

MEMORANDUM OF UNDERSTANDING
Between the
STATE OF LOUISIANA
Through the
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
And
LINCOLN PARISH

TRANSPORTATION PLAN DEVELOPMENT

This Memorandum of Understanding (hereinafter, "MOU") is made and entered into by and between the State of Louisiana through the Department of Transportation and Development (hereinafter "DOTD") and LINCOLN PARISH (hereinafter, "LPA"), a political subdivision of the State of Louisiana. This MOU is made and entered into this _____ day of _____, 2024, for the public purposes hereinafter described and memorializes the understanding between DOTD and LPA regarding transportation plan development.

Public Purpose

DOTD is responsible for ensuring that federal transportation funds are properly obligated, authorized, and utilized. Local Public Agencies (LPAs) are sub-recipients of federal funds, and pursuant to 23 U.S. Code § 106(g)(4)(A), DOTD shall be responsible for determining that Louisiana sub-recipients of federal funding have-(i) adequate project delivery systems for projects approved for receipt of federal funding and (ii) sufficient accounting controls to properly manage such federal funding.

DOTD is developing a transportation planning process document for use by LPAs in the independent development of their own transportation plans. As part of this project, three (3) pilot project participants (LPAs) will be selected to develop their own transportation plan, as well as to facilitate the evaluation and refinement of the transportation planning process document. This MOU sets forth the responsibilities of the parties hereto in support of the LPA's Transportation Plan Development.

1. Responsibilities of LPA

1.1 LPA, as a selected pilot project participant, agrees to commit the necessary staff and time resources to develop a transportation plan using the transportation planning process document provided by DOTD as a guide.

1.2 Upon the execution of this Agreement, LPA shall schedule an initial (kick-off) meeting with DOTD or its consultant. Upon receipt of the Notice to Proceed (NTP) LPA agrees to develop a schedule to complete the pilot project in a timely manner, not to exceed nine (9) months from the date of the kick-off meeting.

1.3 LPA understands that the transportation planning process document provided by DOTD is subject to change during the course of the pilot project. Any changes to the transportation planning document will be provided to LPA by DOTD or its consultant.

1.4 LPA shall establish a planning team and designate a planning team leader to coordinate with DOTD and its consultant. LPA agrees to make available to DOTD the LPA's planning team members and planning team leader for regular meetings and/or conference calls with DOTD, said calls to be held on a monthly basis or as otherwise necessary.

1.5 LPA understands that the purpose of the pilot project is to evaluate the effectiveness of the current documented transportation planning process, and therefore agrees to complete the transportation plan primarily using the transportation planning process document with minimal guidance from DOTD or its consultant.

1.6 LPA shall provide feedback throughout and at the conclusion of the development of the transportation plan and understands that such feedback will be a part of the evaluation of the transportation planning process document. LPA shall document all positive and negative aspects of the transportation planning process document during the course of the development of the transportation plan. LPA shall prepare and provide the positive and negative aspects of the transportation planning process in a "lessons learned" report at the end of the pilot project.

1.7 LPA shall provide DOTD with a copy of its final transportation plan.

2. Responsibilities of DOTD

2.1 After the scheduled kick-off meeting with LPA, DOTD will provide LPA a NTP.

2.2 DOTD will provide minimal guidance on the use of the transportation planning document to LPA, but only to the extent that the guidance does not interfere with the ability of DOTD to evaluate the effectiveness of the current documented transportation planning process.

2.3 DOTD will participate in regular meetings and/or conference calls with LPA for the purpose of ensuring that the project is remaining on task and on schedule.

2.4 DOTD will provide any changes to the transportation planning document to LPA.

3. Amendment and Term

3.1 This MOU may be amended at any time by written agreement of the parties.

3.2 This MOU shall become effective upon execution by the parties. It shall remain in effect until terminated by either party by giving thirty (30) days written notice thereof and by written mutual agreement of termination by the parties.

WITNESSES:

Printed/typed Name of signatory
Title
Name of LPA

Date

WITNESSES:

Terrence J. Donahue, Jr.
Secretary
Louisiana Department of
Transportation and Development

Date