us immediately if they see an upcoming risk and/or change. Estimated Completion: Ongoing.

- Assist LPA with planning and/or researching steps that can be taken on Federal Aid projects that have a flood element outside of the flood plain area. E.G., work with engineering to improve stormwater runoff and maintenance, study area data that may identify high water marks following heavy rain/snowmelt, etc. Estimated completion: Ongoing
- Complete and submit 2025 annual report to INDOT. Estimated Completion: Q1 SFY 2026

Responsible Parties: Tammy Corn, Kim Bowdell, Leigha Hedrick, and KHCGCC/MPO Administrative Staff

Anticipated Budget Element 300:

FY 2026 Annual Budget Element 300			
Federal	Local Match	Total	Percentage of Funds
\$28,000.00	\$7,000.00	\$35,000.00	12.22%

Final Products

- TIP amendments, modifications, and resolutions. ([ongoing](#))
- Self-Certification Statements. ([Feb/March 2024](#), [Feb 2025](#))
- FY 2026-2030 Transportation Improvement Program (TIP). ([Jan 2025](#))
- Recommendations on Federal Aid Projects. ([ongoing](#))
- Project Applications – All MPO funding programs. ([Fall 2024](#))
- Red Flag Investigations, ([Ongoing](#))
- Annual Listing of Obligated Projects (ALOP). ([Aug 2024](#))
- Quarterly Project Tracking meetings and forms -Indiana and Kentucky LPAs. ([quarterly](#))
- Planning Roles & Responsibilities Cooperating Operating Manual Update (assist INDOT). ([as needed](#))
- Attend Local Emergency Planning Committee meetings ([Aug 2024/ Nov 2024/ Feb 2024](#))

400.0 Long Range Planning

Goal: To continue to collect data and information concerning transportation issues in the Metropolitan Planning Area (MPA) and plan for long-term goals.

Description: The KHCGCC will coordinate with INDOT on any of the State's Long Range Plan updates and update the local MTP (Metropolitan Transportation Plan) to rationally and transparently identify goals and objectives, projected population, employment, land uses, travel patterns, and congestion in addition to the assumptions used in their development.

Products/Actions:

- Coordinate with INDOT, FTA, LPAs, and the transit operators to collect data and set targets for the following core performance measures: highway conditions, transit state of good repair, highway safety, transit safety, congestion, and freight movement, to enhance the ability for citizens to connect to essential services. Estimated Completion: Ongoing.
- Identify projects that need to be coordinated with the Federal Land Management Agency (FLMA) and that use the elements of PEL and assist LPAs with the process. Estimated Completion: Ongoing.
- Identify projects that connect to education, jobs, services, social events, etc., as well as supporting additional initiatives of the USDOT e.g., support, raise awareness and train staff to help combat Human Trafficking, rebuild, and maintain infrastructure, and provide technical and financial assistance to local transit systems. Estimated completion: ongoing
- Continue to identify Complete Streets initiatives with transit routes, bike paths, and walkable corridors as well as arterial roadways to help facilitate access, growth, and safety. Helping connect transit riders, pedestrians, and cyclists safely to the fixed bus route system, a park, employment, and area businesses. Estimated completion: ongoing

- Perform Road and Intersection Safety Audit. Estimated start Q2 SFY 2026
- Continue open dialog with the LPAs to address micro-mobility within their upcoming projects to the possibility of including bicycles and/or scooters. Estimated Completion: Ongoing
- Working with LPAs to meet goals supporting safety projects. Estimated Completion: Ongoing
- Comply with 23 USC 150, by partnering with INDOT to help support/set measures: National performance measure goals:
 - Safety - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
 - Infrastructure Condition - To maintain the highway infrastructure asset system in a state of good repair.
 - Congestion Reduction - To achieve a significant reduction in congestion on the National Highway System.
 - System Reliability - To improve the efficiency of the surface transportation system.
 - Freight Movement and Economic Vitality.
 - Impact - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
 - Reduced Project Delivery Delays - To reduce project costs, promote jobs, the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process. Estimated Completion: Ongoing.

Responsible Parties: LPAs, Consultant, Tammy Corn, Kim Bowdell, Leigha Hedrick, and KHCGCC/MPO Administrative Staff

Anticipated Budget Element 400:

FY 2026 Annual Budget Element 400			
Federal	Local Match	Total	Percentage of Funds
\$40,000.00	\$10,000.00	\$50,000.00	17.46%

Final Products

- Targets and Performance Measures Updates as needed. ([Jan 2024/ Jan 2025](#))
- MTP Amendments ([Jan 2025](#))

500.0 Transit and Active Transportation

Goal: To continuously monitor transit regulations, safety, and best practices. Set and achieve goals for pedestrian and bike connectivity.

Description: The KHCGCC will have an oversight of all steps in the City of Kokomo's public transit as well as assist the LPAs to continue to build upon safety/awareness efforts that will promote and encourage bicycle and pedestrian activities as viable modes of transportation.

Products/Actions:

- Monitor ADA, Title VI, DBE, NTD, and Triennial Review compliance within all projects. Estimated Completion: Ongoing
- Encourage transportation alternative enhancements. Including ongoing projects with pedestrian safety for connectivity to public transit stops and shelters. Estimated Completion: Ongoing
- Help identify transit routes, bike paths, and walkable corridors as well as arterial roadways to help facilitate access, growth, and safety for our community. Estimated Completion: Ongoing

- Participate in planning exercises that identify transportation route scenarios in the event of disasters as requested by the city, county, or EMA. Estimated completion: Ongoing
- Continue to work with INDOT to improve the transit bus-stop inventory to enhance mobility and safety. Estimated Completion: Ongoing
- Continue dialog with the LPAs to address micro-mobility within their upcoming projects to the possibility of including dock-less bicycles and/or scooters, divided paths along roadway projects, etc. Although the city has a bike program, they do not have a dock-less system or e-scooters. Estimated Completion: Ongoing
- Continue planning efforts with transit staff for the construction of bus storage and maintenance facilities and bus wash facility. The time of completion of this task will be ongoing as the project has been split into several phases due to financial constraints. Phase one of the project is complete and phase two of the project (Bus Storage Maintenance Facility) is in the initial planning stage and it is anticipated to begin construction first quarter 2026.
- A consultant will be identified and hired to conduct a Transit Study on processes, system management efficiencies for transit operations, and safety assessment in underserved areas. Estimated Completion: Q4 SFY2026. Note- this got pushed out to 2026 due to the city engaging a consultant to look at expansion of the public transit system.
- Assist the transit staff with public outreach, including surveys, meetings, and finding unique ways to engage the underserved population. Estimated Completion: Ongoing

2.5% Breakout funds: IIJA requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]

Products/Actions:

- Commission a study to address stops/shelters safety or accessibility issues including, but not limited to, safe access in underserved areas to help meet Complete Street goals. Note- This got pushed to 2026 due to possible transit expansion.
- Assist with writing Complete Streets training material to help people access public transit safely. Estimated Completion: Q3 SFY 2026

Responsible Parties: City of Kokomo Transit staff, Consultant, Tammy Corn, Kim Bowdell, Leigha Hedrick, and KHC GCC/MPO Administrative Staff

Anticipated Budget Element 500:

FY 2026 Annual Budget Element 500			
Federal	Local Match	Total	Percentage of Funds
\$20,000.00	\$5,000.00	\$25,000.00	8.73%

*\$5,728.13 2.5% set-aside for 2026

Final Products

- Attendance at bus facility related meetings. (monthly)
- Annual FTA Certifications and Assurances. (Spring 2024 & 2025)
- FTA 5307, 5310, 5339 Grant Applications. (Summer 2024 & 2025)
- INDOT State PMTF grant applications for COK (Spring 2024 & 2025)
- FTA Transit NTD Reporting . (Jan – Apr 2024 & 2025)
- City Annual Transit Grant Report. (January 2024 & 2025)
- Federal draw downs. (Quarterly 2024 & 2025)
- Section 5310 Program Management Plan update. (as needed, summer)
- Annual Transit Asset Management and Safety Performance Measures and Targets. (January 2024 & 2025)

- Annual FTA Milestone and Federal Financial Reports. ([October 2024 & 2025](#))
- Agency and vehicle audits of Section 5310 Recipients. ([summer 2024 & 2025](#))
- Christmas in July public outreach event ([July 2024](#))

600.0 Other Planning Initiatives and Special

Goal: To actively participate in viable studies and training to enhance the transportation projects for the MPA area.

Description: The KHC GCC will evaluate and participate in corridor, feasibility (and other studies), as well as training opportunities that will further support the viability of an upcoming projects.

Products/Actions:

- We will work individually and collectively to have an impact on our safety, infrastructure, and the accountability of our federal aid projects. Estimated Completion: Ongoing.
- We will look closely to our state and Federal partners for innovative ideas that can be implemented into our MPA. Estimated Completion: Ongoing.
- A consultant will be identified and hired to complete a study on the underserved population in the MPA, feasibility study. Estimated Completion Q3 SFY2026
- Road and intersection safety study. Estimated beginning Q2 SFY2026

Responsible Parties: Consultant, Tammy Corn, Kim Bowdell, Leigha Hedrick, and KHC GCC/MPO Administrative Staff

Anticipated Budget:

FY 2026 Annual Budget Element 600			
Federal	Local Match	Total	Percentage of Funds
\$40,000.00	\$10,000.00	\$50,000.00	17.46%

Final Products

- Researched Dispatch and Travel Time software companies. ([January 2025](#))
- Investigated Safety concerns on ped paths/lighting and cameras. ([October 2024](#))

Funding information

FY 2026 Indiana PL 5303 Distribution

PL Available:	\$8,025,776
5303 Available:	\$2,566,931
Consolidated Planning Grant (CPG) Funds:	\$10,592,707

MPO	2020 Census UA Population	Sustaining Amount	Percent of Indiana Urban Population	Funds by Percent of Indiana Urban Population	Consolidated Planning Grant Total Funding
Kokomo	62,576	\$ 100,000	1.54%	\$ 129,125.24	\$ 229,125.24

PO 0020110036				PO 0020132176			PO TBD						
ELEMENT	2024 FHWA PL and FTA			2025 FHWA PL and FTA			2026 FHWA PL and FTA			FUNDING TOTALS			% OF TOTAL FUNDS
	Federal \$	Local \$	Total \$	Federal \$	Local \$	Total \$	Federal \$	Local \$	Total \$	Federal \$	Local \$	Total \$	
100	\$60,678.00	\$15,170.00	\$75,848.00	\$60,000.00	\$15,000.00	\$75,000.00	\$77,628.00	\$19,407.00	\$97,035.00	\$198,306.00	\$49,577.00	\$247,883.00	30.65%
200	\$30,991.00	\$7,748.00	\$38,739.00	\$18,966.00	\$4,741.00	\$23,707.00	\$17,770.00	\$4,442.00	\$22,212.00	\$67,727.00	\$16,931.00	\$84,658.00	10.47%
300	\$10,492.00	\$2,623.00	\$13,115.00	\$27,520.00	\$6,880.00	\$34,400.00	\$28,000.00	\$7,000.00	\$35,000.00	\$66,012.00	\$16,503.00	\$82,515.00	10.20%
400	\$18,500.00	\$4,625.00	\$23,125.00	\$40,000.00	\$10,000.00	\$50,000.00	\$40,000.00	\$10,000.00	\$50,000.00	\$98,500.00	\$24,625.00	\$123,125.00	15.22%
500	\$23,210.00	\$5,803.00	\$29,013.00	\$18,394.00	\$4,598.00	\$22,992.00	\$20,000.00	\$5,000.00	\$25,000.00	\$61,604.00	\$15,401.00	\$77,005.00	9.52%
Y410*	\$2,606.00	\$0.00	\$2,606.00	\$5,664.00	\$0.00	\$454.00	\$5,728.00	\$0.00	\$5,728.00	\$13,998.00	\$0.00	\$13,998.00	2.16%
600	\$45,847.00	\$11,462.00	\$57,309.00	\$55,000.00	\$13,750.00	\$68,750.00	\$40,000.00	\$10,000.00	\$50,000.00	\$140,847.00	\$35,212.00	\$176,059.00	21.77%
TOTAL	\$192,324.00	\$47,431.00	\$239,755.00	\$225,544.00	\$54,969.00	\$275,303.00	\$229,126.00	\$55,849.00	\$284,975.00	\$646,994.00	\$158,249.00	\$805,243.00	100.00%
*2.5% PL Set-Aside for Safe and Accessible Transportation													

	PYB Balances	%
100	\$120,678.00	28.88%
200	\$49,957.00	11.96%
300	\$38,012.00	9.10%
400	\$58,500.00	14.00%
500	\$41,604.00	9.96%
600	\$100,847.00	24.13%
Y410	\$8,270.00	1.98%
TOTAL:	\$417,868.00	100.00%

FUNDING REQUESTED BASED ON COST ALLOCATION PLAN (ATTACHED)

	2024 unexpended PL	2025 unexpended PL	2026 funding mark PL
PL	\$192,324.00	\$225,540.00	\$229,126.00
STBG FLEX TO PL	\$0.00	\$0.00	\$0.00
CITY OF KOKOMO	\$23,716.00	\$27,485.00	\$27,925.00
HOWARD COUNTY	\$23,716.00	\$27,485.00	\$27,925.00
TOTAL	\$239,756.00	\$280,510.00	\$284,976.00
Total of unexpended PL funds and 2025 programmed funds:			\$805,242.00

2024 Unexpended PL/Flex	2024 Local Match	2025 PL/Flex	2025 Local Match	2026 PL/Flex	2026 Local Match
225,544.00	54,969.00	229,126.00	55,849.00	229,126.00	55,850.00

FUNDING REQUESTED BASED ON COST ALLOCATION PLAN with 5303 breakout

SFY 2024 Funding Mark		SFY 2025 Funding Mark		SFY 2026 Funding Mark	
FTA SECTION 5303:	\$48,244.00	FTA SECTION 5303:	\$48,244.00	FTA SECTION 5303:	
FTA SECTION 5303 PL:	\$198,068.00	FTA SECTION 5303 PL:	\$178,176.00	\$229,126.00	\$229,126.00
STBG FLEX:	\$0.00	STBG FLEX:	\$0.00	STBG FLEX:	\$0.00
CITY OF KOKOMO:	\$30,020.00	CITY OF KOKOMO:	\$27,595.00	CITY OF KOKOMO:	\$27,925.00
HOWARD COUNTY:	\$30,020.00	HOWARD COUNTY:	\$27,595.00	HOWARD COUNTY:	\$27,925.00
TOTAL:	\$306,352.00	TOTAL:	\$281,610.00	TOTAL:	\$284,976.00

FUNDING REQUESTED BASED ON COST ALLOCATION PLAN no 5303 breakout

SFY 2024 Funding Mark		SFY 2025 Funding Mark		SFY 2026 Funding Mark	
FTA SECTION 5303/PL:	\$246,312.00	FTA SECTION 5303/PL:	\$226,420.00	FTA SECTION 5303/PL:	\$229,126.00
STBG FLEX:	\$0.00	STBG FLEX:	\$0.00	STBG FLEX:	\$0.00
CITY OF KOKOMO:	\$30,170.00	CITY OF KOKOMO:	\$27,746.00	CITY OF KOKOMO:	\$27,925.00
HOWARD COUNTY:	\$30,170.00	HOWARD COUNTY:	\$27,746.00	HOWARD COUNTY:	\$27,925.00
TOTAL:	\$306,652.00	TOTAL:	\$281,912.00	TOTAL:	\$284,976.00

Active Purchase Order Balances

INDOT Purchase Orders	Expiration Date	Current P.O. Balance (January 2025)
0020088472*	6/30/2025	\$32,482.00
0020110036	6/30/2027	\$192,323.00
0020132176	6/30/2028	\$225,540.00
* PO 0020088472 will be fully expended before this UPWP's effective date. Zero balance will occur with the 3rd Quarter SFY 2025 draw.		

PL AWARD: 2025 & Projected 2026

2025 PL & 5303 ALLOCATION:	\$221,965.60		
2025 IJIA 2.5% SET ASIDE:	\$4,454.40		
STP FLEX (STBG):	\$0.00		
2026 PL & 5303 PROJECTED ALLOCATION:	\$221,965.60		
2026 IJIA 2.5% SET ASIDE:	\$4,454.40		
STP FLEX (STBG):	\$0.00		
BUDGET	\$452,840.00		
PL & 5303 AWARD: 2025 does not include unexpended funds			
PL			
ELEMENT	DESCRIPTION	BUDGET	%
100	ADMIN/PUBLIC PARTICIPATION	60,000.00	26.50%
200	DATA COLLECTION/ANALYSIS	18,965.60	8.38%
300	SHORT RANGE PLANNING/MGMT	28,000.00	12.37%
400	LONG RANGE PLANNING	40,000.00	17.67%
500	TRANSIT/ACTIVE TRANSPORTATION	20,000.00	8.83%
Y410	IJIA Safe and Accessible Set Aside(2.5% of PL award)	4,454.40	1.97%
600	OTHER PLANNING INITIATIVES/SPECIAL STUDIES	55,000.00	24.29%
		226,420.00	100.00%
Projected PL & 5303 AWARD: 2026 does not include unexpended funds			
PL			
ELEMENT	DESCRIPTION	BUDGET	%
100	ADMIN/PUBLIC PARTICIPATION	60,000.00	26.50%
200	DATA COLLECTION/ANALYSIS	18,965.60	8.38%
300	SHORT RANGE PLANNING/MGMT	28,000.00	12.37%
400	LONG RANGE PLANNING	40,000.00	17.67%
500	TRANSIT/ACTIVE TRANSPORTATION	20,000.00	8.83%
Y410	IJIA Safe and Accessible Set Aside(2.5% of PL award)	4,454.40	1.97%
600	OTHER PLANNING INITIATIVES/SPECIAL STUDIES	55,000.00	24.29%
		226,420.00	100.00%

Summary of Anticipated Products

The following products are anticipated to be produced during the program year 2026

1. UPWP 100.0 Administration & 300.0 Short Range Planning
2. 2025 INDOT Annual Report 100.0 Administration & 500.0 Transit/Active and Transportation
3. Quarterly Reports and tracking 300.0 Short Range Planning,
4. Traffic Counting tabulation and (2) printed reports 200.0 Data Collection/Analysis
5. Crash information and safety analysis. 200.0 Data Collection/Analysis
6. Participation in the Local Emergency Planning Committee. 500.0 Transit/Active Transportation
7. Cost allocation plan as part of the 2027 – 2028 UPWP. 100.0 Administration & 300.0 Short Range Planning
8. Updates to MOUs and Policies, when needed. 100.0 Administration & 300.0 Short Range Planning
9. Studies and Surveys. 200.0 Data Collection, 500.00 Transit/Active Trans 600.0 Other Planning Initiatives/Specials
10. Work with local LPAs to ensure the comprehensive Pavement Management System is kept up to date. 300.0 Short Range Planning, & 400.0 Long Range Planning
11. Conferences, training, and other administrative duties. 100.0 Administration
12. Work on Transit and Transportation updates including expansion of fixed route transit. 500.0 Transit/Active Transportation, 300.0 Short Range Planning, and 400.0 Long Range PL
13. Write and monitor grant(s) for capital and operations. 500.0 Transit/Active Transportation
14. Update, and monitor, current Change Order policy as needed. 100.0 Admin, 300.0 Short Range Planning
15. Coordinate efforts to measure core performance for transit. 200.0 Data Collection/Analysis & 400.0 Long Range Planning
16. Micro mobility, connectivity, and safe passage within upcoming projects with LPA's 500.0 Transit/Active Transportation, 400.0 Long Range Planning & 200.0 Data Collection
17. A consultant will be hired to conduct a study to determine if a Transit Hub System would enhance public transit and a study addressing the underserved population. 500.0 Transit/Active Transportation & 600 Other Planning Initiatives/Specials
18. Road and Intersection Safety Studies. 400.0 Long Range Planning, 600 Other Planning Initiatives/Specials
19. Evaluate studies and data to implement steps to help alleviate short- and long-term environmental impacts. 200.0 Data Collection, 300.0 Short Range Planning, 400.0 Long Range Planning, 500.0 Transit and Active Transportation.

Summary of Local Contracts, Orders and Memorandums

Local Contracts Summary

The Kokomo and Howard County Governmental Coordinating Council with Kokomo and Howard County enter into the following annual contracts for services.

With Kokomo:

1. City of Kokomo provides traffic counting services.
2. Lease agreement for office space is with the City of Kokomo.

With Howard County:

1. Continuing contract with Howard County for payroll services.

Memorandum of Agreement, Orders and Certifications and Assurances

ON FILE ARE:

Memorandum of Agreement between the Coordinating Council and the Indiana Department of Transportation. Executed February 6, 2023

Title VI Program submitted October 2022, Due October 2025

Drug, Alcohol and Substance Abuse Policy 2022

Personnel Policy updated July 2023

DBE Policy dated February 2025

KHCGCC Bylaws 2024 - Third Amendment to an Agreement for Cooperative Action between The City of Kokomo, Indiana, Howard County, Indiana and the KHCGCC

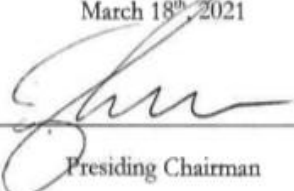
KOKOMO AND HOWARD COUNTY
GOVERNMENTAL COORDINATING COUNCIL
(KHCGCC)

ORGANIZATIONAL CHART



Approved by the KHCGCC Policy Board

March 18th, 2021



Presiding Chairman

ATTACHMENTS

ATTACHMENTS



CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted and to the best of my knowledge and belief:

- (1) All costs included in this proposal to establish billing of the final indirect cost rates for State Fiscal Year 2026 (July 1, 2025 to June 30, 2026) are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87. "Cost Principles for State, Local and Indian Tribal Governments".
- (2) All Costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expense incurred and the agreement to which they are allocated in accordance with 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 my accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Kokomo/Howard County Governmental Coordinating Council (KHCGCC)

Signature: _____

Tammy Corn

Name of Official: Tammy Corn

Title: Executive Director

Date of Execution: January 28, 2025



CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the Cost Allocation submitted herewith, and, to the best of my knowledge and belief:

(1) All costs included in this proposal to establish billing of final indirect costs rates for State Fiscal Year 2026 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with 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 accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: **Kokomo/Howard County Governmental Coordinating Council**

Signature: Tammy Corn.

Name of Official: Tammy Corn

Title: Executive Director

Date of Execution: January 28, 2026



INDIANA DEPARTMENT OF TRANSPORTATION

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

PHONE: (317) 232-5485

Mike Braun, Governor
Kent Abernathy, Commissioner

January 15, 2025

Tammy Corn, Executive Director
Kokomo Howard County Governmental Coordinating Council
209 South Union Street
Kokomo, IN 46901

Dear Ms. Corn,

INDOT has reviewed the FY 2026 Cost Allocation Plan presented by Kokomo Howard County Governmental Coordinating Council (KHCGCC) MPO for the period of July 1, 2025 through June 30, 2026.

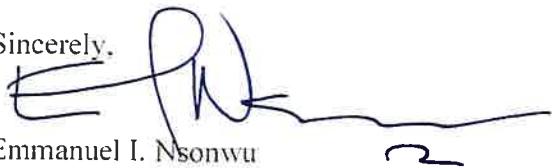
In accordance with 2 CFR 200.331, the Indiana Department of Transportation (INDOT), acting as the pass-through entity for the Federal Highway Administration (FHWA) approved the following indirect and fringe rates which will be monitored with respect to your Unified Planning Work Program Grant. Please 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	69.90%
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Indirect	34.60%
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Please feel free to contact me if you have any questions or concerns regarding these rates.

Sincerely,



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

CC: K. Carmany-George
L. Stewart
R. Nunnally
J. Mitchell
File



January 14, 2025

Transportation Planner
Technical Planning and Programming Division
Indiana Department of Transportation
100 North Senate Avenue, Room N955, IGCN
Indianapolis, IN. 46204

Re: FY 2026 Self Certification

Dear Emmanuel,

Attached please find the following information regarding the 2026 FY Self-Certification of Kokomo/Howard County Governmental Coordinating Council.

- 1) Approved Resolution
- 2) Metropolitan Transportation Planning Process Certification

Please return one signed copy of the Process Certification for our records.

Please feel free to contact me if you have questions or need further information.

Sincerely,

A handwritten signature in blue ink that reads "Tammy Corn".

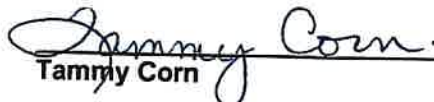
Tammy Corn, Executive Director
Kokomo/Howard County
Governmental Coordinating Council

**TRANSPORTATION PLANNING PROCESS
CERTIFICATION FY 2026**

In accordance with 23 CFR 450.336, and Federal certifications, the Indiana Department of Transportation and the Kokomo and Howard County Metropolitan Planning Organization 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 CFR 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.

**Kokomo & Howard County G.C.C.
Metropolitan Planning Organization**




Tammy Corn

Executive Director
Title

1.14.25
Date

Indiana Department of Transportation



Roy S. Nunnally
Director, INDOT
Technical Planning & Programming
Title

1/16/2025
Date



**COST ALLOCATION PLAN
(CAP)**

Fiscal Year 2026

July 1, 2025 through June 30, 2026

**KOKOMO-HOWARD COUNTY
GOVERNMENTAL COORDINATING
COUNCIL**

01.28.2025

COST ALLOCATION PLAN

FY 2026

In preparing the Cost Allocation Plan for FY 2026, the Kokomo/Howard County Governmental Coordinating Council is using the following:

All indirect costs will be apportioned to each project at the Indirect Cost Allocation Rate. The Indirect Cost Allocation Rate was determined by using the estimated Total Indirect Costs divided by the estimated Fiscal Year 2026 Direct -Labor. The Indirect Rate is calculated as a Fixed Rate. The difference between the estimated and actual cost for the period covered is "carried forward" as an adjustment to future rates.

Office Space

Office space is used by all projects and the staff work on more than one program. Therefore, the rent is distributed on the Indirect Cost Allocation Rate.

Communication

All communication expenses are charged to the various projects according to the Indirect Cost Allocation Rate. These costs include phone.

Office Supplies

General office supplies are purchased in quantities for the department and the charge divided among all projects according to the Indirect Cost Allocation Rate.

Postage

Postage and shipping fees for the department are divided among all projects according to the Indirect Cost Allocation Rate.

Printing/Copying

Printing and copying will be charged directly to specific work elements according to the project involved. If a specific project cannot be identified the charge will be established a part of the Indirect Cost Allocation Rate.

Dues and Subscriptions

Subscriptions and dues will be charged according to the Indirect Cost Allocation Rate unless a specific charge is given for a definite program at which time it will be a direct charge to the project involved.

Travel

Travel will be charged directly to a specific work element according to the project involved. If a specific project cannot be identified the charge will be established a part of the Indirect Cost Allocation Rate.

Legal

Legal service is applicable to all projects within KHCGCC's program including the review of agreements, contracts, and Council business. Therefore, legal service is distributed based on the Indirect Cost Allocation Rate.

Information Technology

Costs associated with Informational Technology Services, computer maintenance and computer upgrades are distributed based on the Indirect Cost Allocation Rate,

Indirect Salaries

Approximately ninety percent (90%) of the Transit Manager's salary, seventy percent (70%) of the Executive Director's salary, ten percent (10%) of the Planner's salary and sixty percent (60%) of the Office Manager's salary are charged the functions performed under FTA, the other percentage, to the various projects according to the Cost Allocation Plan.

Executive Director:

Supervision and evaluation of transportation planning staff as well as transit staff, management of work program budget and transit budget, budget preparation support and review, preparation of quarterly financial reports, involvement in policy meetings, preparing payroll, grant writing, and Federal and State reporting.

Office Manager:

General Secretarial, Office Manager responsibilities, answering the phone, managing email, scheduling, preparing and submitting invoices, managing receipts, keeping records of direct and indirect expenses, bill paying and keeping personnel records.

Transit Manager

Assist with financial statement preparations, allocating time to funding sources, recording monthly direct labor charges, and preparing cost allocations.

Audit

Cost of audit of projects will be charged to each project according to the Indirect Cost Allocation Rate.

Planner

Cost of planner projects will be charged to each project according to the Indirect Cost Allocation Rate.

FRINGE BENEFITS

The Fringe Benefits include: Holidays, Sick Leave, Vacation, Health Insurance, P.E.R.F and F.I.C.A.

Holidays: There are twelve paid holidays during Fiscal Year 2026.

Sick/Personal Leave: Employees are entitled to twelve sick days per year and three personal days per year. Records indicate that these are used.

Vacation: The Director and all full-time employees who has satisfactorily completed the probationary period shall be eligible for vacation leave. Leaves shall be based upon the following yearly time frames starting with the employee's anniversary date of employment:

Each 2 months of employment	1 working day
1 year of employment	7 working days
2-4 years of employment	12 working days
5-9 years of employment	17 working days
10-14 years of employment	22 working days
15 or more years of employment	27 working days

Length of employment is determined by employment anniversary date.

Insurance: Employer pays a portion of the cost of each participating employee's health insurance. The employer does not participate in life and disability insurance so employees must purchase those policies on their own.

P.E.R.F.: Public Employees' Retirement is paid at a rate of 14.20% by employer on the gross salary of each participating employee.

F.I.C.A.: Social Security is calculated at a rate of 7.65% of gross salary of each employee.

Indirect/Direct Cost Estimate FY 2026

Rent of Space	\$15,012
Communication/Telephone	\$2,500
Office Supplies	\$5,000
Postage	\$400
Printing	\$500
Dues & Subscriptions	\$450
Travel	\$9,500
Legal	\$5,000
Maintenance Contract	\$2,350
Surveillance	\$5,100
Direct Expense	\$417,863
Equipment	\$7,000
<hr/>	
TOTAL	\$470,675

Staffing

The Kokomo/Howard County Governmental Coordinating Council has four (4) full-time staff;

Full-time Staff

Executive Director

One Planner

One Transit Manager

One Office Manager

1. Gross Salaries = \$137,788
2. Holiday Pay (included in gross salary)
3. Sick/Personal Time Pay (included in gross salary)
4. Vacation Pay (included in gross salary)
5. Health Insurance and Unemployment = \$64,539
6. PERF = \$19,566
7. FICA = \$12,236
8. Indirect Labor (lines 2, 3, and 4 included in Gross Salaries #1)
9. Indirect Labor = 0.00
10. Total Fringe (lines 5, 6, 7, and 8) = \$96,341
11. Total Direct Labor (lines 1, 8, and 9) = \$137,788

Fringe Rate = Fringe /Direct Labor = $96,341/137,788 = 69.9\%$

Indirect Rate = Indirect Cost /Direct Labor = $47,712/137,788 = 34.6\%$

Average of year: CY 2024 -CY 2025 - CY 2026

[illegible]

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:


(1) All costs included in this proposal are for establishing cost allocations or billings for Fiscal Year 2026 (July 1, 2025 - June 30, 2026), are allowable in accordance with the Federal award(s) to which they apply and OMB Circular a-87. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with 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 accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: **Kokomo and Howard County Governmental Coordinating Council (KHCGCC)**

Signature: _____



Name of Official: Tammy Corn

Title: Executive Director

Date of Execution: 01.28.2025



RESOLUTION 2025-06

RESOLUTION TO ADOPT THE FIRST YEAR OF THE 2025-2026 2-YEAR UNIFIED PLANNING WORK PROGRAM (UPWP) FOR STATE FISCAL YEAR 2025 Des#2400019

WHEREAS, the Kokomo and Howard County Governmental Coordinating Council (KHC GCC) is the designated Metropolitan Planning Organization, responsible for transportation planning in the Kokomo and Howard County area; and

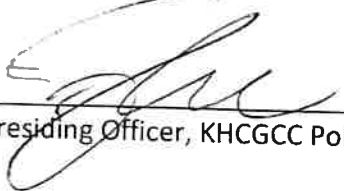
WHEREAS, development of an annual Unified Planning Work Program (UPWP), describing the KHC GCC's projects using U.S. Department of Transportation funding is a requirement; and

WHEREAS, staff has developed the second year of a two-year plan, 2026 UPWP beginning State Fiscal Year 2026; and

WHEREAS, the Technical Advisory Committee of the Kokomo and Howard County Governmental Coordinating Council has given the Unified Planning Work Program (UPWP) a favorable recommendation.


NOW THEREFORE BE IT RESOLVED by the Policy Board of the Kokomo and Howard County Governmental Coordinating Council (KHC GCC) that the presented Unified Planning Work Program (UPWP), with any INDOT, FHWA requested changes, for State Fiscal Year 2026 is hereby accepted and adopted.

Adopted on this 17th day of March 2025



Presiding Officer, KHC GCC Policy Board

Attest:



Policy Board Member