

BRISTOL TENNESSEE/VIRGINIA URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BLUFF CITY, TENNESSEE ▪ BRISTOL, TENNESSEE ▪ BRISTOL, VIRGINIA ▪ SULLIVAN COUNTY, TENNESSEE ▪ WASHINGTON COUNTY, VIRGINIA

FISCAL YEAR 2012 UNIFIED PLANNING WORK PROGRAM

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U. S. Department of Transportation. The view and opinions of the authors [or agencies] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

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BRISTOL MPO RESOLUTION 11-04

**A Resolution Adopting the Bristol Metropolitan Planning Organization
Fiscal Year 2012 Unified Planning Work Program**

WHEREAS, a comprehensive, cooperative and continuing transportation planning process is to be carried out in the Bristol Urban Area; and,

WHEREAS, the Unified Planning Work Program (UPWP) identifies funding sources and transportation planning activities to be undertaken by local, regional, or state agencies for the Bristol Urbanized Area during Fiscal Year 2012; and,

WHEREAS, the State of Tennessee, Commonwealth of Virginia, operators of public transportation, and local agencies involved with transportation planning for the Bristol Urban Area have cooperatively developed a Unified Planning Work Program for Fiscal Year 2012.

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Bristol Metropolitan Planning Organization as follows:

That the Fiscal Year 2012 Unified Planning Work Program is hereby approved as the annual transportation planning work program for the Bristol Tennessee-Virginia Urbanized Area.



Jeffrey J. Broughton
Chairman, Executive Board

Date: Jun 7, 2011

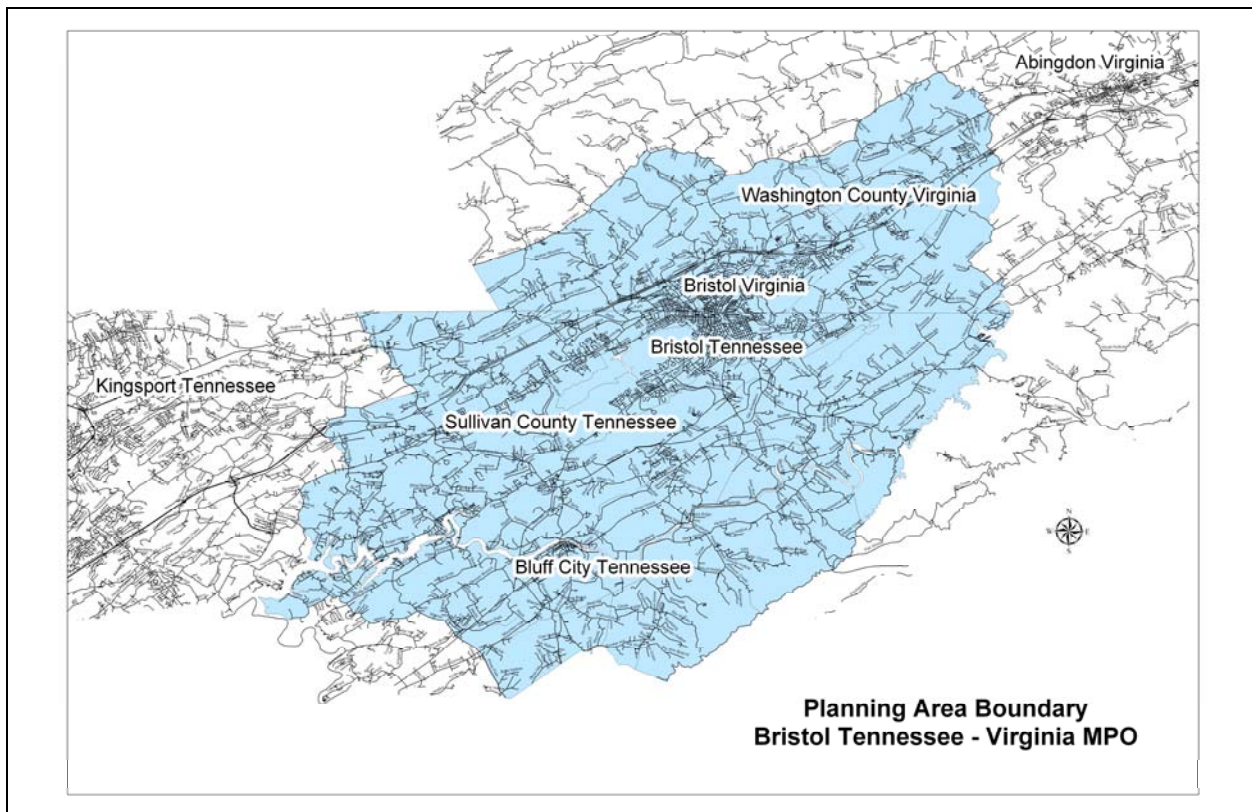


Secretary

INTRODUCTION

PURPOSE: The Fiscal Year 2012 Unified Planning Work Program identifies and describes all transportation planning activities that will be carried out by the Bristol Metropolitan Planning Organization and its member governmental agencies for the forthcoming year. The UPWP for FY 2012 was developed in cooperation with the State of Tennessee, Commonwealth of Virginia, and public transportation operators for the Bristol Urbanized Area.

STUDY AREA: The study area for the Unified Planning Work Program is the Metropolitan Planning Area Boundary. This includes the City of Bristol Tennessee, the City of Bluff City Tennessee, the City of Bristol Virginia, and a portion of Sullivan County, Tennessee and Washington County, Virginia.



UPWP CONTRACT TERM: The performance period of the UPWP for the Virginia Department of Transportation is July 1, 2011 through June 30, 2012. For the Tennessee Department of Transportation, the UPWP contract term is October 1, 2011 through September 30, 2012.

PRIORITIES FOR FISCAL YEAR 2012: The overall UPWP for FY-2012 contains many activities and projects associated with the day-to-day operations of the MPO. The following represents the major issues for the upcoming fiscal year.

- 1) Consultation and continuing guidance with stakeholders and interested parties to monitor the funding apportionments and metropolitan planning requirements for the reauthorization of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
- 2) Data collection, review, and analysis of 2010 Census information for the MPO study area for designation of 2010 urbanized areas and establishment of Traffic Analysis Zones for the MPO planning boundary.
- 3) MPO planning requirements related to transportation conformity (pending EPA's revised ozone standards and designation of non-attainment areas).

SAFETEA-LU PLANNING ELEMENTS: The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) lists 8 planning elements to be considered by the MPO in developing transportation plans and programs. As a result, the UPWP must consider the following planning elements:

- 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, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- 6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- 7) Promote efficient system management and operation.
- 8) Emphasize the preservation of the existing transportation system.

Each of these planning factors is addressed through various UPWP work program tasks selected for Fiscal Year 2012, as shown in the following table.

Planning Factor/Task	Economic Vitality	System Safety	System Security	Mobility Options	Protect Environment	System Connectivity	System Efficiency	System Preservation
Surveillance & Data Collection		✓					✓	✓
Multimodal and Long-Range Planning	✓	✓	✓	✓	✓	✓	✓	✓
Transit Planning				✓	✓			
Safety and System Management		✓			✓		✓	✓
Transportation Improvement Program	✓			✓		✓	✓	✓
Program Administration	✓	✓	✓	✓	✓	✓	✓	✓

PUBLIC PARTICIPATION: It is the responsibility of the MPO to obtain public participation for specific transportation planning needs. The Bristol MPO encourages the distribution of information related to transportation decisions and plans throughout the planning region. It is the policy of the MPO to take all public comments into account in the development and adoption of plans and programs including the Transportation Improvement Program and Long Range Transportation Plan. Policies and procedures for public participation for the development of the Unified Planning Work Program are outlined in the *Bristol MPO Public Participation Plan*.

The MPO Technical Staff guides the preparation of the UPWP in cooperation with the Tennessee and Virginia Departments of Transportation. After the draft UPWP has been developed, the UPWP is published for public review and comments prior to consideration by the MPO Executive Board. The MPO published the FY 2012 UPWP on May 19, 2011. Notices of availability of the draft UPWP were provided to local social service agencies, organizations, MPO jurisdictions, and public locations. In addition, the draft FY 2012 UPWP was available on the MPO web site.

In the event the Executive Board should determine there are significant unresolved comments or issues on the draft UPWP, it may defer the program until a subsequent meeting. Major amendments to the UPWP involving the addition or deletion of tasks, must follow the same public input process.

AIR QUALITY: Under the provisions of the Clean Air Act, the Sullivan County portion of the MPO could potentially be designated non-attainment by the Environmental Protection Agency for the 8-hour ozone standard. With the final ozone standard determination by EPA in August 2011, designation of non-attainment areas would occur in August 2012, which could require MPO compliance with the transportation conformity requirements within one-year. As part of the FY 2012 UPWP, the MPO is programming funding for compliance activities for transportation conformity, pending final EPA non-attainment designations.

TITLE VI AND ENVIRONMENTAL JUSTICE: Title VI of the Civil Rights Act of 1964 states “No person in the United State shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” As part of the transportation planning process the Bristol MPO must address Title VI and Environmental Justice to minimize disproportionately adverse effects on minority populations and low-income groups in the development and implementation of transportation projects. The Bristol Metropolitan Planning Organization and Bristol Tennessee Transit submit an annual Title VI Report to the Tennessee Department of Transportation. The Title VI Report documents the MPO and transit system’s civil rights activities for the year. The Title VI assessment is a tool to evaluate outreach efforts to traditionally underserved populations to ensure those individuals receive equal access to transportation services. The UPWP provides planning activities to provide Title VI assessment of transportation and transit projects as part of the annual Title VI reporting requirements.

WORK PROGRAM TASKS

REGIONAL AND SUB-REGIONAL PLANNING: The Fiscal Year 2012 UPWP outlines planning tasks to be undertaken by the MPO to carry out a comprehensive transportation planning process. This includes regional planning activities as well as sub-regional planning projects, which are specific to local MPO jurisdictions. The work program outlines the objectives and end products from each of the transportation planning tasks as well as the funding allocations.

FUNDING: The State of Tennessee and Commonwealth of Virginia allocate funding for the planning activities identified in the UPWP. The MPO is advised each year of its available funding prior to the development of the UPWP. The distribution of these funds among the planning tasks is based on local priorities as well as metropolitan planning requirements for MPOs. The funding types programmed in the UPWP include:

FHWA Metropolitan Planning Funds (PL Funds). This funding is available to the MPO from an apportionment of funds to the States (TN and VA) from the Federal Highway Administration. The matching ratios for these funds are 80% federal and 20% local match in Tennessee, and 80% federal, 10% state, and 10% local for Virginia.

State Planning and Research Funds (SPR). Planning activities by the States are funded with SPR grant monies and administered by the State DOTs. The matching ratio for SPR funds is 80% federal and 20% state.

FTA Section 5303 Planning Funds. These are federal funds designated for transit planning activities. The matching ratio for Section 5303 is 80% federal, 10% state, and 10% local. This funding is available to the MPO from an apportionment of funds to the States (TN and VA) from the Federal Transit Administration.

I. MAINTENANCE OF DATA INVENTORIES AND SURVEILLANCE

TASK I.A: SURVEILLANCE

Responsible Agencies: MPO; Virginia Department of Transportation; Tennessee Department of Transportation, Project Planning Division.

Description: Inventory of transportation data and analysis of land use and socio-economic data to identify changes in transportation needs.

Previous Work: Traffic facilities inventories; Title VI demographic data; traffic volume trends; crash data reviewed; GIS and TransCad maintenance activities; maintenance of demographics and census data for the MPO study boundary.

TDOT collected traffic volumes at 73 annual cycle count stations. Special count data collected for design projects as required. Crash data from the Tennessee Department of Safety coded and filed. High hazard accident data furnished for safety studies as needed.

Planning Tasks:

- 1) Collect, maintain and analyze traffic data and facility conditions in cooperation and conjunction with participating entities. Analysis of the regional traffic count program will be on-going to establish trends in traffic volumes used in maintaining the Long Range Transportation Plan and regional travel demand model (MPO). Work Schedule: On-going.
 - a) Equipment – Count Board (VA-MPO) \$2,000.00
- 2) 2010 Census data products (MPO). Work Schedule: April 2012 through September 2012.
 - a) Compile 2010 Census data for MPO study area census tracts and block groups.
 - b) Coordination with US Census Bureau for development of 2010 Traffic Analysis Zones and maintenance of TAZ population and employment data.
 - c) Census designation of 2010 Urbanized Areas and subsequent adjustments to the MPO planning boundary.
- 3) The MPO will review member jurisdiction's traffic evaluations and studies, crash data, and inventories of traffic facilities to maintain data on the regional highway network and to review consistency with the Long Range Transportation Plan (MPO, local governments). Work Schedule: As available.
- 4) GIS mapping activities and training to create and maintain necessary geographic-based data sets utilized for transportation planning purposes. GIS functions provide data maintenance and data collection for Traffic Analysis Zones, Functional Classification System of highways, technical information on current and projected usage and performance of the transportation network, and visualization products associated with the development of transportation plans and documents (MPO). Work Schedule: On-going.

- 5) TDOT will continue to collect traffic count data at 73 annual cycle count stations. Conduct special traffic counts as needed for planning and design projects. Maintain crash files and furnish high hazard listings and other safety data as required. Travel time studies will be conducted if needed for special studies (TDOT). Work Schedule: Permanent count data collected and computed for computer storage weekly. TDOT annual cycle counts to be made in September-October 2011. Other special counts as needed. Crash data coded and stored on a daily basis.
- 6) Collect, maintain and analyze socio-economic, land use, and travel pattern data from a variety of sources for traffic-generation needs. Monitor changes in economic development activities affecting the transportation system for the urbanized area to support the update of the travel demand forecasting model for long range planning (MPO). Work Schedule: On-going.
- 7) Under Title VI and Environmental Justice initiatives, utilize 2010 Census information to update and re-evaluate geographic areas and locations of minority, low income and other underserved populations that may be impacted by transportation projects. Maintain TDOT/VDOT Title VI reporting requirements (MPO). Work Schedule: Completed by October 2011.
- 8) Maintain and update transportation-related maps, information, and other data resources for use by the MPO and the public (MPO). Work Schedule: On-going.

Products:

- 1) Average Daily Traffic, peak hour volume, vehicle classification, directional distribution, and other traffic data for planning and design studies.
- 2) Vehicle miles of travel on functionally classified systems.
- 3) High hazard lists, collision diagrams and other crash data.
- 4) Updated data for TDOT TRIMS File.
- 5) Updated Traffic Analysis Zones for 2010 Census.
- 6) Maintenance of traffic facilities inventories.
- 7) Demographic and land use database for traffic generation purposes, Title VI, and Environmental Justice.
- 8) Development of computer programs including GIS activities and the regional traffic demand model (TransCad).
- 9) Development of technical tools and data sources for enhancing the technical capacity of the planning process.

Task I.A Funding – Data Inventories and Surveillance:

Agency	Federal	State	Local	Total
MPO				
TN FHWA (PL)	\$16,000	-	\$4,000	\$20,000
VA FHWA (PL)	\$12,000	\$1,500	\$1,500	\$15,000
TDOT				
TN FHWA (SPR)	\$11,888	\$2,972	-	\$14,860
VDOT				
VA FHWA (SPR)	-	-	-	-
TOTAL	\$39,288	\$4,472	\$5,500	\$49,860

II. DEVELOPMENT OF TRANSPORTATION PLANS

TASK IIA: MULTIMODAL AND LONG-RANGE TRANSPORTATION PLANNING

Responsible Agencies: MPO; Virginia Department of Transportation; Tennessee Department of Transportation, Long Range Planning Division.

Description: To provide continuously updated comprehensive transportation plans that will provide for the long-range transportation needs of the urbanized area and consider all modes of travel in the transportation planning process.

Previous Work: Development of the *Bristol Urban Area Long Range Transportation Plan Year 2035* and regional Travel Demand Model; preliminary activities and training for transportation conformity requirements; coordination and participation with the Tennessee Modelers User Group.

Planning Tasks:

- 1) Maintain and review local jurisdiction's comprehensive land use plans, planned growth, and economic development plans to evaluate coordination and consistency with the planning assumptions for the MPO Long Range Transportation Plan (MPO). Work Schedule: On-going activity.
- 2) Re-evaluation of Traffic Analysis Zones, database development, and aggregation of 2010 Census data by TAZ for the MPO planning boundary (MPO). Work Schedule: Completed by August 2012.
- 3) Adjustments, as needed, to the metropolitan planning boundary and functional classification of highways based on 2010 Census geography for the designation of urbanized areas (MPO). Work Schedule: Completed by September 2012.

- 4) Maintenance of the *Bristol Urban Area Long-Range Transportation Plan Year 2035* to confirm the LRTP's consistency with current and forecasted transportation and land use conditions for the horizon year 2035. Maintenance of regional travel demand model (TransCad) and associated LRTP support data. (MPO, TDOT, VDOT). Work Schedule: As needed.
- 5) Review planning alternatives and FHWA guidance on sustainable communities and integrating climate change considerations in the transportation planning process and the long-range transportation plan (MPO). Work Schedule: On-going activity.
- 6) Monitor the status of EPA's non-attainment designations for the 8-hour ozone standard and the impacts on the Bristol MPO related to transportation conformity requirements. Work Schedule: EPA final non-attainment designations August 2012. MPO transportation conformity activities continuous through FY-2012 (*contingent on EPA non-attainment designation*).
 - a) Participation in the Interagency Consultation process.
 - b) Coordination of transportation conformity requirements and EPA mobile emission model (MOVES) for the LRTP.
 - c) Assist in air quality public awareness activities and participation in air quality training workshops/conferences.
- 7) Continue participation and coordination with the Tennessee Modelers User Group (TNMUG), including technical trainings and work sessions (TDOT, MPO). Work Schedule: Quarterly meetings.
- 8) Continue cooperation with TDOT Multimodal Resources and VDRPT on proposals to identify transportation corridors that can efficiently handle the movement of people and goods with an emphasis on freight and rail improvements (MPO, TDOT, VDRPT). Work Schedule: As scheduled by TDOT and VDRPT.
- 9) Support goals of the Long Range Transportation Plan and promote livable communities by encouraging the development of bicycle and pedestrian plans and implementation of bicycle facilities, sidewalks, and transportation improvements by local jurisdictions that provide an opportunity for a choice of mode within the urban area (MPO). Work Schedule: On going activity.
- 10) Review Transportation Enhancement grant applications submitted for MPO endorsement. Enhancement projects are reviewed for consistency with the Long Range Transportation Plan (MPO). Work Schedule: As submitted for MPO endorsement.

11) TDOT, Long Range Planning Division will contribute the following ongoing analysis for the Long Range Transportation Plan: Modeling – To assist the MPO with their modeling needs, including technical assistance for MPO staff, training, review of models and oversight of consultants contracted to work on models. Freight – To access current and projected demand for statewide freight and goods movement and the relative capacity of facilities in the urban areas that carry these trips. ITS – To evaluate needs and opportunities for improved operations of the state transportation system within the urban areas and plan for operational and capital solutions to these needs. Work Schedule: Continuing task.

Products:

- 1) Maintenance of the traffic demand model.
- 2) Development of 2010 Census geography and Traffic Analysis Zones for the study area.
- 3) 2010 Census designation for the Bristol urbanized area and modifications to the metropolitan planning boundary.
- 1) Integration of planning and the environmental process, with an emphasis on air quality and transportation conformity.
- 2) A transportation planning process that provides consideration for all modes of travel.
- 3) Coordination with TDOT and VDOT on statewide planning activities.
- 4) A continually updated Long Range Transportation Plan for the Bristol Urban Area.

Task IIA Funding – Multimodal and Long Range Transportation Planning:

Agency	Federal	State	Local	Total
MPO				
TN FHWA (PL)	\$16,000	-	\$4,000	\$20,000
VA FHWA (PL)	\$2,400	\$300	\$300	\$3,000
TDOT				
TN FHWA (SPR)	\$25,006	\$6,516	-	\$31,522
VDOT				
VA FHWA (SPR)	-	-	-	-
TOTAL	\$43,406	\$6,816	\$4,300	\$54,522

IIB. PUBLIC TRANSPORTATION PLANNING ASSISTANCE

Responsible Agencies: MPO; Bristol Tennessee Transit; Bristol Virginia Transit.

Description: To maintain financial and system operating data, provide grant reporting and administration, coordinate planning activities, and to encourage citizen knowledge and awareness of public transportation services.

Previous Work: National Transit Database and Title VI reporting; grant quarterly reports and administration; FY 2011-2014 Transportation Improvement Program; maintenance of transit performance data; planning activities for the American Recovery and Reinvestment Act; development of the *Bristol Urban Area Long-Range Transportation Plan Year 2035*; development of the annual DBE goal; 2011 FTA Triennial Review.

Planning Tasks:

- 1) Assistance will be provided for Bristol Tennessee Transit and Bristol Virginia Transit in grant administration and reporting, planning tasks associated with federal requirements, and the procurement of capital items (MPO, BTT, BVT). Work Schedule: On-going. Financial and Progress Reports end of each quarter. (Estimated Virginia 5303 Budget: \$7,000 *planning purposed only; not intended to be restrictive*).
- 2) Transit Development Plans (TPD) were developed by VDRPT contracted consultants for Bristol Virginia Transit. The MPO and Bristol Virginia Transit will be the primary responsible agencies for completing relevant analysis related to the TPD update (MPO, BVT). This activity will include:
 - a) Demographic assessment for the TDP using new 2010 census data.
 - b) Ridership trends and annual performance measures.
 - c) Annual financial summary.
 - d) Progress report on recommendations for service expansions, route modifications, and facility improvements.
 - e) Coordination with FTA, VDRPT, MPO, and local agencies as needed.Work Schedule: TDP completed by December 2011. (Estimated Virginia 5303 Budget: \$10,000 *planning purposed only; not intended to be restrictive*).
- 3) Documentation for FTA Triennial Review and any subsequent corrective actions that may be required (MPO, BTT, BVT). Work Schedule: Triennial Review July 2011; follow-up documentation as needed August – October 2011. (Estimated Virginia 5303 Budget: \$6,365 *planning purposed only; not intended to be restrictive*).
- 4) Development of National Transit Database report (MPO). Work Schedule: Completed by October 2011. (Estimated Virginia 5303 Budget: \$2,000 *planning purposed only; not intended to be restrictive*).

- 5) Development of Title VI Report for transit activities (MPO). Work Schedule: Completed by May 2012. (Estimated Virginia 5303 Budget: \$2,000 planning purposed only; not intended to be restrictive).
- 6) Expansion, enhancement, and increased use of transit services will be incorporated in the transportation planning process (MPO, BTT, BVT). Work Schedule: On-going. Customer Appreciation Day in October 2011. (Estimated Virginia 5303 Budget: \$3,000 planning purposed only; not intended to be restrictive).
- 7) Coordinate of the public participation process for transit activities and grant development, annual Program of Projects and Transportation Improvement Program (MPO, BTT, BVT). Work Schedule: As needed. (Estimated Virginia 5303 Budget: \$1,000 planning purposed only; not intended to be restrictive).
- 8) Coordination with the First Tennessee Human Resource Agency, Bristol Transit, and other human resource and non-profit service providers to improve regional public transportation opportunities (MPO, FTHRA, BTT). Work Schedule: Continuing task. (Estimated Virginia 5303 Budget: N/A).
- 9) Maintenance/amendments of the Fiscal Year 2011-2014 Transportation Improvement Program, as needed, for annual funding allocations for transit operating and capital assistance (MPO, BTT, BVT). Work Schedule: Completed by June 2012. (Estimated Virginia 5303 Budget: N/A).
- 10) Maintenance of the *Bristol Urban Area Long-Range Transportation Plan Year 2035* for to confirm the LRTP's consistency with current and forecasted transportation and land use conditions for the horizon year 2035 (MPO, TDOT, VDOT). Work Schedule: On-going. (Estimated Virginia 5303 Budget: N/A).
- 11) Assist Bristol Tennessee Transit and Bristol Virginia Transit with compliance of the FTA Disadvantage Business Enterprise (DBE) requirements, development of the annual DBE goal, and outreach efforts for DBE participation in DOT-assisted contracts (MPO, BTT, BVT). Work Schedule: Continuing task. Annual goal completed by August 2012. (Estimated Virginia 5303 Budget: N/A).
- 12) Review planning strategies for public transportation's role in the livable communities and encourage opportunities for transit to be incorporated in transportation and land use planning to provide local agencies additional tools to improve access to housing, jobs, commercial, and social activities (MPO, BTT, BVT) Work Schedule: continuing task. (Estimated Virginia 5303 Budget: N/A).

Products:

- 1) Assistance for Bristol Tennessee Transit and Bristol Virginia Transit in grant administration reporting requirements and planning tasks.
- 2) Annual update for the Transit Development Plan.
- 3) FTA Triennial Review.
- 4) National Transit Database report.
- 5) Title VI report.
- 6) Compliance with DBE requirements.
- 7) Coordination with the First Tennessee Resource Agency and BTT on regional public transportation issues.
- 8) Maintenance of the transit element of the TIP and LRTP.
- 9) Continued correspondence and interaction with state DOTs for technical needs, funding programs, financial/progress reporting, and marketing strategies to increase awareness and use of public transportation.

Task IIB Funding – Transit Planning:

Agency	Federal	State	Local	Total
MPO				
TN FTA (Sec.5303)	\$19,925	\$2,491	\$2,491	\$24,907
VA FTA (Sec.5303)	\$25,091	\$3,137	\$3,137	\$31,365
TOTAL	\$45,016	\$5,628	\$5,628	\$56,272

TASK IIC. SAFETY AND TRANSPORTATION SYSTEMS MANAGEMENT

Responsible Agencies: MPO; Tennessee Department of Transportation; Virginia Department of Transportation.

Description: To improve the safety and efficiency of traffic flow in the Bristol Urbanized Area. Improvements to the movement of people and goods through operations and management of the existing transportation system.

Previous Work: Transportation Safety Committee; review of transportation facility improvements for safety and efficiency of traffic flow; annual crash data for the urban area; review of highway access and development impacts on the existing transportation system and the Long Range Transportation Plan.

Planning Tasks:

- 1) Review recommendations for changes to signal locations, signal timing and phasing, pavement widths, and travel lanes, which would impact the regional Traffic Demand Model and traffic movement on major highway corridors. MPO assessment of proposed changes

for consistency with the Long Range Transportation Plan to promote efficient system management and operation of the existing transportation network. (MPO, TDOT, VDOT, local governments). Work Schedule: On-going.

- 2) The MPO will attend the Bristol Virginia Transportation Safety Committee to assist on MPO related issues for consistency with the Long Range Transportation Plan (MPO, City of Bristol Virginia). Work Schedule: Quarterly.
- 3) Evaluation of the existing transportation system and analysis of the impacts of land use patterns, economic growth, and development on the Long Range Transportation Plan and the planned efficiency of major roadways (MPO, local governments). Work Schedule: As needed.
- 4) Assist and facilitate efforts of MPO jurisdictions in implementing Long Range Transportation Plan goals and objectives for enhanced safety and increased mobility on the existing transportation network (MPO, local governments). Work Schedule: As needed.
- 5) Compile annual crash data for the region and encourage safety conscious design for roadway improvements identified as high-crash locations (MPO). Work Schedule: Regional crash data compiled in January 2012.
- 6) Develop and maintain safety-related information and assessments to assist in project selection for the Long Range Transportation Plan and TIP to enhance the safety of the transportation system for motorized and non-motorized users (MPO, TDOT, VDOT). Work Schedule: On-going.
- 7) Provide local jurisdictions input on regional traffic flow and proposed improvements to the existing transportation system for utilization in incident management activities and the development of disaster and hazard mitigation plans (MPO, local governments). Work Schedule: As needed.
- 8) Maintenance of the Bristol Regional Intelligent Transportation System (ITS) Architecture and Deployment Plan. Coordinate with stakeholders to determine changes in project status, prioritization, or new projects for incorporation in an updated ITS plan. Coordinate with the Kingsport MPO for consistency on Sullivan County ITS improvements (MPO, TDOT, VDOT, local agencies and stakeholders). Work Schedule: Completed by September 2012.
- 9) Participate in environmental assessments, planning studies, safety audits, and alternative analysis of proposed projects in the urban area to ensure they are consistent with the Long Range Transportation Plan and Transportation Improvement Program (MPO, TDOT, VDOT, local governments). Work Schedule: As needed.

Products:

- 1) Improved short-term traffic flow.
- 2) Review of traffic flow at intersections and highway segments due to changes in signals, pavement widths, and other traffic facilities.
- 3) Review of high-crash locations and changes in crash rates in the urban area.
- 4) Improvements in the comprehensive urban area traffic flow with a major emphasis in the reduction of crash rates and improvements to the safety on all streets and highways in the urban area.
- 5) Incorporation of safety and security in the transportation planning process.
- 6) Update and maintenance of the ITS Architecture and Deployment Plan.

Task IIC Funding – Safety and System Management:

Agency	Federal	State	Local	Total
MPO				
TN FHWA (PL)	\$16,000	-	\$4,000	\$20,000
VA FHWA (PL)	\$11,200	\$1,400	\$1,400	\$14,000
TDOT				
TN FHWA (SPR)	-	-	-	-
VDOT				
VA FHWA (SPR)	-	-	-	-
Total	\$27,200	\$1,400	\$5,400	\$34,000

III: PROJECT DEVELOPMENT AND PROGRAMMING

A. TRANSPORTATION IMPROVEMENT PROGRAM

Responsible Agencies: MPO; Tennessee Department of Transportation; Virginia Department of Transportation.

Description: To develop and maintain the Transportation Improvement Program for the Bristol Urban Area.

Previous Work: Development of the FY 2011-2014 Transportation Improvement Program; publication of FY 2010 Annual Listing of Federally Obligated Projects.

Planning Tasks:

- 1) With assistance from TDOT, VDOT, and local agencies, maintenance/amendments to the FY 2011-2014 Transportation Improvement Program. Work Schedule: As needed.
- 2) Develop and publish annual listing of Federally obligated projects for the urban area. Work Schedule: Completed by January 2012.

- 3) Provide consultation with local officials, TDOT and VDOT to maintain a financially feasible TIP and ensure project priorities are consistent with the adopted Long Range Transportation Plan (MPO). Work Schedule: As needed.

Products:

- 1) Maintenance of the Fiscal Year 2011-2014 Transportation Improvement Program.
- 2) Annual listing of obligated projects.

Task IIIA Funding – Project Development and Programming:

Agency	Federal	State	Local	Total
MPO				
TN FHWA (PL)	\$4,000	-	\$1,000	\$5,000
VA FHWA (PL)	\$800	\$100	\$100	\$1,000
TDOT				
TN FHWA (SPR)	-	-	-	-
VDOT				
VA FHWA (SPR)	-	-	-	-
Total	\$4,800	\$100	\$1,100	\$6,000

IV: PROGRAM ADMINISTRATION

A. PROGRAM ADMINISTRATION

Responsible Agencies: MPO; TDOT, Long Range Planning Division; TDOT, Multimodal Transportation Resources; VDOT; Virginia Public Transportation Waterways, and Rail Division.

Description: To conduct a continuing, cooperative and comprehensive transportation planning process consistent with the urban area's comprehensive general plan and ensure that all transportation planning projects meet Federal and State requirements.

Previous Work: Coordination of MPO Executive Board and Technical Staff; administration of financial and contractual agreements; implementation and management of the FY 2011 UPWP; consultation with local officials and coordination of the MPO public participation process; Title VI reporting for the MPO program; general administrative activities.

Planning Tasks:

- 1) Coordinate and schedule all business activities and meetings for the Metropolitan Planning Organization, Executive Board and Technical Staff (MPO). Work Schedule: Quarterly.

- 2) The MPO will prepare contractual agreements as required, perform grant administration functions, and undertake general administrative activities (MPO). Work Schedule: Continuous activity.
- 3) Oversee MPO expenditures, reimbursement invoices, and audit reports detailing program progress and financial management (MPO). Work Schedule: Quarterly.
- 4) Monitor the status of MPO policy issues with an emphasis on the reauthorization of SAFETEA-LU (MPO). Work Schedule: On-going.
- 5) Develop the Unified Planning Work Program for FY 2013 (MPO). Work Schedule: Completed by June 2012.
- 6) As needed for project development, conduct special transportation and land use planning studies that have regional significance. All planning studies will be consistent with the Long Range Transportation Plan's goals and objectives and facilitate the transportation planning process for the LRTP and TIP, or their subsequent updates (MPO, TDOT, VDOT, local governments). Work Schedule: As needed.
- 7) Enhancement of computer technology and GIS activities. This will include continuing maintenance contracts for GIS software and TransCAD software for the travel demand model. Funding is programmed to purchase Syncro software to provide traffic simulation on congested highway corridors (shared use - 50% MPO funded). In addition, two computer upgrades are scheduled for MPO staff (100% MPO funded). Departmental coping equipment is programmed for VDOT funding (shared use - 50% MPO funded). Aerial mapping update for Virginia (shared use - 50% MPO) Work Schedule: Completed by June 2012.

Itemized purchases include the following:

a) TransCAD software annual maintenance contract (TN-MPO)	\$1,000.00
b) Syncro software (TN-MPO)	\$2,448.00
c) Syncro software (VA-MPO)	\$2,448.00
d) Computer replacement - 2 units at \$800 each (TN-MPO))	\$1,600.00
e) Large format copier (VA-MPO)	\$2,688.00
f) Aerial mapping update (VA-MPO)	\$4,250.00

- 8) Continue to identify private citizens and stakeholders, including low income and minority citizens, to update the mailing distribution for MPO meetings, plans, and policy notices (MPO). Work Schedule: On-going.
- 9) Prepare media releases and meeting notices to advertise transportation policy or plan issues, TIP preparation or amendments, long-range plan updates or amendments, MPO studies, and other transportation matters for which public comment is desired (MPO). Work Schedule: As needed.

- 10) Review of the transportation planning process for compliance with Title VI requirements and Environmental Justice (MPO). Work Schedule: Completed by May 2012.
- 11) MPO staff will attend meetings and provide transportation planning support and coordination with the Rural Transportation Planning Organization. The MPO will serve as an ex-officio member of the RTPO Technical Committee (MPO, TDOT, FTDD). Work Schedule: Quarterly.
- 12) The Long Range Planning Division, Tennessee Department of Transportation, will work jointly with the urban area to establish the administrative and technical procedures required, prepare contractual agreements as required, attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies, and undertake general administrative activities (TDOT). Work Schedule: Continuing task.
- 13) The Multimodal Transportation Resources Division, Tennessee Department of Transportation, will administer correspondence and telephone contacts regarding river transportation, urban public transit, rail service, ride-sharing, and transportation systems management. Representatives of this office will participate in MPO meetings, distribute Federal guidelines and requirements, conduct seminars and work sessions, provide advice and assistance concerning feasibility of river transportation development, review study documentation and reports; administer funds for port development. This office will coordinate FTA's Section 5303, 5310, 5307, and 5309 programs in Tennessee (TDOT-Multimodal Transportation Resources). Work Schedule: Continuing task.
- 14) The Virginia Department of Transportation, Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning and Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested (VDOT). Work Schedule: Continuing task.

Products:

- 1) UPWP progress reports and other transportation related documents and information.
- 2) Administration of funds, staff personnel, MPO meeting coordination and preparation.
- 3) Continued implementation and compliance of SAFETEA-LU programs and requirements and/or reauthorization of SAFETEA-LU.
- 4) Title VI and Environmental Justice reporting.
- 5) Assistance provided to MPO jurisdictions on transportation issues and consultation with local officials.

- 6) Development of the Fiscal Year 2013 Unified Planning Work Program.
- 7) Implementation of MPO Public Participation Plan.
- 8) A continually updated list of stakeholders interested in transportation plans and programs.

Task IV.A Funding – Program Administration:

Agency	Federal	State	Local	Total
MPO				
TN FHWA (PL)	\$64,308	-	\$16,077	\$80,385
VA FHWA (PL)	\$28,842	\$3,605	\$3,606	\$36,053
TDOT				
TN FHWA (SPR)	\$9,934	\$2,484	-	\$12,418
VDOT				
VA FHWA (SPR)	-	-	-	-
Total	\$103,084	\$6,089	\$19,683	\$128,856

Note: VDOT SPR funding \$235,000 district-wide.

B. PROFESSIONAL SERVICES

- 1) Bristol, Virginia MPO activities include funding for consultant services to maintain a Geographic Information System and database. Funding represents a shared cost of the total project budget (shared use – 50% MPO). GIS functions will provide MPO access to geographic data sets for transportation planning purposes, project visualization techniques, and public transportation activities (MPO-VA).

Products:

- 1) GIS development of databases for MPO transportation planning activities and transit management – Bristol, Virginia.

Task IV.B Funding – Professional Services:

Agency	Federal	State	Local	Total
MPO (GIS)				
VA-FHWA (PL)	\$3,600	\$450	\$450	\$4,500
Total	\$3,600	\$450	\$450	\$4,500

APPENDIX A

REQUESTS FOR TRANSPORTATION PLANNING REPORTS

- 1) No TPR requests scheduled for the fiscal year.

APPENDIX B

LIST OF ACRONYMS

ARRA	America Recovery and Reinvestment Act
BTT	Bristol Tennessee Transit
BVT	Bristol Virginia Transit
DBE	Disadvantage Business Enterprise
DOT	Department of Transportation
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTDD	First Tennessee Development District
FTHRA	First Tennessee Human Resource Agency
GIS	Geographic Information System
ITS	Intelligent Transportation System
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
PL	Metropolitan Planning Funds
PPP	Public Participation Plan
RTPO	Rural Transportation Planning Organization
SPR	State Planning and Research Funds
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A legacy for Users

TAZ	Traffic Analysis Zone
TDOT	Tennessee Department of Transportation
TIP	Transportation Improvement Program
TN	Tennessee
TPR	Transportation Planning Report
TRIMS	Tennessee Roadway Information and Management System
UPWP	Unified Planning Work Program
VA	Virginia
VDOT	Virginia Department of Transportation
VDRPT	Virginia Department of Rail and Public Transportation

APPENDIX C

TABLE I
FUNDING SOURCES - BRISTOL URBAN AREA
FISCAL YEAR 2012

TASK	FEDERAL HIGHWAY ADMINISTRATION							FEDERAL TRANSIT ADMINISTRATION								
	TN PL	LOCAL MATCH	VA PL	VDOT MATCH	LOCAL MATCH	TN SPR	STATE MATCH	VA SPR	STATE MATCH	TN 5303	TDOT MATCH	LOCAL MATCH	VA 5303	VDOT MATCH	LOCAL MATCH	TOTAL
I. Maintenance of Data Inventories and Surveillance								See Note*								
A. Surveillance	16,000	4,000	12,000	1,500	1,500	11,888	2,972	-	-	-	-	-	-	-	-	49,860
II. Development of Transportation Plans																
A. Multimodal and Long Range Transportation Plans	16,000	4,000	2,400	300	300	25,006	6,516	-	-	-	-	-	-	-	-	54,522
B. Transit Planning	-	-	-	-	-	-	-	-	-	19,925	2,491	2,491	25,091	3,137	3,137	56,272
C. Safety and Transportation Systems Management	16,000	4,000	11,200	1,400	1,400	-	-	-	-	-	-	-	-	-	-	34,000
III. Project Development and Programming																
A. Transportation Improvement Program	4,000	1,000	800	100	100	-	-	-	-	-	-	-	-	-	-	6,000
IV. Administration																
A. Administration Bristol Urban Area	64,308	16,077	28,842	3,606	3,605	9,934	2,484	-	-	-	-	-	-	-	-	128,856
B. Professional Services	-	-	3,600	450	450	-	-	-	-	-	-	-	-	-	-	4,500
TOTAL	116,308	29,077	58,842	7,355	7,356	46,828	11,972	-	-	19,925	2,491	2,491	25,091	3,137	3,137	334,010

*Note: VDOT District-Wide SPR Funding \$235,000

PL Reserve Funds	TN PL	VA PL
Unobligated PL Reserve	8,194	-

Unobligated PL Reserves represent unspent PL balances which have not been reprogrammed for FY-12 UPWP activities.

APPENDIX C

TABLE II
 AGENCY PARTICIPATION - BRISTOL URBAN AREA
 FISCAL YEAR 2012

TASK	TDOT/SPR	MPO - TN	VDOT/SPR	MPO - VA	TOTAL
I. Maintenance of Data Inventories and Surveillance					
A. Surveillance	14,860	25,000	-	10,000	49,860
II. Development of Transportation Plans					
A. Multimodal and Long Range Transportation Plans	31,522	23,000	-	-	54,522
B. Transit Planning	-	24,907	-	31,365	56,272
C. Safety and Transportation Systems Management	-	26,000	-	8,000	34,000
III. Project Development and Programming					
A. Transportation Improvement Program	-	6,000	-	-	6,000
IV. Administration					
A. Administration-Bristol Urban Area	12,418	94,806	-	21,632	128,856
B. Professional Services	-	-	-	4,500	4,500
TOTAL	58,800	199,713	-	75,497	334,010

*Note: VDOT District-Wide SPR Funding \$235,000

APPENDIX C

TABLE III
 AGENCY PARTICIPATION BY FUNDING SOURCE
 FISCAL YEAR 2012

AGENCY	FEDERAL HIGHWAY ADMINISTRATION						FEDERAL TRANSIT ADMINISTRATION						TOTAL			
	TN PL	LOCAL MATCH	VA PL	VDOT MATCH	LOCAL MATCH	TN SPR	TDOT MATCH	VA SPR	VDOT MATCH	LOCAL MATCH	TN 5303	TDOT MATCH		VA 5303	VDOT MATCH	LOCAL MATCH
TDOT - PD	-	-	-	-	-	46,828	11,972	-	-	-	-	-	-	-	-	58,800
VDOT	-	-	-	-	-	-	-	-	See Note*	-	-	-	-	-	-	-
MPO - Tennessee	116,308	29,077	23,537	2,942	2,942	-	-	-	-	-	19,925	2,491	-	-	-	199,713
MPO - Virginia	-	-	35,305	4,413	4,414	-	-	-	-	-	-	-	25,091	3,137	3,137	75,497
TOTAL	116,308	29,077	58,842	7,355	7,356	46,828	11,972	-	-	-	19,925	2,491	25,091	3,137	3,137	334,010

*Note: VDOT District-Wide SPR Funding, \$235,000