

OWENSBORO – DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM  
FISCAL YEAR 2018

Prepared by

Owensboro – Daviess County Metropolitan Planning Organization  
Green River Area Development District  
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and the Federal Transit Administration.



# Unified Planning Work Program Checklist

Item	Page Number	Comment	Regulation or Law Cited
<b>1 FORMAT GUIDELINES</b>			
Bound document		YES	
Dated (left hand corner)		YES	
Page numbers		YES	
<b>2 COVER/TITLE PAGE</b>			
Name of MPO agency and area represented		YES	
FY of UPWP, contact information, web site		YES	
Agencies providing funds or support		YES	
<b>3 INTRODUCTION/PREFACE</b>			
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Planning Factors	22		[See 23 CFR 450.306 (a)(1-8)]
UPWP - Definition of UPWP and purpose	1		[See 23 CFR 420.111]
<b>4 WORK ELEMENTS* - Each Work Item should include the following:</b>			
Work Element Number & Title		YES	
Description, including Objective, Purpose, Goals and Products		YES	23 CFR 420.111(b)(1) & 450.308(c)
Schedule for Completion		YES	23 CFR 450.308(c)
Agency Responsible		YES	23 CFR 450.308(c)
Estimated Cost		YES	23 CFR 420.111(e)
Funding Sources		YES	23 CFR 450.308(c)
<b>ISSUES TO ADDRESS (May be addressed under various work items listed below or as standalone work items)</b>			
Safety/Security	41		
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<b>TRANSIT Work Element</b>			
<b>SPECIAL STUDIES Work Element(s):</b> Corridor studies, sub-area studies, etc. (as needed)			
<b>5 UPWP SUMMARY</b>			
Funding Sources & Matching Rates		YES	23 CFR 450.308(c) & 420.111(b)
Estimated Effort - Person-Weeks/Hours		YES	
Expenditures by Work Item & Funding Source		YES	
<b>6 APPENDICES</b>			
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\* The Work Elements organizational structure presented in this table is provided as an example only; MPOs may adjust the organizational structure to suit their needs.

RESOLUTION  
OF THE  
POLICY COMMITTEE  
OF THE  
OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
APPROVING THE  
FY 2018 TRANSPORTATION  
UNIFIED PLANNING WORK PROGRAM

WHEREAS, Title 23, U.S. Code, Section 134 of the Federal Transit Act of 1964, as amended, requires the preparation of a unified planning work program in areas involving urban transportation planning; and

WHEREAS, a prospectus has been developed to establish a multi-year framework for this program; and

WHEREAS, the federal regulations also require that the metropolitan transportation planning process be carried out in accordance with all applicable requirements including:

1. 23 U.S.C. 134, 48 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504 (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 MAP - 21(Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT 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;
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, and

WHEREAS, a unified planning work program is recognized as a means to consolidate and formally coordinate all transportation planning activities at the metropolitan level when more than one modal planning program is involved; and

WHEREAS, the Fiscal Year 2018 Unified Planning Work Program as developed by the Green River Area Development District (GRADD) and reviewed by the Metropolitan Planning Organization committees and appropriate local and state agencies; and

WHEREAS, the Technical Advisory of the Owensboro-Daviess County MPO have endorsed and recommended the Unified Planning Work Program to the Policy Committee,

NOW THEREFORE, BE IT RESOLVED that the Transportation Policy Committee, at its meeting April 25, 2017, approves the FY 2018 Transportation Unified Planning Work Program for the Owensboro-Daviess County Metropolitan Planning Organization.

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Hon. Al Mattingly  
Judge/Executive, Daviess County, KY

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**I. ESTABLISHMENT OF THE OWENSBORO – DAVIESS COUNTY, KENTUCKY METROPOLITAN PLANNING ORGANIZATION**

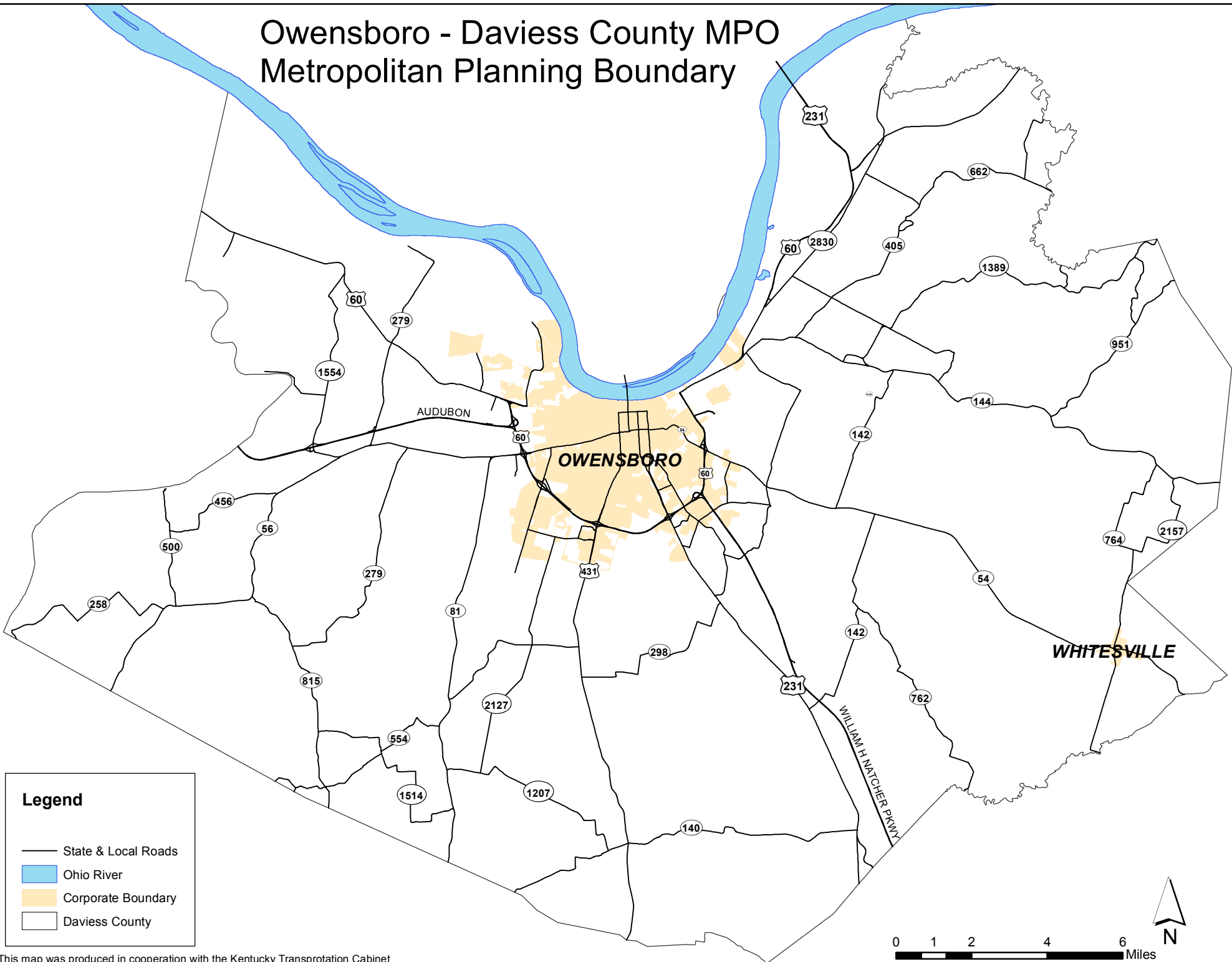
**A. Designation Authority of the Owensboro – Daviess County MPO**

The Commonwealth of Kentucky, the city Owensboro and Daviess County officially designated the Green River Area Development District as the MPO Staff Agency in 1974. This designation will remain valid unless the MPO is re-designated by the Governor and local units of governments representing at least 75 percent of the population in the area served by the MPO.

**B. Description of the current Metropolitan Transportation Planning Boundary**

The Owensboro – Daviess County MPO provides transportation planning services for all of Daviess County. The map on page 2 displays the current planning boundary for the MPO. If deemed appropriate, and approved by the MPO and the Governor, the boundary may be expanded to foster an effective planning process.

# Owensboro - Daviess County MPO Metropolitan Planning Boundary



This map was produced in cooperation with the Kentucky Transportation Cabinet



## **II. ORGANIZATION OF THE OWENSBORO – DAVIESS COUNTY MPO**

### **A. The Owensboro – Daviess County MPO Staff**

The Transportation Planning staff is a separate department within the Green River Area Development District (GRADD). The GRADD provides staff support for the Owensboro – Daviess County MPO to assist with the accomplishment of the objectives of the transportation planning process. The MPO staff is funded with Federal PL funds (80%), with the Kentucky Transportation Cabinet providing 5% of the required match, and the participating local governments providing the remaining 15% match.

The MPO staff is also funded by Federal Transit Administration funds (80%) with the City of Owensboro providing the local match (20%).

### **B. The Policy Committee**

#### **1. Purpose of the Policy Committee**

The Policy Committee functions as the MPO policy board for cooperative transportation planning, decision-making, and programming affecting the metropolitan planning area including responsibility for the review and approval of appropriate plans, implementation programs and other similar actions.

#### **2. Functions of the Policy Committee**

- Initiate, guide, and sanction the necessary activities required for the development of a Coordinated, Comprehensive, and Continuing (3-C) Urban Transportation Planning Process.
- Examine the adequacy and appropriateness of the transportation planning process.
- Review various agreements entered into for the execution of transportation planning within the MPO area.
- Review and approve proposed goals, objectives and policies of the MPO transportation planning process.

- Review and approve all MPO short and long-range transportation plans, studies, and all other work elements as required of the MPO planning process.
- Approve additions to the MPO Technical Advisory Committee (TAC).

### **3. Membership Composition of the Policy Committee**

#### **a. Voting and Non-Voting Membership**

The voting membership of the Policy Committee consists of three (3) members, the Mayor of Owensboro, the Daviess County Judge/Executive, and the Secretary of the Kentucky Transportation Cabinet. The Secretary will provide a listing of his designees. The Non-Voting membership consists of the FHWA Kentucky Division Administrator, and the FTA Regional Administrator. Ex officio members may be added or deleted by the Policy Committee (with the exception of FHWA and FTA members). The approved membership of the Policy Committee may be updated as necessary.

The Owensboro Transit System being a department within the City of Owensboro is represented by the Mayor on the Policy Committee.

A list of the Policy Committee members can be found on page 12 of this document.

#### **b. Statement of Member Responsibility**

Each member of the Policy Committee is expected to carry out the purpose and functions prescribed above in accordance with the policies of the agency or organization he/she represents but should remain cognizant of the total MPO area.

**c. Alternate Members**

Each member of the Policy Committee may designate their alternate(s) to represent the member in his/her absence. A letter of official designation shall be submitted and approved by the Transportation Policy Committee in order that the alternate(s) shall be accorded all the voting rights of the member.

**4. Officers and Terms of the Policy Committee**

**a. Established Offices**

The officers of the Policy Committee shall consist of a Chairperson and Vice-Chair. The terms of the Chair and Vice-Chair are indefinite. The MPO staff shall serve as the Recording Secretary of the Transportation Policy Committee.

**b. Duties of Officers**

**i. Chairperson**

It is the responsibility of the Chairperson to preside at all meetings of the Policy Committee, facilitate proper adherence to the adopted procedures, call special meetings as required, and appoint subcommittees as needed.

**ii. Vice-Chairperson**

It is the responsibility of the Vice-Chair to assist the Chair in the performance of his/her duties, and to perform the duties of the Chair in his/her absence.

**iii. Recording Secretary**

It is the responsibility of the Secretary to notify the Policy Committee members of meetings, record the minutes and attendance, and disseminate the agenda, reports, and other materials to the Policy Committee members. The Secretary must also provide staff services

to the committee as required to carry out all work necessary and incidental to goals and objectives of the Policy Committee and the Owensboro – Daviess County MPO.

**5. Meetings of the Transportation Policy Committee**

**a. Meetings**

The regular meeting of the Policy Committee will be held the last Tuesday of April and September, and as needed. All Policy Committee meetings shall be open to the public. The Chairperson may call special meetings by his/her own accord or at the request of the Policy Committee or the Secretary. In absence of the Chairperson, the Acting Chairperson may call a special meeting.

**b. Quorum**

A quorum shall consist of two-thirds of the voting membership of the committee and/or their designated alternates. A majority vote of the voting membership present shall be required for Committee action. No action shall be taken without a quorum of the Policy Committee in attendance at that meeting.

**c. Voting Procedures**

The Chairperson and any member may call for a vote on any issue, provided it is seconded and is within the purpose of the Policy Committee. Each voting member shall have one (1) vote. A majority of the present voting members (or their designated alternates) shall be sufficient for approval of actions and recommendations before the Policy Committee. Voting members may abstain from voting only in the event of a conflict of interest. In the absence of any direction from the bylaws, the Chairperson shall decide procedures governing voting.

**d. Agenda**

An agenda for each meeting shall be prepared. Copies of the agenda shall be given to interested persons, at their request, at the time the meeting is convened. Additional items may be introduced to the agenda at the beginning of the meeting as long as there is a majority concurrence of the eligible-voting members. Additions to the agenda will follow discussion of the last item on the regular agenda.

**e. Public Participation**

Attendance at the Policy Committee meetings is open to the general public. Membership is not required for an individual to attend, observe, or provide input at the Policy Committee meetings. The Policy Committee shall provide public access and involvement consistent with the requirements and spirit of the FAST Act under true collaborative planning process in which the interest of all stakeholders-public and private-is reflected and considered.

**C. TECHNICAL ADVISORY COMMITTEE**

**1. Purpose of the Technical Advisory Committee (TAC)**

The purpose of the Technical Advisory Committee (TAC) is to provide assistance and to make recommendations to the Transportation Policy Committee in carrying out the goals and objectives of the MPO. The TAC will also provide guidance to the MPO staff and consultants in conducting the work specified in the UPWP. Additional and specific responsibilities may be defined, as needed, by the Transportation Policy Committee.

**2. Functions of the Transportation Advisory Committee**

- Develop, review, and comment on proposed goals, objectives, and policies for the MPO transportation planning process.

- Review and provide direction on the development of all MPO short-and long-range transportation plans, studies, and Unified Planning Work Program (UPWP) elements as required by the MPO planning process.
- Facilitate coordination, communication, and understanding between the public, policy/decision makers, transportation-related agencies, and all other parties involved in or affected by the MPO planning process.
- Carry out any other tasks as required by the MPO.

**3. Membership Composition of the Transportation Technical Advisory Committee**

**a. Statement of Member Responsibility**

Each member of the TAC is expected to carry out the purpose and functions prescribed in accordance with the policies of the agency or organization he/she represents but should remain cognizant of the needs of the total MPO area.

**b. Voting Membership**

The TAC shall consist of persons with special training and experience in various fields/modes of transportation to assure transportation planning decisions are considered in their broadest context. Membership of the TAC may include representatives from private/or public organizations or agencies with a vested interest in transportation issues affecting the MPO area. In the case of organizations or agencies with multiple divisions, one representative shall be allowed for each division. Representatives are appointed by the chief elected official and/or board of the entity that they represent, and are subject to approval by the Transportation Policy Committee.

Eligible entities not having current representation on the TAC may submit a written request for TAC membership to the Secretary of the Transportation Policy Committee. All requests will be presented to the Transportation Policy Committee for approval. A listing of TAC members can be found on page 12 of this document.

**c. Alternate Members**

A member of the TAC may designate one (1) official alternate to represent the member in his/her absence. A letter of official designation shall be submitted to the Secretary of the TAC in order that the alternate shall be accorded all the voting rights of the member.

**d. Membership by Special Appointment**

The TAC, at any time it deems necessary, may appoint a member, or change the voting status of any current member of the TAC (with the exception of FHWA and FTA members).

**e. Removal of Members**

The TAC may remove any TAC member (with the exception of FHWA and FTA members) upon the grounds of malfeasance of the office by a majority vote, or for any reason whatsoever upon the affirmative vote of all TAC members present at the meeting.

**4. Officers of the Technical Advisory Committee**

**a. Established Officers**

The officers of the TAC shall consist of a Chairperson and Vice-Chair. The officers shall be elected to a two (2) year term. The officers can succeed themselves. In the absence of the Chair and Vice-Chair, the members present shall select a Temporary Chair.

The officers shall be elected bi-annually at the first regularly scheduled meeting of the year.

**b. Duties of Officers**

**i. Chairperson**

It is the responsibility of the Chairperson to preside at all meetings of the TAC, facilitate proper adherence to the adopted procedures, call special meetings as required, and appoint subcommittees as needed.

**ii. Vice-Chairperson**

It is the responsibility of the Vice-Chair to assist the Chair in the performance of his/her duties, and to perform the duties of the Chair in his/her absence.

**iii. Secretary**

It is the responsibility of the Secretary to notify the TAC members of meetings, record the minutes and attendance, and disseminate the agenda, reports, and other materials to TAC members. The Secretary must also provide staff services to the committee as required to carry out all work necessary and incidental to goals and objectives of the TAC and the Owensboro – Daviess County MPO. The Secretary of the TAC shall be the MPO staff.



## **5. Meetings of the Technical Advisory Committee**

### **a. Meetings**

The regular meeting of the TAC is scheduled for the last Tuesday of every month, unless otherwise ordered by the Chair. The Chair may call special meetings by his/her own accord or the request of the TAC, the Secretary, or a majority of the voting membership.

### **b. Quorum and Attendance**

A quorum shall consist of at least fifty (50) percent of the voting membership of the committee and/or their designated alternates.

A sign-up sheet shall be circulated at the beginning of each meeting to determine if a quorum exists so that business may be conducted. A majority vote of the voting membership present shall be required for Committee action. Attendance is required at all TAC meetings.

### **c. Voting Procedures**

The Chair, and any member, voting and non-voting, may make a motion. All voting members shall have one (1) vote. A majority vote of the members (or their designated alternate) present at the meeting shall be sufficient for approval of matters coming before the TAC.

### **d. Public Participation**

Attendance at TAC meeting is open to the general public. Membership is not required for an individual to attend, observe, or provide input at a TAC meeting.

### **e. Subcommittees of the TAC**

The TAC may form subcommittees on an as needed basis to address specific tasks and/or issues.

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## **METROPOLITAN PLANNING ORGANIZATION COMMITTEES**

### **Policy Committee**

Tom Watson, Mayor, City of Owensboro  
Al Mattingly, Judge/Executive, Daviess County  
Wade Clements, designee for Secretary, Kentucky Transportation Cabinet  
Thomas Nelson, Jr., Division Administrator, FHWA (non-voting)  
Yvette Taylor, Regional Administrator, FTA (non-voting)

### **Technical Advisory Committee**

Bill Parrish, Owensboro City Manager, Chairman  
Charlie Castlen, Commissioner, Daviess County Fiscal Court  
Brian Howard, Director, Owensboro Metro Planning Commission  
Mark Brasher, Daviess County Engineer  
Nick Hall, Planning Section Supervisor, District 2, KYTC  
Brian Wright, Director, Owensboro Riverport Authority  
Candance Brake, President, Chamber of Commerce  
Bob Whitmer, Manager, Owensboro-Daviess County Regional Airport  
Kevin Collignon, Owensboro City Engineer  
Barry House, Division of Planning, KYTC  
Jiten Shah, Executive Director, Green River Area Development District  
Lisa Fulkerson, Manager, Owensboro Transit System  
Sgt. Randall Foster, Supervisor, OPD Traffic Unit,  
Tim Lyons, Director of Delivery, OMU  
Greg Rawlings, FHWA, (non-voting)  
J. D. Marksberry, Daviess County Sheriff Department  
Dean Behnke, Director of Engineering, Regional Water Resource Agency  
John Newland, Vice-President, Kenergy Electric  
Madison Silvert, President/CEO, Greater Owensboro EDC\*\*\*

\*\*\* EDC = Economic Development Corporation

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Invited Guests to the Technical Advisory Committee

Owensboro – Daviess County Hospital  
Bus/School System Representatives  
Office of Transportation Delivery  
State Historic Preservation Officer

**MPO Transportation Planning Staff**

Keith Harpole, Associate Director for Transportation Planning, GRADD  
Jennifer Alvey, Transportation Planner, GRADD

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## MEMORANDUM OF AGREEMENT

By and Between  
the  
Owensboro – Daviess County  
Metropolitan Planning Organization  
the  
Kentucky Transportation Cabinet  
and the  
City of Owensboro, Kentucky  
(Owensboro Transit System)

This Memorandum of Agreement (MOA) is made by and between the Owensboro – Daviess County Metropolitan Planning Organization (hereinafter referred to as MPO), the City of Owensboro, Kentucky, Owensboro Transit System (hereinafter referred to as OTS), and the Kentucky Transportation Cabinet (hereinafter referred to as KYTC).

### **THE AGENCIES AGREE AS FOLLOWS:**

The Green River Area Development District is the designated staff agency for the MPO, serving Owensboro – Daviess County, Kentucky. The City of Owensboro is the recipient of Federal Transit Agency funds designated for the urbanized area. The Owensboro Transit System is a department of the City of Owensboro.

The MPO, in cooperation with KYTC and OTS, is responsible for metropolitan planning for Owensboro – Daviess County. The MPO will coordinate with the Green River Intra-County Transit System (GRITS) for paratransit service planning issues as needed.

### **Performance-Based Transportation Planning and Programming**

The MPO will develop and carry out a performance-based metropolitan transportation planning process in cooperation and consultation with KYTC and OTS for the City of Owensboro and Daviess County.

- KYTC, the MPO and OTS mutually agree to share available data related to performance measurement and target setting with each other, subject to the policies and procedures of each agency. Examples of such data include, but are not limited to traffic counts, travel times/speeds, socioeconomic data, transit ridership data and infrastructure condition measures.
- The MPO will plan and program projects that contribute to the achievement of KYTC's statewide performance targets and/or commit to quantifiable performance targets for the metropolitan planning area or any portion thereof.
- KYTC will notify the MPO as soon as practicable upon the establishment and/or modification of its performance targets.
- The quantifiable performance targets to which the MPO chooses to commit must be approved by the MPO Policy Committee and reported to KYTC within 180 days of the establishment of statewide performance targets by KYTC.
- The MPO will incorporate relevant goals, objectives, and performance measures and targets developed by KYTC and OTS into the transportation plans, programs and processes of the MPO.

### **Metropolitan Transportation Plan (MTP)**

In cooperation and coordination with KYTC, OTS and other agency partners, the MPO will develop and maintain a Metropolitan Transportation Plan (MTP) in compliance with all relevant laws and regulations. The MPO shall review and update the transportation plan at least every five years to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends, and to extend the forecast period to at least a 20-year planning horizon.

- The MPO will initiate, in consultation with KYTC, OTS and other agency partners, the selection of projects to include in the MTP. The initial list of MTP projects will be confirmed, supplemented by or revised by public input received during the public comment period of the MTP. The MPO will receive and address all comments and include documentation as part of the MTP.
- KYTC will provide the MPO with sufficient details, including location, description and cost for projects proposed or endorsed by KYTC for inclusion in the MTP.

- At the discretion of the KYTC, the MPO will be provided with cost estimates for projects proposed by the MPO and/or other project sponsors.
- At the request of the MPO, KYTC will provide preliminary system-level estimates of costs necessary to adequately operate and maintain the Federal-aid highway system within the planning area. The MPO may adjust these preliminary cost estimates with KYTC concurrence.
- At the request of the MPO, KYTC will provide available information on historic levels of transportation expenditures for Owensboro – Daviess County and the state of Kentucky; an estimate of current typical annual transportation spending at the state level; an estimate of the annual construction cost inflation rate over the time horizon covered by the MTP; and an estimate of the annual rate of change of transportation spending over the life of the MTP. The MPO may adjust the annual construction cost inflation rate based on local conditions. Upon agreement with KYTC, the MPO may also adjust the annual rate of change of transportation spending.
- The MPO is responsible for developing a financially reasonable MTP in consultation with KYTC, OTS and other agency partners, and will be in compliance with current federal planning regulations set forth by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The MTP will follow public participation guidelines outlined in the MPO Participation Plan and in compliance with state and federal regulations.
- The MPO will prepare necessary amendments and/or administrative modifications to the MTP that will include a project location and description, cost estimates, and impact on financial constraint, if applicable. Amendments and administrative modifications will follow the procedures outlined in the MPO Participation Plan.
- The final MTP will be approved by the MPO Policy Committee and will include a financial plan that clearly states the methods and assumptions used to determine the financial reasonableness of the MTP.

### **Transportation Improvement Program (TIP)**

In cooperation and coordination with KYTC, OTS and other agency partners, the MPO will develop and maintain a Transportation Improvement Program (TIP) as the short-range program of projects for the MPO. The TIP will be consistent with all federal requirements and will cover a period of no less than four years at the time of its adoption, and it will be updated at least every four years. The final TIP will be approved by the MPO Policy Committee.

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- Projects included in the TIP will be consistent with the Kentucky Highway Plan, developed by KYTC in cooperation with the MPO and reviewed/approved biennially by the Kentucky General Assembly.
- For projects included in the TIP, fiscal constraint will be determined at the state level and demonstrated in the Kentucky STIP.
- At the request of the MPO, KYTC will provide cost estimates for projects sponsored or endorsed by KYTC. KYTC may, at its discretion, provide cost estimates for projects sponsored by other agencies.
- The MPO will amend or modify the TIP as needed to reflect changes in project implementation schedules and costs; the development of new operations, maintenance or safety projects by KYTC; or successful grant applications for federal program funds.

### **Participation Plan**

In compliance with metropolitan planning regulations, the MPO has developed a Participation Plan which outlines a formal public involvement process, including public notice and comment periods, which is followed in the development of the TIP and MTP. The MPO agrees to follow its public involvement process as a part of all metropolitan-wide transportation planning initiatives and agrees to update the Participation Plan as needed and at least every four years.

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

The MPO will develop an Annual Listing of Obligated Projects outlining all projects within the metropolitan planning area for which funding has been obligated over the past fiscal year.

- Following the end of each fiscal year, KYTC will provide information to the MPO on funds obligated under 23 U.S.C.
- The MPO will obtain information on funds obligated under 49 U.S.C. Chapter 53 from available sources such as local transit agencies and will prepare an annual listing of obligated projects that meets all applicable Federal requirements.
- The MPO will provide the annual listing of obligated projects to KYTC in time for KYTC to submit the listing to FHWA by the Federal deadline.

### **Unified Planning Work Program (UPWP)**

The MPO will annually prepare a Unified Planning Work Program (UPWP) for the following fiscal year based on anticipated funding levels. The MPO will submit to all applicable parties for review and determination of eligibility, in accordance with established schedules and document routing requirements.

- The MPO will coordinate with KYTC, OTS and other agency partners to determine appropriate work tasks to be included in the UPWP.
- Funding parameters for the UPWP will be determined by the amount of Kentucky metropolitan planning (PL) funds distributed to the MPO by the Kentucky MPO Council. This is determined each year in consultation with KYTC. Additionally, the inclusion of FTA funds shall be considered during the development of the UPWP.
- The MPO will coordinate with OTS on the development and submittal of FTA 5303 application. The City of Owensboro is the recipient of FTA funds. The MPO will not be responsible for providing the local match to Section 5303 funds, unless otherwise negotiated.
- The Daviess County Fiscal Court will be permitted one voting member on the MPO Policy Committee.

### **Committee Membership**

- KYTC will be permitted to appoint at least one voting member to the MPO Policy Committee and at least two voting members to the MPO Technical Advisory Committee.
- The Owensboro Transit System will be represented by the Mayor of the City of Owensboro on the MPO Policy Committee.
- The Owensboro Transit System will be permitted one voting member on the MPO Technical Advisory Committee (TAC).

### **Transit Coordination**

The MPO will coordinate with OTS and other regional transit providers on matters related to public transportation as they pertain to the MPO transportation planning process.

- The MPO will coordinate with OTS to ensure that all identified transit-related projects are included in the TIP.
- The MPO, OTS and KYTC agree that the public and agency outreach procedures for TIP Amendment and Administrative Modification processes



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included in the Participation Plan are adequate to meet the public input required for OTS's Program of Projects and meet the intent of the federal planning regulations.

- The MPO will prepare updates to the OTS Title VI Plan and coordinate complaints through OTS.
- The MPO will coordinate and facilitate the Coordinated Public – Human Services Transportation Plan.
- The MPO will revise and assist OTS in meeting new FTA Americans with Disabilities Act requirements.
- The MPO will assist OTS in meeting new FAST Act regulations including the development of transit asset management and transit agency safety plans.

### **Termination and Modification**

- It is the intent of the MPO, KYTC and OTS to carry forward the planning process on a continuing basis. It is the intention of the parties that this agreement will be in effect for a period beginning January 31, 2017. This agreement will remain in effect until terminated or superseded by a new agreement. Any agency subject to this agreement may withdraw from the agreement by giving thirty (30) days written notice to all other agencies subject to the agreement. In the event that an agency withdraws from this agreement, the rights and responsibilities of the remaining agencies will remain unchanged with respect to each other until this agreement is amended or replaced.
- In the event that this agreement requires modification for any reason, the required modifications may be accomplished through the execution of a letter modification or supplementary agreement between all agencies subject to this agreement.
- This agreement may be amended or replaced with a new agreement at any time upon the written consent of all remaining signatory agencies. In the event that this agreement is replaced with a new agreement, this agreement will become null and void when the new agreement goes into effect.

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### **Dispute Resolution**

- Should a dispute arise which cannot be resolved between the agency staffs and/or MPO committee members, the matter will be elevated to agency executives and, if necessary, the governor. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and any other relevant agencies will be consulted throughout the dispute resolution process, as needed, and their input will be taken into consideration in attempting to resolve disputes. In the event that a dispute cannot be resolved, any signatory agency to this agreement may withdraw from the agreement as described above under Termination and Modification.

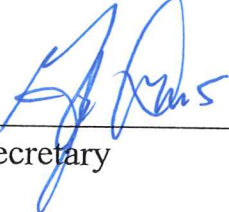
The signatures below signify the acceptance and approval of this agreement.

**OWENSBORO – DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

  
\_\_\_\_\_  
Judge/Executive Al Mattingly  
MPO Policy Committee Chair

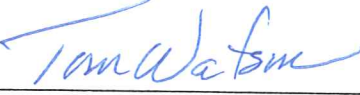
1/31/17  
\_\_\_\_\_  
Date

**COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET**

  
\_\_\_\_\_  
Secretary

2/17/17  
\_\_\_\_\_  
Date

**CITY OF OWENSBORO, KENTUCKY  
OWENSBORO TRANSIT SYSTEM**

  
\_\_\_\_\_  
Tom Watson, Mayor  
City of Owensboro

1-31-17  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM & LEGALITY  
TRANSPORTATION CABINET**

  
\_\_\_\_\_  
Office of Legal Services

2/7/17  
\_\_\_\_\_  
Date

#### **IV. THE OWENSBORO – DAVIESS COUNTY METROPOLITAN TRANSPORTATION PLANNING PROCESS**

##### **A. Consideration of FAST Act National Goals, the Eight Planning Factors and Livability Principles**

In December 2015 new federal transportation funding legislation was adopted. This legislation, titled Fixing America’s Surface Transportation (FAST) Act, was based upon seven National Goals which will become the foundation for new performance-based planning requirements. These national Goals are summarized below. NATIONAL GOALS – It is in the interest of the United States to focus the Federal-aid highway program on the following national goals:

Safety – To achieve a significant reduction in the 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 – To improve the national freight network...and support regional economic development.

Environmental Sustainability – To enhance the performance of the transportation system while protecting and enhancing the national environment.

Reduced Project Delivery Delays – To reduce project costs...delays...and improve agencies’ work practices.

As part of the metropolitan transportation planning process, the Owensboro – Daviess County MPO shall consider, analyze as

appropriate, and reflect in the planning process, the eight (8) factors cited in the FAST Act. They are as follows:

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 transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to the 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 the people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

In addition, the UPWP recognizes the following Livability Principles as adopted by the U. S. Department of Transportation, the U. S. Department of Housing and Urban Development, and the U. S. Environmental Protection Agency.

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate and leverage federal policies and investment.

**B. The Unified Planning Work Program (UPWP)**

Transportation Planning and related planning activities anticipated within the MPO area during the next one (1) year period, regardless of funding sources, shall be conducted as described in the Unified Planning Work Program (UPWP). The UPWP is to be prepared by the MPO in consultation with the KYTC and units of local governments. The UPWP is to be reviewed by the Technical Advisory Committee (TAC), and endorsed by the Transportation

Policy Committee. The UPWP shall be acceptable to the FHWA and FTA. Substantial changes in transportation planning and related activities, regardless of funding source, shall be accomplished by revisions in the UPWP and endorsed by the Transportation Policy Committee.

**C. Metropolitan Transportation Plan (MTP)**

The metropolitan transportation planning process includes the development of a Metropolitan Transportation Plan (MTP) addressing at least a twenty-year planning horizon. The MTP includes both short-range and long-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The MTP must be reviewed and updated at least every five (5) years in air quality attainment areas in order to confirm its validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period.

**Project Selection for Implementation**

Initial selection of MTP projects is conducted by the MPO. The initial list of MTP projects may be supplemented by, or revised by, input gathered from a public meeting held on the MTP or from input received during the public comment period. All comments received will be made available to the Transportation Policy Committee, and TAC, for consideration prior to the final decision-making. MPO staff will maintain a file of all comments, which will be made available to the public upon request. A summary of the comments will be included in the documentation for the MTP.

**D. Transportation Improvement Program (TIP)**

The metropolitan transportation planning process includes the development of a Transportation Improvement Program (TIP) for the MPO. The TIP is completed in cooperation with the KYTC, FHWA, and FTA. The TIP represents a priority list of projects that are proposed for Federal highway or transit funding (exclusive of certain safety and planning/research projects) and also includes all regionally significant projects that are proposed for non-Federal funding.

Projects listed in the TIP must be consistent with the Metropolitan Transportation Plan (MTP), and the TIP must be financially constrained by year. The TIP must cover a period of not less than four (4) years and must be updated at least every four (4) years.

### **Amendment and Administrative Modification of the TIP and MTP**

When a Transportation Improvement Program (TIP) or Metropolitan Transportation Plan (MTP) amendment is proposed (between the formal update times) the Transportation Policy Committee will consider and act on the proposed amendment after a description is included in the Transportation Policy Committee meeting notice and distributed to all members. All amendments require a formal public participation process.

MPO staff handles Administrative Modifications internally. An administrative modification occurs with minor project changes or additions of minor projects (Grouped Projects) are made to the TIP. For example, a phase of a project may be moved from one year to another but no major change in the scope of the project is involved; therefore, an administrative modification is made to the TIP. Administrative Modifications do not require public participation. However, all MPO committee members and the agencies on the MPO's consultation list are informed of the changes that have been made.

### **E. Participation Plan**

The MPO maintains a formal written Participation Plan (PP), which provides adequate opportunity for public official and citizen involvement in carrying out the metropolitan transportation planning process and in developing various plans and programs. The PP is presented to and approved by the MPO committees to assure that all people have an equal opportunity to participate in the transportation planning process. The PP is reviewed periodically for effectiveness and updated as necessary (but at least every four years to prior to TIP Updates)

April 2017

## **V. WORK PROGRAM**

### **UNIFIED PLANNING WORK PROGRAM**

The Owensboro – Daviess County MPO developed the FY 2017 UPWP. Input was obtained from the Kentucky Transportation Cabinet, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The specific transportation planning work elements to be undertaken in fiscal year 2017 by the MPO are listed below:

- 1.0/1.1 MPO Administration
- 2.0/2.1 Unified Planning Work Program
- 3.0/3.1 Transportation Improvement Program
- 4.0/4.1 MPO Participation Plan
- 5.0 Metropolitan Transportation Plan
- 6.0 Transportation Safety and Security Planning
- 7.0/7.1 Data Collection and Analysis
- 8.0\* Owensboro Transit Management Assistance
- 9.0\*\* Technical Assistance to the City/County

FHWA Funding / FTA Funding Section 5303

\* = FTA Section 5307 Funding

\*\* = City and County Funding

Each of the tasks outlined in this section seeks to address the following planning activities of the Owensboro – Daviess County MPO:

- a. Safety
- b. System Preservation
- c. Congestion
- d. Access Management
- e. System Connectivity
- f. Community Development & Economic Growth
- g. Freight Movement
- h. Alternative Modes of Travel



April 2017

## 1.0/1.1: Metropolitan Planning Organization Administration

### Background

The Owensboro – Daviess County MPO transportation planning process is managed and administered by the Green River Area Development District (GRADD). The administrative process is in place to ensure that the planning program is compliant with all applicable federal and state requirements. The field of transportation planning is complex and ever changing. As new developments in the field occur, it is important for the MPO staff to learn and keep up-to-date with the ongoing trends. Therefore, staff training is an important component of the UPWP.

### Objectives

- To provide overall management of the MPO programs and ensure compliance with applicable federal and state requirements.
- To administer and oversee all federal funding in a prudent and lawful manner.
- To support the various transportation and related committees and ensure communication among and between the committees.
- To manage the staff contributing to transportation planning activities.
- To coordinate and schedule all business to be transacted by the MPO Technical Advisory Committee and the MPO Policy Committee.
- To coordinate and work closely with the area transit agency (ies).
- To prepare quarterly and end of year reports as required by federal, state or local funding agencies.
- To provide training to MPO staff on current issues in metropolitan transportation planning covering all modes of transportation.

### Methodology

- Prepare quarterly reports in a timely fashion and submit reimbursement requests to the KYTC-Division of Planning and the Office of Transportation Delivery. The quarterly reports will describe the work completed during each 90 day time period and will be due 30-days from the end of the reported quarter. Quarterly narrative reports will be submitted to the Division of Planning.
- Provide funds for the purchase and maintenance of computer hardware and software to support the transportation programs and related activities.
- Monitor state and federal funding initiatives and legislative activities.

April 2017

- Review federal and state policies and guidance regarding metropolitan transportation planning and incorporate changes as necessary.
- Provide staff support to MPO Committees and local governments.
- Provide KYTC-Division of Planning, two (2) copies of the annual audit by March 2018.
- Administer the correspondence and maintain contact list including, but not limited to, the MPO Technical Advisory Committee, and the MPO Transportation Policy Committee.
- Develop the Annual Listing of Obligated Projects.
- Transmit all documents electronically, when possible (e-mail or CD).
- Staff will seek quality courses, conferences, workshops, etc. in the areas that are relevant to the MPO transportation planning process. Currently, the topics of most relevance to the Owensboro – Daviess County MPO are FAST Act, freight planning, access management, land use, public participation, pedestrian/bicycle planning, public transportation, geographic information systems (GIS), air quality, and climate change.

When quality, relevant training is offered, the MPO will make every effort to attend, depending upon schedule and other on-going MPO work activities.

- Staff will attend quarterly FHWA/KYTC/MPO meetings to keep up-to-date with current happenings in the MPO planning process.
- Daviess County has been borderline non-attainment for Ozone over the past few years. With this in mind, staff will explore training opportunities related to air quality conformity, including participation in the quarterly air quality conference calls hosted by the Kentucky Division of FHWA.
- Staff will provide education to local public agencies (LPAs) with over 50 employees on the requirement of an Americans with Disabilities Act (ADA) Transition Plan authorizing federal aid expenditures. The MPO will seek to increase awareness and understanding of all policy and technical advisory committee members of the ADA issues. The MPO will seek ADA representation and input in the on-going planning activities.

The MPO will review the new 2016 KYTC ADA Transition Plan and coordinate plan implementation and integration with LPA ADA Plans in the MPO area.

The MPO will collect copies of the most recent documents from all entities within the MPO planning area that are required to have a ADA Transition Plan:

- City of Owensboro, Kentucky
- Daviess County, Kentucky

April 2017

- Educate local governments of the availability of KYTC's Local Public Agency (LPA) Guide documenting federal requirements for the oversight and administration of federal-aid projects. Assist LPAs with project technical assistance through MPO document updates such as amendments and administrative modifications, coordinating assistance, and other technical assistance as needed to educate LPAs on federal requirements.
- Staff will assist the State, as needed, in the development of the State Asset Management Plan.

### Products

- Coordination of all MPO committees and meetings.
- Quarterly progress reports to the appropriate agencies.
- All MPO documents, amendments, modifications, etc. published on the MPO webpage.
- Annual Listing of Obligated Projects.
- Adopted multi-agency Metropolitan Planning Agreement.

### Completion Date

- Annual Listing of Obligated Projects – December 30
- Other Activities on-going throughout FY 2018
- Staff training on-going throughout FY 2018

April 2017

Staffing: 20 person weeks (Transportation Planning Director)  
7 person weeks (Transportation Planner)

Estimated Cost: \$97,750

<u>Funding Sources:</u>	<u>Transit Planning</u>	1.1	
	FTA Section 5303	(80%)	\$31,000
	Owensboro	(20%)	<u>7,750</u>
			\$38,750
	<u>Highway Planning</u>	1.0	
	FHWA PL	(80%)	\$47,200
	KYTC	(5%)	2,950
	Owensboro	(7.5%)	4,425
	Daviess County	(7.5%)	<u>4,425</u>
			\$59,000

April 2017

## 2.0/2.1: Unified Planning Work Program

### Background

The Unified Planning Work Program (UPWP) outlines the work elements that the MPO intends to carry out during the fiscal year. The UPWP also details the funding for the MPO and allocates the funds to each work element. The UPWP extends from July 1 through June 30 each fiscal year.

### Objectives

- To develop a FY 2019 Unified Planning Work Program for the Owensboro – Daviess County MPO
- To maintain and complete Work Elements in the FY 2018 UPWP

### Methodology

- Carry out administrative activities involved with maintaining and revising the FY 2018 UPWP.
- Develop the annual Unified Planning Work Program (UPWP), which outlines MPO staff activities for the upcoming fiscal year, FY 2019.
- With the development of the annual UPWP, a review of the MPO Memorandum of Agreement (MOA) will be conducted to ensure it meets all Federal and State standards. Modifications will be made as necessary to keep the MOA up-to-date.
- Complete FY 2017 Annual Performance and Expenditure Report.

### Product

- Maintain and update FY 2018 UPWP, as necessary
- Production of the FY 2019 UPWP.
- Production of the Annual Performance and Expenditure Report, which will be presented to the MPO committees and made available to the public, upon request.

### Completion Date

Draft UPWP – End of February

Final UPWP – April 2018

Performance and Expenditure Report – September 30

April 2017

2.0/2.1: Unified Planning Work Program  
(Cont'd)

Staffing: 3 person weeks (Transportation Planning Director)

Estimated Cost: \$12,500

<u>Funding Sources:</u>	<u>Transit Planning</u>	2.1	
	FTA Section 5303	(80%)	\$4,000
	Owensboro	(20%)	<u>1,000</u>
			\$5,000
	<u>Highway Planning</u>	2.0	
	FHWA PL	(80%)	\$6,000
	KYTC	(5%)	375
	Owensboro	(7.5%)	562.50
	Daviess County	(7.5%)	<u>562.50</u>
			\$7,500

April 2017

### 3.0/3.1: Transportation Improvement Program

#### Background

The Metropolitan Planning Organization (MPO), in cooperation with the Kentucky Transportation Cabinet (KYTC), and affected transit operators, is charged with developing a regional, fiscally constrained Transportation Improvement Program (TIP) that is consistent with adopted long-range and short-range plans, and all MPO planning goals, objectives, and priorities. The FY 2014 – 2019 Transportation Improvement Program was approved by the Federal Highway Administration and the Federal Transit Administration on December 2, 2014. The TIP expires on February 11, 2019.

The TIP will be updated every four (4) years. The MPO will amend and/or modify the TIP on an as needed basis. The purpose of this document will be to develop a priority list of projects to be completed within each five-year period after the adoption of the TIP. The TIP is required to contain a financial plan that demonstrates how the TIP can be implemented, indicating resources from public and private sources that are expected to be available to construct projects and implement programs and studies within the TIP.

#### Objective

- Amend/Modify TIP, as needed, by utilizing Administrative Modifications, or a full TIP Amendment.
- Maintain the Transportation Improvement Program (TIP) by coordinating transportation projects with local governmental officials, the Kentucky Transportation Cabinet, Federal Highway Administration, and the Federal Transit Administration. Interagency consultation and coordination with the general public play a key role in this process.
- In accordance with the Participation Plan, process Administrative Modifications or Amendments to make updates to project related information for projects currently in the TIP or to add new projects that may be identified during the year.

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## Methodology

- Staff receives recommendations and ideas from local public agencies, individuals, FHWA, and KYTC concerning CMAQ eligible projects. These projects are submitted to TAC for their consideration. If a project is approved, an application is submitted. If more than 1 project is approved, the TAC will decide on priorities and submitted to the Policy Committee for approval.
- Amend/Modify TIP, as needed, to reflect cost and schedule changes, and funding approvals for new projects.
- Monitor the status of TIP projects through District bi-annual project review meetings.
- Work closely with the Technical Advisory Committee to review and discuss the TIP.
- Assure that the TIP is coordinated with the Metropolitan Transportation Plan for the Owensboro – Daviess County urbanized area.
- Assure that the eight planning factors from the FAST Act are considered for all projects in the TIP.
- Work with MPO committees, local public agencies, elected officials, and KYTC in determining eligible Transportation Alternative projects. Screen, review and prioritize Transportation Alternatives projects for submittal to KYTC, and other enhancement type funds as needed.
- The Owensboro Transit System (OTS) and the Green River Intra-County Transit System (GRITS) are awarded grants throughout the fiscal for specific projects. The MPO will utilize Administrative Modifications to amend the TIP.
- Monitor Air Quality regulations and potential designations based on new 8- hour ozone standards.

## Products

- TIP Amendments and Administrative Modifications will be processed as necessary and posted on the MPO website.
- Monitor and expedite projects utilizing Federal and State funds and work with Highway District 2 to ensure projects remain on schedule and review projects for future TIPs.

## Completion Date

- Other activities on-going/as necessary throughout FY 2018.



April 2017

Staffing: 4 person weeks (Transportation Planning Director)

Estimated Cost: \$11,500

<u>Funding Sources:</u>	<u>Transit Planning</u>	3.1	
	FTA Section 5303	(80%)	\$3,200
	Owensboro	(20%)	<u>800</u>
			\$4,000
	<u>Highway Planning</u>	3.0	
	FHWA PL	(80%)	\$6,000
	KYTC	(5%)	375
	Owensboro	(7.5%)	562.50
	Daviess County	(7.5%)	<u>562.50</u>
			\$7,500

April 2017

#### 4.0/4.1: MPO Participation Plan

##### Background

The Federal-Aid Highway Act of 1950 and the Federal Transit Laws originally enacted in 1964 were the foundation to ensure that all interested persons have the opportunity for a voice in how our transportation system is developed. Since then, these laws along with the enactment of ISTEA, TEA-21, SAFETEA-LU, and MAP-21 and the current transportation act, FAST Act, have reaffirmed the need of public participation in the transportation planning process. Based on the FHWA Public Participation requirements, each MPO must have procedures approved by the FHWA to carry out a public involvement program pursuant to 23U.S.C. 128 and 40 CFR parts 1500 through 1508.

The MPO Participation Plan was updated in 2014 and approved by the MPO Policy Committee in March of 2014. The MPO Participation Plan is scheduled for a major update during FY 2018.

##### Objectives

- To coordinate all public participation activities with the MPO committees, agency contacts, and the general public ensuring that all have an opportunity to provide input into the planning process.
- To notify the general public and all agencies on the MPO consultation list of opportunities to provide input into the planning process.
- To encourage persons in the planning area to participate in the transportation planning process.

##### Methodology

- Continue to expand and refine the MPO consultation list, to ensure the most accurate and up-to-date contact information.
- Notify and involve the public in the transportation planning process.
- Staff will continue to update/maintain and develop the MPO webpage contained within the GRADD Website. The webpage increases public access to transportation planning documents, MPO meeting schedules, provide for public comment, and other related information.
- Explore the use of social media beyond the GRADD website.

April 2017

- Evaluate methods for public involvement that are utilized to reach all segments of the population with respect to the development and maintenance of the UPWP, Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP).
- The MPO will utilize and include, but is not limited to, the following visualization techniques and tools: maps, charts, graphs, flowcharts, photos, web sites, videos, brochures, and more.
- Conduct periodic effectiveness reviews of the MPO Participation Plan and make revisions as necessary to ensure the process is serving its intended purpose.
- Determine the best tools to utilize to ensure that traditionally underserved populations have a voice in the transportation planning process and the MPO is Title VI compliant.

### Products

- A comprehensive, coordinated and continuous public participation process.
- Participation Process will be described in the regularly revised/updated Participation Plan document.
- All MPO email, mailing, and contact lists will be updated, enhanced, and maintained to distribute information and enhance public participation on a continual basis.

### Completion Date

On-Going/As necessary throughout FY 2018.

April 2017

Staffing: 4 person weeks (Transportation Planning Director)  
3 person weeks (Transportation Planner)

Estimated Cost: \$18,000

<u>Funding Sources:</u>	Transit Planning	4.1	
	FTA Section 5303	(80%)	\$4,000
	Owensboro	(20%)	<u>1,000</u>
			\$5,000
	Highway Planning	4.0	
	FHWA PL	(80%)	\$10,400
	KYTC	(5%)	650
	Owensboro	(7.5%)	975
	Daviess County	(7.5%)	<u>975</u>
			\$13,000

April 2017

## 5.0/5.1: Metropolitan Transportation Plan

### Background

The metropolitan transportation planning process establishes a cooperative, continuing, and comprehensive framework for making critical transportation investment decisions in urbanized areas with a population over 50,000. The MPO Transportation Plan documents and reflects this process.

The Owensboro – Daviess County MPO approved the Metropolitan Transportation Plan September 2015. The MTP will expire September 29, 2020.

### Objective

- To maintain and amend/modify, as necessary, the 2040 MPO Transportation Plan.
- To complete a Bicycle/Pedestrian Master Plan for the Owensboro – Daviess County MPO.

### Methodology

- Maintain and make necessary administrative modifications/amendments to the Metropolitan Transportation Plan (MTP).
- Prepare Project Identification Forms (PIFs) for new projects that may be identified during the year.
- Prioritize the projects on the Unscheduled Projects List.
- Explore recommendations from the existing Metropolitan Transportation Plan concerning Access Management, Public Transportation, Short-term Operational and Safety Improvements, Pedestrian/Bicycle Improvements, and Freight Considerations.
- Utilize the freight resources of the KYTC and FHWA to monitor and study the movement of goods within the MPO. Work with local stakeholders to identify freight planning task for the next MTP update.
- Meet with the local bicycle groups, city/county engineers, and interested parties to determine the trip generators, direct routes to trip generators, most scenic routes, routes with sufficient pavement width and connectivity.
- Determine if sidewalks near bus stops are ADA compliant.
- Coordinate with the Kentucky Transportation Cabinet and other stakeholders to help ensure that information for Intelligent Transportation Systems (ITS) elements within the metropolitan planning area is kept up to-date in the Kentucky Statewide ITS Architecture.

April 2017

- Consider ITS technologies as potential solutions to transportation needs in the metropolitan planning area.
- Carry out consultation with all required agencies and stakeholders with respect to all plan amendments and updates.
- MPO staff will work to maintain compliance with the FAST Act and subsequent Federal regulations.
- Partner with KYTC, as appropriate, on the development of a list of vulnerable assets to address impacts of climate change

Products

- As necessary, amendments and/or modifications to the Metropolitan Transportation Plan.
- Project Identification Forms (PIFs), as needed, for any newly identified projects.
- A Bicycle/Pedestrian Master Plan document.
- Prioritized listing of UPL projects for the new 6-Year Highway Plan.

Completion Date

On-Going/As Necessary throughout FY 2018.

Staffing: 15 person weeks (Transportation Planning Director)  
4 person weeks (Transportation Planner)

Estimated Costs: \$24,000

FTA Section 5303	(80%)	\$3,200
Owensboro	(20%)	<u>800</u>
		\$4,000
FHWA PL	(80%)	\$16,000
KYTC	(5%)	1,000
Owensboro	(7.5%)	1,500
Daviess County	(7.5%)	<u>1,500</u>
		\$20,000

April 2017

## 6.0: Transportation Safety and Security Planning

### Background

The safety of the transportation system in the Owensboro – Daviess County urbanized area is the top goal of the MPO transportation planning process. Likewise, the Kentucky Transportation Cabinet and Federal Highway Administration have placed great importance on the safety of transportation network. The identification and implementation of safety improvements is crucial to the overall efficiency and effectiveness of the transportation system.

### Objective

To incorporate transportation safety related measures into the MPO transportation planning process in order to save lives and reduce injuries.

### Methodology

- Integrate Safety into the MPO Transportation Planning Process and coordination with Kentucky's SHSP.
- The MPO will coordinate with KYTC on monitoring, evaluation, and reporting tasks associated with emerging Safety Performance System requirements.
- The staff has recognized, through the Annual Accident Report, that the Owensboro-Daviess County MPO has a large number of accidents that are attributed to the disregard of traffic control devices, speeding and driver inattention. This project will try to educate the public on the dangers of disregarding traffic control devices, speeding and driver inattention.
- Coordinate with KYTC to analyze safety-related data to determine high crash locations and determine possible improvement options and projects that may be eligible for HSIP funding or other special funds.
- MPO staff will coordinate with the Kentucky Health Department, as appropriate, in conducting walkability assessments and promoting livable communities and healthy lifestyles.
- MPO staff will consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating transportation security considerations in the planning process.
- Identify and prioritize corridors and target areas for further review/analysis and safety audits.

April 2017

Products

- An annual Crash Report will be submitted to the MPO committees.

Completion Date

June 2018

Staffing: 5 person weeks (Transportation Planner)

Estimated Cost: \$10,000

Funding Sources: FHWA 6.0

FHWA PL	(80%)	\$8,000
KYTC	(5%)	500
Owensboro	(7.5%)	750
Daviess County	(7.5%)	<u>750</u>
		\$10,000



April 2017

## 7.0/7.1: Data Collection and Analysis

### Background

To evaluate and help ensure that transportation resources are distributed equitably throughout the MPO area. To help ensure that programs and processes are conducted in accordance with all applicable requirements of Title VI of the Civil Rights Act of 1964 by reviewing impacts on neighborhoods and groups; providing selection procedures that are fair and equitable; by considering socioeconomic factors such as income, race, age, ability, Low English Proficiency (LEP), and any other pertinent factors. Staff will evaluate this element to ensure compliance with the FAST Act.

To assist the Owensboro Transit System (OTS) in the planning of enhanced mobility of seniors and individuals with disabilities transportation services in compliance with the Americans with Disabilities Act (ADA). Staff will assist OTS with the developing programs that enhance the mobility for seniors and persons with disabilities and serve the special needs of transit-dependent populations beyond traditional public transportation services and ADA complementary paratransit services.

To analyze the performance indicators and objectives of the Owensboro Transit System (OTS) and to assure that OTS is providing efficient service to all sectors, particularly minority, low-income, elderly and disabled.

### Methodology

- Geographic Information System (GIS) data will include visualization techniques to identify minority populations, low income, and Low English Proficiency (LEP) locations and percentage of total population for inclusion in the MTP and TIP.
- Create and maintain a Coordinated Public – Human Services Transportation Plan for the region. Coordinate and host meetings to gather public input for the
- Coordinated Plan. Facilitate the implementation of the Coordinated Plan.
- Coordinate with the KYTC and the FTA regarding necessary updates to the Coordinated Plan.
- Prepare updates of Title VI documentation in coordination with the Owensboro Transit System.
- Coordinate all Title VI complaints through the Title VI coordinator.

April 2017

- Collect and maintain Census/Socioeconomic Data, Roadway Systems/Urban Boundaries.
- Collect data on Performance Measures for the MPO.
- Address responses from the Federal Transit Administration (FTA), concerning the ADA requirements for OTS.
- Revise OTS Americans with Disabilities Act Plan, as needed. Assist OTS in meeting new FTA regulations for implementing the Act.
- Assist OTS in the planning and delivery of paratransit services to elderly and disabled persons.
- Assist OTS in determining ADA compliance in other areas, such as terminal access, scheduling and public participation.
- Assist OTS in planning a public information program on elderly and disabled.
- Assist OTS in meeting new FTA FAST Act regulations as the development of a Transit asset management and transit agency safety plans.

### Products

- The end product will be efforts to engage Title VI populations and provide opportunities for involvement.
- Prepare reports concerning the MPO Performance Measures.
- The end products will be a plan for meeting ADA requirements by the Owensboro Transit System, in compliance with Federal Transit Administration regulations, and assistance to OTS in implementing this plan.
- The end products will be technical memorandums and/or reports that will be forwarded to the Federal Transit Administration.

### Completion Date

June 2018

April 2017

Staffing:

11 person weeks (Transportation Planner)

Estimated Costs: \$27,500

<u>Funding Sources:</u>	<u>Transit Planning</u>	7.1	
	FTA Section 5303	(80%)	\$7,600
	Owensboro	(20%)	<u>1,900</u>
			\$9,500
	<u>Highway Planning</u>	7.0	
	FHWA PL	(80%)	\$14,400
	KYTC	(5%)	900
	Owensboro	(7.5%)	1,350
	Daviess County	(7.5%)	<u>1,350</u>
			\$18,000

April 2017

## 8.0: Owensboro Transit Management Assistance

### Background

To provide day-to-day management assistance to the Owensboro Transit System Manager.

### Methodology

- Assistance will be provided to the City of Owensboro in applying for and securing operating and capital assistance grants through grant application preparation; public hearing organization, etc.
- Staff will assist OTS manager in implementation of operating and capital grants.
- Staff will assist the OTS manager and serve as a liaison between City of Owensboro, Federal Transit Administration and Kentucky Transportation Cabinet.
- Staff will assist OTS manager in other areas, upon request, such as in preparing reports to Kentucky Revenue Department, FTA, KYTC, American Public Transit Association, etc.
- Assistance will be provided in routing, scheduling, marketing, fare structure, the production of maps and graphics.
- Staff will attend meetings and training sessions as requested by the Manager of the Owensboro Transit System.

### Products

The end products of this work element will be a management assistance program provided to the City of Owensboro in the operation of OTS.

### Completion Date

June 2018

April 2017

Staffing: 12 person weeks (Transportation Planner)

Estimated Cost: \$18,000

<u>Funding Sources:</u>	FTA/Section	5307	
	Planning Assistance	(80%)	\$14,400
	Owensboro	(20%)	<u>\$3,600</u>
			\$18,000

April 2017

## 9.0: Technical Assistance to City of Owensboro and Daviess County

### Background

To provide technical assistance to the City of Owensboro and Daviess County and their departments on transportation planning projects and traffic operations.

### Methodology

- Staff will assist the city and the county in applying for funds in implementing highway projects in the urban area.
- Staff will assist in the implementation of various street projects and, intersection projects and other high MPO priority highway projects.
- Staff will assist OMPC, the city and the county in implementing local access management policies.
- Staff will continue to work with the CSX Railroad, the KYTC and the city and county on railroad crossing improvements.
- Studies on traffic flow, parking, speed limits, signalization, and safety improvements will be done; traffic counts will be conducted, as requested.
- Assistance will be provided to the Owensboro Police Department and the Daviess County Road Department on warrants for traffic signs at requested locations. Staff will assist in implementation of sign programs for the city and county.
- Staff will meet with and/or provide information to general public on traffic concerns and ongoing highway projects.
- Staff will serve on various ad-hoc committees, as requested by the city and county.

### Products

The end products will be a program of technical assistance provided to the city and county and their departments.

### Completion Date

June 2018

April 2017

Staffing:           6 person weeks (Transportation Planning Director)  
                  2 person weeks (Transportation Planner)

Estimated Cost:   \$15,000

Funding Sources:

Owensboro	(50%)	\$7,500
Daviess County	(50%)	<u>\$7,500</u>
		\$15,000

April 2017

Work Element Summary: 560/565/510/520 Owensboro-Daviess County  
MPO Transportation Planning

<b>Planning Elements (PL)</b>	<b>FHWA Funding</b>	
<u>Source</u>	<u>Cost</u>	<u>Estimated Time</u>
FHWA	\$108,000	1,350.0 hrs – Planning Director
KYTC	\$6,750	562.5 hrs – Trans Planner
Owensboro	\$10,125	
Daviess County	<u>\$10,125</u>	
Total	\$135,000	

<b>FTA Elements</b>	<b>FTA Funding</b>	
<u>Source</u>	<u>Cost</u>	<u>Estimated Time</u>
FTA	\$53,000	375.0 hrs – Planning Director
Owensboro	<u>\$13,250</u>	562.5 hrs – Trans Planner
Total ****	\$66,250	

\*\*\*\* Increase due to additional funding from FTA.

**Other Contracts**

Owensboro Transit Management Assistance – FTA Section 5307

<u>Source</u>	<u>Cost</u>	<u>Estimated Time</u>
FTA	\$14,400	450.0 hrs – Trans Planner
OTS	<u>\$3,600</u>	
Total	\$18,000	



April 2017

City/County MPO Tech Assistance

Estimated Time

Daviess County                      \$7,500

225.0 hrs – Planning Director

Owensboro                              \$7,500

75.0 hrs – Transp Planner

Total                                      \$15,000

UPWP Total Funding                  \$234,250

**GREEN RIVER AREA DEVELOPMENT DISTRICT  
FY 2018 UNIFIED PLANNING WORK PROGRAM**

April 2017

UPWP WORK ELEMENT NUMBER	TITLE	TOTAL FY 2018	TOTAL STAFF WEEKS			FTA		FHWA PL	KYTC	LOCAL MATCH			DAVISS COUNTY OWENSBORO 50/50 SPLIT	FY 2018 MPO BUDGET
			TRANS DIR.	TRANS PLANNER		SECTION 5303	SECTION 5307			TOTAL MATCH	CITY OF OWENSBORO	DAVISS COUNTY		
1.0	FHWA Administration	\$59,000	23					\$47,200	\$2,950	\$8,850	\$4,425.00	\$4,425.00		\$59,000
2.0	FHWA Unified Planning Work Program	\$7,500	3					\$6,000	\$375	\$1,125	\$562.50	\$562.50		\$7,500
3.0	FHWA T I P	\$7,500	2					\$6,000	\$375	\$1,125	\$562.50	\$562.50		\$7,500
4.0	FHWA Public Participation	\$13,000	2					\$10,400	\$650	\$1,950	\$975.00	\$975.00		\$13,000
5.0	FHWA Metropolitan Transportation Plan	\$20,000	3	4				\$16,000	\$1,000	\$3,000	\$1,500.00	\$1,500.00		\$20,000
6.0	FHWA Transportation Safety and Security Planning	\$10,000		5				\$8,000	\$500	\$1,500	\$750.00	\$750.00		\$10,000
7.0	FHWA Data Collection and Analysis	\$18,000		6				\$14,400	\$900	\$2,700	\$1,350.00	\$1,350.00		\$18,000
1.1	FTA Administration ****	\$38,750	6	9		\$31,000					\$7,750.00			\$38,750
2.1	FTA Unified Planning **** Work Program	\$5,000	1			\$4,000					\$1,000.00			\$5,000
3.1	FTA T I P ****	\$4,000	2			\$3,200					\$800.00			\$4,000
4.1	FTA Public Participation	\$5,000	2	3		\$4,000					\$1,000.00			\$5,000
5.1	FTA Metropolitan Transportation Plan	\$4,000	2			\$3,200					\$800.00			\$4,000
7.1	FTA Data Collection and Analysis	\$9,500		5		\$7,600					\$1,900.00			\$9,500
8.0	OTS Management Assist.	\$18,000		12			\$14,400				\$3,600.00			\$18,000
9.0	MPO - Technical Assistance	\$15,000	6	2								\$15,000		\$15,000
		\$234,250	52	46		\$53,000	\$14,400	\$108,000	\$6,750	\$20,250.00	\$26,975.00	\$10,125.00	\$15,000	\$234,250