

September 2020

**OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

**PERFORMANCE & EXPENDITURE REPORT**

**FISCAL YEAR 2020**

July 1, 2019 to June 30, 2020

This document is prepared by the  
Green River Area Development District

This report has been prepared in cooperation with or with financial assistance from all or several of the following public entities: Federal Transit Administration, Federal Highway Administration, Kentucky Transportation Cabinet, City of Owensboro, Kentucky, and Daviess County, Kentucky. This financial assistance notwithstanding, the contents of this report do not reflect the official views or policies of the funding agencies. Accuracy of the information presented herein is the responsibility of the Green River Area Development District, based upon information submitted by sponsoring agencies.

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### Acknowledgements

**Title:** Transportation Planning Fiscal Year 2020  
Performance and Expenditure Report

**Date:** September 2020

**Agency:** Owensboro-Daviess County  
Metropolitan Planning Organization

The Green River Area Development District (GRADD)  
is the designated staff agency for the  
Owensboro-Daviess County MPO

**REVISIONS**

There were no revisions to the Owensboro-Daviess County MPO 2020 Unified Planning Work Program during the fiscal year.

**Program Element: 1.0/1.1 MPO Administration**

**Funding Sources:**

	<b><u>FHWA (1.0)</u></b>	<b><u>FTA (1.1)</u></b>
<b>Federal:</b>	\$44,800	\$19,200
<b>KYTC:</b>	\$2,800	0
<b>Local:</b>	<u>\$8,400</u>	<u>\$4,800</u>
<b>Total:</b>	\$56,000	\$24,000
<b>Expenditure:</b>	\$69,068	\$27,180
<b>Percent Budget Spent:</b>	123%	113%
<b>Percent Work Completed:</b>	100%	100%

**Date Completed:** June 2020

**Work Completed:**

- Prepared mailings and all administrative duties as necessary for the Metropolitan Planning Organization (MPO) meetings that were held during the fiscal year: July 30, 2019, September 24, 2019, November 26, 2019, January 28, 2020, and February 25, 2020.
- Submitted quarterly progress reports to the Kentucky Transportation Cabinet (KYTC) on October 17, 2019, January 22, 2020, April 22, 2020, and July 8, 2020.
- Presented Safety Performance Targets to the TAC and Policy Committees during the February 25, 2020, meetings. These targets were established by Kentucky Transportation Cabinet, which recommended that the MPO agree to support the KYTC targets, as opposed to setting its own. That recommendation was passed along to the TAC and Policy Committee. The targets were adopted, and they were submitted to the KYTC.
- Attended two quarterly planning meetings held by the FHWA, KYTC and the MPOs in person. I attended a third via conference call. The third quarter planning meeting was canceled because of the pandemic.
- Attended Innovative Intersections seminar in Bowling Green on November 26, 2019.
- Met with new MPO member Tyler Free to bring him up to speed on the MPO's functions.
- Prepared grant request for PL Discretionary Funds study project.
- Attended FTA Transit Planning Class on March 3-4, 2020.
- Revised PL Discretionary Funds grant request to shift scope of work to different study.
- Took part in an Ethics webinar on March 6, 2020.
- Took part in Traffic Control webinar on March 13, 2020.
- Took part in FTA webinars on March 19, 2020 and June 3, 2020.
- Attended Zoom meeting on Outer Loop study on March 20, 2020.
- Took part in Zoom meeting about traffic model update on June 5, 2020
- Took part in KYTC Vulnerable Road Users webinar on June 26, 2020.
- Took part in KYTC Distracted Driving Users webinar on June 26, 2020.

**Budget Variance:** This work element was over budget by \$16,248. The volume of work needed to administer the MPO was underestimated. Adjustments to rectify this issue have been made in the current UPWP.

September 2020

**Program Element:** 2.0/2.1 Unified Planning Work Program

**Funding Sources:**

	<u>FHWA (2.0)</u>	<u>FTA (2.1)</u>
<b>Federal:</b>	\$8,160	\$3,600
<b>KYTC:</b>	\$510	\$0
<b>Local:</b>	<u>\$1,530</u>	<u>\$900</u>
<b>Total:</b>	\$10,200	\$4,500
<b>Expenditure:</b>	\$8,859	\$4,702
<b>Percent Budget Spent:</b>	87%	104%
<b>Percent Work Completed:</b>	100%	100%
<b>Date Completed:</b>	June 2020	
<b>Work Completed:</b>		

- Prepared the FY 2021 UPWP, in a format to be compliant with The FAST Act.
- Held conversations with Barry House of the KYTC Division of Planning to discuss needed revisions and corrections to the FY 2021 UPWP.
- Notified all planning partners that the Draft FY 2021 UPWP was available for review. No comments were received from the public, but KYTC and FHWA notified the MPO of several errors. They were corrected.
- Presented FY 2020 UPWP to the MPO's TAC and Policy Committee for approval during the July 28, 2020 meetings. The TAC voted to recommend approval and the Policy Committee approved the document. Approval of the document was delayed as MPO was not meeting because of the pandemic.
- Submitted the FY 2021 UPWP to all planning partners.
- Prepared and submitted the FY 2019 Performance and Expenditure Report in September 2019.

**Budget Variance:** This work element was under budget by \$1,139.

September 2020

**Program Element:** 3.0/3.1 Public Involvement

**Funding Sources:**

	<u>FHWA (3.0)</u>	<u>FTA (3.1)</u>
<b>Federal:</b>	\$7,600	\$3,320
<b>KYTC:</b>	\$475	0
<b>Local:</b>	<u>\$1,425</u>	<u>\$830</u>
<b>Total:</b>	\$9,500	\$4,150
<b>Expenditure:</b>	\$5,099	\$4,411
<b>Percent Budget Spent:</b>	54%	106%
<b>Percent Work Completed:</b>	100%	100%

**Date Completed:** June 2020

**Work Completed:**

- Posted agendas and minutes from TAC/Policy meetings on the MPO's website.
- Updated GRADD's Title VI document and submitted it to KYTC Civil Rights division. Requested changes were made.
- Updated GRADD's Title VI document and submitted it to FTA. Requested changes were made.
- Posted revised Title VI Plan to MPO's website.
- Posted SHIFT Prioritization Plan to website.
- Posted Performance & Expenditure report to website.
- Posted agendas of July 30 and September 24 MPO meetings to website.
- Posted minutes of July 30 MPO meeting to website.
- Took part in a Virtual Public Involvement webinar on Sept. 26, 2019.
- Posted Owensboro Transit System DBE Goal to website.
- Posted survey to GRADD website.
- Did TV interview about SHIFT process.
- Created media release about survey, distributed to all partner media organizations listed in Participation Plan.
- Emailed survey to all partner organizations identified in Participation Plan.
- Did interviews for survey with Owensboro Times; Owensboro Messenger-Inquirer; WKYU radio.
- Spoke with all three school districts about distributing survey to their staffs.
- Spoke with city and county government about distributing survey to all employees.
- Spoke with Owensboro Times reporter about KY 54 project; provided background information for her about the SHIFT process and MPOs boosted projects.
- Translated Title VI complaint form into Spanish and posted it to MPO website.
- Attended public meeting on KY 331 widening project.
- Participated in crowdsourcing webinar on October 17, 2019.
- Posted four TIP modifications to the MPO website.

**Budget Variance:** This work element was under budget by \$4,140. A new Participation Plan was developed the year prior, so the volume of work needed for this element was overestimated. Adjustments to rectify this issue have been made in the current UPWP.

September 2020

**Program Element:** 4.0/4.1: Data Collection and Analysis

**Funding Sources:**

	<u><b>FHWA (4.0)</b></u>	<u><b>FTA (4.1)</b></u>
<b>Federal:</b>	\$9,280	\$6,400
<b>KYTC:</b>	\$580	0
<b>Local:</b>	<u>\$1,740</u>	<u>\$1,600</u>
<b>Total:</b>	\$11,600	\$8,000
<b>Expenditure:</b>	\$15,074	\$10,721
<b>Percent Budget Spent:</b>	130%	134%
<b>Percent Work Completed:</b>	100%	100%
<b>Date Completed:</b>	June 2020	

**Work Completed:**

- Prepared maps and charts for SHIFT boost process. (Alvey)
- Updated shapefiles from Kentucky Department of Revenue. (Alvey)
- Completed ESRI courses: Referencing Data; Get Started with ArcGIS Pro; Living Atlas; Apps in the Field; Basic Editing in Pro; Referencing Data; Automating Workflows; Sharing Maps & Layers. (Alvey)
- Participated in webinar for the Think KY Map Data tool for economic development and demographics. (Alvey)
- Attended GIS Mapping training conducted by KY Dept of Revenue. (Alvey)
- Created new maps for Title VI document, matching minority and poverty census data with OTS routes.
- Updated GIS database of MPO projects.
- Collected and analyzed socioeconomic and census data.
- Coordinated with local entities to update road databases.
- Integrated information from MPO planning into Hazard Mitigation Planning.
- Prepared maps for MTP document.
- Updated GIS database of MPO shapefiles.

**Budget Variance:** This work element was over budget by \$6,195. Some activities charged to this element probably would have been better charged to other elements, such as Transit and Active Transportation or Public Involvement.

September 2020

**Program Element:** 5.0/5.1 Transportation Improvement Program

**Funding Sources:**

	<u>FHWA (5.0)</u>	<u>FTA (5.1)</u>
<b>Federal:</b>	\$7,760	\$5,280
<b>KYTC:</b>	\$485	0
<b>Local:</b>	<u>\$1,455</u>	<u>\$1,320</u>
<b>Total:</b>	\$9,700	\$6,600
<b>Expenditure:</b>	\$5,387	\$3,107
<b>Percent Budget Spent:</b>	56%	47%
<b>Percent Work Completed:</b>	100%	100%
<b>Date Completed:</b>	June 2020	

**Work Completed:**

- Prepared TIP administrative modification for Joe Ford Nature Trail project.
- Completed Obligated Projects report and submitted to KYTC.
- Prepared an administrative modification to include Whitesville Recreational Trails project.
- Prepared administrative modification to include CARES Act grant for Owensboro Transit.
- Prepared administrative modification to include Low/No Emission grant for Owensboro Transit.

**Budget Variance:** This work element was under budget by \$7,806. Having just completed a new TIP the year previous, the volume of work needed to maintain the TIP was overestimated. Adjustments to rectify this issue have been made in the current UPWP.

September 2020

**Program Element:** 6.0/6.1 Metropolitan Transportation Plan

**Funding Sources:**

	<u>FHWA (6.0)</u>	<u>FTA (6.1)</u>
<b>Federal:</b>	\$26,400	\$12,400
<b>KYTC:</b>	\$1,650	0
<b>Local:</b>	<u>\$4,950</u>	<u>\$3,100</u>
<b>Total:</b>	\$33,000	\$15,500
<b>Expenditure:</b>	\$33,363	\$15,981
<b>Percent Budget Spent:</b>	102%	103%
<b>Percent Work Completed:</b>	100%	100%
<b>Date Completed:</b>	June 2020	

**Work Completed:**

- Submitted SHIFT boost projects to KYTC.
- Revised and submitted SHIFT Prioritization Plan to KYTC.
- Met with Evansville MPO on August 5 about their MTP.
- Revised transportation survey and created online version.
- Identified locations for paper copies of survey and distributed survey to those sites.
- Created new CHAF project seeking to extend I-165 from its current terminus at the north end of former Natcher Parkway to the south end of the US 231 bridge at Maceo.
- Visited sites where paper copies of transportation survey were located to ensure copies are available.
- Got survey translated into Spanish; reached out to churches serving Hispanic population.
- Manually entered hard-copy survey results.
- Collected data from survey.
- Made outreach to Latino/Hispanic community.
- Presented draft MTP to MPO.
- Revised and submitted GRADD Title VI document.

**Budget Variance:** This work element was over budget by \$844.

September 2020

**Program Element:** 7.0: Transit and Active Transportation

**Funding Sources:**

	<u>FHWA (7.0)</u>	<u>FTA (7.1)</u>
<b>Federal:</b>	\$4,000	\$2,800
<b>KYTC:</b>	\$250	0
<b>Local:</b>	<u>\$750</u>	<u>\$700</u>
<b>Total:</b>	\$5,000	\$3,500
<b>Expenditure:</b>	\$700	\$177
<b>Percent Budget Spent:</b>	19%	5%
<b>Percent Work Completed:</b>	100%	100%
<b>Date Completed:</b>	June 2020	

**Work Completed:**

- Coordinated meeting between Owensboro Transit and group assisting refugees settling in the area on January 7.
- Attended Audubon Area Community Services Coordination meeting for the Green River Area Coordinated Public Transit-Human Services Transportation Plan in February.
- Prepared and submitted the Coordinated Public Transit-Human Services plan for 2020.
- Prepared and submitted FY 2021 Section 5303 grant application.
- Prepared and submitted annual Coordinated Public Transit-Human Services Plan for Green River Intra-Transit System (GRITS).
- Took part in a TrAMS training webinar on April 11, 2020.
- Took part in Transit Active Management webinar on April 25, 2020.
- Took part in FTA post-award webinar on April 28, 2020.

**Budget Variance:** This work element was under budget by \$7,623. The volume of work needed in the Transit and Active Transportation element was overestimated. Adjustments to rectify this issue have been made in the current UPWP. Also, some work charged to other elements (such as Data Collection and Owensboro Transit Management Assistance) could and probably should have been charged to this element.

September 2020

**Program Element:** 8.0 Owensboro Transit Management Assistance

**Funding Sources:**

	<u>FTA (8.0)</u>
<b>Federal:</b>	\$14,400
<b>KYTC:</b>	\$0
<b>Local:</b>	<u>\$3,600</u>
<b>Total:</b>	\$18,000
<b>Expenditure:</b>	\$19,561
<b>Percent Budget Spent:</b>	109%
<b>Percent Work Completed:</b>	100%
<b>Date Completed:</b>	June 2020

**Work Completed:**

- Worked with OTS on budgeting and funding issues.
- Prepared and submitted quarterly reports to City of Owensboro in October 2019, January 2020, April 2020, and June 2020.
- Created and submitted FY 2020 5307 and 5339 formula and competitive grants in TrAMS (Transit Award Management System).
- Created and submitted budget revisions.
- Created and submitted CARES Act grant application.
- Created and submitted budget Low/No-Emissions grant.
- Participated in Transit Asset Management (TAM) webinars.
- Redesigned OTS route maps with new routes and arrows.
- Revised the FTA grant to reflect additional funding.
- Prepared budget amendment for FY 2019 Formula grant.
- Began revising OTS Title VI Plan.
- Began revising OTS Safety Plan.

**Budget Variance:** This work element was over budget by \$1,561.

September 2020

**Program Element:** 9.0 Technical Assistance to the City of Owensboro and Daviess County

**Funding Sources:**

<b>Federal:</b>	\$0
<b>KYTC:</b>	\$0
<b>Local:</b>	<u>\$15,000</u>

<b>Total:</b>	\$15,000
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<b>Expenditure:</b>	\$15,800
<b>Percent Budget Spent:</b>	102%
<b>Percent Work Completed:</b>	100%

<b>Date Completed:</b>	June 2020
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**Work Completed:**

- Staff conducted a 12-hour bike/pedestrian traffic count at 26<sup>th</sup> Street and Byers Avenue.
- Staff conducted a 12-hour vehicle traffic count at 26<sup>th</sup> Street and Old Hartford Road.
- Staff conducted a 12-hour vehicle traffic count at Tamarack Road and Gemini/Arlington Street.
- Staff conducted a four-hour vehicle traffic count at Heartland Crossing and Patriot Run.
- Staff conducted speed checks at two locations on Lee Rudy Road. Data was collected from 60 vehicles at each location – 30 vehicles going east and 30 going west at each site.

**Budget Variance:** This work element was over budget by \$800.

**GREEN RIVER AREA DEVELOPMENT DISTRICT  
FY 2020 UNIFIED PLANNING WORK PROGRAM BUDGET**

SEPTEMBER 2020

UPWP WORK ELEMENT NUMBER	TITLE	TOTAL FY 2020	FTA		FHWA	KYTC	LOCAL MATCH			DAVISS COUNTY OWENSBORO 50/50 SPLIT	FY2020 MPO BUDGET	FY2020 TOTAL EXPENDITURE	PERCENT BUDGET SPENT
			SECTION 5303	SECTION 5307			TOTAL MATCH	CITY OF OWENSBORO	DAVISS COUNTY				
1.0	Administration	\$56,000			\$44,800	\$2,800	\$8,400	\$4,200	\$4,200		\$56,000	\$69,068	123%
2.0	Unified Planning Work Program	\$10,200			\$8,160	\$510	\$1,530	\$765	\$765		\$10,200	\$8,859	87%
3.0	Public Involvement	\$9,500			\$7,600	\$475	\$1,425	\$712	\$713		\$9,500	\$5,099	54%
4.0	Data Collection and Analysis	\$11,600			\$9,280	\$580	\$1,740	\$870	\$870		\$11,600	\$15,074	130%
5.0	Transportation Improvement Program	\$9,700			\$7,760	\$485	\$1,455	\$728	\$727		\$9,700	\$5,387	56%
6.0	Metropolitan Transportation Plan	\$33,000			\$26,400	\$1,650	\$4,950	\$2,475	\$2,475		\$33,000	\$33,636	102%
7.0	Transit and Active Transportation	\$5,000			\$4,000	\$250	\$750	\$375	\$375		\$5,000	\$973	19%
1.1	Administration	\$24,000	\$19,200					\$4,800			\$24,000	\$27,180	113%
2.1	Unified Planning Work Program	\$4,500	\$3,600					\$900			\$4,500	\$4,702	104%
3.1	Public Involvement	\$4,150	\$3,320					\$830			\$4,150	\$4,411	106%
4.1	Data Collection and Analysis	\$8,000	\$6,400					\$1,600			\$8,000	\$10,721	134%
5.1	Transportation Improvement Program	\$6,600	\$5,280					\$1,320			\$6,600	\$3,107	47%
6.1	Metropolitan Transportation Plan	\$15,500	\$12,400					\$3,100			\$15,500	\$15,981	103%
7.1	Transit and Active Transportation	\$3,500	\$2,800					\$700			\$3,500	\$177	5%
8.0	OTS Management Assistance	\$18,000		\$14,400				\$3,600			\$18,000	\$19,561	109%
9.0	MPO Technical Assistance	\$15,000								\$15,000	\$15,000	\$15,800	105%
<b>TOTALS</b>		<b>\$234,250</b>	<b>\$53,000</b>	<b>\$14,400</b>	<b>\$108,000</b>	<b>\$6,750</b>	<b>\$20,250</b>	<b>\$26,975</b>	<b>\$10,125</b>	<b>\$15,000</b>	<b>\$234,250</b>	<b>\$239,735</b>	<b>102%</b>