



Unified Planning Work Program

Fiscal Years 2013-2014

[July 1, 2012 through June 30, 2014]

Adopted:
May 11, 2012

Amended:
May 10, 2013

ACKNOWLEDGEMENT AND DISCLAIMER

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Table of Contents

Table of Contents	1
Executive Summary	2
BLOOMINGTON/MONROE COUNTY MPO STRUCTURE & ADMINISTRATION	
Introduction	5
MPO Structure	5
Bloomington/Monroe County MPO Organizational Chart	6
Bloomington/Monroe County MPO Committee Composition	7
FISCAL YEAR 2013-2014 UPWP FUNDING SUMMARY	
Fiscal Year 2013-2014 MPO Budget	10
Fund Use by Matching Agency	10
Object Class Budget by Funding Source	11
Summary Budget by Funding Source	11
Contract Service Agreements	12
COMPREHENSIVE PLANNING COORDINATION & OUTREACH	
101 Transportation Planning Coordination	13
102 Transportation Improvement Program (TIP)	17
TRANSPORTATION PLANNING	
201 Long Range Planning	20
202 Short Range Transportation Studies and Activities	21
203 Data Collection and Analysis	23
ALTERNATIVE TRANSPORTATION PLANNING	
301 Long Range Planning	26
302 Short Range Alternative Transportation Studies and Activities	27
303 Transit, Bicycle, and Pedestrian Data Collection	30
APPENDICES	
A Transit Operator Local Match Assurance	31
B Abbreviations	32
C BMCMPPO Metropolitan Planning Area Map	33
D FY 2014 Planning Emphasis Areas	34
E Adoption Resolutions	37

Executive Summary

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

Planning Factors

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) introduced eight planning factors that MPOs must incorporate into their practices. These planning factors are found in 23 CFR 450.306(a) and are listed below.

1. *Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;*
2. *Increase the safety of the transportation system for motorized and non-motorized users;*
3. *Increase the security of the transportation system for motorized and non-motorized users;*
4. *Increase accessibility and mobility of people and freight;*
5. *Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;*
6. *Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;*
7. *Promote efficient system management and operation; and*
8. *Emphasize the preservation of the existing transportation system.*

The FY 2013-2014 will address these factors in a number of ways, through new projects as well as on-going functions of the MPO. The development and adoption of a new 2035 Long Range Transportation Plan (Work Element #201) will help to implement several of these factors, including supporting economic vitality, increasing safety and security, increasing accessibility and mobility, and enhancing overall quality of life on a regional basis. Continued management and implementation of projects through the Transportation Improvement Program (Work Element #102), including management of the Highway Safety Improvement Program, Safe Routes to School, and Transportation Enhancements, will ensure the continued integration and connectivity of the transportation system, as well as enhance safety for all users. On-going infrastructure management work by the MPO's LPA partners, maintenance of the MPO ITS Architecture, and production of the Annual Crash Report (Work Element #203) will continue to promote efficient system management and operation. The Bloomington Transit On/Off and Title VI Compliance studies (Work Element #302) will help to ensure that transit remains a viable and connected component of the overall transportation system.

Planning Emphasis Areas

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

RED FLAG INVESTIGATIONS AS PART OF PLANNING & ENVIRONMENTAL LINKAGES

MPOs and INDOT should consider environmental issues early in the transportation planning process, and use information and analysis conducted during early planning in the formal NEPA process. This will ensure that key early analysis and input is included as the project moves forward, and will provide for efficiencies once the NEPA process proceeds. For Fiscal Year 2014, MPOs should move toward conducting Red Flag Investigations for any new projects entering the Transportation Improvement Program. The RFI may be conducted by the MPO or by the LPA. MPS and LPAs should also consider using Community Context Audits as a tool for early input and coordination on new TIP projects.

QUARTERLY PROJECT TRACKING

In recent years, Indiana MPOs have developed systems to track the progress of projects within their TIPs. The BMCMPPO collects project reports on a quarterly basis from each LPA, and then provides a summary report for all TIP projects to each of the BMCMPPO committees. MPOs are expected to enhance these reports with the establishment of quarterly tracking meetings. Such meetings will include MPO staff, LPA staff, INDOT District staff and project consultants, and would provide an opportunity for all parties to discuss project progress and resolve issues. MPO staff is also charged with ensuring that all LPAs maintain the proper staff certifications in order to continue receiving Federal funding for their TIP projects. For Fiscal Year 2014, additional emphasis is being placed on MPO relationships with INDOT districts to ensure that proper participation is occurring. Also, MPOs should begin tracking project “success” as defined by the number of projects that are let for construction in the same year that is shown for that project in the TIP.

AMERICANS WITH DISABILITIES ACT TRANSITION PLANS – PHASE II

All local governments with greater than 50 employees have been given a deadline of December 31, 2012, to complete an ADA Transition Plan, which was a requirement of the original Americans with Disabilities Act when it was passed in 1990. Each MPO is asked to provide technical resources and support to the Local Public Agencies within their boundaries in order to ensure that they meet the deadline. The LPAs within the BMCMPPO have all made significant progress on the development of their ADA Transition Plans. The BMCMPPO will continue to provide support to the City of Bloomington, Monroe County, and the Town of Ellettsville as they complete their ADA Transition Plans. The BMCMPPO will also continue to coordinate with FHWA and INDOT on the status of these plans.

FUNCTIONAL CLASSIFICATION REVIEW

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

MPO CHANGE ORDER PROCESS

MPOs are required to establish a Change Order Process instructing INDOT on how to fund change orders to TIP projects after construction letting. This process must be reported to INDOT and FHWA. INDOT will require all change orders to be paid with local money in the absence of a change order process for the MPO’s federal funding. BMCMPPO has had a formal change order process since 2009. Staff will resubmit the process to the appropriate parties to ensure that it continues to be followed for local projects.

Key Projects

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

2035 LONG RANGE TRANSPORTATION PLAN

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

2012 INDIANA MPO CONFERENCE

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

FY 2013-2014 Budget

The Bloomington/Monroe County MPO has an estimated \$578,571 available from the Federal Highway Administration and Federal Transit Administration for programming in Fiscal Years 2013 through 2014. These funds are available on a 20% local match basis, thereby requiring a total local match assurance of \$144,543 should all funds be used. The combined total of federal assistance and local match that may be used for programming in the FY 2013-2014 UPWP is \$722,714. This budget is split between the two Fiscal Years, with \$319,107 allocated for FY 2013 and \$403,607 allocated for FY 2014. The following table summarizes the two-year budget, breaking it down by work element.

Work Element	Federal Funds	Local Match	Total
Comprehensive Planning Coordination & Outreach			
101	\$ 185,211	\$ 46,303	\$ 231,514
102	\$ 50,400	\$ 12,600	\$ 63,000
Transportation Planning			
201	\$ 185,600	\$ 46,400	\$ 232,000
202	\$ 16,000	\$ 4,000	\$ 20,000
203	\$ 82,400	\$ 20,600	\$ 103,000
Alternative Transportation Planning			
301	\$ -	\$ -	\$ -
302	\$ 48,560	\$ 12,140	\$ 60,700
303	\$ 10,000	\$ 2,500	\$ 12,500
TOTAL	\$ 578,171	\$ 144,543	\$ 722,714

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

INTRODUCTION

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

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

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

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

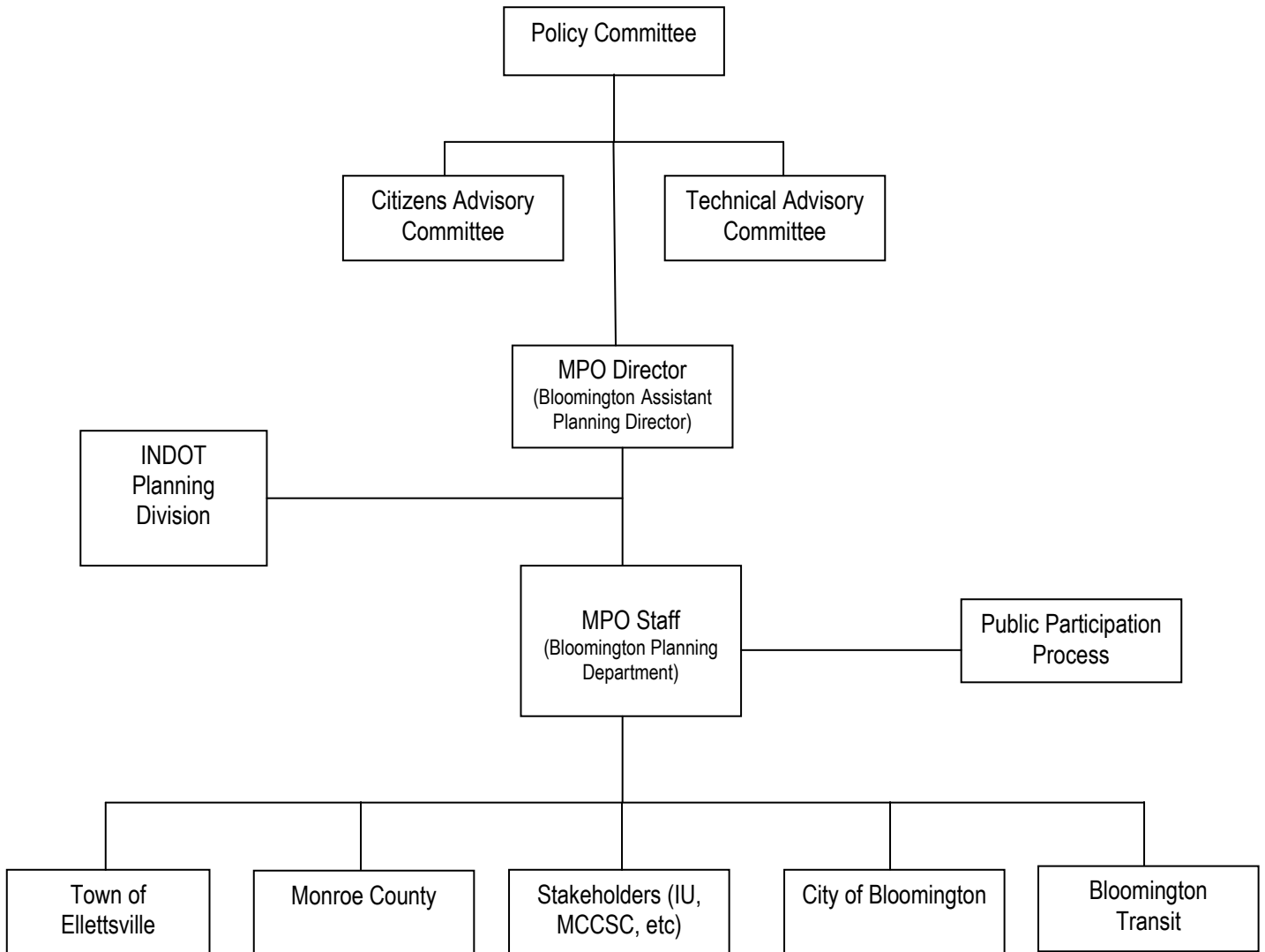
MPO STRUCTURE

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

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

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

Bloomington/Monroe County MPO Organizational Chart



Bloomington/Monroe County MPO Committee Composition

POLICY COMMITTEE

Name	Title	Representing
Kent McDaniel <i>(Chair)</i>	Board of Directors Member	Bloomington Public Transportation Corporation
Jack Baker <i>(Vice Chair)</i>	President, Plan Commission	City of Bloomington
Mark Kruzan	Mayor	City of Bloomington
Andy Ruff	Common Council Member	City of Bloomington
Susie Johnson	Director, Public Works Department	City of Bloomington
Jason Banach	Director, Real Estate Department	Indiana University
Iris Kiesling	County Commissioner	Monroe County
Cheryl Munson	County Council Member	Monroe County
Richard Martin	President, Plan Commission	Monroe County
Bill Williams	Director, Highway Department	Monroe County
Dan Swafford	Town Council Member	Town of Ellettsville
David Sabbagh	Chair, Citizens Advisory Committee	Citizens Advisory Committee
Tony McClellan	Deputy Commissioner, Seymour District	Indiana Department of Transportation
Richard Marquis	Administrator, Indiana Division	Federal Highway Administration (non-voting)
Marisol Simon	Administrator, Region V	Federal Transit Administration (non-voting)

TECHNICAL ADVISORY COMMITTEE

Name	Title	Representing
Adrian Reid (<i>Chair</i>)	City Engineer	City of Bloomington
Jane Fleig (<i>Vice Chair</i>)	Assistant Engineer, Utilities Department	City of Bloomington
Lew May	General Manager	Bloomington Transit
Laurel Cornell	Vice Chair, Citizens Advisory Committee	Citizens Advisory Committee
Andrea Roberts	Deputy Director, Public Works Department	City of Bloomington
Dave Williams	Director of Operations, Parks & Recreation Dept.	City of Bloomington
Tom Micuda	Director, Planning Department	City of Bloomington
Sue West	Controller	City of Bloomington
Laura Haley	GIS Coordinator	City of Bloomington
Joe Vandeventer	Asst. Street Superintendent	City of Bloomington
Steve Saulter	Auditor	Monroe County
Chuck Stephenson	Administrator, Parks & Recreation Dept.	Monroe County
Larry Wilson	Director, Planning Department	Monroe County
Kurt Babcock	GIS Coordinator	Monroe County
S. Bruce Payton	Executive Director, Monroe County Airport	Monroe County Airport
John Carter	Director of Planning	Monroe County Community Schools Corp.
Mike Wilcox	Superintendent	Richland-Bean Blossom Community Schools Corp.
Doug Norton	Manager	Rural Transit
Mike Cornman	Street Department	Town of Ellettsville
Connie Griffin	Director, Planning Services	Town of Ellettsville
Perry Maull	Operations Director, IU Transportation	Indiana University
John Collison	Highway Department Assistant Director	Monroe County
Jim Ude	District Planning & Programming Director	Indiana Department of Transportation
Emmanuel Nsonwu	Transportation Planner	Indiana Department of Transportation
Brian Jones	Project Manager	Indiana Department of Transportation
Reggie Arkell	Region 5	Federal Transit Administration (non-voting)
Michelle Allen	Indiana Division	Federal Highway Administration (non-voting)

CITIZENS ADVISORY COMMITTEE

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

MPO STAFF

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

Fiscal Year 2013-2014 UPWP Funding Summary

FISCAL YEAR 2013-2014 MPO BUDGET

The Bloomington/Monroe County MPO has an estimated \$578,571 available from the Federal Highway Administration and Federal Transit Administration for programming in Fiscal Years 2013 through 2014. These funds are available on a 20% local match basis, thereby requiring a total local match assurance of \$144,543 should all funds be used. The combined total of federal assistance and local match that may be used for programming in the FY 2013-2014 UPWP is \$722,714. This budget is split between the two Fiscal Years, with \$319,107 allocated for FY 2013 and \$403,607 allocated for FY 2014. The following table summarizes the two-year budget, breaking it down by work element.

FUND USE BY MATCHING AGENCY

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

Work Element	MPO Staff	Bloomington Transit	Consultants/Supplies	CSA	Total
Comprehensive Planning Coordination & Outreach					
101	\$ 210,064	\$ -	\$ 21,450	\$ -	\$ 231,514
102	\$ 63,000	\$ -	\$ -	\$ -	\$ 63,000
Transportation Planning					
201	\$ 30,000	\$ -	\$ 202,000	\$ -	\$ 232,000
202	\$ 11,000	\$ -	\$ -	\$ 9,000	\$ 20,000
203	\$ 8,500	\$ -	\$ -	\$ 94,500	\$ 103,000
Alternative Transportation Planning					
301	\$ -	\$ -	\$ -	\$ -	\$ -
302	\$ 10,500	\$ 50,000	\$ 200	\$ -	\$ 60,700
303	\$ 8,500	\$ 4,000	\$ -	\$ -	\$ 12,500
TOTAL	\$ 341,564	\$ 54,000	\$ 223,650	\$ 103,500	\$ 722,714

OBJECT CLASS BUDGET BY FUNDING SOURCE

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

Object Class	Federal Funds	Local Match	Total
Direct Chargeable Salary	\$ 142,534	\$ 35,633	\$ 178,167
Fringe Expenses (77.42%)	\$ 110,350	\$ 27,587	\$ 137,937
Indirect Expenses (14.29%)	\$ 20,368	\$ 5,092	\$ 25,460
Bloomington Transit	\$ 43,200	\$ 10,800	\$ 54,000
Consultants/Supplies	\$ 178,920	\$ 44,730	\$ 223,650
CSA	\$ 82,800	\$ 20,700	\$ 103,500
TOTAL	\$ 578,171	\$ 144,543	\$ 722,714

SUMMARY BUDGET BY FUNDING SOURCE

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

Work Element	Federal Funds	Local Match	Total
Comprehensive Planning Coordination & Outreach			
101	\$ 185,211	\$ 46,303	\$ 231,514
102	\$ 50,400	\$ 12,600	\$ 63,000
Transportation Planning			
201	\$ 185,600	\$ 46,400	\$ 232,000
202	\$ 16,000	\$ 4,000	\$ 20,000
203	\$ 82,400	\$ 20,600	\$ 103,000
Alternative Transportation Planning			
301	\$ -	\$ -	\$ -
302	\$ 48,560	\$ 12,140	\$ 60,700
303	\$ 10,000	\$ 2,500	\$ 12,500
TOTAL	\$ 578,171	\$ 144,543	\$ 722,714

CONTRACT SERVICE AGREEMENTS

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

Comprehensive Planning Coordination & Outreach

101 TRANSPORTATION PLANNING COORDINATION

A) Intergovernmental Coordination

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

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

Responsible Agency and End Product(s):

- (1) MPO Staff to conduct at least 6 MPO Policy Committee meetings, 10 MPO Technical Advisory Committee meetings, and 10 Citizen Advisory Committee meetings per fiscal year.
 - (a) Publish and distribute agendas, minutes, and support material
[Estimated Completion: On-going]
- (2) MPO Staff to attend intergovernmental coordination meetings as needed with the INDOT Seymour District office each fiscal year.
 - (a) Attend coordination meetings as needed
[Estimated Completion: On-going]

(B) Unified Planning Work Program

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

Responsible Agency and End Product(s):

- (1) MPO Staff to conduct coordination technical review meetings with FHWA, INDOT, and local stakeholders to develop the annual Fiscal Year Unified Planning Work Program.
 - (a) Amendment(s) to FY 2013-2014 Unified Planning Work Program (UPWP)
[Estimated Completion: Q4/FY13]
 - (b) FY 2015-2016 Unified Planning Work Program (UPWP)
[Estimated Completion: Q4/FY14]
- (2) MPO Staff to develop and update the Cost Allocation Plan as part of the UPWP.
 - (a) FY 2015-2016 Cost Allocation Plan (CAP)
[Estimated Completion: Q3/FY14]

- (3) MPO Staff to prepare and submit an Annual Completion Report to INDOT.
 - (a) FY 2012 Annual Completion Report
[Estimated Completion: Q1/FY13]
 - (b) FY 2013 Annual Completion Report
[Estimated Completion: Q1/FY13]
- (4) MPO Staff to prepare and submit an annual Self Certification Review Statement to INDOT/FHWA/FTA representatives.
 - (a) FY 2013 Annual Self Certification Statement
[Estimated Completion: Q4/FY13, with TIP]
 - (b) FY 2014 Annual Self Certification Statement
[Estimated Completion: Q4/FY14, with TIP]

(C) Planning Grant Administration

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

Responsible Agency and End Product(s):

- (1) MPO Staff to prepare and submit quarterly progress reports to INDOT for review.
 - (a) Quarterly Progress Reports
[Estimated Completion: On-going, Quarterly]
- (2) MPO Staff to prepare and submit quarterly billing statements to INDOT for reimbursement.
 - (a) Quarterly Billing Statements
[Estimated Completion: On-going, Quarterly]

(D) Indiana MPO Council

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

Responsible Agency and End Product(s):

- (1) MPO Staff to attend 12 MPO Council monthly meetings per fiscal year.
[Estimated Completion: On-going, Monthly]
- (2) MPO Staff to organize and host the 2012 Indiana MPO Conference in October 2012.
[Estimated Completion: Q2/FY13]

(E) Staff Training and Education

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

Responsible Agency and End Product(s):

- (1) MPO Staff to attend the annual Indiana MPO Conference, the annual Purdue Road School meeting, and TransCAD training or other technical training opportunities.
[Estimated Completion: On-going]
- (2) MPO to renew annual professional membership dues to the American Planning Association and other relevant professional organizations.
[Estimated Completion: On-going]
- (3) MPO Staff to attend webinars, classes, and/or conferences and utilize educational materials for professional development from national associations such as the American Planning Association, the Association of Pedestrian and Bicycle Professionals, and Urban Land Institute, and Institute of Transportation Engineers.
[Estimated Completion: On-going]

(F) Web Site Administration

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

Responsible Agency and End Product(s):

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

(G) Public Participation Process

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

Responsible Agency and End Product(s):

- (1) MPO Staff to implement all procedures required to ensure compliance with the MPO's Public Participation Process.
 - (a) Public posting of MPO meeting agendas and proposed plans and documents, including printing of legal notices for public comment periods in the local newspaper.
[Estimated Completion: On-going]
- (2) MPO Staff to continue development of recruitment tools to increase public participation in the MPO.
 - (a) Further development and distribution of new MPO informational brochure.
[Estimated Completion: On-going]
 - (b) MPO Staff to employ alternative methods of outreach (e.g. Facebook, online surveys) to convey information
[Estimated Completion: On-going]

FY 2013-2014 UPWP
Adopted May 11, 2012 / Amended May 10, 2013

101					
Task		Responsible Agency	FY 2013	FY 2014	Total Cost
(A)	Intergovernmental Coordination				
	Policy, TAC, and CAC Committee	MPO	\$56,757	\$83,307	\$140,064
	Coord. Mtgs. w/Seymour District	MPO			
(B)	Unified Planning Work Program				
	UPWP	MPO	\$6,000	\$8,000	\$14,000
	CAP	MPO			
	Annual Completion Report	MPO			
	Annual Self-Certification Statement	MPO			
(C)	Planning Grant Administration				
	Quarterly Progress Reports	MPO	\$6,000	\$7,000	\$13,000
	Quarterly Billing Statements	MPO			
(D)	Indiana MPO Council				
	MPO Council Meetings	MPO	\$24,000	\$15,000	\$39,000
	2012 Indiana MPO Conference	MPO			
(E)	Staff Training and Education				
	Conferences and Technical Training	MPO	\$4,250	\$9,000	\$13,250
	Membership Dues and Fees	MPO			
	Other educational resources	MPO			
(F)	Web Site Administration				
	On-going Development and Maintenance	MPO	\$2,000	\$4,000	\$6,000
(G)	Public Participation Process				
	Public Participation Process	MPO	\$2,100	\$4,100	\$6,200
	Outreach Activities	MPO			
TOTAL			\$101,107	\$130,407	\$231,514

102 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

(A) Transportation Improvement Program

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

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

Updates for FY 2014 PEAs:

- MPO staff will submit the BMCMPPO Change Order Process, which has been in effect since 2009, to INDOT and FHWA to ensure that proper procedures are followed in regard to funding post-letting changes to TIP funded projects.
- The BMCMPPO will formalize its Quarterly Project Tracking process to include regularly scheduled quarterly meetings as detailed in work element 102(A)(4) below. These meetings will include INDOT Seymour District staff that is directly responsible for LPA project management.

Responsible Agency and End Product(s):

- (1) MPO Staff to review project requests from local entities for inclusion in the TIP for consistency with the 2030 Long Range Transportation Plan and other MPO policy documents. Interagency coordination will result in the development and production of the TIP document.
 - (a) FY 2014 – 2017 Transportation Improvement Program
[Estimated Completion: Q4/FY13]
- (2) MPO Staff to administer the on-going implementation of TIP projects through coordination with LPAs, management of the local Change Order Process, and management of the TIP amendment process as needed.
[Estimated Completion: On-going]
- (3) MPO Staff to provide assistance and coordination for Federal-aid application submissions by local planning agencies.
[Estimated Completion: On-going]
- (4) MPO Staff to administer the Quarterly Project Tracking Program for the management of local projects in the TIP. Staff will enhance the Program by adding quarterly meetings between the MPO, INDOT, LPA staff, and LPA consultants to discuss project progress.
[Estimated Completion: On-going, Quarterly]
- (5) MPO Administrative Staff to attend monthly City Projects Team meetings for interagency coordination and participation.
[Estimated Completion: On-going, Monthly]

(B) Highway Safety Improvement Program Administration

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

Responsible Agency and End Product(s):

- (1) MPO Staff to coordinate with local agencies on the annual solicitation and selection of candidate projects eligible for HSIP grant funds and for inclusion in the Transportation Improvement Program.
[Estimated Completion: On-going, Annually]

(C) Transportation Alternatives (TA) Program Administration

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

Responsible Agency and End Product(s):

- (1) MPO Staff to coordinate with local agencies on the annual solicitation and selection of candidate projects eligible for TA grant funds and for inclusion in the Transportation Improvement Program.
[Estimated Completion: On-going, Annually]

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

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

Since the adoption of this UPWP, the new federal transportation legislation (MAP-21) has eliminated Safe Routes to School as an independent program. For FY 2014, BMCMPPO will manage funding for eligible projects via the Transportation Alternatives Program as detailed in work element 102(C).

Responsible Agency and End Product(s):

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

(E) Red Flag Investigations/Planning & Environmental Linkages (PEL)

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

Responsible Agency and End Product(s):

- (1) MPO Staff to attend Red Flag Investigations training presented by FHWA and establish methodology for early planning coordination in the development of local and state transportation projects. MPO Staff to assist LPAs in completion of Red Flag Investigations for all new projects entering the TIP as of FY 2014
[Estimated Completion: On-going]

102					
Task		Responsible Agency	FY 2013	FY 2014	Total Cost
(A) Transportation Improvement Program (TIP)					
	FY 2014-2017 TIP	MPO	\$13,000	\$23,500	\$36,500
	TIP Administration/Amendments	MPO			
	Federal Aid Application Coordination	MPO			
	Quarterly Project Tracking Program	MPO			
	City Projects Team	MPO			
(B) HSIP Administration					
	Project Solicitation & Selection	MPO	\$2,500	\$5,000	\$7,500
(C) TA Program Administration					
	Project Solicitation & Selection	MPO	\$2,500	\$5,000	\$7,500
(D) Safe Routes To School (SRTS)					
	Project Solicitation & Selection	MPO	\$4,000	\$0	\$4,000
(E) PEL: Red Flag Inventories					
	MPO/LPA Training & Support	MPO	\$2,500	\$5,000	\$7,500
TOTAL			\$24,500	\$38,500	\$63,000

Transportation Planning

201 LONG RANGE PLANNING

(A) 2035 Long Range Transportation Plan

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

Responsible Agency and End Product(s):

- (1) MPO Staff, with consultant assistance for Travel Demand Model updates, to develop the 2035 Long Range Transportation Plan (completion by end of FY 2014).
 - (a) Annual TransCAD License and technical support
[Estimated Completion: On-going, Annually]
 - (b) 2035 Long Range Transportation Plan
[Estimated Completion: Q4/FY14]

201					
Task		Responsible Agency	FY 2013	FY 2014	Total Cost
(A)	2035 Long Range Transportation Plan				
	2035 Long Range Transportation Plan	MPO	\$10,000	\$20,000	\$30,000
		MPO (TransCAD)	\$1,000	\$1,000	\$2,000
		Consultant	\$125,000	\$75,000	\$200,000
TOTAL			\$136,000	\$96,000	\$232,000

202 SHORT RANGE TRANSPORTATION STUDIES AND ACTIVITIES

(A) Urbanized Area/Metropolitan Planning Area Updates

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

Responsible Agency and End Product(s):

- (1) MPO Staff to work with MPO Committees, INDOT and FHWA to update boundaries for the MPOs Urbanized Area and Metropolitan Planning Area.
[Estimated Completion: Q1/FY13]

(B) ADA Transition Plans [Part II]

The Americans with Disabilities Act (ADA) provides standards that ensure the accessibility of public services and facilities for people with disabilities. FHWA has made compliance with ADA a priority, specifically as it relates to the MPOs role in allocating Federal funding to local agencies. The MPO must ensure that LPAs have complied with ADA, or that LPAs have a plan for compliance in place, as a condition for allocating federal funding. The MPO will assist in the development of such plans for LPAs that do not have them, working toward a December 31, 2012 deadline for having plans in place. For Fiscal Year 2014, the MPO must continue to work with the LPAs to ensure that their ADA Transition Plans are complete and to report their completion status to INDOT and FHWA.

Responsible Agency and End Product(s):

- (1) MPO Staff to review LPAs for compliance with ADA as part of TIP development process, and assist LPAs in the development of ADA Transition Plans as needed.
[Estimated Completion: Q2/FY14]

(C) Functional Classification Review

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

Responsible Agency and End Product(s):

- (1) MPO Staff to work with MPO Committees, INDOT and FHWA to update the Federal functional classification of the local transportation network, including review and update to the local portions of the National Highway System (NHS) and National Truck Network (NTN).
[Estimated Completion: Q2/FY14]

FY 2013-2014 UPWP
Adopted May 11, 2012 / Amended May 10, 2013

202					
Task		Responsible Agency	FY 2013	FY 2014	Total Cost
(A) UAB/MPA Updates					
	<i>UAB/MPA Updates</i>	MPO	\$3,000	\$0	\$3,000
(B) ADA Transition Plans					
	<i>Administration</i>	MPO	\$2,000	\$2,000	\$4,000
	<i>Plan Development</i>	COB	\$2,500	\$1,500	\$4,000
	<i>Plan Development</i>	MC	\$2,500	\$0	\$2,500
	<i>Plan Development</i>	EV	\$2,500	\$0	\$2,500
(C) Functional Classification Review					
	<i>FC/NHS/NTN Updates</i>	MPO	\$0	\$4,000	\$4,000
TOTAL			\$12,500	\$7,500	\$20,000

203 DATA COLLECTION AND ANALYSIS

(A) Traffic Volume Counting

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

Responsible Agency and End Product(s):

- (1) MPO Staff and the Bloomington Engineering Department will conduct annual traffic volume counts. Traffic volume link and segment counts will be conducted throughout the MPO urbanized area on a rotating basis of once every three (3) years, or as requested. The traffic volume sampling program will also be used to support INDOT's HPMS data collection efforts and to continuously refine link volumes, capacities, and speeds for calibration of the MPO's travel demand forecast model.
 - (a) MPO FY 2011-12 Traffic Volume Report
 - (i) City of Bloomington will perform approximately 150 coverage counts
 - (ii) Town of Ellettsville will perform approximately 80 coverage counts*[Estimated Completion: On-going]*
- (2) MPO Staff and the Bloomington Engineering Department to work toward the establishment of three-year traffic count data cycle for the functionally classified roadway network and to provide INDOT with the necessary Highway Performance Monitoring System (HPMS) data. This task will be a focus area for FY 2013 and 2014.
 - (a) Perform data quality control with INDOT's HPMS software against field survey findings
[Estimated Completion: On-going, Annually]
 - (b) Complete approximately one-third of the defined HPMS traffic samples for INDOT data management requests
[Estimated Completion: On-going, Annually]
- (3) MPO Staff and Bloomington Engineering Department to purchase traffic counting equipment, software and supplies to support annual traffic counting program needs.
 - (a) Bloomington Engineering Department to purchase new counting equipment, software and supplies including but not limited to battery replacements, Hi-Star portable traffic analyzer, replacement tubing, nails, padlocks, and other related materials necessary for the maintenance and capital replacement of traffic counting equipment.
[Estimated Completion: On-going, As needed]

(B) Infrastructure Management Plan

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

Responsible Agency and End Product(s):

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

(C) ITS Architecture Maintenance

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

Responsible Agency and End Product(s):

- (1) MPO Staff to maintain and update the established Intelligent Transportation Systems (ITS) architecture. The assessment will target and implement specific ITS architecture improvements for future roadway improvements within the TIP.
 - (a) Maintain the Regional ITS Architecture
[Estimated Completion: Q4/FY14]

(D) Annual Crash Report

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

Responsible Agency and End Product(s):

- (1) MPO Staff to analyze state accident data for the development and production of an Annual Accident Report which includes vehicle, bicycle, and pedestrian accidents.
 - (a) Calendar Year 2011 Crash Report
[Estimated Completion: Q1/FY13]
 - (b) Calendar Year 2012 Crash Report
[Estimated Completion: Q1/FY14]

FY 2013-2014 UPWP
Adopted May 11, 2012 / Amended May 10, 2013

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

Alternative Transportation Planning

301 LONG RANGE PLANNING

(A) Placeholder for Future Study

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

Responsible Agency and End Product(s):

(1) TBD

(a) TBD

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

302 SHORT RANGE ALTERNATIVE TRANSPORTATION STUDIES AND ACTIVITIES

(A) Coordinated Human Services Public Transit Plan

SAFETEA-LU created new funding opportunities for public transportation programs, including the Jobs Access Reverse Commute (JARC) program and the New Freedom program. In order for local transit operators to use these funding sources, any project proposed to be funded must be included in a locally developed Coordinated Human Services Public Transit Plan, which the MPO completed in 2007. A significant update to this plan was completed in February 2012. This update expanded the list of eligible transportation providers, identified new transportation needs in the community, and provided new strategies for addressing those needs. In Fiscal Years 2013 and 2014, MPO staff will continue to assist local transportation providers with the implementation of key projects outlined in the local Plan.

Responsible Agency and End Product(s):

- (1) MPO Staff to assist local transit and human services providers with the implementation of projects specified in the Coordinated Human Services Public Transit Plan.
[Estimated Completion: On-going, As needed]

(B) Bicycle and Pedestrian Safety and Project Coordination

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

Responsible Agency and End Product(s):

- (1) MPO Staff to attend regular monthly meetings of the Bloomington Bicycle and Pedestrian Safety Commission, including the formal business meetings and the interim work sessions. Staff will assist the BBPSC in reviewing local development proposals for bicycle and pedestrian issues, and will develop policy recommendations for education and safety programs for bicyclists and pedestrians.
[Estimated Completion: On-going, Monthly]
- (2) MPO Staff to conduct bicycle and pedestrian outreach, education, workshops, and other events such as, but not limited to, League of American Bicyclists training programs, informational booths at special events, and presentations to targeted groups. This element includes the purchase of supplies and materials.
[Estimated Completion: On-going, As needed]

(C) 100% On/Off Study

Bloomington Transit conducted its last 100 percent on/off count of fixed route ridership by stop for all routes in 2006. Since that time, system ridership has grown by more than 40 percent from 2.36 million in 2006 to 3.39 million in 2011, an increase of about 1 million annual passenger trips.

On/off counts provide a profile for each route in terms of the exact numbers of riders boarding and alighting at each stop for every route on every trip. This includes counts on weekday, Saturday and Sunday. This data is important in evaluating route performance and assists staff in making key decisions on possible service changes, need for enhanced capacity at certain times, location of future passenger shelters, the numbers of transfers between certain routes, and possible adjustment of schedules to improve on-time performance.

As part of this planning effort, a 100 percent on/off count would be conducted for all trips on all routes. This shall include a 100 percent on/off count on two (2) weekdays. The two (2) weekday counts shall include one (1) Monday or Wednesday, one (1) Tuesday or Thursday, and one (1) Friday. A 100 percent on/off count shall also be conducted on one (1) Saturday and one (1) Sunday.

Data collected as a part of the on/off counts shall at a minimum include the following:

- Ons and offs by stop for all trips on all routes
- Passenger load factors for all trips on all routes
- Schedule adherence data for all trips on all routes
- Numbers of persons in wheelchairs for all trips on all routes
- Numbers of bikes loaded for all trips for all routes

Data collected shall be compiled, tabulated, and summarized into spreadsheets or tables. All spreadsheets and tables shall show the date, day of the week, route number and name, and all of the above-mentioned data in columnar format with individual stops reading down the column.

A 100 percent transfer count for all trips on all routes shall be conducted. This shall include transfers made at the downtown transfer facility as well as transfers made at other transfer points along each route. The data at a minimum shall include the following:

- Numbers of transfers received on each route and identify the route from which the passenger transferred from.
- Numbers of transfers made by stop or location.
- Time of day of the transfers

Responsible Agency and End Product(s):

- (1) Bloomington Transit and independent consultant to conduct 100% On/Off Study as detailed above.
[Estimated Completion: Q4/FY14]

(D) Title VI Compliance Study

As required by Title VI of the Civil Rights Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.

To comply with Title VI requirements, Bloomington Transit shall prepare a Title VI Program that sets forth policies and procedures to accomplish the following objectives:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low income populations.
- Promote the full and fair participation of all affected populations in transportation decision making.
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low income populations.
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

As part of this planning effort, Bloomington Transit shall prepare a Title VI Program that reports certain general information to determine compliance with Title VI. The Program shall include the following information and undertake the following activities:

- Summary of public outreach and involvement activities undertaken since the last submission and description of steps taken to ensure minority and low income people have meaningful access to these activities.
- Develop a plan to provide language assistance for persons with limited English proficiency (LEP) based on the DOT LEP Guidance or an alternative framework for providing such assistance.
- Develop updated procedures for tracking and investigating any Title VI complaints and develop summaries of any Title VI investigations, complaints, or litigation since the last submission.
- Develop updated procedures for providing notice to the public of compliance with Title VI and instructions on how to file discrimination complaints.

A final Title VI Program document shall be prepared summarizing all of the above activities including an LEP language assistance plan.

Responsible Agency and End Product(s):

- (1) Bloomington Transit and independent consultant to conduct Title VI Compliance Study as detailed above.
 [Estimated Completion: Q4/FY14]

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

303 TRANSIT, BICYCLE AND PEDESTRIAN DATA COLLECTION

(A) Transit Ridership and Bicycle/Pedestrian Volume Counts

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

Responsible Agency and End Product(s):

- (1) Bloomington Transit to collect operating data required for estimates of annual passenger miles. Procedures will follow FTA guidelines which describe the methodology to estimate annual passenger miles based on data from a sample of randomly selected bus trips for Bloomington Transit fixed route and demand response service.
 - (a) Annual passenger mile data estimates for Bloomington Transit fixed route and demand response service.
[Estimated Completion: On-going, Annually]
- (2) MPO Staff to conduct seven (7) day seasonal baseline counts (spring, summer, and fall) on multi-use trails and bike lane facilities to establish baseline data for bicycle and pedestrian volume counts. This is currently a pilot program. As the bicycle and pedestrian network continues to be built, expectations for this pilot are to mirror the #203 Traffic Volume Counting element of the UPWP.
 - (a) MPO staff report on the results of seasonal coverage counts for 3-6 facilities
[Estimated Completion: Q4/FY13, Q4/FY14]
- (3) MPO Staff and Bloomington Public Works Department to annually maintain, update, and develop the GIS sidewalk inventory. This inventory has been developed to identify missing sidewalk segments and to prioritize sidewalk improvement projects. Integration of a robust inventory and infrastructure management are to be implemented for a future phase of the Infrastructure Management Plan. The sidewalk inventory will incorporate sidewalk data on condition, width, and ADA compliance for integration into the asset management software.
 - (a) Sidewalk Project Prioritization Report
[Estimated Completion: Q4/FY13, Q4/FY14]
 - (b) Status report with integration of GIS and asset management software for sidewalk inventory data
[Estimated Completion: Q4/FY13, Q4/FY14]
 - (c) Status report on phase two of long term management plan: Sidewalk Condition and Assessment Inventory
[Estimated Completion: Q4/FY13, Q4/FY14]

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

Appendix A

Transit Operator Local Match Assurance

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

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

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

5/22/12
Date

Bloomington Public Transportation Corporation
Legal Name of Applicant

By: Lew May
Lew May, General Manager of Bloomington Transit

Appendix B

Abbreviations

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



Appendix D

FY 2014 Planning Emphasis Areas



U.S. Department
of Transportation
**Federal Highway
Administration**

Indiana Division

January 16, 2013

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

In Reply Refer To:
HDA-IN

Dear Indiana MPO Directors:

The Indiana Division Office of FHWA continues its annual issuance of planning emphasis areas (PEAs) for implementing Moving Ahead for Progress in 21st Century Act (MAP-21) in FY 2014. These will help us focus our efforts on priority areas and prepare all of us for future work program reviews. These PEAs are:

- ☐ Red Flag Investigations as part of Planning and Environmental Linkages (FHWA Every Day Counts Innovative Initiative)
- ☐ Quarterly Project Tracking
- ☐ ADA Transition Plans Part II
- ☐ Functional Classification Update
- ☐ MPO Change Order Process

We request that the Metropolitan Planning Organizations (MPOs) address them in their Unified Planning Work Programs or Statement of Works. The following are some comments to guide interpretation of each PEA:

Red Flag Investigations is part of the Planning & Environmental Linkages (PEL) Initiative

– The PEL initiative purpose is to help MPOs and INDOT consider environmental issues early in the transportation planning process, and use information and analysis conducted in planning to assist the NEPA process. In April 2012, the MPOs and INDOT planning staff were trained to use INDOT's Red Flag Investigation template and data bases.

For FY 2014, the MPOs should be progressing towards producing the RFI reports to screen the project area for potential environmental, constructability, and engineering issues of concern prior to projects entering into the Transportation Improvement Programs. Conducting RFI early in the planning process will allow an examination of items of concern that might be impacted as a result of the proposed action and discard alternatives which contain fatal flaws before devoting time and resources to their development. Examples of RFIs can be found on either INDOT's or the Indiana MPO's websites at <http://www.in.gov/indot/2523.htm> or www.indianampo.com.

In developing this PEA, it was noted that the INDOT's LPA Guidance Document is silent on the role of the MPO to conduct RFI for its LPAs. FHWA request INDOT revises its LPA Guidance

Document to incorporate language that recognizes the MPOs are allowed to perform RFIs for its LPAs.

Another application that compliments the RFI and leads to a better understanding of the community is the Community Context Audit. It can be found on INDOT's website at <http://www.in.gov/indot/files/CommunityContextAuditPublicInvolvementPlan.pdf>. The purpose of the Community Context Audit is to provide a comprehensive understanding of the project area, to facilitate project delivery and reduce rework, and assist in the development of the public involvement plan. This application can be very beneficial in working towards ADA compliance and addressing community needs. The information can be transferred to the Community Impacts section of the NEPA document.

Quarterly Project Tracking– The MPOs are to continue developing their capabilities in tracking projects quarterly. This year the emphasis will be on the relationship MPOs have with the INDOT Districts to ensure project schedules are kept consistent and up-to-date. This includes project costs, and anticipated letting dates. Please indicate in the UPWP who from the INDOT Districts is working with the MPO tracking meetings. How do they participate and how often? How are changes being made to INDOT's SPMS, as result of the tracking meetings? How timely are they and what types of changes are made? Each MPO should also calculate the percent of projects delivered in the most recent year of the TIPs, by type of project sponsor (i.e., State vs. LPA). "Success" is to be defined by the number of projects shown for construction in the current year, actually being awarded in the current year published in the TIP. This performance indicator will help documents the reliability of the projects shown in the TIP and help identify ways to improve this reliability for all partners.

American Disabilities Act Transitions Plans Part II – MPOs are to ensure local public agencies (LPAs) with projects in the Transportation Improvement Program (TIP) have provided a status of their ADA Transition Plan to the appropriate MPO. Further, for those entities with greater than 50 employees that have yet to complete their ADA Transition Plan, the MPO should continue to encourage and assist the LPAs (as appropriate) with the completion of those plans. The MPOs will need to report a completion status of the ADA transition Plans for those entities with greater than 50 employees to FHWA and to INDOT.

The MPOs should also work to identify entities within their metropolitan planning areas (MPAs) with fewer than 50 employees. For these entities, the MPO should review INDOT's 18-month letting list for projects, and also determine the status of these entities' transition plans (accessibility plans) to ensure funding is forwarded only to those who have the required plans. Each MPO should provide a report to INDOT and FHWA to help develop a shared understanding of those entities, as well as the status of their ADA transition planning.

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

Functional Classification Review – With the issuance of the 2010 Census data, MPOs are completing or have completed an update of its Adjusted Urban Area Boundaries in FY 2013. MPOs need to review the functional classification of roadways in their planning areas and

determine if any changes are necessary in the MPO's transportation network. This is also an appropriate time to update the National Highway System and National Network for Trucks:

National Highway System Updates – MAP-21 enhanced the NHS system to include all principal arterials. MPOs are requested to reconsider the appropriate roads that should be part of the NHS network within their MPA as part of the functional classification review.


National Truck Network Revisions – FHWA is also requesting INDOT and the MPOs examine the National Truck Network in your respective areas. It will be updated as a result of the assessment of functional classification in your planning areas.

All changes to functional classification, NHS and the National Network will need to be coordinated with Eric Conklin at INDOT, econklin@indot.in.gov. All changes will need concurrence from your MPO and INDOT to be considered by FHWA. Please see Attachment 1.

MPO Change Order Process – To ensure proper management of federal funds, each MPO is required to have in place a change order process instructing INDOT on how the MPO wants to manage change orders to projects after letting. The process should address how a request for additional funding for something not anticipated in the original bid, or something that has changed due to a change in the project or its scope. The change order process is to be sent to Gary Eaton or Karen Hicks, geaton@indot.in.gov or khicks@indot.in.gov. FHWA request a copy as well. Please see Attachment 2.

If you have any questions, please contact your FHWA Planning and Environmental Specialist or INDOT MPO Liaison.

Sincerely,


Joyce E. Newland
Planning Program Manager

cc:
Indiana MPO Council
Kathy Eaton-McKalip, INDOT
Roy Nunnally, INDOT
Gary Eaton, INDOT
Karen Hicks, INDOT
Eric Conklin, INDOT
Debby Thomas, INDOT

Appendix E Adoption Resolutions



Bloomington/Monroe County Metropolitan Planning Organization

ADOPTION RESOLUTION FY 2012-19

RESOLUTION ADOPTING THE UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2013 AND 2014 as presented to the Policy Committee of the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) on May 11, 2012.

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

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


WHEREAS, the work conducted to create the Unified Planning Work Program was performed under Element 101 of the Fiscal Years 2011-2012 Unified Planning Work Program;

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington/Monroe County Metropolitan Planning Organization hereby adopts the Fiscal Years 2013-2014 Unified Planning Work Program; and
- (2) That the adopted document shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 7 - 0 upon this 11th day of May, 2012.


Jack Baker
Vice-Chair, Policy Committee
Bloomington/Monroe County MPO


Attest: Scott Robinson
Long Range/Transportation Manager
Bloomington/Monroe County MPO



Bloomington/Monroe County Metropolitan Planning Organization

ADOPTION RESOLUTION FY 2013-12

RESOLUTION AMENDING THE FISCAL YEAR 2013-2014 UNIFIED PLANNING WORK PROGRAM TO ADD FUNDS FOR FISCAL YEAR 2014 AND UPDATE PLANNING EMPHASIS AREAS as presented to the Policy Committee of the Bloomington/Monroe County Metropolitan Planning Organization on May 10th, 2013

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

WHEREAS, the BMCMPPO adopted the fiscal year 2013 – 2014 Unified Planning Work Program on May 11th of 2012; and

WHEREAS, new fiscal figures have been received from the Indiana Department of Transportation to further support the BMCMPPO's planning activities in fiscal year 2014; and


WHEREAS, the Federal Highway Administration has issued planning emphasis areas to the State's Metropolitan Planning Organization; and

NOW, THEREFORE, BE IT RESOLVED:

- (1) The Bloomington/Monroe County Metropolitan Planning Organization hereby amends the FY 2013 – 2014 Unified Planning Work Program
- (2) That the adopted document shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 10 - 0 upon this 10th day of May, 2013.


Kent McDaniel
Chair, Policy Committee
Bloomington/Monroe County MPO


Attest: Joshua G. Desmond, AICP
Director
Bloomington/Monroe County MPO