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POLICY COMMITTEE

April 13, 2012; 1:30 – 3:00 p.m.

Council Chambers (#115)

I. Call to Order

II. Communications from the Chair

III. Reports from Officers and/or Committees

IV. Reports from the BMCMPO Staff
- A. 2012 MPO Conference
- B. Long Range Transportation Plan Task Force
- C. Transportation Legislation Reauthorization

VII. Old Business

VIII. New Business
- A. FY2013-2014 Unified Planning Work Program

IX. Communications from Committee Members *(non-agenda items)*
- A. Topic Suggestions for Future Agendas

X. Upcoming Meetings
- A. Technical Advisory Committee – April 25, 2012 at 10:00 a.m. (McCloskey Room)
- B. Citizens Advisory Committee – April 25, 2012 at 6:30 p.m. (McCloskey Room)
- C. Policy Committee – May 11, 2012 at 1:30 p.m. (Council Chambers)

Adjournment

**Public comment prior to vote (limited to five minutes per speaker)*

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Bloomington/Monroe County Metropolitan Planning Organization

MEMORANDUM

To: MPO Policy Committee

From: Josh Desmond, AICP
MPO Director

Date: April 5, 2012

Re: Fiscal Year 2013-2014 Unified Planning Work Program

Background

Staff is currently developing the Fiscal Year 2013-2014 Unified Planning Work Program. Staff intends to seek final adoption of the new UPWP at a Policy Committee meeting in May. The TAC & CAC will have the opportunity to review a full draft of the UPWP at the April 25 meetings, prior to final Policy Committee action.

FY2013-2014 Estimated Budget

The Federal PL funding allocation and required local match for Fiscal Years 2013 and 2014 are shown in the table below. Federal funding procedures for the MPO require that the local agency expends funds up front and then seeks 80% reimbursement of those expenditures via quarterly invoices to INDOT.

UPWP Funding Sources	2013	2014	TOTAL
Federal (PL)	$ 255,286	$ 255,286	$ 510,572
Local Match	$ 63,821	$ 63,821	$ 127,642
Total Funds	**$ 319,107**	**$ 319,107**	**$ 638,214**

The Federal funding allocation for FY 2013 and 2014 is approximately 3% lower than the initial allocation for FY 2011 and 2012. As with the previous work program, additional "carryover" funds will be amended into the 2014 budget in the 4th Quarter of FY 2013. This carryover funding comes from the MPO's unspent funding from the FY 2011-2012 UPWP. The exact amount of the carryover funding that the MPO can expect to add next year will not be known until INDOT completes its audit of FY 2011 and 2012 expenditures. For this reason, potential carryover funding is not included in the UPWP budget at this time.

Planning Emphasis Areas

The Federal Highway Administration (FHWA) provides the MPO with Planning Emphasis Areas (PEAs) that must be addressed for each new work program. These are key areas that FHWA wants the MPO to focus its energy on during that time period. The PEAs for FY 2013-2014 include three carry-overs from the previous work program as one new PEA. The four PEAs for the new UPWP are summarized below.

- **Red Flag Investigations as part of Planning & Environmental Linkages:** MPOs and INDOT should consider environmental issues early in the transportation planning process, and use information and analysis conducted during early planning in the formal NEPA process. This will ensure that key early analysis and input is included as the project moves forward, and will provide for efficiencies once the NEPA process proceeds.
- **Quarterly Project Tracking Reports & Meetings:** In recent years, Indiana MPOs have developed systems to track the progress of projects within their TIPs. The BMCMPO collects project reports on a quarterly basis from each LPA, and then provides a summary report for all TIP projects to each of the BMCMPO committees. MPOs are expected to enhance these reports with the establishment of quarterly tracking meetings. Such meetings will include MPO staff, LPA staff, INDOT District staff and project consultants, and would provide an opportunity for all parties to discuss project progress

and resolve issues. MPO staff is also charged with ensuring that all LPAs maintain the proper staff certifications in order to continue receiving Federal funding for their TIP projects.

- **Americans With Disabilities Act Transition Plans:** All local governments with greater than 50 employees have been given a deadline of December 31, 2012, to complete an ADA Transition Plan, which was a requirement of the original Americans with Disabilities Act when it was passed in 1990. Each MPO is asked to provide technical resources and support to the Local Public Agencies within their boundaries in order to ensure that they meet the deadline. The BMCMPO will continue to provide support to the City of Bloomington, Monroe County, and the Town of Ellettsville as they each develop their ADA Transition Plans.
- **Adjusted Urban Area Boundaries & Metropolitan Planning Area Boundaries:** In response to the new population data produced by the 2010 U.S. Census, the Bureau of the Census will release proposed revisions to the Urban Area Boundaries for MPOs across the nation. It is incumbent upon the BMCMPO, in cooperation with INDOT and FHWA, to review the proposed boundaries and make any local adjustments that may be necessary. In addition, the BMCMPO Metropolitan Planning Area boundary will also need to be reviewed to ensure it continues to meet minimum standards as well as makes sense for the planning programs of the MPO.

UPWP Outline

The new UPWP will largely be a status quo document in that there are relatively few changes to existing tasks other than those required for the revised PEAs described above. The outline below shows the proposed structure of the UPWP. Comments have been inserted to highlight areas where new tasks or key changes to existing tasks are proposed. Where no comments are inserted, assume that the new UPWP will largely carry on the same tasks listed for that element in the existing UPWP. It is important to note that the budget for FY 2013 is significantly tighter than the budget for FY 2014. This is due to the number of new tasks required to be inserted for FY 2013 as well as the substantial amount of funding that will be set aside for the completion of the LRTP. This may necessitate cuts in funding for certain elements of the UPWP, including some of the areas that have traditionally been set aside for reimbursements to LPAs.

Comprehensive Planning Coordination & Outreach

101 Transportation Planning Coordination

A. Intergovernmental Coordination
B. Unified Planning Work Program
C. Planning Grant Administration
D. Indiana MPO Council
[2012 MPO Conference: Conference hosted in Bloomington in October 2012. This task is for FY 2013 only.]
E. Staff Training & Education
F. Web Site Administration
G. Public Participation Process

102 Transportation Improvement Program

A. Transportation Improvement Program
[Enhancements to Quarterly Tracking Program consistent with PEA.]
B. HSIP Administration
C. TE Program Administration
D. Safe Routes to School Program Administration
E. Planning & Environmental Linkages
[Addition of Red Flag Inventories consistent with PEA. This task is relocated from Element 202.]

Transportation Planning

201 Long Range Planning

A. 2035 Long Range Transportation Plan

[This is a carry-over project from the previous UPWP. It is expected to be complete by the end of the 2nd quarter of FY 2014.]

202 Short Range Transportation Studies & Activities

~~A. CAC/Student-assisted Study~~

[No such study anticipated for this UPWP.]

B. ADA Transition Plans

[Continued MPO support for LPAs consistent with PEA.]

~~C. Planning & Environmental Linkages~~

[Relocated to Element 102.]

D. Urbanized Area/Planning Area Updates

[New task - revisions to MPO Urbanized Area and Planning Area consistent with PEA. This task is for FY 2013 only.]

203 Data Collection & Analysis

A. Traffic Volume Counting
B. Infrastructure Management Plan
C. ITS Architecture Maintenance
D. Annual Crash Report

Alternative Transportation Planning

301 Long Range Planning

~~A. BT Grimes Lane Facility Study~~

[No such study anticipated for this UPWP.]

302 Short Range Alternative Transportation Studies & Activities

A. Coordinated Human Services Public Transit Plan
B. Bicycle & Pedestrian Safety and Project Coordination
C. 100% On/Off Study

[New consultant study for Bloomington Transit. This task is for FY 2014 only.]

D. Title VI Compliance Study

[New consultant study for Bloomington Transit. This task is for FY 2014 only.]

303 Transit, Bicycle & Pedestrian Data Collection & Analysis

A. Transit Ridership & Bicycle/Pedestrian Counts

Input Requested

MPO staff is requesting input from Policy Committee members as to the final contents of the FY 2013-2014 UPWP. It is important for staff to hear from interested LPAs as soon as possible about potential funding needs for activities and projects, particularly if they are significantly different from those noted in the outline above. No formal action is being requested at this time. All questions and suggestions are welcome.

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Unified Planning Work Program

Fiscal Years 2013-2014

[July 1, 2012 through June 30, 2014]

DRAFT: APRIL 5, 2012

Adopted:
TBD

ACKNOWLEDGEMENT AND DISCLAIMER
The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Executive Summary

The following is the Executive Summary of the Fiscal Year (FY) 2013-2014 Unified Planning Work Program for the Bloomington/Monroe County Metropolitan Planning Organization. One of the federal requirements of the urban transportation planning process involves the development of an annual Unified Planning Work Program (UPWP). The UPWP describes all planning activities that are anticipated in the MPO study area over the next two programming years, and documents the work that will be performed with federal highway and transit planning funds.

Planning Emphasis Areas

The Federal Highway Administration (FHWA) and the Indiana Department of Transportation (INDOT) annually issue a set of Planning Emphasis Areas (PEAs) to Indiana MPOs. These PEAs prioritize key tasks and policies for implementation by MPOs in their Unified Planning Work Programs. The fulfillment of these tasks and policies helps to implement the provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Four Planning Emphasis Areas have been set forth for the FY 2013-2014 UPWP, and they are summarized as follows.

Red Flag Investigations as part of Planning & Environmental Linkages

MPOs and INDOT should consider environmental issues early in the transportation planning process, and use information and analysis conducted during early planning in the formal NEPA process. This will ensure that key early analysis and input is included as the project moves forward, and will provide for efficiencies once the NEPA process proceeds.

Quarterly Project Tracking Reports & Meetings

In recent years, Indiana MPOs have developed systems to track the progress of projects within their TIPs. The BMCMPO collects project reports on a quarterly basis from each LPA, and then provides a summary report for all TIP projects to each of the BMCMPO committees. MPOs are expected to enhance these reports with the establishment of quarterly tracking meetings. Such meetings will include MPO staff, LPA staff, INDOT District staff and project consultants, and would provide an opportunity for all parties to discuss project progress and resolve issues. MPO staff is also charged with ensuring that all LPAs maintain the proper staff certifications in order to continue receiving Federal funding for their TIP projects.

Americans With Disabilities Act Transition Plans

All local governments with greater than 50 employees have been given a deadline of December 31, 2012, to complete an ADA Transition Plan, which was a requirement of the original Americans with Disabilities Act when it was passed in 1990. Each MPO is asked to provide technical resources and support to the Local Public Agencies within their boundaries in order to ensure that they meet the deadline. The BMCMPO will continue to provide support to the City of Bloomington, Monroe County, and the Town of Ellettsville as they each develop their ADA Transition Plans.

Adjusted Urban Area Boundaries & Metropolitan Planning Area Boundaries

In response to the new population data produced by the 2010 U.S. Census, the Bureau of the Census will release proposed revisions to the Urban Area Boundaries for MPOs across the nation. It is incumbent upon the BMCMPO, in cooperation with INDOT and FHWA, to review the proposed boundaries and make any local adjustments that may be necessary. In addition, the BMCMPO Metropolitan Planning Area boundary will also need to be reviewed to ensure it continues to meet minimum standards as well as makes sense for the planning programs of the MPO.

Key Projects

In addition to fulfilling the PEA directives noted above, the BMCMPO will also undertake a number of key projects over the course of the FY 2013-2014 UPWP.

2035 Long Range Transportation Plan

The MPO re-adopted it's 2030 Long Range Transportation Plan in 2010 with the understanding that the development of a 2035 Plan would commence shortly thereafter. The new LRTP has been under development since then and the MPO will be securing a consultant to assist with the project at the beginning of Fiscal Year 2013. It is anticipated that the new Plan will be adopted during Fiscal Year 2014.

2012 Indiana MPO Conference

The Indiana MPO Council hosts an annual state-wide conference. The location of the conference rotates between the member MPOs. The BMCMPO is the host of the 2012 Conference, after having last served as host in 2001. The Conference will take place at the Bloomington Convention Center on October 16 through 18, 2012. BMCMPO staff will be responsible for planning and hosting the conference.

FY 2013-2014 Budget

The Bloomington/Monroe County MPO has an estimated $510,571 available from the Federal Highway Administration and Federal Transit Administration for programming in Fiscal Years 2013 through 2014. These funds are available on a 20% local match basis, thereby requiring a total local match assurance of $127,643 should all funds be used. The combined total of federal assistance and local match that may be used for programming in the FY 2011-2012 UPWP is $638,214. This budget is split between the two Fiscal Years, with $319,107 allocated to each fiscal year. The following table summarizes the two-year budget, breaking it down by work element.

Work Element	Federal Funds	Local Match	Total
Comprehensive Planning Coordination & Outreach			
101	$ 158,811	$ 39,703	$ 198,514
102	$ 43,200	$ 10,800	$ 54,000
Transportation Planning			
201	$ 157,600	$ 39,400	$ 197,000
202	$ 10,000	$ 2,500	$ 12,500
203	$ 82,400	$ 20,600	$ 103,000
Alternative Transportation Planning			
301	$ -	$ -	$ -
302	$ 48,560	$ 12,140	$ 60,700
303	$ 10,000	$ 2,500	$ 12,500
TOTAL	$ 510,571	$ 127,643	$ 638,214

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Bloomington/Monroe County MPO Structure and Administration For Fiscal Years 2013-2014 (July 1, 2012 through June 30, 2014)

INTRODUCTION

In March 1982, the Governor of the State of Indiana designated the City of Bloomington Plan Commission as the Metropolitan Planning Organization (MPO) for the Bloomington urbanized area. The MPO is responsible for ensuring that the Bloomington urbanized area has a continuing, cooperative, and comprehensive (3-C) transportation planning process. The 3-C planning process is outlined in the urban planning regulations jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on September 17, 1975, as amended on June 30, 1983.

Federal transportation policy and programs relating to MPO's are guided by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A legacy for Users (SAFETEA – LU), which was signed into law in 2005. This legislation updates Titles 23 and 49 of the United States Code (U.S.C.) and builds on the major changes made to Federal transportation policy and programs addressed in the Transportation Equity Act for the 21st Century (TEA-21). Federal certification of the 3-C planning process is a prerequisite for obtaining approval of any subsequent transportation improvement projects, which are to be funded by the FHWA and/or FTA.

One of the requirements of the urban transportation planning process for an MPO involves the development of a Unified Planning Work Program (UPWP), which describes all planning activities that are anticipated in the urbanized area over the next programming year. The UPWP also documents the work that will be performed with federal planning funds.

The FY 2013-2014 UPWP is intended to satisfy the Bloomington metropolitan planning area's work program requirement for the Fiscal Years 2013 and 2014 (July 1, 2012 to June 30, 2014). It is entitled, and shall hereafter be referred to as the FY 2013-2014 Unified Planning Work Program.

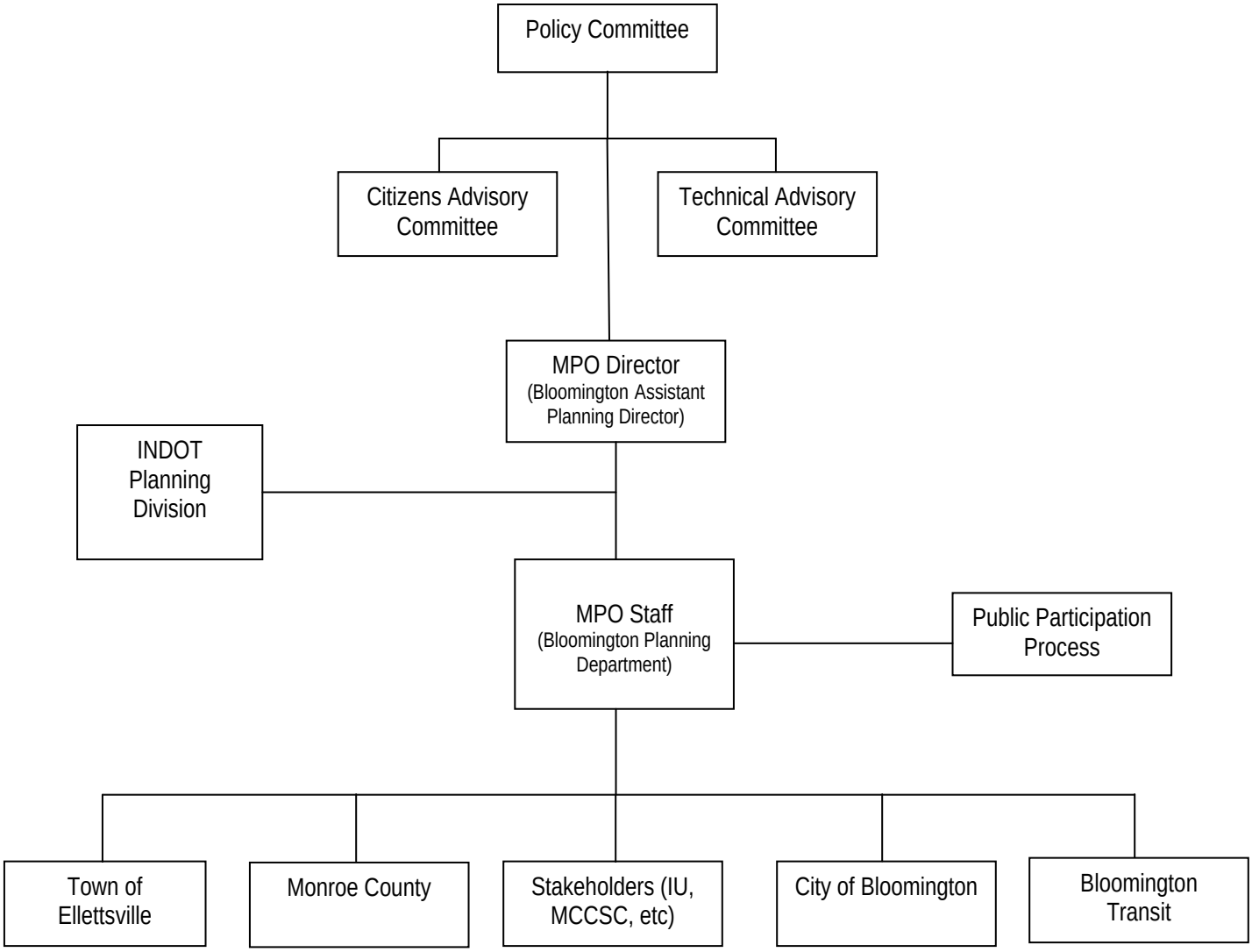
MPO STRUCTURE

The Bloomington/Monroe County MPO is an organization consisting of a three-part intergovernmental steering committee, the City of Bloomington Plan Commission as the contracting entity, and the City of Bloomington Planning Department as the lead staff agency.

The three-part intergovernmental steering committee is made up of a Policy Committee (PC) which acts as the decision-making body for the MPO, a Technical Advisory Committee (TAC), and a Citizens Advisory Committee (CAC). This arrangement effectively provides for close communication between key policy/decision makers, the technical planning staff, and citizen representatives. In addition, the MPO Staff maintains close working relationships with City of Bloomington, Monroe County, and the Town of Ellettsville departments and agencies, Bloomington Public Transportation Corporation, Indiana University, Monroe County and Richland Bean Blossom Community School Corporations, the Indiana Department of Transportation (INDOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA).

The following pages document the MPO Committee organization structure and the composition of the three MPO committees.

Bloomington/Monroe County MPO Organizational Chart



Bloomington/Monroe County MPO Committee Composition

POLICY COMMITTEE

Name	Title	Representing
Kent McDaniel *(Chair)*	Board of Directors Member	Bloomington Public Transportation Corporation
Jack Baker *(Vice Chair)*	President, Plan Commission	City of Bloomington
Mark Kruzan	Mayor	City of Bloomington
Andy Ruff	Common Council Member	City of Bloomington
Susie Johnson	Director, Public Works Department	City of Bloomington
Lynn Coyne	Director, Real Estate Department	Indiana University
Mark Stoops	County Commissioner	Monroe County
Vic Kelson	County Council Member	Monroe County
Richard Martin	President, Plan Commission	Monroe County
Bill Williams	Director, Highway Department	Monroe County
Dan Swafford	Town Council Member	Town of Ellettsville
Patrick Murray	Chair, Citizens Advisory Committee	Citizens Advisory Committee
Kathy Eaton-McKalip	Deputy Commissioner, Seymour District	Indiana Department of Transportation
Marisol Simon	Administrator, Region V	Federal Transit Administration (non-voting)
Bob Tally	Administrator, Indiana Division	Federal Highway Administration (non-voting)

TECHNICAL ADVISORY COMMITTEE

Name	Title	Representing
Adrian Reid *(Chair)*	City Engineer	City of Bloomington
Jane Fleig *(Vice Chair)*	Assistant Engineer, Utilities Department	City of Bloomington
Lew May	General Manager	Bloomington Transit
Laurel Cornell	Vice Chair, Citizens Advisory Committee	Citizens Advisory Committee
Andrea Roberts	Deputy Director, Public Works Department	City of Bloomington
Dave Williams	Director of Operations, Parks & Recreation Dept.	City of Bloomington
Tom Micuda	Director, Planning Department	City of Bloomington
Michael Trexler	Controller	City of Bloomington
Laura Haley	GIS Coordinator	City of Bloomington
Bobby Chestnut	Street Commissioner	City of Bloomington
Amy Gerstman	Auditor	Monroe County
Chuck Stephenson	Administrator, Parks & Recreation Dept.	Monroe County
Larry Wilson	Director, Planning Department	Monroe County
Kurt Babcock	GIS Coordinator	Monroe County
S. Bruce Payton	Executive Director, Monroe County Airport	Monroe County Airport
John Carter	Transportation Director	Monroe County Community Schools Corp.
Steven Kain	Superintendent	Richland-Bean Blossom Community Schools Corp.
Doug Norton	Manager	Rural Transit
Mike Cornman	Street Department	Town of Ellettsville
Connie Griffin	Director, Planning Services	Town of Ellettsville
Perry Maull	Operations Director, IU Transportation	Indiana University
John Collison	Highway Department Assistant Director	Monroe County
Jim Ude	District Planning & Programming Director	Indiana Department of Transportation (non-voting)
Emanuel Nsonwu	Urban and MPO Planning Representative	Indiana Department of Transportation (non-voting)
Brian Jones	Project Manager	Indiana Department of Transportation (non-voting)
Michelle Allen	Indiana Division	Federal Highway Administration (non-voting)

CITIZENS ADVISORY COMMITTEE

Name	Representing
Patrick Murray *(Chair)*	Prospect Hill Neighborhood
Laurel Cornell *(Vice-Chair)*	Prospect Hill Neighborhood
Joanne Henriot	Bryan Park Neighborhood
Buff Brown	Traffic Commission/BTOP
Barbara Salisbury	Southern Indiana Center for Independent Living
Elizabeth Cox-Ash	McDoel Gardens Neighborhood
Larry Jacobs	Greater Bloomington Chamber of Commerce
John Kehrberg	County Citizen
Paul Ash	McDoel Gardens Neighborhood
Bill Milroy	Old Northeast Neighborhood Assoc.
Ted Miller	Citizen
Jack Baker	McDoel Gardens Neighborhood
Randy Paul	Citizen
Sarah Ryterband	Prospect Hill Neighborhood
Marc Cornett	Citizen
Mary Boutain	Area 10 Agency on Aging
David Walter	Sixth & Ritter Neighborhood Association/BRI/CONA
David Sabbagh	Citizen

MPO STAFF

Name	Position
Joshua Desmond, AICP	MPO Director
Scott Robinson, AICP	Long Range/Transportation Manager
Raymond Hess, AICP	Senior Transportation Planner
Vince Caristo	Bicycle & Pedestrian Coordinator
Jane Weiser	Planning Assistant

Fiscal Year 2013-2014 UPWP Funding Summary

FISCAL YEAR 2013-2014 MPO BUDGET

The Bloomington/Monroe County MPO has an estimated $510,571 available from the Federal Highway Administration and Federal Transit Administration for programming in Fiscal Years 2013 through 2014. These funds are available on a 20% local match basis, thereby requiring a total local match assurance of $127,643 should all funds be used. The combined total of federal assistance and local match that may be used for programming in the FY 2011-2012 UPWP is $638,214. This budget is split between the two Fiscal Years, with $319,107 allocated to each fiscal year.

FUND USE BY MATCHING AGENCY

The table below provides a breakdown of FY 2013-2014 funding allocations based on the agency using the programmed funds. The figures in the MPO column represent MPO staff time spent per work element, including fringe and indirect costs. The Bloomington Transit and Consultant columns identify funds set aside for consultant services, purchase of equipment, and other direct MPO expenses (separate from staff costs). The CSA column shows funds identified for use by partner agencies through Contract Service Agreements. More detailed breakdowns of each work element are provided in later sections of this document.

Work Element	MPO Staff	Bloomington Transit	Consultants/Supplies	CSA	Total
Comprehensive Planning Coordination & Outreach					
101	$ 177,064	$ -	$ 21,450	$ -	$ 198,514
102	$ 54,000	$ -	$ -	$ -	$ 54,000
Transportation Planning					
201	$ 20,000	$ -	$ 177,000	$ -	$ 197,000
202	$ 5,000	$ -	$ -	$ 7,500	$ 12,500
203	$ 8,500	$ -	$ -	$ 94,500	$ 103,000
Alternative Transportation Planning					
301	$ -	$ -	$ -	$ -	$ -
302	$ 10,500	$ 50,000	$ 200	$ -	$ 60,700
303	$ 8,500	$ 4,000	$ -	$ -	$ 12,500
TOTAL	$ 283,564	$ 54,000	$ 198,650	$ 102,000	$ 638,214

OBJECT CLASS BUDGET BY FUNDING SOURCE

The table below provides a breakdown of FY 2013-2014 funding allocations by object class and funding source. Fringe and Indirect expenses are calculated based on the rates provided in the FY 2013-2014 Cost Allocation Plan. As with the previous table, funding allocations for MPO Staff, Bloomington Transit, Consultants/Other, and CSA are separated for illustrative purposes. Please refer to the individual work element sections later in this document for further details on each category.

Object Class	Federal Funds	Local Match	Total
Direct Chargeable Salary	$ 118,330	$ 29,583	$ 147,913
Fringe Expenses (77.42%)	$ 91,611	$ 22,903	$ 114,514
Indirect Expenses (14.29%)	$ 16,909	$ 4,227	$ 21,137
Bloomington Transit	$ 43,200	$ 10,800	$ 54,000
Consultants/Supplies	$ 158,920	$ 39,730	$ 198,650
CSA	$ 81,600	$ 20,400	$ 102,000
TOTAL	$ 510,571	$ 127,643	$ 638,214

SUMMARY BUDGET BY FUNDING SOURCE

The table below provides a summary of the FY 2013-2014 budget for each of the work elements in the Unified Planning Work Program. The federal funding/local match split for each work element is highlighted here. As illustrated in this summary table, the FY 2013-2014 funding allocations fall within the total available funding noted previously.

Work Element	Federal Funds	Local Match	Total
Comprehensive Planning Coordination & Outreach			
101	$ 158,811	$ 39,703	$ 198,514
102	$ 43,200	$ 10,800	$ 54,000
Transportation Planning			
201	$ 157,600	$ 39,400	$ 197,000
202	$ 10,000	$ 2,500	$ 12,500
203	$ 82,400	$ 20,600	$ 103,000
Alternative Transportation Planning			
301	$ -	$ -	$ -
302	$ 48,560	$ 12,140	$ 60,700
303	$ 10,000	$ 2,500	$ 12,500
TOTAL	$ 510,571	$ 127,643	$ 638,214

CONTRACT SERVICE AGREEMENTS

The Bloomington/Monroe County Metropolitan Planning Organization will enter into Contract Service Agreements (CSA) with the City of Bloomington Public Works Department (and all of its divisions), the Town of Ellettsville, and the Monroe County Planning and Highway Departments in order to assist with several of the work elements outlined in this UPWP. Each CSA will provide a mechanism for coordination and ensure that the duplication of transportation planning services is minimized. Each CSA will follow the scope of work detailed within this Unified Planning Work Program and will be approved by the Policy Committee. Each non-MPO government entity entering into a CSA with the MPO is responsible for providing all costs detailed within a CSA and will be reimbursed up to a maximum of 80% of federal aid eligible costs.

Comprehensive Planning Coordination & Outreach

101 TRANSPORTATION PLANNING COORDINATION

A) Intergovernmental Coordination

Work to be conducted under this element will include all activities associated with administering the MPO Policy Committee, the MPO Technical Advisory Committee, the Citizen Advisory Committee, and daily MPO administrative activities with FHWA and INDOT. Meetings of the MPO Committees occur on a monthly basis. Activities that can be anticipated in association with these committees include the preparation of information packets for each meeting, clerical support activities, and documentation of such meetings. All meetings will be open to attendance from the public and the preparation of proper meeting notifications will be included under this work element.

The 1982 charter of the Bloomington/Monroe County MPO established a Citizens Advisory Committee (CAC) to solicit citizen input into the transportation planning process. Monthly meetings with the CAC provide an avenue for obtaining public input for Policy Committee deliberation on transportation issues. The CAC membership for the Bloomington/Monroe County MPO consists of volunteer representatives from community organizations, professional associations, neighborhood associations, and the private sector.

Responsible Agency and End Product(s):

(1) MPO Staff to conduct at least 6 MPO Policy Committee meetings, 10 MPO Technical Advisory Committee meetings, and 10 Citizen Advisory Committee meetings per fiscal year.
   (a) Publish and distribute agendas, minutes, and support material

(2) MPO Staff to attend intergovernmental coordination meetings as needed with the INDOT Seymour District office each fiscal year.
   (a) Attend coordination meetings as needed

(B) Unified Planning Work Program

The development and administration of a Unified Planning Work Program (UPWP) is a requirement of the urban transportation planning process. The UPWP describes all planning activities that are anticipated in the MPO study area over the next two fiscal years, and documents the work that will be performed with federal planning monies and local matching funds. This element also includes the preparation of a Cost Allocation Plan/Indirect Cost Proposal to be used in determining billing rates for MPO staff.

Responsible Agency and End Product(s):

(1) MPO Staff to conduct coordination technical review meetings with FHWA, INDOT, and local stakeholders to develop the annual Fiscal Year Unified Planning Work Program.
   (a) Amendment(s) to FY 2013-2014 Unified Planning Work Program (UPWP)
   (b) FY 2015-2016 Unified Planning Work Program (UPWP)

(2) MPO Staff to develop and update the Cost Allocation Plan as part of the UPWP.
   (a) FY 2015-2016 Cost Allocation Plan (CAP)

(3) MPO Staff to prepare and submit an Annual Completion Report to INDOT.
   (a) FY 2012 Annual Completion Report
   (b) FY 2013 Annual Completion Report

(4) MPO Staff to prepare and submit an annual Self Certification Review Statement to INDOT/FHWA/FTA representatives.

(a) FY 2013 Annual Self Certification Statement
(b) FY 2014 Annual Self Certification Statement

(C) Planning Grant Administration

MPO Staff will administer the FHWA and FTA planning grants associated with the FY 2013-2014 UPWP. Quarterly progress reports, billing statements, and the financial status of the FY 2013-2014 UPWP will be provided to the Policy Committee and to the member agencies to update the progress of all MPO activities that have occurred towards completion of the UPWP.

Responsible Agency and End Product(s):

(1) MPO Staff to prepare and submit quarterly progress reports to INDOT for review.
  (a) Quarterly Progress Reports

(2) MPO Staff to prepare and submit quarterly billing statements to INDOT for reimbursement.
  (a) Quarterly Billing Statements

(D) Indiana MPO Council

The fourteen (14) Metropolitan Planning Organizations in the State of Indiana have a statewide MPO association (MPO Council) that meets monthly to discuss and act on matters of mutual interest. The monthly Indiana MPO Council meetings provide an opportunity for the MPOs to coordinate their transportation planning activities and to work collectively with INDOT and FHWA. The MPO Council also presents an annual state-wide MPO Conference, which in calendar year 2012 will be hosted by the BMCMPO. This will require the MPO to book venues, schedule keynote speakers and educational sessions, and manage registration and sponsorship processes for the conference, as well as playing host at major events during the conference.

Responsible Agency and End Product(s):

(1) MPO Staff to attend 12 MPO Council monthly meetings per fiscal year.
(2) MPO Staff to organize and host the 2012 Indiana MPO Conference in October 2012.

(E) Staff Training and Education

The continuous development of MPO staff expertise will occur through attendance and participation in transportation related courses, seminars, and conferences, as well as the purchase of educational/reference materials, professional periodical subscriptions, and technical software training, including TransCAD. These educational tools are essential for the professional development of all MPO staff and to bring about knowledge of regional and national best practice transportation planning topics.

Responsible Agency and End Product(s):

(1) MPO Staff to attend the annual Indiana MPO Conference, the annual Purdue Road School meeting, and TransCAD training or other technical training opportunities.

(2) MPO to renew annual professional membership dues to the American Planning Association and other relevant professional organizations.

(3) MPO Staff to attend webinars, classes, and/or conferences and utilize educational materials for professional development from national associations such as the American Planning Association, the Association of Pedestrian and Bicycle Professionals, and Urban Land Institute, and Institute of Transportation Engineers.

(F) Web Site Administration

The MPO web site is a subsection of the City of Bloomington web site and provides the MPO with a significant point of public communication and interaction. Citizens, businesses, and other local community members can access and download reports, data, updates, and other information related to the functions of the MPO in addition to the traditional forms of correspondence that are offered by the staff.

Responsible Agency and End Product(s):

(1) On-going development and maintenance of the MPO Web Site.
- (a) MPO Staff to post MPO Policy/Technical Advisory/Citizen Advisory Committee agendas, minutes, and draft MPO documents on-line
- (b) MPO Staff to post adopted MPO documents

(G) Public Participation Process

The MPO adopted a revised Public Participation Process in 2007 that is SAFETEA-LU compliant, including maintaining compliance with the Environmental Justice considerations initiated under Executive Order 12898 on February 11, 1994. In addition, staff and the CAC have jointly produced a brochure that provides citizens with an overview of the MPO and methods of participating in its work. This brochure and the policies of the PPP will be used to recruit, retain, and involve interested citizens within the MPO area.

Responsible Agency and End Product(s):

(1) MPO Staff to implement all procedures required to ensure compliance with the MPO's Public Participation Process.
- (a) Public posting of MPO meeting agendas and proposed plans and documents, including printing of legal notices for public comment periods in the local newspaper.

(2) MPO Staff to continue development of recruitment tools to increase public participation in the MPO.
- (a) Further development and distribution of new MPO informational brochure.
- (b) MPO Staff to employ alternative methods of outreach (e.g. Facebook, online surveys) to convey information

101					
	Task	**Responsible Agency**	**FY 2013**	**FY 2014**	**Total Cost**
(A)	**Intergovernmental Coordination**				
	Policy, TAC, and CAC Committee	MPO	$56,757	$60,307	$117,064
	Coord. Mtgs. w/Seymour District	MPO			
(B)	**Unified Planning Work Program**				
	UPWP	MPO	$6,000	$8,000	$14,000
	CAP	MPO			
	Annual Completion Report	MPO			
	Annual Self-Certification Statement	MPO			
(C)	**Planning Grant Administration**				
	Quarterly Progress Reports	MPO	$6,000	$7,000	$13,000
	Quarterly Billing Statements	MPO			
(D)	**Indiana MPO Council**				
	MPO Council Meetings	MPO	$24,000	$5,000	$29,000
	2012 Indiana MPO Conference	MPO			
(E)	**Staff Training and Education**				
	Conferences and Technical Training	MPO	$4,250	$9,000	$13,250
	Membership Dues and Fees	MPO			
	Other educational resources	MPO			
(F)	***Web Site Administration***				
	On-going Development and Maintenance	MPO	$2,000	$4,000	$6,000
(G)	***Public Participation Process***				
	Public Participation Process	MPO	$2,100	$4,100	$6,200
	Outreach Activities	MPO			
		TOTAL	**$101,107**	**$97,407**	**$198,514**

102 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

(A) Transportation Improvement Program

The development of a Transportation Improvement Program (TIP) is a U.S. Department of Transportation requirement for MPOs that intend to implement projects with funds from the Federal Highway Administration and the Federal Transit Administration. All federal-aid projects must be included in the TIP, and the adopted program of projects must be fiscally constrained for inclusion within the Indiana Statewide Transportation Improvement Program (INSTIP) prepared by the Indiana Department of Transportation (INDOT).

The MPO staff will also attend monthly meetings with the City of Bloomington Projects Team, made up of representatives from various City of Bloomington departments, for the purposes of transportation project management and coordination. All current projects are to be examined for action to date, current status summary, next action steps, timelines, and public involvement/coordination issues.

Responsible Agency and End Product(s):

(1) MPO Staff to review project requests from local entities for inclusion in the TIP for consistency with the 2030 Long Range Transportation Plan and other MPO policy documents. Interagency coordination will result in the development and production of the TIP document.
   (a) FY 2014 – 2017 Transportation Improvement Program

(2) MPO Staff to administer the on-going implementation of TIP projects through coordination with LPAs, management of the local Change Order Process, and management of the TIP amendment process as needed.

(3) MPO Staff to provide assistance and coordination for Federal-aid application submissions by local planning agencies.

(4) MPO Staff to administer the Quarterly Project Tracking Program for the management of local projects in the TIP. Staff will enhance the Program by adding quarterly meetings between the MPO, INDOT, LPA staff, and LPA consultants to discuss project progress.

(5) MPO Administrative Staff to attend monthly City Projects Team meetings for interagency coordination and participation.

(B) Highway Safety Improvement Program Administration

The Bloomington/Monroe County MPO has established a local Highway Safety Improvement Program (HSIP) in compliance with SAFETEA-LU and the directives of INDOT. Going forward, staff will administer procedures whereby appropriate projects will be solicited from LPAs and HSIP funding will be awarded depending on project compliance with HSIP selection criteria.

Responsible Agency and End Product(s):

(1) MPO Staff to coordinate with local agencies on the annual solicitation and selection of candidate projects eligible for HSIP grant funds and for inclusion in the Transportation Improvement Program.

(C) TE Program Administration

The Bloomington/Monroe County MPO has established a local Transportation Enhancement (TE) program in compliance with SAFETEA-LU and the directives of INDOT. Going forward, staff will administer procedures whereby appropriate projects will be solicited from LPAs and TE funding will be awarded depending on project compliance with TE selection criteria.

Responsible Agency and End Product(s):

(1) MPO Staff to coordinate with local agencies on the annual solicitation and selection of candidate projects eligible for TE grant funds and for inclusion in the Transportation Improvement Program.

(D) Safe Routes to School (SRTS) Program Administration

The Bloomington/Monroe County MPO has taken a lead role in implementing the Safe Routes to School Program on the local level. A Safe Routes to School Task Force featuring representatives of local community school corporations, local governments, community groups, and other key stakeholders guides the local process. The task force works cooperatively to generate project ideas and coordinate the production of SRTS grant applications. As a result, multiple grants have been secured for local SRTS projects, and the task force has begun to focus on implementation of the grant-funded projects. MPO staff will continue to play a lead role in the local implementation of the SRTS program by coordinating SRTS Task Force meetings, assisting with the production of grant applications, and helping local jurisdictions implement any SRTS grants that are awarded.

Responsible Agency and End Product(s):

(1) MPO Staff to manage the Safe Routes to School Task Force that will be responsible for annual project identification and implementation of Safe Routes to School grant proposals and awards. Staff will coordinate regular meetings of the Task Force or its subcommittees as needed and provide logistical support to the Task Force or its subcommittees for project implementation.
   (a) Safe Routes to School grant submittals for infrastructure and non-infrastructure projects

(E) Planning & Environmental Linkages (PEL)

MPOs and INDOT should consider environmental issues early in the transportation planning process, and use information and analysis conducted during early planning in the formal NEPA process. This will ensure that key early analysis and input is included as the project moves forward, and will provide for efficiencies once the NEPA process proceeds. For Fiscal Years 2013 and 2014, the MPO will begin the process of implementing Red Flag Inventories as a component of PEL. These inventories will ensure that LPAs perform a preliminary environmental scan for all new projects entering the TIP, thereby enabling them to progress through the formal NEPA process more efficiently.

Responsible Agency and End Product(s):

(1) MPO Staff to attend Red Flag Inventories training presented by FHWA and establish methodology for early planning coordination in the development of local and state transportation projects.

102					
	Task	**Responsible Agency**	**FY 2013**	**FY 2014**	**Total Cost**
(A)	**Transportation Improvement Program (TIP)**				
	FY 2014-2017 TIP	MPO	$13,000	$15,000	$28,000
	TIP Administration/Amendments	MPO			
	Federal Aid Application Coordination	MPO			
	Quarterly Project Tracking Program	MPO			
	City Projects Team	MPO			
(B)	**HSIP Administration**				
	Project Solicitation & Selection	MPO	$2,500	$3,000	$5,500
(C)	**TE Program Administration**				
	Project Solicitation & Selection	MPO	$2,500	$3,000	$5,500
(D)	**Safe Routes To School (SRTS)**				
	Project Solicitation & Selection	MPO	$4,000	$5,500	$9,500
(E)	**PEL: Red Flag Inventories**				
	MPO/LPA Training & Support	MPO	$2,500	$3,000	$5,500
		TOTAL	**$24,500**	**$29,500**	**$54,000**

Transportation Planning

201 LONG RANGE PLANNING

(A) 2035 Long Range Transportation Plan

Federal requirements mandate that the Long Range Transportation Plan maintain a 20 year time horizon. The MPO will take several years to develop a completely overhauled 2035 Long Range Transportation Plan (LRTP). MPO staff began the update process during FY 2011 and expects to complete it in FY 2014. The project timeline is approximately from August 2010 through December 2013. The update procedure will include a complete update of the Travel Demand Model using transportation modeling software together with a thorough public involvement process and other planning techniques to complete the 2035 LRTP. The plan will look beyond automobile travel needs to encompass all modes of travel in its evaluation of long-term transportation needs for the MPO. Funding has been allocated to provide for both staff support and consultant services in the development of the overall Plan. Annual technical support for transportation modeling software (TransCAD) is also programmed.

Responsible Agency and End Product(s):

(1) MPO Staff, with consultant assistance for Travel Demand Model updates, to develop the 2035 Long Range Transportation Plan (completion by end of FY 2014).
   - (a) Annual TransCAD License and technical support
   - (b) 2035 Long Range Transportation Plan

201					
	Task	**Responsible Agency**	**FY 2013**	**FY 2014**	**Total Cost**
(A)	**2035 Long Range Transportation Plan**				
	2035 Long Range Transportation Plan	MPO	$10,000	$10,000	$20,000
		MPO (TransCAD)	$1,000	$1,000	$2,000
		Consultant	$125,000	$50,000	$175,000
		TOTAL	**$136,000**	**$61,000**	**$197,000**

202 SHORT RANGE TRANSPORTATION STUDIES AND ACTIVITIES

(A) Urbanized Area/Metropolitan Planning Area Updates

The urbanized area served by the Bloomington/Monroe County MPO is established by the U.S. Census Bureau after every new Census is taken. In response to the 2010 Census, new population, household, and density data necessitates changes to the Urbanized and Metropolitan Planning Areas of the MPO. MPO staff will work with local, state, and federal partners to update the existing boundaries of both areas to comply with the new requirements from the Census Bureau.

Responsible Agency and End Product(s):

(1) MPO Staff to work with MPO Committees, INDOT and FHWA to update boundaries for the MPOs Urbanized Area and Metropolitan Planning Area.

(B) ADA Transition Plans

The Americans with Disabilities Act (ADA) provides standards that ensure the accessibility of public services and facilities for people with disabilities. FHWA has made compliance with ADA a priority, specifically as it relates to the MPOs role in allocating Federal funding to local agencies. The MPO must ensure that LPAs have complied with ADA, or that LPAs have a plan for compliance in place, as a condition for allocating federal funding. The MPO will assist in the development of such plans for LPAs that do not have them, working toward a December 31, 2012 deadline for having plans in place.

Responsible Agency and End Product(s):

(1) MPO Staff to review LPAs for compliance with ADA as part of TIP development process, and assist LPAs in the development of ADA Transition Plans as needed.

202					
	Task	**Responsible Agency**	**FY 2013**	**FY 2014**	**Total Cost**
(A)	**UAB/MPA Updates**				
	UAB/MPA Updates	MPO	$3,000	$0	$3,000
(B)	**ADA Transition Plans**				
	Administration	MPO	$2,000	$0	$2,000
	Plan Development	COB	$2,500	$0	$2,500
	Plan Development	MC	$2,500	$0	$2,500
	Plan Development	EV	$2,500	$0	$2,500
		TOTAL	**$12,500**	**$0**	**$12,500**

203 DATA COLLECTION AND ANALYSIS

(A) Traffic Volume Counting

The MPO staff, in conjunction with Bloomington Engineering, Monroe County Engineering, and the Town of Ellettsville, will conduct vehicular volume counts within the Metropolitan Planning Area (MPA) for arterial and collector streets/roads on a rotational cycle that will provide complete coverage of the MPO's functionally classified roadway network. In addition to the above-mentioned counts, provisions need to be made to allow for special counts to be conducted upon the request of local entities to assist with engineering alternatives analysis and design decisions. Specifically, information may be needed to conduct traffic control warrant studies, traffic calming requests, safety examinations, development petition reviews, and corridor studies.

Responsible Agency and End Product(s):

(1) MPO Staff and the Bloomington Engineering Department will conduct annual traffic volume counts. Traffic volume link and segment counts will be conducted throughout the MPO urbanized area on a rotating basis of once every three (3) years, or as requested. The traffic volume sampling program will also be used to support INDOT's HPMS data collection efforts and to continuously refine link volumes, capacities, and speeds for calibration of the MPO's travel demand forecast model.
- (a) MPO FY 2011-12 Traffic Volume Report
  - (i) City of Bloomington will perform approximately 150 coverage counts
  - (ii) Town of Ellettsville will perform approximately 80 coverage counts

(2) MPO Staff and the Bloomington Engineering Department to work toward the establishment of three-year traffic count data cycle for the functionally classified roadway network and to provide INDOT with the necessary Highway Performance Monitoring System (HPMS) data. This task will be a focus area for FY 2013 and 2014.
- (a) Perform data quality control with INDOT's HPMS software against field survey findings
- (b) Complete approximately one-third of the defined HPMS traffic samples for INDOT data management requests

(3) MPO Staff and Bloomington Engineering Department to purchase traffic counting equipment, software and supplies to support annual traffic counting program needs.
- (a) Bloomington Engineering Department to purchase new counting equipment, software and supplies including but not limited to battery replacements, Hi-Star portable traffic analyzer, replacement tubing, nails, padlocks, and other related materials necessary for the maintenance and capital replacement of traffic counting equipment.

(B) Infrastructure Management Plan

The City of Bloomington Public Works Department and the Monroe County Engineering Department will perform work necessary to develop and maintain a comprehensive infrastructure management plan, with particular emphasis on pavement management. The infrastructure inventory will be continuously updated using an asset management software package (Cartegraph). Data on the various physical parameters such as location and the physical condition for each infrastructure module (pavement, signs, street markings, signals,) is managed by an infrastructure management software package to aid in the development of long term management plans.

Responsible Agency and End Product(s):

(1) MPO Staff, City of Bloomington Public Works Department, Monroe County, and the Town of Ellettsville will analyze the initial assessment of current roadway pavement conditions in the urbanized area to develop the initial phase of the infrastructure management plan. Regular collection of data on existing infrastructure modules to manage and update the database used for the asset management software used to develop and produce the infrastructure management plan. Future phases of the long term management plan will include other infrastructure modules and may require the purchase of geographic positioning technology and software to assist with field data collection.
   - (a) Long Term Management Plan/Ten-Year Pavement Management Plan
   - (b) Quarterly status report submitted with billings

(C) ITS Architecture Maintenance

A group of technologies, known collectively as Intelligent Transportation Systems (ITS), is being developed in urban areas throughout the world to improve transportation system efficiency, safety, and security. ITS uses a number of technologies, including information processing and communications to achieve transportation network operating efficiencies. Through an evaluation and integration process with the transportation system, the Bloomington/Monroe County Urban Area can improve safety, reduce congestion, improve mobility, enhance economic productivity, and save public investment dollars without negatively affecting the environment. The Bloomington/Monroe County MPO completed its Regional ITS Architecture in 2008. Administrative modifications to the ITS Architecture are warranted when an LPA wishes to include a new technology into a transportation project. In Fiscal Years 2013 and 2014, continued updates and revisions will be made to ensure that the Architecture remains current and accounts for changes and improvements in the transportation network. Staff will also assist local entities with the implementation of ITS projects as detailed in the ITS Architecture.

Responsible Agency and End Product(s):

(1) MPO Staff to maintain and update the established Intelligent Transportation Systems (ITS) architecture. The assessment will target and implement specific ITS architecture improvements for future roadway improvements within the TIP.
   - (a) Maintain the Regional ITS Architecture

(D) Annual Crash Report

The Bloomington/Monroe County MPO will complete an Annual Crash Report. The crash report identifies hazardous intersections and corridors within the MPO study area. The identification of accident locations allows local and state jurisdictions to undertake roadway safety improvements and to establish longitudinal measures of effectiveness for the evaluation of alternative actions over time. The Annual Crash Report will also be used to determine project locations that may be eligible for funding through the MPO Highway Safety Improvement Program (HSIP).

Responsible Agency and End Product(s):

(1) MPO Staff to analyze state accident data for the development and production of an Annual Accident Report which includes vehicle, bicycle, and pedestrian accidents.
   - (a) Calendar Year 2011 Crash Report.
   - (b) Calendar Year 2012 Crash Report

203					
	Task	**Responsible Agency**	**FY 2013**	**FY 2014**	**Total Cost**
(A)	**Traffic Volume Counting**				
	Traffic Data Collection	COB	$10,000	$20,000	$30,000
		EV	$2,000	$4,000	$6,000
	HPMS Counts for INDOT	COB	$4,000	$8,000	$12,000
	Purchase Traffic Counting Equipment	COB	$2,500	$5,000	$7,500
(B)	**Infrastructure Management Plan**				
	Infrastructure Management Plan	COB	$5,500	$11,000	$16,500
		MC	$5,500	$11,000	$16,500
		EV	$2,000	$4,000	$6,000
(C)	**ITS Architecture Maintenance**				
	ITS Architecture Maintenance	MPO	$500	$1,000	$1,500
(D)	**Annual Crash Report**				
	C.Y. 2011 & 2012 Crash Reports	MPO	$3,000	$4,000	$7,000
		TOTAL	**$35,000**	**$68,000**	**$103,000**

Alternative Transportation Planning

301 LONG RANGE PLANNING

(A) Placeholder for Future Study

No studies are anticipated to be conducted by the MPO under this work element for FY 2013 and 2014. This work element is reserved in anticipation of potential future amendments to the UPWP that would add such a study.

Responsible Agency and End Product(s):

(1) TBD

(a) TBD

301					
	Task	Responsible Agency	FY 2013	FY 2014	Total Cost
(A)	Placeholder for Future Study				
	TBD	MPO	$0	$0	$0
		Consultant	$0	$0	$0
		TOTAL	**$0**	**$0**	**$0**

302 SHORT RANGE ALTERNATIVE TRANSPORTATION STUDIES AND ACTIVITIES

(A) Coordinated Human Services Public Transit Plan

SAFETEA-LU created new funding opportunities for public transportation programs, including the Jobs Access Reverse Commute (JARC) program and the New Freedom program. In order for local transit operators to use these funding sources, any project proposed to be funded must be included in a locally developed Coordinated Human Services Public Transit Plan, which the MPO completed in 2007. In Fiscal Years 2013 and 2014, MPO staff will continue to assist local transportation providers with the implementation of key projects outlined in the local Plan.

Responsible Agency and End Product(s):

(1) MPO Staff to assist local transit and human services providers with the implementation of projects specified in the Coordinated Human Services Public Transit Plan.

(B) Bicycle and Pedestrian Safety and Project Coordination

In conjunction with the Bloomington Bicycle and Pedestrian Safety Commission (BBPSC), MPO staff will continue to build upon safety/awareness efforts that will promote and encourage bicycle and pedestrian activities as viable modes of transportation. Two MPO Staff members have been certified to teach bicycle safety curricula developed by the League of American Bicyclists. The MPO will utilize this skill set to host bicycle skills and safety training seminars that are open to the public. Educational outreach activities may include structured classes developed by the League of American Bicyclists or may be informal presentations to target populations on the subject of bicycle and pedestrian safety.

Responsible Agency and End Product(s):

(1) MPO Staff to attend regular monthly meetings of the Bloomington Bicycle and Pedestrian Safety Commission, including the formal business meetings and the interim work sessions. Staff will assist the BBPSC in reviewing local development proposals for bicycle and pedestrian issues, and will develop policy recommendations for education and safety programs for bicyclists and pedestrians.

(2) MPO Staff to conduct bicycle and pedestrian outreach, education, workshops, and other events such as, but not limited to, League of American Bicyclists training programs, informational booths at special events, and presentations to targeted groups. This element includes the purchase of supplies and materials.

(C) 100% On/Off Study

[Text from Lew to be inserted]

Responsible Agency and End Product(s):

(1) Bloomington Transit and independent consultant to conduct 100% On/Off Study as detailed above.

(D) Title VI Compliance Study

[Text from Lew to be inserted]

Responsible Agency and End Product(s):

(1) Bloomington Transit and independent consultant to conduct Title VI Compliance Study as detailed above.

302					
	Task	**Responsible Agency**	**FY 2013**	**FY 2014**	**Total Cost**
(A)	**Coordinated Human Services Public Transit Plan**				
	Program Administration	MPO	$500	$1,000	$1,500
(B)	**Bicycle Pedestrian Safety and Project Coordination**				
	Bike Pedestrian Outreach	MPO	$4,000	$5,200	$9,200
	BBPSC Meetings	MPO			
(C)	**100% On/Off Study**				
	Consultant Study	BT	$0	$25,000	$25,000
(D)	**Title VI Compliance Study**				
	Consultant Study	BT	$0	$25,000	$25,000
		TOTAL	**$4,500**	**$56,200**	**$60,700**

303 TRANSIT, BICYCLE AND PEDESTRIAN DATA COLLECTION

(A) Transit Ridership and Bicycle/Pedestrian Volume Counts

This work element will include the preparation of a ridership data and bicycle and pedestrian volume counts. This information, among other things, will aid in establishing annual passenger mile estimates for mass transit, will aid in estimating facilities that are under or over utilized, and will aid in the prioritization of capital improvements. In summary, the method consists of counting boarding and alighting passengers and measuring distances between stops on randomly selected bus trips each week, throughout the fiscal year. Counts to determine usage of bicycle and pedestrian facilities will also be conducted on a regular basis to gauge and determine needs.

Responsible Agency and End Product(s):

(1) Bloomington Transit to collect operating data required for estimates of annual passenger miles. Procedures will follow FTA guidelines which describe the methodology to estimate annual passenger miles based on data from a sample of randomly selected bus trips for Bloomington Transit fixed route and demand response service.
   (a) Annual passenger mile data estimates for Bloomington Transit fixed route and demand response service.

(2) MPO Staff to conduct seven (7) day seasonal baseline counts (spring, summer, and fall) on multi-use trails and bike lane facilities to establish baseline data for bicycle and pedestrian volume counts. This is currently a pilot program. As the bicycle and pedestrian network continues to be built, expectations for this pilot are to mirror the #203 Traffic Volume Counting element of the UPWP.
   (a) MPO staff report on the results of seasonal coverage counts for 3-6 facilities

(3) MPO Staff and Bloomington Public Works Department to annually maintain, update, and develop the GIS sidewalk inventory. This inventory has been developed to identify missing sidewalk segments and to prioritize sidewalk improvement projects. Integration of a robust inventory and infrastructure management are to be implemented for a future phase of the Infrastructure Management Plan. The sidewalk inventory will incorporate sidewalk data on condition, width, and ADA compliance for integration into the asset management software.
   (a) Sidewalk Project Prioritization Report
   (b) Status report with integration of GIS and asset management software for sidewalk inventory data
   (c) Status report on phase two of long term management plan: Sidewalk Condition and Assessment Inventory

303					
	Task	**Responsible Agency**	**FY 2013**	**FY 2014**	**Total Cost**
(A)	**Transit Ridership/Bike & Ped Counts**				
	Annual Passenger Trip Estimates	BT	$2,000	$2,000	$4,000
	Bike/Ped Counts & Staff Report	MPO	$3,500	$5,000	$8,500
	Sidewalk Inventory & Assessment	MPO			
		TOTAL	**$5,500**	**$7,000**	**$12,500**

Appendix A

Transit Operator Local Match Assurance

FY 2013-2014 Federal Highway Administration (FHWA) Planning Funds (PL) and Federal Transit Administration (FTA) Section 5303 Planning Funds:

The City of Bloomington Public Transportation Corporation hereinafter referred to as the "Transit Provider", HEREBY GIVES ITS ASSURANCES THAT the local matching requirements for its FY 2013-2014 FHWA and FTA grants shall be met. The MPO is requesting FHWA and FTA Planning grant funds totaling $510,571 requiring $127,643 local match. As specified in the FY 2013-2014 Unified Planning Work Program (UPWP), the Transit Provider shall be responsible for $43,200 of the total grant, requiring $10,800.00 in local match for the following UPWP elements:

1) 302 (C) – 100% On/Off Study (consultant product)
2) 302 (D) – Title VI Compliance Study
3) 303 (A) – Annual unlinked passenger trip estimates

_____ Bloomington Public Transportation Corporation
Date Legal Name of Applicant

By: _____
Lew May, General Manager of Bloomington Transit

Appendix B

Abbreviations

3-C	Continuing, Comprehensive, and Cooperative Planning Process
ADA	American Disabilities Act
BBPSC	Bloomington Bicycle and Pedestrian Safety Commission
CAC	Citizens Advisory Committee
EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (July 1 through June 30)
HPMS	Highway Performance Monitoring System
INDOT	Indiana Department of Transportation
INSTIP	Indiana State Transportation Improvement Program
IPA	Indiana Planning Association
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation System
IU	Indiana University
LPA	Local Public Agency
MCCSC	Monroe County Community School Corporation
MPO	Metropolitan Planning Organization
MTP	Master Thoroughfare Plan
PDP	Program development Process
PL	Planning
SAFETEA-LU	Safe, Affordable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCP	Safety-Conscious Planning
SRTS	Safe Routes To School
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TDF	Travel Demand Forecast
TEA-21	Transportation Efficiency Act for the 21st Century
TIP	Transportation Improvement Program
TIS	Traffic Impact Study
TRB	Transportation Research Board
UPWP	Unified Planning Work Program
VMT	Vehicle Miles of Travel

Appendix C

TRANSPORTATION PLANNING PROCESS CERTIFICATION

In accordance with 23 CFR 450.334, the Indiana Department of Transportation, and the Bloomington/Monroe County Metropolitan Planning Organization for the Bloomington urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR part 450.300;
2. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(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 SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 C.F.R. 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; and
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.

FY 2013-2014 Transportation Planning Process Certification

MPO DIRECTOR

_____

Joshua Desmond, AICP Date

POLICY BOARD

_____

Kent McDaniel (Chair) Date

INDOT DIRECTOR OF LONG RANGE PLANNING AND MODELING

_____

Roy Nunnally Date

Appendix D
BMCMPO Certification Review Statement

Certification Review Overview

On January 25 and 26, 2011, the Indiana Division of the Federal Highway Administration (FHWA) conducted a planning review of the Bloomington Metropolitan Planning Organization. The MPO was provided with a complete list of review questions in advance of the review session and provided a thorough and comprehensive response to all questions. There were no corrective actions identified during this review.

The final 2011 Certification Review Report is available for review at the City of Bloomington Planning Department, on-line at http://bloomington.in.gov/sections/viewSection.php?section_id=191, or by request at mpo@bloomington.in.gov.

Certification Review Statement

Date of Review: January 25 & 26, 2011 (Final Report Issued May 12, 2011)

Review Conducted By: FHWA and Indiana Department of Transportation (INDOT)

Finding: Based upon this Planning Review, the Bloomington transportation planning process is found to substantially comply with section 134 of Title 23 of the United States Code, Section 8 of the Federal Transit Act, Sections 174 and 176 (c) and (d) of the Clean Air Act.

Corrective Actions: No corrective actions were identified during this review.

Date of Next Review: Currently scheduled for 2015

ATTEST:

MPO DIRECTOR

_____

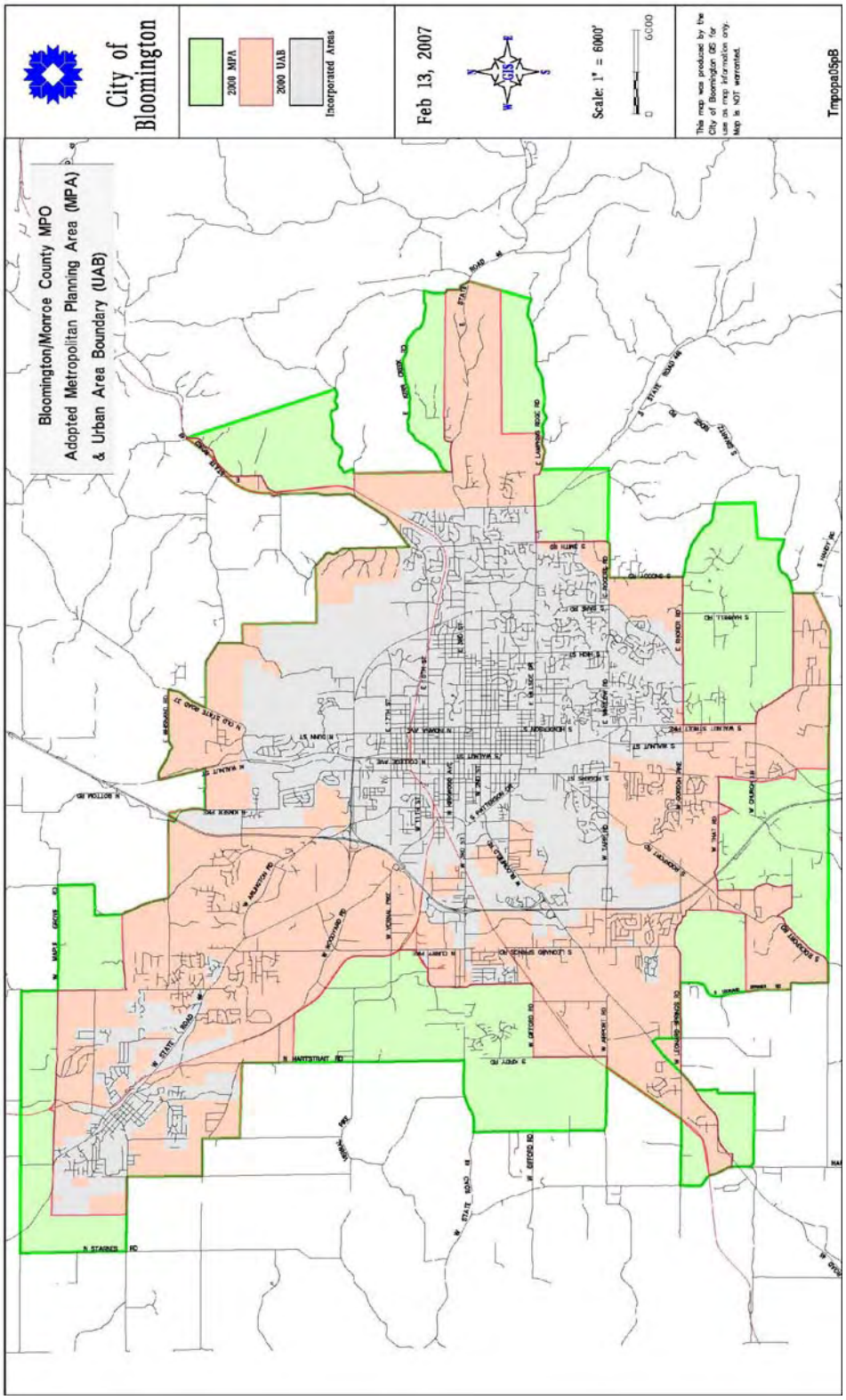
Joshua Desmond, AICP Date

POLICY BOARD

_____

Kent McDaniel (Chair) Date

Appendix E
BMCMPO Metropolitan Planning Area Map



http://bloomington.in.gov/media/media/application/pdf/1960.pdf

Appendix F
Adoption Resolution