



FY 2025 UNIFIED PLANNING WORK PROGRAM AMENDMENT FOR THE BOWLING GREEN-WARREN COUNTY METROPOLITAN PLANNING ORGANIZATION

The following pages document the amended pages from the FY25 UPWP approved at the 12-16-2024 MPO Policy Committee.

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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.

**Resolution of the Policy Committee
Of the Bowling Green – Warren County MPO
Approving the Amendment to 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 United 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, additional Federal Transit Administration (FTA) funds have been received at the City of Bowling Green's request to be used for Program Support Administration expenses such as public meetings for feedback on the route design and transit operations/amenities. Staff will work closely with route development software on existing contract to develop new routes and update schedules as well as route maps. Staff will maintain Public Transit Agency Safety plan for FTA requirements and compliance as they relate to planning,

NOW THEREFORE, BE IT RESOLVED, that the Policy Committee at its meeting on December 16, 2024, approved the amendment to 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



Date

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.
- MPO staff will assist City of Bowling Green in administering funds to be used for Program Support Administration expenses such as public meetings for feedback on the route design and transit operations/amenities. MPO will assist work with route development software on existing transit contract to develop new routes and update schedules as well as route maps. This will assist in

maintaining the Public Transit Agency Safety plan for FTA requirements and compliance as they relate to planning. See **Appendix C** for more details.

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*	\$ 192,500.00	FTA	\$ 157,712.00
Indirect Costs	\$ 0	KYTC	\$ 1,621.46
Total Costs	\$ 229,569.95	Local	\$ 44,293.22

**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

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	TOTAL HIGHWAY FUNDS	FTA 5303	FTA 5307	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	\$ 37,069.95
Transit Systems Merger Study						\$ 96,000		\$ 24,000	\$ 120,000.00
Transit Marketing Support						\$ 16,000		\$ 4,000	\$ 20,000.00
Transit GoBG Plan							\$ 10,000.00	\$ 2,500.00	\$ 12,500.00
Transit Planning							\$ 32,000.00	\$ 8,000.00	\$ 40,000.00
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	\$ 42,000	\$ 39,429	\$ 197,141
TOTAL Estimated BUDGET		\$ 340,801	\$ 8,800	\$ 76,400		\$ 115,712	\$ 42,000	\$ 39,429	\$ 623,142

*includes direct expense

**funds for marketing and education for public transit system

Appendix C | FTA Section 5303 & 5307 Transit Planning Funds Proposal

5303 - 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*

5303 - 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*

5303 - 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.

5307 - GoBG Transit Plan

MPO staff will assist City of Bowling Green in administering funds to be used for Program Support Administration expenses such as public meetings for feedback on the route design and transit operations/amenities. MPO will assist work with route development software on existing transit contract to develop new routes and update schedules as well as route maps. This will assist in maintaining the Public Transit Agency Safety plan for FTA requirements and compliance as they relate to planning.

Budget

Total = \$12,500 | **FTA 5307 (80%) = \$10,000** Local (20%) = \$2,500

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

5307 - Transit Planning

MPO staff will assist City of Bowling Green in administering funds to be used for Program Support Administration expenses such as staff to maintain Public Transit Agency Safety Plan (PTSAP) for FTA requirements and compliance as they relate to planning.

Budget

Total = \$40,000 | **FTA 5307 (80%) = \$32,000** Local (20%) = \$8,000

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

Total Requested Funds

Total Funds Requested				
	FTA 5303	FTA 5307	Local Match	Total
Staff Services	\$3,712		\$929	\$4,641
Transit Plan	\$0	\$10,000	\$2,500	\$12,500
Transit Planning		\$32,000	8,000	\$40,000
Marketing Support	\$16,000		\$4,000	\$20,000
Transit Systems Merger Study	\$96,000		\$24,000	\$120,000
TOTAL FUNDS	\$115,712	\$42,000	\$39,429	\$197,141