This document is prepared by the Bowling Green-Warren County Metropolitan Planning Organization, in cooperation with or with financial assistance from the following public entities: The United States Department of Transportation, Federal Transit Administration, the Federal Highway Administration and the Kentucky Transportation Cabinet. This financial assistance notwithstanding, the contents of this document do not necessarily reflect the official views or policies of the funding agencies.
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INTRODUCTION

Abstract

Title: Bowling Green-Warren County Metropolitan Planning Organization Unified Planning Work Program Fiscal Year 2019

Author: Bowling Green-Warren County Metropolitan Planning Organization Bowling Green, Kentucky

Subject: Bowling Green-Warren County Unified Planning Work Program (UPWP)

Local Planning Agency: City-County Planning Commission of Warren County, KY

State Planning Agency: Kentucky Transportation Cabinet

Source of Copies: Bowling Green-Warren County Metropolitan Planning Organization 1141 State Street Bowling Green, Kentucky 42101

The Bowling Green-Warren County Metropolitan Planning Organization Unified Planning Work Program (UPWP) outlines the transportation planning program of the Bowling Green-Warren County MPO area for Fiscal Year 2019. The UPWP contains Federal Highway Administration, Federal Transit Administration, Kentucky Transportation Cabinet and local transportation planning objectives and work elements to accomplish such objectives.
Resolution of the Policy Committee
Of the Bowling Green – Warren County MPO
Approving the FY 2019 Unified Planning Work Program (UPWP)

WHEREAS, Title 23, U. S. Code, Section 134 of the Federal Urban Mass Transit Act of 1964, as amended, requires the preparation of a Unified Planning Work Program in areas involving urban transportation planning; and,

WHEREAS, a planning agreement has been established to coordinate transportation planning efforts between the MPO, KYTC and GO bg Transit; and,

WHEREAS, a Unified Planning Work Program is recognized as a means to consolidate and formally coordinate all transportation planning activities at the metropolitan level when more than one modal planning program is involved; and,

WHEREAS, the Technical Advisory Committee of the Bowling Green-Warren County MPO has endorsed and recommended the Unified Planning Work Program to the Policy Committee;

NOW THEREFORE, BE IT RESOLVED, that the Transportation Advisory Committee, at its meeting on March 26, 2018, and Policy Committee at its meeting on April 9, 2018, approved the FY 2019 UPWP for the Bowling Green - Warren County MPO Area.

Michéal O. Buchanon, Chair
Warren county Judge Executive
Bowling Green - Warren County MPO Policy Committee
**FY 2019 UPWP Purpose**

This FY 2019 Unified Planning Work Program (UPWP) was prepared by the Bowling Green-Warren County Metropolitan Planning Organization (MPO), c/o the City-County Planning Commission, which serves as staff to the Bowling Green-Warren County MPO. This work program covers a one-year period, beginning July 1, 2018 and ending June 30, 2019. The FY 2019 UPWP details the transportation planning activities, planning tasks, timelines and products that meet the federal requirements for Bowling Green and Warren County.

The UPWP contains several uniform elements that accomplish the items listed below:

- Provide a management tool and guidance for the conduct of transportation planning studies, as part of the requirements of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
- Provide a list of funding amounts and breakdowns for each transportation planning element.
- Detail the various agencies participating in the MPO process.
- Outline those activities to be undertaken during FY 2019.
- Describe the completion timelines and products to be produced for each work element.

**Transportation Legislation**

**SAFETEA-LU, MAP-21 and the FAST Act**

SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act, a Legacy for Users) was enacted in 2005, and authorized the governing of Federal surface transportation spending. It developed 8 planning factors to consider in the metropolitan transportation planning process. SAFETEA-LU was replaced by the Moving Ahead for Progress in the 21st Century Act (MAP-21), adopted in 2012, P.L. 112-141, which authorized the Federal surface transportation programs for highways, highway safety, and transit for a two-year period from 2013 through 2014 with subsequent extensions authorized through 2015. MAP-21 provided a framework for creating and addressing targeted performance measures in transportation planning and project development.

The Fixing America’s Surface Transportation (FAST) Act replaced MAP-21 and became law on December 7, 2015. The new law authorizes Federal transportation programs for Federal fiscal year (FFY) 2016 through FFY 2020. MPO Staff, in coordination with USDOT and KYTC, will initiate efforts to carry out each of these planning directives thoughtfully and thoroughly for the on-going transportation planning process and will consider these directives with all current MPO documents. Staff will also monitor recently established performance measures and participate in discussions with KYTC and other MPOs on the transition to performance-based planning and the setting of performance targets.

**SAFETEA-LU** states that the metropolitan planning process for a metropolitan planning area under this law shall provide for consideration of projects and strategies that will:

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 the accessibility and mobility of people and for 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 operations; and
8. Emphasize the preservation of the existing transportation system.

The FAST Act establishes two additional factors that must be considered in the planning process:
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

MAP-21 produced seven “National Goals” to guide federal-aid program funding, which were carried forward as national goals under the FAST Act. The seven national goals include:
1. Safety - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads
2. Infrastructure Condition - To maintain the highway infrastructure asset system in a state of good repair
3. Congestion Reduction - To achieve a significant reduction in congestion on the National Highway System
4. System Reliability - To improve the efficiency of the surface transportation system
5. Freight Movement and Economic Vitality - To improve the national freight network ... and support regional economic development
6. Environmental Sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment
7. Reduced Project Delivery Delays - To reduce project costs and delays and improve agencies’ work practices

Livability Principles
The Bowling Green-Warren County MPO has adopted and continues to implement the six “Livability Principles” set forth in the 2009 coordinated policy of the U.S. Department of Transportation, U.S. Department of Housing and Urban Development, and the U.S. Environmental Protection Agency. These livability principles include:

- Provide more transportation choices
- Promote equitable, affordable housing
- Enhance economic competitiveness
- Support existing communities
- Coordinate and leverage federal policies and investment
- Value communities and neighborhoods
MPO Planning Area Map

The map below represents the Bowling Green-Warren County MPO planning area, which includes all of Warren County. The City of Bowling Green along with the other incorporated villages within Warren County are represented by distinguished colors, highlighting the corporate boundaries. In addition, the designated urbanized area boundary, as designated by the US Census and adjusted by the MPO, KYTC and FHWA, is shown by the green outline.
Metropolitan Planning Organization Operational Structure

Two committees and one subcommittee oversee the transportation planning process. The role of each of these MPO related committees is discussed below.

Policy Committee (PC)

The role of the Policy Committee is to establish policy for the expenditure of federal transportation funds utilized within the Bowling Green-Warren County MPO boundary (See map on page 5). This group reviews the transportation plans and programs. The Policy Committee consists of three voting members including the Mayor of Bowling Green, Warren County Judge/Executive and the Secretary of the Kentucky Transportation Cabinet, as well as two non-voting, ex-officio members which include the Division Administrator for the Federal Highway Administration and the Regional Administrator for the Federal Transit Administration. The Mayor of Bowling Green shall act as the representative of local transit agencies as the City oversees the funding made available to the transit agencies. The members of the Policy Committee are listed below.

Mike O. Buchanon, Judge/Executive Warren County, Chair
Bruce Wilkerson, Mayor, City of Bowling Green, Vice-Chair
Greg Thomas, Secretary, Kentucky Transportation Cabinet
Thomas L. Nelson Jr., KY Division Administrator, Federal Highway Administration (non-voting)
Yvette Taylor, Regional Administrator, Federal Transit Administration (non-voting)

Alternate Member - The KYTC District 3 Chief District Engineer shall represent the Secretary of the Kentucky Transportation Cabinet and serve as an alternate voting member in his/her absence.

Technical Advisory Committee (TAC)

The purpose of the Technical Advisory Committee (TAC) is:

- To advise the transportation planning staff on technical issues and the execution of the MPO Unified Planning Work Program;
- To provide technical input and recommendations to the Policy Committee on all transportation-related issues;
- To recommend to the transportation planning staff items such as types of improvements, methods of analysis and design, etc;
- To make recommendations to the Policy Committee regarding the Metropolitan Transportation Plan and all other necessary documents;
- To review plans and programs for projects located within the Bowling Green- Warren County MPO boundary; and
- To act as an advocacy body on transportation related matters as needed, or as called upon by the Policy Committee.

The Technical Advisory Committee (TAC) is comprised of the following representatives:

1. KYTC District 3 Planning Section Supervisor - Chair
2. Bowling Green City Engineer - Vice-Chair
3. Bowling Green Public Works Director
4. Warren County Public Works Director
5. Warren County Public Works Planning, Design and Construction Manager
6. Bowling Green Area Chamber of Commerce Chief Operating Officer
7. Bowling Green Municipal Utilities Water/Sewer Systems Manager
The Technical Advisory Committee (TAC) shall hold regularly scheduled monthly meetings. The officers of the Technical Advisory Committee (TAC) shall consist of a Chair (KYTC District 3 Division of Planning Section Supervisor) and Vice-Chair (Bowling Green City Engineer). Technical Advisory Committee (TAC) officers shall serve successive terms without limitation. It shall be the duty of the Chair to preside at all meetings and to make decisions related to the administration of the committee. The Chair shall call regular and special meetings of the Technical Advisory Committee (TAC) in accordance with the Bylaws. In the absence of the Chair, the Vice-Chair shall have all powers and responsibilities of the Chair.

**Bicycle and Pedestrian Advisory Committee (BPAC)**

The MPO Bicycle and Pedestrian Advisory Committee (BPAC) is a subcommittee of the MPO TAC. The BPAC will assume the roles, responsibilities, and duties of the formerly established Greenways Commission, where all bicycle and pedestrian planning endeavors were undertaken. The BPAC provides a forum of communication and collaboration for the bicycle and pedestrian community and public officials alike. The focus areas of the BPAC are to plan, advise, advocate, and educate: **Plan** for sustainable and efficient alternative forms of transportation that promote safety and well-being for the residents and visitors of the Bowling Green community. **Advise** and make recommendations to transportation and public officials on emerging bicycle and pedestrian concerns, issues, desires, and needs. **Advocate** the availability and health benefits of bicycle and pedestrian travel by facilitating marketing strategies, participating in events, and partnering with various community agencies. **Educate** – seek to be educated and to educate by providing the platform for
communication on the bicycle and pedestrian transportation system and extending the knowledge to the public through educational events, activities, forums, or via media outlets.

The MPO BPAC will make recommendations to the MPO Technical Advisory Committee (TAC). The MPO TAC then makes recommendations to the MPO Policy Committee (PC). The redistribution of bicycle and pedestrian planning and advisory duties into the MPO integrates all modes of personal transportation into one comprehensive and collaborative planning process. With all transportation modes (highway, transit, bike-ped) under the planning efforts of the MPO, the MPO better represents a multimodal system where all forms of transportation are recognized and planned within a single entity.

**Transportation Planning and MPO Support Staff**

- Karissa Lemon, MPO Coordinator
- Ben Peterson, Executive Director
- Megan Mooney, Financial Officer
- Tonya Colley, GIS Planner
- Rachel Hurt, Planner III
- Monica Ramsey, Planner I
- Jessica Martin, Administrative Assistant

**Funding Sources**

**Sources of funds for the FY 2018 UPWP include:**

- The Metropolitan Planning or PL program through the Federal Highway Administration, funded at an 80 percent federal level.
- The Kentucky Transportation Cabinet provides a 5% state match for FHWA funding.
- Section 5303 transit funds provided through the Federal Transit Administration, which is funded at an 80 percent federal level and 20 percent local match.
- The City of Bowling Green and Warren County, through appropriations to the City-County Planning Commission, provide required matching funds: 15% for regular PL funds, 20% for discretionary PL funds, and 20% for transit planning funds.
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<tr>
<td>02 - UPWP</td>
<td>66</td>
<td>$2,702.52</td>
</tr>
<tr>
<td>03 - Transportation Improvement Program (TIP)</td>
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*Work Element includes Travel/Training or Direct Costs
†Transit 5303 Funds applied
ELEMENT 01: Program Administration

PURPOSE
Support ongoing regional planning activities by offering professional staff services and committee support, administering the work program and budget, and execute applicable agreements with partner agencies.

WORK TASKS
Program Administration
- Serve as the MPO liaison between the KYTC, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) in operating and conducting the transportation planning program. Assist these agencies with coordinated planning efforts by providing support services, identification of roadway improvement or maintenance needs, and/or various tasks to promote a safer and more secure transportation system.
- Facilitate meetings and provide staff support of the MPO Committees (Policy and Technical Advisory), subcommittee (Bicycle and Pedestrian Advisory), and/or other related planning activities.
  - Prepare meeting minutes, agendas, and necessary materials.
  - Maintain database for MPO membership.
  - Review and update bylaws as needed.
- Provide financial administrative services, including budgeting, bookkeeping, and preparation of invoices. An annual audit per 23 CFR 420.121 (a) will be prepared and submitted to required recipients within nine months of the end of the preceding fiscal year.
- Prepare and submit quarterly progress reports and related documentation to the KYTC Division of Planning and Office of Transportation Delivery. The quarterly reports will be due 30-days from the end of the reported quarter.
- Perform and participate in staff evaluations, staff meetings, and overall maintenance of staff activities.
- Monitor the Planning Agreement to ensure compliancy with federal and state regulations; update as needed.
- Monitor deadlines and appropriate adoptions of performance measure targets. Implement and/or adopt targets with their corresponding dates as established by FHWA.

Communication, Collaboration, Education
- Monitor state and federal policies, legislation and other transportation information. This can be done through interaction with local officials, online research, and/or participation in webinars.
- Provide technical assistance to local governments and agencies in their preparation of transportation grants and other applications or their administration. Assistance may include, but not be limited to, the attendance of staff at stakeholder meetings and participation in regional planning efforts.
- Staff will work with MPO committees, local public agencies (LPAs), elected officials and KYTC in determining eligible Transportation Alternatives Program (TAP) projects for submittal to KYTC and other enhancement type funds as needed.
- Staff will attend training and/or participate in webinars, as needed or required, to obtain the knowledge and capacity necessary to manage and support the MPO. Required training includes the attendance at FHWA/KYTC/MPO meetings.
- Educate local governments of the availability of KYTC’s LPA Guide documenting federal requirements for the oversight and administration of federal-aid projects. Assist LPAs with project technical assistance through MPO document updates such as amendments and administrative modifications, coordinating assistance, and other technical assistance as needed to educate LPAs on federal requirements.
• Staff will provide education and assistance to LPAs with over 50 employees, on the requirement of Section 504 Americans with Disabilities Act (ADA) Transition Plan for authorizing federal aid expenditures. The MPO will monitor the status of public agencies required to have ADA Transition Plans and will collect copies of the most recent documents from the respective agencies within the MPO area.

• The MPO will seek to increase awareness and understanding of all policy and technical advisory committee members of the ADA issues.

**FUNDING SUMMARY**

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<tr>
<th>Cost Summary</th>
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**Staff Hours**

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<th>MPO Coordinator</th>
<th>Executive Director</th>
<th>Financial Officer</th>
<th>Planner III</th>
<th>Administrative Assistant</th>
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<td>50</td>
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**Staffing:** MPO Coordinator, Executive Director, Financial Officer, Planner I, Planner III, Administrative Assistant

**Travel/Training Opportunities:** Quarterly MPO Meetings, KAPA Planning Conference(s), Transportation-related Conferences and/or training

**Direct Expenses:**

- Fees required for annual hosting and maintenance of the MPO website
- Fees required for MPO legal counsel
- Fees required for distribution of the MPO newsletter (explore use of Constant Contact or similar)
- Purchase of necessary software and/or computer equipment (expenditures greater than $100 will have prior approval of the KTYC)
- Fees necessary for appropriate travel and training
- Costs incurred for KYTC updating the MPO regional Travel Demand Model

**PRODUCTS & COMPLETION DATES**

- Provide maintenance to the MPO website – **Quarterly**
- Submit quarterly progress reports and invoices – **Quarterly**
- Submit annual audit (CCPC) – **March 31, 2019**
- Update Planning Agreement, as necessary – **June 30, 2019**
ELEMENT 02: Unified Planning Work Program

PURPOSE
The Unified Planning Work Program (UPWP) outlines staffing, responsibility, timelines, costs, funding sources, methodology, and other aspects of each work element to be completed within the designated fiscal year. An annual report is completed at the end of each fiscal year documenting the completed year’s work, which helps guide each proceeding year’s work program.

WORK TASKS
- Prepare and distribute a FY 2018 Annual Performance and Expenditure Report.
- Maintain the FY 2019 UPWP and amend as needed.
- Develop the FY 2020 UPWP with the consultation of MPO planning partners, seeking assistance to determine the appropriate funding levels and work to be completed throughout the current and upcoming fiscal years.
- Submit the draft FY 2020 UPWP for review and comment to the KYTC, FHWA, FTA and other required agencies as listed in the MPO routing listing by February 28, 2019.
- Review and address submitted comments to the draft FY 2020 UPWP. Submit and distribute the final FY 2020 UPWP to KYTC, FHWA, FTA, and other required agencies as listed in the MPO routing listing. Use the Kentucky State Clearing House system for final submissions to all MPO partners.

FUNDING SUMMARY

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<td>Financial Officer</td>
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<td>Total Hours</td>
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</table>

Staffing: MPO Coordinator, Executive Director, Planner III, Planner I

PRODUCTS & COMPLETION DATES
- Prepare and distribute FY2018 Annual Performance and Expenditure Report – September 2018
- Distribute draft FY 2019 UPWP to all MPO review partners* – February 2019
- Submit application for FTA 5303 funds – April 1, 2019
- MPO Policy Committee approves final FY 2019 UPWP – April 2019
- Distribute final FY 2019 UPWP to all MPO partners* - April 2019
- Submit final FY 2019 UPWP to state eClearinghouse – April 2019

*MPO partners identified on the MPO routing list
ELEMENT 03: Transportation Improvement Program

PURPOSE
The Transportation Improvement Program (TIP) documents federally funded and regionally significant transportation capital improvement projects (highway, transit, bicycle, pedestrian, enhancement, and safety projects) to be completed/implemented within the four-year period of the FY 2016 through FY 2020 which the document covers. The TIP must demonstrate financial constraint by indicating resources that are expected to be available to complete the projects, implement programs, and conduct planning-related studies. Projects included in the TIP shall be consistent with the Metropolitan Transportation Plan (MTP) and is necessary for the receipt and expenditure of federal funds. The MPO shall maintain, amend, and/or modify the current TIP on an as-needed basis, according the procedures outlines in the MPO Participation Plan. The current FY 2016-20 TIP expires on 11/16/2019.

WORK TASKS
- Monitor the status of TIP projects and determine when updates or changes to project related information are needed.
  - Facilitate all updates, public involvement activities, project reviews, project priorities, and committee action.
  - In accordance with the Participation Plan, process amendments and administrative modifications as needed, to add any new projects or revise existing projects in order to maintain a current TIP. All amendments and/or modifications will be posted on the MPO website.
- Address performance-based planning approaches and specific performance measure targets, as established by FHWA/KYTC and adopted by the MPO. An Amendment specifically for the performance measure targets is not required, however, the planning requirements shall be incorporated into the TIP upon need for a TIP project Amendment.
- Ensure the TIP conforms to the Metropolitan Transportation Plan (MTP) for the Bowling Green-Warren County MPO area.
- Review and begin to update the FY 2016-2020 TIP for the 2020-2024 TIP. This may include working with MPO partnering agencies to obtain the appropriate project information, funding amounts, and other required content for the update. The updated TIP will include a description of the anticipated effect of the TIP toward achieving established performance targets. The current TIP expires November 16, 2019.
- Work with KYTC and GO bg Transit to develop the FY 2018 Annual Listing of Obligated Projects.

PRODUCTS & COMPLETION DATES
- Develop initial draft 2020-2024 TIP – June 30, 2019
- TIP modifications and amendments, as necessary – Ongoing
- Develop and distribute FY2018 Annual Listing of Obligated Projects – December 20, 2018

FUNDING SUMMARY

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Staffing: MPO Coordinator

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PROGRAM COORDINATION & DEVELOPMENT

ELEMENT 04: Public Involvement

PURPOSE
Seek out strategies to engage the public and community stakeholders in the transportation planning process, as outlined in the MPO’s Participation Plan, and in compliance with FAST Act legislation. The MPO engages the public primarily through three components: public meetings, newsletter publications, and web-based technologies. Additionally, public input meetings are held as applicable to provide information and solicit public review and comment on the MPO’s required documents.

WORK TASKS

Participation Plan
- Maintain a list of local agencies and organizations that may be contacted to provide meaningful opportunities for public involvement in the transportation planning process.
- Review the 2018 Participation Plan to evaluate the effectiveness of the plan and to incorporate revised planning regulations, efforts, and/or provide more opportunities for public involvement, as deemed necessary.
- As required for federal compliance, consult with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation in reviewing the Participation Plan and other documents.

Active Participation Efforts
- Publish a quarterly MPO newsletter via the MPO website and/or electronic copy and work to expand the network of recipients.
- Seek alternative opportunities to engage and inform the local community in the transportation planning process.
- Investigate the development of social media use by the MPO in order to provide greater public awareness and outreach.
- Explore opportunities to educate the public on bicycle and pedestrian safety; seek opportunities to participate in activities that promote, educate, and/or encourage the public to use alternative forms of transportation (biking, walking, transit).

Title VI Compliancy
- Consult with KYTC, FHWA, and other MPOs to address implications of Title VI, including but not limited to Low English Proficiency, Environmental Justice, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. Update the MPO’s Title VI Report and seek efforts of further involvement with these populations of the MPO area.
- Coordinate with KYTC’s Office for Civil Rights & Small Business Development to develop, update, and/or maintain the MPO’s Title VI compliancy efforts. Develop an annual Title VI report/plan per
guidance from the KYTC Title VI Coordinator.

**PRODUCTS & COMPLETION DATE**
- Submit Title VI accomplishments to KYTC Division of Planning – May 14, 2019
- Update list of local agencies and organizations to contact for participation efforts – June 30, 2019
- Update interagency contact list – June 30, 2019
- Update and publish FY19 Title VI Report to the MPO website – June 30, 2019
- Regularly update the MPO website – Monthly
- MPO Quarterly Newsletters – Quarterly
- Annual summary report of participation efforts – June 30, 2019

**FUNDING SUMMARY**

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<th>Cost Summary</th>
<th>Funding Sources</th>
<th>Personnel Costs</th>
<th>Other Direct Costs</th>
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| Funding Sources |
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|                 | KYTC            |
|                 | Local           |

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**Staffing:** MPO Coordinator, Planner III
ELEMENT 05: Data Collection and Analysis

PURPOSE
Collect and maintain transportation related data (i.e. land use, population, employment, environmental and social justice, public health, traffic counts, crash information) for transportation planning and analysis throughout the MPO area. Provide analytical and mapping support services for the carrying out of MPO duties and for coordination with partnering agencies.

WORK TASKS

Safety and Security
- Utilize collected traffic counts and update of crash data for integration into the site and safety planning efforts and into the transportation GIS system.
- Assist with the examination of potential safety issues to include the update of crash data analysis, discovery of high crash locations and participation in safety audits.
- Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating transportation security considerations into the planning process.
- Staff will assist in the collection of data for the State asset management plan for the NHS.
- Perform appropriate data collection and analysis to monitor the MPO area’s progress in supporting the State’s safety performance measures and targets.

Data Collection, GIS Database, Mapping Activities
- Develop and maintain a multi-layered GIS database and map of transportation related features and information for the area served by the Bowling Green-Warren County MPO.
- Maintain the GIS road network for Warren County. Collaborate with local agencies, as necessary, to work towards efficiency with the GIS maintenance and planning efforts for the transportation system.
- Develop visualization techniques and analysis tools to assist with project development, planning efforts, and as requested by local agencies.
- Distribute transportation data to local governments, as requested.
- The MPO will incorporate relevant Census/socioeconomic data into planning activities and documents. Data may include, but not be limited to low income, minorities, elderly, LEP and disabled populations. Incorporation of travel modes and commuting patterns may also be considered for collection.
- Compile and maintain applicable data for the MPO’s travel demand model, ensuring the model is maintained and up-to-date. Educate other staff members on the importance of the data and the appropriate means of maintaining the data.
  - Updates may include: Input of capital projects; updating road attributes associated with road improvements; evaluation and modification of network, speed, capacity, and centroid connections within the model; inclusion of most-recent traffic count information by direction and vehicle class; addition of subdivisions as approved (may request shapefiles from developers); incorporate new home builds by permit (create a GIS point file); incorporate changes in employment by major businesses (maintain GIS point file); and/or direct class counts to track trip ends for truck volumes (include Station IDs as necessary).

Transportation System Analysis
- Conduct research and explore the incorporation of access management policies within the MPO area.
- Monitor corridors within the MPO area that are susceptible to increased freight traffic and consider the regional connections that the corridors may provide.
Consult with state freight staff to ensure that Critical Urban and Rural Freight Corridors are identified in the state portion of the National Highway Freight Network.

**PRODUCTS & COMPLETION DATES**
- Maintenance of the MPO’s travel demand model (TDM) and collection of applicable data; periodic assessments of the function and upkeep of the MPO’s TDM – **Quarterly**
- Transportation related GIS databases that can be used for planning and analysis by MPO staff, officials and countywide agencies – **Ongoing**
- GIS Road Network to be used for planning purposes across the MPO area – **Ongoing**

**FUNDING SUMMARY**

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**Staffing:** MPO Coordinator, GIS Planner, Planner III, Executive Director
ELEMENT 06: Integrated Planning

PURPOSE
Provide staff assistance in the coordination of transportation into the existing and future land use planning of the 2030 FOCUS Comprehensive Plan, small area Focal Point Plans or Corridor Studies, proposed zone changes for new development and redevelopments, Zoning Ordinance text amendments, and other transportation-related effects from land use development efforts within the MPO area. MPO staff will provide appropriate and/or required documentation regarding the MPO’s priority transportation projects (UNL, Highway Plan, MTP) and the impact the proposed new and/or redevelopments may have on the transportation system. The MPO will work with the KYTC, City, and County to advise developers on the implications of their completed traffic impact study and ways to alleviate the impact of their development on the transportation system.

WORK TASKS
- Seek ways to integrate land use, zoning, transportation, environment protection, public health, social justice, and other related factors into the planning process of the MPO.
- Work in collaboration with local and state agencies to collect and analyze data to better serve the needs of the community, planning for the future of the MPO area.
- Work with the CCPC to develop a Nodes-Corridor approach to land use and transportation planning, develop a list of focus areas, pilot studies, and/or policy development for future planning purposes.
- MPO/CCPC staff will review all new development plans to identify transportation concerns the development may produce. Upon review, staff will coordinate with KYTC, the City of Bowling Green Public Works, Warren County Public Works, and other appropriate agencies to communicate the impacts of the development of the transportation system. A traffic study or specific improvements to the transportation infrastructure will be required, as identified by the Zoning Ordinance or other relevant planning regulations.
- MPO/CCPC staff will encourage and require multimodal connectivity into new developments.

PRODUCTS & COMPLETION DATES
✓ Assist with updating the transportation elements of the 2030 FOCUS Comprehensive Plan—June 30, 2019

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ELEMENT 07: Project Identification and Prioritization

PURPOSE
The MPO will work with the KYTC to update and maintain the Bowling Green-Warren County MPO Unscheduled Needs List (UNL) and Prioritization Lists according to the latest agreed upon methodology, format, and schedule. The MPO will provide assistance and perform various tasks associated with the development of the Governor’s Recommended 2020 Highway Plan through the SHIFT prioritization process.

WORK TASKS
- The UNL will be updated and revised on an on-going basis to be included in future TIPs, MTP, and KYTC Highway Plans.
- Participate in training to learn about the new statewide project database.
- Perform map updates and CHAF (Continuous Highway Analysis Framework) maintenance as necessary.
- Develop visualization techniques and analysis tools to aid in the prioritization of projects for all modes of transportation.
- Work with the MPO committees and KYTC to carry out the SHIFT project prioritization process for the development of the 2020 Highway Plan.

PRODUCTS & COMPLETION DATE
✓ Identification of needed transportation projects will be incorporated into the Bowling Green-Warren County UNL, TIP, MTP and KYTC Highway Plan—Ongoing, on as-needed basis
✓ SHIFT activities for project prioritization—June 30, 2019

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Staffing: MPO Coordinator
ELEMENT 08: Metropolitan Transportation Plan (MTP)

PURPOSE
The Metropolitan Transportation Plan (MTP) is the long-range transportation planning document adopted by the MPO. The MTP is updated every five years and forecasted 20 years into the future. The MPO shall maintain and amend/modify, as necessary, the 2016-2040 MPO Metropolitan Transportation Plan (MTP) for the Bowling Green-Warren County MPO area. The current FY 2016-2040 MTP has an expiration date of 11/09/20 (FY 2021).

WORK TASKS
- Coordinate between KYTC, FHWA, and the MPO partners to maintain the MTP. Coordinate the planning process to include those activities within the region and state that influence transportation development within the MPO area. Activities should reflect the goals and objectives of the 2040 MTP.
- Amend or modify the current 2040 Metropolitan Transportation Plan (MTP) as may be necessary. Any amendment to the MTP during FY 2019 will include a description of performance measures and targets.
- Explore the incorporation and/or expansion of alternative modes of transportation for the future of the Bowling Green - Warren County MPO area, such as pedestrians, buses and bicycles.
- Identify and evaluate ITS technologies as potential solutions to transportation needs in the metropolitan planning area.
  - Monitor the Statewide ITS Architecture and its application in the MPO area.
  - Coordinate with the Kentucky Transportation Cabinet and other stakeholders to help ensure that information for ITS elements within the metropolitan planning area is kept up-to-date in the Kentucky Statewide ITS Architecture.
- Assist KYTC, the City of Bowling Green and Warren County in applying local access management policies and access management best practices.
- Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating climate change considerations into the planning process. The MPO will also consult with KTYC on the development of a list of vulnerable assets to address the impacts of climate change.
- MPO staff and committees should explore implementation of the various plans, studies, and project recommendations stated in the 2040 MTP and those conducted after its adoption, including, but not limited to the: Multimodal Implementation Plan (FY17), US 31W Bypass Study (FY17), Plano Road Corridor Study & Policy Development (FY17-18), Fairview Avenue Safety & Capacity/LOS Study (FY18), and Scottsville Road Scoping & Traffic Operations Study (FY15).
- Work with KYTC Central Office Multimodal Planning Division to update the MPO’s regional travel demand model (TDM).
  - MPO staff will issue employment and housing updates for specified TAZs, and will analyze the existing TAZs that may need to be split to reflect current and future projected growth trends. Updates will be submitted by staff semi-annually.
  - Staff will work with KYTC to begin a TDM update for the 2045 MTP update.
  - Staff will coordinate with KYTC to identify corridor specific traffic forecasting needs.

Performance Measures and Targets
- The Bowling Green-Warren County MPO shall seek opportunities to incorporate and use a performance-based approach to transportation decision making. In accordance with Federal law (23 U.S.C. 150), the MPO will establish performance targets that align with the State’s performance targets. The MPO’s performance targets should be set within 180 days of the State’s established targets.
- Each performance period covers a 4-year time horizon and covers the initial performance period from...
January 1, 2018 to December 31, 2021. The MPO will work with KYTC and FHWA to establish targets for the MPO for the following measures: Pavement Condition on the NHS, Bridge Condition on the NHS, Travel Time Reliability on the NHS, and Freight Reliability. Monitor freight and congestion performance measures and data sources and participate in discussions with KYTC and other MPOs on forthcoming performance targets.

**PRODUCTS & COMPLETION DATE**

- Establishment of performance targets for the MPO area for the following measures (dates listed are initial):
  - Pavement Condition – November 16, 2018
  - Bridge Condition – November 16, 2018
  - Travel Time Reliability – November 16, 2018
  - Freight Reliability – November 16, 2018
  - Safety – February 27, 2019
- Prioritized list of roadway, transit, and bicycle-pedestrian projects to pursue in the next MTP – June 30, 2019
- Summary of corridor improvements along selected roadways (access management, ITS, road diets, widening, safety concerns, etc.) – June 30, 2019
- Development, maintenance, and semi-annual distribution of TAZ-level housing and employment updates for the MPO’s regional traffic model – December 31, 2018 and June 30, 2019
- MTP modifications and amendments, as necessary – Ongoing

**FUNDING SUMMARY**

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**Staffing:** MPO Coordinator
MOBILITY & MULTIMODAL PLANNING

ELEMENT 09: Multimodal Planning

PURPOSE
Provide administrative, planning, advisory, advocacy, and educational support to multimodal forms of transportation within the MPO area. Work with GO bg and WKU Topper Transit services to coordinate public transit services to meet the mobility needs of the Bowling Green-Warren County community. Assist local government agencies in coordinating, promoting, planning, and developing routes for bicyclists and pedestrians. Additionally, the MPO will assist local government agencies in carrying out the goals and objectives of the adopted countywide Greenways Master Plan.

WORK TASKS
Transit Tasks
- Provide staff assistance and staff support in activities related to transit services.
- Serve as a liaison between GO BG, Federal Transit Administration and the KYTC.
- Staff will serve on the GO BG Transit Advisory Committee.
- Coordinate with transit provider agencies on the development of a Transit Asset Management Plan and performance-based planning for identification of the performance targets associated with the State of Good Repair requirements. Work with GO bg Transit to meet the Transit Asset Management Plan Targets for equipment, rolling stock, infrastructure and facilities.
- Staff will coordinate with GO BG Transit and WKU Topper Transit to identify projects or programs for addition to the Transportation Improvement Program (TIP).
- Staff will prepare and submit the FTA Section 5303 Assistance Application for transit planning assistance to KYTC Office of Transportation Delivery.
- The MPO will work with the Barren River Area Development District, Community Action of Southern Kentucky, Barren River Adult Day Care, the Housing Authority of Bowling Green and other providers to update the “Coordinated Public Transit – Human Services Transportation Plan.”
- Coordinate with WKU Topper Transit and administer services to conduct a Comprehensive Operational Analysis of its current fixed route transit bus system with the awarded FTA Section 5303 transit planning funds. This study should analyze all existing Topper Transit routes, ridership counts, and other relevant and available data to determine recommendations for improved efficiency for Topper Transit. These recommendations may include revising the route schedules to better reflect ridership trends, cost-effective strategies for improving services and increasing riders served, among other recommendations. The study addresses or may address the following eligible activities under FTA C 8100.1C Page II-2: (1), (5), (8), and (11). See Appendix B for more details.

Bicycle & Pedestrian Tasks
- The Greenways Master Plan, as well as applicable action items in Section 4.2 of the City-County Planning Commission’s Focus 2030 Comprehensive Plan, and the MPO’s Multimodal Implementation Plan provides the framework for this work element and outlines goals and objectives for bicycling and walking in the county. The MPO Staff will facilitate and/or coordinate with stakeholders and partnering agencies to increase bicycle and pedestrian access to the transportation system, developing safe interconnected facilities of high quality for bicycling and walking and promoting/increasing their use.
- Continue to work with the Bicycle and Pedestrian Advisory Committee (BPAC) to establish a priority listing of bicycle/pedestrian routes needed in the Bowling Green-Warren County MPO area to best meet the needs of the community. These priorities will provide the framework for the future MTP update.
- Consider regional connectivity and accessibility to essential services such as healthcare, schools/education facilities, places of employment and recreation.
  - Identify gaps that may exist in the current bicycle/pedestrian infrastructure of the MPO area.
- Explore alternative opportunities for funding and reference the Multimodal Implementation Plan for current and future work. Communicate the Plan with local agencies, developers and other necessary parties.
- Coordinate with the Bicycle and Pedestrian Advisory Committee (BPAC) to insure that bicycle and pedestrian projects are included in MPO plans and future transportation projects.
  - Assist local agencies in the application process for the following grant opportunities to implement ranked projects or related planning: Recreational Trails Program, Land and Water Conservation Fund, Transportation Alternatives Program, Healthy Communities (if available), the Bicycle and Bikeway Commission Paula Nye Grant and other opportunities as they become available.
- Act as a public contact for, and respond to public requests for bicycle and pedestrian information.
- Review and provide input on new development applications to ensure bicycle and pedestrian circulation and connectivity with land use activity areas and the transportation network.
- Assess the safety and condition of bike and pedestrian facilities within the MPO area in terms of accessibility between employment, healthcare, education and recreation. Additionally, promote and ensure ADA compliance in all pedestrian design activities.
- Support projects and programs that address security problems and enhance secure travel for all system users (motorists, public transportation riders, bicyclists, and pedestrians) to share the transportation network securely.
- Coordinate with the BPAC and other stakeholders as practical for public education and promotion efforts to increase awareness and safety related to bicycling and walking.
- Coordinate bicycle/pedestrian activities with local, regional and state agencies to advance projects and outreach efforts (City/County Parks, Engineering, Traffic, Police Departments; Elected Officials; Area Development Districts; KYTC District/Central Office; Public Schools, Health Departments, etc).
- Support the Bowling Green League of Bicyclists in their efforts to achieve a Bicycle Friendly Community designation.
- Continue to work with the Cave Country Trails to develop a regional bike, pedestrian, equestrian, and water trails system in and around Mammoth Cave National Park. Provide insight and expertise and coordination on current bikeway, greenway, and highway projects in the MPO area.
- Develop alliances and relationships with private businesses and non-profit organizations to advance bicycle/pedestrian projects, outreach and safety (bike shops, tourism agencies, bicycle clubs, etc).
- Maintain and update a project database, including GIS data, for existing and planned bicycle and pedestrian facilities.
- Continue maintaining and developing a data based project prioritization process to rank potential multimodal projects for various funding opportunities.
- Continue to implement the Community Action Plan of the BRIGHT Coalition’s Community/Walk/Bike Stakeholder Committee by coordinating with other work groups (schools, healthcare, worksite) to promote walking and bicycling in the MPO area with the goal of improving public health. Encourage participation in annual Walk/Bike to School and Work events.

**PRODUCTS & COMPLETION DATES**
The following products are ongoing efforts, unless otherwise noted:
- GIS database and mapping of existing and planned bicycle/pedestrian facilities
- Database of public/agency requests for bicycle/pedestrian information
- List of media outreach/marketing efforts, presentations, events and number of people reached or in attendance
- Up-to-date and relevant bike/pedestrian websites and social media. Data on the number of hits,
members, followers, etc.

✓ List of schools and worksites that participated in the annual Walk/Bike to School and Work events
✓ Incorporation of GO bg Transit and WKU Topper Transit TAM Plans into planning documents – October 1, 2018
✓ Targets set for transit State of Good Repair – November 20, 2018
✓ Transit Efficiency Study for WKU Topper Transit – June 30, 2019

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$23,289.36 $18,631.49 $44,000.00 $1,164.47 $14,493.40

*Direct Costs for this work element reference the transit study for WKU Topper Transit, as described above and in Appendix B. This study uses FTA Section 5303 funds, as identified under Funding Sources.

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**Total Hours 569**

Staffing: MPO Coordinator, Executive Director, Planner III
Element 10: Special Studies

PURPOSE
Conduct planning studies such as, corridor planning, traffic operational, safety, etc., for the improvement of the transportation system to accommodate increased traffic along major corridors in Bowling Green and Warren County stemming from recent and projected growth and development in planned high growth areas. These studies will focus on land use and traffic circulation within each study area as well as the transportation connections to the surrounding community which are necessary to support the proposed development within the area. Recommendations from these studies shall provide assistance in the formation and/or revision of projects for the Unscheduled Needs List (UNL).

WORK TASKS
- Conduct in-house corridor and transportation studies upon request of the MPO TAC, PC and/or Planning Commission staff.
- Identification of high-growth areas in need of an established focal point plan. Coordinate with local government agencies, MPO committees, and the City-County Planning Commission staff to address these areas and develop strategies and scenarios for the high-growth areas and specific corridors.
- Establish traffic considerations and infrastructure criteria that can be incorporated into the plans of proposed developments.

PRODUCTS & COMPLETION DATES
✓ Transportation-Corridor studies – Upon request or need

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Staffing: MPO Coordinator, Executive Director, GIS Planner, Planner III
## FY19 ESTIMATED MPO BUDGET

**July 1, 2018 – June 30, 2019**

### FY2019 MPO BUDGET

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### Notes

*Direct Costs include: TDM, Newsletter Mailings, Legal Fees, Web Host + Maintenance*
## FY19 ESTIMATED STAFF HOURS

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<td>Financial Officer</td>
<td>58</td>
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<td>Planner III</td>
<td>110</td>
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<tr>
<td>GIS Planner</td>
<td>23</td>
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<tr>
<td>Administrative Assistant</td>
<td>6</td>
<td>0.6%</td>
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<tr>
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<td><strong>2,490</strong></td>
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MPO Planning Agreement
MEMORANDUM OF AGREEMENT
By and Between
BOWLING GREEN-WARREN COUNTY METROPOLITAN PLANNING ORGANIZATION
the
BOWLING GREEN PUBLIC TRANSIT SYSTEM
and the
KENTUCKY TRANSPORTATION CABINET

This Memorandum of Agreement (MOA) is made by and between the Bowling Green-Warren County Metropolitan Planning Organization (hereinafter referred to as MPO), the Bowling Green public transit provider (hereinafter referred to as GO bg transit), and the Kentucky Transportation Cabinet (hereinafter referred to as KYTC).

THE AGENCIES AGREE AS FOLLOWS:

The City-County Planning Commission of Warren County is the designated staff agency for the MPO, serving the Bowling Green, Kentucky urbanized area. The City of Bowling Green (City) is the recipient of Federal Transit Agency funds designated for the urbanized area. Community Action of Southern Kentucky dba GO bg transit is the contract vendor selected by the City to provide public transportation services within the urbanized area.

The MPO, in cooperation with KYTC and GO bg transit, is responsible for metropolitan transportation planning for Bowling Green and Warren County.

Performance-Based Transportation Planning & Programming
The MPO will develop and carry out a performance-based metropolitan transportation planning process in cooperation and consultation with KYTC and Go bg transit for Bowling Green and Warren County.

- KYTC, the MPO, and GO bg transit mutually agree to share available data related to performance measurement and target setting with each other, subject to the policies and procedures of each agency. Examples of such data include, but are not limited to traffic counts, travel times/speeds, socioeconomic data, transit ridership data and infrastructure condition measures.
- The MPO will plan and program projects that contribute to the achievement of KYTC’s statewide performance targets and/or commit to quantifiable performance targets for the metropolitan planning area or any portion thereof.
- KYTC will notify the MPO as soon as practicable upon the establishment and/or modification of its performance targets.
- The quantifiable performance targets to which the MPO chooses to commit must be approved by the MPO Policy Committee and reported to KYTC within 180 days of the establishment of statewide performance targets by KYTC.
- The MPO will incorporate relevant goals, objectives, and performance measures and targets developed by KYTC and GO bg transit into the transportation plans, programs and processes of the MPO.
Metropolitan Transportation Plan (MTP)
In cooperation and coordination with KYTC, GO bg transit and other agency partners, the MPO will develop and maintain a Metropolitan Transportation Plan (MTP) in compliance with all relevant laws and regulations. The MPO shall review and update the transportation plan at least every five years to confirm the transportation plan’s validity and consistency with current and forecasted transportation and land use conditions and trends, and to extend the forecast period to at least a 20-year planning horizon.

- The MPO will initiate, in consultation with KYTC, GO bg transit and other agency partners, the selection of projects to include in the MTP. The initial list of MTP projects will be confirmed, supplemented by or revised by public input received during the public comment period of the MTP. The MPO will receive and address all comments and include documentation as part of the MTP.
- KYTC will provide the MPO with sufficient details, including location, description and cost for projects proposed or endorsed by KYTC for inclusion in the MTP.
- At the discretion of KYTC, the MPO will be provided with cost estimates for projects proposed by the MPO and/or other project sponsors.
- At the request of the MPO, KYTC will provide preliminary system-level estimates of costs necessary to adequately operate and maintain the Federal-aid highway system within the planning area. The MPO may adjust these preliminary cost estimates with KYTC’s concurrence.
- At the request of the MPO, KYTC will provide available information on historic levels of transportation expenditures for both Warren County and the state of Kentucky; an estimate of current typical annual transportation spending at the state level; an estimate of the annual construction cost inflation rate over the time horizon covered by the MTP; and an estimate of the annual rate of change of transportation spending over the life of the MTP. The MPO may adjust the annual construction cost inflation rate based on local conditions. Upon agreement with KYTC, the MPO may also adjust the annual rate of change of transportation spending.
- The MPO is responsible for developing a financially reasonable MTP in consultation with KYTC, GO bg transit and other agency partners, and will be in compliance with current federal planning regulations set forth by the Federal Highway Administration (FHWA) and Federal Transit Agency (FTA). The MTP will follow public participation guidelines outlined in the MPO Participation Plan and in compliance with state and federal regulations.
- The MPO will prepare necessary amendments and/or administrative modifications to the MTP that will include a project location and description, cost estimates, and impact on financial constraint, if applicable. Amendments and administrative modifications will follow the procedures outlined in the MPO Participation Plan.
- The final MTP will be approved by the MPO Policy Committee and will include a financial plan that clearly states the methods and assumptions used to determine the financial reasonableness of the MTP.

Transportation Improvement Program (TIP)
In cooperation and coordination with KYTC, GO bg transit and other agency partners, the MPO will develop and maintain a Transportation Improvement Program (TIP) as the short-range program of
projects for the MPO. The TIP will be consistent with all federal requirements and will cover a period of no less than four years at the time of its adoption, and it will be updated at least every four years. The final TIP will be approved by the MPO Policy Committee.

- Projects included in the TIP will be consistent with the Kentucky Highway Plan, developed by KYTC in cooperation with the MPO and reviewed/approved biennially by the Kentucky General Assembly.
- For projects included in the TIP, fiscal constraint will be determined at the state level and demonstrated in the Kentucky STIP.
- At the request of the MPO, KYTC will provide cost estimates for projects sponsored or endorsed by KYTC. KYTC may, at its discretion, provide cost estimates for projects sponsored by other agencies.
- The MPO will amend or modify the TIP as needed to reflect changes in project implementation schedules and costs; the development of new operations, maintenance or safety projects by KYTC; or successful grant applications for federal program funds.

Participation Plan
In compliance with metropolitan transportation planning regulations, the MPO has developed a Participation Plan which outlines a formal public involvement process, including public notice and comment periods, which is followed in the development of the TIP and MTP. The MPO agrees to follow its public involvement process as a part of all metropolitan-wide transportation planning initiatives and agrees to update the Participation Plan as needed and at least every four years.

Annual Listing of Obligated Projects
The MPO will develop an Annual Listing of Obligated Projects outlining all projects within the metropolitan planning area for which funding has been obligated over the past fiscal year.

- Following the end of each fiscal year, KYTC will provide information to the MPO on funds obligated under 23 U.S.C.
- The MPO will obtain information on funds obligated under 49 U.S.C. Chapter 53 from available sources such as local transit agencies and will prepare an annual listing of obligated projects that meets all applicable Federal requirements.
- The MPO will provide the annual listing of obligated projects to KYTC in time for KYTC to submit the listing to FHWA by the Federal deadline.

Unified Planning Work Program
The MPO will annually prepare a Unified Planning Work Program (UPWP) for the following fiscal year based on anticipated funding levels. The MPO will submit a copy to all applicable parties for review and determination of eligibility, in accordance with established schedules and document routing requirements.

- The MPO will coordinate with KYTC, GO bg transit and other agency partners to determine appropriate work tasks to be included in the UPWP.
- Funding parameters for the UPWP will be determined by the amount of Kentucky metropolitan planning (PL) funds distributed to the MPO by the Kentucky MPO Council. This is determined each year in consultation with KYTC. Additionally, the inclusion of FTA funds shall be considered upon the development of the UPWP.
• The MPO will coordinate with GO bg transit on the development and submittal of the FTA 5303 application. The City of Bowling Green contracts with Community Action of Southern Kentucky dba GO bg transit for all transit services, with the City as the recipient of FTA funds. The MPO will not be responsible for providing the local match to FTA 5303 funds, unless otherwise negotiated.

Committee Membership
• KYTC will be permitted to appoint at least one voting member to the MPO Policy Committee and at least two voting members to the MPO Technical Committee.
• GO bg transit will be represented by the Mayor of the City of Bowling Green on the MPO Policy Committee, with voting membership.
• GO bg transit staff will be permitted one voting member of the MPO Technical Advisory Committee (TAC).

Transit Coordination
The MPO will coordinate with GO bg transit and other regional transit providers on matters related to public transportation as they pertain to the MPO transportation planning process.
• The MPO will serve on the GO bg Transit Advisory Committee.
• The MPO will coordinate with GO bg transit to ensure that all identified transit-related projects are included in the TIP.
• The MPO, GO bg transit and KYTC agree that the public and agency outreach procedures for TIP Amendment and Administrative Modification processes included in the Participation Plan are adequate to meet the public input required for GO bg transit’s Program of Projects and meet the intent of the federal planning regulations.

Termination and Modification
• It is the intent of the MPO, KYTC, and Go bg transit to carry forward the planning process on a continuing basis. It is the intention of the parties that this agreement will be in effect for a period beginning January 12, 2017. This agreement will remain in effect until terminated or superseded by a new agreement. Any agency subject to this agreement may withdraw from the agreement by giving thirty (30) days written notice to all other agencies subject to the agreement. In the event that an agency withdraws from this agreement, the rights and responsibilities of the remaining agencies will remain unchanged with respect to each other until this agreement is amended or replaced.
• In the event that this agreement requires modification for any reason, the required modifications may be accomplished through the execution of a letter modification or supplementary agreement between all agencies subject to this agreement.
• This agreement may be amended or replaced with a new agreement at any time upon the written consent of all remaining signatory agencies. In the event that this agreement is replaced with a new agreement, this agreement will become null and void when the new agreement goes into effect.

Dispute Resolution
• Should a dispute arise which cannot be resolved between agency staffs and/or MPO committee members, the matter will be elevated to agency executives and, if necessary, the governor. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and any other
relevant agencies will be consulted throughout the dispute resolution process, as needed, and their input will be taken into consideration in attempting to resolve disputes. In the event that a dispute cannot be resolved, any signatory agency to this agreement may withdraw from the agreement as described above under Termination and Modification.

The signatures below signify the acceptance and approval of this agreement.

BOWLING GREEN-WARREN COUNTY METROPOLITAN PLANNING ORGANIZATION

JUDGE/EXECUTIVE MIKE BUCHANON
MPO POLICY COMMITTEE CHAIRMAN

COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET

SECRETARY

DATE: Jan 17, 2017

DATE: 2/9/17

BOWLING GREEN PUBLIC TRANSIT SYSTEM (GO BG TRANSIT)

DONNA TOOLEY
TRANSPORTATION MANAGER

DATE: Jan 17, 2017

APPROVED AS TO FORM & LEGALITY TRANSPORTATION CABINET

DATE: 2/11/17

OFFICE OF LEGAL SERVICES
APPENDIX B

WKU Topper Transit | Federal Transit Authority Section 5303 Funding Proposal

Comprehensive Operational Analysis

Topper Transit is a public transit provider for Western Kentucky University operating through WKU Parking and Transportation Services. Topper Transit provides approximately 750,000 annual rides on daily fixed route, ADA, and Complimentary Services including Special Events for the University.

WKU Parking and Transportation Services is requesting Section 5303 Transit Planning Assistance Funds to undertake a Comprehensive Operational Analysis (COA) of its current fixed route transit bus system. The purpose of this analysis should lead to recommendations for service design and improvements to increase operational effectiveness and overall system efficiency.

The COA is intended to evaluate and restructure Topper Transit’s fixed route service. Topper Transit’s fixed route service operates Monday – Friday starting at 7:15am until 10:30pm. Peak service times for the routes are 7:15am – 3:00pm requiring a peak pullout of nine buses. Service is reduced to five buses from 3:00pm – 6:00pm and three buses operating after 6:00pm. Topper Transit also operates one shuttle route on Saturdays starting at 4:00pm until 8:00pm.

The scope of the evaluation should focus on the following data analysis:

- Review transit service levels including transit service frequencies by route, time of day and by stop.
- Matching levels of transit service to passenger demand
- Restructuring staff levels to compliment proposed new transit service levels
- Identify causes of problems in meeting on-time performance standards and expectations

Topper Transit can provide all the data required to complete the COA. Passenger data is stored in our NextBus passenger counting system and is readily available for analysis. Current staffing levels and schedules are also available.