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TECHNICAL ADVISORY COMMITTEE

April 23, 2014
10:00 – 11:30 a.m.
McCloskey Room (#135)

I. Call to Order and Introductions

II. Approval of Minutes:
   a. March 26, 2014

III. Communications from the Chair

IV. Reports from Officers and/or Committees
   a. Project Updates
   b. MTP Task Force

V. Reports from MPO Staff
   a. Administrative Amendments

VI. Old Business

VII. New Business
   a. Fiscal Year 2015 – 2016 Unified Planning Work Program*

VIII. Communications from Committee Members *(non-agenda items)*
   a. Topic suggestions for future agendas

IX. Upcoming Meetings
   a. Policy Committee – May 9, 2014 at 1:30 p.m. (Council Chambers)
   b. Technical Advisory Committee – May 21, 2014 at 10:00 a.m. (McCloskey Room)
   c. Citizens Advisory Committee – May 21, 2014 at 6:30 p.m. (McCloskey Room)

Adjournment

*(*Recommendations Requested / *Public comment prior to vote – limited to five minutes per speaker)*

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Bloomington/Monroe County Metropolitan Planning Organization
Technical Advisory Committee

Technical Advisory Committee Meeting Minutes
March 26, 2014 McCloskey Conference Room 135, City Hall

Technical Advisory Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.

Technical Advisory Committee: Jane Fleig, Adrian Reid, Andrea Roberts, Dave Williams, Jason Eakin, Laura Haley, Jim Ude, Brian Jones, John Carter, Tom Micuda

Others: Josh Desmond, Jane Weiser, Anna Dragovich, Scott Robinson.

I. **Call to Order and Introductions –** Mr. Reid called the meeting to order.

II. **Approval of Minutes:**
   a. **February 26, 2014** – Ms. Fleig moved approval of the minutes. Mr. Micuda seconded. They were approved by unanimous voice vote.

III. **Communications from the Chair –** Mr. Reid reported that Road School was great.

IV. **Reports from Officers and/or Committees**
   a. **Project Updates –**Mr. Ude said their current project is the Walnut St. bridge. They will replace the deck and raised a few inches to meet the required clearance. That should be completed by August 1. There will be some intermittent closures as work progresses. Mr. Reid said the City let for the 17th and Arlington project that was awarded to Weddle Brothers. There will be a pre-construction meeting next Wednesday in Seymour. Mr. Micuda asked about the bidding process for Park. Mr. Reid said all bids came back very high so they will probably just close the street. Mr. Eakin said that construction has begun on the Karst Greenway.
   b. **MTP Task Force –** Mr. Desmond reported on their 3/24 committee meeting. They put together a committed projects list**.** These will be projects that they assume will be done so they will base future projections on that assumption. The list will be forwarded to the consultant for input into the model. They discussed a review of the 2030 plan and possible future projects. All projects will have to be reviewed from an environmental and economic perspective. Ms. Dragovich said that people should keep in mind if suggested projects fit in with their goals and objectives.

V. **Reports from MPO Staff --** None

VI. **Old Business --**None

VII. **New Business**
   a. **Fiscal Year 2015 – 2016 Unified Planning Work Program –** Mr. Desmond noted that this was discussed at the previous meeting. He pointed out a correction to the Memo. On the next version of the work program, the budget numbers will be increased. He highlighted some of the changes to the report. There are 4 Work Elements now instead of 8. The Work Elements include: Administrative, Programming, Planning, and Data Collection and Analysis. This year we need to update our Memorandum of Understanding. Every 4 years we do a Federal Certification Review for our MPO. That will be coming up next spring. We should be done with the LRTP at the end of FY2015. He listed several other reports that we always do as an MPO. Staff plans to investigate doing a project with some Rose Hulman students. Staff wants to do a comprehensive study on bus stop accessibility to be done in FY2016. After presenting this to the CAC and after a final review by the PC in April, staff hopes to have the PC pass it in May. Mr. Micuda asked if staff had discussed the bus stop accessibility analysis with Mr. May. Mr. Robinson said that he had and Mr. May is supportive. Ms.

DRAFT

Fleig noted a wording error that was corrected. Mr. Reid suggested Mr. Desmond contact the new town manager in Ellettsville about MPO meetings. Mr. Micuda said he liked the collapsing of the Work Program into 4 categories.

VIII. Communications from Committee Members *(non-agenda items)*

a. Topic suggestions for future agendas

IX. Upcoming Meetings

a. Policy Committee – April 11, 2014 at 1:30 p.m. (Council Chambers)
b. Technical Advisory Committee –April 23, 2014 at 10:00 a.m. (McCloskey Room)
c. Citizens Advisory Committee –April 23, 2014 at 6:30 p.m. (McCloskey Room)

Adjournment

DRAFT

Bloomington/Monroe County Metropolitan Planning Organization

MEMORANDUM

To: BMCMPO Policy Committee

From: Anna Dragovich, Senior Transportation Planner

Date: April 23, 2014

Re: Transportation Improvement Program Administrative Approvals

Since the last TAC and CAC meetings on March 26, 2014, the City of Bloomington and Bloomington Transit each requested an amendment to the FY 2014-2017 Transportation Improvement Program. As detailed in the Public Participation Plan, the requests were processed as "administrative approvals". This process allows the BMCMPO Director and Chair of the Policy Committee to approve certain amendments to the TIP after review by the membership. Any Policy Committee member may object to any of the administrative amendments. If this happens, the administrative amendment would be treated as a "minor amendment" and brought before the entire Policy Committee as an item on the next agenda. All Policy Committee members had the required three business days to object to the proposed amendments. No objections were received, leaving the amendments to be processed as requested.

The City of Bloomington requested an amendment to the Pedestrian Curb Ramp project (DES# 1400166). Where construction funding for the project was originally programmed in the TIP for 2014, the City requested that construction funding be moved to 2015. This shift of funding will better reflect the project's most current letting date in fiscal year 2015.

The table below illustrates how the project is currently programmed in the TIP.

City of Bloomington Projects			Funding Source	Fiscal year 2014	2015	2016	2017
Project:	**Pedestrian Curb Ramps**	PE					
Location:	Downtown Bloomington						
Description:	Retrofitting or reconstructing intersection curb ramps to ensure compliance with ADA. (Rogers St., Indiana RR tracks, Indiana Ave., and 2nd St.) and the 3rd St./Atwater and 10th St. corridors through IU	RW					
		CN	HSIP	$ 423,720			
DES#	1400166	CN	Local	$ 47,080			
Support:	ADA Transition Plan						
Allied Projects:			**TOTAL**	$ 470,800			

The table below illustrates requested modifications.

City of Bloomington Projects			Funding Source	Fiscal year 2014	2015	2016	2017
Project:	**Pedestrian Curb Ramps**	PE					
Location:	Downtown Bloomington						
Description:	Retrofitting or reconstructing intersection curb ramps to ensure compliance with ADA. (Rogers St., Indiana RR tracks, Indiana Ave., and 2nd St.) and the 3rd St./Atwater and 10th St. corridors through IU	RW					
		CN	HSIP		$ 423,720		
DES#	1400166	CN	Local		$ 47,080		
Support:	ADA Transition Plan						
Allied Projects:			**TOTAL**	$ -	$ 470,800	$ -	$ -

Bloomington Transit had also requested an amendment to the 40 foot bus purchasing project. Where construction funding for the project is currently programmed in the TIP as the purchase of three 40 foot buses in 2015, three in 2016 and four in 2017, Bloomington transit has requested that funding for the purchase of one bus be moved out of 2015 and in to 2014.

The table below illustrates how the project is currently programmed in the TIP.

Bloomington Transit Projects			Fiscal Year			
			2014	2015	2016	2017
Project:	**40 Foot Buses**	FTA 5307		$ 1,040,000	$ 1,081,600	
Description:	Purchase of three 40-foot buses in 2015, three in 2016 and four in 2017.	FTA 5309				$ 1,499,819
		Local		$ 260,000	$ 270,400	$ 374,955
DES#:	1382501, 1382499, 1382500					
Support:	LRTP, TDP	**TOTAL**	$ -	$ 1,300,000	$ 1,352,000	$ 1,874,774

The table below illustrates requested modifications.

Bloomington Transit Projects			Fiscal Year			
			2014	2015	2016	2017
Project:	**40 Foot Buses**	FTA 5307	$ 336,000	$ 704,000	$ 1,081,600	
Description:	Purchase of three 40-foot buses in 2015, three in 2016 and four in 2017.	FTA 5309				$ 1,499,819
		Local	$ 84,000	$ 176,000	$ 270,400	$ 374,955
DES#:	1382501, 1382499, 1382500					
Support:	LRTP, TDP	**TOTAL**	$ 420,000	$ 880,000	$ 1,352,000	$ 1,874,774

Bloomington/Monroe County Metropolitan Planning Organization

MEMORANDUM

To: MPO Technical Advisory and Citizens Advisory Committee Members

From: Anna Dragovich

Date: April 23, 2014

Re: Fiscal Years 2015 - 2016 Unified Planning Work Program

Background

Last month MPO Staff presented a draft version of the new Fiscal Years 2015-2015 Unified Planning Work Program. This month a complete final UPWP is presented for review by the MPO committees. As presented a previous meetings, this memo provides an overview of key changes from the previous UPWP as well as new projects that staff proposes to undertake.

FY2015-2016 Budget

The table below shows the expected funding for Fiscal Years 2015 and 2016.

	Work Element	Federal	Local	Total
1.0	**Administration**			
	FY 2015	$84,669	$21,167	$105,837
	FY 2016	$77,105	$19,276	$96,381
2.0	**Programming**			
	FY 2015	$44,146	$11,037	$55,183
	FY 2016	$32,353	$8,088	$40,441
3.0	**Planning**			
	FY 2015	$104,006	$26,002	$130,008
	FY 2016	$80,705	$20,176	$100,881
4.0	**Data Collection & Analysis**			
	FY 2015	$64,063	$16,016	$80,078
	FY 2016	$64,063	$16,016	$80,078
	TOTAL			
	FY 2015	$296,884	$74,221	$371,105
	FY 2016	$254,225	$63,556	$317,781
	TOTAL	**$551,109**	**$137,777**	**$688,886**

UPWP Highlights

The proposed FY 2015-2016 Unified Planning Work Program looks significantly different from previous versions. Below are the important differences that committee members should be aware of as they evaluate the UPWP.

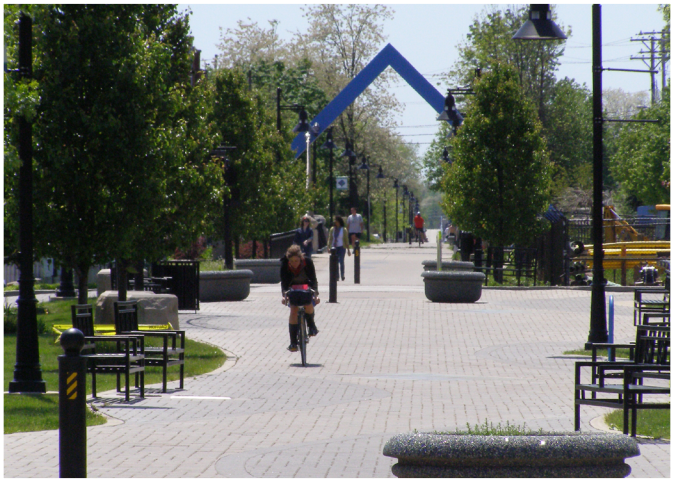
- **Reorganization:** The structure of the UPWP has been streamlined from 8 Work Elements to 4 Work Elements. The UPWP is now organized around the four core responsibilities of the MPO: *Administration*, *Programming*, *Planning*, and *Data Collection & Analysis*. This will assist staff in managing projects and

administering the planning grants that fund UPWP activities. The graphical format of the UPWP has also been refreshed to make it easier to read and use.

- **Administration:** This section contains the usual administrative tasks of operating the MPO on a day-to-day basis. Two new projects have been added, both to be undertaken during Fiscal Year 2015. First, the MPO must update its Memorandum of Understanding, which defines the structure and function of the MPO as well as its relationship with INDOT (Work Element 1.1(E)). Second, the MPO is due for its Federal Certification Review, a process that takes place every four years (Work Element 1.1(F)).
- **Programming:** This section contains all activities required to administer the Transportation Improvement Program (TIP) and its associated funding programs, such as TAP and HSIP. The Safe Routes To School (SRTS) element has been eliminated in favor of the TAP element due to changes associated with MAP-21.
- **Planning:** This is a consolidation of several short and long range work elements from previous versions of the UPWP. A significant portion of this element will focus on completion of the 2040 MTP. New projects added include Asset Management and Safety Plans for Bloomington Transit (Work Element 3.7), a potential study in conjunction with Rose-Hulman senior engineering students (Work Element 3.8), and a Bus Stop Accessibility Study (Work Element 3.9).
- **Data Collection & Analysis:** This section remains very similar to prior Work Programs, containing all of the counting activities for the various modes of travel within the MPO. This is also where the Pavement Management Systems PEA is addressed.

Action Requested

It is requested that the CAC & TAC make a recommendation to the Policy Committee on the proposed UPWP.



Unified Planning Work Program

Fiscal Years

2015 & 2016

Adopted:

TBD

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ACKNOWLEDGMENT & 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.

Table of Contents

Introduction

Overview 4

MPO Organization & Composition 5

Planning Emphasis Areas 6

Budget

Fiscal Year 2015-2016 MPO Budget 8

Budget Use by Matching Agency 8

Object Class Budget by Funding Source 9

Summary Budget by Funding Source 10

Contract Service Agreements 11

Work Elements

1.0 Administration 13

2.0 Programming 19

3.0 Planning 25

4.0 Data Collection & Analysis 37

Appendices

A MPO Committee Membership 45

B Transit Operator Local Match Assurance 51

C Abbreviations 53

D BMCMPO Metropolitan Planning Area Map 55

E Planning Emphasis Areas 57

F Adoption Resolution & Approval Letter 61

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Introduction

Overview

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 as mandated by Federal law. 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.

Federal transportation policy and programs relating to MPOs are guided by Moving Ahead for Progress in the 21st Century (MAP-21), the Federal legislation that succeeded the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A legacy for Users (SAFETEA – LU) in 2012. MAP-21 provides eight planning factors that guide the programs and policies of all MPOs:

1. **Economic Vitality:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. **Safety:** Increase the safety of the transportation system for motorized and non-motorized users;
3. **Security:** Increase the security of the transportation system for motorized and non-motorized users;
4. **Mobility:** Increase accessibility and mobility of people and freight;
5. **Environment:**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. **System Integration:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. **System Management:** Promote efficient system management and operation; and
8. **System Preservation:** Emphasize the preservation of the existing transportation system.

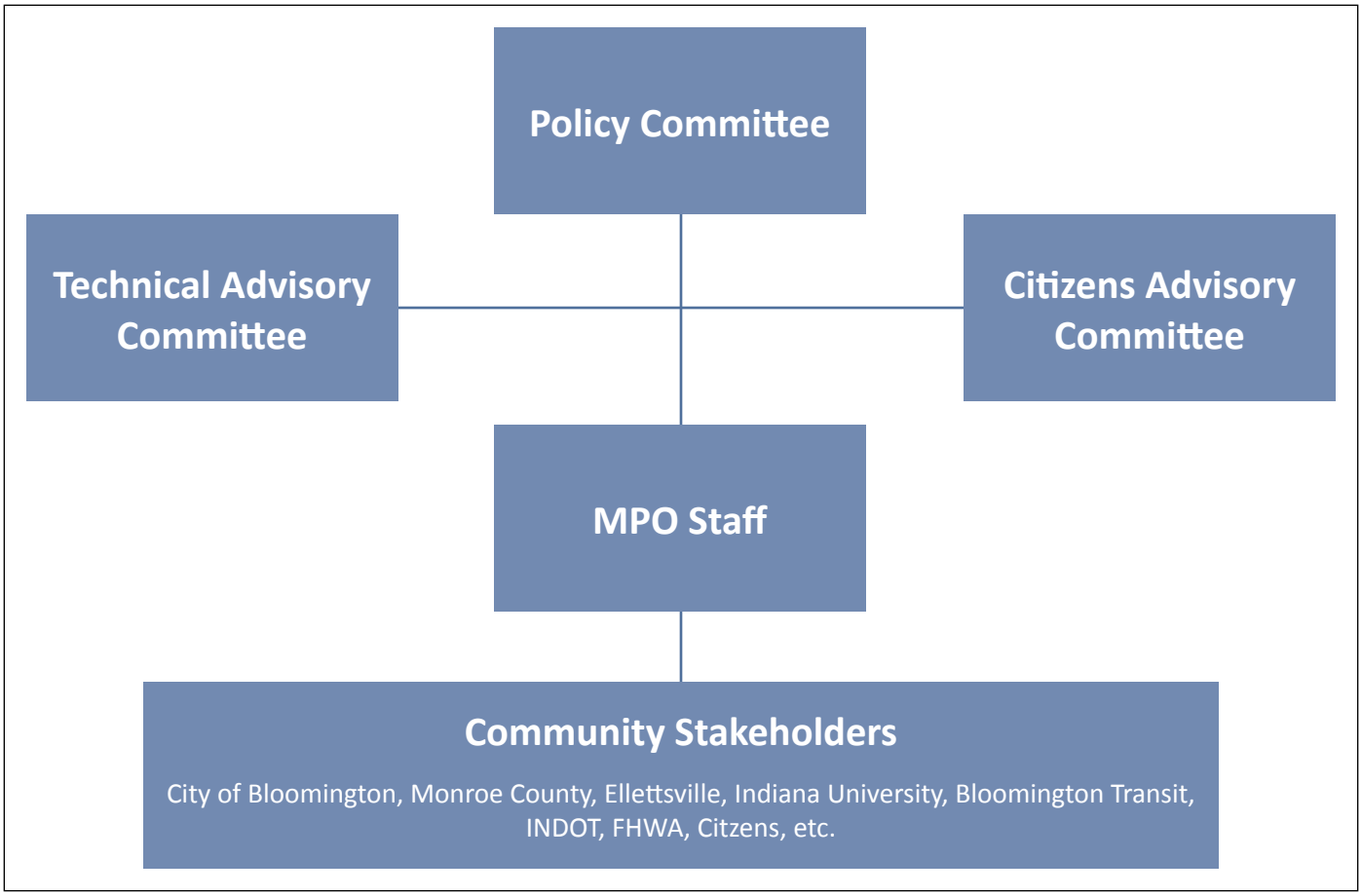
One of the requirements of the urban transportation planning process for an MPO involves the development of a Unified Planning Work Program (UPWP), which describes all planning activities that are anticipated in the urbanized area over the next programming year. The UPWP also documents the work that will be performed with federal planning funds. The FY 2015-2016 UPWP is intended to satisfy the Bloomington metropolitan planning area's work program requirement for Fiscal Years 2015 and 2016 (July 1, 2014 to June 30, 2016).

MPO Organization & Composition

The Bloomington/Monroe County MPO is consists 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 provides for close communication between key policy/decision makers, the technical planning staff, and citizen representatives. Detailed listings of membership for the three committees are provided in Appendix A.

The MPO Staff maintains close working relationships with City of Bloomington, Monroe County, and Town of Ellettsville departments and agencies, the 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).



Planning Emphasis Areas

In addition to the general planning factors discussed previously, 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 MAP-21. Three Planning Emphasis Areas have been provided for the FY 2015-2016 UPWP as summarized below.

ADA Transition Plans - Part II

MPOs are asked to ensure that their local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have provided the status of their ADA Transition Plan to the appropriate MPO. For those LPAs with greater than 50 employees that have yet to complete their Transition Plan, the MPO should continue to encourage and assist the LPAs with the completion of those plans. The MPOs must report the status of required ADA Transition Plans to INDOT's Office of Economic Opportunity. MPOs must also review INDOT's 18-month letting list to ensure that local agencies designated to recieve Federal funds for projects have completed their Transition Plans. Monroe County and Ellettsville have completed their Transition Plans while Bloomington is nearing completion. The BMCMPO will continue to address this PEA through Element 4.1 of the UPWP.

Functional Classification Review

MPOs are asked to review the Federal functional classification of roadways in their planning areas to determine if changes are necessary. MAP-21 enhance the National Highway System (NHS) to include all principal arterials. MPOs should review the updated NHS, and suggest appropriate changes, as part of their functional classification review. FHWA is also requesting that MPOs examine the National Truck Network (NTN) in their respective planning areas. Proposed changes to any of these classification systems must have concurrence from INDOT for FHWA to consider their implementation. The BMCMPO will address this PEA through Element 4.2 of the UPWP.

Pavement Management System

MPOs are encouraged to develop a Pavement Management System (PMS) to support federal-aid programming of pavement preventative maintenance projects simlar to those implemented under the American Recovery and Reinvestment Act (ARRA). Each of the LPAs in the Bloomington urbanized area have implemented their own asset managment systems for this purpose. The BMCMPO will continue to support these efforts through Element 5.2 of the UPWP.

Budget

FISCAL YEAR 2015-2016 MPO BUDGET

The Bloomington/Monroe County MPO has an estimated $531,341 available from the Federal Highway Administration and Federal Transit Administration for programming in Fiscal Years 2015 through 2016. These funds are available on a 20% local match basis, thereby requiring a total local match assurance of $132,835 should all funds be used. The combined total of federal assistance and local match that may be used for programming in the FY 2015-2016 UPWP is $664,176. This budget is split between the two Fiscal Years, with $358,750 allocated for FY 2015 and $305,426 allocated for FY 2016.

FUND USE BY MATCHING AGENCY

The table below sumarizes FY 2015-2016 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	BT	Cons/Supp	CSA	Total
1.0	**Administration**					
	FY 2015	$103,364	$0	$2,473	$0	$105,837
	FY 2016	$93,930	$0	$2,451	$0	$96,381
2.0	**Programming**					
	FY 2015	$55,183	$0	$0	$0	$55,183
	FY 2016	$40,441	$0	$0	$0	$40,441
3.0	**Planning**					
	FY 2015	$83,008	$0	$47,000	$0	$130,008
	FY 2016	$38,881	$60,000	$2,000	$0	$100,881
4.0	**Data Collection & Analysis**					
	FY 2015	$14,078	$2,500	$500	$63,000	$80,078
	FY 2016	$14,078	$2,500	$500	$63,000	$80,078
	TOTAL					
	FY 2015	$255,632	$2,500	$49,973	$63,000	$371,105
	FY 2016	$187,330	$62,500	$4,951	$63,000	$317,781
	TOTAL	**$442,962**	**$65,000**	**$54,924**	**$126,000**	**$688,886**

OBJECT CLASS BUDGET BY FUNDING SOURCE

The table below summarizes FY 2015-2016 funding allocations by object class and funding source. Fringe and Indirect expenses are calculated based on the rates provided in the FY 2015 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	Local	Total
	Direct Chargeable Salary			
	FY 2015	$106,725	$26,681	$133,406
	FY 2016	$78,209	$19,552	$97,761
	Fringe Expenses			
	FY 2015	$85,380	$21,345	$106,725
	FY 2016	$62,567	$15,642	$78,209
	Indirect Expenses			
	FY 2015	$12,401	$3,100	$15,502
	FY 2016	$9,088	$2,272	$11,360
	Bloomington Transit			
	FY 2015	$2,000	$500	$2,500
	FY 2016	$50,000	$12,500	$62,500
	Consultants/Supplies			
	FY 2015	$39,978	$9,995	$49,973
	FY 2016	$3,961	$990	$4,951
	Contract Service Agreements			
	FY 2015	$50,400	$12,600	$63,000
	FY 2016	$50,400	$12,600	$63,000
	TOTAL			
	FY 2015	$296,884	$74,221	$371,105
	FY 2016	$254,225	$63,556	$317,781
	TOTAL	**$551,109**	**$137,777**	**$688,886**

SUMMARY BUDGET BY FUNDING SOURCE

The table below summarizes the FY 2015-2016 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 2015 and 2016 funding allocations fall within the total available funding noted previously.

	Work Element	Federal	Local	Total
1.0	**Administration**			
	FY 2015	$84,669	$21,167	$105,837
	FY 2016	$77,105	$19,276	$96,381
2.0	**Programming**			
	FY 2015	$44,146	$11,037	$55,183
	FY 2016	$32,353	$8,088	$40,441
3.0	**Planning**			
	FY 2015	$104,006	$26,002	$130,008
	FY 2016	$80,705	$20,176	$100,881
4.0	**Data Collection & Analysis**			
	FY 2015	$64,063	$16,016	$80,078
	FY 2016	$64,063	$16,016	$80,078
	TOTAL			
	FY 2015	$296,884	$74,221	$371,105
	FY 2016	$254,225	$63,556	$317,781
	TOTAL	**$551,109**	**$137,777**	**$688,886**

CONTRACT SERVICE AGREEMENTS

The Bloomington/Monroe County Metropolitan Planning Organization enters into annual Contract Service Agreements (CSA) with the City of Bloomington Public Works Department, the Town of Ellettsville, and the Monroe County Highway Department in order to assist with the completion of certain UPWP work elements. Each CSA provides a mechanism for coordination and ensures that 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 paying all costs detailed within a CSA and is reimbursed up to a maximum of 80% of federal aid eligible costs. The table below summarizes the funding allocated to CSAs for each local agency within the MPO.

Agency	Federal	Local	Total
City of Bloomington			
FY 2015	$35,200	$8,800	$44,000
FY 2016	$35,200	$8,800	$44,000
Monroe County			
FY 2015	$7,200	$1,800	$9,000
FY 2016	$7,200	$1,800	$9,000
Town of Ellettsville			
FY 2015	$8,000	$2,000	$10,000
FY 2016	$8,000	$2,000	$10,000
TOTAL			
FY 2015	$50,400	$12,600	$63,000
FY 2016	$50,400	$12,600	$63,000
TOTAL	**$100,800**	**$25,200**	**$126,000**

Work Elements

1.0 • ADMINISTRATION

1.1 Intergovernmental Coordination

MPO staff will administer the MPO Policy Committee, the MPO Technical Advisory Committee, the Citizens Advisory Committee, and other routine MPO activities. Meetings of the MPO Committees generally occur on a monthly basis. Activities that occur in association with these committees include the preparation of information packets for each meeting, clerical support activities, and documentation of such meetings. All meetings are open to attendance by the public.

The fourteen Metropolitan Planning Organizations in the State of Indiana have a statewide MPO association, known as the Indiana MPO Council, that meets monthly to discuss and act on matters of mutual interest. The monthly meetings provide an opportunity for the MPOs to coordinate their transportation planning activities and to work collectively with INDOT and FHWA. MPO staff will attend these meetings to represent the interests of BMCMPO on the State and Federal levels.

The structure and function of the MPO are defined by a Memorandum of Understanding between the MPO, the local transit operator, and the Indiana Department of Transportation. The MOU for BMCMPO has not been updated since the early 1990s. INDOT has asked all MPOs to undertake a review and update of their MOUs to ensure that they reflect the latest policies and procedures.

Every four years, each MPO must undergo a certification review by the Federal Highway Administration. The last BMCMPO certification review was completed in May 2011. This puts the MPO on schedule for the next review to occur in calendar year 2015.

Responsible Agency and End Product(s)

A. MPO Staff to conduct up to 10 Policy Committee meetings per fiscal year. *[Estimated Completion: Monthly]*

B. MPO Staff to conduct up to 10 Technical Advisory Committee meetings per fiscal year. *[Estimated Completion: Monthly]*

C. MPO Staff to conduct up to 10 Citizens Advisory Committee meetings per fiscal year. *[Estimated Completion: Monthly]*

D. MPO Staff to attend up to 12 MPO Council monthly meetings per fiscal year. *[Estimated Completion: Monthly]*

E. MPO Staff to work with local jurisdictions to update the official MPO Memorandum of Understanding (MOU) *[Estimated Completion: Q4/FY15]*

F. MPO Staff to participate in Federal MPO Certification Review *[Estimated Completion: Q4/FY15]*

1.2 Unified Planning Work Program (UPWP)

The development and administration of a Unified Planning Work Program (UPWP) is a requirement of the metropolitan 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.

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 pursuant to the completion of the UPWP.

Responsible Agency and End Product(s)

A. MPO Staff to develop amendment(s) to FY 2015-2016 Unified Planning Work Program (UPWP). *[Estimated Completion: Q4/FY15]*

B. MPO Staff to develop FY 2017-2018 Unified Planning Work Program (UPWP). *[Estimated Completion: Q4/FY16]*

C. MPO Staff to develop the Cost Allocation Plan as part of the FY 2017-2018 UPWP. *[Estimated Completion: Q3/FY16]*

D. MPO Staff to prepare and submit the FY 2014 Annual Completion Report to INDOT. *[Estimated Completion: Q1/FY15]*

E. MPO Staff to prepare and submit the FY 2015 Annual Completion Report to INDOT. *[Estimated Completion: Q1/FY16]*

F. MPO Staff to prepare and submit the FY 2015 Self Certification Review Statement to INDOT/FHWA/FTA representatives. *[Estimated Completion: Q4/FY15, with TIP]*

G. MPO Staff to prepare and submit the FY 2015 Self Certification Review Statement to INDOT/FHWA/FTA representatives. *[Estimated Completion: Q4/FY16, with TIP]*

H. MPO Staff to prepare and submit 8 quarterly progress reports to INDOT for review. *[Estimated Completion: Quarterly]*

I. MPO Staff to prepare and submit 8 quarterly billing statements to INDOT for reimbursement. *[Estimated Completion: Quarterly]*

1.3 Staff Training and Education

The on-going 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. These educational tools are essential for the professional development of all MPO staff and to enhance local knowledge of regional and national best practices in transportation planning.

Responsible Agency and End Product(s)

A. MPO Staff to attend the annual Indiana MPO Conference. *[Estimated Completion: Annually]*

B. MPO Staff to attend the annual Purdue Road School. *[Estimated Completion: Annually]*

C. MPO Staff to renew professional membership dues to the American Planning Association and other relevant professional organizations. *[Estimated Completion: On-going]*

D. 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, the Urban Land Institute, and Institute of Transportation Engineers. *[Estimated Completion: On-going]*

1.4 Public Outreach

The MPO will continue to implement its Public Participation Plan (PPP), last updated in 2011, to ensure that appropriate public participation occurs for all MPO activities and programs. Staff will post meeting notices, agendas, minutes and MPO documents on-line and in hard copy for access by interested citizens. Staff will assist the CAC with recruitment materials, such as a brochure and letter to local organizations, to provide diverse representation among CAC participants.

Staff will maintain the MPO web site (a subsection of the City of Bloomington web site) as a key point of public engagement. Citizens, businesses, and other 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 available. Staff will continue to explore new methods of communication, such as social media, in order to enhance public engagement with the MPO.

Responsible Agency and End Product(s)

A. MPO Staff to post MPO Committee agendas, minutes, and MPO documents on-line. *[Estimated Completion: On-going]*

B. MPO Staff to implement all procedures required to ensure compliance with the MPO's Public Participation Process. *[Estimated Completion: On-going]*

C. MPO staff to ensure proper public posting of MPO meeting agendas and proposed plans and documents, including printing of legal notices for public comment periods in the local newspaper. *[Estimated Completion: On-going]*

D. MPO Staff to employ alternative methods of outreach (e.g. social media) to better engage the public. *[Estimated Completion: On-going]*

Work Element 1.0 Budget

	Task	FY 2015	FY 2016	Total
1.1	**Intergovernmental Coordination**			
	Federal Share	$51,075	$39,204	$90,279
	Local Share	$12,769	$9,801	$22,570
	Total	**$63,844**	**$49,005**	**$112,849**
1.2	**Unified Planning Work Program**			
	Federal Share	$11,192	$15,516	$26,708
	Local Share	$2,798	$3,879	$6,677
	Total	**$13,989**	**$19,395**	**$33,384**
1.3	**Staff Training & Education**			
	Federal Share	$13,355	$13,355	$26,710
	Local Share	$3,339	$3,339	$6,677
	Total	**$16,694**	**$16,694**	**$33,387**
1.4	**Public Outreach**			
	Federal Share	$9,048	$9,030	$18,078
	Local Share	$2,262	$2,257	$4,519
	Total	**$11,309**	**$11,287**	**$22,597**
	TOTAL FEDERAL SHARE	$84,669	$77,105	$161,774
	TOTAL LOCAL SHARE	$21,167	$19,276	$40,444
	TOTAL	**$105,837**	**$96,381**	**$202,218**

Work Elements

2.0 • PROGRAMMING

2.1 Transportation Improvment Program (TIP)

The development of a Transportation Improvement Program (TIP) is a Federal requirement for MPOs that intend to implement projects with Federal funds. 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 will coordinate with its LPAs to develop and administer a valid TIP on an on-going basis. This includes processing required amendments, managing a Quarterly Project Tracking program, assisting with LPAs with Red Flag Investigations, and other activities as outlined below.

Responsible Agency and End Product(s)

A. MPO Staff, in concert with Local Public Agencies, to develop the Fiscal Years 2016-2019 Transportation Improvement Program. *[Estimated Completion: Q4/FY15]*

B. MPO Staff to administer the TIP through coordination with LPAs, management of the Change Order Policy, and processing of TIP amendments as needed. *[Estimated Completion: On-going]*

C. MPO Staff to assist LPAs with development of Red Flag Investigations for new transportation projects to be added to the TIP. *[Estimated Completion: On-going]*

D. MPO Staff to administer the Quarterly Project Tracking Program for local projects in the TIP, including quarterly meetings with LPAs, design consultants, INDOT and FHWA. *[Estimated Completion: Quarterly]*

E. MPO Staff to produce the Fiscal Year 2014 Annual List of Obligated Projects *[Estimated Completion: Q1/FY15]*

F. MPO Staff to produce the Fiscal Year 2015 Annual List of Obligated Projects *[Estimated Completion: Q1/FY16]*

G. MPO Staff to attend City Projects Team meetings for interagency coordination and participation. *[Estimated Completion: Monthly]*

2.2 Highway Safety Improvement Program (HSIP)

The Bloomington/Monroe County MPO has established a local Highway Safety Improvement Program (HSIP) in compliance with MAP-21 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)

A. MPO Staff to administer the FY 2016 HSIP funding call for projects. *[Estimated Completion: Q2/FY15]*

B. MPO Staff to administer the FY 2017 HSIP funding call for projects. *[Estimated Completion: Q2/FY16]*

2.3 Transportation Alternatives Program (TAP)

The Bloomington/Monroe County MPO has an established local Transportation Enhancement (TE) program in compliance with SAFETEA-LU and the directives of INDOT. With the adoption of the new MAP-21 legislation, this program will be revised to reflect the new Transportation Alternatives (TA) program that replaced Transportation Enhancements. Going forward, staff will administer procedures whereby appropriate projects will be solicited from LPAs and TA funding will be awarded depending on project compliance with TA selection criteria.

Responsible Agency and End Product(s)

A. MPO Staff to administer the FY 2016 TAP funding call for projects. *[Estimated Completion: Q2/FY15]*

B. MPO Staff to administer the FY 2017 TAP funding call for projects. *[Estimated Completion: Q2/FY16]*

Work Element 2.0 Budget

	Task	FY 2015	FY 2016	Total
2.1	**Transportation Improvement Program**			
	Federal Share	$32,513	$20,719	$53,232
	Local Share	$8,128	$5,180	$13,308
	Total	**$40,641**	**$25,899**	**$66,540**
2.2	**Highway Safety Improvement Program**			
	Federal Share	$5,968	$5,968	$11,936
	Local Share	$1,492	$1,492	$2,984
	Total	**$7,460**	**$7,460**	**$14,919**
2.3	**Transportation Alternatives Program**			
	Federal Share	$5,666	$5,666	$11,331
	Local Share	$1,416	$1,416	$2,833
	Total	**$7,082**	**$7,082**	**$14,164**
	TOTAL FEDERAL SHARE	$44,146	$32,353	$76,499
	TOTAL LOCAL SHARE	$11,037	$8,088	$19,125
	TOTAL	**$55,183**	**$40,441**	**$95,623**

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Work Elements

3.0 • PLANNING

3.1 2040 Metropolitan Transportation Plan (MTP)

Federal requirements mandate that the Metropolitan Transportation Plan (MTP) maintain a 20 year time horizon. The MPO is currently developing a new 2040 Metropolitan Transportation Plan. MPO staff began the update process during FY 2011 and expects to complete it in FY 2015. The new MTP will include a complete update of the BMCMPO Travel Demand Model, done with the assistance of a consultant. Public input will be a significant component of the plan's development. The plan will look beyond automobile travel needs to encompass all modes of travel in its evaluation of long-term transportation needs for the region.

The BMCMPO Travel Demand Model (TDM) is built using TransCAD modeling software. This software requires an annual license fee that pays for software support and periodic upgrades.

Responsible Agency and End Product(s)

A. MPO Staff, with consultant assistance, to develop the 2040 Metropolitan Transportation Plan. *[Estimated Completion: Q4/FY15]*

B. MPO to pay annual TransCAD license fees. *[Estimated Completion: Annually]*

3.2 ADA Transition Plans (Part II)

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 role of the MPO 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. At this time, Monroe County and Ellettsville have completed plans while Bloomington is on track to have a complete plan by the end of calendar year 2014. MPO staff will continue to work with the LPAs to ensure that ADA Transition Plans are complete reported their completion status to INDOT and FHWA.

Responsible Agency and End Product(s):

A. MPO Staff to assist LPAs in complying with ADA as part of TIP development process and in the development of ADA Transition Plans as needed. *[Estimated Completion: Q2/FY15]*

FY 2015 PEA

See Appendix E for detailed requirements.

PLANNING

FY 2015 PEA

See Appendix E for detailed requirements.

3.3 Functional Classification Review

The BMCMPO recently updated is Urbanized Area and Metropolitan Planning Area boundaries in response to the issuance of the 2010 Census data. The MPO must now review the functional classifications of the roadways within the planning area to determine if any changes are necessary. Functional class designations determine which roadways are eligible for Federal funding. Along with functional class, the MPO must also review and update (as needed) the local portions of the National Highway System and National Truck Network. Changes to these three networks will require concurrence between the MPO and INDOT to be considered for final approval by FHWA.

Responsible Agency and End Product(s):

A. MPO Staff to work with MPO Committees, INDOT and FHWA to update the Federal functional classification of the local transportation network, including review and update to the local portions of the National Highway System (NHS) and National Truck Network (NTN). *[Estimated Completion: Q2/FY15]*

3.4 Annual Crash Report

The Bloomington/Monroe County MPO produces an Annual Crash Report. The report identifies hazardous intersections and corridors within the MPO study area. The analysis of crash data allows local 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 is also 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):

A. MPO Staff to produce the Calendar Years 2012-2014 Crash Report *[Estimated Completion: Q4/FY15]*

B. MPO Staff to produce the Calendar Years 2013-2015 Crash Report *[Estimated Completion: Q4/FY16]*

PLANNING

3.5 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. A significant update to this plan was completed in February 2012. This update expanded the list of eligible transportation providers, identified new transportation needs in the community, and provided new strategies for addressing those needs. 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):

A. MPO Staff to assist local transit and human services providers with the implementation of projects specified in the Coordinated Human Services Public Transit Plan. *[Estimated Completion: As needed]*

3.6 Bicycle & Pedestrian 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. One MPO staff member is 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.

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.

Responsible Agency and End Product(s):

A. 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. *[Estimated Completion: Monthly]*

B. 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. *[Estimated Completion: On-going, As needed]*

PLANNING

3.7 Bloomington Transit Studies

In the coming fiscal years, Bloomington Transit will be required to prepare certain plans and studies as mandated by Federal authorities. The implementation of performance measures as required by MAP-21 will necessitate the completion of two specific studies by Bloomington Transit. The first is an Asset Management Plan that sets a foundation for managing the service's fleet and operations infrastructure in the future. The second is a Safety Plan that provides policy and operational guidance for protecting the safety of Bloomington Transit customers and employees. Both of these plans will be produced with the assistance of planning consultants.

Responsible Agency and End Product(s):

A. Bloomington Transit to produce an Asset Managment Plan with the assistance of a consultant. *[Estimated Completion: Q4/FY16]*

B. Bloomington Transit to produce a Safety Plan with the assistance of a consultant. *[Estimated Completion: Q4/FY16]*

3.8 Rose-Hulman Student Study

The BMCMPO has, in the past, worked with Senior Engineering students from the Rose-Hulman Institute to conduct small-scale studies in the local community. These studies have been helpful in providing creative design options for the community to consider as it addresses infrastructure issues. Examples of these studies include a 10th Street Extension and Modernization Study, a Rogers Street Corridor Context Sensitive Design Study, and a State Road 37 Bicycle and Pedestrian Crossing Study. The Citizens Advisory Committee has expressed interest in conducting a similar study in the near future. The exact scope of the study will be determined prior to the application submission deadline (August of each year). If selected by Rose-Hulman, MPO Staff and the CAC will work with the assigned students to complete the study.

Responsible Agency and End Product(s):

A. MPO Staff and the CAC to work with Rose-Hulman Senior Engineering students to complete a local engineering study. *[Estimated Completion: Q4/FY16]*

PLANNING

3.9 Bus Stop Accessibility Study

Bloomington Transit operates nine routes throughout Bloomington, serving over three million riders each year. All fixed-route transit stops should be accessible to pedestrians seeking to access transit service, especially those with disabilities. MPO Staff proposes to conduct an inventory of all Bloomington Transit fixed route stops to determine their level of accessibility, and use this data to prioritize improvements. Factors to be evaluated may include the presence of a level lift area, connecting sidewalk, accessible shelter, and certain other amenities. This study would serve as a starting point for discussions about how to implement improvements in the future.

Responsible Agency and End Product(s):

A. MPO Staff to conduct Bus Stop Accessibility study. *[Estimated Completion: Q4/FY16]*

Work Element 3.0 Budget

	Task	FY 2015	FY 2016	Total
3.1	**Metropolitan Transportation Plan**			
	Federal Share	$71,729	$800	$72,529
	Local Share	$17,932	$200	$18,132
	Total	**$89,662**	**$1,000**	**$90,662**
3.2	**ADA Transition Plans (Part II)**			
	Federal Share	$2,751	$2,751	$5,503
	Local Share	$688	$688	$1,376
	Total	**$3,439**	**$3,439**	**$6,879**
3.3	**Functional Classification Review**			
	Federal Share	$4,051	$0	$4,051
	Local Share	$1,013	$0	$1,013
	Total	**$5,063**	**$0**	**$5,063**
3.4	**Annual Crash Report**			
	Federal Share	$4,691	$4,691	$9,382
	Local Share	$1,173	$1,173	$2,345
	Total	**$5,864**	**$5,864**	**$11,727**
3.5	**Coordinated Human Services Public Transit Plan**			
	Federal Share	$2,952	$2,952	$5,905
	Local Share	$738	$738	$1,476
	Total	**$3,690**	**$3,690**	**$7,381**
3.6	**Bicycle & Pedestrian Coordination**			
	Federal Share	$12,838	$12,838	$25,676
	Local Share	$3,210	$3,210	$6,419
	Total	**$16,048**	**$16,048**	**$32,095**
3.7	**Bloomington Transit Studies**			
	Federal Share	$0	$48,000	$48,000
	Local Share	$0	$12,000	$12,000
	Total	**$0**	**$60,000**	**$60,000**
3.8	**Rose-Hulman Student Study**			
	Federal Share	$4,993	$0	$4,993
	Local Share	$1,248	$0	$1,248
	Total	**$6,242**	**$0**	**$6,242**
3.9	**Bus Stop Accessibility Study**			
	Federal Share	$0	$8,672	$8,672
	Local Share	$0	$2,168	$2,168
	Total	**$0**	**$10,840**	**$10,840**
	TOTAL FEDERAL SHARE	$104,006	$80,705	$184,711
	TOTAL LOCAL SHARE	$26,002	$20,176	$46,178
	TOTAL	**$130,008**	**$100,881**	**$230,889**

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Work Elements

4.0 • DATA COLLECTION & ANALYSIS

4.1 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. 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. 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.

Responsible Agency and End Product(s):

A. City of Bloomington Engineering Staff to perform approximately 150 coverage counts *[Estimated Completion: Annually]*

B. Town of Ellettsville staff to perform approximately 80 coverage counts *[Estimated Completion: Annually]*

C. City of Bloomington Engineering Staff to perform one-third of the required HPMS traffic counts for INDOT *[Estimated Completion: Annually]*

D. City of Bloomington Engineering Staff to purchase traffic counting equipment, software and supplies to support annual traffic counting program needs *[Estimated Completion: As needed]*

4.2 Infrastructure Management Systems

FY 2015 PEA

See Appendix E for detailed requirements.

The BMCMPO has historically supported the efforts of its LPAs to establish and maintain robust asset management systems. The City of Bloomington, Monroe County, and the Town of Ellettsville regularly collect asset condition data for infrastructure components such as pavement, signs, and street markings, and manage it using an appropriate software package. This methodology allows the respective jurisdicitions to develop long term management plans for their infrastructure assets. These asset management systems will be continuously updated to maintain the quality of their data and to ensure that the most recent conditions are reflected.

Responsible Agency and End Product(s):

A. City of Bloomington to maintain Ten-Year Pavement Management Plan and provide quarterly status reports. *[Estimated Completion: On-going, Annually]*

B. Monroe County to maintain Ten-Year Pavement Management Plan and provide quarterly status reports. *[Estimated Completion: On-going, Annually]*

C. Town of Ellettsville to maintain Ten-Year Pavement Management Plan and provide quarterly status reports. *[Estimated Completion: On-going, Annually]*

4.3 ITS Architecture Maintenance

Intelligent Transportation Systems (ITS) use a number of technologies, including information processing and communications to achieve transportation network operating efficiencies. ITS allows the Bloomington/Monroe County Urban Area to 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. Updates and revisions will be made as needed 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):

A. MPO Staff to maintain the established Intelligent Transportation Systems (ITS) architecture. *[Estimated Completion: As needed]*

4.4 Transit Ridership Counts

Bloomington Transit conducts annual transit ridership counts for all of its routes and services. This information aids in establishing annual passenger mile estimates for mass transit, in identifying facilities that are under or over utilized, and in the prioritization of capital improvements. The counts 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.

Responsible Agency and End Product(s):

A. Bloomington Transit to collect operating data required for estimates of annual passenger miles. *[Estimated Completion: Annually]*

B. Bloomington Transit to report annual passenger mile data estimates for Bloomington Transit fixed route and demand response service. *[Estimated Completion: Annually]*

4.5 Bicycle/Pedestrian Counts

Bicycle and pedestrian data collection is an important component of the overall data collection and analysis program for the MPO. Collecting this data aids LPAs in developing and prioritizing projects and programs that enhance the quality of these transportation modes. The MPO will conduct counts to determine usage of bicycle and pedestrian facilities within the MPO area in order to assist LPAs in this effort.

The MPO Staff works with the Bloomington Public Works Department to maintain a GIS sidewalk inventory. This inventory identifies missing sidewalk segments and helps to prioritize sidewalk improvement projects. The sidewalk inventory incorporates sidewalk data on condition, width, and ADA compliance for integration into asset management software.

Responsible Agency and End Product(s):

A. MPO Staff to conduct seven-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. *[Estimated Completion: Q4/FY15, Q4/FY16]*

B. MPO Staff to report on the results of the seasonal coverage counts conducted under Element 5.6(A). *[Estimated Completion: Q4/FY15, Q4/FY16]*

C. MPO Staff to produce annual Sidewalk Project Prioritization Report *[Estimated Completion: Q4/FY15, Q4/FY16]*

Work Element 4.0 Budget

	Task	FY 2015	FY 2016	Total
4.1	**Traffic Volume Counting**			
	Federal Share	$32,000	$32,000	$64,000
	Local Share	$8,000	$8,000	$16,000
	Total	**$40,000**	**$40,000**	**$80,000**
4.2	**Infrastructure Management Systems**			
	Federal Share	$19,826	$19,826	$39,653
	Local Share	$4,957	$4,957	$9,913
	Total	**$24,783**	**$24,783**	**$49,566**
4.3	**ITS Architecture Maintenance**			
	Federal Share	$951	$951	$1,902
	Local Share	$238	$238	$475
	Total	**$1,189**	**$1,189**	**$2,377**
4.4	**Transit Ridership Counts**			
	Federal Share	$2,000	$2,000	$4,000
	Local Share	$500	$500	$1,000
	Total	**$2,500**	**$2,500**	**$5,000**
4.5	**Bicycle/Pedestrian Counts**			
	Federal Share	$9,285	$9,285	$18,571
	Local Share	$2,321	$2,321	$4,643
	Total	**$11,607**	**$11,607**	**$23,213**
	TOTAL FEDERAL SHARE	$64,063	$64,063	$128,125
	TOTAL LOCAL SHARE	$16,016	$16,016	$32,031
	TOTAL	**$80,078**	**$80,078**	**$160,156**

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Appendix A

MPO COMMITTEE MEMBERSHIP

MPO Committee Membership

Policy Committee

Member	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 of Public Works	City of Bloomington
Jason Banach	Director of Real Estate	Indiana University
Iris Kiesling	County Commissioner	Monroe County
Cheryl Munson	County Council Member	Monroe County
John Irvine	President, Plan Commission	Monroe County
Bill Williams	Director of Highways	Monroe County
Dan Swafford	Town Council Member	Town of Ellettsville
Laurel Cornell	Chair, Citizens Advisory Com.	Citizens Advisory Committee
Tony McClellan	Deputy Commissioner	INDOT Seymour District
Richard Marquis	Administrator, Indiana Division	Federal Highway Administration *(non-voting)*
Marisol Simon	Administrator, Region V	Federal Transit Administration *(non-voting)*

MPO Committee Membership (cont.)

Technical Advisory Committee

Member	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
Sarah Ryterband	Vice Chair, CAC	Citizens Advisory Committee
Andrea Roberts	Deputy Director, Public Works Department	City of Bloomington
Dave Williams	Director of Operations, Parks Department	City of Bloomington
Tom Micuda	Director, Planning Department	City of Bloomington
Sue West	Controller	City of Bloomington
Laura Haley	GIS Coordinator	City of Bloomington
Joe VanDeventer	Assistant Street Superintendent	City of Bloomington
Steve Saulter	Auditor	Monroe County
Chuck Stephenson	Administrator, Parks Department	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	Director of Planning	Monroe County Community Schools Corp.
Mike Wilcox	Superintendent	Richland-Bean Blossom Comm. Schools Corp.
Susan Chambers	Manager	Rural Transit
Mike Cornman	Street Department	Town of Ellettsville
Connie Griffin	Director, Planning Department	Town of Ellettsville
Perry Maull	Operations Director, IU Transportation	Indiana University
John Collison	Assistant Highways Director	Monroe County
Jim Ude	District Planning & Programming Director	Indiana Department of Transportation
Emmanuel Nsonwu	Transportation Planner/MPO Liaison	Indiana Department of Transportation
Brian Jones	Project Manager, Transit	Indiana Department of Transportation
Reggie Arkell	Region 5	Federal Transit Administration *(non-voting)*
Michelle Allen	Indiana Division	Federal Highway Administration *(non-voting)*

MPO Committee Membership (cont.)

Citizens Advisory Committee

Member	Representing
Laurel Cornell, *Chair*	Prospect Hill Neighborhood
Sarah Ryterband, *Vice Chair*	Prospect Hill Neighborhood
Paul Ash	McDoel Gardens Neighborhood
Jack Baker	McDoel Gardens Neighborhood
Ken Campanella	Citizen
Trent Carney	Citizen
Glenn Carter	Citizen
Sarah Clevenger	Citizen
Elizabeth Cox-Ash	McDoel Gardens Neighborhood
Anita Douglas	Citizen
Mary Jane Hall	Bloomington Board of Realtors
Elizabeth Irwin	Greater Bloomington Chamber of Commerce
Larry Jacobs	Greater Bloomington Chamber of Commerce
Nicole Johnson	Citizen
John Kehrberg	County Citizen
Ted Miller	Citizen
Bill Milroy	Old Northeast/Downtown Neighborhood
Cheryl Munson	Citizen
Patrick Murray	Citizen
James Reed	Citizen
David Sabbagh	Citizen
David Walter	Sixth & Ritter Neighborhood
Tamby Wikle-Cassady	Citizen

MPO Committee Membership (cont.)

MPO Staff

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

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Appendix B

TRANSIT OPERATOR LOCAL MATCH ASSURANCE

Transit Operator Local Match Assurance

BLOOMINGTON • MONROE COUNTY
mpo

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 2015-2016 FHWA and FTA grants shall be met. The MPO is requesting FHWA and FTA Planning grant funds totaling $531,341 requiring $132,835 local match. As specified in the FY 2015-2016 Unified Planning Work Program (UPWP), the Transit Provider shall be responsible for **$52,000** of the total grant, requiring **$13,000** in local match for the following UPWP elements:

1) 3.7(A) – Asset Management Plan
2) 3.7(B) – Safety Plan
3) 4.4(A) – Annual Passenger Count Data Collection
4) 4.4(B) – Annual Passenger Count Report

_____
Date

Bloomington Public Transportation Corporation
Legal Name of Applicant

_____
By:
Lew May
General Manager
Bloomington Transit

401 N. Morton Street ▪ Suite 160 ▪ PO Box 100 ▪ Bloomington, IN 47402 ▪ Ph: (812) 349-3423 ▪ Fx: (812) 349-3535
www.bloomington.in.gov/mpo ▪ mpo@bloomington.in.gov

Appendix C

ABBREVIATIONS

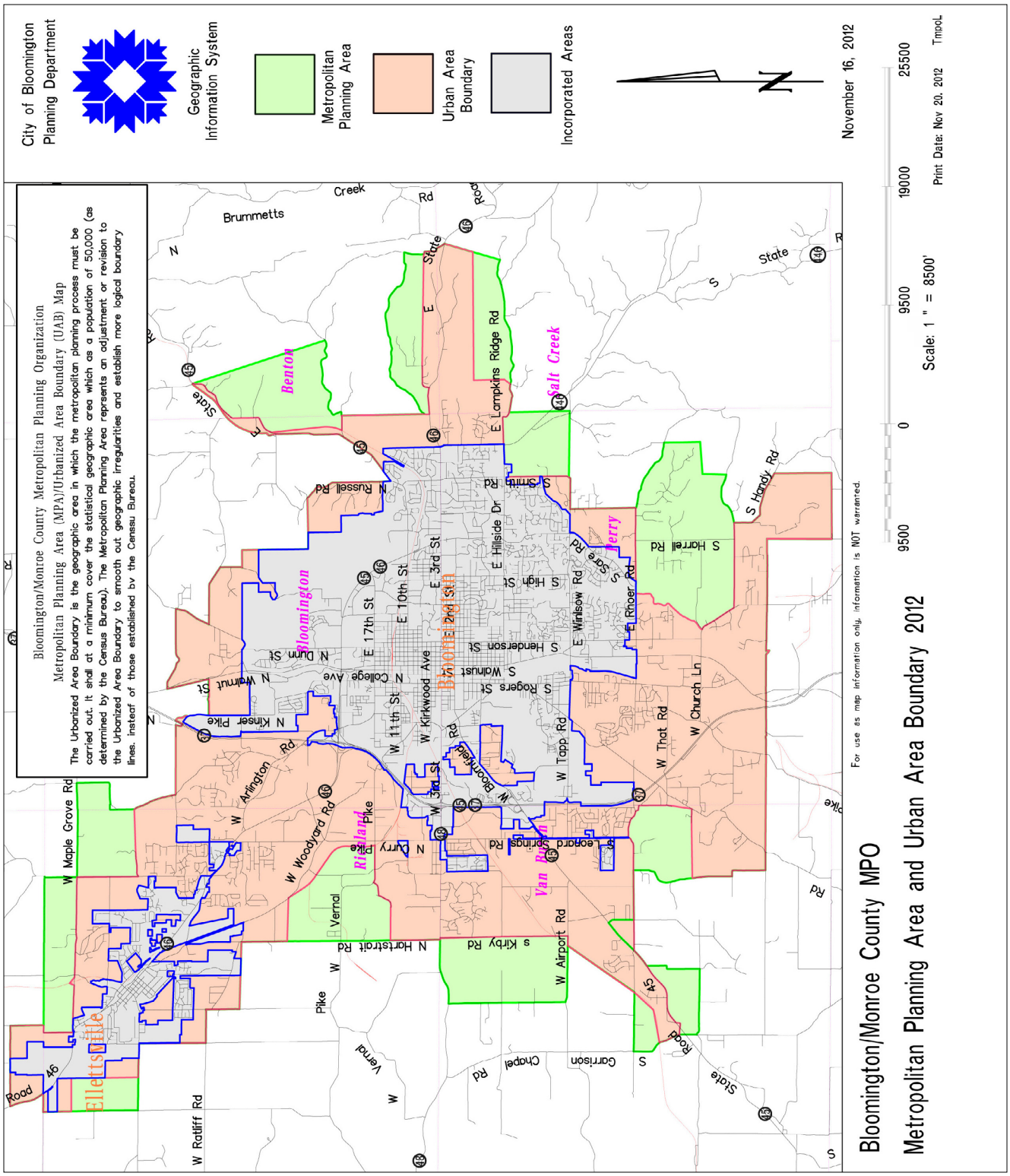
Abbreviations

3-C	Continuing, Comprehensive, and Cooperative Planning Process
ADA	Americans with 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
HSIP	Highway Safety Improvement Program
INDOT	Indiana Department of Transportation
INSTIP	Indiana State Transportation Improvement Program
ITS	Intelligent Transportation System
IU	Indiana University
LPA	Local Public Agency
MAP-21	Moving Ahead for Progress in the 21st Century
MCCSC	Monroe County Community School Corporation
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PDP	Program development Process
PL	Planning
SAFETEA-LU	Safe, Affordable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
STP	Surface Transportation Program
TAP	Transportation Alternatives Program
TAC	Technical Advisory Committee
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles of Travel

Appendix D

BMCMPO METROPOLITAN PLANNING AREA MAP

BMCMPO Metropolitan Planning Area Map



Appendix E

PLANNING EMPHASIS AREAS

Planning Emphasis Areas

U.S. Department of Transportation
Federal Highway Administration

Indiana Division
575 N. Pennsylvania St, Room 254
Indianapolis, IN 46204
317-226-7475
317-226-7341

January 30, 2014

In Reply Refer To:
HDA-IN

Dear Indiana MPO Directors and INDOT:

The Indiana Division Office of FHWA is issuing its annual planning emphasis areas (PEAs) for the FY 2015 to be addressed in the metropolitan planning organizations' (MPOs') and the Indiana Department of Transportation's (INDOT's) future work programs. The purpose of the PEAs is to focus our efforts on implementing Moving Ahead for Progress in 21st Century Act (MAP-21).

We complement the MPOs and INDOT on the implementation of two recent PEAs: Quarterly Project Tracking and Red Flag Investigations as part of Planning and Environmental Linkages (FHWA Every Day Counts Innovative Initiative). These PEAs have now been integrated into the planning process and we request that the MPOs and INDOT continue to address them in their work programs.

The FY 2015 PEAs are:

- ADA Transition Plans Part II
- Functional Classification Update
- Pavement Management System

The following are some comments to guide interpretation of each PEA:

American Disabilities Act (ADA) Transitions Plans Part II – MPOs are to ensure local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have provided a status of their ADA Transition Plan to the appropriate MPO. Further, for those entities with greater than 50 employees that have yet to complete their ADA Transition Plan, the MPO should continue to encourage and assist the LPAs (as appropriate) with the completion of those plans. The MPOs will need to report a completion status of the ADA transition Plans for those entities with greater than 50 employees to INDOT's Office of Economic Opportunity. The MPOs should also work to identify entities within their metropolitan planning areas (MPAs) with fewer than 50 employees to develop access plans.

The MPO should review INDOT's 18-month letting list for projects, and also determine the status of these entities' transition plans (accessibility plans) to ensure funding is forwarded only to those who have the required plans.

Planning Emphasis Areas (cont.)

2

Lastly, the MPOs along with FHWA and INDOT should look to identify agencies that have consistent success in implementing their transition plans, so those entities can be congratulated and used as examples for others to model.

Functional Classification Review –MPOs are to continue review the functional classification of roadways in their planning areas and determine if any changes are necessary in the MPO's transportation network. This is also an appropriate time to update the National Highway System and National Network for Trucks:

> **National Highway System Updates** – MAP-21 enhanced the NHS system to include all principal arterials. MPOs are requested to reconsider the appropriate roads that should be part of the NHS network within their MPA as part of the functional classification review.
>
> **National Truck Network Revisions** – FHWA is also requesting INDOT and the MPOs examine the National Truck Network in your respective areas. It will be updated as a result of the assessment of functional classification in your planning areas.

All changes to functional classification, NHS and the National Network will need to be coordinated with Eric Conklin at INDOT, econklin@indot.in.gov. All changes will need concurrence from your MPO and INDOT to be considered by FHWA.

Pavement Management System – The MPOs are encouraged to develop PMS to support federal-aid programming of pavement preventive maintenance projects similar to those implemented during the American Recovery and Reinvestment Act. Please contact Tom Duncan, FHWA Pavement Engineer, tom.duncan@dot.gov/317-226-5622.

If you have any questions, please contact your FHWA Planning and Environmental Specialist.

Sincerely,

Joyce E. Newland
Planning Program Manager

cc:
Indiana MPO Council
Kathy Eaton-McKalip, INDOT
Roy Nunnally, INDOT
Eric Conklin, INDOT
Debby Thomas, INDOT
LaTosha Higgins, INDOT

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Appendix F

ADOPTION RESOLUTIONS

Adoption Resolutions