

**OWENSBORO-DAVISS COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM**

FY 2022



Prepared by the  
OWENSBORO-DAVISS COUNTY MPO  
300 GRADD Way  
Owensboro, KY 42301

[www.gradd.com/TRAN/Oboro\\_Daviess\\_MPO](http://www.gradd.com/TRAN/Oboro_Daviess_MPO)

This report has been prepared in cooperation with or with financial assistance from all or several of the following public entities: Federal Transit Administration, Federal Highway Administration, Kentucky Transportation Cabinet, City of Owensboro, Kentucky, and Davies County, Kentucky. This financial assistance notwithstanding, the contents of this report do not reflect the official views or policies of the funding agencies. Accuracy of the information presented herein is the responsibility of the Green River Area Development District, based upon project information submitted by sponsoring agencies.

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# I. INTRODUCTION

## FY 2022 UPWP PURPOSE

The Unified Planning Work Program (UPWP) is a federally required document that communicates to the public and stakeholders how their federal transportation planning dollars will be used on regional planning activities over the coming Fiscal Year.

The current federal regulation that guide MPOs in developing a UPWP include 23 CFR 134 (a) & (f); 49 USC 5303(a) & (b); 23 CFR 420.109; 23 CFR 450.308; and 49 CFR 613.

This FY 2022 UPWP was prepared by the Owensboro-Daviess County Metropolitan Organization (MPO), c/o the Green River Area Development District (GRADD), which serves as staff to the Owensboro-Daviess County MPO. This work program covers a one-year period, beginning July 1, 2021 and ending June 30, 2022. It details the transportation planning activities, planning tasks, timelines and products that meet the federal requirements for Owensboro and Daviess County. It also outlines expenditures attributed to individual work elements and the funding sources to be used.

The UPWP contains several uniform elements that accomplish these items:

- Provide a management tool and guidance for the conduct of transportation planning studies, as part of the requirements of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
- Provide a list of funding amounts and breakdowns for each transportation planning element.
- Detail the various agencies participating in the MPO process.
- Outline those activities to be undertaken during FY 2022.
- Describe the completion timelines and products to be produced for each work element.

## TRANSPORTATION LEGISLATION

The Fixing America's Surface Transportation (FAST) Act replaced MAP-21 and became law on December 7, 2015. Requirements for planning and investing in the nation's surface transportation infrastructure are outlined in the FAST Act. MPO staff, in coordination with USDOT and KYTC, will initiate efforts to carry out each of the planning directives thoughtfully and thoroughly for the ongoing 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 Performance Based Planning and Programming (PBPP) requirements.

### 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.

**Livability Principles**

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

1. Provide more transportation choices;
2. Promote equitable, affordable housing;
3. Enhance economic competitiveness;
4. Support existing communities;
5. Coordinate and leverage federal policies and investment; and
6. Value communities and neighborhoods.

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## II. ESTABLISHMENT OF THE OWENSBORO-DAVIESS COUNTY MPO

### A. Designation Authority of the Owensboro-Daviess County MPO

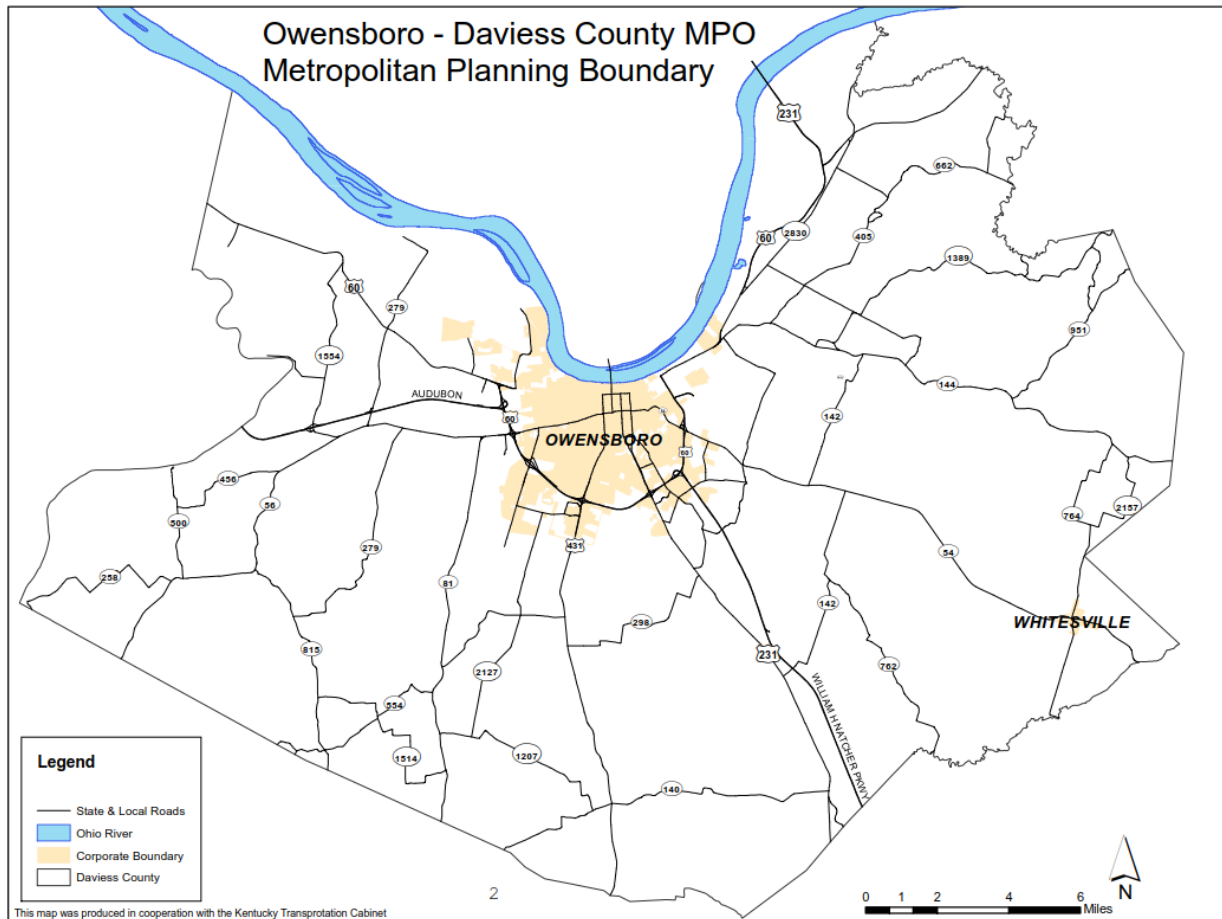
The Commonwealth of Kentucky, the City of Owensboro, and Daviess County officially designated the Green River Area Development District as the MPO Staff Agency in 1974. This designation will remain valid unless the MPO is re-designated by the Governor and local units of governments representing at least 75 percent of the population in the area served by the MPO.

### B. Description of the current Metropolitan Transportation Planning Boundary

The Owensboro-Daviess County MPO provides transportation planning services for the City of Owensboro, the City of Whitesville and all of Daviess County. The map below displays the current planning boundary for the MPO. If deemed appropriate, and approved by the MPO and the Governor, the boundary may be expanded to foster an effective planning process.

### C. MPO Planning Area Map

This map represents the Owensboro-Daviess County MPO planning area.



### III. ORGANIZATION OF THE OWENSBORO-DAVIESS COUNTY MPO

#### A. MPO STAFF

The Owensboro-Daviess County MPO staff is under the umbrella of the Community and Economic Development department within the Green River Area Development District (GRADD). The GRADD provides staff support for the Owensboro-Daviess County MPO to assist with the accomplishment of the objectives of the transportation planning process. The MPO staff is funded with Federal PL funds (80%), with the Kentucky Transportation Cabinet (KYTC) providing 5% of the required match, and the participating local governments providing the remaining 15% match. The MPO staff is also funded by Federal Transit Administration (FTA) funds (80%) with the City of Owensboro providing the local match (20%).

##### **MPO Transportation Planning and Support Staff:**

Blake Edge, Director for Community and Economic Development, GRADD  
Mariah Myres, Director for Finance and Administration, GRADD  
Tom Lovett, MPO Coordinator, GRADD  
Jennifer Alvey, GIS Analyst, GRADD  
Charity DeHart, Fiscal Contracts Manager, GRADD  
Therese Payne, Administrative Assistant, GRADD

#### B. POLICY COMMITTEE

The Policy Committee functions as the MPO policy board for cooperative transportation planning, decision-making and programming affecting the metropolitan planning area including responsibility for the review and approval of appropriate plans, implementation programs and other similar actions.

##### **Functions of the Policy Committee**

- Initiate, guide and sanction the necessary activities required for the development of a Coordinated, Comprehensive and Continuing (3-C) Transportation Planning Process;
- Examine the adequacy and appropriateness of the transportation planning process;
- Review various agreements entered into for the execution of transportation planning within the MPO area;
- Review and approve proposed goals, objectives and policies of the MPO transportation planning process;
- Review and approve the MPO's Transportation Improvement Program and its long-range transportation plans, studies and all other documents required of the MPO planning process; and
- Approve additions to the MPO Technical Advisory Committee (TAC).

##### **Membership of the Policy Committee**

The Policy Committee has three voting members and two nonvoting members. The voting members are:

1. Daviess County Judge/Executive;
2. City of Owensboro Mayor; and
3. Secretary of the Kentucky Transportation Cabinet.

The Secretary will provide a listing of designees.

The nonvoting members are:

1. Federal Highway Administration (FHWA) Kentucky Division Administrator; and
2. FTA Region 4 Regional Administrator.

Ex officio members may be added or deleted by the Policy Committee (with the exception of FHWA and FTA members).

The Owensboro Transit System, being a department within the City of Owensboro, is represented by the Mayor on the Policy Committee.

**Current Policy Committee members:**

- Al Mattingly, Judge/Executive, Daviess County – Chair
- Tom Watson, Mayor, City of Owensboro
- Jim Gray, Secretary, Kentucky Transportation Cabinet (Deneatra Henderson, Designee for KYTC)
- Todd A. Jeter, Kentucky Division Administrator, FHWA (nonvoting)
- Yvette Taylor, Regional Administrator, FTA (nonvoting)

**C. TECHNICAL ADVISORY COMMITTEE**

The Technical Advisory Committee (TAC) provides assistance and makes recommendations to the Policy Committee in carrying out the goals and objectives of the MPO. The TAC also provides guidance to the MPO staff and consultants in conducting the work specified in the UPWP. Additional and specific responsibilities may be defined, as needed, by the Policy Committee.

**Functions of the Technical Advisory Committee**

- Develop, review and comment on proposed goals, objectives and policies for the MPO transportation planning process;
- Review and provide direction on the development of all MPO short- and long-range transportation plans, studies and Unified Planning Work Program (UPWP) elements as required by the MPO planning process;
- Facilitate coordination, communication and understanding between the public, policy/decision makers, transportation-related agencies and all other parties involved in or affected by the MPO planning process; and
- Carry out any other tasks as required by the MPO.

**Membership of the Technical Advisory Committee**

1. City Manager, Owensboro – Chair
2. City Engineer, Owensboro
3. Daviess County Fiscal Court
4. County Engineer, Daviess County
5. Owensboro Metropolitan Planning Commission
6. Owensboro Transit System
7. Owensboro-Daviess County Regional Airport
8. Owensboro Riverport Authority
9. Greater Owensboro Chamber of Commerce
10. Greater Owensboro Economic Development Corporation
11. Green River Area Development District
12. Owensboro Police Department, Traffic Unit
13. Daviess County Sheriff's Department
14. Owensboro Municipal Utilities
15. Kenergy Corporation
16. Regional Water Resource Agency
17. KYTC District 2
18. KYTC Central Office Division of Planning
19. KYTC, Office of Transportation Delivery
20. FHWA, Kentucky Division (non-voting)

### **Current Technical Advisory Committee members**

1. Nate Pagan, City Manager, Owensboro – Chair
2. Kevin Collignon, City Engineer, Owensboro
3. Charlie Castlen, Daviess County Fiscal Court
4. Mark Brasher, County Engineer, Daviess County
5. Brian Howard, Director, Owensboro Metropolitan Planning Commission
6. Pamela Canary, Manager, Owensboro Transit System
7. Tristan Durbin, Manager, Owensboro-Daviess County Regional Airport
8. Brian Wright, Director, Owensboro Riverport Authority
9. Candance Brake, President/CEO, Greater Owensboro Chamber of Commerce
10. Brittaney Johnson, President/CEO, Greater Owensboro Economic Development Corporation
11. Joanna Shake, Executive Director, Green River Area Development District
12. Sgt. Mike Page, Owensboro Police Department
13. Sgt. Tyler Free, Daviess County Sheriff's Department
14. Tim Lyons, Director of Delivery, Owensboro Municipal Utilities
15. Scott Atherton, Manager of Field Engineering, Kenergy Corporation
16. Sean O'Bryan, Director of Engineering, Regional Water Resource Agency
17. Nick Hall, Planning Section Supervisor, KYTC District 2
18. Barry House, KYTC Central Office Division of Planning
19. Eric Perez, KYTC Office of Transportation Delivery
20. Bernadette Dupont, FHWA, Kentucky Division (non-voting)



## IV. WORK PROGRAM

### UNIFIED PLANNING WORK PROGRAM

Transportation planning and related planning activities anticipated within the MPO area during the next one-year period, regardless of funding sources, shall be conducted as described in the Unified Planning Work Program (UPWP). The UPWP is to be prepared by the MPO in consultation with the KYTC and units of local governments. The UPWP is to be reviewed by the TAC and a determination made as to whether the document should be recommended to the Policy Board. If recommended by the TAC, it will be considered for approval by the Policy Committee. The Owensboro-Daviess County MPO staff developed the FY 2022 UPWP. Input was obtained from the Kentucky Transportation Cabinet, the Federal Highway Administration (FHWA) Kentucky office, and the Federal Transit Administration (FTA) Region 4 office.

The specific transportation planning work elements to be undertaken in Fiscal Year 2022 by the MPO are listed below:

<b>Element</b>	<b>Description</b>
1.0/1.1:	MPO Administration
2.0/2.1:	Unified Planning Work Program
3.0/3.1:	Public Involvement
4.0/4.1:	Data Collection and Analysis
5.0/5.1:	Transportation Improvement Program
6.0/6.1:	Metropolitan Transportation Plan
7.0/7.1:	Transit and Active Transportation
8.0:	Owensboro Transit Management Assistance
9.0:	Technical Assistance to the City/County

Elements 1.0 through 7.0 receive FHWA planning (PL) funding.

Elements 1.1 through 7.1 are funded through FTA Funding Section 5303.

Element 8.0 receives FTA Section 5307 Funding.

Element 9.0 receives funding from Daviess County and the City of Owensboro.

Each of the tasks outlined in this section seeks to address the following planning priorities of the Owensboro-Daviess County MPO:

- a. Safety;
- b. System Preservation;
- c. Congestion;
- d. Access Management;
- e. System Connectivity;
- f. Community Development & Economic Growth;
- g. Freight Movement; and
- h. Alternative Modes of Travel.

## **I.0/I.1: MPO ADMINISTRATION**

### **A. PURPOSE**

The Owensboro-Daviess County MPO's administrative process ensures that the planning program is compliant with all applicable federal and state requirements. It is designed to ensure the staff keeps up-to-date with the ongoing trends and is completing its reporting duties to state and federal organizations. It also outlines day-to-day operation of the MPO office, such as compiling meeting agendas and minutes and ensuring they are posted to the MPO website.

### **B. WORK TASKS**

- Prepare quarterly reports in a timely fashion and submit reimbursement requests to the KYTC-Division of Planning and the Office of Transportation Delivery. The quarterly reports will describe the work completed during each 90-day time period and will be due 30 days from the end of the reported quarter. Quarterly narrative reports will be submitted to the Division of Planning.
- Provide funds for the purchase and maintenance of computer hardware and software to support the transportation programs and related activities.
- Monitor state and federal funding initiatives and legislative activities.
- Review federal and state policies and guidance regarding metropolitan transportation planning and incorporate changes as necessary.
- Provide staff support to MPO Committees and local governments.
- Provide KYTC-Division of Planning, two (2) copies of the annual audit by March 2022.
- Administer the correspondence and maintain contact list including, but not limited to, the MPO Technical Advisory Committee, and the MPO Transportation Policy Committee.
- Staff will seek quality courses, conferences, workshops, etc., in the areas that are relevant to the MPO transportation planning process.
- Staff will attend quarterly FHWA/KYTC/MPO meetings to keep up to date with current happenings in the MPO planning process.
- Staff will provide education to Local Public Agencies (LPAs) with over 50 employees on the requirement of an Americans with Disabilities Act (ADA) Transition Plan. The MPO will seek to increase awareness and understanding of all Policy and Technical Advisory Committee members of the ADA issues. The MPO will seek ADA representation and input in the on-going planning activities. The MPO will collect copies of the most recent documents from all entities within the MPO planning area that are required to have a ADA Transition Plan:
  - City of Owensboro, Kentucky
  - Daviess County, Kentucky
- Educate local governments of the availability of KYTC's Local Public Agency (LPA) Guide documenting federal requirements for the oversight and administration of federal-aid projects. Assist LPAs with project technical assistance through MPO document updates such as amendments and administrative modifications, coordinating assistance and other technical assistance as needed to educate LPAs on federal requirements.

### **C. PRODUCTS & COMPLETION DATES**

- Agenda and minutes from all MPO TAC/Policy meetings – Ongoing throughout FY 2022
- Quarterly progress reports to the appropriate agencies – Quarterly
- All MPO documents, amendments, modifications, etc., published on the MPO webpage in accordance with the MPO Participation Plan – ongoing throughout FY 2022
- Quarterly invoices – Quarterly

**D. FUNDING SUMMARY**

<b>Staff Hours</b>				
MPO Coordinator	CED Director	Financial Officer	Support Staff	<b>Total Hours</b>
1,120	650	220	625	<b>2,615</b>

<b>Cost Summary</b>		<b>Funding Sources</b>	
Personnel Costs	\$102,278	FHWA	\$77,400
Other Direct Costs	\$2,900	FTA	\$38,239
Indirect Costs	\$39,371	KYTC	\$4,838
		Local	\$24,072
<b>Total Costs</b>	<b>\$144,549</b>		<b>\$144,549</b>

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## 2.0/2.1: UNIFIED PLANNING WORK PROGRAM

### A. PURPOSE

The Unified Planning Work Program (UPWP) outlines the work elements that the MPO intends to carry out during the fiscal year. The UPWP also details the funding for the MPO and allocates the funds to each work element. The UPWP extends from July 1 through June 30 each fiscal year.

### B. WORK TASKS

- Carry out administrative activities involved with maintaining and revising the FY 2022 UPWP.
- Develop the annual Unified Planning Work Program (UPWP), which outlines MPO staff activities for FY 2023.
- A review of the MPO Memorandum of Agreement (MOA) will be conducted to ensure it meets all Federal and State planning standards. Modifications will be made as necessary to keep the MOA current.
- Complete FY 2022 Annual Performance and Expenditure Report and submit it to KYTC and FHWA within 90 days of the end of the reporting period.
- Deliver the Performance and Expenditures report to the MPO Committees and make it available to the public upon request.

### C. PRODUCTS & COMPLETION DATES

- Draft FY 2021 UPWP – February 28, 2022
- Final FY 2021 UPWP – April 30, 2022
- Annual Performance and Expenditure Report – September 30, 2022

### D. FUNDING SUMMARY

Staff Hours			
MPO Coordinator	CED Director	Financial Officer	Total Hours
75	30	25	130

Cost Summary		Funding Sources	
Personnel Costs	\$6,560	FHWA	\$5,392
Other Direct Costs	\$0	FTA	\$1,573
Indirect Costs	\$2,146	KYTC	\$337
		Local	\$1,404
<b>Total Costs</b>	<b>\$8,706</b>		<b>\$8,706</b>

### 3.0/3.1: PUBLIC PARTICIPATION

#### A. PURPOSE

The MPO's Public Involvement element ensures the MPOs have procedures approved by the FHWA to carry out a public involvement program pursuant to 23 CFR 450.316. These rules explain the requirement of the MPO's Public Involvement plan. The plan details all the documents the MPO is responsible for producing, the timeline/frequency they are written and how the MPO goes about publicizing them and seeking public comment. The MPO's Participation Plan was approved by the MPO Policy Committee in January 2019.

#### B. WORK TASKS

- Continue to expand and refine the MPO consultation list, to ensure the most accurate and up-to-date contact information.
- Notify and involve the public in the transportation planning process.
- Continue to update/maintain and develop the MPO webpage contained within the GRADD website. The webpage increases public access to transportation planning documents, MPO meeting schedules, provide for public comment and other related information.
- Explore the use of social media beyond the GRADD website.
- Evaluate methods for public involvement that are utilized to reach all segments of the population with respect to the development and maintenance of the UPWP, Participation Plan, Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).
- Conduct an annual review of the Participation Plan and make revisions as necessary to ensure the process is serving its intended purpose.
- 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. Maintain the MPO's Title VI plan and seek to further involve with these populations of the MPO area.
- Coordinate with KYTC's Office for Civil Rights & Small Business Development to update and/or maintain the MPO's Title VI compliancy efforts. Develop an annual Title VI report/plan per guidance from the KYTC Title VI Coordinator.

#### C. PRODUCTS & COMPLETION DATES

- MPO Title VI Plan for FY 2022 submitted to KYTC Division of Civil Rights – June 30, 2022
- FY 2022 Title VI plan on the MPO website – June 30, 2022
- Limited English Proficiency plan – June 30, 2022
- Updated Participation Plan Agency Consultation list – As needed

#### D. FUNDING SUMMARY

Staff Hours			
MPO Coordinator	CED Director	GIS Analyst	Total Hours
75	30	35	140

Cost Summary		Funding Sources	
Personnel Costs	\$5,550	FHWA	\$4,893
Other Direct Costs	\$300	FTA	\$1,474
Indirect Costs	\$2,108	KYTC	\$306
		Local	\$1,285
<b>Total Costs</b>	<b>\$7,958</b>		<b>\$7,958</b>

## **4.0/4.1: DATA COLLECTION AND ANALYSIS**

### **A. PURPOSE**

The MPO's efforts under this element are to maintain and analyze data to support transportation performance-based planning and programming requirements and other transportation planning activities.

### **B. WORK TASKS**

#### **1. Safety and Security**

- a. Utilize collected traffic counts and update of crash data for integration into safety planning efforts and into the transportation GIS system.
- b. Assist with the examination of potential safety issues to include the update of crash data analysis, discovery of high crash locations, participation in safety audits, and identification of low-cost safety improvement projects eligible for Highway Safety Improvement Program (HSIP) and other special funds.
- c. Identify a set of safety performance targets.
- d. Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating transportation safety and security considerations into the planning process.
- e. Support projects and programs that address security problems and enhance safe and secure travel for all system users (motorists, public transportation riders, bicyclists, and pedestrians) to securely share the transportation network.
- f. Pursue opportunities for Strategic Highway Safety Plan (SHSP) funding and planning a safe and secure transportation network in the MPO area.

#### **2. Data Collection, GIS Database, Mapping Activities**

- a. Develop and maintain a multilayered GIS database and map of transportation-related features and information for the area served by the Owensboro-Daviess County MPO.
- b. Provide visualization techniques and analysis tools to assist with project development and planning efforts as requested by local agencies.
- c. Coordinate with local agencies to ensure that MPO collected data can be used by the local government's GIS systems.
- d. Distribute transportation data to local governments as requested.
- e. Collect and maintain census/socioeconomic data, and roadway systems/urban boundaries.
- f. Assist in updating the MPO Travel Demand Model by providing necessary socioeconomic, land use and traffic data as requested.

#### **3. Transportation System Analysis**

- a. Using GIS software, develop a road network for the MPO area. Use the developed network to collaborate with local agencies and work toward improving the transportation system.
- b. Conduct research and explore the incorporation of access management policies with the MPO area.
- c. Monitor corridors within the MPO area that are susceptible to increased freight traffic and consider the regional connections that the corridors may provide.
- d. Consult with state freight staff to ensure the Critical Urban and Rural Freight Corridors are identified in the state portion of the National Highway Freight Network (NHFN).

#### **4. Integrated Planning**

- a. Seek ways to integrate land use, zoning, transportation, environment protection, public health, social justice and other related factors into the planning process.
- b. Work in collaboration with local agencies to collect and analyze data to better serve the needs of the community, planning for the future of the MPO area.

#### **5. Performance Measures and Targets**

- a. The MPO shall seek opportunities to incorporate and use a performance-based approach to transportation decision making. Perform appropriate data collection and analysis to monitor the MPO area's progress in supporting KYTC's performance targets related to safety, pavement condition, bridge condition and system reliability.

**C. PRODUCTS & COMPLETION DATES**

- Transportation-related GIS databases that can be used for planning and analysis for MPO staff, officials and countywide agencies
- GIS Road Network to be used for planning purposes across the MPO area
- Safety Performance Targets adopted – February 28, 2022

**D. FUNDING SUMMARY**

<b>Staff Hours</b>			
<b>MPO Coordinator</b>	<b>CED Director</b>	<b>GIS Analyst</b>	<b>Total Hours</b>
75	30	325	<b>430</b>

<b>Cost Summary</b>		<b>Funding Sources</b>	
Personnel Costs	\$15,612	FHWA	\$11,163
Other Direct Costs	\$0	FTA	\$6,070
Indirect Costs	\$5,929	KYTC	\$698
		Local	\$3,610
<b>Total Costs</b>	<b>\$21,541</b>		<b>\$21,541</b>

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## **5.0/5.1: TRANSPORTATION IMPROVEMENT PROGRAM**

### **A. PURPOSE**

The MPO, in cooperation with the KYTC, and affected transit operators, is required to develop a fiscally constrained Transportation Improvement Program (TIP) consistent with the adopted MTP and all MPO planning goals, objectives and priorities. The TIP outlines federal transportation projects taking place in the MPO area over the next six years. It contains a description of the project, a breakdown of the cost and funding, and timelines for the work.

### **B. WORK TASKS**

- Amend/Modify the FY 2019-2024 TIP as needed to reflect cost and schedule changes and funding approvals for new projects.
- Maintain a current TIP with all Amendments and Modifications on the MPO website in accordance with the MPO Participation Plan.
- Ensure that the TIP is coordinated with the Metropolitan Transportation Plan for the Owensboro-Daviess County urbanized area.
- Assess the TIP in the context of compliance with Title VI and Environmental Justice, American with Disabilities Act, Low English Proficiency issues, and Section 504 of the Rehabilitation Act of 1973. Consult with KYTC, FHWA, and other MPOs to determine the appropriate means and methodologies for conducting Title VI analysis of the burdens and benefits and the identification of disproportionate impacts.
- Incorporate performance-based planning procedures as required by federal transportation planning requirements including a description of the anticipated effect of the TIP toward achieving established performance targets.
- The Owensboro Transit System (OTS) and the Green River Intra-County Transit System (GRITS) are awarded grants throughout the fiscal year for specific projects. The MPO will utilize Administrative Modifications to amend the TIP.
- Work with MPO committees, local public agencies, elected officials and KYTC in determining eligible Transportation Alternative projects. Screen, review and prioritize Transportation Alternatives projects for submittal to KYTC, and other enhancement type funds as needed.
- Receive recommendations and ideas from local public agencies, individuals, FHWA and KYTC concerning CMAQ eligible projects. These projects are submitted to TAC for their consideration. If a project is approved, an application is submitted. If more than one project is approved, the TAC will decide on priorities and submitted to the Policy Committee for approval.
- Develop the Annual Listing of Federal Obligated Projects.

### **C. PRODUCTS & COMPLETION DATES**

- Annual Listing of Federal Obligated Projects – Dues 90 days after the end of the reporting period.
- TIP Modifications/Amendments – As needed



**D. FUNDING SUMMARY**

<b>Staff Hours</b>			
<b>MPO Coordinator</b>	<b>CED Director</b>	<b>GIS Analyst</b>	<b>Total Hours</b>
75	30	35	<b>140</b>

<b>Cost Summary</b>		<b>Funding Sources</b>	
Personnel Costs	\$5,550	FHWA	\$5,053
Other Direct Costs	\$500	FTA	\$1,474
Indirect Costs	\$2,108	KYTC	\$316
		Local	\$1,315
<b>Total Costs</b>	<b>\$8,158</b>		<b>\$8,158</b>

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## **6.0: METROPOLITAN TRANSPORTATION PLAN**

### **A. 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 constrained, reflecting the priorities of the MPO to develop a multimodal transportation network for all users. The MTP, covering FY 2021-2045, became effective on September 22, 2020.

### **B. WORK TASKS**

#### **Maintain and Implement 2045 MTP**

- Maintain and make necessary administrative modifications/amendments to the Metropolitan Transportation Plan (MTP) and carry out consultation with all required agencies and stakeholders with respect to all plan amendments and updates.
- Prepare Continuing Highway Analysis Framework (CHAF) entries for new projects that may be identified during the year.
- Assist KYTC as requested in the continuing development of the Strategic Highway Investment Formula for Tomorrow (SHIFT) prioritization.
- Identify and evaluate Intelligent Transportation System (ITS) technologies as potential solutions to transportation needs in the metropolitan planning area.
  - Coordinate with the Kentucky Transportation Cabinet and other stakeholders, as appropriate, to ensure that information for Transportation System Management and Operations (TSMO) elements within the metropolitan planning area is kept current in the Kentucky Statewide ITS Architecture.
- Assist KYTC, the City of Owensboro and Daviess County in applying local access management policies and best practices.
- Consult with KYTC, FHWA and other MPOs to determine appropriate means and methodologies for incorporating climate change considerations into the planning process.
- Work with KYTC Modal Programs Branch to use the MPO's travel demand model to address current and projected travel demands. Staff will coordinate with KYTC to identify alternative networks and corridor specific traffic forecasting needs.

### **C. PRODUCTS & COMPLETION DATES**

- Initial SHIFT Sponsorship – May 14, 2021
- SHIFT Prioritization Plan (draft) – June 18, 2021
- SHIFT Priority Point Allocation and Submittal – September 10, 2021
- SHIFT Prioritization Plan (final) – September 21, 2021
- Amendments and/or modifications to the Metropolitan Transportation Plan – as needed
- Continuous Highway Analysis Framework (CHAF) for any newly identified projects – as needed

**D. FUNDING SUMMARY**

<b>Staff Hours</b>			
MPO Coordinator	CED Director	GIS Analyst	<b>Total Hours</b>
75	30	45	<b>150</b>

<b>Cost Summary</b>		<b>Funding Sources</b>	
Personnel Costs	\$5,897	FHWA	\$4,973
Other Direct Costs	\$600	FTA	\$2,017
Indirect Costs	\$2,240	KYTC	\$311
		Local	\$1,436
<b>Total Costs</b>	<b>\$8,737</b>	Local	<b>\$8,737</b>

DRAFT

## 7.0/7.1: ACTIVE TRANSPORTATION

### A. PURPOSE

To provide Owensboro-Daviess County with transportation choices that include public transit and bicycle/pedestrian facilities to improve the quality of life and safety for all users.

### B. WORK TASKS

- Convene the Bicycle/Pedestrian committee as needed to review the Bicycle/Pedestrian Master Plan and update as needed.
- Promote interagency coordination, public information and citizen participation with respect to alternative modes of transportation.
- Provide technical assistance to LPAs, engineers and city officials on various pedestrian crossing and bicycle improvements using current bicycle and pedestrian master plans and best practices from other areas for reference.
- Update the Coordinated Public Human Service Plan in cooperation with the state, public and private transportation providers, and health and human service organizations including organizations supporting the elderly and disabled.
- Amend and/or modify, as necessary, the MPO TIP and MTP to include public transportation projects.

### C. PRODUCTS & COMPLETION DATE

- Coordinated Public Human Service Plan update – March 1, 2022
- Updated Bicycle/Pedestrian Master Plan – as needed

### D. FUNDING SUMMARY

Staff Hours			
MPO Coordinator	CED Director	GIS Analyst	Total Hours
75	30	35	140

Cost Summary		Funding Sources	
Personnel Costs	\$5,550	FHWA	\$5,453
Other Direct Costs	\$1,850	FTA	\$2,154
Indirect Costs	\$2,108	KYTC	\$341
		Local	\$1,560
<b>Total Costs</b>	<b>\$9,508</b>		<b>\$9,508</b>

## 8.0: TRANSIT PLANNING

### A. PURPOSE

Provide transit management assistance to the City of Owensboro.

### B. WORK TASKS

- Assist the City of Owensboro in applying for and securing operating and capital assistance.
- Assist the Owensboro Transit System (OTS) manager and serve as a liaison between the City of Owensboro, Federal Transit Administration, and KYTC.
- Assist the Owensboro Transit System (OTS) in Transit Asset Management Plan implementation and TAM reporting.
- Assist routing, scheduling, marketing, fare structure and the production of maps and graphics.
- Provide technical assistance to OTS including triennial review, Transit Award Management System (TrAMS) and civil rights activities.
- Attend meetings and training sessions, as needed.
- Coordinate with transit provider agencies in carrying out Transit Asset Management and Performance-Based Planning and Programming requirements. Work with Owensboro Transit System (OTS) to monitor progress in meeting TAM targets.
- Assist in updating the Title VI Plan and the Disadvantaged Business Enterprise (DBE) Plan.

### C. PRODUCTS & COMPLETION DATES

- FTA 5307 and 5339 Grant Applications
- Maps and graphics, as requested
- TAM Condition Assessment Reports
- DBE Goals update – August 1, 2024
- OTS Title VI update – June 1, 2024

### E. FUNDING SUMMARY

Staff Hours				
MPO Coordinator	CED Director	Financial Officer	GIS Analyst	Total Hours
200	50	60	45	355

Cost Summary		Funding Sources	
Personnel Costs	\$15,688	FHWA	\$0
Travel/Training Costs	\$1,000	FTA	\$18,368
Other Direct Costs	\$315	KYTC	\$0
Indirect Costs	\$5,957	Local	\$4,592
<b>Total Costs</b>	<b>\$22,960</b>		<b>\$22,960</b>

## 9.0: TECHNICAL ASSISTANCE TO CITY OF OWENSBORO AND DAVIESS COUNTY

### A. PURPOSE

Provide technical assistance to the City of Owensboro and Daviess County, as well as their departments on transportation planning projects and traffic operations.

### B. WORK TASKS

- Assist the city and the county in applying for funds in implementing highway projects in the urban area.
- Assist in the implementation of various street and intersection projects and other high MPO priority highway projects.
- Assist Owensboro Metropolitan Planning Commission (OMPC), the city and county in implementing local access management policies.
- Coordinate with CSX Railroad, KYTC and the city and county on railroad crossing improvements.
- Conduct studies on traffic flow, parking, speed limits, signalization and safety improvements.
- Conduct traffic counts, as requested.
- Provide assistance to the Owensboro Police Department and the Daviess County Road Department on warrants for traffic signs at requested locations. Staff will assist in the implementation of sign programs for the city and county.
- Meet with, and/or provide information to, the general public on traffic concerns and ongoing highway projects.
- Serve on various ad-hoc committees, as requested by the city and county.

### C. PRODUCTS & COMPLETION DATES

- Traffic Counts as requested

### D. FUNDING SUMMARY

Staff Hours				
MPO Coordinator	CED Director	GIS Analyst	Support Staff	Total Hours
180	40	15	15	250

Cost Summary		Funding Sources	
Personnel Costs	\$10,060	FHWA	\$0
Travel/Training Costs	\$200	FTA	\$0
Other Direct Costs	\$825	KYTC	\$0
Indirect Costs	\$3,915	Local	\$15,000
<b>Total Costs</b>	<b>\$15,000</b>		<b>\$15,000</b>

**Owensboro-Daviess County  
MPO Transportation Planning**

<b>Planning Elements (PL)</b>		<b>FHWA Funding</b>	
<b>Source</b>	<b>Cost</b>	<b>Cost</b>	<b>Staff Time</b>
		<b>Estimated Time</b>	
FHWA		\$114,327	1,020 hrs – MPO Coordinator
KYTC		\$7,147	600 hrs – CED Director
Owensboro		\$10,717	160 hrs – Finance Director
Daviess County		<u>\$10,717</u>	320 hrs – GIS Analyst
			400 hrs – Support Staff
<b>Total</b>		<b>\$142,908</b>	
<b>FTA Elements</b>		<b>FTA Section 5303</b>	
	<b>Cost</b>	<b>Estimated Time</b>	
FTA		\$52,999	550 hrs – MPO Coordinator
Owensboro		<u>\$13,250</u>	230 hrs – CED Director
			85 hrs – Finance Director
			155 hrs – GIS Analyst
			225 hrs – Support Staff
<b>Total</b>		<b>\$66,249</b>	
<b>Other Contracts</b>			
<b>Owensboro Transit Management Assistance – FTA Section 5307</b>			
	<b>Cost</b>	<b>Estimated Time</b>	
FTA		\$18,368	200 hrs – MPO Coordinator
OTS		<u>\$4,592</u>	50 hrs – CED Director
			60 hrs – Finance Director
			45 hrs – GIS Analyst
<b>Total</b>		<b>\$22,960</b>	
<b>City/County MPO Technical Assistance</b>			
	<b>Cost</b>	<b>Estimated Time</b>	
Daviess County		\$7,500	180 hrs – MPO Coordinator
Owensboro		<u>\$7,500</u>	40 hrs – CED Director
			15 hrs – GIS Analyst
			15 hrs – Support Staff
<b>Total</b>		<b>\$15,000</b>	
<b>UPWP Total Funding</b>		<b>\$247,117</b>	

**GREEN RIVER AREA DEVELOPMENT DISTRICT  
FY 2022 UNIFIED PLANNING WORK PROGRAM**

UPWP WORK ELEMENT	TITLE		TOTAL FY 2022	TOTAL STAFF HOURS					FTA		FHWA PL	KYTC	LOCAL MATCH			DAVIESS COUNTY	CITY OF OWENSBOR O	FY 2022 TOTALS
				MPO Coordinator	CED Director	Financial Officer	GIS Analyst	Support Staff	Section 5303	Section 5307			TOTAL	CITY OF OWENSBORO	DAVIESS COUNTY			
1.0	FHWA	Administration	\$96,750	720	450	140		400			\$77,400	\$4,838	\$14,512	\$7,256	\$7,256		\$96,750	
2.0	FHWA	Unified Planning Work Program	\$5,833	50	25	20					\$4,666	\$292	\$875	\$438	\$438		\$5,833	
3.0	FHWA	Public Involvement	\$6,116	50	25		30				\$4,893	\$306	\$917	\$459	\$459		\$6,116	
4.0	FHWA	Data Collection and Anaylsis	\$13,954	50	25		200				\$11,163	\$698	\$2,093	\$1,047	\$1,047		\$13,954	
5.0	FHWA	Transportation Improvement Plan	\$6,316	50	25		30				\$5,053	\$316	\$947	\$474	\$474		\$6,316	
6.0	FHWA	Metropolitan Transportation Plan	\$6,216	50	25		30				\$4,973	\$311	\$932	\$466	\$466		\$6,216	
7.0	FHWA	Transit and Active Transportation	\$6,816	50	25		30				\$5,453	\$341	\$1,022	\$511	\$511		\$6,816	
	<b>TOTAL FHWA FUNDS</b>		<b>\$142,001</b>	<b>1,020</b>	<b>600</b>	<b>160</b>	<b>320</b>	<b>400</b>			<b>\$113,601</b>	<b>\$7,102</b>	<b>\$21,298</b>	<b>\$10,649</b>	<b>\$10,649</b>		<b>\$142,001</b>	
1.1	FTA	Administration	\$47,799	400	200	80		225	\$38,239					\$9,560			\$47,799	
2.1	FTA	Unified Planning Work Program	\$1,966	25	5	5			\$1,573					\$393			\$1,966	
3.1	FTA	Public Involvement	\$1,842	25	5		5		\$1,474					\$368			\$1,842	
4.1	FTA	Data Collection and Analysis	\$7,587	25	5		125		\$6,070					\$1,517			\$7,587	
5.1	FTA	Transportation Improvement Plan	\$1,842	25	5		5		\$1,474					\$368			\$1,842	
6.1	FTA	Metropolitan Transportation Plan	\$2,521	25	5		15		\$2,017					\$504			\$2,521	
7.1	FTA	Transit and Active Transportation	\$2,692	25	5		5		\$2,154					\$538			\$2,692	
	<b>TOTAL FTA FUNDS</b>		<b>\$66,249</b>	<b>550</b>	<b>230</b>	<b>85</b>	<b>155</b>	<b>225</b>	<b>\$52,999</b>				<b>\$13,250</b>	<b>\$13,250</b>			<b>\$66,249</b>	
8.0	OTS	Management Assistar	\$18,000	200	50	60	45			\$18,368				\$4,592			\$22,960	
9.0	MPO	Technical Assistance	\$15,000	180	40		15	15							\$7,500	\$7,500	\$15,000	
	<b>TOTAL FUNDS</b>		<b>\$241,250</b>	<b>1,950</b>	<b>920</b>	<b>245</b>	<b>535</b>	<b>625</b>	<b>\$52,999</b>	<b>\$18,368</b>	<b>\$113,601</b>	<b>\$7,102</b>	<b>\$39,140</b>	<b>\$28,491</b>	<b>\$10,649</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$246,210</b>





# Unified Planning Work Program Checklist

Item	Page #	Comment	Regulation or Law Cited
<b>1 FORMAT GUIDELINES</b>			
Bound document			
Dated (left hand corner)			
Page numbers			
<b>2 COVER/TITLE PAGE</b>			
Name of MPO agency and area represented	Cover		
FY of UPWP, contact information, web site	Cover		
Agencies providing funds or support	Cover		
<b>3 INTRODUCTION/PREFACE</b>			
Table of Contents	i		
MPO Approval Resolution (signed)	25		
Committee Members & Responsibilities	4		[See 23 CFR 450.310 (d)]
Staff Members, Positions & Responsibilities	4		
Maps - MPO Planning, Urbanized & A.Q. Areas	3		[See 23 CFR 450.312]
Planning Factors	1		[See 23 CFR 450.306 (a)(1-8)]
UPWP - Definition of UPWP and purpose	1		[See 23 CFR 420.111]
<b>4 WORK ELEMENTS* - Each Work Item should include the following:</b>			
Work Element Number & Title			
Description, including Goals, Objectives and Products			23 CFR 420.111(b)(1) & 450.308(c)
Schedule for Completion			23 CFR 450.308(c)
Agency Responsible			23 CFR 450.308(c)
Estimated Cost			23 CFR 420.111(e)
Funding Sources			23 CFR 450.308(c)
<b>ISSUES TO ADDRESS (May be addressed under various work elements listed below or as standalone work elements)</b>			
Safety/Security	12		
Resilience/Reliability (Consider KYTC evaluations of damage-prone areas)			23 CFR 667
<b>Multimodal Planning</b>			
-Freight	16		23 U.S.C. 134(h), (i)(6)
-Transit	18		23 U.S.C. 134(c)(2), (i)(2)(H)
-Bike/Pedestrian	18		23 U.S.C. 134(i)(6)(A), 135(f)(3)(A)
Travel Demand Modeling: MTP update, project analysis, report of housing and employment changes <b>and employment-based traffic patterns to KYTC.</b> If not a standalone work element, include summary of modeling-related tasks.	12		[See 23 CFR 450.104, Regionally significant project]
Conformity Analysis			
ITS Architecture	16		23 CFR 940
Congestion Management Process (TMAs only)			23 CFR 450.322
ADA Transition Plans	8		FHWA Civil Rights Guidance: <a href="http://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12">www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q12</a>
<b>ADMINISTRATION Work Element</b>			
Major Purchases/Training/Audits	8		
General Committee Meetings	8		
Planning Agreement:Update as needed	10		23 CFR 450.314
<b>UNIFIED PLANNING WORK PROGRAM Work Element</b>			
UPWP Development & Maintenance	10		23 CFR 420.111 & 450.308
Annual Performance & Expenditure Report	10		23 CFR 420.117(b)
<b>PUBLIC INVOLVEMENT &amp; REPORTING Work Element</b>			
Participation Plan Development & Maintenance	11		23 CFR 450.316
Annual Listing of Obligated Projects	14		23 CFR 450.334
<b>DATA COLLECTION &amp; ANALYSIS Work Element</b>			
Census/Socioeconomic Data	12		
Transportation Systems/Urban Boundaries	12		
Performance Measures & Targets	12		23 CFR 450.306(d)
<b>PROJECT IDENTIFICATION &amp; PRIORITIZATION Work Element</b>			
Identify and Update Projects in CHAF	16		
Assist with SHIFT Project Prioritization Activities	16		
Assist with CMAQ Prioritization (CMAQ-eligible areas only)	14		
Dedicated-STP & Dedicated-TAP Project Selection (TMAs only)			
<b>TRANSPORTATION IMPROVEMENT PROGRAM Work Element</b>			
TIP Development & Maintenance	14		23 CFR 450.326
<b>METROPOLITAN TRANSPORTATION PLAN Work Element</b>			
MTP Development & Maintenance	16		23 CFR 450.324
<b>TRANSIT Work Element</b>			
<b>SPECIAL STUDIES Work Element(s):</b> Corridor studies, sub-area studies, etc. (as needed)			
<b>5 UPWP SUMMARY</b>			
Funding Sources & Matching Rates	21		23 CFR 450.308(c) & 420.111(b)
Indirect Costs (if applicable)	22		
Estimated Effort - Person-Weeks/Hours	21		
Expenditures by Work Item & Funding Source	21		
<b>6 APPENDICES</b>			
Planning Agreement	Appendix		
CAP Approval Letter from KYTC (if charging indirect costs)	Appendix		

\* The Work Elements organizational structure presented in this table is provided as an example only; MPOs may adjust the organizational structure to suit their needs.

**RESOLUTION  
OF THE  
POLICY COMMITTEE  
OF THE  
OWENSBORO-DAVIESS COUNTY  
METROPOLITAN PLANNING ORGANIZATION  
APPROVING THE  
FY 2022 TRANSPORTATION  
UNIFIED PLANNING WORK PROGRAM**

**WHEREAS**, Title 23, U.S. Code, Section 134 of the Federal Transit Act of 1964, as amended, requires the preparation of a unified planning work program in areas involving urban transportation planning; and

**WHEREAS**, a prospectus has been developed to establish a multi-year framework for this program; and

**WHEREAS**, the federal regulations also require that the metropolitan transportation planning process be carried out in accordance with all applicable requirements including:

1. 23 U.S.C. 134, 48 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et. seq.*) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender;
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities, 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 Fiscal Year 2022 Unified Planning Work Program as developed by the Green River Area Development District (GRADD) and reviewed by the Metropolitan Planning Organization committees and appropriate local and state agencies; and

**WHEREAS**, the Technical Advisory Committee of the Owensboro-Daviess County MPO has endorsed and recommended the Unified Planning Work Program to the Policy Committee,

**NOW THEREFORE, BE IT RESOLVED** that the Transportation Policy Committee, at its meeting April 27, 2021, approves the FY 2022 Transportation Unified Planning Work Program for the Owensboro-Daviess County Metropolitan Planning Organization.

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Al Mattingly  
Chairman, MPO Policy Committee  
Judge-Executive, Daviess County

The CAP Letter is pending.

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