

Fiscal Year 2020-2021

Unified Planning Work Program



Bristol Tennessee/Virginia Urban Area
Metropolitan Planning Organization

Bristol Tennessee/Virginia Urban Area Metropolitan Planning Organization

Title VI Nondiscrimination Statement

The Bristol Metropolitan Planning Organization ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Notice

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The view and opinions of the authors [or agencies] expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

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LIST OF ACRONYMS

3-C	Continuing, Comprehensive, and Cooperative [planning process]
ADA	Americans with Disabilities Act
BTT	Bristol Tennessee Transit
BVT	Bristol Virginia Transit
CPG	Consolidated Grant Program
DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation
DRPT	(Virginia) Department of Rail and Public Transportation
EPA	Environmental Protection Agency
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTDD	First Tennessee Development District
FTHRA	First Tennessee Human Resource Agency
FY	Fiscal Year
GIS	Geographic Information System
INVEST	Infrastructure Voluntary Evaluation Sustainability Tool
ITS	Intelligent Transportation System
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
NETTrans	Northeast Tennessee Public Transportation
PL	Metropolitan Planning Funds
PPP	Public Participation Plan
RPO	Rural Planning Organization
Section 5303	Transit Planning Funds (U.S. Title 49, Section 5303)
SPR	State Planning and Research Funds
STIP	State Transportation Improvement Program
TAM	Transit Asset Management
TAZ	Traffic Analysis Zone
TDM	Travel Demand Model
TDOT	Tennessee Department of Transportation
TDP	Transit Development Plan
TIP	Transportation Improvement Program
TMPD	(Virginia) Transportation and Mobility Planning Division
TN	Tennessee
TNMUG	Tennessee Model Users Group
TRIMS	Tennessee Roadway Information and Management System
TSM	Transportation Systems Management
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
UZA	Urbanized Area
VA	Virginia
VDOT	Virginia Department of Transportation

RESOLUTION 19-

**A Resolution Adopting the Bristol Tennessee/Virginia Urban Area
Metropolitan Planning Organization (MPO)
Fiscal Year 2020 - 2021 Unified Planning Work Program**

WHEREAS, a comprehensive, cooperative and continuing transportation planning process is to be carried out in the Metropolitan Planning Area for the Bristol Tennessee/Virginia Urban Area Metropolitan Planning Organization; and

WHEREAS, in accordance with the requirements of the US Department of Transportation, no planning activities can be funded by federal sources until they have been documented in the Unified Planning Work Program; and

WHEREAS, the State of Tennessee, Commonwealth of Virginia, operators of public transportation, and local agencies involved with transportation planning for the Metropolitan Planning Area have cooperatively developed the Unified Planning Work Program for Fiscal Year.

WHEREAS, the Unified Planning Work Program (UPWP) identifies transportation planning activities to be undertaken by local, regional, and state agencies for the Metropolitan Planning Area during Fiscal Year 2020 through Fiscal Year 2021.

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Bristol Tennessee/Virginia Urban Area Metropolitan Planning Organization as follows:

That the Fiscal Year 2020-2021 Unified Planning Work Program is hereby approved as the annual transportation planning program for the Bristol Tennessee/Virginia Urban Area Metropolitan Planning Organization.

Chairman, Executive Board

Date: _____

Secretary

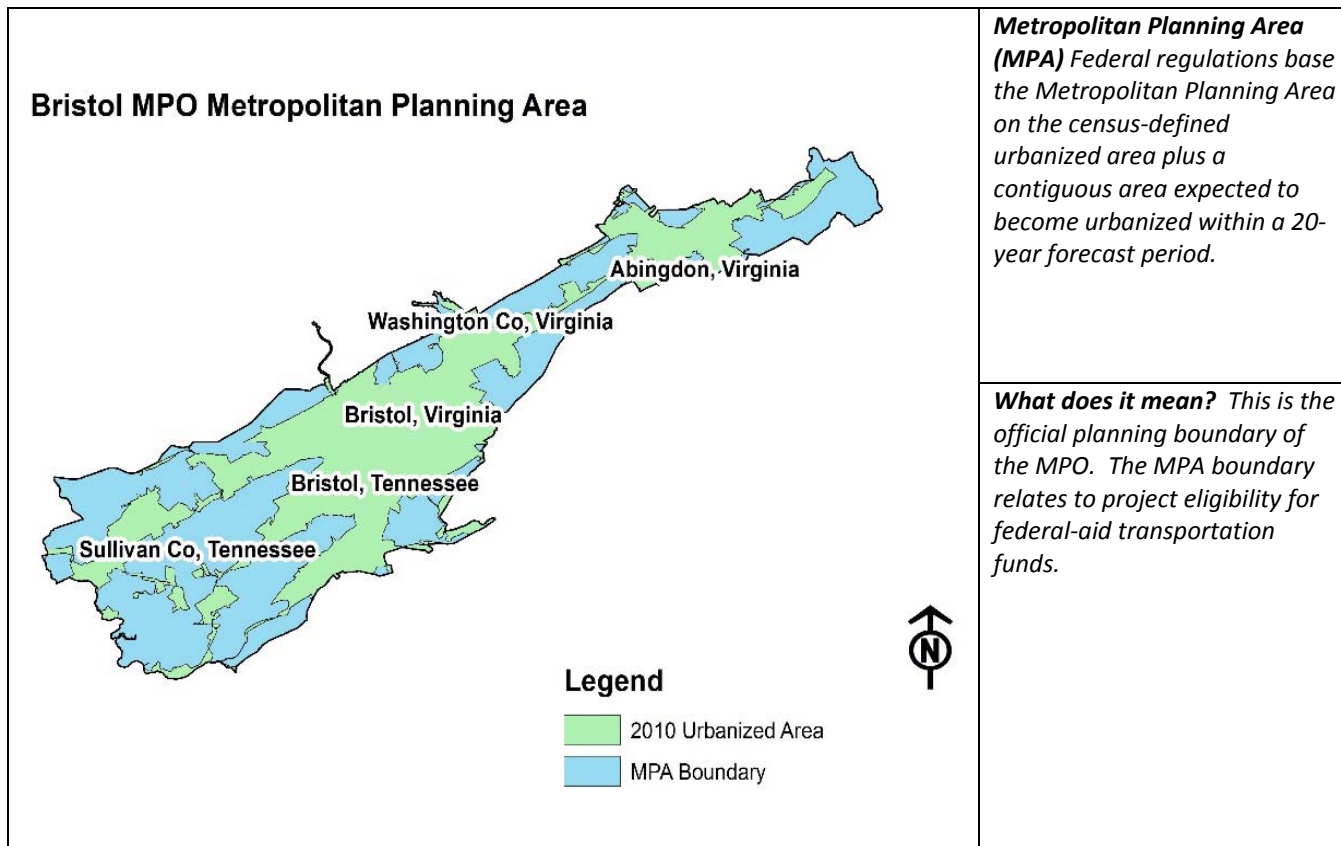
SECTION 1 - INTRODUCTION

The Fiscal Year (FY) 2020-2021 Unified Planning Work Program (UPWP) identifies and describes all transportation planning activities that will be carried out by the Bristol Tennessee-Virginia Urban Area Metropolitan Planning Organization (MPO) and its member governmental agencies for the referenced program period. The UPWP for FY 2020-2021 has been developed in cooperation with the State of Tennessee, Commonwealth of Virginia, local jurisdictions, and public transportation operators.

The program period of the UPWP for the Virginia Department of Transportation (VDOT) is the State Fiscal Year from July 1 through June 30. For the Tennessee Department of Transportation (TDOT), the UPWP program period is the Federal Fiscal Year beginning October 1 and ending on September 30.

ROLE OF THE MPO: Federal law requires that metropolitan areas of at least 50,000 population establish Metropolitan Planning Organizations to ensure that existing and future expenditures for transportation projects and programs are based on a continuing, comprehensive, and cooperative (3-C) planning process. The Bristol Tennessee/Virginia Urban Area Metropolitan Planning Organization was formed in 1982 to fulfill this federal requirement. As delineated by the 2010 Census (Map 1), the Bristol Tennessee/Virginia Urbanized Area includes the City of Bristol, Tennessee; the City of Bristol, Virginia, the Town of Abingdon, Virginia; and certain surrounding areas of Sullivan County, Tennessee and Washington County, Virginia.

**Map 1
Metropolitan Planning Area**

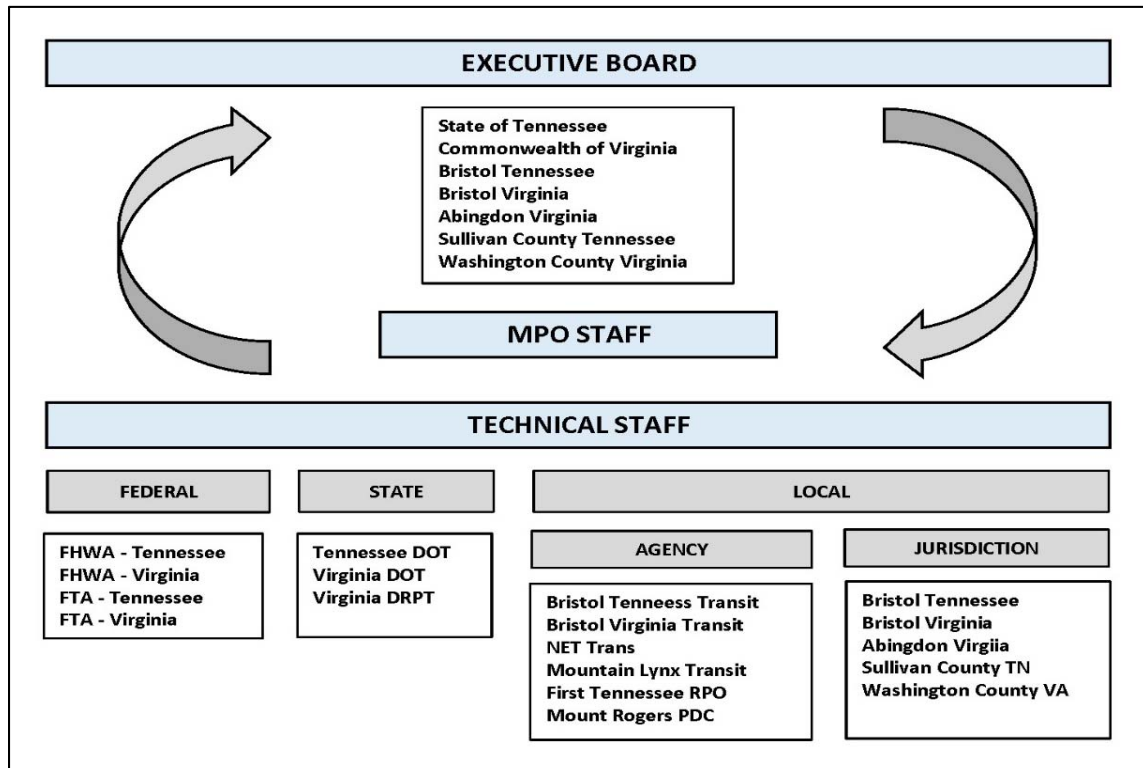


The core functions of the MPO include:

- 1) Establish a setting: Establish a fair and impartial setting for effective regional decision-making in the metropolitan area.
- 2) Identify alternatives: Use data and planning methods to generate and evaluate alternative transportation improvement options.
- 3) Maintain a Long-Range Transportation Plan (LRTP): Develop and maintain a transportation plan covering a planning horizon of at least twenty years that is multimodal, fiscally constrained, fosters mobility and access for people and goods, provides efficient system performance and preservation, and improves the quality of life.
- 4) Develop a Transportation Improvement Program (TIP): Develop a short-term (four-year) program of transportation investments based on the long-range transportation plan.
- 5) Involve the Public: Involve the general public and other interested parties in the essential MPO functions listed above.

MPO ORGANIZATION STRUCTURE: The MPO functions under a committee structure comprised of an Executive Board and Technical Staff (Chart 2). Final responsibility for transportation planning and policy decision-making is vested with the Executive Board, which is composed from the principal elected officials of the MPO governmental jurisdictions. The Technical Staff is comprised of individuals of local governments and agencies with technical responsibility for implementation of transportation planning activities. The Technical Staff primarily consists of planners and engineers of the governmental jurisdictions. The daily administrative functions of the MPO are provided by the Transportation Planning Coordinator and associated staff.

**Chart 2
Bristol MPO Organization**



FY 2018-2019 WORK PROGRAM ACCOMPLISHMENTS: Represented by the following list, the previous Unified Planning Work Program included the completion of several major planning activities and core planning requirements for the MPO.

- 1) Coordination with the Tennessee Department of Transportation (TDOT) and Virginia Department of Transportation (VDOT) on development of State-wide and MPO performance targets for implementation of MAP-21/FAST Act performance-based planning requirements.
- 2) Coordination with the Virginia Department of Transportation and local jurisdictions for the development of [Virginia] SMART SCALE applications for project funding.
- 3) Coordination with local jurisdictions for development and completion of Americans with Disabilities Act (ADA) Transition Plans and Self Evaluations for compliance with ADA requirements.
- 4) Coordination with State Department of Transportation (DOT) for development of the FY 2020-2023 Transportation Improvement Program for the Metropolitan Planning Area.
- 5) Update of the MPO Public Participation Plan.

FY 2020-2021 WORK PROGRAM PRIORITIES: The UPWP for FY-2020 through FY-2021 contains specific activities and projects associated with regional transportation planning as well as day-to-day operations of the MPO. The MPO's planning priorities are developed in consultation with the State DOTs to identify activities that must be accomplished to address the MPO's core planning requirements as well as implementation of Federal transportation legislation. The following represents the major issues for the program period.

- 1) Continued coordination with the Tennessee Department of Transportation (TDOT) and Virginia Department of Transportation (VDOT) on development and maintenance of performance targets for implementation of MAP-21/FAST Act performance-based planning requirements.
- 2) Update of Traffic Analysis Zones and the Travel Demand Model.
- 3) Update of the Bristol Tennessee/Virginia Urban Area Long-Range Transportation Plan (LRTP) incorporating performance based planning.
- 4) Coordination with VDOT and local jurisdictions on Round 4 SMART SCALE grant applications.
- 5) Coordination with TDOT on implementation of IMPROVE Act projects.
- 6) Collection of Census 2020 product releases, as available.

PUBLIC PARTICIPATION: While the MPO, in cooperation with the State DOTs, is the agency responsible for developing the UPWP document and administrating the planning program, other local agencies and governments are involved in this effort. Cooperation occurs through the MPO's Technical Staff by providing input on programming planning tasks and assisting with review and comment regarding the draft UPWP document. Public input is also sought during the development of the UPWP and it is the responsibility of the MPO to take all public comments into account in the development and adoption of UPWP. Policies and procedures for development of the Unified Planning Work Program are outlined in the MPO's Public Participation Plan

The MPO Technical Staff guides the preparation of the UPWP in cooperation with the Tennessee and Virginia Departments of Transportation as well as local transit agencies. After the draft UPWP has been developed, the UPWP is published for public review and comments prior to consideration by the MPO Executive Board. The MPO published the FY 2020-2021 UPWP on June 12, 2019. Notices of availability of the draft UPWP are provided to local social service agencies, organizations, MPO jurisdictions, and public locations. In addition, the draft FY 2020-2021 UPWP was available on the [MPO web site](http://www.bristoltn.org/136/Metropolitan-Planning-Organization)¹. In the event the Executive Board should determine there are significant unresolved comments or issues on the draft UPWP, it may defer the program until a subsequent meeting. After adoption of the UPWP by the MPO's Executive Board, final approval of the UPWP is jointly issued by the Federal Highway Administration and Federal Transit Administration.

¹ www.bristoltn.org/136/Metropolitan-Planning-Organization

UPWP MODIFICATIONS: Revisions to the UPWP can include changes in scope of the UPWP, addition of new funds, additions or deletions of work task, and transferring funds between tasks. UPWP modifications fall into two categories, each requiring different approval processes.

Amendments must be submitted to the State Department of Transportation (DOT) for review and approved by FTA and/or FHWA as well as the MPO Policy Board. In addition, amendments must follow the same public input process as outlined above. Modifications that are classified as amendments include:

- 1) An activity, program, or project is added or deleted from the adopted UPWP.
- 2) Modifications that exceed 20% of funds allocated to a work task.
- 3) There is a significant change in the scope of the activities already included in the program.

FTA/FHWA approval of adjustments is not necessary; however, notification to the State DOT is required prior to implementation. Administrative adjustments include:

- 1) A minor revision or clarification to an existing activity, program or project that does not significantly change the scope of a work task.
- 2) Modifications that do not exceed more than 20% of funds allocated to a work task.

FUNDING SOURCES: The State of Tennessee and Commonwealth of Virginia allocate funding for the planning activities identified in the UPWP. The MPO is advised each year of its available funding prior to the development of the UPWP. The distribution of these funds among the planning tasks is based on local priorities as well as the metropolitan planning requirements for MPOs. The funding sources programmed in the UPWP include:

FHWA Metropolitan Planning Funds (PL Funds). This funding is available to the MPO from an apportionment of funds to the States (TN and VA) from the Federal Highway Administration. The matching ratios for these funds are 80% federal and 20% local match in Tennessee, and 80% federal, 10% state, and 10% local for Virginia.

FTA Section 5303 Planning Funds. These are federal funds designated for transit planning activities. The matching ratio for Section 5303 is 80% federal, 10% state, and 10% local. This funding is available to the MPO from an apportionment of funds to the States (TN and VA) from the Federal Transit Administration. For Tennessee, TDOT will be combining the FTA Section 5303 funds with the FHWA PL funds into the Consolidated Grant Program.

State Funding. As referenced, state matching funds are available for Virginia PL Funds and FTA Section 5303 funding for Tennessee and Virginia.

Local Funding. The MPO member jurisdictions provide local funding to match federal and/or state funding programmed for transportation planning projects.

Consolidated Planning Grant (CPG). Tennessee receives a direct apportionment of FHWA Section 112 Metropolitan planning (PL) funds and Federal Transit Administration (FTA) Section 5303 planning funds. TDOT participates in the Consolidated Planning Grant (CPG) Program, where FHWA and FTA planning funds are combined into a single fund administered by FHWA. The funds are distributed to the MPO and administered by TDOT's LRPD in accordance with 23 CFR 420.109. The PL distribution formula gives the MPO a base amount plus an amount based on the 2010 Census Urbanized Area Population. The distribution formula for the FTA 5303 funds is based on the MPO's 2010 Census Urbanized Area Population. The funds originating with FHWA require a 20% local match, resulting in an 80% Federal/20% Local split. The funds originating with FTA also require 20% matching funds; however, TDOT provides half of the match, resulting in an 80% Federal/10% State/10% Local split".

The following table provides a summary of the UPWP total funding allocations for FY 2020 and FY 2021.

UPWP Funding Summary

Fiscal Year 2020				
FUNDING SOURCE	FEDERAL	STATE	LOCAL	TOTAL
Tennessee Carry-Over FHWA PL (CPG)	24,000	0	6,000	30,000
Tennessee FHWA PL (CPG)	142,274	0	35,568	177,842
Tennessee FTA 5303 (CPG)	15,760	1,970	1,970	19,700
Virginia Carry-Over FHWA PL	7,362	920	920	9,202
Virginia FHWA PL	65,173	8,147	8,147	81,467
Virginia FTA 5303	37,248	4,656	4,656	46,560
TOTAL MPO FUNDING	291,817	15,693	57,261	364,771

Fiscal Year 2021				
FUNDING SOURCE	FEDERAL	STATE	LOCAL	TOTAL
Tennessee Carry-Over FHWA PL (CPG)	0	0	0	0
Tennessee FHWA PL (CPG)	142,274	0	35,568	177,842
Tennessee FTA 5303 (CPG)	15,760	1,970	1,970	19,700
Virginia Carry-Over FHWA PL	0	0	0	0
Virginia FHWA PL	65,173	8,147	8,147	81,467
Virginia FTA 5303	37,248	4,656	4,656	46,560
TOTAL MPO FUNDING	260,455	14,773	50,341	325,569

SECTION 2 – REGULATORY REQUIREMENTS

FEDERAL PLANNING FACTORS: The FAST Act identifies 10 planning strategies to be considered by the MPO in developing transportation plans and programs. These initiatives, along with MPO planning activities are described below.

- 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

MPO Activities: The MPO will continue to develop partnerships with local governmental agencies and economic development organizations to coordinate transportation planning activities that will provide opportunities for economic growth and strengthen the economy. Specific objectives have included programming of projects to enhance the transportation access to commercial and industrial areas including the use of State Industrial Access funds and Local Interstate Connector program.

- 2) Increase the safety of the transportation system for motorized and non-motorized users.

MPO Activities: Annually the MPO completes a statistical analysis of crash data for the region including crash reports, traffic volumes, and development of Critical Rate Factors for intersections. This information is utilized to promote safety improvements by local jurisdictions for high-crash locations. Coordination will be on-going with the State Department of Transportation (DOT) for the Highway Safety Improvement Program (HSIP) annual safety performance targets as well as coordination with local transit operators to develop a Public Transportation Agency Safety Plan.

- 3) Increase the security of the transportation system for motorized and non-motorized users.

MPO Activities: The MPO coordinates with local jurisdictions to provide input on regional traffic flow to support operations and maintenance, incident management activities, and the development of disaster and hazard mitigation plans. The MPO also participates in extreme weather briefings conducted by the National Weather Service to establish a coordinated effort with Emergency Management Agencies, Public Works Departments, and Transit Agencies to evaluate the transportation impacts of extreme weather events.

- 4) Increase the accessibility and mobility of people and freight.

MPO Activities: Evaluation and analysis of land use, economic, and urban development activities on the existing transportation system is an on-going process with local jurisdictions to encourage access management on major thoroughfares. The MPO also is assisting local transit agencies, including rural providers, to identify gaps in public transportation and promote regional transit service to increase mobility and access to public transportation.

- 5) Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements, State and local planned growth, and economic development patterns.

MPO Activities: The MPO coordinates with local planning agencies to promote development of bicycle and pedestrian facilities and multimodal transportation improvements including opportunities for public transportation's role in livable communities. Additionally, the MPO continues to support activities to reduce regional ozone levels and to monitor regulations and guidance by the Environmental Protection Agency in reference to the 8-hour ozone standard.

- 6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

MPO Activities: Through development of the Long-Range Transportation Plan the MPO promotes opportunities for a choice of mode for the movement of people and goods. This includes connectivity between bicycle and pedestrian facilities as well as public transportation. The MPO continues to communicate and coordinate with local jurisdictions and planning agencies to support regionally significant projects such as the Overmountain Victory National Trail.

- 7) Promote efficient system management and operation.

MPO Activities: The LRTP evaluates the needs and opportunities for improved operation and efficiency of the transportation network and identifies proposed operational and capital improvements. The implementation of performance based planning will emphasize project programming based on identified need and effectiveness.

- 8) Emphasize the preservation of the existing transportation system.

MPO Activities: The MPO will continue to collect and maintain traffic data and facility conditions for the existing transportation system to identify deficiencies and needed investments to maintain system preservation for all modes. The development of the LRTP provides coordination with highway and transit agencies to incorporate maintenance and operations strategies in the transportation planning process including projected funding needs. Implementation of performance-based planning will include the integration of system performance measures and targets in the operations and maintenance of the existing transportation system.

- 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

MPO Activities: The MPO will maintain coordination with local and state agencies to assess risk management and reliability of critical transportation infrastructure. As opportunities occur, the MPO will promote design of transportation facilities to mitigate stormwater runoff. (Additional guidance for this planning factor will be forthcoming from FHWA and FTA)

- 10) Enhance travel and tourism.

MPO Activities: The LRTP identifies investment in transportation infrastructure which provides mobility to support regional travel and tourism including recreational trails. In addition, the MPO works with local jurisdictions and agencies to coordinate regional transportation planning for large special events such as Bristol Motor Speedway and the Rhythm and Roots Reunion. (Additional guidance for this planning factor will be forthcoming from FHWA and FTA)

TRANSPORTATION PERFORMANCE MANAGEMENT: Increasing the accountability and measuring the effectiveness of investments in the transportation infrastructure has become a priority at the Federal level. Beginning with the Federal legislation Moving Ahead for Progress in the 21st Century Act (MAP-21) and continued under the current legislation, the FAST Act, the Federal-aid program for transportation improvements is being transformed to provide the most efficient investment of Federal transportation funds by improving project decision-making through performance-based planning and programming. The focus of the Federal-aid highway program is established on the following national goals:

- 1) Safety – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- 2) Infrastructure condition – To maintain the highway infrastructure asset system in a state of good repair.
- 3) Congestion reduction – To achieve a significant reduction in congestion on the National Highway System.
- 4) System reliability – To improve the efficiency of the surface transportation system.
- 5) Freight movement and economic vitality – To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- 6) Environmental sustainability – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- 7) Reduce project delivery delays – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices.

The U.S. Department of Transportation (USDOT) has finalized six interrelated rulemakings to implement performance-based planning and programming. The rules established national performance measures that require the State Departments of Transportation and MPOs to set performance targets for each applicable performance measures. Subsequently, new and existing plans will document the strategies and investments used to achieve the targets (Chart 4).

Chart 4
Transportation Performance Management



SECTION 3 – MPO PLANNING TASKS

TASK 1: DATA COLLECTION, ANALYSIS AND MAINTENANCE

Purpose: Inventory of transportation data and analysis of land use and socio-economic data to identify changes in transportation needs.

Previous Work: Maintenance of traffic facilities inventories; annual traffic count volumes; regional crash data analysis; Geographic Information Systems (GIS) mapping activities; maintenance of demographic data for the Metropolitan Planning Area and Traffic Analysis Zones; agency ADA Transition Plans.

TDOT collected traffic volumes at 73 annual cycle count stations; special count data collected for design projects as required; crash data from the Tennessee Department of Safety coded and filed; high-hazard accident data furnished for safety studies as needed.

Planning Tasks:

- 1) Collect, maintain and analyze traffic data and facility conditions in cooperation and conjunction with participating entities. Analysis of the regional traffic count program will be on-going to establish trends in annual traffic volumes used in maintaining the travel demand model. Professional services contract will be utilized to collect 2020 base-year traffic count data to correspond with the 2020 Census – Programmed Professional Services (Task 7) \$26,000.
Responsible Agency: MPO, Consultant.
Work Schedule: On-going activity (FY-20/FY-21). Consultant traffic counts collected in FY-20.
- 2) Coordination with TDOT/VDOT and providers of public transportation, the MPO will collect and share available data to maintain performance measure statistics and track progress in achievement and/or significant progress of established performance targets.
Responsible Agency: MPO
Work Schedule: On-going activity (FY-20/FY-21). Safety performance targets reviewed annually with the HSIP report.
- 3) The MPO will review member jurisdiction’s traffic evaluations and transportation studies, project schedules, and inventories of traffic facilities to maintain regional data on the highway network as it relates to the Long Range Transportation Plan.
Responsible Agency: MPO, local governments.
Work Schedule: As available (FY 20/FY-21).
- 4) Collect, maintain and analyze socio-economic, land use, employment, and travel pattern data from a variety of sources for traffic-generation needs. Monitor economic development activities impacting the transportation system for the Metropolitan Planning Area. Review and compile updated U.S. Census 2020 data as it is released.
Responsible Agency: MPO
Work Schedule: On-going activity (FY-20/FY-21). 2020 Census data availability in FY-21.

- 5) Enhancement of computer technology, GIS mapping activities and associated training to create and maintain necessary geographic-based data sets utilized for transportation planning purposes. Update transportation-related maps and databases as needed. Maintain and administer modifications as needed to the Federal Functional Classification of Highways for the Metropolitan Planning Area. In addition, GIS activities provide visualization products associated with the development of transportation plans and documents.
Responsible Agency: MPO
Work Schedule: On-going activity (FY-20/FY-21).
- 6) TDOT will continue to collect traffic count data at 73 annual cycle count stations. Conduct special traffic counts as needed for planning and design projects. Maintain crash files and furnish high-hazard listings and other safety data as required. Travel time studies will be conducted if needed for special studies.
Responsible Agency: TDOT
Work Schedule: Permanent count data collected and computed for computer storage weekly. TDOT annual cycle counts to be made in September-October (FY-20/FY-21). Other special counts as needed. Crash data coded and stored on a daily basis.
- 7) VDOT will continue to collect traffic count data on a 3-year rotating schedule. Special traffic counts will be conducted as needed for planning and design projects. VDOT will maintain crash files and furnish high-hazard listings and other safety data as required.
Responsible Agency: VDOT
Work Schedule: Special counts as needed. District-wide counts in FY-21
- 8) Under Title VI initiatives, maintain demographic information to update and re-evaluate geographic areas and locations of minority, low income and other underserved populations to assess impacts of proposed transportation projects on traditionally underserved populations. As required, maintain TDOT/VDOT Title VI reporting requirements.
Responsible Agency: MPO.
Work Schedule: Completed annually by October (FY-20/FY-21).
- 9) Attend workshops and participate in training relative to data collection and analysis, travel demand modeling, geographic information systems including, but not limited to, Census workshops and the Tennessee Model Users Group (TNMUG).
Responsible Agency: MPO
Work Schedule: As available FY-20/FY-21. TNMUG meetings attended quarterly.
- 10) PROFESSIONAL SERVICES
 - a) The MPO (City of Bristol, Virginia) activities include funding for consultant services to maintain a Geographic Information System and database. Funding represents a shared cost of the total project budget (shared use - 50% MPO). GIS functions will provide MPO access to geographic data sets for transportation planning purposes, project visualization techniques, and public transportation activities
Responsible Agency: Bristol, Virginia (MPO).
Estimated Cost: \$9,000 (FY-20 \$4,500/FY-21 \$4,500).
Work Schedule: Annual activity (FY-20/FY-21).

- b) The MPO will contract with a consultant to provide 2020 traffic counts at approximately 69 count stations in the MPA. The traffic counts will include speed and vehicle classification data. The additional traffic counts will coincide with the 2020 Census information and establish the base-year demographics and traffic volumes for the next long-range plan update in 2026 (horizon year 2050).

Responsible Agency: MPO

Estimated Cost: \$26,000 (FY-20).

Work Schedule: Calendar year 2020.

Products:

- 1) Average Daily Traffic, peak hour volume, vehicle classification, directional distribution, and other traffic data for planning and design studies.
- 2) Vehicle miles of travel on functionally classified systems.
- 3) High-hazard lists, collision diagrams and other crash data.
- 4) Updated data for TDOT Tennessee Roadway Information and Management System (TRIMS) files.
- 5) Maintenance of Traffic Analysis Zones data.
- 6) Maintenance of performance measure(s) statistics.
- 7) Maintenance of traffic facilities inventories.
- 8) Maintenance of updates to transportation related mapping and graphics.
- 9) Demographic and land use databases for traffic generation purposes, Title VI, and Environmental Justice.
- 10) Census 2020 data collected, as available, and correlated to the MPA and TAZs.
- 11) Speed and vehicle traffic counts for calendar year 2020.

Task 1 Funding: Data Collection, Analysis and Maintenance

FY 2020				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$35,800	\$0	\$8,950	\$44,750
Virginia FHWA PL	\$14,000	\$1,750	\$1,750	\$17,500
TOTAL	\$49,800	\$1,750	\$10,700	\$62,250

FY 2021				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$10,000	\$0	\$2,500	\$12,500
Virginia FHWA PL	\$10,319	\$1,290	\$1,290	\$12,899
TOTAL	\$20,319	\$1,290	\$3,790	\$25,399

TASK 2: LONG-RANGE MULTIMODAL TRANSPORTATION PLANNING

Purpose: To provide continuously updated comprehensive transportation plans that will provide for the long-range transportation needs for the Metropolitan Planning Area and consider all modes of travel in the transportation planning process.

Previous Work: Base-year data for the Regional Travel Demand Model was on-going, employment data for the Metropolitan Planning Area was compiled; continued implementation of the *Bristol Tennessee-Virginia Urban Area Long-Range Transportation Plan Year 2040*; support/adoption of TDOT/VDOT targets for performance measures; support/adoption of providers of public transportation Transit Asset Management plans and performance targets; Virginia SMART SCALE project applications.

Planning Tasks:

- 1) Develop and adopt a new Regional Long-Range Transportation Plan for the horizon year 2045. The plan development will include update to the Travel Demand Model. The regional plan will incorporate performance-based planning and programming for the Metropolitan Planning Area and identify priorities for a regional multi-modal transportation system. Professional services contract will be utilized to develop the Regional Long-Range Plan Update and Travel Demand Model. Adoption of the plan is required by/before September 2021. Programmed Professional Services (Task 7) \$171,842.

Responsible Agency: MPO

Work Schedule:

- a) Request for proposals and consultant selection process (FY-20).
- b) On-going public participation process (FY-20/FY-21).
- c) Development of planning assumptions (population and employment forecasts) (FY-20).
- d) Development of the Travel Demand Model (FY-20).
- e) Development of financial plan and funding forecasts (FY-21).
- f) Multimodal project selection and implementation schedule (FY-21).
- g) Documentation of performance-based management (FY-21).
- h) Plan document (narrative, graphics, mapping) (FY-20/FY-21)
- i) Coordination with Federal/state/local agencies for plan review (FY-20/FY-21)
- j) Public comment period (FY-21)
- k) Plan adoption (FY-21)

LONG-RANGE TRANSPORTATION PLAN YEAR 2045	FY 2020												FY 2021					FY 2022									
	2019			2020									2021														
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ADMINISTRATIVE TASKS																											
Request for Proposals		■	■	■																							
Project Award					■	■																					
L RTP PLANNING TASKS																											
Travel Demand Model (Consultant)																											
L RTP 1st Draft																											
TDOT/VDOT Review Period																											
2nd Draft																											
FHWA/FTA Review Period																											
L RTP 3rd Draft																											
Final Draft Approved																											
Public Comment Period																											
MPO Adoption																											

- 2) Maintain and review local jurisdiction's comprehensive land use plans, planned growth, and economic development plans to evaluate coordination and consistency with the planning assumptions for the MPO long-range transportation plan.
Responsible Agency: MPO.
Work Schedule: On-going activity (FY-20/FY-21).
- 3) Review FHWA guidance on sustainable communities and integrating climate change and extreme weather events into the transportation planning process. Evaluate potential small urban area applications of FHWA's Infrastructure Voluntary Evaluation Sustainability Tool (INVEST).
Responsible Agency: MPO.
Work Schedule: On-going activity (FY-20/FY-21).
- 4) Implementation of a performance-based planning program. Coordination with State DOTs and local transit agencies on the selection of performance targets. In cooperation with the State DOT, include the integration of performance-based goals, objectives, performance measures and targets in the development of MPO transportation plans and planning processes.
Responsible Agency: MPO, TDOT, VDOT, DRPT
Work Schedule: a) MPO Safety Performance Targets due 180 days after State DOT sets targets in the HSIP Annual Report (due August 31 annually); b) MPO Pavement Performance Targets due 180 days after State DOT sets targets (due October 1, 2020); c) MPO Bridge Performance Measures Targets due 180 days after State DOT sets targets (due October 1, 2020); d) MPO Travel Time Reliability Targets due 180 days after State DOT sets targets (due October 1, 2020); e) MPO Freight Reliability Targets due 180 days after State DOT sets targets (due October 1, 2020).
- 5) Attend technical and public meetings, review documents, and provide input and coordination with TDOT, VDOT, and Virginia Department of Rail and Public Transportation (DRPT) on the development of statewide transportation planning projects. Continue coordination with TDOT and VDOT on state-wide and regional planning studies, and any subsequent improvements. Significant state-wide studies during the UPWP's program period include:
 - a) Tennessee Multimodal Corridor Study (including Interstates 81 and 26) to identify short and long-term solutions to address future travel demand, with an emphasis on safety, freight, and corridor preservation.
 - b) Virginia's multimodal transportation plan (VTrans) is developed every 4-years by the Commonwealth. VTrans identifies investment priorities and implementation strategies to operate, maintain, and improve, the transportation system.Responsible Agency: MPO, TDOT, VDOT, DRPT
Work Schedule: On-going activity (FY-20/FY-21).
- 6) Continue cooperation with TDOT, VDOT, and DRPT to improve statewide transportation corridors that can efficiently handle the movement of people and goods with an emphasis on freight and rail improvements. Coordinate with Bristol, Virginia and DRPT on the development of passenger rail service on the Roanoke to Bristol corridor. The MPO will service as a member of the Bristol Rail Coalition.
Responsible Agency: MPO, TDOT, DRPT
Work Schedule: On-going activity (FY-20/FY-21).
- 7) MPO staff will attend meetings and provide planning support and coordination to the First Tennessee Rural Planning Organization (RPO). The MPO will serve as an ex-officio member of the RPO Technical Committee.
Responsible Agency: MPO, TDOT, RPO.
Work Schedule: Quarterly meetings (FY-20/FY-21).

- 8) As needed, provide technical support for Virginia jurisdictions implementation of on-going SMART SCALE projects. The MPO will provide planning support to local jurisdictions for Round 4 applications for the District Grant Program funding as well as any application submittals by the MPO for State-wide High Priority Project funding.
Responsible Agency: MPO, VDOT, local jurisdictions.
Work Schedule: Round 4 application process (FY-21).

- 9) Support the goals of the Long Range Transportation Plan to provide a choice of travel mode within the Metropolitan Planning Area. Continue to promote livable communities by encouraging the development of bicycle and pedestrian plans and implementation of bicycle facilities, sidewalks, and multimodal transportation improvements by local jurisdictions. Assist member jurisdictions with preparation of applications for state and federal transportation-related grants including, but not limited to, Transportation Alternatives and Multimodal Access grants.
Responsible Agency: MPO.
Work Schedule: On-going activity (FY-20/FY-21).

- 10) TDOT, Long Range Planning Division will contribute the following ongoing analysis for the Long Range Transportation Plan: Modeling – To assist the MPO with their modeling needs, including technical assistance for MPO staff, training, review of models and oversight of consultants contracted to work on models. Freight – To assess current and projected demand for statewide freight and goods movement and the relative capacity of facilities in the urban areas that carry these trips. ITS – To evaluate needs and opportunities for improved operations of the state transportation system within the urban areas and plan for operational and capital solutions to these needs.
Responsible Agency: TDOT, Long Range Planning.
Work Schedule: Continuing task (FY-20/FY-21).

- 11) PROFESSIONAL SERVICES
 - a) The MPO will utilize a professional services contract to update [to horizon year 2045] the Regional Long-Range Transportation and Travel Demand Model for the Metropolitan Planning Area. The consultant services will be turn-key and include planning assistance for all phases of the plan development including public participation, population and employment projections, and TransCAD modeling. The plan update is due by September 2021,
Responsible Agency: MPO
Estimated Cost: \$171,842 (FY-20 \$81,842/FY-21 \$90,000).
Work Schedule: Project initiated in FY-20 and completed in FY-21.

Products:

- 1) Completion of the Regional Travel Demand Model.
- 2) Completion of the Regional Transportation Plan for horizon year 2045.
- 3) Completion of VTrans (Virginia).
- 4) Completion of Tennessee Multimodal Corridor Study.
- 5) A transportation planning process that provides consideration for all modes of travel.
- 6) Coordination with TDOT and VDOT on statewide long-range planning activities.
- 7) Coordination with TDOT, VDOT, and local transit agencies on the development performance targets and implementation of performance-based planning and programming.
- 8) Virginia SMART SCALE applications.

Task 2 Funding: Multimodal Long Range Transportation Planning

FY 2020				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$68,474	\$0	\$17,118	\$85,592
Virginia FHWA PL	\$16,000	\$2,000	\$2,000	\$20,000
TOTAL	\$84,474	\$2,000	\$19,118	\$105,592

FY 2021				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$70,000	\$0	\$17,500	\$87,500
Virginia FHWA PL	\$16,000	\$2,000	\$2,000	\$20,000
TOTAL	\$86,000	\$2,000	\$19,500	\$107,500

TASK 3: PUBLIC TRANSPORTATION PLANNING

Purpose: To maintain financial and system operating data, provide grant reporting and administration, coordinate planning activities and evaluation of transit routes and services, and to encourage citizen knowledge and awareness of public transportation. Public transportation planning funds provide local transit agencies MPO planning and programming assistance to support and maximize the efficiency of other FTA and state grant programs including:

FTA Section 5307 Formula Grants - Funding for public transportation operating assistance and capital projects in urbanized areas.

FTA Section 5339 Bus and Bus Facilities - Capital funding to replace, rehabilitate, and purchase buses and bus related equipment and facilities.

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities - Funding for public transportation programs that provide assistance to seniors and individuals with disabilities.

FTA Section 5311 Formula Grants - Funding for public transportation operating assistance and capital projects in rural areas.

State Funding - Both Tennessee and Virginia provide a variety of state funded programs to support public transportation.

Previous Work: National Transit Database and Title VI reporting; quarterly Financial Status and Milestone Reports; maintenance of transit ridership and performance data; maintenance of the transit element for the Transportation Improvement Program; Update to the Virginia DRPT Transit Development Plan; coordination with rural transit providers on funding regional services; Transit Asset Management plans and targets; public participation requirements as needed.

Planning Tasks:

- 1) Assistance will be provided for Bristol Tennessee Transit (BTT) and Bristol Virginia Transit (BVT) in grant administration and reporting, maintenance of transit performance data, planning tasks associated with federal requirements, and the procurement of capital items.
Responsible Agency: MPO, BTT, BVT.
Work Schedule: Continuing task (FY-20/FY-21). Financial and Progress Reports completed quarterly.
- 2) Maintenance of the annual progress report and updates to the Transit Development Plan (TDP) for Bristol Virginia Transit. Annual TDP monitoring activities include:
 - a) Ridership trends and transit performance measures.
 - b) Summary of current year costs and funding sources.
 - c) Progress report on recommendations for service expansions, route modifications, and facility improvements.
 - d) Coordination with FTA, DRPT, MPO, and local agencies as needed.Responsible Agency: MPO, BVT
Work Schedule: TDP progress report completed annually by December (FY-20/FY-21).
- 3) Expansion, enhancement, and increased use of transit services will be incorporated in the transportation planning process. Coordination between the MPO and local transit agencies through planning meetings, review of ridership and operating trends, and public outreach activities to increase public awareness of transit programs.
Responsible Agency: MPO, public transportation providers.
Work Schedule: On-going activity. (FY-20/FY-21) Transit Customer Appreciation Day held annually in October for BTT/BVT.

- 4) Coordination of the public participation process for transit activities and grant development, including the annual Program of Projects and Transportation Improvement Program. Maintenance of the transit element of the Fiscal Year 2020-2023 Transportation Improvement Program (TIP) for transit operating and capital funding allocations and programmed projects. Provide technical assistance to rural transit agencies on Urban Area Formula Program for transit service in the Bristol Tennessee/Virginia Urbanized Area.
Responsible Agency: MPO, public transportation providers.
Work Schedule: TIP amendments as needed (FY-20/FY-21).
- 5) Implementation of a performance-based planning program. In cooperation with TDOT, DRPT include the integration of performance-based goals, objectives, performance measures and targets in the development of public transportation plans and MPO planning processes.
Responsible Agency: MPO, TDOT, DRPT, public transportation providers
Work Schedule: On-going activity (FY-20/FY-21).
- 6) MPO coordination with DRPT, State DOTs, and local transit agencies to maintain Transit Asset Management Plans based on the state of good repair standards established by the USDOT. Performance targets have been adopted by the MPO to establish objective standards for measuring the condition of capital assets and determining capital investment strategies. Performance targets will be re-evaluated annually.
Responsible Agency: MPO, public transportation providers.
Work Schedule: On-going activity (FY-20/FY-21). TAM updated annually by October 1.
- 7) Coordination with FTA and State DOTs, and public transportation providers to develop Public Transportation Agency Safety Plan(s) to identify and evaluate safety risks, mitigation strategies, safety certification processes, and performance measures and targets. Certification of transit safety plans due July 20, 2020 and updated annually.
Responsible Agency: MPO, public transportation providers.
Work Schedule: Agency Safety Plan due January 2020.
- 8) Assist Bristol Tennessee Transit and Bristol Virginia Transit with compliance to the FTA Disadvantaged Business Enterprise (DBE) requirements and outreach efforts for DBE participation in DOT-assisted contracts. Distribute DBE vendor listings and information from the state-wide Uniform Certification Program, local coordination of FHWA and FTA DBE requirements, and maintenance of DBE program databases.
Responsible Agency: MPO, BTT, BVT.
Work Schedule: Continuing task (FY-20/FY-21).
- 9) Development of the annual National Transit Database (NTD) report for FTA submittal. NTD reporting includes transit agency performance targets for Transit Asset Management Plans.
Responsible Agency: MPO, local transportation providers.
Work Schedule: Completed annually by October (FY-20/FY-21).
- 10) Development and maintenance of the Title VI requirements for transit activities, including public awareness and notifications to inform the public of their rights under Title VI.
Responsible Agency: MPO, BTT, BVT.
Work Schedule: On-going activity (FY-20/FY-21).
- 11) Review transit planning strategies to encourage opportunities for public transit to be incorporated in transportation and land use planning. Coordination with local agencies to improve transit access to housing, jobs, commercial, and social activities.
Responsible Agency: MPO, BTT, BVT
Work Schedule: Continuing task (FY-20/FY-21).

Products:

- 1) Assistance for Bristol Tennessee Transit and Bristol Virginia Transit in grant administration reporting requirements.
- 2) Annual progress report for the Transit Development Plan (Virginia).
- 3) National Transit Database report.
- 4) Title VI reporting and public awareness activities.
- 5) Compliance with DBE requirements.
- 6) Coordination with the rural public transportation providers on regional transportation issues and urbanized area funding.
- 7) Continuing maintenance of the FY 2020-2023 TIP or transit programs.
- 8) Continued correspondence and interaction with State DOTs for technical needs, funding programs, financial/progress reporting.
- 9) Transit Asset Management Plan and Public Transportation Agency Safety Plan.

Task 3 Funding: Public Transportation Planning

FY 2020				
Funding Source	Federal	State	Local	Total
Tennessee FTA Section 5303(CPG)	\$15,760	\$1,970	\$1,970	\$19,700
Virginia FTA Section 5303	\$37,248	\$4,656	\$4,656	\$46,560
TOTAL	\$53,008	\$6,626	\$6,626	\$66,260

FY 2021				
Funding Source	Federal	State	Local	Total
Tennessee FTA Section 5303(CPG)	\$15,760	\$1,970	\$1,970	\$19,700
Virginia FTA Section 5303	\$37,248	\$4,656	\$4,656	\$46,560
TOTAL	\$53,008	\$6,626	\$6,626	\$66,260

TASK 4: SAFETY, TRANSPORTATION SYSTEMS MANAGEMENT (TSM), AND OPERATIONS

Purpose: To improve the safety and efficiency of traffic flow in the Metropolitan Planning Area. Improvements to the movement of people and goods through operations and management of the existing transportation system.

Previous Work: Virginia Transportation Safety committee; annual crash data and critical rate analysis for the Metropolitan Planning Area; review of access management and impacts of economic development proposals on the existing highway network; incorporation of operations in the planning process through incident management activities; adoption of safety performance measures and targets.

Planning Tasks:

- 1) To support the National Goals of “Safety, Infrastructure Condition and System Reliability”, the MPO will coordinate with State DOTs on the selection of safety performance targets, and include the integration of performance-based goals, objectives, performance measures and targets in the operations and management of the existing transportation system and planning processes. The MPO will maintain safety-related databases to support performance-based planning and programming to assist with project selection for the regional transportation plan and transportation improvement program.
Responsible Agency: MPO, TDOT, VDOT
Work Schedule: On-going activity (FY-20/FY-21).
- 2) Review recommendations for modifications to transportation facilities (i.e. signal locations, signal timing and phasing, pavement widths, and travel lanes) which would impact the regional Traffic Demand Model and traffic flow on major highway corridors. MPO assessment and documentation of facility modifications for the travel model network update.
Responsible Agency: MPO, TDOT, VDOT
Work Schedule: On-going activity (FY-20/FY-21).
- 3) Monitor local jurisdiction’s ADA Transition Plans and track progress to achieve compliance with ADA requirements within local rights-of-way. Provide technical assistance to MPO jurisdictions on ADA guidance and design standards which impact Federal transportation funding programs.
Responsible Agency: MPO, local governments.
Work Schedule: Continuing activity (FY-20/FY-21).
- 4) Analysis of the impacts of land use, economic growth, and urban development patterns and/or policies on the existing transportation system in reference to access management and mobility.
Responsible Agency: MPO, local governments.
Work Schedule: Continuing activity (FY-20/FY-21).
- 5) Compilation and statistical analysis of annual crash data for the region including crash reports, traffic volume data, development of Critical Rate Factors for intersections, and review of crash rates and historical trends. Promote safety conscious design by local jurisdictions for roadway improvements at high-crash locations.
Responsible Agencies: MPO.
Work Schedule: Regional crash data compiled during January-February (FY-20/FY-21).
- 6) Provide local jurisdictions input on regional traffic flow on the existing transportation system for utilization in operations and maintenance planning, incident management activities, and the development of disaster and hazard mitigation plans, including risk management assessments.
Responsible Agency: MPO, local governments.
Work Schedule: As needed (FY-20/FY-21).

- 7) MPO coordination with highway and transit agencies to incorporate maintenance and operations strategies in the transportation planning process to improve system efficiency, reliability, and safety.
Responsible Agency: MPO, TDOT, VDOT.
Work Schedule: Continuing task (FY-20/FY-21).

- 8) Participate in environmental assessments, planning studies, road safety audits, and alternative analysis of proposed projects in the Metropolitan Planning Area as they relate to consistency with the Long Range Transportation Plan and Transportation Improvement Program.
Responsible Agency: MPO, TDOT, VDOT, local governments.
Work Schedule: As needed (FY-20/FY-21).

- 9) The MPO will participate on the Bristol Virginia Transportation Safety Committee to support MPO related issues for consistency with the Long Range Transportation Plan.
Responsible Agency: MPO, City of Bristol Virginia.
Work Schedule: Quarterly (FY-20/FY-21).

Products:

- 1) Improved short-term traffic flow.
- 2) Surveillance of traffic flow at intersections and highway segments due to changes in signals, pavement widths, and other traffic facilities.
- 3) Review of high-crash locations and changes in crash rates in the Metropolitan Planning Area.
- 4) Improvements in the traffic flow and safety on all streets and highways in the Metropolitan Planning Area, with an emphasis in the reduction of crash rates.
- 5) Incorporation of safety and security in the transportation planning process.
- 6) Incorporation of operations and maintenance in the transportation planning process.
- 7) Integration of performance-based planning in safety and operations management.

Task 4 Funding: Safety, TSM, and Operations

FY 2020				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$10,000	\$0	\$2,500	\$12,500
Virginia FHWA PL	\$10,400	\$1,300	\$1,300	\$13,000
TOTAL	\$20,400	\$1,300	\$3,800	\$25,500

FY 2021				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$10,000	\$0	\$2,500	\$12,500
Virginia FHWA PL	\$6,719	\$840	\$840	\$8,399
TOTAL	\$16,719	\$840	\$3,340	\$20,899

TASK 5: TRANSPORTATION IMPROVEMENT PROGRAM

Description: To develop and maintain the Transportation Improvement Program for the Metropolitan Planning Area.

Previous Work: Adoption of the FY 2020-2023 Transportation Improvement Program; incorporation of transportation performance management in the TIP process; publication of the FY 2018/2019 Annual Listing of Federally Obligated Projects.

Planning Tasks:

- 1) Maintenance of the FY 2020-2023 Transportation Improvement Program; Amendments and Adjustments as required for revised project funding and program implementation.
Responsible Agency: MPO, TDOT, VDOT, public transit agencies.
Work Schedule: Amendments/Adjustments as needed (FY-20/FY-21).
- 2) Develop and publish the annual listing of Federally obligated projects for the Metropolitan Planning Area.
Responsible Agency: MPO
Work Schedule: Completed annually by December 31st (FY-20/FY-21).
- 3) Provide consultation with local officials, TDOT, and VDOT to maintain a financially feasible TIP and to ensure project priorities are consistent with the adopted Long Range Transportation Plan.
Responsible Agency: MPO
Work Schedule: Continuing activity (FY-20/FY-21).

Products:

- 1) Continuing maintenance of the Fiscal Year 2020-2023 Transportation Improvement Program.
- 2) Annual listing of obligated projects.

Task 5 Funding: Transportation Improvement Program

FY 2020				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$8,000	\$0	\$2,000	\$10,000
Virginia FHWA PL	\$4,000	\$500	\$500	\$5,000
TOTAL	\$12,000	\$500	\$2,500	\$15,000

FY 2021				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$5,000	\$0	\$1,250	\$6,250
Virginia FHWA PL	\$4,000	\$500	\$500	\$5,000
TOTAL	\$9,000	\$500	\$1,750	\$11,250

TASK 6: PROGRAM ADMINISTRATION

Purpose: To conduct a continuing, cooperative and comprehensive transportation planning process consistent with the metropolitan area's Long-Range Transportation Plan and ensure that all transportation planning projects meet Federal and State requirements.

Previous Work: Coordination of the MPO Executive Board and Technical Staff; administration of financial and contractual agreements; implementation and management of the FY 2018-2019 UPWP; updated MPO Metropolitan Planning Agreement; update of the Public Participation Plan; consultation with local officials and coordination of the MPO public participation process; general administrative activities and program oversight.

Planning Tasks:

- 1) Coordinate and schedule all business activities and meetings for the Metropolitan Planning Organization, Executive Board and Technical Staff.
Responsible Agency: MPO.
Work Schedule: Quarterly meeting schedule (FY-20/FY-21).
- 2) Continual maintenance of the MPO website to provide information and public access to transportation planning products.
Responsible Agency: MPO.
Work Schedule: On-going activity (FY-20/FY-21).
- 3) The MPO will prepare contractual agreements as required, perform grant administration functions, and undertake general administrative activities. Oversee MPO expenditures, audit reports, reimbursement invoices, and quarterly reports detailing program progress and financial management.
Responsible Agency: MPO.
Work Schedule: Continuous activity (FY-20/FY-21).
- 4) The MPO will develop a Standard Operating Procedures (SOP) of required core planning products, local management and budget activities, transportation databases and program oversight. The SOP will be utilized to support succession planning for staff vacancies.
Responsible Agency: MPO.
Work Schedule: Completed by June 2020 (FY-20).
- 5) Implementation of the Public Participation Plan will be on-going. The MPO will continue to identify private citizens and stakeholders, including low income and minority citizens, for outreach and distribution of MPO planning documents and meeting notices.
Responsible Agency: MPO
Work Schedule: On-going activity (FY-20/FY-21).
- 6) Prepare media releases and meeting notices to advertise transportation policy issues, TIP preparation or amendments, long-range plan updates or amendments, MPO studies, and other transportation matters for which public comment is desired.
Responsible Agency: MPO.
Work Schedule: As needed (FY-20/FY-21).
- 7) Development of the FY 2022-2023 Unified Planning Work Program.
Responsible Agency: MPO
Work Schedule: Apr-Oct 2021.

- 8) Monitor transportation policy issues with an emphasis on implementation a performance-based planning program. Continuing participation in workshops, conferences, committee meetings as required, and MPO planning meetings hosted by FHWA, TDOT and VDOT. Monitor Federal policy issues and Federal legislation that may impact the MPO planning process or transportation funding programs.
Responsible Agency: MPO.
Work Schedule: On-going activity (FY-20/FY-21).
- 9) Review of the MPO transportation planning process for compliance with Title VI requirements and Environmental Justice.
Responsible Agency: MPO.
Work Schedule: Title VI completed annually by May (FY-20/FY-21).
- 10) The Long Range Planning Division, Tennessee Department of Transportation, will work jointly with the Metropolitan Planning Organization (MPO) to establish the required administrative and technical procedures and prepare contractual agreements. In addition, the Long Range Planning Division will attend technical and policy board meetings, distribute information on Federal transportation planning guidelines and requirements, conduct seminars and work sessions, review the MPO's transportation planning studies and reports, and undertake general administrative activities.
Responsible Agency: TDOT.
Work Schedule: Continuing task (FY-20/FY-21).
- 11) The Multimodal Transportation Resources Division, Tennessee Department of Transportation, will administer State and Federal programs regarding river transportation, urban public transportation, rail service, ride-sharing, and transportation systems management. Representatives of this office will participate in MPO meetings, distribute Federal transit guidelines and requirements, conduct seminars and work sessions, and review MPO studies and reports.
Responsible Agency: TDOT-Multimodal Transportation Resources.
Work Schedule: Continuing task (FY-20/FY-21).
- 12) The Virginia Department of Transportation, Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning and Programming Process. TMPD will provide technical assistance to VDOT District Planning Mangers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.
Responsible Agency: VDOT.
Work Schedule: Continuing task (FY-20/FY-21).

Products:

- 1) UPWP progress reports and Requests for Reimbursements.
- 2) Administration of funds, staff personnel, and contract agreements.
- 3) MPO meeting coordination and agenda preparation.
- 4) Continued implementation and compliance of MAP-21/FAST Act programs and requirements.
- 5) Title VI and Environmental Justice reporting.
- 6) Consultation provided to MPO jurisdictions and local officials on transportation issues.
- 7) Maintenance of the Fiscal Year 2020-21 Unified Planning Work Program.
- 8) Administration of the MPO Public Participation Plan.
- 9) MPO Standard Operating Procedures.

Task 6 Funding: Program Administration

FY 2020				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$44,000	\$0	\$11,000	\$55,000
Virginia FHWA PL	\$28,135	\$3,517	\$3,517	\$35,169
TOTAL	\$72,135	\$3,517	\$14,517	\$90,169

FY 2021				
Funding Source	Federal	State	Local	Total
Tennessee FHWA PL (CPG)	\$47,274	\$0	\$11,818	\$59,092
Virginia FHWA PL	\$28,135	\$3,517	\$3,517	\$35,169
TOTAL	\$75,409	\$3,517	\$15,335	\$94,261

Appendix
Funding Tables

FISCAL YEAR 2020

TABLE A - TOTAL REVENUES

UPWP REVENUES	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
FY 2018 Carry-Over Tennessee CPG/Virginia PL				7,362	920	920				9,202
FY 2019 Carry-Over Tennessee CPG/Virginia PL	24,000	-	6,000							30,000
FY 2020 Allocation Tennessee CPG/Virginia PL	142,274	-	35,568	65,173	8,147	8,147				259,309
Tennessee CPG(5303)/Virginia 5303	15,760	1,970	1,970				37,248	4,656	4,656	66,260
TOTAL REVENUES	182,034	1,970	43,538	72,535	9,067	9,067	37,248	4,656	4,656	364,771

TABLE B - EXPENDITURES BY TASK

UPWP EXPENDITURES	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
Task 1 Data Collection, Analysis and Maintenance	35,800	-	8,950	14,000	1,750	1,750	-	-	-	62,250
Task 2 Multimodal and Long Range Transportation Plans	68,474	-	17,118	16,000	2,000	2,000	-	-	-	105,592
Task 3 Transit Planning (CPG/5303) Transit Planning (5303)	15,760	1,970	1,970				37,248	4,656	4,656	46,560
Task 4 Safety and Transportation Systems Management	10,000	-	2,500	10,400	1,300	1,300	-	-	-	25,500
Task 5 Transportation Improvement Program	8,000	-	2,000	4,000	500	500	-	-	-	15,000
Task 6 Administration	44,000	-	11,000	28,135	3,517	3,517	-	-	-	90,169
TOTAL EXPENDITURES	182,034	1,970	43,538	72,535	9,067	9,067	37,248	4,656	4,656	364,771

FISCAL YEAR 2020

TABLE C - EXPENDITURES BY AGENCY

MPO-CITY OF BRISTOL TENNESSEE	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
Task 1 Data Collection, Analysis and Maintenance	35,800	-	8,950	4,000	500	500				49,750
Task 2 Multimodal and Long Range Transportation Plans	68,474	-	17,118	16,000	2,000	2,000				105,592
Task 3 Transit Planning (CPG/5303) Transit Planning (5303)	15,760	1,970	1,970							19,700 -
Task 4 Safety and Transportation Systems Management	10,000	-	2,500	4,000	500	500				17,500
Task 5 Transportation Improvement Program	8,000	-	2,000	4,000	500	500				15,000
Task 6 Administration	44,000	-	11,000	14,070	1,759	1,759				72,588
TOTAL EXPENDITURES	182,034	1,970	43,538	42,070	5,259	5,259	-	-	-	280,130

MPO-CITY OF BRISTOL VIRGINIA	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
Task 1 Data Collection, Analysis and Maintenance				10,000	1,250	1,250	-	-	-	12,500
Task 2 Multimodal and Long Range Transportation Plans				-	-	-	-	-	-	-
Task 3 Transit Planning (CPG/5303) Transit Planning (5303)							37,248	4,656	4,656	- 46,560
Task 4 Safety and Transportation Systems Management				6,400	800	800	-	-	-	8,000
Task 5 Transportation Improvement Program				-	-	-	-	-	-	-
Task 6 Administration				14,065	1,758	1,758	-	-	-	17,581
TOTAL EXPENDITURES	-	-	-	30,465	3,808	3,808	37,248	4,656	4,656	84,641

TOTAL	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
	182,034	1,970	43,538	72,535	9,067	9,067	37,248	4,656	4,656	364,771

FISCAL YEAR 2021

TABLE D - TOTAL REVENUES

UPWP REVENUES	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
FY 2019 Carry-Over Tennessee CPG/Virginia PL				-	-	-				-
FY 2020 Carry-Over Tennessee CPG/Virginia PL	-	-	-							-
FY 2021 Allocation Tennessee CPG/Virginia PL	142,274	-	35,568	65,173	8,147	8,147				259,309
Tennessee CPG(5303)/Virginia 5303	15,760	1,970	1,970				37,248	4,656	4,656	66,260
TOTAL REVENUES	158,034	1,970	37,538	65,173	8,147	8,147	37,248	4,656	4,656	325,569

TABLE E - EXPENDITURES BY TASK

UPWP EXPENDITURES	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
Task 1 Data Collection, Analysis and Maintenance	10,000	-	2,500	10,319	1,290	1,290	-	-	-	25,399
Task 2 Multimodal and Long Range Transportation Plans	70,000	-	17,500	16,000	2,000	2,000	-	-	-	107,500
Task 3 Transit Planning (CPG/5303) Transit Planning (5303)	15,760	1,970	1,970				37,248	4,656	4,656	46,560
Task 4 Safety and Transportation Systems Management	10,000	-	2,500	6,719	840	840	-	-	-	20,899
Task 5 Transportation Improvement Program	5,000	-	1,250	4,000	500	500	-	-	-	11,250
Task 6 Administration	47,274	-	11,818	28,135	3,517	3,517	-	-	-	94,261
TOTAL EXPENDITURES	158,034	1,970	37,538	65,173	8,147	8,147	37,248	4,656	4,656	325,569

FISCAL YEAR 2021

TABLE F - EXPENDITURES BY AGENCY

MPO-CITY OF BRISTOL TENNESSEE	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
Task 1 Data Collection, Analysis and Maintenance	10,000	-	2,500	2,159	270	270				15,199
Task 2 Multimodal and Long Range Transportation Plans	70,000	-	17,500	16,000	2,000	2,000				107,500
Task 3 Transit Planning (CPG/5303) Transit Planning (5303)	15,760	1,970	1,970							19,700 -
Task 4 Safety and Transportation Systems Management	10,000	-	2,500	2,159	270	270				15,199
Task 5 Transportation Improvement Program	5,000	-	1,250	4,000	500	500				11,250
Task 6 Administration	47,274	-	11,818	14,070	1,759	1,759				76,680
TOTAL EXPENDITURES	158,034	1,970	37,538	38,388	4,799	4,799	-	-	-	245,528

MPO-CITY OF BRISTOL VIRGINIA	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
Task 1 Data Collection, Analysis and Maintenance				8,160	1,020	1,020	-	-	-	10,200
Task 2 Multimodal and Long Range Transportation Plans				-	-	-	-	-	-	-
Task 3 Transit Planning (CPG/5303) Transit Planning (5303)							37,248	4,656	4,656	- 46,560
Task 4 Safety and Transportation Systems Management				4,560	570	570	-	-	-	5,700
Task 5 Transportation Improvement Program				-	-	-	-	-	-	-
Task 6 Administration				14,065	1,758	1,758	-	-	-	17,581
TOTAL EXPENDITURES	-	-	-	26,785	3,348	3,348	37,248	4,656	4,656	80,041

TOTAL	TENNESSEE CPG			VIRGINIA PL			VIRGINIA 5303			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
	158,034	1,970	37,538	65,173	8,147	8,147	37,248	4,656	4,656	325,569