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TECHNICAL ADVISORY COMMITTEE

May 27, 2015
10:00 – 11:30 a.m.
McCloskey Room (#135)

I. Call to Order and Introductions

II. Approval of Minutes
   a. April 29, 2015

III. Communications from the Chair

IV. Reports from Officers and/or Committees
   a. Project Updates

V. Reports from MPO Staff
   a. 2040 MTP Update
   b. MPO Memorandum of Agreement

VI. Old Business

VII. New Business
   a. FY 2015-2015 Unified Planning Work Program Amendment*

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

IX. Upcoming Meetings
   a. Technical Advisory Committee – June 24, 2015 at 10:00 a.m. (McCloskey Room)
   b. Citizens Advisory Committee – June 24, 2015 at 6:30 p.m. (McCloskey Room)
   c. Policy Committee – June 12, 2015 at 1:30 p.m. (Council Chambers)

X. Topic Suggestions Under Consideration for Future Discussion

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 Meeting Minutes
April 29, 2015 McCloskey Room 135, City Hall

Technical Advisory Committee Minutes are transcribed in a summarized outline manner. Audio recordings of the meeting are available in the Planning & Transportation Department for reference.

Technical Advisory Committee: Bill Williams, Jim Ude, Kevin Tolloty, Kerry Conway, Amy Leyenbeck, Kurt Babcock, Jason Eakin, John Carter, Lew May, Perry Maull, Jane Fleig, Tom Micuda, Laura Haley

MPO Staff: Anna Dragovich, Josh Desmond

I. Call to Order and Introductions

II. Approval of Minutes:
   a. March 25, 2015 – Mr. Maull motioned to approve minutes, Ms. Fleig seconded, motion passed

III. Communications from the Chair

IV. Reports from Officers and/or Committees
   a. Project Updates

V. Reports from MPO Staff
   a. 2040 MTP Update
   b. Quarterly Tracking Report

VI. Old Business

VII. New Business
   a. 2035 Long Range Transportation Plan* - Mr. Maull moved approval, Mr. May seconded, motion passed
   b. Complete Streets Project Compliance* - Mr. Maull moved approval, Mr. Williams seconded, motion passed
      (1) 17th St. Reconstruction
      (2) Woodlawn Railroad Crossing
      (3) Fullerton Pike Phase 2
   c. 2016-2019 Transportation Improvement Program* - Mr. Maull moved approval, Ms. Fleig seconded, motion passed

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

Adjournment

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

These minutes were adopted by the Technical Advisory Committee at their meeting held on MM/DD/YYYY

DRAFT

MEMORANDUM OF AGREEMENT

By and Between

BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION

THE INDIANA DEPARTMENT OF TRANSPORTATION

BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION

This Memorandum of Agreement (MOA) is made by and between the Bloomington/Monroe County Metropolitan Planning Organization (hereinafter referred to as BMCMPO), the Indiana Department of Transportation (hereinafter referred to as INDOT), and the Bloomington Public Transportation Corporation (hereinafter referred to as BPTC).

WHEREAS, Moving Ahead for Progress in the 21st Century (MAP-21) and its previous sister legislative acts the Safe, Accountable, Flexible, & Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU), the 1998 Transportation Efficiency Act for the 21st Century (TEA-21) and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) require the establishment of Agreements among certain agencies involved in the transportation planning process, and

WHEREAS, the transportation planning process for the Bloomington/Monroe County Metropolitan Planning Organization includes the following agencies:

- Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO)
- Indiana Department of Transportation (INDOT)
- Bloomington Public Transportation Corporation (BPTC), and

WHEREAS, MAP-21 requires the establishment of agreements between the State, the Metropolitan Planning Organization (MPO) and the public transportation operator(s), and

WHEREAS, the BMCMPO is the designated MPO for Bloomington and Ellettsville and includes its regional member County of Monroe County in Indiana, and

WHEREAS, BPTC is the designated recipient for Section 5307 in the Bloomington Urbanized Area, and

WHEREAS, the BMCMPO has established various advisory groups, which provide input and direction, as well as assist and advise it on transportation planning and programming considerations. Membership in these technical, advisory, and citizens groups include persons representing Bloomington, Ellettsville, and Monroe County, and public and private transportation providers, and others not listed in this agreement.

NOW THEREFORE BMCMPO, INDOT and BPTC mutually agree as follows:

RESPONSIBILITIES OF THE BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION (BMCMPO):

Structure

1. The MPO organizational structure consists of a Technical Advisory Committee (TAC), a Citizens Advisory Committee (CAC), the MPO Policy Committee (BMCMPO), and various ad hoc subcommittees established on an as-needed basis.

   The Policy Committee includes the following voting members:
   - Mayor, City of Bloomington
   - President, City of Bloomington Common Council
   - President, City of Bloomington Plan Commission
   - Director, City of Bloomington Public Works Department
   - President, Monroe County Commissioners
   - President, Monroe County Council
   - President, Monroe County Plan Commission
   - Director, Monroe County Highway Department
   - President, Town of Ellettsville Town Council
   - Chair, Bloomington Public Transportation Corporation Board of Directors
   - Vice President and Chief Administrative Officer, Indiana University
   - Chair, BMCMPO Citizens Advisory Committee
   - Deputy Commissioner, INDOT Seymour District

   The Policy Committee includes the following non-voting members:
   - Division Administrator, FHWA Indiana Division
   - Regional Administrator, FTA Region V

   The Technical Advisory Committee includes the following voting members:
   - City Engineer, City of Bloomington
   - Deputy Director of Public Works, City of Bloomington
   - Controller, City of Bloomington
   - Planning Director, City of Bloomington
   - Director of Operations & Development, City of Bloomington Parks and Recreation Department
   - Assistant Utilities Director, City of Bloomington
   - GIS Coordinator, City of Bloomington
   - Streets Superintendent, City of Bloomington
   - Assistant Director, Monroe County Highway Department
   - Director, Monroe County Planning Department
   - Auditor, Monroe County
   - Parks & Recreation Administrator, Monroe County
   - GIS Coordinator, Monroe County
   - Director of Planning Services, Town of Ellettsville
   - Executive Director of Transportation, Indiana University
   - General Manager, Bloomington Transit
   - Manager, Rural Transit
   - Director, Monroe County Airport
   - Transportation Director, Monroe County Community School Corporation

- Transportation Director, Richland-Bean Blossom Community School Corporation
- Vice-Chair, Citizens Advisory Committee
- Representative, INDOT Planning/Programming
- Representative, INDOT Public Transportation
- Capital Program Manager, INDOT Seymour District

The Technical Advisory Committee includes the following non-voting members:

- Representative, FHWA Indiana Division
- Representative, FTA Region V

2. The Citizens Advisory Committee is comprised of citizen volunteers and representatives of local organizations and interest groups. Voting privileges are obtained by attending three consecutive meetings of the CAC.

3. The Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee generally meet on a monthly basis. Other ad-hoc committees meet on an as needed basis.

4. The MPO will concur with the planning regulations for Self Certification to INDOT and the FHWA regarding the MPO's ability and intention to provide and fulfill the transportation planning requirement for the Metropolitan Planning Area (MPA). This will be made available as part of the Transportation Improvement Program (TIP) process.

Transportation Plan

5. The MPO will develop and maintain a Transportation Plan (TP) in cooperation with INDOT, its transit provider and other agency partners at least every 5 years as required by law.

6. The MPO will utilize the MAP-21 planning factors in the development of the Transportation Plan.

7. The MPO is responsible for developing a financially reasonable Transportation Plan in consultation with INDOT, its area public transit providers and the FHWA in compliance with current federal planning regulations.

8. The MPO will include a financial plan that demonstrates the consistency of the Transportation Plan with available and projected sources of revenue.

9. The MPO approves the Transportation Plan and its periodic updates.

10. All proposed TP or TIP amendments must include a project description, project cost, phase, ready for letting (RFL) date, federal, state, local and total dollar amount. There are two types of amendments: an Administrative Modification and an Amendment.

11. Administrative Modification: a change or revision to include project cost increase(s) or decrease(s) regardless of amount, DES number changes or modifications, or changes in the year or scope of non-regionally significant projects.

12. Amendment: new project added, new project phase, change in year or scope of a non-regionally significant project.

Public Participation and Involvement

13. The MPO will maintain a Participation Plan that is adopted by the Policy Committee. The plan will include coordination with the INDOT participation process. This process is followed during the development of the Transportation Plan and the Transportation Improvement Program. The BMCMPO TIP participation process will serve to meet the BPTC public participation requirements.

14. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI guidance, ADA requirements, and procurement activities guidelines.

Transportation Improvement Program (TIP)

15. The MPO will complete a Transportation Improvement Program, as needed, in cooperation and coordination with the partners identified in this agreement. The MPO will submit an approved Transportation Improvement Program to INDOT in a timely manner.

16. All federal aid funding projects, regardless of funding category, will be included in the fiscally constrained TIP.

17. The MPO is responsible for developing a fiscally constrained TIP.

18. The Policy Committee of the MPO approves the TIP followed by approval by the INDOT Commissioner on behalf of the Governor, and it is included in the Statewide Transportation Improvement Program (STIP) by reference or amendment. The STIP is approved by the Federal Highway Administration along with the new TIP and any amendments.

19. During the TIP update the MPO will conduct a call for projects. The MPO will solicit and review requests for new project funding and current project cost increases, using its project selection process. Using its participation process, the MPO will solicit comment. The comments received from the participation process will be considered, addressed, responded to and documented. After reviewing the public comment, the MPO will make a decision regarding the TIP update.

20. The MPO will process TIP amendments following Policy Committee approval. Any major change to the TIP document made after the public comment period and before the Policy Committee approval that adds highway capacity may require a new comment period and will require an extended amendment approval process.

21. The MPO will provide and maintain a website that provides TIP and associated amendments for interested parties, public and agency consumption.

Travel Demand Forecasting

22. The MPO is responsible for developing and maintaining a travel demand forecasting model for the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) Metropolitan Planning Area (MPA).

Unified Planning Work Program

23. A Unified Planning Work Program (UPWP) will be prepared by the MPO in cooperation and consultation with INDOT, FHWA, FTA and the transit operator.

24. The MPO will include the planning emphasis areas (PEA's) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas should be received from FHWA and FTA in a timely manner so they can receive proper consideration.

25. The MPO will develop a financial plan that demonstrates the consistency of the TIP and Transportation Plan with available and projected sources of revenue.

26. The MPO will complete its Cost Allocation Plan and UPWP draft by the middle of March each year. The MPO's ability to meet this timeline is affected by INDOT providing timely PL Distribution numbers. Should PL funding information be delayed for some reason, the MPO may flat-line the estimated funding based upon the prior year and then adjust the PL funding when final figures are obtained. The INDOT Central Office Asset Planning & Management Division will take the lead in this effort in cooperation with the MPO Council and the INDOT Central Office Project Finance Division and the INDOT Transit Office.

27. The MPO will submit to INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division, a final Unified Planning Work Program in a timely manner that allows for final review and recommendation for approval to FHWA and FTA.

Management Systems

28. The development and implementation of a congestion management process (CMP), where needed, for the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) Metropolitan Planning Area will be the responsibility of the MPO in cooperation with INDOT, FTA and FHWA. The Technical Planning Section, within the Asset Planning & Management Division, will be the INDOT Leads.

29. The MPO will work cooperatively with the Technical Planning Section, within the Asset Planning & Management Division, as the lead and other relevant INDOT Divisions and other public agencies in the development of the other specified management systems as appropriate.

30. The MPO will maintain a Congestion Management Process in cooperation with the Technical Planning Section, within the Asset Planning & Management Division. The Congestion Management Process shall be coordinated with the development of the Transportation Plan.

31. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI submittals, ADA, and procurement activities guidelines. The Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) will complete a Title VI analysis for the urbanized area. INDOT's Office of Economic Opportunity and Pre-qualification within Central Office will be the INDOT contact for these efforts.

Transit Planning

32. The MPO will sponsor and participate on committees related to the provision and coordination of transit and para-transit services including but not limited to the Transit Planning Committee.

33. The MPO will serve as the lead agency for the development of the "Coordinated Public Transit Human Services Transportation Plan".

RESPONSIBILITIES OF THE INDIANA DEPARTMENT OF TRANSPORTATION (In cooperation with BMCMPO, and the public transit provider BPTC):

1. INDOT Technical Planning Section, within the Asset Planning & Management Division will provide staff liaisons to coordinate with the MPO's. Said staff will regularly attend the MPO Council meetings, which are held in Indianapolis. INDOT Technical Planning Section Staff may participate in MPO Technical Transportation or Policy Committee meetings. The District Capital Program Manager will attend the meetings and have voting representation for INDOT. The District Deputy Commissioners will attend the Policy Committee meetings and have voting representation for INDOT.

Transportation Plan and TIP

2. The Statewide Transportation Plan shall be developed in cooperation with the BMCMPO Transportation Plan.

3. The INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will develop a list of planned improvement needs on State jurisdiction highways developed in conjunction and in cooperation with the MPO for the Metropolitan Planning Area of the MPO. These identified needs will be consistent with the INDOT Asset Planning and Management Process. This is necessary in order to develop data the MPO needs to develop a Transportation Plan that is consistent with available funding sources and project revenues.

4. The INDOT Central Office Project Finance Division will provide the MPO in a timely manner with estimates of available federal and state funding as necessary for the development of the financial plans demonstrating the fiscal constraint of the MPO's Transportation Plan and TIP. Should funding information be delayed for some reason, the MPO may then flat-line funding based on past information.

5. The INDOT Central Office LPA and Grants Administration Division will develop the Indiana Statewide Transportation Improvement Program in cooperation with the MPO's transportation planning process and incorporate the MPO approved TIP by reference or amendment in its entirety.

6. The INDOT Central Office LPA and Grant Administration Division in cooperation with the Technical Planning Section, within the Asset Planning & Management Division and District staff, for the area that includes the MPO, will provide timely lists of INDOT projects within the MPO's jurisdiction in sufficient detail and accuracy to allow for the development of a TIP for the MPO's region.

7. INDOT Central Office LPA and Grant Administration Division will develop a Statewide Transportation Improvement Program (STIP) that includes the review and written approval of the BMCMPO TIP in a timely manner. This will be done in cooperation with the Technical Planning Section, within the Asset Planning & Management Division.

8. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division working with the LPA and Grant Administration Division will provide in a timely manner lists of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the

preceding program year. This will allow the MPO to develop an Annual List of Obligated Projects (ALOP).

9. INDOT will provide Central and District Office coordination for the MPO on all matters including the TP and TIP. The Technical Planning Section, within the Asset Planning & Management Division will be the lead in cooperation with the LPA and Grant Administration Division and the appropriate District Office(s) for the area containing the MPO.

10. INDOT Central and District Offices will collect and share transportation system information with the MPO to facilitate a cooperative transportation planning process and will conduct training sessions and workshops on pertinent topics. The Technical Planning Section, within the Asset Planning & Management Division will be the lead in this effort.

UPWP Coordination Activities

11. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will assign a planning liaison to participate in transportation planning activities related to the UPWP (such as review of the document, preparation of contracts following its approval, review of billings submitted by the MPO, etc.) and also to assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.

12. INDOT Technical Planning Section, within the Asset Planning & Management Division will provide updated consolidated PL figures based on the current PL Distribution formula approved by the FHWA, INDOT and the MPO Council. INDOT will provide these figures in a timely manner each year to allow for development of the UPWP.

13. BMCMPO will prepare a UPWP for the Fiscal Year that will take effect beginning on July 1 of the same year. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will review and provide approval of the UPWP and concurrence with the Cost Allocation Plan in a timely manner, and begin development of the required contracts and purchase orders. INDOT will strive for a timely notice-to-proceed, a signed contract and a purchase order.

14. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will review progress reports through the Planning Liaison and initiate the reimbursement of invoices pursuant to applicable Federal Regulations and Indiana Code 5-17-5, Public Purchases.

RESPONSIBILITIES OF THE BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC):

1. BPTC will provide data, including financial planning information, upon request and participate in the development of the Transportation Plan update. The INDOT Transit Office will take the lead in this process.

2. BPTC will provide copies of its Transportation Development Plan, as updated.

3. BPTC will participate on the Technical Advisory Committee.

4. BPTC will participate in the development of the Coordinated Public Transit Human Services Transportation Plan.

5. BPTC will provide a Financial Capacity Analysis showing a 5 year Financial Plan as part of the TIP development process. This will be reviewed by the INDOT Transit Office within the Multimodal Division.

6. BPTC will provide a four year capital project and operating plan (program of projects) for inclusion in the TIP to the MPO. The capital and operating plan will be updated annually and submitted with the Financial Capacity Analysis. This will be reviewed by the INDOT Transit Office within the Multimodal Division.

7. BPTC will provide amendment requests to the MPO in a timely manner prior to the next scheduled meeting of the Technical Advisory Committee. All amendment requests will be in writing.

8. BPTC will provide a copy (PDF file preferred) to the MPO of each final grant request to the Federal Transit Administration and provide a copy of each grant award acceptance.

9. BPTC will provide on an annual basis, no later than 90 calendar days following the end of the program year, a list of transit projects for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year.

10. BPTC will be responsible for its Capital Improvement Plan and its ADA Compliance Plan and other activities directly related to the operation of public transit services in the BMCMPO Urbanized Area.

11. BPTC as the designated recipient of federal transit funds, will be required to provide the necessary local matching funds (unless otherwise agreed to) and will be responsible for maintaining all necessary records in support of the expenditure of those funds.

12. BPTC agrees that it will be in compliance with all required federal objectives.

In witness thereof, the undersigned executive staff members of BMCMPO, BPTC and INDOT have executed this Memorandum of Agreement on the dates indicated.

Bloomington Public Transportation Corporation

Lew May

Date 5/14/15

Lew May
General Manager

Indiana Department of Transportation

Date 5/15/2015

James P. Stark
Deputy Commissioner, Innovative Project Delivery

Bloomington/Monroe County Metropolitan Planning Organization

Joshua G. Desmond

Date 5/14/15

Joshua G. Desmond, AICP
BMCMPO Director

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MEMORANDUM

To: MPO Technical Advisory & Citizens Advisory Committees

From: Josh Desmond, MPO Director

Date: May 20, 2015

Re: FY 2015-2016 UPWP Amendment

Background

The MPO is currently operating under the Fiscal Years 2015 to 2016 Unified Planning Work Program. As Fiscal Year 2015 draws to a close, it is time to amend the work program for Fiscal Year 2016. Leftover funding from the FY 2013-2014 work program has been audited by INDOT and may now be added to the current work program. Likewise, additional Planning Emphasis Areas have been provided by FHWA and FTA. MPO staff has integrated this funding and policy guidance into the existing work program and is now presenting the amended FY 2015-2016 UPWP for adoption.

Planning Emphasis Areas

The Planning Emphasis Areas (PEAs) issued for FY 2016 overlap somewhat with those previously incorporated for FY 2015. The complete list of PEAs is included in Appendix E of the UPWP for reference, but this memo will highlight only the new PEAs to be addressed. These are as follows:

- **Programming of HSIP Funds:** Emphasis is being placed on programming HSIP funds for low cost systematic projects rather than significant single-location infrastructure updates. In addition, MPOs may program HSIP funding for planning purposes, such as Road Safety Audits.
- **Improving Project Cost Estimating & Scheduling:** MPOs are asked to work with INDOT to develop best practices for improved project cost estimating and scheduling. It is crucial to have accurate cost estimates when projects are programmed for Federal funding. It is also important to have realistic expectations for project development schedules so that no funds are lost due to unexpected schedule changes late in the process.

Budget Update

Fiscal Year 2016 was originally programmed with an estimated budget of $317,781 ($254,225 Federal, $63,556 Local). An additional $40,174 ($32,139 Federal, $8,035 Local) is now available to be added into the FY 2016 budget. The total FY 2016 budget is now $357,955 ($286,364 Federal, $71,591 Local). Details of where the additional funds have been allocated are provided in the following section.

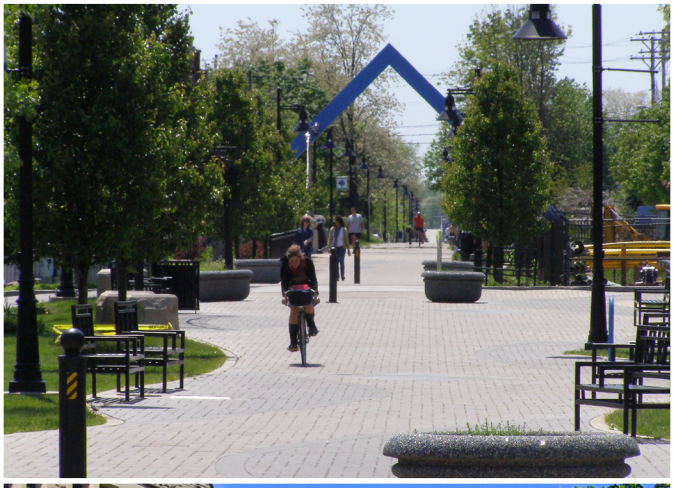
Proposed Amendments to the UPWP

Because of the small amount of additional funding and the limited number of new PEAs to be addressed, proposed amendments to the UPWP are minimal in number. Proposed changes are as follows:

- **Work Element 1.0** – Added $131 for additional advertising due to extended timeline for 2040 MTP process
- **Work Element 2.0** – Added language to Sub-Element 2.1 (TIP Administration) to address PEA. Added language to Sub-Element 2.2 (HSIP) to address PEA.
- **Work Element 3.0** – Added $28,043 to Sub-Element 3.1 (MTP) to fund on-going staff work on this project.
- **Work Element 4.0** – Added $12,000 to Sub-Element 4.1 (Traffic Counting) to fund a traffic counting data management software purchase by the City of Bloomington.
- **Appendix E** – Added copy of the official FY 2016 PEAs letter to this section.

Action Requested

The TAC and CAC are asked to make a recommendation to the Policy Committee on the adoption of the amended FY 2015-2016 Unified Planning Work Program.



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Unified Planning Work Program

Fiscal Years

2015 & 2016

Adopted:

May 9, 2014

Amended:

June 12, 2015

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.

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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.

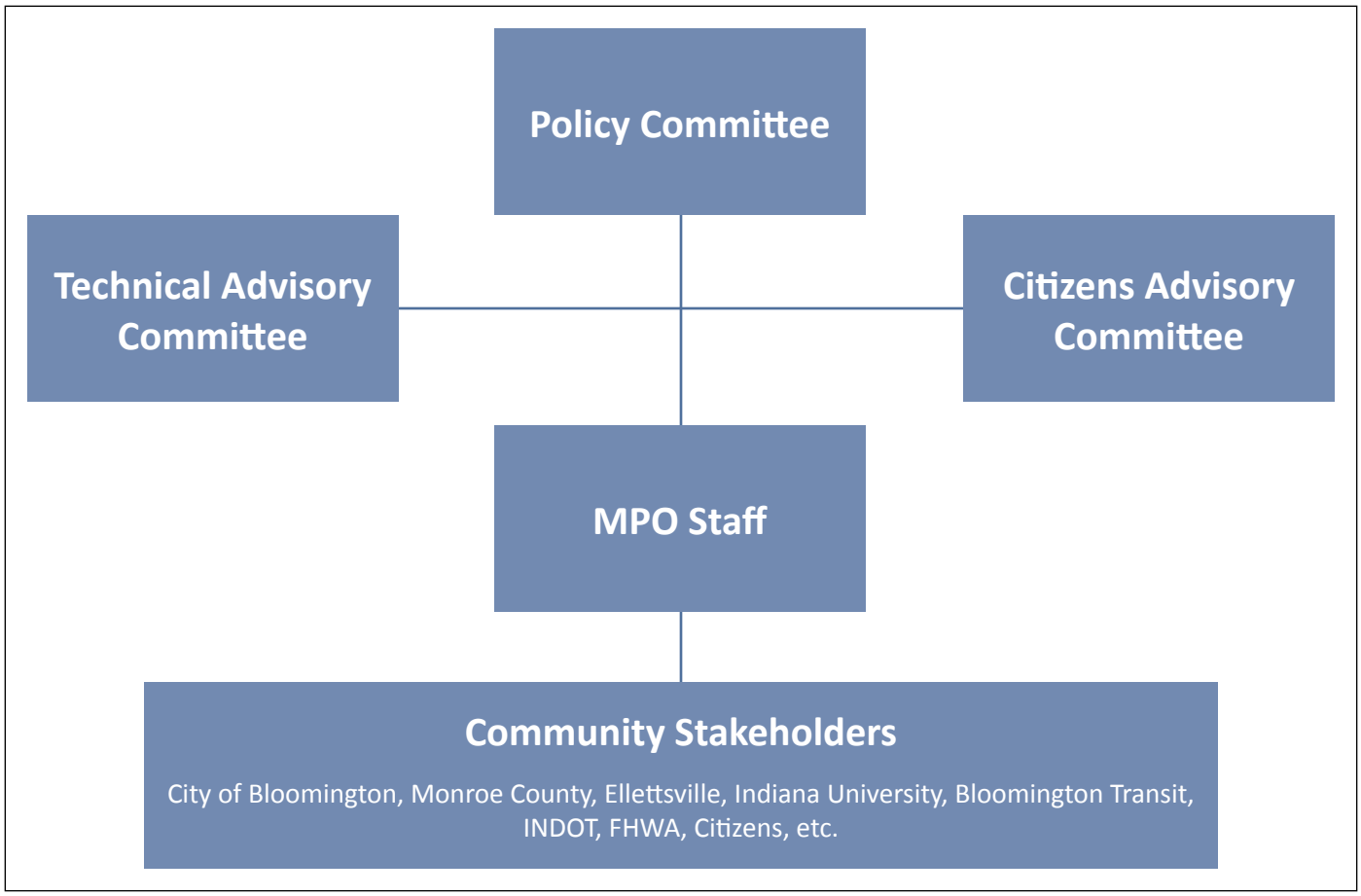
One of the requirements of the urban transportation planning process for an MPO involves the development of a Unified Planning Work Program (UPWP), which describes all planning activities that are anticipated in the urbanized area over the next programming year. The UPWP also documents the work that 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), Federal Transit Administration (FTA), 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. The Planning Emphasis Areas that have been provided for the FY 2015-2016 UPWP are 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 4.2 of the UPWP.

MAP-21 Implementation

This PEA emphasizes the transition that all MPOs must make to performance-based planning and programming. MAP-21 requires the development of performance measures on the national, state and MPO level. MPOs must create systems of planning and programming that direct local efforts to achieving established performance measures. The BMCMPO will address this first through the development of the 2040 Metropolitan Transportation Plan (Work Element 3.1), expected to be completed by the end of FY 2015. The guidance from that plan will then be implemented throught the MPO's planning and programming operations.

Models of Regional Planning Cooperation

The MPO must promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. It is important for the MPO to foster strong working relationships with its regional partners in pursuit of seamless, mutually beneficial transportation planning and policies. The MPO will continue to be a transportation planning leader in the region and will work to coordinate transportation needs among its planning partners. This activity will be a common thread throughout the tasks and responsibilities proposed in this UPWP. Specifically, the nature of the relationships between local planning partners will be better defined through the update of the MPO's Memorandum of Understanding (Work Element 1.1).

Ladders of Opportunity

The MPO must, as part of the planning process, identify transportation connectivity gaps in access to essential services. These essential services include housing, employment, health care, schools/education, and recreation. Idenfication of these deficiencies could be done through the creation of performance measures used to specifically measure such gaps. This has been accomplished to some extent through the Coordinate Human Services Public Transit Plan (Work Element 3.5) and will take another step forward through the development of the new 2040 Metropolitan Transportation Plan (Work Element 3.1).

Programming of HSIP Funds

A renewed emphasis must be placed on programming HSIP funding for low cost systemic projects as well as for safety planning activities. The MPO should encourage and assist the LPAs in identifying such projects and developing them throught the Federal aid process. This will occur as part of the MPOs adminstration of HSIP funds (Work Element 2.2) These projects should focus on addressing the causes of crashes on a system-wide basis rather than simply making infrastructure improvements to the location of crashes. FHWA and INDOT will provide MPOs with eligible project types for this purpose. In addition, up to 15% of the MPOs HSIP allocation may be progammed for planning purposes for activities like Road Saftey Audits.

Improving Project Cost Estimating & Scheduling

Two key components of developing a Federal aid project are realistic project schedules and accurate cost estimates. These are especially important in an era of limited funds that must be used within fixed windows of opportunity. INDOT and the MPOs must work together to develop best practices for both of these activities so that they can help guide LPAs in effective implementation of projects with Federal funds. This will occur as a component of the MPOs administration of the TIP as well as the Quarterly Project Tracking program (Work Element 2.1).

Budget

FISCAL YEAR 2015-2016 MPO BUDGET

The Bloomington/Monroe County MPO has an estimated $583,248 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 $145,812 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 $729,060. This budget is split between the two Fiscal Years, with $371,105 allocated for FY 2015 and $357,955 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	**Administration**					
	FY 2015	$103,364	$0	$2,473	$0	$105,837
	FY 2016	$93,930	$0	$2,582	$0	$96,512
2	**Programming**					
	FY 2015	$55,183	$0	$0	$0	$55,183
	FY 2016	$40,441	$0	$0	$0	$40,441
3	**Planning**					
	FY 2015	$83,008	$0	$47,000	$0	$130,008
	FY 2016	$66,924	$60,000	$2,000	$0	$128,924
4	**Data Collection & Analysis**					
	FY 2015	$14,078	$2,500	$500	$63,000	$80,078
	FY 2016	$14,078	$2,500	$500	$75,000	$92,078
	TOTAL					
	FY 2015	$255,632	$2,500	$49,973	$63,000	$371,105
	FY 2016	$215,373	$62,500	$5,082	$75,000	$357,955
	TOTAL	**$471,005**	**$65,000**	**$55,055**	**$138,000**	**$729,060**

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	$89,917	$22,479	$112,396
	Fringe Expenses			
	FY 2015	$85,380	$21,345	$106,725
	FY 2016	$71,933	$17,983	$89,917
	Indirect Expenses			
	FY 2015	$12,401	$3,100	$15,502
	FY 2016	$10,448	$2,612	$13,060
	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	$4,066	$1,016	$5,082
	Contract Service Agreements			
	FY 2015	$50,400	$12,600	$63,000
	FY 2016	$60,000	$15,000	$75,000
	TOTAL			
	FY 2015	$296,884	$74,221	$371,105
	FY 2016	$286,364	$71,591	$357,955
	TOTAL	**$583,248**	**$145,812**	**$729,060**

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	**Administration**			
	FY 2015	$84,669	$21,167	$105,837
	FY 2016	$77,210	$19,302	$96,512
2	**Programming**			
	FY 2015	$44,146	$11,037	$55,183
	FY 2016	$32,353	$8,088	$40,441
3	**Planning**			
	FY 2015	$104,006	$26,002	$130,008
	FY 2016	$103,139	$25,785	$128,924
4	**Data Collection & Analysis**			
	FY 2015	$64,063	$16,016	$80,078
	FY 2016	$73,663	$18,416	$92,078
	TOTAL			
	FY 2015	$296,884	$74,221	$371,105
	FY 2016	$286,364	$71,591	$357,955
	TOTAL	**$583,248**	**$145,812**	**$729,060**

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	$44,800	$11,200	$56,000
	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	$60,000	$15,000	$75,000
	TOTAL	**$110,400**	**$27,600**	**$138,000**

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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]*

ADMINISTRATION

Work Element 1.0 Budget

	Task	FY 2015	FY 2016	Total
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	**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	**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	**Public Outreach**			
	Federal Share	$9,048	$9,135	$18,182
	Local Share	$2,262	$2,284	$4,546
	Total	**$11,309**	**$11,418**	**$22,728**
	TOTAL FEDERAL SHARE	$84,669	$77,210	$161,879
	TOTAL LOCAL SHARE	$21,167	$19,302	$40,470
	TOTAL	**$105,837**	**$96,512**	**$202,349**

Work Elements

2.0 • PROGRAMMING

PROGRAMMING

FY 2016 PEA

See Appendix E for detailed requirements.

2.1 Transportation Improvement 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. The MPO will work with INDOT and the LPAs to develop best practices for project scheduling and cost estimation.

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)

FY 2016 PEA

See Appendix E for detailed requirements.

PROGRAMMING

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. The MPO will encourage LPAs to implement low cost systemic improvements to treat the factors contributing to severe crashes in the community. Opportunities will also be sought to program HSIP funds for planning purposes, such as Road Safety Audits.

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	**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	**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	**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 2016. 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: Q2/FY16]*

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

3.2 ADA Transition Plans (Part II)

FY 2015 PEA

See Appendix E for detailed requirements.

PLANNING

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]*

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]*

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. MAP-21 has since eliminated those programs, but their eligible activities have been incorporated into the 5307 Urban Formula Grant Program. Certain eligibilities are also included in the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant 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 originally 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 2015 and 2016, 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]*

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]*

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	**Metropolitan Transportation Plan**			
	Federal Share	$71,729	$23,234	$94,963
	Local Share	$17,932	$5,808	$23,741
	Total	**$89,662**	**$29,042**	**$118,704**
3	**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	**Functional Classification Review**			
	Federal Share	$4,051	$0	$4,051
	Local Share	$1,013	$0	$1,013
	Total	**$5,063**	**$0**	**$5,063**
3	**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**
4	**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**
4	**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**
4	**Bloomington Transit Studies**			
	Federal Share	$0	$48,000	$48,000
	Local Share	$0	$12,000	$12,000
	Total	**$0**	**$60,000**	**$60,000**
4	**Rose-Hulman Student Study**			
	Federal Share	$4,993	$0	$4,993
	Local Share	$1,248	$0	$1,248
	Total	**$6,242**	**$0**	**$6,242**
4	**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	$103,139	$207,145
	TOTAL LOCAL SHARE	$26,002	$25,785	$51,786
	TOTAL	**$130,008**	**$128,924**	**$258,931**

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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 Planning & Transportation 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. During FY 2016, the City of Bloomington will purchase a new traffic count data management software called MS2. This will be a pilot program that could later be extended to other MPO partners. Future development of this program could assist internal management of traffic count data as well as allow the public to better access this data via an online portal.

Responsible Agency and End Product(s):

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

D. City of Bloomington Planning & TransportationStaff 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	**Traffic Volume Counting**			
	Federal Share	$32,000	$41,600	$73,600
	Local Share	$8,000	$10,400	$18,400
	Total	**$40,000**	**$52,000**	**$92,000**
4	**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	**ITS Architecture Maintenance**			
	Federal Share	$951	$951	$1,902
	Local Share	$238	$238	$475
	Total	**$1,189**	**$1,189**	**$2,377**
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**
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	$73,663	$137,725
	TOTAL LOCAL SHARE	$16,016	$18,416	$34,431
	TOTAL	**$80,078**	**$92,078**	**$172,156**

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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
Julie Thomas	County Commissioner	Monroe County
Geoff McKim	County Council Member	Monroe County
Richard Martin	President, Plan Commission	Monroe County
Bill Williams	Director of Highways	Monroe County
Scott Adams	Town Council Member	Town of Ellettsville
Sarah Ryterband	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
Tom Micuda, *Chair*	Director, Planning & Transportation Dept.	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
Dave Williams	Director of Operations, Parks Department	City of Bloomington
Andrew Cibor	Transportation & Traffic Engineer	City of Bloomington
Jeff Underwood	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.
Amy Leyenbeck	Manager	Rural Transit
Mike Cornman	Street Department	Town of Ellettsville
Kevin Tolloty	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
Sarah Ryterband, *Chair*	Prospect Hill Neighborhood
Laurel Cornell, *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

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mpo

FY 2015-2016 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 $551,109, requiring $137,777 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

5/22/14
Date

Bloomington Public Transportation Corporation
Legal Name of Applicant

Lew May
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

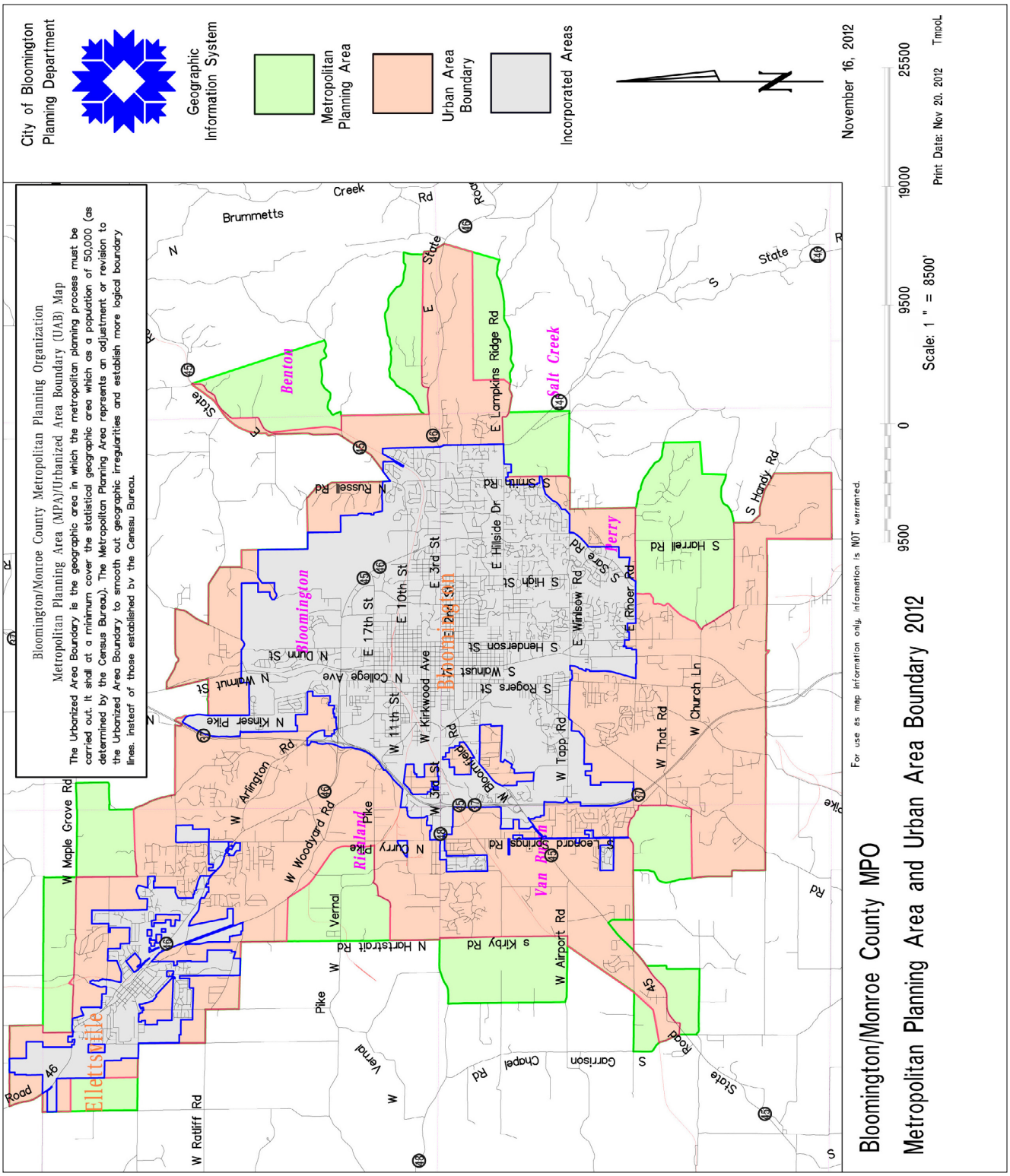
Abbreviations

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.)

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

Planning Emphasis Areas (cont.)

U.S. Department of Transportation
Federal Highway Administration

Federal Transit Administration

Office of the Administrator
April 23, 2014

1200 New Jersey Ave., SE
Washington, D.C. 20590

In Reply Refer To:
HEPP-1
TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

With the renewed focus on transportation planning brought about by the MAP-21, Transportation Secretary Foxx, and the pending issuance of proposed transportation planning regulations, Federal Highway Administration (FHWA) and Federal Transit Administration's (FTA) Offices of Planning are jointly issuing Planning Emphasis Areas (PEAs). The PEAs are planning topical areas that we want to place emphasis on as the Metropolitan Planning Organizations (MPOs) and the State DOTs develop their respective planning work programs. We are asking our FHWA and FTA field offices to meet with their MPO and State DOT counterparts to discuss these emphasis areas and encourage the MPOs and the States to develop and identify work tasks associated with the planning emphasis areas for inclusion in their upcoming unified planning work programs and statewide planning and research work programs for Federal FY-2015. The planning emphasis areas for Federal FY-2015 include:

MAP-21 Implementation

- *Transition to Performance Based Planning and Programming.* The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Models of Regional Planning Cooperation

- *Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.* This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Planning Emphasis Areas (cont.)

Ladders of Opportunity

- *Access to essential services - as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.* Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Deputy Administrator
Federal Transit Administration

Planning Emphasis Areas (cont.)

U.S. Department of Transportation

Federal Transit Administration
Region V
200 West Adams St., Suite 320
Chicago, IL 60606-5253

Federal Highway Administration
Indiana Division
575 N. Pennsylvania St., Rm 254
Indianapolis, IN 46204-1576

February 20, 2015

In Reply Refer To:
In Reply Refer To:
HDA-IN

Dear Indiana MPO Directors and INDOT:

The Indiana Division Office of FHWA and FTA Region 5 are issuing its annual planning emphasis areas (PEAs) for the FY 2016 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).

The FY 2016 PEAs are:

- MAP-21 - performance based planning measures and targets
- Ladders of Opportunity
- Programming HSIP funds for safety planning activities and/or identify low cost systemic use of HSIP funds
- Improve cost estimating for projects and improve project schedules

MAP-21 Performance base planning measures and targets – MAP-21 requires the implementation of performance-based plans and programs, as well as the more formal use of performance measures. Several Notices of Proposed Rulemakings were issued in FY 2014 and FY 2015 and we anticipate in FY 2016 they will be finalized. INDOT and the MPOs should work cooperatively together to set performance measures and targets.

Ladders of Opportunity – The goal of this PEA is to create better access to essential services by connecting communities to centers of employment, education, and services, especially for non-drivers in distressed areas. MPOs should identify criteria for underserved populations, such as low income, minorities, elderly, Limited English Proficient Individuals, and persons with disabilities, and identify essential services, map connectivity, and identify existing gaps in transportation system connectivity that preclude access for these populations. This should overlay transportation services, such as transit, bicycle routes, etc., for the underserved populations to essential services such as, health care facilities, schools, supermarkets, employment centers, voting/polling places, courthouses, recreational areas, bureau of motor vehicles, etc. Analysis should include existing facilities and identify where there are planned projects or opportunities for potential projects.

Page 1 of 2

Planning Emphasis Areas (cont.)

Programming HSIP funds for safety planning activities and/or identify low cost systemic use of HSIP funds – FHWA and INDOT will communicate more fully the guidance and options for use of HSIP to MPOs and local agencies that will result in eligible safety projects. Eligible projects could include: backplates with retro-reflective borders on signals, pedestrian countdown heads (especially in downtown high-pedestrian areas); pedestrian crosswalk warning signs and flashing beacons and special pavement markings and refuge areas; yellow signal timing and interconnect for safety projects; one signal head per travel lane; guardrail at new locations (not maintenance or existing). FHWA and INDOT reminds MPOs that up to 15% of the HSIP funds can be programmed for planning purposes for activities like Road Safety Audits.

Improve cost estimating for projects and improve project schedules – Given the focus on developing a new STIP and INDOT's 5-year plan, FHWA encourages INDOT and the MPOs to find best practices for cost estimating and realistic schedule for various project development activities (i.e., environment, design, R/W phases) for projects to be programmed in the TIPs/STIP.

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

Sincerely,

Joyce E. Newland
Planning Program Manager
FHWA Indiana Division

Sincerely,

Sheila J. Clements
Director, Planning & Program Development
FTA Region 5

cc:
Indiana MPO Council
Kathy Eaton-McKalip, INDOT
Roy Nunnally, INDOT

Page 2 of 2

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Appendix F

ADOPTION RESOLUTIONS

Adoption Resolutions

BLOOMINGTON • MONROE COUNTY mpo

Bloomington/Monroe County Metropolitan Planning Organization

ADOPTION RESOLUTION FY 2014-10

RESOLUTION ADOPTING THE FISCAL YEAR 2015-2016 UNIFIED PLANNING WORK PROGRAM as presented to the Policy Committee of the Bloomington/Monroe County Metropolitan Planning Organization on May 9th, 2014

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPO) is the organization designated by the Governor of Indiana as the Metropolitan Planning Organization responsible for carrying out, with the State of Indiana, the provisions of 23 U.S.C. 134, and capable of meeting the requirements thereof for the Bloomington, Indiana urbanized area; and

WHEREAS, The BMCMPO must develop and adopt a Unified Planning Work Program (UPWP) detailing all planning activities that are anticipated in the MPO urbanized area over the next programming years and document the work that will be performed with federal highway and transit planning funds; and

WHEREAS, the work conducted to create the Unified Planning Work Program was performed under Element 101 of the Fiscal Years 2013-2014 Unified Planning Work Program

NOW, THEREFORE, BE IT RESOLVED:

(1) The Bloomington/Monroe County Metropolitan Planning Organization hereby adopts the Fiscal year 2015-2016 Unified Planning Work Program; and

(2) That the adopted document shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 12 - 0 upon this 9th day of May, 2014.

Kent McDaniel
Chair, Policy Committee

Attest: Josh Desmond
Director, BMCMPO

Adoption Resolutions (cont.)