



TECHNICAL ADVISORY COMMITTEE

April 22, 2020

10:00 - 11:30 am

Virtual Location via Zoom <https://zoom.us/j/91339393821>

Clicking on the link will take you to the meeting. You will automatically be given a dial-in number if you want to use your phone for audio and not your computer microphone.

- I. Call to Order and Introductions
- II. Approval of the Meeting Agenda*
- III. Approval of Minutes*
 - a. February 26, 2020
- IV. Communications from the Chair and Vice-Chair
- V. Reports from Officers and/or Committees
 - a. LPA Project Updates
- VI. Reports from the MPO Staff
 - a. COVID-19 Staff Availability & Calendar Year 2020 Meeting Schedule
 - b. BMCMPPO Bylaws Update
 - c. Draft 2045 Metropolitan Transportation Plan
 - (1) Public Workshops, Comments, Schedules, Next Steps
 - (2) 2045 Metropolitan Transportation Plan Public Survey
- VII. Old Business
 - a. FY 2021 - 2022 Unified Planning Work Program - Revised Draft*
- VIII. New Business
 - a. Draft 2045 MTP Chapters and Appendices for PC/TAC/CAC/Public Review and Discussion (<https://bloomington.in.gov/mpo/metropolitan-transportation-plan>)
 - b. FY 2020 - 2024 Transportation Improvement Program Amendments*
 - (1) DES#2000311 - SR46 Bridge superstructure replacement 6.04 miles W of SR 37 at Jacks Defeat Creek WBL
 - (2) DES#2000365 - SR45 Bridge deck overlay over BR Indian Creek, 3.62 miles S of SR 37
 - (3) DES#2001522 - SR46 ADA Sidewalk Ramp Construction at the intersection with 3rd Street and College Mall Road
- IX. Communications from Committee Members (*non-agenda items*)
 - a. Topic Suggestions for Future Agendas
- X. Upcoming Meetings
 - a. Policy Committee - May 8, 2020 at 1:30 p.m. (Virtual)
 - b. Technical Advisory Committee - May 27, 2020 at 10:00 a.m. (Virtual)
 - c. Citizens Advisory Committee - May 27, 2020 at 6:30 p.m. (Virtual)

Adjournment

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

Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call [812-349-3429](tel:812-349-3429) or e-mail human.rights@bloomington.in.gov.

Bloomington-Monroe County Metropolitan Planning Organization

Operational Bylaws

Adopted:
December 9, 2005

Effective:
January 13, 2006

Amended:
February 10, 2006
March 9, 2007
March 7, 2008
January 9, 2009
March 13, 2020

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BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation-related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington-Monroe County Urbanized Area (which includes the local public agencies (LPAs) of the City of Bloomington, the Town of Ellettsville, Monroe County, the Bloomington Public Transportation Corporation, Area 10-Rural Transit, and Indiana University Campus Bus). The BMCMPPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination among the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee with input from both a Technical Advisory Committee and a Citizens Advisory Committee.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington, Ellettsville, and Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at www.bloomington.in.gov/mpo.

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Bloomington-Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation, or in such manner as events shall dictate.

CHAPTER 1: GENERAL PROVISIONS

1.1 Organization Name

The name for the Metropolitan Planning Organization is the Bloomington-Monroe County Metropolitan Planning Organization. Previously, it has been referred to as the Bloomington Area Transportation Study and the Bloomington Metropolitan Planning Organization.

1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees:

1. Policy Committee (PC);
2. Technical Advisory Committee (TAC); and the
3. Citizens Advisory Committee (CAC).

1.3 MPO Staff Designation

The full-time staff for the Bloomington-Monroe County Metropolitan Planning Organization shall include a Senior Transportation Planner and a Transportation Planner. Ancillary staff shall include, but are not limited to, the City of Bloomington Planning and Transportation Department's Planning Services Manager, Bicycle and Pedestrian Coordinator, Planning Technician, and Administrative Assistant.

1.4 Policies

- Applicability:** All transportation policies shall apply to all committees and participants of the Bloomington-Monroe County Metropolitan Planning Organization.
- Committee Review:** The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on significant voting items including but not limited to program and planning drafts and proposed amendments prior to action by the Metropolitan Planning Organization Policy Committee.
- Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.
- Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the Metropolitan Planning Area (MPA).

- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.
- G. **Open Meetings:** All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee shall be open to the public.
- H. **Working Groups:** When necessary, working groups for special topics shall be established and formed by the MPO Staff. Working groups shall not constitute a quorum of any Committee unless there is at least a five (5) day notice provided to all committee members and the public. All MPO working group meetings shall be scheduled by the MPO Staff.
- I. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.
- B. **Voting:** All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member or an MPO staff member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote of the present quorum. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** A notice of at least five (5) days shall be provided for all MPO Committee meetings.
 - 1. **Agenda:** Notice for all MPO Committee meetings shall be provided and posted in accordance with State of Indiana's Open Door Law and shall include the date, time, and location of the Committee meeting.
 - 2. **Delivery:** The notice, agenda, minutes, and other Committee meeting materials may be delivered to Committee members electronically.
- E. **Meeting Cancellation:** At the discretion of the MPO staff and with the approval of the chair of the committee, a regularly scheduled MPO committee meeting can be canceled or postponed. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting, except for in the case of an extenuating circumstance.
- F. **Committee Chair and Vice-Chair Participation:** During an MPO Committee meeting, the Chair and Vice-Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by

reason of acting as a presiding officer. A Chair and Vice-Chair of any MPO Committee shall not, by neither election nor proxy representation, preside as neither Chair nor Vice-Chair of multiple MPO Committees.

1.6 Amendment of Bylaws

Process: Amendments to the MPO Bylaws shall be made according to the following process:

Step 1 - Drafting of an Amendment: The MPO staff shall be responsible for drafting proposed amendments for consideration by the MPO Committees. If deemed necessary, the Staff will assemble a Bylaws Working Group.

Step 2 - Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available Technical Advisory Committee and Citizens Advisory Committee meetings. The Policy Committee shall not take action on proposed amendments before the TAC and CAC have the opportunity to review and comment on such proposals.

Step 3 - Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the public notice for any MPO Committee meeting at which the proposal will be reviewed.

Step 4 - Policy Committee Action: After receiving input from the TAC and CAC, the Policy Committee may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of 2/3 of the voting members of the Policy Committee.

CHAPTER 2: POLICY COMMITTEE

2.1 Purpose

The purpose of the Bloomington-Monroe County Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington-Monroe County Metropolitan Planning Area as the official decision-making body for transportation planning matters.

2.2 Responsibilities

The responsibilities of the Policy Committee shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the Technical Advisory Committee;
- D. To encourage membership and participation in the Citizens Advisory Committee;
- E. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- F. To adopt transportation goals and objectives to guide the transportation planning process;
- G. To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan (LRTP), and other plans and reports;
- H. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- I. To establish a transportation study area boundary, also known as the Metropolitan Planning Area (MPA);
- J. To change the designated membership as deemed necessary; and
- K. To ensure that citizen participation is achieved in the transportation planning process.

2.3 Membership

A. **Members:** The membership of the Policy Committee shall be as follows:

1. Mayor, City of Bloomington
2. President, Monroe County Commissioners
3. President, Monroe County Council
4. President, City of Bloomington Common Council
5. President, Monroe County Plan Commission
6. President, City of Bloomington Plan Commission
7. President, Ellettsville Town Council
8. Chair, Board of Directors, Bloomington Public Transportation Corporation
9. Director of Real Estate, Indiana University

10. Director, City of Bloomington Public Works Department
 11. Director, Monroe County Highway Department
 12. Chair, BMCMPPO Citizens Advisory Committee
 13. Deputy Commissioner, INDOT Seymour District
 14. Indiana Division Administrator, Federal Highway Administration (Non-Voting)
 15. Regional Administrator – Region 5, Federal Transit Administration (Non-Voting)
- B. **Alternate Representation:** If the designated Policy Committee representative for a board, commission, institution, or other organization is unable to serve on the Policy Committee, an alternate representative may be appointed by the same board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. Powers: The proxy's powers shall be delineated in the written notice.
 3. Notification: The member shall be responsible for notifying the proxy of meetings, and shall notify MPO staff of the proxy representation.
 4. Committee Chair Proxy: If the Chair of the Policy Committee is absent, the Vice-Chair shall conduct the meeting, even if the Chair designates a proxy.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Policy Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

2.4 Officers

- A. **Officers:** The Policy Committee shall elect the following officers from among the represented BMCMPPO LPAs:
1. Chair
 2. Vice-Chair
- B. **Eligibility:** Officers of the Policy Committee shall be chosen from the voting LPA members of the Policy Committee.

- C. **Elections:** Election of officers shall occur at the first Policy Committee meeting of each calendar year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Policy Committee shall be as follows:
 - 1. Chair - Preside over the meetings of the Policy Committee.
 - 2. Vice-Chair - In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.

2.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.
 - 1. Committee Action: No action shall be taken by the Policy Committee without a quorum.
 - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Policy Committee shall be open to the public and be held on a regular monthly basis except for during the month of the summer recess and winter recess, or as needed for special business.
- C. **Special Votes:** The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented, but not yet voted on, at previous meetings.
 - 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
 - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

2.6 Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

- 1. Call to Order by the Chair
- 2. Approval of the Agenda
- 3. Approval of Minutes
- 4. Communications from the Chair
- 5. Reports from Officers and/or Committees
- 6. Reports from the MPO Staff
- 7. Old Business
 - Public comment prior to vote (limited to five minutes per speaker, and may be modified by Committee at beginning of public comment period)*
- 8. New Business

Public comment prior to vote (limited to five minutes per speaker, and may be modified by committee at beginning of public comment period)

9. Public comment on matters not included on the agenda (*non-voting item*)

Limited to five minutes per speaker, and may be reduced by the committee if numerous people wish to speak

10. Communications from Committee members on matters not included in the agenda (*non-voting item*)

11. Adjournment

CHAPTER 3: TECHNICAL ADVISORY COMMITTEE

3.1 Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

3.2 Responsibilities

The responsibilities of the Technical Advisory Committee shall be:

- A. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;
- B. To help coordinate work of operating departments and agencies participating in the transportation planning process;
- C. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan (LRTP), and other plans and reports; and
- D. To discuss and recommend alternative transportation plans and programs to the Policy Committee.

3.3 Membership

- A. **Members:** The membership of the Technical Advisory Committee shall be as follows:
 1. Transportation and Traffic Engineer, City of Bloomington Planning and Transportation Department
 2. Data Analyst and Manager, City of Bloomington Public Works Department
 3. Controller, City of Bloomington Controller's Office
 4. Planning Director, City of Bloomington Planning and Transportation Department
 5. Director of Operations and Development, City of Bloomington Parks and Recreation Department
 6. Assistant Engineer, City of Bloomington Utilities
 7. GIS Coordinator, City of Bloomington Information and Technology Services Department
 8. Director of Streets Operations, City of Bloomington Street Division
 9. Highway Engineer, Monroe County Highway Department
 10. Director, Monroe County Planning Department
 11. Auditor, Monroe County
 12. Parks and Recreation Director, Monroe County Parks and Recreation Department
 13. GIS Coordinator, Monroe County Technical Services Department
 14. Planning Director, Town of Ellettsville Planning Department
 15. Street Commissioner, Town of Ellettsville Street Department

16. Director of IU Campus Bus Service, Indiana University
 17. General Manager, Bloomington Transit
 18. Chief Executive Officer, Area 10-Rural Transit
 19. Executive Director, Monroe County Airport
 20. Director of Building Operations, Monroe County Community School Corporation
 21. Transportation Director, Richland-Bean Blossom Community School Corporation
 22. Vice-Chair, Citizens Advisory Committee (Non-Voting)
 23. Transportation Planner/MPO Liaison, INDOT
 24. Project Manager – Transit, INDOT
 25. Special Projects Engineer, INDOT Seymour District Office
 26. Community Planner – Indiana Division, Federal Highway Administration (Non-Voting)
 27. Community Planner – Region 5, Federal Transit Administration (Non-Voting)
- B. **Alternate Representation:** If the designated Technical Advisory Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Advisory Committee, an alternate representative may be appointed by the same department, board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.
1. **Representation:** The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. **Powers:** The proxy's powers shall be delineated in the written notice.
 3. **Notification:** The member shall be responsible for notifying the proxy of meetings, and shall notify the MPO staff of the proxy representation.
 4. **Committee Chair Proxy:** If the Chair of the Technical Advisory Committee is absent and designates a proxy, the Vice-Chair shall conduct the meeting, even if the Chair designates a proxy.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Advisory Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Technical Advisory Committee membership changes shall be made in consultation with the Indiana Department of

Transportation, the Federal Highway Administration and the Federal Transit Administration.

3.4 Officers

- A. **Officers:** The Technical Advisory Committee shall elect the following officers from among the represented BMCMPPO LPAs:
 - 1. Chair
 - 2. Vice-Chair
- B. **Eligibility:** Officers of the Technical Advisory Committee shall be chosen from the voting LPA members of the Technical Advisory Committee.
- C. **Elections:** Election of officers shall occur at the first Technical Advisory Committee meeting of each calendar year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Technical Advisory Committee shall be as follows:
 - 1. Chair - Preside over the meetings of the Technical Advisory Committee.
 - 2. Vice-Chair - In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of nine (9) voting members of the Technical Advisory Committee, or their proxies.
 - 1. Committee Action: No action shall be taken by the Technical Advisory Committee without a quorum.
 - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Technical Advisory Committee shall be open to the public and be held on a monthly basis except for during the month of the summer recess and winter recess, or as needed for special business.
- C. **Special Votes:** The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented, but not yet voted on, at previous meetings.
 - 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, state, or federal project.
 - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Technical Advisory Committee meeting as part of the previous meeting minutes.

3.6 Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to Order by the Chair
2. Approval of the Agenda
3. Approval of Minutes
4. Communications from the Chair
5. Reports from Officers and/or Committees
6. Reports from the MPO Staff
7. Old Business
 - Public comment prior to vote (limited to five minutes per speaker, and may be modified by committee at beginning of public comment period)*
8. New Business
 - Public comment prior to vote (limited to five minutes per speaker, and may be modified by committee at beginning of public comment period)*
9. Public comment on matters not included in the agenda (*non-voting item*)
 - Limited to five minutes per speaker, and may be reduced by the committee if numerous people wish to speak*
10. Communications from Committee members on matters not included in the agenda (*non-voting item*)
11. Adjournment

CHAPTER 4: CITIZENS ADVISORY COMMITTEE

4.1 Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means for active citizen participation. The CAC provides public input for official decision-making on transportation planning matters to the Policy Committee.

4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- A. To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- B. To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff; and
- C. To keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the Metropolitan Planning Area.

4.3 Membership

A. **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Bloomington, Monroe County and the Town of Ellettsville. Key stakeholder groups, agencies and organizations from each community should also be represented. The following groups, as well as others that may not be listed, are strongly encouraged to send a representative to participate in the Citizens Advisory Committee.

1. Bloomington Traffic Commission
2. Monroe County Traffic Commission
3. Indiana University Student Association
4. Bloomington Commission on Sustainability
5. Bloomington Bicycle and Pedestrian Safety Commission
6. Greater Bloomington Chamber of Commerce
7. Ellettsville Chamber of Commerce
8. Bloomington Environmental Commission
9. Monroe County Environmental Commission
10. League of Women Voters
11. Bloomington Historic Preservation Commission
12. Council of Neighborhood Associations - Bloomington
13. Bloomington Bicycle Club

14. Bloomington Board of Realtors
15. Bloomington Council for Community Accessibility
16. Downtown Bloomington, Inc.
17. Area 10 Agency on Aging
18. Bloomington Urban Enterprise Association
19. Monroe County Soil & Water Conservation District
20. INDOT, Seymour District (Non-Voting)
21. FHWA, Indiana Division (Non-Voting)

- B. Eligibility and Registration:** Any citizen, including any organization representative that attends Citizens Advisory Committee meetings may be considered Committee Members, and those wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.
- C. Voting Privileges:** Citizens Advisory Committee members shall attend three (3) consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third consecutive meeting they attend.
- D. Revocation of Voting Privileges:** Citizens Advisory Committee members who miss three (3) consecutive meetings may have their voting privileges revoked with concurrence from the Chair and Vice-Chair. Exceptions may be made if the Committee member can demonstrate extenuating circumstances. A Committee member whose voting privileges have been revoked shall be required to follow the process outlined in 4.3(C) to regain voting status.

4.4 Officers

- A. Officers:** The Citizens Advisory Committee shall elect the following officers:
1. Chair
 2. Vice-Chair
- B. Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.
- C. Elections:** Election of officers shall occur at the first Citizens Advisory Committee meeting of each calendar year. Elections for all officers shall be by majority vote.
- D. Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:
1. Chair

- a. Preside over the meetings of the Citizens Advisory Committee.
 - b. In consultation with MPO Staff and the CAC Vice-Chair, review the agenda for Citizens Advisory Committee meetings set by MPO Staff.
 - c. Attend meetings of the Policy Committee as a voting member.
2. Vice-Chair
- a. In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
 - b. In consultation with MPO Staff and the CAC Chair, review the agenda for Citizens Advisory Committee meetings set by MPO Staff.
 - c. Attend meetings of the Technical Advisory Committee as a nonvoting member.

4.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of a simple majority of Citizens Advisory Committee members eligible to vote. At an absolute minimum, quorum shall consist of four (4) voting-eligible Committee members.
1. Committee Action: No action shall be taken by the Citizens Advisory Committee without a quorum.
 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained. The members present may also conduct the meeting as an informational session, but shall not take any official action on business items.
- B. **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public and be held on a monthly basis, except for during the month of the summer recess and winter recess, or as needed for special business.
- C. **Special Votes:** The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented, but not yet voted on, at previous meetings.
1. **Limitations:** This practice will be used only if federal and/or state imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, state, or federal project.
 2. **Committee Report:** A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.
- D. **Agenda Items:** Members of the CAC may suggest agenda items at least seven (7) days prior to the next scheduled meeting.

4.6 Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent.

1. Call to Order by the Chair
2. Approval of the Agenda

3. Approval of Minutes
4. Communications from the Chair
5. Reports from Officers and/or Committees
6. Reports from the MPO Staff
7. Old Business
Public comment prior to vote (limited at the discretion of the Chair)
8. New Business
Public comment prior to vote (limited at the discretion of the Chair)
9. Public comment on matters not included in the agenda (*non-voting item*)
10. Communications from Committee members on matters not included in the agenda (*non-voting item*)
11. Adjournment

ADOPTION RESOLUTION 2020-01

RESOLUTION AMENDING THE BLOOMINGTON-MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION OPERATIONAL BYLAWS, as presented to the Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee of the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) on March 13, 2020.

WHEREAS, the Bloomington-Monroe County Metropolitan Planning Organization is the duly designated MPO for the Bloomington, Indiana urbanized area; and

WHEREAS, the MPO is responsible for ensuring that the Bloomington, Indiana urbanized area's transportation planning program is continuing, comprehensive, and coordinated between the MPO and other public and citizen organizations throughout the planning process, as outlined in the metropolitan planning rule jointly issued in the Federal Register by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on October 28, 1993; and

WHEREAS, the Operational Bylaws have not been updated since January 9, 2009; and

WHEREAS, there currently are few procedures allowing opportunities for citizens to comment at BMCMPPO committee meetings.

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington-Monroe County Metropolitan Planning Organization Operational Bylaws are hereby amended by motion of the Policy Committee to allow the public with additional opportunities to comment at committee meeting; 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, as well as online at the Bloomington-Monroe County Metropolitan Planning Organization's website.

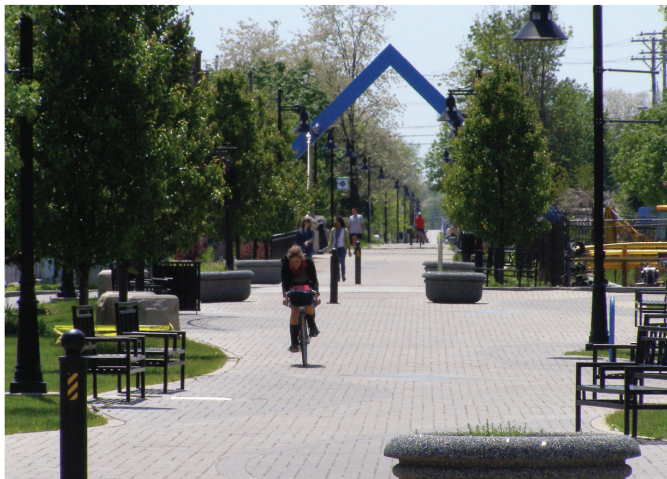
PASSED AND ADOPTED by the Policy Committee by a vote of 7-1, upon this 13th day of March, 2020.



Sarah Ryterband
Vice Chair, Policy Committee
(presiding officer)
Bloomington-Monroe County MPO



Attest: Ryan Clemens
MPO Transportation Planner
Bloomington-Monroe County MPO



BLOOMINGTON • MONROE COUNTY



Unified Planning Work Program

Fiscal Years
2021 & 2022

*Bloomington-Monroe County
Metropolitan Planning Organization*

*Policy Committee
Anticipated Adoption*

May 8, 2020

ACKNOWLEDGMENT & DISCLAIMER

The preparation of this report has been financed in part through grants 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

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 in March 1982. 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 funded by the FHWA and/or FTA.

The Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) signed into law on December 4, 2015, currently guides Federal transportation policy and programs related to MPOs. The FAST Act provides long-term funding certainty for surface transportation infrastructure planning and investment. Ten (10) national transportation planning factors that guide the programs and policies of all MPOs under current Federal legislation include:

- *Economic Vitality*: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- *Safety*: Increase the safety of the transportation system for motorized and non-motorized users;
- *Security*: Increase the security of the transportation system for motorized and non-motorized users;
- *Mobility*: Increase accessibility and mobility of people and freight;
- *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;
- *System Integration*: Enhance the integration and connectivity of the transportation system across and between modes for people and freight;
- *System Management*: Promote efficient system management and operation;
- *System Preservation*: Emphasize the preservation of the existing transportation system;
- *System Resiliency and Reliability*: Improve the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- *Travel and Tourism*: Increase travel and tourism.

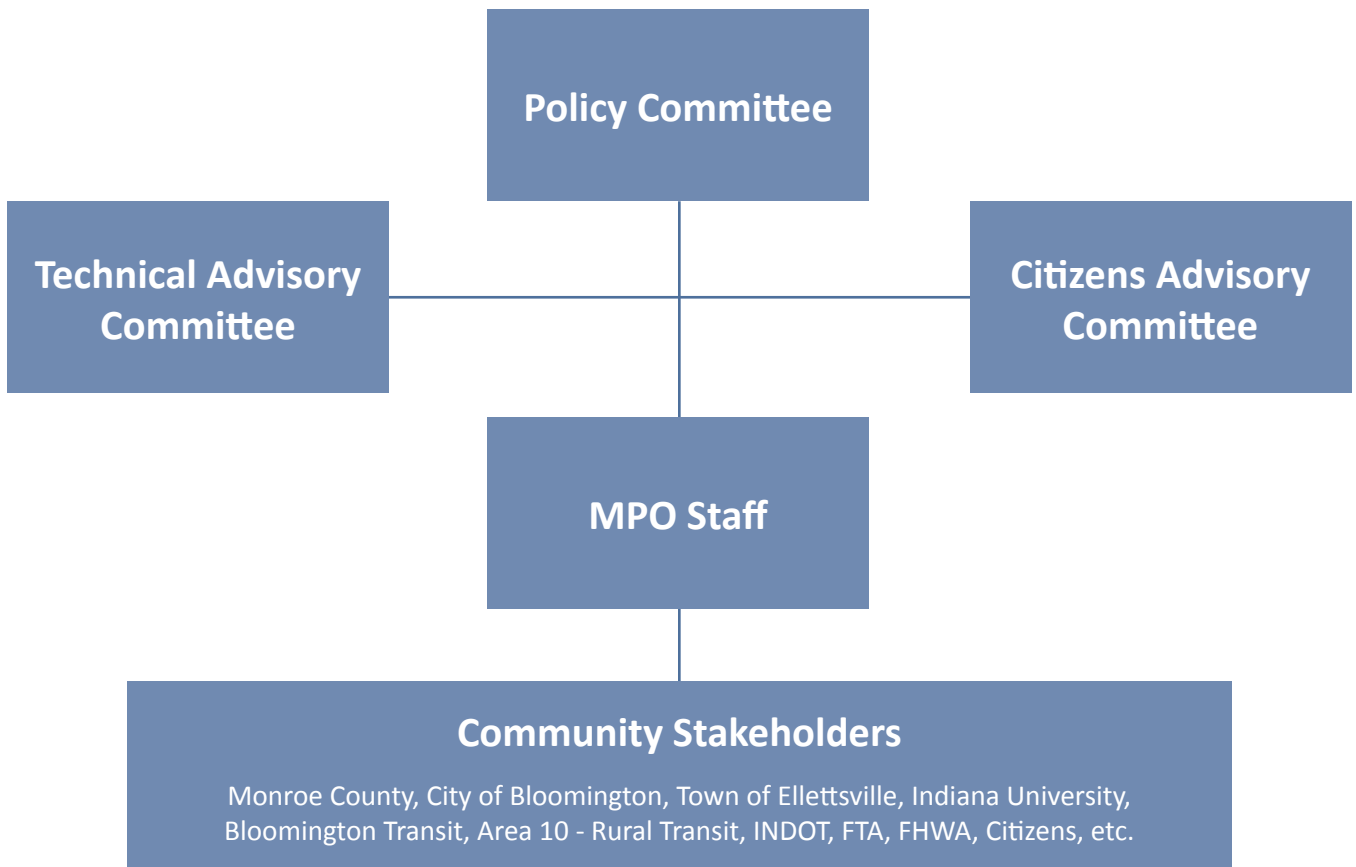
One of the requirements of the urban transportation planning process for an MPO involves the development of a Unified Planning Work Program (UPWP) that describes all planning activities anticipated in the urbanized area over the programming years, and documents the work performed with Federal planning funds. The FY 2021-2022 UPWP satisfies the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) work program requirement for Fiscal Years 2021 and 2022 (July 1, 2020 to June 30, 2022).

BMCMPO ORGANIZATION & COMPOSITION

The Bloomington-Monroe County Metropolitan Planning Organization (BMCMPO) consists of a three-part intergovernmental steering committee with 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 consists 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 representative technical planning staffs, and citizen representatives. Appendix A illustrates the representative BMCMPO committee membership.

The MPO Staff maintains close working relationships with Monroe County, the City of Bloomington, and the 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 Highway Administration (FHWA), the Federal Transit Administration (FTA), and all citizens.



PLANNING EMPHASIS AREAS

The Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Indiana Department of Transportation (INDOT) annually issue a set of Planning Emphasis Areas (PEAs) to Indiana MPOs in addition to the general planning factors discussed previously. The Indiana Division Office of Federal Highway Administration (FHWA) and Federal Transit Administration Region V (FTA) annual Planning Emphasis Areas (PEAs) for FY 2021 are:

- Updating Planning Roles and Responsibilities Cooperating Operating Manual (PRRCOM)
- Traffic Incident Management (TIM)
- Local Road Safety Plans (LRSPs) and
- Participation Plans (PPs).

These PEAs prioritize key tasks and policies for implementation by MPOs in their Unified Planning Work Programs. The fulfillment of these tasks and policies implement the provisions of Fixing America's Surface Transportation Act (FAST Act). The following paragraphs detail the BMCMPPO FY 2021-2022 UPWP Planning Emphasis Area elements.

Updating INDOT's Planning Roles and Responsibilities Cooperating Operating Manual (PRRCOM)

The Indiana Division Office of Federal Highway Administration (FHWA) and Federal Transit Administration Region V (FTA) requested an update of INDOT's PRRCOM in consultation with Indiana's Metropolitan Planning Organizations (MPOs). An updated PRRCOM will facilitate open communication, adherence and maintenance of the "3-C" planning process. FHWA recommends a PRRCOM update completion by August 30, 2020. The BMCMPPO will address this PEA through Element 101 of the FY 2021 UPWP.

Traffic Incident Management (TIM)

FHWA encourages the MPOs to consider Traffic Incident Management (TIM) activities as part of their UPWPs. TIM directly supports multiple planning factors related to safety, mobility freight movement, air quality and transportation system reliability. TIM addresses the non-recurring congestion which causes delay that impacts all travelers, including just in time freight haulers. TIM additionally improves safety by reducing the likelihood of secondary crashes and improves responder safety. Furthermore, TIM impacts the economy by reducing delay that impacts consumers, and results in wasted fuel and can impact air quality. TIM support may include various activities (e.g., market TIM to elected officials, facilitate TIM responder training, facilitate working groups and activities, foster relationships, facilitate after-action reviews, fund ITS projects, and/or compile data for performance measures). The BMCMPPO will address this PEA through

Work Element 202 of the FY 2021 UPWP.

Local Road Safety Plans (LRSPs)

The BMCMPO will consider assisting agencies in developing Local Road Safety Plans (LRSPs) as a tool for reducing roadway fatalities and serious injuries. LRSPs are “living documents” where updates reflect changing local needs and priorities. LRSPs use all available data, intense data analysis, and pull together stakeholders to produce a plan to improve safety on the jurisdiction’s roads. LRSPs further emphasize systemic improvements with the inclusion of spot improvements where found appropriate. Crash types (roadway departure, intersection, bicycle, pedestrian, etc.) and roadway conditions (e.g., construction zones, weather, and lighting) normally determine focus areas. The BMCMPO will address this PEA through Element 202 of the FY 2021 UPWP.

Public Participation Plans (PPPs)

This PEA requires a review of the BMCMPO Public Participation Plans (PPP) and procedures (required by 23 CFR 450.210 and 450.316) which help agencies ensure that all community members potentially affected by a transportation decision are invited to engage in the decision making process. FHWA and FTA will review the BMCMPO Public Participation Plan and processes during certification processes to ensure continuous and equitable public engagement in the transportation planning and decision making process. The BMCMPO will coordinate the incorporation of new public outreach strategies and tools (e.g., virtual public involvement tools) into public participation plans/procedures with INDOT along with documented evaluation of progress toward plan goals. The BMCMPO will address this PEA through Element 104 of the FY 2021 UPWP.

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FY 2021-2022 BMCMPPO Budget

FUND USE BY MATCHING AGENCY

The table below summarizes FY 2021-2022 funding allocations based on the agency using the programmed funds. The figures in the MPO column represent BMCMPO 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. Later sections of the BMCMPO FY 2021-2022 UPWP further identify cost breakdowns of each work element.

Work Element	MPO Staff	BT	Cons/Supp	CSA	Total	
100	Administration & Public Participation					
	FY 2021	\$125,593	\$0	\$5,600	\$0	\$131,193
	FY 2022	\$125,593	\$0	\$5,600	\$0	\$131,193
200	Data Collection & Analysis					
	FY 2021	\$19,100	\$0	\$29,465	\$7,000	\$55,565
	FY 2022	\$19,100	\$0	\$29,465	\$7,000	\$55,565
300	Short Range Planning & Management Systems					
	FY 2021	\$62,097	\$0	\$0	\$27,000	\$89,097
	FY 2022	\$62,097	\$0	\$0	\$27,000	\$89,097
400	Long Range Planning					
	FY 2021	\$52,858	\$0	\$1,500	\$0	\$54,358
	FY 2022	\$52,858	\$0	\$1,500	\$0	\$54,358
500	Transit & Active Transportation					
	FY 2021	\$7,704	\$4,000	\$1,500	\$0	\$13,204
	FY 2022	\$7,704	\$4,000	\$1,500	\$0	\$13,204
600	Other Planning Initiatives & Special Projects					
	FY 2021	\$10,213	\$0	\$0	\$0	\$10,213
	FY 2022	\$10,213	\$0	\$0	\$0	\$10,213
	TOTAL					
	<i>FY 2021</i>	\$277,566	\$4,000	\$38,065	\$34,000	\$353,631
	<i>Projected FY 2022</i>	\$277,566	\$4,000	\$38,065	\$34,000	\$353,631
	TOTAL	\$555,133	\$8,000	\$76,130	\$68,000	\$707,263

OBJECT CLASS BUDGET BY FUNDING SOURCE

The Object Class Budget table shown below summarizes FY 2021-2022 UPWP funding allocations by object class and funding source. Fringe and Indirect expenses are calculated rates found in the FY 2021 Cost Allocation Plan. Funding allocations for BMCMPPO staff, Bloomington Transit, Consultants/Other, and Contract Service Agreements (CSAs) illustrate underlying object class budgeted expenses. 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			
<i>FY 2021</i>	\$88,996	\$22,249	\$111,245
<i>FY 2022</i>	\$88,996	\$22,249	\$111,245
Fringe Expenses			
<i>FY 2021</i>	\$74,320	\$18,580	\$92,900
<i>FY 2022</i>	\$74,320	\$18,580	\$92,900
Indirect Expenses			
<i>FY 2021</i>	\$58,737	\$14,684	\$73,421
<i>FY 2022</i>	\$58,737	\$14,684	\$73,421
Bloomington Transit			
<i>FY 2021</i>	\$3,200	\$800	\$4,000
<i>FY 2022</i>	\$3,200	\$800	\$4,000
Consultants/Supplies			
<i>FY 2021</i>	\$30,452	\$7,613	\$38,065
<i>FY 2022</i>	\$30,452	\$7,613	\$38,065
Contract Service Agreements			
<i>FY 2021</i>	\$27,200	\$6,800	\$34,000
<i>FY 2022</i>	\$27,200	\$6,800	\$34,000
TOTAL			
<i>FY 2021</i>	\$282,905	\$70,726	\$353,631
<i>Projected FY 2022</i>	\$282,905	\$70,726	\$353,631
TOTAL	\$565,810	\$141,453	\$707,263

SUMMARY BUDGET BY FUNDING SOURCE

The table below summarizes the FY 2021-2022 budget for each of the work elements in the Unified Planning Work Program with elemental federal funding/local match splits highlights. As illustrated in this summary table, the FY 2021 and 2022 funding allocations fall within the total available funding noted previously.

	Work Element	Federal	Local	Total
100	Administration & Public Participation			
	<i>FY 2021</i>	\$104,955	\$26,239	\$131,193
	<i>FY 2022</i>	\$104,955	\$26,239	\$131,193
200	Data Collection & Analysis			
	<i>FY 2021</i>	\$44,452	\$11,113	\$55,565
	<i>FY 2022</i>	\$44,452	\$11,113	\$55,565
300	Short Range Planning & Management Systems			
	<i>FY 2021</i>	\$71,277	\$17,819	\$89,097
	<i>FY 2022</i>	\$71,277	\$17,819	\$89,097
400	Long Range Planning			
	<i>FY 2021</i>	\$43,487	\$10,872	\$54,358
	<i>FY 2022</i>	\$43,487	\$10,872	\$54,358
500	Transit & Active Transportation			
	<i>FY 2021</i>	\$10,563	\$2,641	\$13,204
	<i>FY 2022</i>	\$10,563	\$2,641	\$13,204
600	Other Planning Initiatives & Special Projects			
	<i>FY 2021</i>	\$8,171	\$2,043	\$10,213
	<i>FY 2022</i>	\$8,171	\$2,043	\$10,213
	TOTAL			
	<i>FY 2021</i>	\$282,905	\$70,726	\$353,631
	<i>Projected FY 2022</i>	\$282,905	\$70,726	\$353,631
	TOTAL	\$565,810	\$141,453	\$707,263

Summary Budget For Active Purchase Orders

The tables below summarize the FY 2021-2022 budget for prior BMCMPPO active and open purchase orders (P.O.). The FY 2018 purchase order will expire on June 30, 2020. Funds will not be available after these dates. Please note that the remaining unspent funds do not include FY 2020 third and fourth quarter billings. Therefore, the total unspent funds under the FY 2020 purchase order will be markedly lower.

FY 2018 P.O. & FY 2019 P.O. Balance & Expenditures			
	Expiration Date	P.O. Balance Before Expenses	P.O. Balance After Expenses
FY 2018 P.O.	6/30/2020	\$	\$0.00
FY 2019 P.O.	6/30/2020	\$	\$
<i>Total</i>		\$	\$

CONTRACT SERVICE AGREEMENTS

The Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) enters into annual Contract Service Agreements (CSAs) with the Monroe County Highway Department, the Town of Ellettsville, and the City of Bloomington Public Works Department in order to assist with the completion of specific UPWP work elements.

Each CSA provides a mechanism of coordination thereby avoiding the duplication of transportation planning services. Each CSA will follow the scope of work detailed within this Unified Planning Work Program and will have approval by the BMCMPPO Policy Committee. Each non-MPO government entity entering into a CSA with the BMCMPPO is responsible for all “up-front” costs detailed within a CSA. The table below summarizes the funding allocated to CSAs for each local agency within the BMCMPPO urbanized area boundary.

Agency	Federal	Local	Total
City of Bloomington Public Works			
<i>FY 2021</i>	\$8,800	\$2,200	\$11,000
<i>Projected FY 2022</i>	\$8,800	\$2,200	\$11,000
Monroe County Highway Dept.			
<i>FY 2021</i>	\$8,800	\$2,200	\$11,000
<i>Projected FY 2022</i>	\$8,800	\$2,200	\$11,000
Town of Ellettsville			
<i>FY 2021</i>	\$9,600	\$2,400	\$12,000
<i>Projected FY 2022</i>	\$9,600	\$2,400	\$12,000
TOTAL			
<i>FY 2021</i>	\$27,200	\$6,800	\$34,000
<i>Projected FY 2022</i>	\$27,200	\$6,800	\$34,000
TOTAL	\$54,400	\$13,600	\$68,000

Work Elements

ADMINISTRATION & PUBLIC PARTICIPATION

100

COMMITTEES

See Appendix A for a list of BMCMPPO Committees.

101 Intergovernmental Coordination

The BMCMPPO 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 (14) 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. The BMCMPPO staff will attend and/or participate in these meetings to represent the interests of BMCMPPO on the State and Federal levels.

Every four years, each MPO must undergo a certification review by the Federal Highway Administration. The last BMCMPPO certification review completed in May 2016, places the BMCMPPO on a Calendar Year 2020 review timetable.

Responsible Agency and End Products

- MPO Staff to conduct up to ten (10) Policy Committee meetings per fiscal year. [Estimated Completion: Monthly]
- MPO Staff to conduct up to ten (10) Technical Advisory Committee meetings per fiscal year. [Estimated Completion: Monthly]
- MPO Staff to conduct up to ten (10) Citizens Advisory Committee meetings per fiscal year. [Estimated Completion: Monthly]
- MPO Staff to attend up to twelve (12) MPO Council monthly meetings per fiscal year. [Estimated Completion: Monthly]
- MPO Staff to participate in Federal MPO Certification Review. [Estimated Completion: As Required]
- MPO staff to coordinate with INDOT central office staff regarding an update of INDOTs Planning Roles and Responsibilities Cooperating Operating Manual (PRRCOM) and in consultation with Indiana's Metropolitan Planning Organizations (MPOs) to facilitate open communication, adherence and maintenance of the established "3-C" planning process. [Estimated Q1/FY21]

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 anticipated in the BMCMPPO study area over the next two (2) Fiscal Years and documents anticipated end products with financial support from Federal planning and local matching funds. This element also includes the preparation of a Cost Allocation Plan/Indirect Cost Proposal that determines BMCMPPO staff billing rates.

MPO Staff will administer the FHWA and FTA planning grants associated with the FY 2021-2022 UPWP. The staff shall prepare and provide quarterly progress reports, billing statements, and the financial status of the FY 2021-2022 UPWP to the Policy Committee and to the member agencies for the measurement of MPO activity progress pursuant to the completion of the UPWP.

Responsible Agency and End Products

- MPO Staff to develop amendment(s) to FY 2021-2022 Unified Planning Work Program. [Estimated Completion: Q1/FY21 through Q3/FY22]
- MPO Staff to develop FY 2022-2023 UPWP. [Estimated Completion: Q4/FY21]
- MPO Staff to develop the FY 2022 & 2023 Cost Allocation Plan as part of the FY 2022-2023 UPWP. [Estimated Completion: Q3/FY21]
- MPO Staff to prepare and submit the FY 2020 Annual Completion Report to INDOT. [Estimated Completion: Q1/FY21]
- MPO Staff to prepare and submit the FY 2021 Annual Completion Report to INDOT. [Estimated Completion: Q1/FY22]
- MPO Staff to prepare and submit the FY 2021-2022 Self Certification Review Statement to INDOT/FHWA/FTA representatives. [Estimated Completion: Q4/FY21, with TIP]
- MPO Staff to prepare and submit eight (8) quarterly progress reports to INDOT for review. [Estimated Completion: FY21 & FY22 Quarterly]
- MPO Staff to prepare and submit eight (8) quarterly billing statements to INDOT for reimbursement. [Estimated Completion: FY21 & FY22 Quarterly]

COST ALLOCATION PLAN

See Appendix B for further details.

103 Staff Training and Education

The ongoing 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 Products

- MPO Staff to attend the annual Indiana MPO Conference. [Estimated Completion: FY21 & FY22 Annually]
- MPO Staff to attend the annual Purdue Road School and/or other educational conference opportunities including (but not limited to) 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: Ongoing]
- MPO Staff to renew professional membership dues to the American Planning Association and other relevant professional organizations. As part of its business practices, the BMCMPPO will verify that expenditures are compliant with the requirements of 2 CFR 200.403-405 Factors Affecting Allowability of Cost. [Estimated Completion: Ongoing]

104 Public Outreach

The BMCMPO will continue to review and update the Public Participation Plan (PPP), procedures required by 23 CFR 450.210 and 450.316, and processes to (1) ensure that all community members potentially affected by a transportation decision are invited to engage in the decision making process, and (2) ensure continuous and equitable public engagement in the transportation planning and decision making process.

The BMCMPO 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 Products

- MPO Staff to post MPO Committee agendas, minutes, and MPO documents on-line. [Estimated Completion: Ongoing]
- MPO Staff to implement all procedures required to ensure compliance with the MPO's Public Participation Process. [Estimated Completion: Ongoing]
- 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: Ongoing]
- MPO to coordinate with INDOT and ensure new strategies and tools (e.g., social media and virtual public involvement tools), are incorporated into public participation plans and procedures, and that plans include documented evaluation of progress toward plan goals. [Estimated Completion: Ongoing]

Work Element 100 Budget

	Task	FY 2021	Projected FY 2022	Total
101	Intergovernmental Coordination			
	<i>Federal Share</i>	\$53,179	\$53,179	\$106,358
	<i>Local Share</i>	\$13,295	\$13,295	\$26,590
	Total	\$66,474	\$66,474	\$132,948
102	Unified Planning Work Program			
	<i>Federal Share</i>	\$18,944	\$18,944	\$37,888
	<i>Local Share</i>	\$4,736	\$4,736	\$9,472
	Total	\$23,680	\$23,680	\$47,360
103	Staff Training & Education			
	<i>Federal Share</i>	\$16,145	\$16,145	\$32,290
	<i>Local Share</i>	\$4,036	\$4,036	\$8,073
	Total	\$20,181	\$20,181	\$40,363
104	Public Outreach			
	<i>Federal Share</i>	\$16,687	\$16,687	\$33,373
	<i>Local Share</i>	\$4,172	\$4,172	\$8,343
	Total	\$20,858	\$20,858	\$41,717
	TOTAL FEDERAL SHARE	\$104,955	\$104,955	\$209,909
	TOTAL LOCAL SHARE	\$26,239	\$26,239	\$52,477
	TOTAL	\$131,193	\$131,193	\$262,387

Work Elements

DATA COLLECTION & ANALYSIS

200

201 Traffic Volume Counting

The MPO staff, in conjunction 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.

The BMCMPPO will additionally conduct special counts upon the request of local entities to assist with engineering alternatives analysis and design decisions (e.g., traffic control warrant studies, traffic calming requests, safety examinations, development petition reviews, corridor studies, etc.). The BMCMPPO will conduct traffic volume link and segment counts throughout the urbanized area on a rotating basis of once every three (3) years, or as requested.

The traffic volume sampling program data will support INDOT's HPMS data collection efforts continuously refining link volumes, capacities, and speeds for calibration of the BMCMPPO travel demand forecast model. Bloomington Planning & Transportation Department will purchase new counting equipment, software and supplies including but not limited to battery replacements, a portable traffic analyzer, replacement tubing, nails, padlocks, and other related materials as necessary for the maintenance and capital replacement of traffic counting equipment.

Responsible Agency and End Products

- MPO staff to perform approximately 150 coverage counts on behalf of the City of Bloomington Planning & Transportation Department and Monroe County Highway Department. [Estimated Completion: Annually]
- Town of Ellettsville staff to perform approximately 80 coverage counts. [Estimated Completion: Annually]
- MPO Staff to perform one-third of the required HPMS traffic counts for INDOT. [Estimated Completion: Annually]
- MPO staff to purchase traffic and/or bicycle & pedestrian counting equipment, software (purchase and/or licenses renewals) and supplies to support annual traffic counting program needs. [Estimated Completion: As needed]
- MPO staff shall purchase annual software licenses for Adobe Software and GIS Software. [Estimated Completion: Annually]

202 Annual Crash Report

The BMCMPPO produces an Annual Crash Report identifying hazardous intersections and corridors within the MPO study area and associated causal factors contributing to aggregate crash data. 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 additionally assists the BMCMPPO with the identification of project locations that may have Highway Safety Improvement Program (HSIP) and/or Road Safety Audit (RSA) eligibility. The staff shall further assist with development of Local Road Safety Plans (LRSPs) and Traffic Incident Management (TIM) within the BMCMPPO area.

Responsible Agency and End Products

- MPO Staff to produce the Calendar Years 2017-2020 Crash Report. [Estimated Completion: Q4/FY21]
- MPO Staff to produce the Calendar Years 2018-2021 Crash Report. [Estimated Completion: Q4/FY22]
- MPO Staff to renew MS2 TCLS (Traffic Crash) - Pro Plus License software, TCLS Annual Support, and data migration reader for ARIES crash data and subsequent Crash Reports. [Estimated Completion: Q4/FY21]
- MPO Staff to assist local agencies in developing Local Road Safety Plans (LRSPs) as a tool for reducing roadway fatalities and serious injuries. Emphasis will focus on implementing systemic roadway/corridor improvements and/or selective spot locations determined by key data (e.g., fatalities, serious injury rates, roadway departures, intersections, bicycle, pedestrian, weather, lighting, construction zones, school zones, etc.). [Estimated Completion: Q4/FY21]
- MPO Staff to consider Traffic Incident Management (TIM) activities supporting multiple planning factors related to safety, mobility freight movement, air quality and transportation system reliability including the non-recurring congestion which causes delay that impacts all travelers and just in time freight haulers, reducing the likelihood of a secondary crash and responders being struck, and by reducing delay that impacts consumers resulting in wasted fuel and potential air quality impacts. MPO staff outreach support may include various activities (e.g., market TIM to elected officials, facilitate TIM responder training, facilitate working groups and activities, foster relationships, facilitate after-action reviews, fund ITS projects, and/or compile data for performance measures). [Estimated Completion: Q4/FY21]

Work Element 200 Budget

	Task	FY 2021	Projected FY 2022	Total
201	Traffic Volume Counting			
	<i>Federal Share</i>	\$37,053	\$37,053	\$74,106
	<i>Local Share</i>	\$9,263	\$9,263	\$18,527
	Total	\$46,317	\$46,317	\$92,633
202	Annual Crash Report			
	<i>Federal Share</i>	\$7,399	\$7,399	\$14,798
	<i>Local Share</i>	\$1,850	\$1,850	\$3,699
	Total	\$9,249	\$9,249	\$18,497
	TOTAL FEDERAL SHARE	\$44,452	\$44,452	\$88,904
	TOTAL LOCAL SHARE	\$11,113	\$11,113	\$22,226
	TOTAL	\$55,565	\$55,565	\$111,131

Work Elements

SHORT RANGE PLANNING & MANAGEMENT SYSTEMS

300

301 Transportation Improvement Program (TIP)

The development and maintenance 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 have “fiscally constraint” for inclusion within the Indiana Statewide Transportation Improvement Program (INSTIP) prepared by the Indiana Department of Transportation (INDOT). The BMCMPPO will coordinate with its LPAs to develop and administer a valid TIP on an ongoing basis. This includes processing required amendments, managing a Quarterly Project Tracking program, assisting LPAs with Red Flag Investigations, and other activities as outlined below. The BMCMPPO will work with INDOT and the LPAs to develop best practices for project scheduling and cost estimation.

Responsible Agency and End Products

MPO Staff to administer the FY 2020 – 2024 TIP through coordination with LPAs and INDOT, management of the Change Order Policy, and processing of TIP amendments as needed. [Estimated Completion: Ongoing]

MPO Staff to assist LPAs with development of Red Flag Investigations for new transportation projects for addition to the TIP. [Estimated Completion: Ongoing]

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]

MPO Staff to produce the Fiscal Year 2020 Annual List of Obligated Projects. [Estimated Completion: Q1/FY21]

MPO Staff to produce the Fiscal Year 2021 Annual List of Obligated Projects. [Estimated Completion: Q1/FY22]

MPO Staff to attend County/City projects team meetings for interagency coordination and participation. [Estimated Completion: Monthly]

MPO Staff, in concert with Local Public Agencies, will review the adopted Complete Streets Policy for the Fiscal Years 2020-2024 Transportation Improvement Program. [Estimated Completion: Annual]

302 Highway Safety Improvement Program (HSIP)

The BMCMPO has an established local Highway Safety Improvement Program (HSIP) in compliance with FAST Act legislation and INDOT/FHWA directives. Going forward, the BMCMPO staff will administer procedures whereby appropriate projects solicited from LPAs and HSIP funding awards will depend upon 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 seek the programming of HSIP funds for Road Safety Audits and other INDOT/FHWA approved planning purposes.

Responsible Agency and End Product

- MPO Staff to administer the FY 2020-2024 HSIP funding. [Estimated Completion: Q4/FY21 and Q4/FY22, as needed]

FY 2021 PEA

See Appendix E for detailed requirements.

303 Transportation Alternatives (TA)

The Bloomington-Monroe County MPO has an established local Transportation Alternatives Program (TA) in compliance with FAST Act legislation and INDOT/FHWA directives. With the adoption of the new FAST Act legislation, program revisions will reflect the new Transportation Alternatives (TA). The BMCMPPO staff will administer procedures for the solicitation and funding of LPA projects in compliance with TA selection criteria.

Responsible Agency and End Product

- MPO Staff to administer the FY 2020-2024 TA funding. [Estimated Completion: Q4/FY21 and Q4/FY22, as needed]

304 Infrastructure Management Systems

The BMCMPPO has historically supported the efforts of its LPAs to establish and maintain robust asset management systems using Contract Service Agreements (CSAs). 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 jurisdictions to develop long term management plans for their infrastructure assets. These asset management systems will undergo continuous updating to ensure maintenance of data, quality and conditions.

Responsible Agency and End Products

- City of Bloomington to maintain Five-Year Pavement Management Plan and provide quarterly status reports to the BMCMPPO under a CSA. [Estimated Completion: Ongoing, Annually]
- Monroe County to maintain Five-Year Pavement Management Plan and provide quarterly status reports to the BMCMPPO under a CSA. [Estimated Completion: Ongoing, Annually]
- Town of Ellettsville to maintain Five-Year Pavement Management Plan and provide quarterly status reports to the BMCMPPO under a CSA. [Estimated Completion: Ongoing, 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 as needed shall 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

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

306 Performance Measures

Fixing America's Surface Transportation Act (FAST) Act signed into law on December 4, 2015, along with its predecessor, Moving Ahead for Progress in the 21st Century Act (MAP-21), establishes new requirements for performance management to ensure the most efficient investment of Federal transportation funds. States will invest resources in projects to achieve individual targets that collectively will make progress toward the national goals.

The national performance goals for Federal Highway programs include:

- Safety – to achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- Infrastructure Condition – To maintain the highway infrastructure asset system in a state of good repair.
- Congestion Reduction – To achieve a significant reduction in congestion on the National Highway System (NHS).
- System Reliability – To improve the efficiency of the surface transportation system.
- Freight Movement and Economic Vitality – To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- Environmental Sustainability – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- Reduced Project Delivery Delays – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued new transportation planning rules on the statewide and metropolitan transportation planning processes to reflect the use of a performance based approach to decision-making in support of the national goals. These processes must document in writing how the Metropolitan Planning Organizations (MPOs), Indiana Department of Transportation (INDOT) and providers of public transportation shall jointly agree to cooperatively develop and share information related to transportation performance data, the selection of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see 23 CFR 450.306(d)) and the collection of data for the INDOT asset management plan for the National Highway System specified in 23 CFR 450.314(h).

FY 2021 PEA

See Appendix E for detailed requirements.

The Federal Transit Administration (FTA) additionally has performance measures for Transit Asset Management with published and effective final regulations. FHWA has performance measures and final regulations published for Safety, Bridge and Pavement Conditions, Congestion Reduction and System Reliability.

INDOT along with the MPOs and FHWA will continue to identify Performance Targets for each Performance Measure. Once Performance Targets are established, the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) modifications will reflect this information. Data collection and analysis evaluations shall determine the success of established targets.

For FHWA and FTA to approve any TIP amendments after May 27, 2018, the INDOT, MPOs and Public Transit Operators must reflect this information and describe how projects in the TIP/STIP, to the maximum extent practicable, achieve the Federally required performance targets identified in the Statewide and Metropolitan Transportation Plans, linking investment priorities to these performance targets.

Responsible Agency and End Product

- MPO Staff and the MPO Policy Committee shall support and adopt Performance Measures developed by INDOT in accordance with Federal Rules. [Estimated Completion: Q4/2021]

Work Element 300 Budget

SHORT RANGE PLANNING & MANAGEMENT SYSTEMS

Task		FY 2021	Projected FY 2022	Total
301	Transportation Improvement Program			
	<i>Federal Share</i>	\$41,558	\$41,558	\$83,116
	<i>Local Share</i>	\$10,389	\$10,389	\$20,779
	Total	\$51,947	\$51,947	\$103,894
302	Highway Safety Improvement Program			
	<i>Federal Share</i>	\$2,011	\$2,011	\$4,022
	<i>Local Share</i>	\$503	\$503	\$1,005
	Total	\$2,514	\$2,514	\$5,027
303	Transportation Alternatives Program			
	<i>Federal Share</i>	\$2,011	\$2,011	\$4,022
	<i>Local Share</i>	\$503	\$503	\$1,005
	Total	\$2,514	\$2,514	\$5,027
304	Infrastructure Management Systems			
	<i>Federal Share</i>	\$21,600	\$21,600	\$43,200
	<i>Local Share</i>	\$5,400	\$5,400	\$10,800
	Total	\$27,000	\$27,000	\$54,000
305	ITS Architecture Maintenance			
	<i>Federal Share</i>	\$804	\$804	\$1,609
	<i>Local Share</i>	\$201	\$201	\$402
	Total	\$1,005	\$1,005	\$2,011
306	Performance Measures			
	<i>Federal Share</i>	\$3,294	\$3,294	\$6,587
	<i>Local Share</i>	\$823	\$823	\$1,647
	Total	\$4,117	\$4,117	\$8,234
	TOTAL FEDERAL SHARE	\$71,277	\$71,277	\$142,555
	TOTAL LOCAL SHARE	\$17,819	\$17,819	\$35,639
	TOTAL	\$89,097	\$89,097	\$178,193

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Work Elements

LONG RANGE PLANNING

400

FY 2021 PEA

See Appendix E for detailed requirements.

401 2045 Metropolitan Transportation Plan (MTP)

Federal requirements mandate that the Metropolitan Transportation Plan (MTP) shall maintain a minimum twenty-year time horizon. The BMCMPPO adopted a 2040 Metropolitan Transportation Plan in December 2017. The BMCMPPO staff initiated a non-technical 2045 Metropolitan Transportation Plan update process during FY 2020. The anticipated adoption of the BMCMPPO 2045 Metropolitan Transportation Plan in the first quarter of FY 2021. The new 2045 Metropolitan Transportation Plan will include new public outreach/input as the 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 current BMCMPPO Travel Demand Model (TDM) requires TransCAD modeling software and an annual software license renewal fee for software support and periodic upgrades.

Responsible Agency and End Products

- MPO Staff to develop the 2045 Metropolitan Transportation Plan. [Estimated Completion: Q1/FY21]
- MPO to pay annual TransCAD license renewal fees. [Estimated Completion: Annually]

Work Element 400 Budget

LONG RANGE PLANNING

Task		FY 2021	Projected FY 2022	Total
401	2045 Metropolitan Transportation Plan			
	<i>Federal Share</i>	\$43,487	\$43,487	\$86,973
	<i>Local Share</i>	\$10,872	\$10,872	\$21,743
	Total	\$54,358	\$54,358	\$108,717
	TOTAL FEDERAL SHARE	\$43,487	\$43,487	\$86,973
	TOTAL LOCAL SHARE	\$10,872	\$10,872	\$21,743
	TOTAL	\$54,358	\$54,358	\$108,717

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Work Elements

TRANSIT & ACTIVE TRANSPORTATION

500

501 Bicycle & Pedestrian Coordination

The BMCMPPO staff in conjunction with the Bloomington Bicycle and Pedestrian Safety Commission (BBPSC) 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 a certified instructor of 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 Products

- MPO Staff will attend regular monthly meetings of both County and City of Bloomington Bicycle and Pedestrian Safety Commissions, including the formal business meetings and the interim work sessions. [Estimated Completion: Monthly]
- MPO Staff will 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: Ongoing, 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.

Responsible Agency and End Products

- 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/FY21, Q4/FY22]
- MPO Staff to report on the results of the seasonal coverage counts conducted under Element 502(A). [Estimated Completion: Q4/FY21, Q4/FY22]
- MPO Staff will work in collaboration with INDOT to identify best practice opportunities for improved mid-block pedestrian crossings recognizing the State of Indiana's identification as a "Focus State". [Estimated Completion: Ongoing, as needed]

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 (i.e., statistically stratified random sample methodology).

Responsible Agency and End Products

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

TRANSIT & ACTIVE TRANSPORTATION

Task	FY 2021	Projected FY 2022	Total	
501	Bicycle & Pedestrian Coordination			
	<i>Federal Share</i>	\$4,627	\$4,627	\$9,254
	<i>Local Share</i>	\$1,157	\$1,157	\$2,314
	Total	\$5,784	\$5,784	\$11,568
502	Bicycle & Pedestrian Counts			
	<i>Federal Share</i>	\$2,736	\$2,736	\$5,472
	<i>Local Share</i>	\$684	\$684	\$1,368
	Total	\$3,420	\$3,420	\$6,840
503	Transit Studies			
	<i>Federal Share</i>	\$0	\$0	\$0
	<i>Local Share</i>	\$0	\$0	\$0
	Total	\$0	\$0	\$0
504	Transit Ridership Counts			
	<i>Federal Share</i>	\$3,200	\$3,200	\$6,400
	<i>Local Share</i>	\$800	\$800	\$1,600
	Total	\$4,000	\$4,000	\$8,000
	TOTAL FEDERAL SHARE	\$10,563	\$10,563	\$21,126
	TOTAL LOCAL SHARE	\$2,641	\$2,641	\$5,282
	TOTAL	\$13,204	\$13,204	\$26,408

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Work Elements

OTHER PLANNING INITIATIVES & SPECIAL PROJECTS

600

FY 2021 PEA

See Appendix E for detailed requirements.

601 Title VI Plans

MPOs must ensure that jurisdictional 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 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 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 must monitor Title VI status going forward and move toward limiting funding to those entities not meeting their requirements as Federal-aid recipients.

Responsible Agency and End Product

- MPO Staff to assist LPAs in complying with Title VI as part of Transportation Improvement Program (TIP) development process and in the development of Title VI Plans as needed. [Estimated Completion: Q4/FY21]

602 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. At present, eligible activities are elements of the 5307 Urban Formula Grant Program and continue under the FAST Act. Certain eligibilities were additionally 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 proposed project funding must have inclusion in a locally developed Coordinated Human Services Public Transit Plan, which the MPO originally completed in 2007. The BMCMPPO completed a significant update to this plan 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. The MPO staff will continue to assist local transportation providers with the implementation of key projects outlined in the local plan in Fiscal Year 2021 and 2022.

Responsible Agency and End Product

- MPO to identify transportation connectivity gaps in access to essential services, including housing, employment, health care, schools/ education, and/or recreation. This emphasis area identifies performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps, and possible solutions affecting the public, including traditionally underserved populations from the Bloomington Transit Route Optimization Study and the Rural Transit Route Optimization Study. [Estimated Completion: Q4/FY21]
- 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: Q4/FY21]

Work Element 600 Budget

OTHER PLANNING INITIATIVES & SPECIAL PROJECTS

	Task	FY 2021	Projected FY 2022	Total
601	Title VI Plans			
	<i>Federal Share</i>	\$8,171	\$8,171	\$16,342
	<i>Local Share</i>	\$2,043	\$2,043	\$4,085
	Total	\$10,213	\$10,213	\$20,427
602	Coordinated Human Services Public Transit Plan			
	<i>Federal Share</i>	\$0	\$0	\$0
	<i>Local Share</i>	\$0	\$0	\$0
	Total	\$0	\$0	\$0
603	Special Studies			
	<i>Federal Share</i>	\$0	\$0	\$0
	<i>Local Share</i>	\$0	\$0	\$0
	Total	\$0	\$0	\$0
	TOTAL FEDERAL SHARE	\$8,171	\$8,171	\$16,342
	TOTAL LOCAL SHARE	\$2,043	\$2,043	\$4,085
	TOTAL	\$10,213	\$10,213	\$20,427

Appendix A

BMCMPO COMMITTEE MEMBERSHIP

BMCMPPO COMMITTEE MEMBERSHIP

Policy Committee

Member	Title	Representing
Lisa Ridge, <i>Chair</i>	Director of Public Works	Monroe County
Sarah Ryterband, <i>Vice Chair</i>	Chair, Citizens Advisory Committee	Citizens Advisory Committee
Jason Banach	Director of Real Estate	Indiana University
Alexandria Burns	Transportation Program Specialist, Region 5	Federal Transit Administration (<i>non-voting</i>)
Matt Flaherty	Common Council Member	City of Bloomington
Penny Githens	County Commissioner	Monroe County
John Hamilton	Mayor	City of Bloomington
Jillian Kinzie	Plan Commission Member	City of Bloomington
Tony McClellan	Deputy Commissioner	INDOT Seymour District
Kent McDaniel	Board of Directors Member	Bloomington Public Transportation Corporation
Erica Tate	Community Planner, Indiana Division	Federal Highway Administration (<i>non-voting</i>)
Pam Samples	Town Council Member (<i>Designee</i>)	Town of Ellettsville
Dave Warren	Plan Commission Member	Monroe County
Adam Wason	Director of Public Works	City of Bloomington
Kate Wiltz	County Council Member	Monroe County

BMCMPO COMMITTEE MEMBERSHIP (cont.)

Technical Advisory Committee

Member	Title	Representing
Lew May, <i>Chair</i>	General Manager	Bloomington Transit
Paul Satterly, PE, <i>Vice Chair</i>	Monroe County Highway Engineer	Monroe County
<i>Vacant</i>	Community Planner, Region 5	Federal Transit Administration (<i>non-voting</i>)
Chris Ciolli	Director of Building Operations	Monroe County Community School Corp.
Steve Cotter	Director of Operations, Parks Department	City of Bloomington
Jane Fleig	Assistant Engineer, Utilities Department	City of Bloomington
Laura Haley	GIS Coordinator	City of Bloomington
Brian Jones	Project Manager, Transit	Indiana Department of Transportation
Carlos Laverty	Executive Director, Monroe County Airport	Monroe County
Audrey Myers	Transportation Director	Richland-Bean Blossom Community School Corp.
Chris Myers	Manager	Area 10 - Rural Transit
Joyce Newland	Community Planner, Indiana Division	Federal Highway Administration (<i>non-voting</i>)
Brian Noojin	Director, Campus Bus Service	Indiana University
Emmanuel Nsonwu	Transportation Planner/MPO Liaison	Indiana Department of Transportation
Terri Porter, AICP	Director, Planning & Transportation Dept.	City of Bloomington
Matt Rhoads, PE	Highway Design Engineer	Indiana Department of Transportation - Seymour
Craig Shonkwiler, PE	Transportation & Traffic Engineer	City of Bloomington
Catherine Smith	Auditor	Monroe County
Danny Stalcup	Street Commissioner, Street Department	Town of Ellettsville
Kevin Tolloty	Director, Planning Department	Town of Ellettsville
Jeff Underwood	Controller	City of Bloomington
Joe VanDeventer	Director of Street Operations	City of Bloomington
David Walter	Vice Chair, Citizens Advisory Committee	Citizens Advisory Committee
Larry Wilson	Director, Planning Department	Monroe County
Kelli Witmer	Director, Parks & Recreation Department	Monroe County
<i>Vacant</i>	GIS Coordinator	Monroe County

BMCMPO COMMITTEE MEMBERSHIP (cont.)

Citizens Advisory Committee

Member	Representing
Sarah Ryterband, <i>Chair</i>	Citizen
David Walter, <i>Vice Chair</i>	Sixth & Ritter Neighborhood
Paul Ash	McDoel Gardens Neighborhood
Mary Jane Hall	Bloomington Board of Realtors
John Kennedy	Council of Neighborhood Associations
Geoff McKim	Citizen
Mary Ann Williams	Citizen

BMCMPO COMMITTEE (cont.)**Metropolitan Planning Organization Staff**

Name	Position
Beth Rosenbarger, AICP	Planning Services Manager
Pat Martin	Senior Transportation Planner
Ryan Clemens	Transportation Planner
Mallory Rickbeil	Bicycle & Pedestrian Coordinator
Michael Stewart	Planning Technician
Desiree King	Administrative Assistant

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Appendix B

FY 2021 UPWP COST ALLOCATION PLAN

FY 2021 UPWP Cost Allocation Plan

Appendix C

ABBREVIATIONS

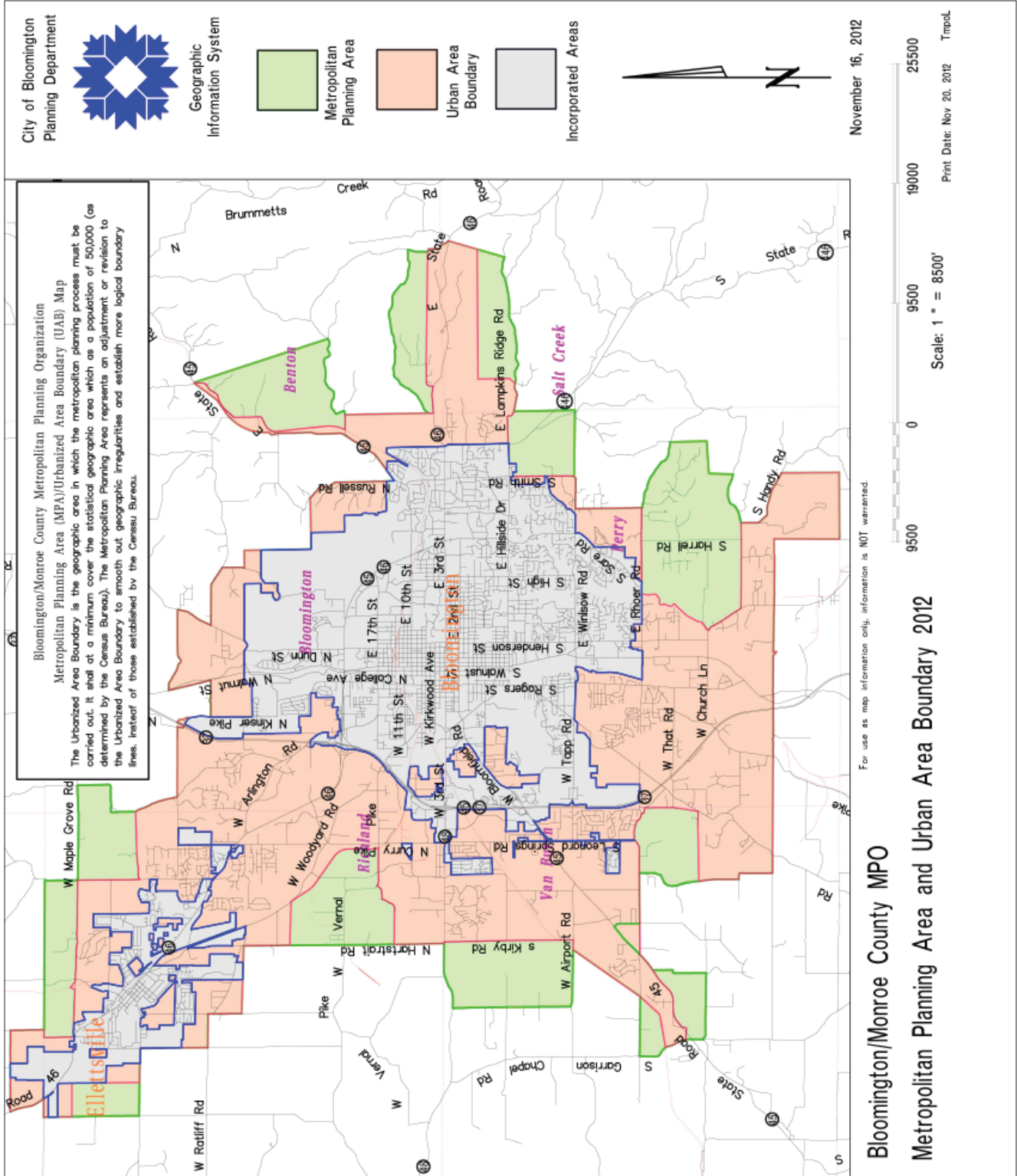
Abbreviations

3-C	Continuing, Comprehensive, and Cooperative Planning Process
ADA	Americans with Disabilities Act
BBPSC	Bloomington Bicycle and Pedestrian Safety Commission
BMCMPPO	Bloomington-Monroe County Metropolitan Planning Organization
BT	Bloomington Transit
CAC	Citizens Advisory Committee
EJ	Environmental Justice
FAST	Fixing America’s Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Indiana State Fiscal Year (July 1 through June 30)
GIS	Geographic Information Systems
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Program
INDOT	Indiana Department of Transportation
INSTIP/STIP	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
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PC	Policy Committee
PDP	Program Development Process
PL	Metropolitan Planning Funds
SAFETEA-LU	Safe, Affordable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
STBG	Surface Transportation Block Grant
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

Appendix F

TRANSIT OPERATOR LOCAL MATCH ASSURANCE

Transit Operator Local Match Assurance

Appendix G

ADOPTION RESOLUTIONS & APPROVAL LETTER

Adoption Resolutions - To Be Included

Adoption Resolutions (cont.)

Adoption Resolutions (cont.)

Adoption Resolutions (cont.)



To: BMCMPO Technical Advisory Committee & Citizens Advisory Committee

From: Pat Martin, Ryan Clemens

Date: April 17, 2020

Re: FY 2020 - 2024 Transportation Improvement Program (TIP) Amendments

INDOT requests three (3) amendment to the BMCMPO FY 2020-2024 TIP. The proposed amendments include:

SR45 - Bridge deck overlay over BR Indian Creek, 3.62 miles S of SR 37 (DES#2000365).

SR45 - Bridge deck overlay (DES#2000365)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2021	STBG	\$96,000	\$24,000	\$120,000
CN	2024	STBG	\$485,442	\$121,360	\$606,802
Totals			\$581,442	\$145,3600	\$726,802

SR46 - ADA Sidewalk Ramp Construction at the intersection with 3rd Street and College Mall Road (DES#2001522).

SR46 - ADA Sidewalk Ramp Construction (DES#2001522)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2021	HSIP	\$90,000	\$10,000	\$100,000
CN	2022		\$162,000	\$18,000	\$180,000
Totals			\$252,000	\$28,000	\$280,000

SR46 - Bridge superstructure replacement 6.04 miles W of SR 37 at Jacks Defeat Creek WBL (DES#2000311).

SR46 - Bridge superstructure replacement (DES#2000311)					
Project Phase	Fiscal Year	Federal Source	Federal Funding	State Match	Total
PE	2021	NHPP	\$104,000	\$26,000	\$130,000
CN	2024	NHPP	\$568,768	\$142,192	\$710,960
Totals			\$672,768	\$168,192	\$840,960

Requested Action

Recommend the addition of the presented project to the BMCMPO FY 2020-2024 Transportation Improvement Program for the May 8, 2020 BMCMPO Policy Committee meeting.



FY 2020-2024 Transportation Improvement Program Project Request Form

Mail: Bloomington/Monroe County MPO
401 N. Morton Street, Suite 130
Bloomington, Indiana 47402
Email: martipa@bloomington.in.gov or clemensr@bloomington.in.gov
Fax: (812) 349-3530

Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT**
- _____

Employee in Responsible Charge (ERC): Chase Schneider
Phone: 812-524-3734
Email: cschneider@indot.in.gov

Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

Chase Schneider 04/03/2020
Employee in Responsible Charge (ERC) Date

Section 3: Project Information

- A. Project Name: **SR45 Bridge Deck Overlay – Bridge over Indian Creek, 3.62 miles south of SR37**
- B. Is project already in the TIP?
 Yes No
- C. DES # (if assigned): **DES#2000365**
- D. Project Location (detailed description of project termini): Bridge over
- E. Please identify the primary project type (select only one):
 Bicycle & Pedestrian
 Bridge
 Road – Intersection
 Road – New/Expanded Roadway

- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.):

G. Allied Projects:

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes No

If yes, is the project included in the MPO's ITS Architecture?

- Yes No

I. Anticipated Letting Date: 07/12/2023

Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

Note: Fiscal Year 2018 begins on July 1, 2017, and ends on June 30, 2018.

Phase	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Outlying Years
PE	STBG	\$	\$ 96,000	\$	\$	\$	\$
	State	\$	\$ 24,000	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
RW		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CE		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CN	STBG	\$	\$	\$	\$	\$485,442	\$
	State	\$	\$	\$	\$	\$121,360	\$
		\$	\$	\$	\$	\$	\$
Totals:		\$	\$ 120,000	\$	\$	\$606,802	\$

Section 5: Complete Streets Policy

A. Select one of the following:

- Compliant** - This project is subject to the Complete Streets Policy because it involves the new construction or reconstruction of local roadways that will use federal funds through the BMCMPO for any phase of project implementation. *Additional Information items 1-8 (below) must be submitted for Compliant projects.*

Not Applicable - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*

Exempt – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

Justification for Exemption: _____

B. Additional Information:

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

- 1) Detailed Scope of Work – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
- 2) Performance Standards – List specific performance standards for multimodal transportation, including, but not limited to transit, pedestrian, bicycle, and automobile users, ADA and Universal Design, environmental, utilities, land use, right of way, historic preservation, maintenance of services plan, and any other pertinent design component in relation to current conditions, during implementation/construction, and upon project completion.
- 3) Measurable Outcomes – Identify measurable outcomes the project is seeking to attain (e.g. safety, congestion and/or access management, level-of-service, capacity expansion, utility services, etc.).
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- 8) Stakeholder List – Identify the key parties/agencies/stakeholders/interest groups anticipated to be engaged during project development and their respective purpose for being on the list.



FY 2020-2024 Transportation Improvement Program Project Request Form

Mail: Bloomington/Monroe County MPO
401 N. Morton Street, Suite 130
Bloomington, Indiana 47402
Email: martipa@bloomington.in.gov or clemensr@bloomington.in.gov
Fax: (812) 349-3530

Section 1: Local Public Agency Information

- City of Bloomington
- Monroe County
- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT**
- _____

Employee in Responsible Charge (ERC): Chase Schneider
Phone: 812-524-3734
Email: cschneider@indot.in.gov

Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

Chase Schneider 04/03/2020
 Employee in Responsible Charge (ERC) Date

Section 3: Project Information

- A. Project Name: **Superstructure Replacement**
- B. Is project already in the TIP?
 Yes No
- C. DES # (if assigned): **DES#2000311**
- D. Project Location (detailed description of project termini): **WBL Bridge over Jacks Defeat Creek, 04.83 miles W of SR 37**
- E. Please identify the primary project type (select only one):
 - Bicycle & Pedestrian
 - Bridge**
 - Road – Intersection

- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.):

G. Allied Projects:

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes No

If yes, is the project included in the MPO's ITS Architecture?

- Yes No

I. Anticipated Letting Date: 09-13-23

Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

Note: Fiscal Year 2018 begins on July 1, 2017, and ends on June 30, 2018.

Phase	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Outlying Years
PE	NHPP	\$	\$ 104,000	\$	\$		\$
	State	\$	26,000	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
RW		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CE		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CN	NHPP	\$	\$	\$	\$	\$568,768	\$
	State	\$	\$	\$	\$	\$142,192	\$
		\$	\$	\$	\$	\$	\$
Totals:		\$	\$ 130,000	\$	\$	\$710,960	\$

Section 5: Complete Streets Policy

A. Select one of the following:

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- Not Applicable** - This project is not subject to the Complete Streets Policy because it is a transit project, a non-roadway project, a resurfacing activity that does not alter the current/existing geometric designs of the roadway, or is a project that uses federal funds for which the BMCMPPO does NOT have programming authority. *No Additional Information items (below) have to be provided for projects to which the Complete Streets Policy does not apply.*
- Exempt** – The LPA is requesting that this project be exempted from the Complete Streets Policy due to certain circumstances or special constraints, as detailed in Section IV of the Complete Streets Policy. Please provide a detailed explanation of why the project should be exempted. *Additional Information items 1, 4-8 (below) must be submitted for Exempt projects.*

Justification for Exemption: _____

B. Additional Information:

Attach to this application form the following information as required by the Complete Streets Policy. If any items are unknown at the time of application, the applicant may indicate that “specific information has not yet been determined.” Any required information not provided at the time of this application must be reported to the MPO as soon as it becomes available.

- 1) Detailed Scope of Work – Provide relevant details about the project that would be sufficient to use when seeking consulting services (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction).
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Section 1: Local Public Agency Information

- City of Bloomington
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- Town of Ellettsville
- Indiana University
- Bloomington Transit
- Rural Transit
- INDOT**
- _____

Employee in Responsible Charge (ERC): William Fortson
Phone: 812-524-3745
Email: wfortson@indot.in.gov

Section 2: Verification

I hereby certify that the information submitted as part of this form is complete and accurate. Furthermore, if applicable, I certify that the project complies with the BMCMPPO Complete Streets Policy.

William Fortson 04/06/2020
Employee in Responsible Charge (ERC) Date

Section 3: Project Information

- A. Project Name: **ADA Sidewalk Ramp Construction**
- B. Is project already in the TIP?
 Yes No
- C. DES # (if assigned): **2001522**
- D. Project Location (detailed description of project termini): **On SR46 in Bloomington at the intersection of SR 46 (3rd St) at College Mall Road.**
- E. Please identify the primary project type (select only one):
 - Bicycle & Pedestrian**
 - Bridge
 - Road – Intersection

- Road – New/Expanded Roadway
- Road – Operations & Maintenance
- Road – Reconstruction/Rehabilitation/Resurfacing
- Sign
- Signal
- Transit

F. Project Support (local plans, LRTP, TDP, etc.):

G. Allied Projects:

H. Does the Project have an Intelligent Transportation Systems (ITS) component?

- Yes No

If yes, is the project included in the MPO's ITS Architecture?

- Yes No

I. Anticipated Letting Date: 03/9/2022

Section 4: Financial Plan

Identify all anticipated costs for all phases of the project, including any costs anticipated in years beyond the scope of this TIP. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPO policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

Note: Fiscal Year 2018 begins on July 1, 2017, and ends on June 30, 2018.

Phase	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Outlying Years
PE	HSIP		\$ 90,000	\$	\$	\$	\$
	State		\$ 10,000	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
RW		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CE		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
CN	HSIP	\$	\$	\$ 162,000	\$	\$	\$
	State	\$	\$	\$ 18,000	\$	\$	\$
		\$	\$	\$	\$	\$	\$
Totals:		\$	\$ 100,000	\$ 180,000	\$	\$	\$

Section 5: Complete Streets Policy

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Justification for Exemption: _____

B. Additional Information:

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