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TECHNICAL ADVISORY COMMITTEE

April 27, 2016
10:00 – 11:30 a.m.
McCloskey Room (#135)

I. Call to Order and Introductions

II. Approval of Minutes:
   a. March 23, 2016

III. Communications from the Chair and Vice-Chair

IV. Reports from Officers and/or Committees

V. Reports from Staff
   a. New Planning & Transportation Department Director Introduction

VI. Old Business

VII. New Business
   a. Unified Planning Work Program FY 2017-2018*

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

IX. Upcoming Meetings
   a. Policy Committee – May 13, 2016 at 1:30 p.m. (Council Chambers)
   b. Technical Advisory Committee – May 25, 2016 at 10:00 a.m. (McCloskey Room)
   c. Citizens Advisory Committee – May 25, 2016 at 6:30 p.m. (McCloskey Room)

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
March 23, 2016 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: Andrew Cibor, Jane Fleig, Lew May, Paul Satterly, John Collisson, Steve Cotter, Jim Ude, Laura Hely, Kurt Babcock, Jason Eakin, Kevin Tolloty, Chris Cielli, Chris Myers, Perry Maull

MPO Staff: Anna Dragovich, Josh Desmond

I. Call to Order and Introductions

II. Approval of Minutes
   a. February 24, 2016 – **Ms. Fleig motioned to approve, Mr. Maull seconded. Motion approved.**

IV. Communications from the Chair

V. Reports from Officers and/or Committees

VI. Reports from Staff
   a. Purdue Road School

VII. Old Business

VIII. New Business
   a. FY 2017-2018 Unified Planning Work Program Outline

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

X. Upcoming Meetings
   a. Policy Committee – April 8, 2016 at 1:30 p.m. (Council Chambers)
   b. Technical Advisory Committee – April 27, 2016 at 10:00 a.m. (McCloskey Room)
   c. Citizens Advisory Committee – April 27, 2016 at 6:30 p.m. (McCloskey Room)

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

DRAFT

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MEMORANDUM

To: MPO Technical Advisory & Citizens Advisory Committees

From: Joshua Desmond, AICP
MPO Director

Date: April 22, 2016

Re: FY 2017-2018 Unified Planning Work Program

Background

The MPO is in the process of developing its Fiscal Years 2017 through 2018 Unified Planning Work Program (UPWP). A draft UPWP document follows this memo. Below is an overview of the budget, PEAs, and organizational structure of the proposed UPWP.

Budget

The budget for the FY 2017-2018 UPWP is as follows:

	Federal (PL)	**Local**	**Total**
FY 2017	$262,252	$65,563	$327,815
FY 2018	$262,252	$65,563	$327,815
Total	$524,504	$131,126	$655,630

The yearly budget represents an approximate decrease of 13% from the initial budget of the FY 2015-2016 UPWP. In that work program, there was a "payback" of funds from INDOT to the MPOs for funds that were mistakenly held back in a previous year, which resulted in slightly higher than normal budgets. In additional, Federal apportionments are slightly lower at this time. These two factors result in the overall budget decrease for the new UPWP. There should be some additional funding returned to the MPO prior to FY 2018 which will be amended in to the UPWP for use in that year.

Planning Emphasis Areas

There are four Planning Emphasis Areas (PEAs) proscribed for Fiscal Year 2017:

- **Title VI Program Management:** MPOs must work with their LPAs to ensure that they comply with Title VI nondiscrimination requirements for the receipt of federal funds.
- **Performance Based Planning Measures and Targets:** MPOs must develop performance targets in line with the requirements of MAP-21/FAST legislation.
- **Ladders of Opportunity:** MPOs should seek ways to better connect centers of employment, education and healthcare services, especially for non-drivers in distressed areas.
- **HSIP Fund Programming:** MPOs should encourage LPAs to program HSIP funds for low-cost, systematic type projects rather than significant intersection reconstructions.

Structure & Organization

MPO staff spent a significant amount of time developing a totally new format and organization for the UPWP when the FY 2015-2016 document was created. This new format consolidated and streamlined the UPWP into four main activity areas:

1.0 Administration
2.0 Programming
3.0 Planning
4.0 Data Collection & Analysis

Since that time, INDOT has requested that the fourteen Indiana MPOs work together to develop a general UPWP organizational structure that all MPOs can utilize. This would make INDOT's job easier as the reviewer of these documents, allowing them to more easily find the content they need to see in order to confirm that each MPO is meeting its obligations under Federal requirements. After some discussion, the MPOs agreed on the following organizational structure for all UPWPs going forward:

100 Administration/Public Participation
200 Data Collection/Analysis
300 Short Range Planning/Management Systems
400 Long Range Planning
500 Transit and Active Transportation
600 Other Planning Initiatives/Special Projects

The following is a general outline of proposed tasks for the FY 2017-2018 UPWP:

100 Administration/Public Participation
- 101 Intergovernmental Coordination
- 102 Unified Planning Work Program
- 103 Staff Training & Education
- 104 Public Participation

200 Data Collection/Analysis
- 201 Traffic Volume Counting
- 222 Annual Crash Report

300 Short Range Planning/Management Systems
- 301 Transportation Improvement Program
- 302 Highway Safety Improvement Program (HSIP)
- 303 Transportation Alternatives Program (TAP)
- 304 Infrastructure Management Systems
- 305 ITS Architecture Maintenance

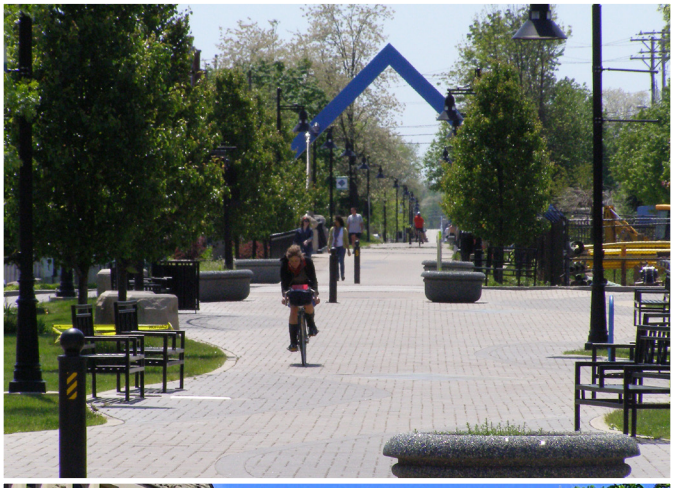
400 Long Range Planning
- 401 2040 Metropolitan Transportation Plan (MTP)

500 Transit and Active Transportation
- 501 Bicycle & Pedestrian Coordination
- 502 Bicycle & Pedestrian Counts
- 502 Bloomington Transit Studies
- 503 Transit Ridership Counts

600 Other Planning Initiatives/Special Projects
- 601 Title VI Plans
- 602 Coordinated Human Services Public Transit Plan

Requested Action

No action is required at this time. The Committees will be asked to make a recommendation at the May 25 meetings. Comments and questions from the Committees are welcomed.



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Unified Planning Work Program

Fiscal Years

2017 & 2018

Adopted:

TBD

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.

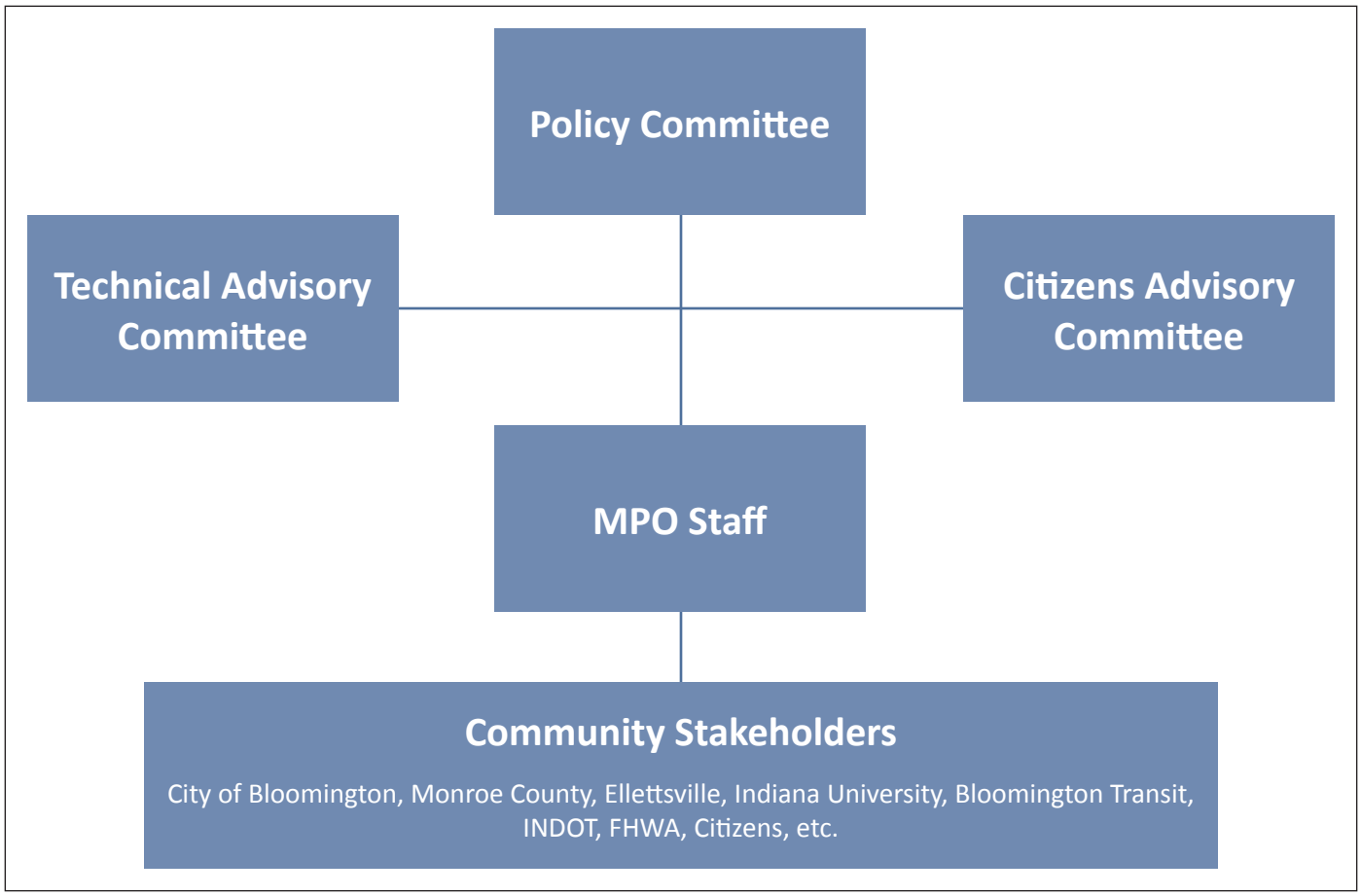
One of the requirements of the urban transportation planning process for an MPO involves the development of a Unified Planning Work Program (UPWP), which describes all planning activities that are anticipated in the urbanized area over the next programming year. The UPWP also documents the work that will be performed with federal planning funds. The FY 2017-2018 UPWP is intended to satisfy the Bloomington metropolitan planning area's work program requirement for Fiscal Years 2017 and 2018 (July 1, 2016 to June 30, 2018).

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 2017-2018 UPWP are summarized below.

Title VI Program Management

MPOs are asked to ensure that their local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have complied with Title VI nondiscrimination requirements. MPOs should survey local governments to tdetermine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate date on the impacts of the LPA's programs and projects. The MPO should provide technical assistance to LPAs that do not have such plans in place. MPOs are expected to monitor Title VI status going forward and to move toward limiting funding to those entities taht are not meeting their requirements as federal-aid recipients. The BMCMPO will address this PEA through Element 601 of the UPWP.

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 602) and will take another step forward through the development of the new 2040 Metropolitan Transportation Plan (Work Element 401).

Performance-Based Planning Measures & Targets

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 401), expected to be completed by the end of FY 2017. The guidance from that plan will then be implemented throught the MPO's planning and programming operations.

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 302) 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.

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Budget

FISCAL YEAR 2017-2018 MPO BUDGET

The Bloomington/Monroe County MPO has an estimated $524,504 available from the Federal Highway Administration and Federal Transit Administration for programming in Fiscal Years 2017 and 2018. These funds are available on a 20% local match basis, thereby requiring a total local match assurance of $131,126 should all funds be used. The combined total of federal assistance and local match that may be used for programming in the FY 2017-2018 UPWP is $655,630. This budget is split between the two Fiscal Years, with $327,815 allocated for FY 2017 and $327,815 allocated for FY 2018.

FUND USE BY MATCHING AGENCY

The table below sumarizes FY 2017-2018 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
100	**Administration & Public Participation**					
	FY 2017	$105,897	$0	$2,545	$0	$108,442
	FY 2018	$106,074	$0	$2,610	$0	$108,684
200	**Data Collection & Analysis**					
	FY 2017	$30,744	$0	$0	$11,000	$41,744
	FY 2018	$30,744	$0	$0	$13,000	$43,744
300	**Short Range Planning & Management Systems**					
	FY 2017	$67,900	$0	$0	$23,000	$90,900
	FY 2018	$51,048	$0	$0	$23,000	$74,048
400	**Long Range Planning**					
	FY 2017	$45,390	$0	$1,000	$0	$46,390
	FY 2018	$0	$0	$1,000	$0	$1,000
500	**Transit & Active Transportation**					
	FY 2017	$28,436	$3,300	$1,500	$0	$33,236
	FY 2018	$28,436	$63,300	$1,500	$0	$93,236
600	**Other Planning Initiatives & Special Projects**					
	FY 2017	$7,104	$0	$0	$0	$7,104
	FY 2018	$7,104	$0	$0	$0	$7,104
	TOTAL					
	FY 2017	$285,470	$3,300	$5,045	$34,000	$327,815
	FY 2018	$223,405	$63,300	$5,110	$36,000	$327,815
	TOTAL	**$508,875**	**$66,600**	**$10,155**	**$70,000**	**$655,630**

OBJECT CLASS BUDGET BY FUNDING SOURCE

The table below summarizes FY 2017-2018 funding allocations by object class and funding source. Fringe and Indirect expenses are calculated based on the rates provided in the FY 2017 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 2017	$113,671	$28,418	$142,088
	FY 2018	$88,957	$22,239	$111,197
	Fringe Expenses			
	FY 2017	$93,153	$23,288	$116,441
	FY 2018	$72,900	$18,225	$91,126
	Indirect Expenses			
	FY 2017	$21,552	$5,388	$26,940
	FY 2018	$16,866	$4,217	$21,083
	Bloomington Transit			
	FY 2017	$2,640	$660	$3,300
	FY 2018	$50,640	$12,660	$63,300
	Consultants/Supplies			
	FY 2017	$4,036	$1,009	$5,045
	FY 2018	$4,088	$1,022	$5,110
	Contract Service Agreements			
	FY 2017	$27,200	$6,800	$34,000
	FY 2018	$28,800	$7,200	$36,000
	TOTAL			
	FY 2017	$262,252	$65,563	$327,815
	FY 2018	$262,252	$65,563	$327,815
	TOTAL	**$524,504**	**$131,126**	**$655,630**

SUMMARY BUDGET BY FUNDING SOURCE

The table below summarizes the FY 2017-2018 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 2017 and 2018 funding allocations fall within the total available funding noted previously.

	Work Element	Federal	Local	Total
100	**Administration & Public Participation**			
	FY 2017	$86,754	$21,688	$108,442
	FY 2018	$86,947	$21,737	$108,684
200	**Data Collection & Analysis**			
	FY 2017	$33,395	$8,349	$41,744
	FY 2018	$34,995	$8,749	$43,744
300	**Short Range Planning & Management Systems**			
	FY 2017	$72,720	$18,180	$90,900
	FY 2018	$59,238	$14,810	$74,048
400	**Long Range Planning**			
	FY 2017	$37,112	$9,278	$46,390
	FY 2018	$800	$200	$1,000
500	**Transit & Active Transportation**			
	FY 2017	$26,589	$6,647	$33,236
	FY 2018	$74,589	$18,647	$93,236
600	**Other Planning Initiatives & Special Projects**			
	FY 2017	$5,683	$1,421	$7,104
	FY 2018	$5,683	$1,421	$7,104
	TOTAL			
	FY 2017	$262,252	$65,563	$327,815
	FY 2018	$262,252	$65,563	$327,815
	TOTAL	**$524,504**	**$131,126**	**$655,630**

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 2017	$12,000	$3,000	$15,000
	FY 2018	$13,600	$3,400	$17,000
	Monroe County			
	FY 2017	$7,200	$1,800	$9,000
	FY 2018	$7,200	$1,800	$9,000
	Town of Ellettsville			
	FY 2017	$8,000	$2,000	$10,000
	FY 2018	$8,000	$2,000	$10,000
	TOTAL			
	FY 2015	$27,200	$6,800	$34,000
	FY 2016	$28,800	$7,200	$36,000
	TOTAL	**$56,000**	**$14,000**	**$70,000**

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Work Elements

100

ADMINISTRATION & PUBLIC PARTICIPATION

101 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 2016.

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 participate in Federal MPO Certification Review *[Estimated Completion: Q4/FY16]*

102 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 2017-2018 UPWP. Quarterly progress reports, billing statements, and the financial status of the FY 2017-2018 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 2017-2018 Unified Planning Work Program (UPWP). *[Estimated Completion: Q4/FY17]*

B. MPO Staff to develop FY 2019-2020 Unified Planning Work Program (UPWP). *[Estimated Completion: Q4/FY18]*

C. MPO Staff to develop the Cost Allocation Plan as part of the FY 2019-2020 UPWP. *[Estimated Completion: Q3/FY18]*

D. MPO Staff to prepare and submit the FY 2016 Annual Completion Report to INDOT. *[Estimated Completion: Q1/FY17]*

E. MPO Staff to prepare and submit the FY 2017 Annual Completion Report to INDOT. *[Estimated Completion: Q1/FY18]*

F. MPO Staff to prepare and submit the FY 2017 Self Certification Review Statement to INDOT/FHWA/FTA representatives. *[Estimated Completion: Q4/FY17, with TIP]*

G. MPO Staff to prepare and submit the FY 2018 Self Certification Review Statement to INDOT/FHWA/FTA representatives. *[Estimated Completion: Q4/FY18, 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]*

103 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]*

104 Public Outreach

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

Staff will maintain the MPO web site (a subsection of the City of Bloomington web site) as a key point of public engagement. Citizens, businesses, and other community members can access and download reports, data, updates, and other information related to the functions of the MPO, in addition to the traditional forms of correspondence that are available. Staff will continue to explore new methods of communication, such as social media, in order to enhance public engagement with the MPO.

Responsible Agency and End Product(s)

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

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

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

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

Work Element 100 Budget

	Task	FY 2017	FY 2018	Total
101	**Intergovernmental Coordination**			
	Federal Share	$47,736	$41,597	$89,333
	Local Share	$11,934	$10,399	$22,333
	Total	**$59,670**	**$51,996**	**$111,667**
102	**Unified Planning Work Program**			
	Federal Share	$12,742	$17,701	$30,443
	Local Share	$3,186	$4,425	$7,611
	Total	**$15,928**	**$22,126**	**$38,053**
103	**Staff Training & Education**			
	Federal Share	$16,078	$17,092	$33,170
	Local Share	$4,020	$4,273	$8,293
	Total	**$20,098**	**$21,365**	**$41,463**
104	**Public Outreach**			
	Federal Share	$10,197	$10,558	$20,755
	Local Share	$2,549	$2,639	$5,189
	Total	**$12,747**	**$13,197**	**$25,944**
	TOTAL FEDERAL SHARE	$86,754	$86,947	$173,701
	TOTAL LOCAL SHARE	$21,688	$21,737	$43,425
	TOTAL	**$108,442**	**$108,684**	**$217,126**

Work Elements

200

DATA COLLECTION & ANALYSIS

201 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]*

202 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 2014-2016 Crash Report *[Estimated Completion: Q4/FY17]*

B. MPO Staff to produce the Calendar Years 2015-2017 Crash Report *[Estimated Completion: Q4/FY18]*

DATA COLLECTION & ANALYSIS

Work Element 200 Budget

	Task	FY 2017	FY 2018	Total
201	**Traffic Volume Counting**			
	Federal Share	$27,621	$29,221	$56,842
	Local Share	$6,905	$7,305	$14,210
	Total	**$34,526**	**$36,526**	**$71,052**
202	**Annual Crash Report**			
	Federal Share	$5,774	$5,774	$11,548
	Local Share	$1,444	$1,444	$2,887
	Total	**$7,218**	**$7,218**	**$14,436**
	TOTAL FEDERAL SHARE	$33,395	$34,995	$68,390
	TOTAL LOCAL SHARE	$8,349	$8,749	$17,098
	TOTAL	**$41,744**	**$43,744**	**$85,488**

Work Elements

300

SHORT RANGE PLANNING & MANAGEMENT SYSTEMS

301 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 2018-2021 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 2016 Annual List of Obligated Projects *[Estimated Completion: Q1/FY17]*

F. MPO Staff to produce the Fiscal Year 2017 Annual List of Obligated Projects *[Estimated Completion: Q1/FY18]*

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

302 Highway Safety Improvement Program (HSIP)

The Bloomington/Monroe County MPO has established a local Highway Safety Improvement Program (HSIP) in compliance with MAP-21 and the directives of INDOT. Going forward, staff will administer procedures whereby appropriate projects will be solicited from LPAs and HSIP funding will be awarded depending on project compliance with HSIP selection criteria. 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 2018 HSIP funding call for projects. *[Estimated Completion: Q2/FY17]*

B. MPO Staff to administer the FY 2019 HSIP funding call for projects. *[Estimated Completion: Q2/FY18]*

FY 2017 PEA

See Appendix E for detailed requirements.

303 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 2018 TAP funding call for projects. *[Estimated Completion: Q2/FY17]*

B. MPO Staff to administer the FY 2019 TAP funding call for projects. *[Estimated Completion: Q2/FY18]*

304 Infrastructure Management Systems

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]*

305 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]*

Work Element 300 Budget

	Task	FY 2017	FY 2018	Total
301	**Transportation Imrovement Program**			
	Federal Share	$38,725	$25,244	$63,969
	Local Share	$9,681	$6,311	$15,992
	Total	**$48,407**	**$31,555**	**$79,962**
302	**Highway Safety Improvement Program**			
	Federal Share	$6,672	$6,672	$13,344
	Local Share	$1,668	$1,668	$3,336
	Total	**$8,340**	**$8,340**	**$16,680**
303	**Transportation Alternatives Program**			
	Federal Share	$6,231	$6,231	$12,462
	Local Share	$1,558	$1,558	$3,116
	Total	**$7,789**	**$7,789**	**$15,578**
304	**Infrastructure Management Systems**			
	Federal Share	$20,015	$20,015	$40,029
	Local Share	$5,004	$5,004	$10,007
	Total	**$25,018**	**$25,018**	**$50,037**
305	**ITS Architecture Maintenance**			
	Federal Share	$1,076	$1,076	$2,153
	Local Share	$269	$269	$538
	Total	**$1,346**	**$1,346**	**$2,691**
	TOTAL FEDERAL SHARE	$72,720	$59,238	$131,958
	TOTAL LOCAL SHARE	$18,180	$14,810	$32,990
	TOTAL	**$90,900**	**$74,048**	**$164,948**

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Work Elements

400

LONG RANGE PLANNING

LONG RANGE PLANNING

FY 2017 PEA

See Appendix E for detailed requirements.

401 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: Q4/FY17]*

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

Work Element 400 Budget

	Task	FY 2017	FY 2018	Total
401	**2040 Metropolitan Transportation Plan**			
	Federal Share	$37,112	$800	$37,912
	Local Share	$9,278	$200	$9,478
	Total	**$46,390**	**$1,000**	**$47,390**
	TOTAL FEDERAL SHARE	$37,112	$800	$37,912
	TOTAL LOCAL SHARE	$9,278	$200	$9,478
	TOTAL	**$46,390**	**$1,000**	**$47,390**

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Work Elements

500

TRANSIT & ACTIVE TRANSPORTATION

501 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]*

502 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/FY17, Q4/FY18]*

B. MPO Staff to report on the results of the seasonal coverage counts conducted under Element 502(A). *[Estimated Completion: Q4/FY17, Q4/FY18]*

C. MPO Staff to produce annual Sidewalk Project Prioritization Report *[Estimated Completion: Q4/FY17, Q4/FY18]*

503 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/FY18]*

B. Bloomington Transit to produce a Safety Plan with the assistance of a consultant. *[Estimated Completion: Q4/FY18]*

504 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]*

Work Element 500 Budget

	Task	FY 2017	FY 2018	Total
501	**Bicycle & Pedestrian Coordination**			
	Federal Share	$13,882	$13,882	$27,764
	Local Share	$3,470	$3,470	$6,941
	Total	**$17,352**	**$17,352**	**$34,705**
502	**Bicycle/Pedestrian Counts**			
	Federal Share	$10,067	$10,067	$20,133
	Local Share	$2,517	$2,517	$5,033
	Total	**$12,583**	**$12,583**	**$25,166**
503	**Bloomington Transit Studies**			
	Federal Share	$0	$48,000	$48,000
	Local Share	$0	$12,000	$12,000
	Total	**$0**	**$60,000**	**$60,000**
504	**Transit Ridership Counts**			
	Federal Share	$2,640	$2,640	$5,280
	Local Share	$660	$660	$1,320
	Total	**$3,300**	**$3,300**	**$6,600**
	TOTAL FEDERAL SHARE	$26,589	$74,589	$101,177
	TOTAL LOCAL SHARE	$6,647	$18,647	$25,294
	TOTAL	**$33,236**	**$93,236**	**$126,471**

Work Elements

600

OTHER PLANNING INITIATIVES & SPECIAL PROJECTS

FY 2017 PEA

See Appendix E for detailed requirements.

601 Title VI Plans

MPOs are asked to ensure that their local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have complied with Title VI nondiscrimination requirements. MPOs should survey local governments to tdetermine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate date on the impacts of the LPA's programs and projects. The MPO should provide technical assistance to LPAs that do not have such plans in place. MPOs are expected to monitor Title VI status going forward and to move toward limiting funding to those entities taht are not meeting their requirements as federal-aid recipients.

Responsible Agency and End Product(s):

A. MPO Staff to assist LPAs in complying with Title VI as part of TIP development process and in the development of Title VI Plans as needed. *[Estimated Completion: Q4/FY18]*

602 Coordinated Human Services Public Transit Plan

FY 2017 PEA

See Appendix E for detailed requirements.

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 2017 and 2018, 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]*

Work Element 600 Budget

	Task	FY 2017	FY 2018	Total
601	**Title VI Plans**			
	Federal Share	$3,008	$3,008	$6,017
	Local Share	$752	$752	$1,504
	Total	**$3,760**	**$3,760**	**$7,521**
602	**Coordinated Human Services Public Transit Plan**			
	Federal Share	$2,675	$2,675	$5,349
	Local Share	$669	$669	$1,337
	Total	**$3,343**	**$3,343**	**$6,686**
	TOTAL FEDERAL SHARE	$5,683	$5,683	$11,366
	TOTAL LOCAL SHARE	$1,421	$1,421	$2,841
	TOTAL	**$7,104**	**$7,104**	**$14,207**

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
John Hamilton	Mayor	City of Bloomington
Andy Ruff	Common Council Member	City of Bloomington
Adam Wason	Director of Public Works (*Acting*)	City of Bloomington
Jason Banach	Director of Real Estate	Indiana University
Patrick Stoffers	County Commissioner	Monroe County
Geoff McKim	County Council Member	Monroe County
Richard Martin	President, Plan Commission	Monroe County
Lisa Ridge	Director of Highways	Monroe County
Kevin Tolloty	Town Council Member (*Designee*)	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
Andrew Cibor, *Chair*	Transportation & Traffic Engineer	City of Bloomington
Jane Fleig, *Vice Chair*	Assistant Engineer, Utilities Department	City of Bloomington
Lew May	General Manager	Bloomington Transit
David Walter	Vice Chair, CAC	Citizens Advisory Committee
Dave Williams	Director of Operations, Parks Department	City of Bloomington
Christy Langley	Director, Planning & Transportation Dept.	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
Chris Ciolli	Director of Building Operations	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 Robinson, AICP	Long Range/Transportation Manager
Anna Dragovich	Senior Transportation Planner
TBD	Bicycle & Pedestrian Coordinator
Emily Avers	Planning Assistant

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Appendix B

TRANSIT OPERATOR LOCAL MATCH ASSURANCE

Transit Operator Local Match Assurance

BLOOMINGTON • MONROE COUNTY
mpo

FY 2017-2018 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 2017-2018 FHWA and FTA grants shall be met. The MPO is requesting FHWA and FTA Planning grant funds totaling $524,504, requiring $131,126 local match. As specified in the FY 2017-2018 Unified Planning Work Program (UPWP), the Transit Provider shall be responsible for **$53,280** of the total grant, requiring **$13,320** in local match for the following UPWP elements:

1) 503(A) – Asset Management Plan
2) 503(B) – Safety Plan
3) 504(A) – Annual Passenger Count Data Collection
4) 504(B) – Annual Passenger Count Report

_____
Date

Bloomington Public Transportation Corporation
Legal Name of Applicant

_____
By:
Lew May
General Manager
Bloomington Transit

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

Appendix C

ABBREVIATIONS

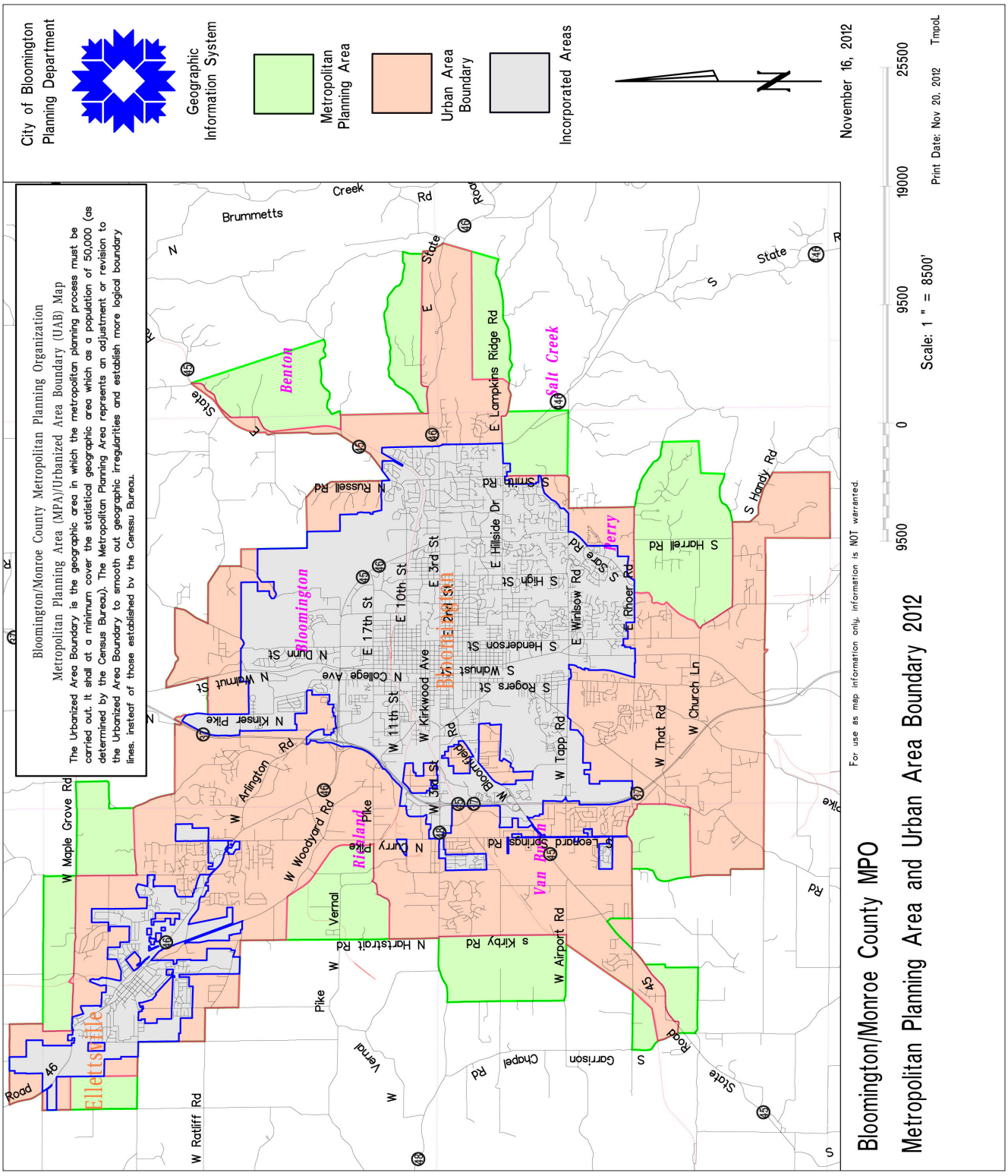
Abbreviations

3-C	Continuing, Comprehensive, and Cooperative Planning Process
ADA	Americans with Disabilities Act
BBPSC	Bloomington Bicycle and Pedestrian Safety Commission
CAC	Citizens Advisory Committee
EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (July 1 through June 30)
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Program
INDOT	Indiana Department of Transportation
INSTIP	Indiana State Transportation Improvement Program
ITS	Intelligent Transportation System
IU	Indiana University
LPA	Local Public Agency
MAP-21	Moving Ahead for Progress in the 21st Century
MCCSC	Monroe County Community School Corporation
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PDP	Program development Process
PL	Planning
SAFETEA-LU	Safe, Affordable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
STP	Surface Transportation Program
TAP	Transportation Alternatives Program
TAC	Technical Advisory Committee
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles of Travel

Appendix D

BMCMPO METROPOLITAN PLANNING AREA MAP

BMCMPO Metropolitan Planning Area Map



Appendix E

PLANNING EMPHASIS AREAS

Planning Emphasis Areas

U.S. Department of Transportation
Federal Highway Administration

Indiana Division

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

January 27, 2016

In Reply Refer To:
HDA-IN

Dear Indiana MPO Directors and INDOT:

The Indiana Division Office of Federal Highways Administration (FHWA) and Federal Transit Administration Region V (FTA) are issuing its annual planning emphasis areas (PEAs) for the FY 2017 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 the programs and reforms of Moving Ahead for Progress in 21st Century Act (MAP-21). We anticipate information will be rolled out on Fixing America's Surface Transportation Act (FAST Act).

The FY 2017 PEAs are:

- Title VI Program Management
- Performance-based planning measures and targets
- Ladders of Opportunity
- Program Highway Safety Improvement Program (HSIP) funds for safety planning activities and/or identify low cost systemic use of HSIP funds

Title VI Program Management – When considering federal-aid highway funding for a local transportation project, the MPOs need to be able to ensure the Local Public Agencies (LPAs) complies with their Title VI nondiscrimination requirements. MPOs should survey local governments and determine if they have a current Title VI Plan that identifies a person responsible for Title VI, Notification of Nondiscrimination, a complaint process and steps used to collect and evaluate data on impacts from the LPA's programs and projects. If a plan is not in place with the project sponsor (a city, town, or county) steps should be taken to provide technical assistance for the development and implementation of such a plan. Please contact FHWA or INDOT for any training needs. This will have the effect of better ensuring that programs and projects adhere to the principles of nondiscrimination, as well as making the MPO's nondiscrimination self-certifications accurate. The FHWA expects INDOT and the MPOs to monitor Title VI plan implementation and begin moving toward limiting funding to those entities that are not meeting their requirements as federal-aid recipients.

Planning Emphasis Areas (cont.)

Performance base planning measures and targets –MAP-21 requires INDOT and the MPO to implement performance-based plans and programs, as well as the formal use of performance measures. Several final rulemakings are anticipated in 2016. INDOT and the MPOs should work cooperatively together to set performance measures and targets.

Ladders of Opportunity – As part of the planning process, we continue to encourage INDOT and MPOs to create better connected communities to centers of employment, education, and healthcare services, especially for non-drivers in distressed areas. There is a need to identify criteria for underserved populations and essential services and map connectivity and identify if gaps exist. Underserved populations are low income, minorities, elderly, Limited English Proficient (LEP) individuals, persons with disabilities. Transportation services, such as transit, bicycle routes, etc., should be overlayed 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. Finally, analyze the existing facilities and identify where there are planned projects or identify opportunities for potential projects.

Program HSIP funds for safety planning activities and/or identify low cost systemic use of HSIP funds – FHWA and INDOT have provided guidance and will continue to expand guidance on options for use of HSIP to MPOs and local agencies that will result in eligible safety projects. FHWA reminds MPOs that up to 15% of the HSIP funds can be programmed for planning purposes for activities like Road Safety Audits and safety data collection and analysis.

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,

Jay Ciavarella
Director, Office of Planning & Program Development
FTA Region V

cc:
Indiana MPO Council
Roy Nunnally, INDOT

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Appendix F

ADOPTION RESOLUTIONS

Adoption Resolutions