



Fiscal Year 2025 | Unified Planning Work Program

July 1, 2024– June 30, 2025

Prepared by: Bowling Green-Warren County Metropolitan Planning Organization

922 State Street, Suite 200 | Bowling Green, KY 42101 | 270.842.1953

www.bgareampo.org

Contact Person: Karissa Lemon, MPO Coordinator, City-County Planning Commission

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.

TABLE OF CONTENTS

INTRODUCTION	3
Abstract.....	3
Resolution of the Policy Committee	4
FY 2025 UPWP Purpose	5
Transportation Legislation	5
MPO Planning Area Map.....	7
Metropolitan Planning Organization Operational Structure	8
Transportation Planning and MPO Support Staff.....	10
Funding Sources.....	10
PROGRAM ADMINISTRATION	12
ELEMENT 01: Program Administration.....	12
ELEMENT 02: Unified Planning Work Program.....	14
ELEMENT 03: Transportation Improvement Program	15
PROGRAM COORDINATION & DEVELOPMENT	16
ELEMENT 04: Public Involvement	16
ELEMENT 05: Data Collection and Analysis	17
ELEMENT 06: Integrated Planning	19
SYSTEMS PLANNING	20
ELEMENT 07: Metropolitan Transportation Plan (MTP).....	20
MOBILITY & MULTIMODAL PLANNING.....	22
ELEMENT 08: Multimodal Planning	22
ELEMENT 09: Special Studies	24
FY 2025 ESTIMATED MPO BUDGET July 1, 2024 – June 30, 2025.....	26
FY 2025 ESTIMATED STAFF HOURS.....	27
FY 2025 DIRECT EXPENSES	27
Appendix A MPO Planning Agreement	28
Appendix B Performance Measures.....	33
Appendix C FTA Section 5303 Transit Planning Funds Proposal	38
Appendix D FY 2025 MPO PL Discretionary Funds Proposal	40

INTRODUCTION

Abstract

Title: Bowling Green-Warren County Metropolitan Planning Organization
Unified Planning Work Program Fiscal Year 2025

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
922 State Street, Suite 200
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 2025. The UPWP contains Federal Highway Administration, Federal Transit Administration (FTA), 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 2025 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, the Bowling Green-Warren County MPO in coordination with the Federal Highway Administration, Federal Transit Administration, and the Kentucky Transportation Cabinet is implementing Transportation Performance Based Planning and Programming requirements; 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 Technical Advisory Committee, at its meeting on April 22, 2024, and Policy Committee at its meeting on April 23, 2024, approved the FY 2025 UPWP for the Bowling Green - Warren County MPO Area.



Doug Gorman, Chair
Warren County Judge/Executive
Bowling Green - Warren County MPO Policy Committee

FY 2025 UPWP Purpose

This FY 2025 Unified Planning Work Program (UPWP) was prepared by the Bowling Green-Warren County Metropolitan Planning Organization (MPO), c/o the City-County Planning Commission (CCPC), which serves as staff to the Bowling Green-Warren County MPO. This work program covers a one-year period, beginning July 1, 2024 and ending June 30, 2025. The UPWP works tasks should support advancement of the quality of planning in the metropolitan area in coordination with transit operators and the State DOT (23 CFR 450.308(c)), while addressing the critical transportation issues of the region and national planning priorities. The FY 2024 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 conducting 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 2025.
- Describe the completion timelines and products to be produced for each work element.

Transportation Legislation

On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the “Bipartisan Infrastructure Law”) into law. The Bipartisan Infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation’s history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including roads, bridges, and mass transit, water infrastructure, resilience, and broadband. MPO Staff, in coordination with USDOT and KYTC, will initiate efforts to carry out each of the planning directives thoughtfully and thoroughly for the on-going transportation planning process and will consider the directives with all current MPO documents. Staff will also coordinate with FHWA, FTA, KYTC, and other MPOs to work toward full implementation of Transportation Performance Based Planning and Programming (PBPP) requirements.

Planning Emphasis Areas

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly issued updated [Planning Emphasis Areas \(PEAs\)](#) in the Infrastructure Investment and Jobs Act (IIJA) passed on November 15, 2021. These PEAs are for metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program.

The eight (8) updated PEAs are listed below and should be addressed through the planning efforts of the MPO:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network/ U.S. Department of Defense Coordination
- Federal Land Management Agency Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

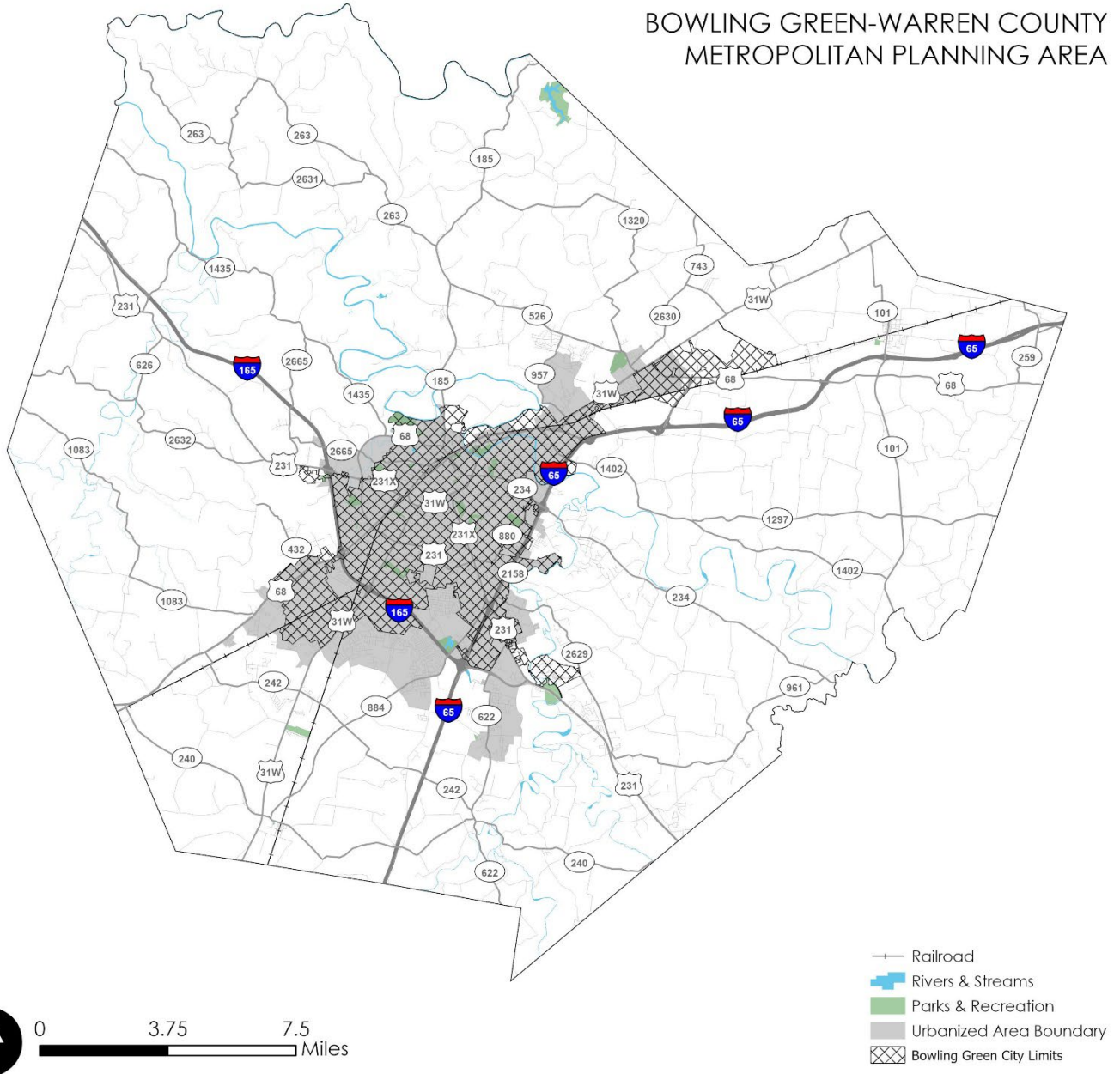
Planning Factors

The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive (3C); and provide for consideration and implementation of projects, strategies, and services that will address the following planning factors:

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.
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.

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 urbanized area boundary, as designated by the US Census Bureau (2010 Census data) 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 7). 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 Policy Committee meets quarterly and at additional special-called meetings as needed. The members of the Policy Committee are listed below.

Judge/Executive Warren County, Chair
Mayor, City of Bowling Green, Vice-Chair
Secretary, Kentucky Transportation Cabinet
KY Division Administrator, Federal Highway Administration (non-voting)
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. The City of Bowling Green Public Works Director and the Warren County Public Works Director may represent and serve as a voting member in the absence of his/her respective agency.

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
4. Warren County Public Works

5. Bowling Green Area Chamber of Commerce
6. Bowling Green Municipal Utilities Water/Sewer/Electric
7. Bowling Green Public Transit (Go BG) Coordinator
8. Bowling Green Schools Director of Transportation
9. Bowling Green - Warren County Regional Airport
10. Builders Association of Southcentral KY
11. City-County Planning Commissioner (BG Rep)
12. City-County Planning Commissioner (WC Rep)
13. Federal Transit Administration Advisory Representative
14. FHWA Advisory Representative
15. Bicycle and Pedestrian Advisory Committee Representative
16. KYTC Division of Planning MPO Liaison
17. KYTC Office of Transportation Delivery Liaison
18. Kentucky House/Senate Representatives/Liaisons for Warren County
19. Realtor Association of Southern Kentucky
20. The Medical Center EMS
21. Warren County Emergency Management Services
22. Warren County Public School System - Finance
23. Warren County Water District
24. Western Kentucky University - Facilities
25. Western Kentucky University - Parking and Transportation

The Technical Advisory Committee (TAC) shall hold regularly scheduled bi-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 has assumed 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). 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

All work tasks herein will be completed by MPO staff, unless otherwise noted by the specific task.

- Karissa Lemon, MPO Coordinator (Karissa.lemon@bgky.org | 270-393-3339)
- Ben Peterson, Executive Director (ben.peterson@bgky.org | 270-393-3344)
- Megan Mooney, Financial Officer (megan.mooney@bgky.org | 270-393-3343)
- Quentin Walker, GIS Technician (Quentin.walker@bgky.org | 270-843-5630)
- Rachel Hurt, Senior Planner (Rachel.hurt@bgky.org | 270-393-3337)
- Amy Scott, Planner II (amy.scott@bgky.org | 270-393-3340)
- Ginny Willoughby, Planner I (gabby.willoughby@bgky.org | 270-842-1953)
- Natasha Smith, Plans Reviewer I (natasha.smith@bgky.org | 270-842-1953)

Funding Sources

Sources of funds for the FY 2025 UPWP include:

- The Metropolitan Planning or PL program through the Federal Highway Administration, funded at an 80 percent federal level.
- The Federal Transit Administration Section 5303 transit planning funds, funded at an 80 percent federal level.
- The Kentucky Transportation Cabinet provides a 5% state match for FHWA funding.
- The City of Bowling Green and/or Warren County, through appropriations to the City-County Planning Commission, provide required matching funds at 15% for regular PL funds and 20% for transit planning funds and/or special studies using discretionary funds.
- The MPO will dedicate at least 2.5% of the dedicated PL funds on activities to increase safe and accessible options for multiple travel modes. See Work Elements 4 (Public Involvement) and 8 (Multimodal Planning) for specific work tasks that may be addressed.

Fiscal Year 2025 Unified Planning Work Program

Element	Staff Hours FY25	Budgeted Cost (\$)
01 - Administration*	745	43,544
02 - UPWP	90	4,956
03 - Transportation Improvement Program (TIP)	45	1,908
04 - Public Involvement*	330	20,152
05 - Data Collection	715	33,409
06 - Integrated Planning	245	15,349
07 - Metropolitan Transportation Plan (MTP)	420	270,355
08 - Multimodal Planning**	840	177,070
09 - Special Studies	77	3,900
Total	3,507	570,642

**Work Element includes Direct Costs*

***Work Element includes special study and/or project through consulting services*

PROGRAM ADMINISTRATION

ELEMENT 01: Program Administration

PURPOSE

Support and manage ongoing metropolitan 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

- Monitor state and federal policies, legislation and other transportation information. This will be done through interaction with local officials, online research, and/or participation in webinars. Ensure and manage MPO compliance with all KYTC, FHWA, and FTA requirements and regulations.
- Provide administrative and technical assistance to the MPO Committees (Policy and Technical Advisory), subcommittee (Bicycle and Pedestrian Advisory), and any additional committee-related activities.
 - Schedule meetings, conduct necessary correspondence, and administrative tasks for committee meetings.
 - 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 MPO/City-County Planning Commission (CCPC) staff activities.
- Monitor the Planning Agreement to ensure compliancy with federal and state regulations; update as needed.

Communication, Collaboration, Education

- 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 on project development, federal grant applications, and compliance with federal funding requirements.
- 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.
- 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.

Travel/Training Opportunities:

- Quarterly Statewide Transportation Planning meetings – Frankfort, KY / Virtual
- Planning and/or Transportation-related Conferences and/or training, may include, but is not limited to:
 - APA-Kentucky / APA-OKI Planning conference – MPO Coordinator
 - AMPO National Conference – MPO Coordinator, other staff
 - ESRI National Conference – San Diego, CA – GIS Technician, Executive Director
 - Other

**MPO will seek approval by KYTC prior to registering for conferences and/or training over \$100; Conferences/training must be found eligible by FHWA.*

Direct Expenses:

- Fees required for annual hosting and maintenance of the MPO website
- Fees required for distribution of the MPO newsletter
- Purchase of necessary software and/or hardware (expenditures greater than \$100 will have prior approval of the KYTC)
- Fees necessary for appropriate travel and training
- Costs incurred for review of contracts and documents, as needed

PRODUCTS & COMPLETION DATES

- ✓ Maintenance to the MPO website (CrowdSouth Web Design) – **Quarterly**
- ✓ Quarterly progress reports and invoices – **Quarterly**
- ✓ Meeting Minutes/Summary Notes – **As scheduled**
- ✓ Submit annual audit (CCPC) – **March 31, 2025**
- ✓ Updated Planning Agreement, as necessary

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 35,544.00	FHWA	\$ 34,835.20
Other Direct Costs	\$ 8,000.00	KYTC	\$ 2,177.20
Indirect Costs	\$ 0	Local	\$ 6,531.60
Total Costs	\$ 43,544.00		

Staff Hours							
MPO Coordinator	Executive Director	Financial Officer	Senior Planner	Planner II	Plans Reviewer I	GIS Analyst	Total Hours
550	60	40	25	10	40	20	745

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 2024 Annual Performance and Expenditure Report.
- Maintain the FY 2025 UPWP and amend as needed.
- Develop the FY 2026 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 2026 UPWP for review and comment to the KYTC, FHWA, FTA and other required agencies as listed in the MPO routing listing by February 28, 2025.
- Review and address submitted comments to the draft FY 2026 UPWP. Submit and distribute the final FY 2026 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.

PRODUCTS & COMPLETION DATES

- ✓ FY24 Annual Performance and Expenditure Report – **September 2024**
- ✓ Draft FY 2026 UPWP to all MPO review partners* – **February 28, 2025**
- ✓ Application for FTA 5303 funds – **March 1, 2025 (or as directed by KYTC OTD)**
- ✓ Approved final FY 2026 UPWP – **April 2025**
- ✓ Final FY 2026 UPWP to all MPO partners* - **April 30, 2025**
- ✓ Final FY 2026 UPWP to state eClearinghouse – **April 30, 2025**

*MPO partners identified on the [MPO routing list](#)

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 4,955.60	FHWA	\$3,964.48
Other Direct Costs	\$ 0	KYTC	\$ 247.78
Indirect Costs	\$ 0	Local	\$ 743.34
Total Costs	\$ 4,955.60		

Staff Hours			
MPO Coordinator	Executive Director	Financial Officer	Total Hours
55	15	20	90

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 period which the active 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 inclusion in the TIP 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 to the procedures outlined in the MPO Participation Plan. The current TIP expires on **August 29, 2027**.

WORK TASKS

- Address performance-based planning requirements and specific performance measure targets, as established by FHWA/KYTC and adopted by the MPO, in the maintenance and update of the TIP.
- Ensure the TIP conforms to the Metropolitan Transportation Plan (MTP) for the MPO area.
- Monitor the status of TIP projects and determine when updates or changes to project related information are needed.
- Prepare, submit, publish, and distribute TIP modifications and amendments per procedures identified in the MPO's Participation Plan. All modifications and amendments will be posted on the MPO website.
- Reconcile the TIP with the biennial KYTC Highway Plan through modification or amendment.
- Assess the TIP in the context of compliance with Title VI and Environmental Justice, Americans with Disabilities Act, Low English Proficiency (LEP) issues, and Section 504 of the Rehabilitation Act of 1973.
- Work with KYTC and GO bg Transit to develop the FY 2024 Annual Listing of Obligated Projects.

PRODUCTS & COMPLETION DATES

- ✓ TIP modifications and amendments, as necessary – **Ongoing**
- ✓ FY 2024 Annual Listing of Obligated Projects – **December 20, 2024**

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 1,908.00	FHWA	\$ 1,526.40
Other Direct Costs	\$ 0	KYTC	\$ 95.40
Indirect Costs	\$ 0	Local	\$ 286.20
Total Costs	\$ 1,908.00		

Staff Hours	
MPO Coordinator	Total Hours
45	45

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 the Infrastructure Investment and Jobs Act (IIJA). The MPO engages the public primarily through three components: open meetings (MPO meetings are open to the public and a call for public comments is included on the agenda for each meeting), 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

- Expand and refine the MPO's public email and newsletter lists.
- Continually reference and review the Participation Plan. Consider the effectiveness of the plan and 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.
- Maintain a record of public and stakeholder comments received by formal correspondence or informal interactions with staff at committee meetings and/or other meetings conducted by the MPO.
- Seek alternative opportunities to engage and inform the local community in the transportation planning process.
- Utilize social media platforms for BikeWalkBG to disseminate bike/ped information.
- Utilize MPO web map as public information tool and to communicate transportation improvement projects.
- Collaborate with efforts of other agencies to educate the public on bicycle and pedestrian safety; Collaborate on opportunities to participate in activities that promote, educate, and/or encourage the public to use alternative forms of transportation (biking, walking, transit).
- Seek creative strategies to engage the public via virtual meeting platforms, social media, and/or other virtual outreach efforts.
- Work with local marketing firm to develop and manage a marketing campaign promoting and encouraging bicycling and walking in the MPO area.
- Carry out public involvement process for the 2050 MTP update.

Title VI Compliancy

- Consult with KYTC, FHWA, and other MPOs to address implications of Title VI, including but not limited to Low English Proficiency (LEP), Environmental Justice, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.
- Coordinate with KYTC's Office for Civil Rights & Small Business Development and Office of Transportation Delivery to develop, update, and/or maintain the MPO's Title VI compliancy efforts. Develop an annual/triannual Title VI report/plan per guidance from the respective KYTC office. Coordinate with the City of Bowling Green International Communities Liaison to involve the LEP population in the transportation planning process.

PRODUCTS & COMPLETION DATE

- ✓ Title VI accomplishments to KYTC Division of Planning – **May 2025**
- ✓ FY25 KYTC Title VI Report – **June 30, 2025**
- ✓ Annual summary report of participation efforts – **June 30, 2025**
- ✓ Biking and Walking Campaign – **June 30, 2025**
- ✓ Updates to the MPO website (in-house) – **Monthly**
- ✓ MPO Quarterly Newsletters – **Quarterly**
- ✓ Updated interagency contact list – **As needed**

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 15,152.85	FHWA	\$16,121.48
Other Direct Costs	\$ 4,999.00	KYTC	\$ 1,007.59
Indirect Costs	\$ 0	Local	\$ 3,022.78
Total Costs	\$ 20,151.85		

Staff Hours						
MPO Coordinator	Executive Director	Senior Planner	Permits Reviewer I	Planner II	Planner I	Total Hours
155	20	30	115	5	5	330

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, Security, and Performance Based Planning

- 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, as requested, in the collection of data for the State asset management plan for the National Highway System.
- Perform appropriate data collection and analysis to monitor the MPO area’s progress in supporting the State’s safety performance measures and targets, as well as pavement and bridge condition (PM2), system reliability (PM3), and Greenhouse Gas Emissions (GHG) targets set by KYTC.
- Draft and adopt resolutions and/or continuing agreement documents in support of local and/or state performance measure targets.

Data Collection, GIS Database, Mapping Activities

- 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 toward 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. Incorporation of travel modes and commuting patterns may also be considered for collection, in addition to inclusion of the most-recent traffic count information by direction and vehicle class.
- Compile and maintain applicable data for the MPO’s travel demand model, as necessary.
- Access National Performance Management Research Data Set (NPMRDS) for analysis of data. Utilize data as applicable for the MPO.
- Analyze data, develop maps, and perform other data-related duties for the update of the 2050 MTP.

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.
- Assist KYTC, as appropriate, in analyzing resiliency and reliability of the transportation network and work toward assembling a list of vulnerable transportation assets.
- 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

- ✓ MPO adopt to support KYTC’s safety performance targets – **February 28, 2025**
- ✓ 2050 MTP data analysis and map development – **June 30, 2025**
- ✓ 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

Cost Summary		Funding Sources	
Personnel Costs	\$ 33,408.55	FHWA	\$ 26,726.84
Other Direct Costs	\$ 0	KYTC	\$ 1,670.43
Indirect Costs	\$ 0	Local	\$ 5,011.28
Total Costs	\$ 33,408.55		

Staff Hours					
MPO Coordinator	Executive Director	Senior Planner	Plans Reviewer I	GIS Technician	Total Hours
120	80	20	10	485	715

ELEMENT 06: Integrated Planning

PURPOSE

Provide staff assistance in the coordination of transportation into the existing and future land use planning of the City-County Planning Commission’s 2030 Focus Comprehensive Plan (updated in 2022), small area Focal Point Plans or Corridor Studies, proposed zone changes for new development and redevelopment, 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 (Continuous Highway Analysis Framework (CHAF), Highway Plan, MTP, Bike/Ped) and the impact the proposed new and/or redevelopment projects 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

- Staff will assist public and local agencies on land use issues pertaining to transportation.
- 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.
- Participate in and provide assistance as needed, to the Western Kentucky University Master Plan Committee.
- 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. This includes in-house focal point plans and/or corridor studies.
- 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 on 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.
- Establish traffic considerations and infrastructure criteria that can be incorporated into the plans of proposed developments.
- MPO/CCPC staff will encourage multimodal connectivity into new developments. 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.

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 15,348.80	FHWA	\$ 12,279.04
Other Direct Costs	\$ 0	KYTC	\$ 767.44
Indirect Costs	\$ 0	Local	\$ 2,302.32
Total Costs	\$ 15,348.80		

Staff Hours					
MPO Coordinator	Executive Director	Senior Planner	Planner II	Planner I	Total Hours
25	85	75	30	30	245

SYSTEMS PLANNING

ELEMENT 07: Metropolitan Transportation Plan (MTP)

PURPOSE

The Metropolitan Transportation Plan (MTP) is the long-range transportation planning document adopted by the MPO. The MTP covers existing and proposed transportation facilities and addresses all modes that make up and function as an integrated transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. The MTP establishes goals, objectives, and projects to be implemented over a forecasted 20+ year horizon and is updated every five years. The MTP is fiscally restrained, reflecting the priorities of the MPO to develop a multimodal transportation network for all users. The current [2045 MTP](#) was approved by the MPO Policy Committee on September 29, 2020 and will expire in 2025. The MPO will simultaneously maintain the 2045 MTP and provide the necessary work for the adoption of the 2050 MTP by September 2025.

WORK TASKS

Maintain the 2045 MTP / Update the 2050 MTP

- Amend or modify the current MTP as may be necessary. Incorporate performance measure targets and associated language into any MTP amendment.
- 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, as appropriate, 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.
- MPO staff and committees will evaluate implementation of the various plans, studies, and project recommendations stated in the 2045 MTP as well as transportation studies completed in the past ten years.
- Consult with local, state, and federal partners to establish strategies, policies, programs, and actions, that over time, will serve to avoid, minimize, rectify, reduce, or eliminate impacts on environmental resources associated with the implementation of the MTP.
- Work with regional partners and stakeholders to develop and implement the MTP through coordinated transportation planning, operations, maintenance, special studies, and project development.
- Consider various planning tools, strategies, and efforts to address the planning emphasis areas (PEAs).
- The MTP will include a description of the performance measures and performance targets used in assessing the performance of the transportation system.
- System performance reports will be updated in future MTP updates evaluating the condition and performance of the transportation system with respect to the performance measures and/or establishing baseline data for the performance measures.
- Future MTPs will address progress achieved in meeting the performance targets in comparison with system performance recorded in previous reports and baseline data.

Develop 2050 MTP

- Develop RFP to solicit proposals for 2050 MTP update. Work with consultant throughout update process

via various communication strategies. Assist and provide data as needed. Proof documents and other draft submittals for review. Staff will work with consultant to perform the following tasks, in addition to other work in order to create a financially constrained long-range transportation plan through 2050.

- Review and update the goals and objectives utilizing input from the TAC. Establish long- and short-range strategies.
- Work with KYTC Modal Branch to utilize the MPO’s travel demand model to address current and projected travel demands. Staff will coordinate with KYTC and consultant to identify alternative networks and corridor specific traffic forecasting needs.
- Perform an inventory and analysis of existing transportation system conditions and trends including multimodal facilities, transit systems, vehicular congestion, and freight movement.
- Review and update existing transportation system information, including the identification of system deficiencies, through consultation with transportation partners.
- Conduct public outreach to solicit input concerning transportation needs and issues in accordance with the MPO’s Participation Plan.
- Conduct a financial analysis to include revenue forecasts for use in developing a financially constrained project list.
- Develop a financially constrained, prioritized project list through year 2050.
- Develop priorities and goals for bike, pedestrian, and transit improvements in the MPO area.

Project Identification and Prioritization (SHIFT)

- Work with the MPO committees and KYTC to carry out the SHIFT project prioritization process, utilizing the SHIFT projects and scores for the development and maintenance of MPO documents like the TIP and MTP.
- Update, edit and maintain projects and maps for Warren County in the CHAF database, per KYTC stipulations.

PRODUCTS & COMPLETION DATE

- ✓ MTP modifications and amendments, as necessary – **Ongoing**
- ✓ Identification of needed transportation projects will be incorporated into the Bowling Green-Warren County CHAF database, TIP, MTP and KYTC Highway Plan – **Ongoing, on as-needed basis**
- ✓ MPO adopt to support KYTC’s safety performance targets – **February 28, 2025**
- ✓ 2050 MTP Draft – **June 30, 2025**

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 20,354.90	FHWA	\$ 216,283.92
Other Direct Costs	\$ 250,000.00	KYTC	\$ 1,017.75
Indirect Costs	\$ 0	Local	\$ 53,053.24
Total Costs	\$ 270,354.90		

Staff Hours						
MPO Coordinator	Senior Planner	Planner II	Planner I	GIS Technician	Executive Director	Total Hours
250	60	10	10	50	40	420

MOBILITY & MULTIMODAL PLANNING

ELEMENT 08: Multimodal Planning

PURPOSE

Provide necessary staff 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. The Bicycle and Pedestrian 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 provide the framework for this work element and outlines goals and objectives for bicycling and walking in the county.

WORK TASKS

Transit Tasks

- Provide staff assistance and support in activities related to transit services.
- Serve as a liaison between GO bg, the City of Bowling Green, Federal Transit Administration, and the KYTC.
- Staff will serve on the GO bg Transit Advisory Committee.
- Coordinate with transit provider agencies in carrying out Transit Asset Management and Performance Based Planning and Programming requirements. Work with GO bg Transit and the City of Bowling Green to monitor progress in meeting transit performance targets.
- Assist GO bg and the City of Bowling Green with the Public Transportation Agency Safety Plan (PTASP). Staff will review, update, and develop strategies to aid in meeting the designated targets in the plan.
- Work with GO bg and the City of Bowling Green to update the Transit Asset Management (TAM) plan to reflect current regulations and targets for the local transit agency. The MPO will assist the transit providers with transit planning services, as needed and requested, and initiate TAM plan updates per federal regulation standards. The MPO will take more proactive measures to assist should the TAM plan targets not be met.
- Staff will coordinate with GO bg Transit and WKU Topper Transit to identify projects or programs for addition to the Transportation Improvement Program (TIP).
- 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."
- The MPO will coordinate with WKU Topper Transit, the City of Bowling Green, GO bg Transit, and other necessary parties to implement the recommendations from the MPO's previous transit studies seeking to merge the two systems into one system.
 - The MPO will issue a RFP to hire a consultant to oversee a Transit Systems Merger Study. The study will outline different scenarios and implementable steps for a complete merge of the two systems.
- MPO staff will continue to implement the rollout of GO bg Transit's rebranding and marketing campaign. Work may include collaborative efforts with a third-party marketing agency, the City of Bowling Green, GO bg Transit staff, and others.

Bicycle & Pedestrian Tasks

- Implement the 2022 Bicycle and Pedestrian Master Plan.
- Monitor and update, as needed, the MPO's priority listing of bicycle/pedestrian projects needed in the Bowling Green-Warren County MPO area.
 - 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.

- Work with stakeholders to pursue grant opportunities and alternative forms of funding for priority bicycle/pedestrian projects.
- Maintain and update a project database, including GIS data, for existing and planned bicycle and pedestrian facilities.
- 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. 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; local advocacy groups such as: Cave Country Trails, local cycling/running clubs, bicycle shops, tourism agencies, etc.).
- Assist Western Kentucky University, the City of Bowling Green, and/or other applicable agencies in bike share program planning and implementation. Consider the development of policies directing the legalities and use of bike share and electric scooter programs.
- 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.
- Draft and/or maintain a local Complete Streets Policy.

PRODUCTS & COMPLETION DATES

The following products are ongoing efforts, unless otherwise noted:

- ✓ Update 2022 Bicycle and Pedestrian Master Plan priorities – **June 30, 2025**
- ✓ GoBG Transit Marketing Campaign – **June 30, 2025**
- ✓ Transit Systems Merger Study – **June 30, 2025**
- ✓ GIS database maintenance of existing and planned bicycle/pedestrian facilities – **Ongoing**
- ✓ Database of submitted public/agency requests for bicycle/pedestrian information – **Ongoing**
- ✓ Prioritized List of Greenway Grant Projects – **Ongoing**

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 37,069.95	FHWA	\$ 25,943.28
Other Direct Costs*	\$ 140,000.00	FTA	\$ 115,712.00
Indirect Costs	\$ 0	KYTC	\$ 1,621.46
Total Costs	\$ 177,069.95	Local	\$ 33,793.22

**funds for public transportation marketing and education; Transit Study*

Staff Hours					
MPO Coordinator	Executive Director	Senior Planner	GIS Technician	Plans Reviewer I	Total Hours
310	35	40	125	330	840

ELEMENT 09: 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 high growth areas throughout Bowling Green and Warren County. 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 CHAF database.

WORK TASKS

- Coordinate with the Barren River Area Development District (BRADD) on the Safe Streets for All (SS4A) implementation and action plan grants for Warren County. Pursue additional SS4A funding opportunities and work tasks as eligibility and need arises.
- 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. Update existing plans, as needed. 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.

PRODUCTS & COMPLETION DATES

- ✓ Transportation-Corridor studies – **Upon request or need**

**When corridor studies utilize federal transportation dollars, an eligibility finding may be required*

FUNDING SUMMARY

Cost Summary		Funding Sources	
Personnel Costs	\$ 3,899.85	FHWA	\$ 3,119.88
Other Direct Costs	\$ 0	KYTC	\$ 194.99
Indirect Costs	\$ 0	Local	\$ 584.98
Total Costs	\$ 3,899.85		

**Smallhouse Road/Cave Mill Road Traffic Improvement Study*

Staff Hours				
MPO Coordinator	Executive Director	Senior Planner	GIS Technician	Total Hours
50	10	12	5	77

WORK TASKS

- Assist the Barren River Area Development District in managing the Federal Lands Access Program (FLAP) funds for the Bowling Green-Mammoth Cave greenway project. Pursue additional grant funding for the subsequent project phases.
- Perform other tasks related to special projects or focus areas, as needed.

Monitor Sub-allocated Funds

- Work with MPO Committees and local agencies to prioritize and pursue projects for Carbon Reduction Program (CRP) expenditures.

- Ensure compliancy with TIP and MTP.
- Schedule meetings and provide project oversight of funds.

FY 2025 ESTIMATED MPO BUDGET | July 1, 2024 – June 30, 2025

FY 2025 MPO ESTIMATED BUDGET

July 1, 2024 - June 30, 2025

Work Element	Staff Hours	MPO Highway Funds			MPO Transit Funds		Total Budget
		FHWA (PL)	KYTC	MPO Local Match	FTA 5303	MPO Local Match	
01 Administration*	745	\$ 28,435	\$ 1,777	\$ 5,332	\$ -	\$ -	\$ 35,544
Direct Costs	-	\$ 2,800	\$ 175	\$ 525	\$ -	\$ -	\$ 3,500
Direct Costs (Travel, Training)	-	\$ 3,600	\$ 225	\$ 675	\$ -	\$ -	\$ 4,500
02 UPWP	90	\$ 3,964	\$ 248	\$ 743	\$ -	\$ -	\$ 4,956
03 TIP	45	\$ 1,526	\$ 95	\$ 286	\$ -	\$ -	\$ 1,908
04 Public Involvement*	330	\$ 12,122	\$ 758	\$ 2,273	\$ -	\$ -	\$ 15,153
BikeWalkBG Marketing Campaign	-	\$ 3,999	\$ 250	\$ 750			\$ 4,999
05 Data Collection	715	\$ 26,727	\$ 1,670	\$ 5,011	\$ -	\$ -	\$ 33,409
06 Integrated Planning	245	\$ 12,279	\$ 767	\$ 2,302	-	-	\$ 15,349
07 MTP	420	\$ 16,284	\$ 1,018	\$ 3,053	\$ -	\$ -	\$ 20,355
2050 MTP Update		\$ 200,000		\$ 50,000			\$ 250,000
08 Multimodal Planning**	840	\$ 25,943	\$ 1,621	\$ 4,864	\$ 3,712	\$ 929	\$ 37,070
Transit Systems Merger Study					\$ 96,000	\$ 24,000	\$ 120,000
Transit Marketing Support					\$ 16,000	\$ 4,000	\$ 20,000
09 Special Studies	77	\$ 3,120	\$ 195	\$ 585	-	\$ -	\$ 3,900
Total Highway Funding		\$ 140,801	\$ 8,800	\$ 26,400			\$ 176,001
Total PL Discretionary Funding		\$ 200,000		\$ 50,000			\$ 250,000
Total FTA Funding					\$ 115,712	\$ 28,929	\$ 144,641
TOTAL Estimated BUDGET		\$ 340,801	\$ 8,800	\$ 76,400	\$ 115,712	\$ 28,929	\$ 570,642

*includes direct expense

**funds for marketing and education for public transit system

FY 2025 ESTIMATED STAFF HOURS

Staff Member	MPO Total Hours	Hours Worked/Year	MPO Percent
MPO Coordinator	1,560	1,560	100%
Financial Officer	60	1,950	3%
Senior Planner	262	1,950	13%
GIS Technician	685	2,080	33%
Executive Director	345	1,950	18%
Planner I	45	1,950	2%
Planner II	55	1,950	3%
Plans Reviewer I	495	1,950	25%
TOTAL STAFF HOURS	3,507		

FY 2025 DIRECT EXPENSES

DIRECT EXPENSES

BikeWalkBG Marketing Campaign

Campaign Production/Social Media \$ 4,999.00

2050 MTP Update

Consultant Fees \$ 250,000.00

Transit Expenses

Transit Systems Merger Study \$ 120,000.00

Transit Marketing Support \$ 20,000.00

APA Membership \$ 260.00

Constant Contact \$ 460.00

CrowdSouth \$ 600.00

Adobe Creative Suite \$ 1,000.00

Travel - Conference/Training \$ 4,500.00

TOTAL \$ **401,819.00**

Appendix A | 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

Jan 17, 2017
DATE

**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET**



SECRETARY

2/9/17
DATE

**BOWLING GREEN PUBLIC TRANSIT SYSTEM
(GO BG TRANSIT)**



DONNA TOOLEY
TRANSPORTATION MANAGER

Jan. 17, 2017
DATE

**APPROVED AS TO FORM & LEGALITY
TRANSPORTATION CABINET**



OFFICE OF LEGAL SERVICES

2/1/17
DATE

Appendix B | Performance Measures



2023 SAFETY PERFORMANCE MEASURE TARGETS

The Bowling Green-Warren County Metropolitan Planning Organization Policy Committee adopted a resolution on January 29, 2018 to support the Kentucky Transportation Cabinet’s (KYTC) safety performance measure targets and thereby agreed to plan and program projects that contribute toward the accomplishment of the set targets. The resolution applies to all future safety performance measure targets established by KYTC.

The table and information below depict the five-year rolling average baseline numbers and the KYTC targets for 2022 and 2023. This information was provided by the KYTC. These goals are shared with the Strategic Highway Safety Plan (SHSP) and reiterates KYTC’s commitment to the shared vision of Toward Zero Deaths.

TRANSPORTATION PERFORMANCE MANAGEMENT | KYTC SAFETY TARGETS

	Baseline (2016-20)	2022 Targets	Statewide	
			Baseline (2017-21)	2023 Targets
Number of Fatalities	770.4	752.6	764.2	764.0
Number of Serious Injuries	2,860	2,568	2,799	2,658
Fatality Rate/100 M VMT	1.579	1.535	1.573	1.575
Serious Injury Rate/100 M VMT	5.859	5.241	5.760	5.519
Total # Non-Motorized Fatalities and Serious Injuries	299.0	299.0	294.6	289.0

Continued support of the KYTC revised targets was discussed by the Technical Advisory Committee on February 27, 2023 and approved by the Policy Committee on February 27, 2023.

Todd Alcott, Mayor of Bowling Green
MPO Policy Committee, Vice Chair

RESOLUTION OF THE POLICY COMMITTEE OF THE
BOWLING GREEN-WARREN COUNTY METROPOLITAN PLANNING ORGANIZATION
ESTABLISHING PAVEMENT, BRIDGE & SYSTEM PERFORMANCE
PERFORMANCE MEASURE TARGETS

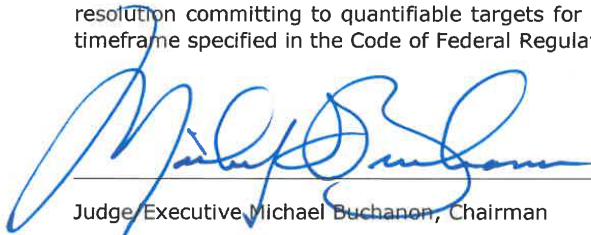
WHEREAS, the Bowling Green-Warren County Metropolitan Planning Organization (MPO) is the designated agency responsible for transportation planning in the Bowling Green-Warren County metropolitan planning area; and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (MAP-21) established performance measures, performance target requirements, and reporting requirements (23 CFR Part 490) applicable to the Bowling Green metropolitan planning area related to safety, pavement condition, bridge condition, and national highway system performance; and

WHEREAS, the Kentucky Transportation Cabinet (KYTC) has established targets for calendar year 2018, as depicted in Attachment A; and

WHEREAS, MPOs have 180 days following the establishment and reporting of the state's targets to either agree to support the state's targets or to commit to quantifiable targets for the metropolitan planning area;

NOW THEREFORE BE IT RESOLVED that the Policy Committee of the Bowling Green-Warren County Metropolitan Planning Organization (MPO), at a special-called public meeting of September 24, 2018, concurs with and supports KYTC's performance targets for pavement performance, bridge performance, and system performance by agreeing to plan and program projects so that they contribute toward the accomplishment of those targets. This resolution will apply to future such performance measure targets established by KYTC unless, following the establishment of new targets by KYTC, the Policy Committee passes a resolution committing to quantifiable targets for the metropolitan planning area within the timeframe specified in the Code of Federal Regulations.



Judge Executive Michael Buchanan, Chairman

Bowling Green-Warren County MPO Policy Committee

Date: September 24, 2018



**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET**
Frankfort, Kentucky 40622
www.transportation.ky.gov/

Matthew G. Bevin
Governor

Greg Thomas
Secretary

May 18, 2018

Mr. Thomas Nelson, Jr.
Kentucky Division Administrator
Federal Highway Administration
330 West Broadway
Frankfort, KY 40601

Dear Mr. Nelson:

Kentucky Transportation Cabinet is pleased to report that targets have been set for the performance measures required by 23 CFR 490. The summary below includes performance measures for asset management, system performance, and congestion mitigation and air quality (CMAQ). The subject performance measures have been coordinated with the nine Metropolitan Planning Organizations as various times through the past year.

Asset Management	Target	
	2 Yr	4 Yr
<i>Pavement Performance</i>		
% Good Interstate	50.0%	50.0%
% Poor Interstate	2.0%	2.0%
% Good Non-Interstate NHS	35.0%	35.0%
% Poor Non-Interstate NHS	4.0%	4.0%
<i>NHS Bridge Performance</i>		
% Good Condition by Deck Area	35.0%	35.0%
% Poor Condition by Deck Area	3.7%	3.2%



System Performance	Target	
	2 Yr	4 Yr
<i>Level of Travel Time Reliability (LOTTR)</i>		
% Reliable Interstates	93.0%	93.0%
% Reliable Non-Interstate NHS		82.5%
<i>Truck Travel Time Index (TTTR)</i>	1.190	1.190
Congestion Mitigation and Air Quality (CMAQ)		
OKI Regional Council of Governments		
Peak Hours of Excessive Delay (PHED - hrs)		12.0
Non-Single Occupancy Vehicles (SOV) Travel	17.4%	17.4%
Emissions Measure		
VOC	100	200
NOx	100	200

In addition, please also find attached the KYTC Data Quality Management Plan as required by 23 CFR 490.319(c). If you have any questions or concerns please feel free to contact me at 502.564.3730 or at Jason.Siwula@ky.gov. We look forward to continuing our performance management partnership with FHWA – KY Division.

Respectfully,

Jason Sivula, P.E.
Assistant State Highway Engineer for Innovation
Kentucky Transportation Cabinet

JS/JM/NII

Asset Management (Performance Measure 2)

The KYTC’s Asset Management performance measures track infrastructure conditions. The first set of measures tracks the percentage of highway miles in the state in good and poor condition for highways on the interstate and the National Highway Systems. The second set tracks the percentage of deck area on the state’s bridges on the National Highway System that are in good or poor condition.

ASSET MANAGEMENT (PM2)	TARGET	
	Two-Year (2024)	Four-Year (2026)
<i>Pavement Performance Measure</i>		
% Good Interstate	55	60
% Poor Interstate	4	3
% Good Non-Interstate NHS	35	40
% Poor Non-Interstate NHS	6	5
<i>NHS Bridge Performance</i>		
% Good Condition by Deck Area	31	27
% Poor Condition by Deck Area	3.7	3.6

System Performance (Performance Measure 3)

The U.S. Department of Transportation developed a series of System Performance Measures to track the percentage of highway miles traveled in the state that are rated as reliable, for highways on the interstate and the National Highway Systems. A second measure tracks the reliability of travel miles. This Truck Travel Time Reliability (TTTR) Index indicates the likelihood of traveling through a given region in the time anticipated. A high TTTR would indicate traffic congestion that would delay on-time deliveries.

SYSTEM PERFORMANCE (PM3)	TARGET	
	Two-Year (2024)	Four-Year (2026)
<i>Level of Travel Time Reliability (LOTTR)</i>		
% Reliable Interstates	95	93
% Reliable Non-Interstate NHS	91	91
<i>Truck Travel Time Index (TTTR)</i>	1.3	1.35

Appendix C | FTA Section 5303 Transit Planning Funds Proposal

GoBG Transit – Future Content and Marketing Needs

The Bowling Green-Warren County Metropolitan Planning Organization (MPO) is requesting Federal Transit Administration (FTA) Section 5303 Planning funds to continue support for creation of education and marketing materials for Bowling Green’s public transportation system. In fiscal year 2023, the MPO launched a new brand logo and materials for GoBG, as well as other marketing PSAs and graphics to help build a better ridership base. The MPO is seeking to continue these efforts through a month-to-month management and marketing proposal. The summary below outlines the proposed work:

- Social Media Mgmt - 2 Posts/Week
- Viral, Public Engagement Social Content Capture - Monthly
- Quarterly Testimonial Shoot
- Ongoing International Communities and Partner Outreach
- Quarterly Strategy Sessions

Once awarded, a proposed agreement would begin in July 2024 with a third-party agency.

Budget

Total = \$20,000 | FTA 5303 (80%) = \$16,000 Local (20%) = \$4,000

**local match (20%) provided by City of Bowling Green*

GoBG and Topper Transit Merger Study

In 2019, the MPO worked with the City of Bowling Green and Western Kentucky University (WKU) on a study analyzing transit efficiencies for both systems. One of the recommendations was implementing a merger of the two systems – both management and operations. Since 2019, GoBG and Topper Transit have entered into a shared agreement for transit management and operations services with a third party provider. The current structure has one manager overseeing both services and operates as two separate services. The next step, as outlined in the 2019 study, is to merge all services into one transit system. The MPO is seeking funds to hire a consultant who will provide recommendations, action items, and appropriate structures to merging Topper Transit and GoBG services into one transit system. This will be done in partnership with WKU and the City of Bowling Green.

Budget

Total = \$120,000 | FTA 5303 (80%) = \$96,000 Local (20%) = \$24,000

**local match (20%) provided by City of Bowling Green*

Other Transit Funds

In addition to the funds described for the transit campaign above, the MPO is requesting funds for staff time related to transit planning work tasks, as listed in the FY25 UPWP. Local match for these services provided by the City-County Planning Commission.

Total Requested Funds

Total Funds Requested			
	FTA 5303	Local Match	Total
Staff Services	\$3,712	\$929	\$4,641
Marketing Support	\$16,000	\$4,000	\$20,000
Transit Systems Merger Study	\$96,000	\$24,000	\$120,000
TOTAL FUNDS	\$115,712	\$28,929	\$144,641

Appendix D | FY 2025 MPO PL Discretionary Funds Proposal

FY 2025 MPO Discretionary Funding Request for

Bowling Green-Warren County MPO

Development of 2050 Long-Range

Metropolitan Transportation Plan (MTP)

The Bowling Green-Warren County Metropolitan Planning Organization (MPO) is requesting \$200,000 of MPO discretionary funds to hire a consultant to assist with the development of the 2050 Long-Range Metropolitan Transportation Plan (MTP). As Warren County is one of the fastest growing areas in the state of Kentucky, the MPO is seeking to work with elected officials, community leaders, and the general public to solicit input on the needs of our transportation system for today and into the future. As we respond to rapid and continuous growth, the need for infrastructure improvements is crucial. The MPO desires a qualified consultant to perform necessary traffic analyses for today, mid-term, and long-term in order to determine necessary transportation improvements. These identified improvement projects should reflect the ever-changing transportation trends, include innovative solutions and technologies, and consider all modes of travel, including freight, vehicular, bicycle, pedestrian, and transit. By exploring improvement projects for all modes, the MPO hopes to identify transportation projects that move Bowling Green and Warren County forward into a more multi-modal, interconnected transportation system. As part of this analysis, the consultant should consider performance measure targets and assist the MPO in acquiring necessary county-level metrics and accountability for target setting/monitoring. Additionally, the 2050 MTP will become a part of the City-County Planning Commission transportation action items for the Long-Range Comprehensive Plan.

Total Cost for 2050 MTP Update	\$250,000
Total MPO Discretionary Funds	\$200,000
Total Local Match	\$50,000