

# **OWENSBORO-DAVISS COUNTY METROPOLITAN PLANNING ORGANIZATION**

## **UNIFIED PLANNING WORK PROGRAM FY 2024**



Prepared by the  
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<https://gradd.com/local-government/transportation/owensboro-daviess-county-mpo/>

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 Daviss 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 Owensboro-Daviss County Metropolitan Planning Organization, based upon project information submitted by sponsoring agencies.

**CONTENTS**

**I. INTRODUCTION**

FY 2024 UPWP Purpose ..... 1  
 Transportation Legislation ..... 1  
 Planning Emphasis Areas..... 2  
 Planning Factors ..... 2  
 Livability Principles ..... 2

**II. ESTABLISHMENT OF THE OWENSBORO-DAVIESS COUNTY MPO**

Designation Authority of the Owensboro-Daviess County MPO ..... 3  
 Description of the Metropolitan Transportation Planning Boundary ..... 3  
 MPO Planning Boundary Map..... 3

**III. ORGANIZATION OF THE OWENSBORO-DAVIESS COUNTY MPO**

Owensboro-Daviess County MPO staff..... 4  
 MPO Policy Committee..... 4  
 MPO Technical Advisory Committee ..... 5  
 MPO Funding..... 65

**IV. WORK PROGRAM**

Unified Planning Work Program Overview ..... 7  
 1.0/1.1: MPO Administration ..... 8  
 2.0/2.1: Unified Planning Work Program ..... 10  
 3.0/3.1: Public Participation..... 11  
 4.0/4.1: Data Collection and Analysis ..... 13  
 5.0/5.1: Transportation Improvement Program ..... 15  
 6.0/6.1: Metropolitan Transportation Plan ..... 17  
 7.0/7.1: Active Transportation ..... 19  
 8.0: Transit Planning ..... 21  
 9.0: Technical Assistance to Owensboro/Daviess County ..... 22

**V. BUDGET**

Summary Tables..... 23

**VI. APPENDIX**

Unified Planning Work Program Checklist..... 24  
 Resolution Approving the UPWP ..... 26  
 CAP Approval Letter from KYTC..... 27  
 Memorandum of Agreement..... 28

## I. INTRODUCTION

### FY 2024 UPWP PURPOSE

The Unified Planning Work Program (UPWP) is a federally required document that communicates to the public and stakeholders how their federal transportation planning dollars will be used on regional planning activities over the coming Fiscal Year.

The current federal regulation that guide MPOs in developing a UPWP include 23 CFR 134 (a) & (f); 49 USC 5303(a) & (b); 23 CFR 420.109; 23 CFR 450.308; and 49 CFR 613.

This FY 2024 UPWP was prepared by the Owensboro-Daviess County Metropolitan Organization (MPO), c/o the Green River Area Development District (GRADD), which serves as staff to the Owensboro-Daviess County MPO. This work program covers a one-year period, beginning July 1, 2023, and ending June 30, 2024. It details the transportation planning activities, planning tasks, timelines and products that meet the federal requirements for Owensboro and Daviess County. It also outlines expenditures attributed to individual work elements and the funding sources to be used.

The UPWP contains several uniform elements that accomplish these items:

- Provides a management tool and guidance for the conduct of transportation planning studies, as part of the requirements of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
- Provides a list of funding amounts and breakdowns for each transportation planning element.
- Details the various agencies participating in the MPO process.
- Outlines those activities to be undertaken during FY 2024.
- Describe the completion timelines and products to be produced for each work element.
- Includes discussion of the planning priorities facing the MPO.
- Lists who will perform the work.

### TRANSPORTATION LEGISLATION

On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the “Bipartisan Infrastructure Law”) into law. The Bipartisan Infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation’s history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including in roads, bridges, and mass transit, water infrastructure, resilience, and broadband. MPO Staff, in coordination with USDOT and KYTC, will initiate efforts to carry out each of the planning directives thoughtfully and thoroughly for the on-going transportation planning process and will consider the directives with all current MPO documents. Staff will also coordinate with FHWA, FTA, KYTC, and other MPOs to work toward full implementation of Performance Based Transportation Planning and Programming (PBPP) requirements.

## **PLANNING EMPHASIS AREAS**

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly issued updated Planning Emphasis Areas (PEAs) in the Infrastructure Investment and Jobs Act (IIJA) passed on November 15, 2021. These PEAs are for metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. These eight updated PEAs should be addressed through the planning efforts of the MPO:

- Tackling the Climate Crisis - Transition to a Clean Energy, Resilient Future
- Equity and Justice 40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network/U.S. Department of Defense Coordination
- Federal Land Management Agency Coordination
- Planning and Environment Linkages
- Data in Transportation Planning

## **PLANNING FACTORS**

The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive (3C); and provide for consideration and implementation of projects, strategies, and services that will address the following planning factors:

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 of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operations; and
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

## **LIVABILITY PRINCIPLES**

The Owensboro-Daviess County MPO has adopted and continues to implement the six “Livability Principles” set forth in the 2009 coordinated policy of the U.S. Department of Transportation, U.S. Department of Housing and Urban Development, and the U.S. Environmental Protection Agency. These livability principles are:

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; and
6. Value communities and neighborhoods.

## II. ESTABLISHMENT OF THE OWENSBORO-DAVIESS COUNTY MPO

### Designation Authority of the Owensboro-Daviess County MPO

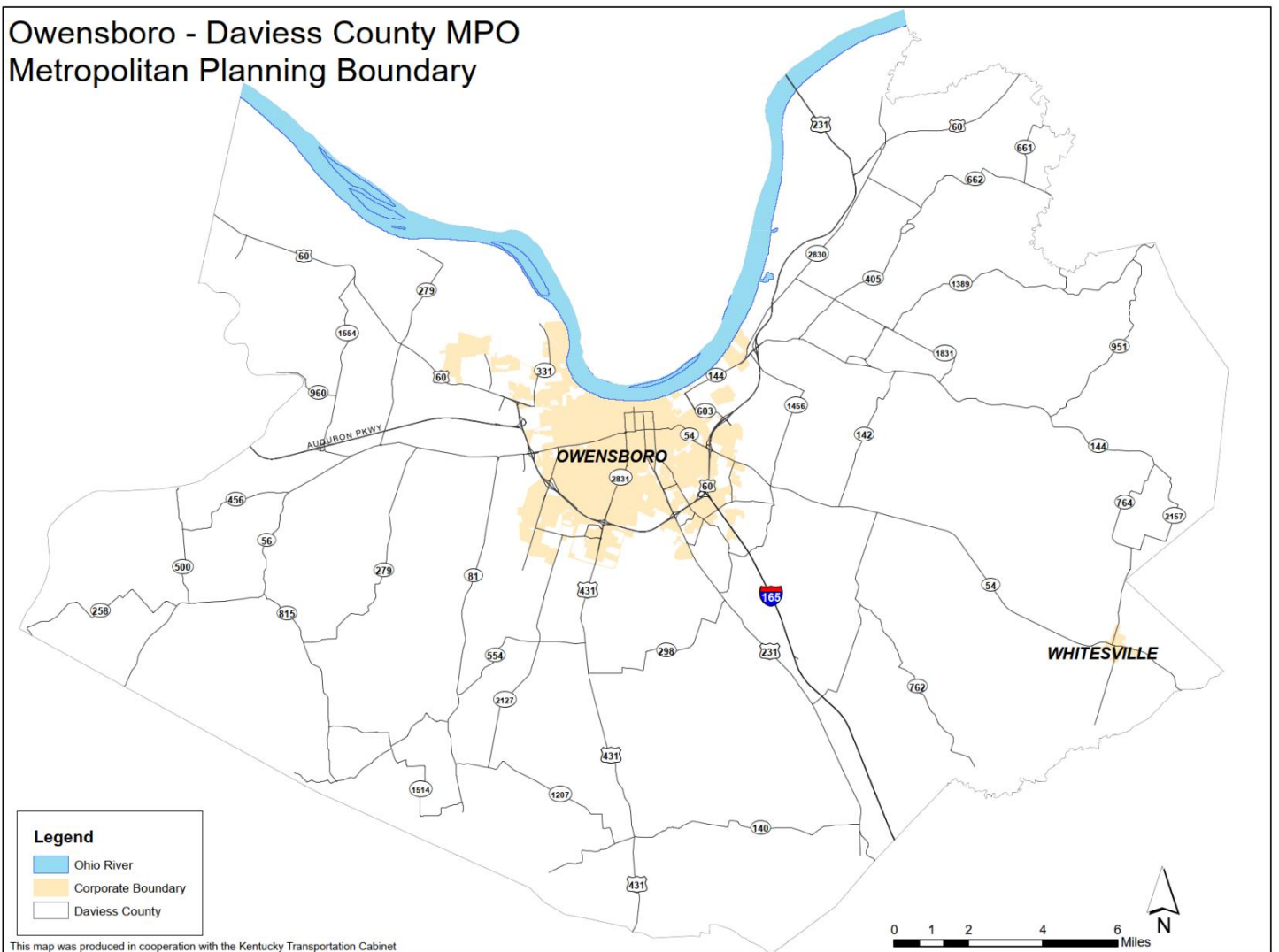
The Commonwealth of Kentucky, the City of Owensboro, and Daviess County officially designated the Green River Area Development District as the MPO Staff Agency in 1974. This designation will remain valid unless the MPO is re-designated by the Governor and local units of governments representing at least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

### Description of the Metropolitan Transportation Planning Boundary

The Owensboro-Daviess County MPO provides transportation planning services for the City of Owensboro, the City of Whitesville and all of Daviess County. The map below 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.

### MPO Planning Area Map

This map represents the Owensboro-Daviess County MPO planning area.



### III. ORGANIZATION OF THE OWENSBORO-DAVIESS COUNTY MPO

#### MPO STAFF

The Owensboro-Daviess County MPO staff is under the umbrella of the Community and Economic Development 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.

#### MPO Transportation Planning and Support Staff:

Blake Edge, Director for Community and Economic Development, GRADD  
 Mariah Myres, Director for Finance and Administration, GRADD  
 Tom Lovett, MPO Director, GRADD  
 Jennifer Alvey, GIS Analyst, GRADD  
 Taylor Burchett, Regional Transportation Planner, GRADD  
 Sarah Dowell, Fiscal Contracts Manager, GRADD  
 Therese Payne, Administrative Assistant, GRADD

#### 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.

#### Functions of the Policy Committee

- Initiate, guide and sanction the necessary activities required for the development of a Coordinated, Comprehensive and Continuing (3-C) 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;
- Develop the MPO's Transportation Improvement Program, Metropolitan Transportation Plan, studies and all other documents required of the MPO planning process; and
- Approve additions to the MPO Technical Advisory Committee (TAC).

#### Membership of the Policy Committee

The Policy Committee has three voting members and two nonvoting members. The voting members are:

1. Daviess County Judge/Executive;
2. City of Owensboro Mayor; and
3. Secretary of the Kentucky Transportation Cabinet.

The Secretary will provide a listing of designees.

The nonvoting members are:

1. Federal Highway Administration (FHWA) Kentucky Division Administrator; and
2. FTA Region 4 Regional Administrator.

Ex officio members may be added or deleted by the Policy Committee (with the exception of FHWA and FTA members).

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

**Current Policy Committee members**

- Tom Watson, Mayor, City of Owensboro – Chair
- Charlie Castlen, Judge/Executive, Daviess County
- Jim Gray, Secretary, Kentucky Transportation Cabinet (Deneatra Henderson, Designee)
- Todd A. Jeter, Kentucky Division administrator, FHWA (Nick Vail, Designee) (nonvoting)
- Yvette Taylor, Regional Administrator, FTA (Mike Sherman, Designee) (nonvoting)

**TECHNICAL ADVISORY COMMITTEE**

The Technical Advisory Committee (TAC) provides assistance and makes recommendations to the Policy Committee in carrying out the goals and objectives of the MPO. The TAC also provides 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 Policy Committee.

**Functions of the Technical Advisory Committee**

- Develop, review and comment on proposed goals, objectives and policies for the MPO transportation planning process, then provide recommendations to the Policy Committee
- 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.

**Membership of the Technical Advisory Committee**

1. City Manager, Owensboro – Chair
2. City Engineer, Owensboro
3. Daviess County Fiscal Court
4. County Engineer, Daviess County
5. Owensboro Metropolitan Planning Commission
6. Owensboro Transit System
7. Owensboro-Daviess County Regional Airport
8. Owensboro Riverport Authority
9. Greater Owensboro Chamber of Commerce
10. Greater Owensboro Economic Development Corporation
11. Green River Area Development District
12. Owensboro Police Department, Traffic Unit
13. Daviess County Sheriff's Department
14. Owensboro Municipal Utilities
15. Kenergy Corporation
16. Regional Water Resource Agency
17. KYTC District 2
18. KYTC Central Office Division of Planning
19. KYTC, Office of Transportation Delivery
20. FHWA, Kentucky Division (non-voting)

**Current Technical Advisory Committee members**

1. Nate Pagan, City Manager, Owensboro – Chair
2. Kevin Collignon, City Engineer, Owensboro
3. Janie Marksberry, Daviess County Fiscal Court
4. Mark Brasher, County Engineer, Daviess County
5. Brian Howard, Director, Owensboro Metropolitan Planning Commission
6. Pamela Canary, Manager, Owensboro Transit System
7. Tristan Durbin, Manager, Owensboro-Daviess County Regional Airport
8. Brian Wright, Director, Owensboro Riverport Authority
9. Candance Brake, President/CEO, Greater Owensboro Chamber of Commerce
10. Brittany Johnson, President/CEO, Greater Owensboro Economic Development Corporation
11. Joanna Shake, Executive Director, Green River Area Development District
12. Lt. Jason Lee, Owensboro Police Department
13. Sgt. Tyler Free, Daviess County Sheriff's Department
14. Tim Lyons, Director of Delivery, Owensboro Municipal Utilities
15. Scott Atherton, Manager of Field Engineering, Kenergy Corporation
16. Garrett Gordon, Director of Engineering, Regional Water Resource Agency
17. Nick Hall, Planning Section Supervisor, KYTC District 2
18. Isidro Delgado, KYTC Central Office Division of Planning
19. Eric Perez, KYTC Office of Transportation Delivery
20. Nick Vail, FHWA, Kentucky Division (non-voting)

**MPO FUNDING**

- The MPO staff is funded with Federal PL funds (80%), with the Kentucky Transportation Cabinet (KYTC) 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 (FTA) funds (80%) with the City of Owensboro providing the local match (20%).
- At least 2.5% of the dedicated PL funds will be used on activities to increase safe and accessible options for multiple travel modes. Activities related to these efforts would fall under Elements 3.0/3.1 (Public Participation) and 7.0/7.1 (Active Transportation).



## IV. WORK PROGRAM

### UNIFIED PLANNING WORK PROGRAM

Transportation planning and related planning activities anticipated within the MPO area during the next one-year period, regardless of funding sources, shall be conducted as described in the Unified Planning Work Program (UPWP). The UPWP is prepared by the MPO staff in consultation with the KYTC and units of local governments. The UPWP is reviewed by the TAC and a determination made as to whether the document should be recommended to the Policy Committee which considers it for approval. The Owensboro-Daviess County MPO staff developed the FY 2024 UPWP. Input was obtained from the Kentucky Transportation Cabinet, the Federal Highway Administration (FHWA) Kentucky office, and the Federal Transit Administration (FTA) Region 4 office.

The specific transportation planning work elements to be undertaken in Fiscal Year 2024 by the MPO are listed below:

<b>Element</b>	<b>Description</b>
1.0/1.1:	MPO Administration
2.0/2.1:	Unified Planning Work Program
3.0/3.1:	Public Participation
4.0/4.1:	Data Collection and Analysis
5.0/5.1:	Transportation Improvement Program
6.0/6.1:	Metropolitan Transportation Plan
7.0/7.1:	Active Transportation
8.0:	Transit Planning
9.0:	Technical Assistance to the City/County

Elements 1.0 through 7.0 receive FHWA planning (PL) funding.

Elements 1.1 through 7.1 are funded through FTA Funding Section 5303.

Element 8.0 receives FTA Section 5307 Funding.

Element 9.0 receives funding from Daviess County and the City of Owensboro.

Each of the tasks outlined in this section seeks to address the following planning priorities 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; and
- h. Alternative Modes of Travel.

## I.0/I.1: MPO ADMINISTRATION

### PURPOSE

The Owensboro-Daviess County MPO's administrative process ensures that the planning program is compliant with all applicable federal and state requirements. It is designed to ensure the staff keeps up to date with the ongoing trends and is completing its reporting duties to state and federal organizations. It also outlines day-to-day operation of the MPO office, such as compiling meeting agendas and minutes and ensuring they are posted to the MPO website.

### WORK TASKS

- 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 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.
- 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 2024.
- Administer the correspondence and maintain contact list including, but not limited to, the MPO Technical Advisory Committee, and the MPO Transportation Policy Committee.
- Staff will seek courses, conferences, workshops, etc., in the areas that are relevant to the MPO transportation planning process and are found to be eligible by the FHWA and/or the FTA.
- Staff will attend quarterly FHWA/KYTC/MPO meetings to keep up to date with current happenings in the MPO planning process.
- 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. 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 collect copies of the most recent documents from all entities within the MPO planning area that are required to have an ADA Transition Plan:
  - City of Owensboro, Kentucky
  - Daviess County, Kentucky
- 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.

### PRODUCTS & COMPLETION DATES

- Agenda and minutes from all MPO TAC/Policy meetings – Ongoing throughout FY 2024
- Quarterly progress reports to the appropriate agencies – Quarterly
- All MPO documents, amendments, modifications, etc., published on the MPO webpage in accordance with the MPO Participation Plan – ongoing throughout FY 2024
- Quarterly invoices – Quarterly

**FUNDING SUMMARY**

<b>Staff hours</b>						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	<b>Total Hours</b>
1,120	500	225	0	140	495	<b>2,480</b>

<b>Cost Summary</b>	
Personnel	\$105,915
Direct Costs	\$5,400
Indirect Costs	\$35,844
<b>Total</b>	<b>\$147,159</b>

<b>Funding Source</b>	
FHWA	\$81,031
FTA	\$36,696
KYTC	\$5,064
Local	\$24,368
<b>Total</b>	<b>\$147,159</b>

## 2.0/2.1: UNIFIED PLANNING WORK PROGRAM

### PURPOSE

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.

### WORK TASKS

- Carry out administrative activities involved with maintaining and revising the FY 2024 UPWP.
- Develop the annual Unified Planning Work Program (UPWP), which outlines MPO staff activities for FY 2025.
- A review of the MPO Memorandum of Agreement (MOA) will be conducted to ensure it meets all Federal and State planning standards. Modifications will be made as necessary to keep the MOA current.
- Complete FY 2023 Annual Performance and Expenditure Report and submit it to KYTC and FHWA within 90 days of the end of the reporting period.
- Deliver the Performance and Expenditures report to the MPO Committees and make it available to the public upon request.

### PRODUCTS & COMPLETION DATES

- Draft FY 2025 UPWP – February 28, 2024
- Final FY 2025 UPWP – April 28, 2024
- Annual Performance and Expenditure Report – September 29, 2024

### FUNDING SUMMARY

Staff hours						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	Total Hours
75	55	20	0	0	0	150

Cost Summary	
Personnel	\$6,786
Direct Costs	\$0
Indirect Costs	\$2,255
<b>Total</b>	<b>\$9,041</b>

Funding Source	
FHWA	\$5,743
FTA	\$1,490
KYTC	\$359
Local	\$1,449
<b>Total</b>	<b>\$9,041</b>

### **3.0/3.1: PUBLIC PARTICIPATION**

#### **PURPOSE**

The MPO's Public Involvement element ensures the MPOs have procedures to carry out a public involvement program pursuant to 23 CFR 450.316. These rules explain the requirement of the MPO's Public Involvement plan. The plan details all the documents the MPO is responsible for producing, the timeline/frequency they are written and how the MPO goes about publicizing them and seeking public comment. The MPO's Participation Plan was last approved by the MPO Policy Committee in January 2019.

#### **WORK TASKS**

- Develop a new Participation Plan to serve the MPO for the period of FY 2024-2029.
- Conduct public road safety meetings seeking comments from elected officials and the public on needed transportation projects as part of the development of a Safe Streets For All plan.
- 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.
- 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.
- Continue to maintain the MPO Facebook page, providing information on meetings, agendas, minutes and other documentation as well as accept input on MPO documents, policies and actions.
- 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, Participation Plan, Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).
- Use Virtual Public Involvement (VPI) tools such streaming meetings online to make the MPO more accessible to the public.
- Conduct an annual review of the Participation Plan and make revisions as necessary to ensure the process is serving its intended purpose.
- Address implications of Title VI, including, but not limited to Low English Proficiency (LEP), Environmental Justice, Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Maintain the MPO's Title VI plan and seek to further involve with these populations of the MPO area.
- Coordinate with KYTC's Office for Civil Rights & Small Business Development to update and/or maintain the MPO's Title VI compliancy efforts. Develop an annual Title VI report/plan per guidance from the KYTC Title VI Coordinator.
- Develop and maintain a list of agencies assisting underserved and disadvantaged communities and using that list to actively solicit input on plans and programs in an effort to promote equity and environmental justice.

#### **PRODUCTS & COMPLETION DATES**

- MPO Title VI Plan for FY 2024 submitted to KYTC Division of Civil Rights – May 1, 2024
- Approved FY 2024 Title VI plan posted to the MPO website – June 30, 2024
- Limited English Proficiency plan – May 1, 2024
- Updated Participation Plan Agency Consultation list – As needed

**FUNDING SUMMARY**

<b>Staff hours</b>						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	<b>Total Hours</b>
75	60	0	0	50	0	<b>185</b>

<b>Cost Summary</b>	
Personnel	\$8,850
Direct Costs	\$0
Indirect Costs	\$2,941
<b>Total</b>	<b>\$11,791</b>

<b>Funding Source</b>	
FHWA	\$7,597
FTA	\$1,835
KYTC	\$475
Local	\$1,884
<b>Total</b>	<b>\$11,791</b>

## 4.0/4.1: DATA COLLECTION AND ANALYSIS

### PURPOSE

The MPO's efforts under this element are to maintain and analyze data to support transportation performance-based planning and programming requirements and other transportation planning activities.

### WORK TASKS

#### 1. Safety and Security

- a. Utilize collected traffic counts and update of crash data for integration into safety planning efforts and into the transportation GIS system.
- b. Assist the Green River Area Development District (GRADD) in creation of a Safe Streets for All (SS4A) plan for the GRADD region and Owensboro-Daviess County MPO area, with a goal of improving road safety and decreasing fatal and/or serious accidents.
- c. Assist with the examination of potential safety issues to include the update of crash data analysis, discovery of high crash locations, participation in safety audits, and identification of low-cost safety improvement projects eligible for Highway Safety Improvement Program (HSIP) and other special funds.
- d. Review safety data from local transit agency as part of annual review of transit Safety Performance Targets.
- e. Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating transportation safety and security considerations into the planning process.
- f. Support projects and programs that address security problems and enhance safe and secure travel for all system users (motorists, public transportation riders, bicyclists, and pedestrians) to securely share the transportation network.
- g. Pursue opportunities for Strategic Highway Safety Plan (SHSP) funding and planning a safe and secure transportation network in the MPO area.

#### 2. Data Collection, GIS Database, Mapping Activities

- a. Develop and maintain a multilayered GIS database and map of transportation-related features and information for the area served by the Owensboro-Daviess County MPO.
- b. Provide visualization techniques and analysis tools to assist with project development and planning efforts as requested by local agencies.
- c. Coordinate with local agencies to ensure that MPO collected data can be used by the local government's GIS systems.
- d. Distribute transportation data to local governments as requested.
- e. Collect and maintain census/socioeconomic data, and roadway systems/urban boundaries.
- f. Assist in updating the MPO Travel Demand Model by providing necessary socioeconomic, land use and traffic data as requested.
- g. Maintain and update maps defining the Urban Boundary as relevant Census data becomes available.

#### 3. Transportation System Analysis

- a. Using GIS software, develop a road network for the MPO area. Use the developed network to collaborate with local agencies and work toward improving the transportation system.
- b. Conduct research and explore the incorporation of access management policies with the MPO area.
- c. Monitor corridors within the MPO area that are susceptible to increased freight traffic and consider the regional connections that the corridors may provide.
- d. Consult with state freight staff to ensure the Critical Urban and Rural Freight Corridors are identified in the state portion of the National Highway Freight Network (NHFN).

**4. Integrated Planning**

- a. Seek ways to integrate land use, zoning, transportation, environment protection, public health, social justice and other related factors into the planning process.
- b. Work in collaboration with local agencies to collect and analyze data to better serve the needs of the community, planning for the future of the MPO area.

**5. Performance Measures and Targets**

- a. The MPO shall seek opportunities to incorporate and use a performance-based approach to transportation decision making. Perform appropriate data collection and analysis to monitor the MPO area’s progress in supporting KYTC’s performance targets related to safety, pavement condition, bridge condition and system reliability.

**PRODUCTS & COMPLETION DATES**

- Transportation-related GIS databases that can be used for planning and analysis for MPO staff, officials and countywide agencies, as needed
- GIS Road Network to be used for planning purposes across the MPO area, as needed
- Updated Urban Boundary maps submitted to FHWA – December 31, 2023
- Safety Performance Targets adopted – February 28, 2024

**FUNDING SUMMARY**

<b>Staff hours</b>						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	<b>Total Hours</b>
75	55	0	375	100	0	<b>605</b>

<b>Cost Summary</b>	
Personnel	\$24,215
Direct Costs	\$0
Indirect Costs	\$8,046
<b>Total</b>	<b>\$32,261</b>

<b>Funding Source</b>	
FHWA	\$18,110
FTA	\$7,698
KYTC	\$1,132
Local	\$5,321
<b>Total</b>	<b>\$32,261</b>



## 5.0/5.1: TRANSPORTATION IMPROVEMENT PROGRAM

### PURPOSE

The MPO, in cooperation with the KYTC, and affected transit operators, is required to develop a fiscally constrained Transportation Improvement Program (TIP) consistent with the adopted MTP and all MPO planning goals, objectives and priorities. The TIP outlines federal transportation projects taking place in the MPO area over the next four years. It contains a description of the project, a breakdown of the cost and funding, and timelines for the work.

### WORK TASKS

- Amend/Modify the FY 2023-2028 TIP as needed to reflect cost and schedule changes and funding approvals for new projects.
- Maintain a current TIP with all Amendments and Modifications on the MPO website in accordance with the MPO Participation Plan.
- Ensure that the TIP is coordinated with the Metropolitan Transportation Plan for the Owensboro-Daviess County urbanized area.
- Assess the TIP in the context of compliance with Title VI and Environmental Justice, American with Disabilities Act, Low English Proficiency issues, and Section 504 of the Rehabilitation Act of 1973. Consult with KYTC, FHWA, and other MPOs to determine the appropriate means and methodologies for conducting Title VI analysis of the burdens and benefits and the identification of disproportionate impacts.
- Incorporate performance-based planning procedures as required by federal transportation planning requirements including a description of the anticipated effect of the TIP toward achieving established performance targets.
- The Owensboro Transit System (OTS) and the Green River Intra-County Transit System (GRITS) are awarded grants throughout the fiscal year for specific projects. The MPO will utilize Administrative Modifications to amend 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.
- Receive 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 one project is approved, the TAC will decide on priorities and submitted to the Policy Committee for approval.
- Develop the Annual Listing of Federal Obligated Projects.

### PRODUCTS & COMPLETION DATES

- Annual Listing of Federal Obligated Projects – Due December 2024.
- TIP Modifications/Amendments – As needed

**FUNDING SUMMARY**

<b>Staff hours</b>						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	<b>Total Hours</b>
75	55	0	0	0	0	<b>130</b>

<b>Cost Summary</b>	
Personnel	\$6,786
Direct Costs	\$0
Indirect Costs	\$2,255
<b>Total</b>	<b>\$9,041</b>

<b>Funding Source</b>	
FHWA	\$5,743
FTA	\$1,490
KYTC	\$359
Local	\$1,449
<b>Total</b>	<b>\$9,041</b>

## 6.0/6.1: METROPOLITAN TRANSPORTATION PLAN

### PURPOSE

The Metropolitan Transportation Plan (MTP) is the long-range transportation planning document adopted by the MPO. The MTP covers existing and proposed transportation facilities and addresses all modes that make up and function as an integrated transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. The MTP establishes goals, objectives and projects to be implemented over a forecasted 20+ year horizon and is updated every five years. The MTP is fiscally constrained, reflecting the priorities of the MPO to develop a multimodal transportation network for all users. The MTP, covering FY 2021-2045, became effective on September 22, 2020.

### WORK TASKS

- Maintain and make necessary amendments to the Metropolitan Transportation Plan (MTP) and carry out consultation with all required agencies and stakeholders with respect to all plan amendments and updates.
- Prepare Continuing Highway Analysis Framework (CHAF) entries for new projects that may be identified during the year.
- Assist KYTC as requested in the continuing development of the Strategic Highway Investment Formula for Tomorrow (SHIFT) prioritization.
- Identify and evaluate Intelligent Transportation System (ITS) technologies as potential solutions to transportation needs in the metropolitan planning area.
  - Coordinate with the Kentucky Transportation Cabinet and other stakeholders, as appropriate, to ensure that information for Transportation System Management and Operations (TSMO) elements within the metropolitan planning area is kept current in the Kentucky Statewide ITS Architecture.
- Assist KYTC, the City of Owensboro and Daviess County in applying local access management policies and best practices.
- Consult with KYTC, FHWA and other MPOs to determine appropriate means and methodologies for incorporating climate change considerations into the planning process.
- Work with KYTC Modal Programs Branch to use the MPO's travel demand model to address current and projected travel demands. Staff will coordinate with KYTC to identify alternative networks and corridor specific traffic forecasting needs.

### PRODUCTS & COMPLETION DATES

- SHIFT Priority Point Allocation and Submittal – September 2023
- SHIFT Prioritization Plan (final) – September 2023
- Amendments and/or modifications to the Metropolitan Transportation Plan – as needed
- Continuous Highway Analysis Framework (CHAF) for any newly identified projects – as needed

**FUNDING SUMMARY**

<b>Staff hours</b>						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	<b>Total Hours</b>
75	30	0	45	0	0	<b>150</b>

<b>Cost Summary</b>	
Personnel	\$6,878
Direct Costs	\$0
Indirect Costs	\$2,286
<b>Total</b>	<b>\$9,164</b>

<b>Funding Source</b>	
FHWA	\$4,887
FTA	\$2,444
KYTC	\$305
Local	\$1,528
<b>Total</b>	<b>\$9,164</b>

## **7.0/7.1: ACTIVE TRANSPORTATION**

### **PURPOSE**

To provide Owensboro-Daviess County with transportation choices that include public transit and bicycle/pedestrian facilities to improve the quality of life and safety for all users.

### **WORK TASKS**

- Convene the Bicycle/Pedestrian committee as needed to review the Bicycle/Pedestrian Master Plan and update as needed.
- Ensure the needs of pedestrians and bicyclists are gathered and included as part of the Safe Streets for All plan development.
- Assist Owensboro Transit System in an annual review of its Safety Targets and maintain targets as needed.
- Promote interagency coordination, public information and citizen participation with respect to alternative modes of transportation.
- Provide information and resources for the consideration of Complete Street initiatives as the MPO plans projects and improvements.
- Provide data to state and federal officials as needed for bicycle/pedestrian planning.
- Assist local transit agency in seeking funds to reduce reliance on petroleum-based fuels, in favor of alternative fuels, such as electricity, LNG, CNG or hydrogen.
- Assist in the identification of barriers to and opportunities for deploying alternate fueling/charging infrastructure.
- Encourage efforts to reduce or eliminate fares for public transit.
- Assist in efforts to reduce single-occupancy vehicle trips and increase use of public transit.
- Provide technical assistance to LPAs, engineers and city officials on various pedestrian crossing and bicycle improvements using current bicycle and pedestrian master plans and best practices from other areas for reference.
- Update the Coordinated Public Transit-Human Service Transportation Plan in cooperation with the state, public and private transportation providers, and health and human service organizations including organizations supporting the elderly and disabled.
- Amend and/or modify, as necessary, the MPO's TIP and MTP to include public transportation projects.

### **PRODUCTS & COMPLETION DATE**

- Coordinated Public Transit-Human Service Transportation Plan update – March 1, 2024
- Updated Bicycle/Pedestrian Master Plan – as needed

**FUNDING SUMMARY**

<b>Staff hours</b>						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	<b>Total Hours</b>
75	25	0	35	0	0	<b>135</b>

<b>Cost Summary</b>	
Personnel	\$5,850
Direct Costs	\$0
Indirect Costs	\$1,943
<b>Total</b>	<b>\$7,793</b>

<b>Funding Source</b>	
FHWA	\$4,887
FTA	\$1,347
KYTC	\$305
Local	\$1,254
<b>Total</b>	<b>\$7,793</b>

## 8.0: TRANSIT PLANNING

### PURPOSE

Provide transit management assistance to the City of Owensboro.

### WORK TASKS

- Assist the City of Owensboro in applying for and securing operating and capital assistance.
- Assist the Owensboro Transit System (OTS) manager and serve as a liaison between the City of Owensboro, Federal Transit Administration and KYTC.
- Assist OTS in Public Transportation Agency Safety Plan (PTASP) implementation and reporting.
- Assist routing, scheduling, marketing, fare structure and the production of maps and graphics.
- Provide technical assistance to OTS including triennial review, Transit Award Management System (TrAMS) and civil rights activities.
- Attend meetings and training sessions, as needed.
- Coordinate with transit provider agencies in carrying out Transit Asset Management (TAM) and Performance-Based Planning and Programming requirements. Work with Owensboro Transit System (OTS) to monitor progress in meeting TAM targets.
- Assist in updating the Title VI/Limited English Proficiency (LEP) plan and the Disadvantaged Business Enterprise (DBE) plan.

### PRODUCTS & COMPLETION DATES

- FTA 5307 and 5339 Grant Applications – June 1, 2024
- Maps and graphics, as requested
- OTS Title VI/LEP update – June 1, 2024

### FUNDING SUMMARY

Staff hours						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	Total Hours
200	25	25	60	0	0	310

Cost Summary	
Personnel	\$13,381
Direct Costs	\$0
Indirect Costs	\$4,619
<b>Total</b>	<b>\$18,000</b>

Funding Source	
FHWA	\$0
FTA	\$14,400
KYTC	\$0
Local	\$3,600
<b>Total</b>	<b>\$18,000</b>

## 9.0: TECHNICAL ASSISTANCE TO OWENSBORO AND DAVIESS COUNTY

### PURPOSE

Provide technical assistance to the City of Owensboro and Daviess County, as well as their departments on transportation planning projects and traffic operations.

### WORK TASKS

- Assist the city and the county in applying for funds in implementing highway projects in the urban area.
- Assist in the implementation of various street and intersection projects and other high MPO priority highway projects.
- Assist Owensboro Metropolitan Planning Commission (OMPC), the city and county in implementing local access management policies.
- Coordinate with CSX Railroad, KYTC and the city and county on railroad crossing improvements.
- Conduct studies on traffic flow, parking, speed limits, signalization and safety improvements.
- Conduct traffic counts, as requested.
- Assist the Owensboro Police Department and the Daviess County Road Department on warrants for traffic signs at requested locations. Staff will assist in the implementation of sign programs for the city and county.
- Meet with, and/or provide information to, the general public on traffic concerns and ongoing highway projects.
- Serve on various ad-hoc committees, as requested by the city and county.

### PRODUCTS & COMPLETION DATES

- Traffic Counts as requested

### FUNDING SUMMARY

Staff hours						
MPO Director	CED Director	Finance Director	GIS Analyst	Transportation Planner	Support Staff	Total Hours
180	40	15	15	0	15	265

Cost Summary	
Personnel	\$11,235
Direct Costs	\$0
Indirect Costs	\$3,765
<b>Total</b>	<b>\$15,000</b>

Funding Source	
FHWA	\$0
FTA	\$0
KYTC	\$0
Local	\$15,000
<b>Total</b>	<b>\$15,000</b>



## Owensboro-Daviess County MPO Transportation Planning

### FHWA

Source	Amount	Estimated Staff Hours
FHWA	\$127,998	1,020 hrs – MPO Director
KYTC	\$7,999	590 hrs – CED Director
Owensboro	\$12,002	175 hrs – Finance Director
Daviess County	<u>\$12,002</u>	310 hrs – GIS Analyst
<b>Total</b>	<b>\$160,001</b>	210 hrs – Transportation Planner
		350 hrs – Support Staff

### FTA Section 5303

Source	Amount	Estimated Staff Hours
FTA	\$53,000	550 hrs – MPO Coordinator
Owensboro	<u>\$13,250</u>	190 hrs – CED Director
<b>Total</b>	<b>\$66,250</b>	70 hrs – Finance Director
		145 hrs – GIS Analyst
		80 hrs – Transportation Planner
		145 hrs – Support Staff

### Other Contracts

#### Owensboro Transit Management Assistance – FTA Section 5307

Source	Amount	Estimated Staff Hours
FTA	\$14,400	200 hrs – MPO Director
OTS	<u>\$3,600</u>	25 hrs – CED Director
<b>Total</b>	<b>\$18,000</b>	25 hrs – Finance Director
		60 hrs – GIS Analyst

#### Owensboro/Daviess County MPO Technical Assistance

Source	Amount	Estimated Staff Hours
Daviess County	\$7,500	180 hrs – MPO Director
Owensboro	<u>\$7,500</u>	40 hrs – CED Director
<b>Total</b>	<b>\$15,000</b>	15 hrs – Finance Director
		15 hrs – GIS Analyst
		15 hrs – Support Staff

### MPO Total Funding

Source	Amount
FHWA	\$160,001
FTA	\$66,250
OTS Assistance	\$18,000
City/County Assistance	<u>\$15,000</u>
<b>Total</b>	<b>\$229,251</b>



# Unified Planning Work Program Checklist

Item	Page #	Comment	Regulation or Law Cited
<b>1 FORMAT GUIDELINES</b>			
Dated (left hand corner)			
Page numbers			
<b>2 COVER/TITLE PAGE</b>			
Name of MPO agency and area represented	Cover		
FY of UPWP, contact information, web site	Cover		
Agencies providing funds or support	Cover		
<b>3 INTRODUCTION/PREFACE</b>			
Table of Contents	i		
MPO Approval Resolution (signed)	25		
Committee Members & Responsibilities	4		[See 23 CFR 450.310 (d)]
Staff Members, Positions & Responsibilities	4		
Maps - MPO Planning, Urbanized & A.Q. Areas	3		[See 23 CFR 450.312]
Planning Factors	2		[See 23 CFR 450.306 (b)]
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			
Description, including Goals, Objectives and Products			23 CFR 420.111(d)(1) & 450.308(c)
Schedule for Completion			23 CFR 450.308(c)
Agency Responsible			23 CFR 450.308(c)
Estimated Cost			23 CFR 420.111(e)
Funding Sources			23 CFR 450.308(c)
<b>ISSUES TO ADDRESS (May be addressed under various work elements listed below or as standalone work elements)</b>			
Safety/Security	13		
Resilience/Reliability (Consider KYTC evaluations of damage-prone areas)			23 CFR 667
<b>Multimodal Planning</b>			
-Freight	17		23 U.S.C. 134(h), (i)(6)
-Transit	19		23 U.S.C. 134(c)(2), (i)(2)(H)
-Bike/Pedestrian	19		23 U.S.C. 134(i)(6)(A), 135(f)(3)(A)
-2.5% Setaside: Describe how the MPO will meet (or opt out of) the requirement to spend 2.5% of PL funds on activities to increase safe and accessible options for multiple travel modes	6		IJA § 11206
Travel Demand Modeling: MTP update, project analysis, report of housing and employment changes and employment-based traffic patterns to KYTC. If not a standalone work element, include summary of modeling-related tasks.	13		[See 23 CFR 450.104, Regionally significant project]
Conformity Analysis			
ITS Architecture	17		23 CFR 940
Congestion Management Process (TMAs only)			23 CFR 450.322
ADA Transition Plans	8		FHWA Civil Rights Guidance: <a href="http://www.fhwa.dot.gov/civilrights/program/s/ada_sect504qa.cfm#q12">www.fhwa.dot.gov/civilrights/program/s/ada_sect504qa.cfm#q12</a>
<b>ADMINISTRATION Work Element</b>			
Major Purchases/Training/Audits	8		
General Committee Meetings	8		
Planning Agreement: Update as needed	8		23 CFR 450.314
<b>UNIFIED PLANNING WORK PROGRAM Work Element</b>			
UPWP Development & Maintenance	10		23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report	10		23 CFR 420.117(b)
<b>PUBLIC INVOLVEMENT &amp; REPORTING Work Element</b>			
Participation Plan Development & Maintenance	11		23 CFR 450.316
Annual Listing of Obligated Projects	15		23 CFR 450.334
<b>DATA COLLECTION &amp; ANALYSIS Work Element</b>			
Census/Socioeconomic Data	13		
Transportation Systems/Urban Boundaries	13		
Performance Measures & Targets	13		23 CFR 450.306(d)
<b>PROJECT IDENTIFICATION &amp; PRIORITIZATION Work Element</b>			
Identify and Update Projects in CHAF	17		
Assist with SHIFT Project Prioritization Activities	17		
Assist with CMAQ Prioritization (CMAQ-eligible areas only)	15		
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)			
<b>TRANSPORTATION IMPROVEMENT PROGRAM Work Element</b>			
TIP Development & Maintenance	15		23 CFR 450.326
<b>METROPOLITAN TRANSPORTATION PLAN Work Element</b>			
MTP Development & Maintenance	17		23 CFR 450.324
<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	23		23 CFR 450.308(c) & 420.111(b)
Indirect Costs (if applicable)	24		
Estimated Effort - Person-Weeks/Hours	23		
Expenditures by Work Item & Funding Source	23		

<b>6 APPENDICES</b>			
Planning Agreement	Appendix		
CAP Approval Letter from KYTC (if charging indirect costs)	Appendix		

\* 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.

1-Dec-22

**RESOLUTION  
OF THE  
OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
APPROVING THE  
FY 2024 TRANSPORTATION  
UNIFIED PLANNING WORK PROGRAM**

**WHEREAS**, Title 23 U.S. Code, Section 134 of the Federal Urban Mass Transit Act of 1964, as amended, requires the preparation of a Unified Planning Work Program in areas involving urban transportation planning; and

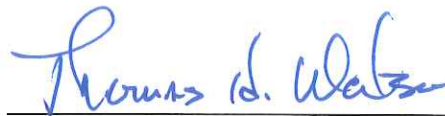
**WHEREAS**, the Owensboro-Daviess County Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning in the Owensboro-Daviess County metropolitan planning area; and

**WHEREAS**, the Owensboro-Daviess County MPO is responsible, along with the Kentucky Transportation Cabinet, for addressing the planning process in accordance with 23 CFR 450.334; 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

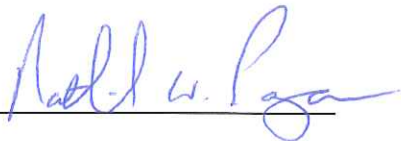
**WHEREAS**, the Technical Advisory Committee of the Owensboro-Daviess County MPO has endorsed and recommended the FY 2024 Unified Planning Work Program to the Policy Committee,

**NOW, THEREFORE, BE IT RESOLVED** that the Policy Committee of the MPO, at its regular public meeting of March 28, 2023, approves the FY 2024 UPWP for the Owensboro-Daviess County MPO area.



\_\_\_\_\_  
Thomas H. Watson, Mayor of Owensboro  
MPO Policy Committee Chairman

Attest: \_\_\_\_\_



The CAP letter is pending.

## 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.



- 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

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.

## **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.

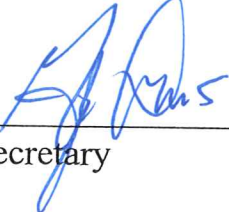
The signatures below signify the acceptance and approval of this agreement.

**OWENSBORO – DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

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

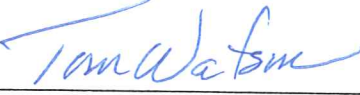
1/31/17  
\_\_\_\_\_  
Date

**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