

RADCLIFF/ELIZABETHTOWN  
METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM  
FISCAL YEAR 2021



Planning for the transportation  
needs of the region.

APRIL 2020

RADCLIFF/ELIZABETHTOWN METROPOLITAN PLANNING ORGANIZATION  
LINCOLN TRAIL AREA DEVELOPMENT DISTRICT  
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RESOLUTION  
OF THE POLICY COMMITTEE  
OF THE  
RADCLIFF/ELIZABETHTOWN METROPOLITAN PLANNING ORGANIZATION  
APPROVING THE  
FY 2021 UNIFIED PLANNING WORK PROGRAM

WHEREAS, Title 23, of US Code, Section 134 of the Urban Mass Transportation Act of 1964, as amended requires the preparation of a unified work program in areas involving urban transportation planning and the MPO is meeting the requirements of 23 CFR part 420 Subpart A and 23 CFR part 450 relating to the Metropolitan Planning Process; 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 2021 Unified Planning Work Program (UPWP) was developed by the Radcliff/Elizabethtown MPO, reviewed by appropriate local and state agencies, and reviewed and recommended by the MPO Technical Advisory Committee; and

NOW THEREFORE, BE IT RESOLVED that the Radcliff/Elizabethtown MPO Policy Committee approves the FY 2021 Unified Planning Work Program for the Radcliff/Elizabethtown Urbanized Area.

Honorable Harry L. Berry, Chairman  
Radcliff/Elizabethtown MPO Policy Committee

April 30, 2020 \_\_\_\_\_

Date

**RADCLIFF/ELIZABETHTOWN URBANIZED AREA  
FY 2021 UNIFIED PLANNING WORK PROGRAM  
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**I. ESTABLISHMENT OF THE RADCLIFF/ELIZABETHTOWN METROPOLITAN PLANNING ORGANIZATION**

**A. DESIGNATION AUTHORITY OF THE RADCLIFF/ELIZABETHTOWN MPO**

The Commonwealth of Kentucky, Hardin and Meade counties, and the cities of Radcliff and Elizabethtown officially designated the Lincoln Trail Area Development District as the MPO Staff Agency on January 29, 2003. 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.

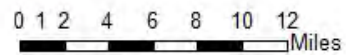
**B. DESCRIPTION OF THE CURRENT METROPOLITAN TRANSPORTATION PLANNING BOUNDARY**

The Radcliff/Elizabethtown MPO provides transportation planning services for Hardin and Meade Counties. The map on page 2 displays the h 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.

# Radcliff/Elizabethtown MPO Planning Area Boundary



Planning for the transportation needs of the region.



## **II. ORGANIZATION OF THE RADCLIFF/ELIZABETHTOWN MPO**

### **A. THE RADCLIFF/ELIZABETHTOWN MPO STAFF**

The Transportation Planning staff is currently a part of the Community and Economic Development Department of the Lincoln Trail ADD. The LTADD provides staff support for the Radcliff/Elizabethtown MPO to assist with the accomplishment of the goals and objectives of the transportation planning process. The MPO staff is funded with Federal PL funds (80%), with the Kentucky Transportation Cabinet providing 5% of the required match, and the participating local government entities providing a 15% match.

### **B. THE POLICY COMMITTEE**

#### **1. Purpose of the 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 related actions.

#### **2. 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 all MPO short and long-range transportation plans, studies, and all other work elements as required of the MPO planning process.
- Approve additions to the MPO Technical Advisory Committee (TAC)

### **3. Membership Composition of the Policy Committee**

#### **a. Voting and Non-Voting Membership**

The voting membership of the Policy Committee consists of seven (7) members, the County Judge/Executives of Hardin and Meade Counties, the Mayors of Radcliff, Elizabethtown, Vine Grove, and Brandenburg and the Secretary of the Kentucky Transportation Cabinet. The District 4 Chief District Engineer will serve as the Secretary's designated representative. Ex officio members may be added or deleted by the Policy Committee (with the exception of FHWA and FTA members). The approved membership of the Policy Committee may be updated as necessary. A list of Policy Committee members can be found on **page 7**.

#### **b. Statement of Member Responsibility**

Each member of the Policy Committee is expected to carry out the purpose and functions prescribed above in accordance with the policies of the agency or organization he/she represents but should remain cognizant of the needs of the total MPO area.

### **4. Meetings of the Transportation Policy Committee**

#### **a. Meetings**

The regular meeting of the Policy Committee will be held on the second Thursday of each quarter in the months of January, April, July, and October. All meetings of the Policy Committee shall be open to the public. The Chairperson may call special meetings by his/her own accord or at the request of the Policy Committee, or the Secretary. In the absence of the Chairperson, the Acting Chairperson may call a special meeting.

#### **b. Agenda**

An agenda for each meeting shall be prepared. Copies of the agenda shall be given to interested persons, at their request, at the time the meeting is convened. Additional items may be introduced to the agenda at the beginning of the meeting as long as there is a majority concurrence of the eligible-voting members. Additions to the agenda will follow discussion of the last item on the regular agenda.

### **c. Public Participation**

Attendance at Policy Committee meetings is open to the general public. Membership is not required for an individual to attend, observe, or provide input at Policy Committee meetings. The Policy Committee shall provide public access and involvement consistent with the requirements and spirit of federal transportation regulations under a true collaborative planning process in which the interest of all stakeholders-public and private-is reflected and considered. All MPO meetings are listed on the MPO Website.

## **C. TECHNICAL ADVISORY COMMITTEE**

### **1. Purpose of the Transportation Technical Advisory Committee (TAC)**

The purpose of the Technical Advisory Committee (TAC) is to provide assistance and to make recommendations to the Transportation Policy Committee in carrying out the goals and objectives of the MPO. The TAC will also provide 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 MPO Policy Committee.

### **2. Functions of the Transportation 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.
- Carry out any other tasks as required by the MPO.

### **3. Membership Composition of the Transportation Technical Advisory Committee**

#### **a. Statement of Member Responsibility**



Each member of the TAC is expected to carry out the purpose and functions prescribed in accordance with the policies of the agency or organization he/she represents but should remain cognizant of the needs of the total MPO area.

**b. Voting Membership**

The TAC shall consist of persons with special training and experience in various fields/modes of transportation to assure transportation planning decisions are considered in their broadest context. Membership of the TAC may include representatives from private and/or public organizations or agencies with a vested interest in the activities of the MPO and/or general interest in transportation issues affecting the MPO area. In the case of organizations or agencies with multiple divisions, one representative shall be allowed for each division. Representatives are appointed by the chief elected official and/or board of the entity that they represent, and are subject to approval by the MPO Policy Committee. Eligible entities not having current representation on the TAC may submit a written request for TAC membership to the Secretary of the MPO Policy Committee. All requests will be presented to the MPO Policy Committee for approval. A listing of TAC members can be found on page 7 of this document.

**4. Meetings of the Technical Advisory Committee**

**a. Meetings**

The regular meeting of the TAC will be held on the first Wednesday of every other month during the even months of the year, unless otherwise ordered by the Chair. The Chair may call special meetings by his/her own accord or at the request of the TAC, the Secretary, or a majority of the voting membership.

**b. Public Participation**

Attendance at TAC meetings is open to the general public. Membership is not required for an individual to attend, observe, or provide input at a TAC meeting. All MPO meetings are listed on the MPO Website.

## METROPOLITAN PLANNING ORGANIZATION COMMITTEES

### Policy Committee

Member	Representing	Title	Appointment		
			Elected	Member	Voting
Harry L. Berry	Hardin County	County Judge/Executive	X		X
Jeff Gregory	City of Elizabethtown	Mayor	X		X
J. J. Duvall	City of Radcliff	Mayor	X		X
Pam Ogden	City of Vine Grove	Mayor	X		X
Gerry Lynn	Meade County	County Judge/Executive	X		X
Ronnie Joyner	City of Brandenburg	Mayor	X		X
Paul Sanders	KYTC District 4	Chief District Engineer		X	X
Emmet Holley	Fort Knox Garrison	Garrison Manager		X	
Joe Redmon	Transit Authority of Central Kentucky	Executive Director		X	
Todd Jeter	Federal Highway Administration	KY Division Administrator		X	
Yvette Taylor	Federal Transit Administration	Regional Administrator		X	

### Technical Advisory Committee

Member	Representing	Title	Appointment	
			Member	Voting
Vicki Meredith	Hardin County	County Engineer	X	X
Adam King	Hardin County	Planning & Development Director	X	X
Murray Wanner	City of Radcliff	Planning Official	X	X
Toby Spalding	City of Radcliff	City Engineer	X	X
Jim Shaw	City of Elizabethtown	Planning & Development Director	X	X
Michael Page	City of Elizabethtown	City Engineer	X	X
Chris Mayhew	City of Vine Grove		X	X
Mark Richerson	Fort Knox	Engineer	X	X
Joe Redmon	Transit Authority of Central Kentucky	Executive Director	X	X
Mike Hall	Transportation Management Systems	Owner	X	X
Barry House	Kentucky Transportation Cabinet (KYTC)	Transportation Engineering Specialist	X	X
Charlie Allen	KYTC District 4	Transportation Engineer Supervisor (Planning)	X	
Kevin Young	KYTC District 4	Transportation Engineering Technologist III (Planning)	X	
Bernadette Dupont	Federal Highway Administration (KY-Div.)	Transportation Specialist	X	
Aviance Webb	Federal Transit Administration	Community Planner	X	
Eric Perez	KYTC Office of Transportation Delivery	Director	X	

Radcliff/Elizabethtown MPO Contact Information		
Staff Member	Title	Email
Michael G. Burress	Executive Director	<a href="mailto:mike@ltadd.org">mike@ltadd.org</a>
Mike Skaggs	MPO Transportation Planner	<a href="mailto:mskaggs@ltadd.org">mskaggs@ltadd.org</a>
Mike Robinson	GIS Specialist	<a href="mailto:mrobinson@ltadd.org">mrobinson@ltadd.org</a>
Bo Martin	Regional Transportation Planner	<a href="mailto:bo@ltadd.org">bo@ltadd.org</a>
Mailing Address P. O. Box 604 Elizabethtown, KY 42702-	Physical Address 613 College Street Road Elizabethtown, KY 42702-0604	Phone: 270-769-2393 Fax: 270-769-2993
MPO Website	<a href="http://www.radcliff-elizabethtown-mpo.org">www.radcliff-elizabethtown-mpo.org</a>	
Social Media (Facebook)	<a href="https://www.facebook.com/radcliffelizabethtownmpo/">https://www.facebook.com/radcliffelizabethtownmpo/</a>	

### III. THE RADCLIFF/ELIZABETHTOWN METROPOLITAN TRANSPORTATION PLANNING PROCESS

#### Consideration of National Goals, The Planning Factors and Livability Principles

In December 2015, the new federal transportation funding legislation was signed into law. This legislation, titled Fixing America’s Surface Transportation (FAST) Act, was based upon seven National Goals, which will become the foundation for new performance-based planning requirements. These National Goals are summarized below.

**NATIONAL GOALS** — It is in the interest of the United States to focus the Federal-aid highway program on the following national goals:

Safety — To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.

Infrastructure Condition — To maintain the highway infrastructure asset system in a state of good repair.

Congestion Reduction — To achieve a significant reduction in congestion on the National Highway System.

System Reliability — To improve the efficiency of the surface transportation system.

Freight Movement and Economic Vitality — To improve the national freight network ... and support regional economic development.

Environmental Sustainability — To enhance the performance of the transportation system while protecting and enhancing the natural environment.

Reduced Project Delivery Delays — To reduce project costs ... delays ... and improve agencies' work practices.

As part of the metropolitan transportation planning process, the Radcliff/Elizabethtown MPO shall consider, analyze as appropriate, and reflect in the planning process, the ten (10) planning factors cited in the Fixing America's Surface Transportation Act (FAST). They are as follows:

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 options available to the people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for the people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.
9. Improve the resilience and reliability of the transportation system and reduce or mitigate storm-water impacts on surface transportation.
10. Enhance Travel and Tourism.

The table below highlights the Radcliff/Elizabethtown MPO's FY 2021 UPWP planning components in relation to the ten (10) FAST Act Planning Factors:

Radcliff/Elizabethtown MPO Work Element	FAST Act Planning Factors									
	1	2	3	4	5	6	7	8	9	10
140500 - Program Administration & General Planning	X						X			
140501 - Unified Planning Work Program (UPWP)	X						X			
140502 - Staff Training	X	X	X	X	X	X	X	X	X	X
140503 - Public Participation & Outreach	X	X	X					X		X
140504 - Transportation Improvement Program (TIP)	X	X	X	X	X	X	X	X	X	X
140505 - Metropolitan Transportation Plan (MTP)/Long-Range Planning	X	X	X	X	X	X	X	X	X	X
140506 - Transportation Safety & Security Planning		X	X							
140508 - Transit Planning	X	X	X	X	X	X	X	X	X	X
140509 - Trans. Data Collection, Mapping, Assistance to KYTC, Local Trans. Assistance	X	X	X	X	X	X	X	X	X	X
140510 - Miscellaneous Planning/Technical Studies	X	X	X	X	X	X	X	X	X	X

In addition, the UPWP recognizes the following Livability Principles as adopted by the U. S. Department of Transportation, the U. S. Department of Housing and Urban Development, and the U. S. Environmental Protection Agency.”

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.
6. Value communities and neighborhoods

#### IV. WORK PROGRAM

##### UNIFIED PLANNING WORK PROGRAM

Transportation Planning and related planning activities anticipated within the MPO area during the next one (1) year period, regardless of funding sources, shall be conducted as described in the Unified Planning Work Program (UPWP). The UPWP is prepared by the MPO in consultation with the KYTC and units of local governments. The UPWP is to be reviewed by the Technical Advisory Committee (TAC) and endorsed by the Transportation Policy Committee. The UPWP shall be acceptable to the FHWA and FTA. Substantial changes in transportation planning and related activities, regardless of funding source, shall be accomplished by revisions in the UPWP and endorsed by the Policy Committee.

The Radcliff/Elizabethtown MPO developed the FY 2021 UPWP. Input was obtained from the Kentucky Transportation Cabinet, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The specific transportation planning work elements to be undertaken in fiscal year 2021 by the MPO are listed below:

1. Program Administration & General Planning
2. Unified Planning Work Program
3. Staff Training
4. Public Participation and Outreach
5. Transportation Improvement Program
6. Metropolitan Transportation Plan
7. Transportation Safety Planning
8. Transit Planning
9. Data Collection
10. Miscellaneous Planning/Technical Studies

The planning activities outlined in this section of the UPWP seek to address the Goals and Objectives of the Radcliff/Elizabethtown MPO, the ten (10) Planning Factors identified in the FAST Act, and the Livability Principles outlined by the US DOT, HUD and EPA. The planning factors and livability principles are listed in detail on page 8-9 of this document. The items below represent the general categories of the MPO's goals. The full list of goals and objectives is found in the Radcliff/Elizabethtown Metropolitan Transportation Plan.

- Safety
- System Preservation
- Congestion
- Access Management
- System Connectivity
- Community Development & Economic Growth
- Freight Movement
- Alternative Modes of Travel

## 1. Program Administration & General Planning (MPO Element # 140500)

### Background

Lincoln Trail Area Development District (LTADD) is the staff agency for the Radcliff/Elizabethtown MPO. The Program Administration & General Planning work element is in place to ensure that administrative functions are carried out for the MPO and that the MPO planning process is compliant with all applicable federal and state requirements.

### Planning Activities

- 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.
- 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 of each fiscal year.
- Administer the correspondence and maintain contact lists including, but not limited to, the MPO Technical Advisory Committee and the MPO Policy Committee.
- Monitor laws, ordinances and regulations, community values, and best transportation planning practices.

### Products

- Quarterly Progress Reports
- LTADD Annual Audit

### Completion Date

- Quarterly Reports within 30 days of the end of each quarter
- FY 2020 Audit – March 31, 2021
- Other Activities on-going and as necessary throughout FY 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
12	Staff Weeks	\$58,625	FHWA	\$38,400
450	Staff Hours		FTA	\$8,500
			KYTC	\$2,400
			LOCAL	\$9,325

## 2. Unified Planning Work Program (MPO Element # 140501)

### Background

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 covers the period from July 1 through June 30 each fiscal year.

### Planning Activities

- Carry out administrative activities involved with maintaining and revising the FY 2021 UPWP.
- Complete FY 2020 Annual Performance and Expenditure Report.
- Develop the annual Unified Planning Work Program (UPWP), which outlines MPO staff activities for the upcoming fiscal year, FY 2022.
- With the development of the annual UPWP, a review of the bylaws of the MPO Committees will be conducted.

### Products

- FY 2022 Unified Planning Work Program (UPWP)
- Annual Performance and Expenditure Report

### Completion Date

- Annual Performance and Expenditure Report – by Sept. 30 annually
- Draft UPWP – Feb. 2021/Final – April 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
3.5	Staff Weeks	\$7,000	FHWA	\$5,600
131.25	Staff Hours		KYTC	\$350
			LOCAL	\$1,050



### 3. Staff Training (MPO Element # 140502)

#### Background

The field of transportation planning is complex and ever changing. As new developments in the field occur, it is important for the MPO staff to learn and keep up-to-date with the ongoing trends. Therefore, staff training is an important component of the UPWP.

#### Planning Activities

- Ohio/Kentucky/Indiana (OKI) Regional Planning Conference – Oct.2020
- Kentucky Transportation Conference – January 2021
- Staff will seek quality courses, conferences, workshops, etc. in the areas that are relevant to the MPO transportation planning process. Currently, the topics of most relevance to the Radcliff/Elizabethtown MPO are Performance-Based Planning and Programming as required in the FAST Act, freight planning, access management, land use, public participation, pedestrian/bicycle planning, public transportation, geographic information systems (GIS), and air quality.
- When quality, relevant training is offered, the MPO will make every effort to attend, depending upon schedule and other on-going MPO work activities.
- Staff will attend quarterly Statewide Transportation Planning meetings to keep up-to-date with current happenings in the MPO planning process.

#### Product(s)

- The initial product of this element will be a certificate for completed training courses awarded to MPO staff members. The end product will be an improved transportation planning process and completed MPO documents by a well-trained, professional MPO staff.

#### Completion Date

As available/necessary during FY 2021.

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	<b>STAFFING</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	
2	Staff Weeks	\$4,000	FHWA	\$3,200
75	Staff Hours		KYTC	\$200
			LOCAL	\$600

#### 4. Public Participation and Outreach (MPO Element # 140503)

##### Background

The Federal-Aid Highway Act of 1950 and the Federal Transit Laws originally enacted in 1964 were the foundation to ensure that all interested persons have the opportunity for a voice in how our transportation system is developed. Since then, these laws along with the enactment of ISTEA, TEA-21, SAFETEA-LU, MAP-21 and the current transportation act, FAST Act, have reaffirmed the need of public participation in the transportation planning process. Based on the FHWA Public Participation requirements, each MPO must have procedures approved by the FHWA to carry out a public involvement/public hearing program pursuant to 23 U.S.C. 128 and 40 CFR parts 1500 through 1508.

The current MPO Participation Plan was adopted in February 2017.

##### Planning Activities

- **Update Current MPO Participation Plan**
- Public Notices/Public Meeting for TIP Update
- Website Maintenance and Updates
- Sharing of information via MPO website and social media pages
- All MPO meeting are posted on the MPO Website
- Continue to 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.
- 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, Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP).
- The MPO will utilize and include, but is not limited to, the following visualization techniques and tools: maps, charts, graphs, flowcharts, photos, web sites, videos, brochures, and more.
- Develop outreach methods that will gather input concerning transportation plans and programs within the MPO urban area. The outreach activities may include, but are not limited to, the following:
  - Public meetings
  - News media bulletins
  - Appointment of minority representatives to MPO committees
- Conduct periodic effectiveness reviews of the MPO Participation Plan and make revisions as necessary to ensure the process is serving its intended purpose.

- Determine the best tools to utilize to ensure that traditionally underserved populations have a voice in the transportation planning process and the MPO is Title VI compliant.

Products

- **Updated MPO Participation Plan**
- A comprehensive, coordinated and continuous Public Participation Process
- All MPO documents and other MPO information accessible via the MPO website, in accordance with the MPO Participation Plan.
- Annual Title VI Compliance Review Completed
- Up-to-date MPO contact and distributions lists
- Maintenance/Updates to the MPO website, as necessary

Completion Date

- On-Going/As necessary throughout FY 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
6	Staff Weeks	\$16,000	FHWA	\$12,800
225	Staff Hours		FTA	\$1,000
			KYTC	\$800
			LOCAL	\$2,650

**5. Transportation Improvement Program (MPO Element # 140504)**

Background

The Metropolitan Planning Organization (MPO), in cooperation with the Kentucky Transportation Cabinet (KYTC), and affected transit operators, is charged with developing a regional, fiscally constrained Transportation Improvement Program (TIP) that is consistent with adopted Metropolitan Transportation Plan (MTP), and all MPO planning goals, objectives, and priorities. The TIP will be updated every four (4) years. The MPO will amend and/or modify the TIP on an as needed basis. The purpose of this document will be to develop a priority list of projects to be completed within each four-year period after the adoption of the TIP. The current TIP expires on November 13, 2021.

Planning Activities

- **Begin development of new Transportation Improvement Program (TIP) – 4<sup>th</sup> quarter of 2021**

- To the maximum extent possible, include a discussion in the TIP concerning the anticipated effect of the TIP toward achieving the performance targets identified in the MTP, linking investment priorities to those performance targets.
- In accordance with the Participation Plan, process Administrative Modifications or Amendments to make updates to project related information for projects currently in the TIP or to add new projects that may be identified during the year.
- Develop Annual Listing of Obligated Projects
- Monitor the status of TIP projects through District bi-annual project review meetings.
- Work closely with the Technical Advisory Committee to review and discuss the TIP.
- Assure that the TIP is coordinated with the Metropolitan Transportation Plan for the Radcliff/Elizabethtown urbanized area.
- Monitor Air Quality regulations and potential designations based on new 8-hour ozone standards and determine the necessary course of action should the MPO area be designated non-attainment for the 8-hour ozone air quality standard.

Products

- Amended/Modified TIP, as necessary, based on the Federal Performance-Based Planning Requirements
- TIP Amendments and Administrative Modifications will be processed as necessary and posted on the MPO website, in accordance with the MPO Participation Plan
- Annual Listing of Obligated Projects

Completion Date

- On-going/as necessary throughout FY 2021
- Annual Listing of Obligated Projects – by December 31, 2020

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
5	Staff Weeks	\$14,375	FHWA	\$10,000
187.5	Staff Hours		FTA	\$1,500
			KYTC	\$625
			LOCAL	\$2,250

## 6. Metropolitan Transportation Plan (MTP)/Long-Range Planning (MPO Element # 140505)

### Background

The metropolitan transportation planning process establishes a cooperative, continuing, and comprehensive framework for making critical transportation investment decisions in urbanized areas with a population over 50,000. The MPO Metropolitan Transportation Plan documents and reflects this process. The Metropolitan Transportation Plan is updated every five (5) years. The current MTP expires on January 9, 2025.

### Planning Activities

- **SHIFT prioritization process (Spring/Summer 2021)**
- **MTP Amendment to include a System Performance Report that evaluates the condition and performance of the transportation system with respect to the performance targets established in the MTP.**
- Address Environmental Mitigation – Include a discussion in the MTP of the types of potential mitigation activities and potential areas to carry out these activities, including measure that may have the greatest potential to restore and maintain environmental functions affected by the MTP.
- Administrative Modifications/Amendments to the Metropolitan Transportation Plan (MTP). Any amendment to the MTP will include a description of performance-based measures and targets.
- Incorporate Performance-Based Planning Requirements.
- Update/Identify Projects in KYTC's Continuous Highway Analysis Framework (CHAF)
- Consult with the KYTC Freight staff to ensure that Critical Urban Freight Corridors and Critical Rural Freight Corridors in the MPO area are included in the state portion of the National Highway Freight Network (NHFN).
- Coordinate with the Kentucky Transportation Cabinet and other stakeholders to help ensure that information for Intelligent Transportation Systems (ITS) elements within the metropolitan planning area is kept up-to-date in the Kentucky Statewide ITS Architecture.
- Consider ITS technologies as potential solutions to transportation needs in the metropolitan planning area.
- Partner with KYTC, as appropriate, on the development of a list of vulnerable assets to address impacts of climate change.
- Explore recommendations from the Metropolitan Transportation Plan concerning Access Management, Public Transportation, Short-term Operational and Safety Improvements, Pedestrian/Bicycle Improvements, and Freight Considerations.

- Coordinate the planning process with surrounding regional partners through the Lincoln Trail Area Development District Transportation Committee and surrounding ADDs and MPOs.
- Explore opportunities to implement recommendations from other MPO studies: Public Transportation Study, US 31W Access Management, Fort Knox Highway Access, Glendale Area Transportation Study, and Public Transportation Implementation Study.

Products

- **Prioritized SHIFT Project List for Hardin and Meade Counties**
- **Amended MTP based to address System Performance Report**
- As necessary, Amendments and/or Modifications to the Metropolitan Transportation Plan
- Update/Add Projects to KYTC’s Continuous Highway Analysis Framework (CHAF)
- Up-to-date ITS Architecture from KYTC

Completion Date

- Completion of SHIFT Process – Summer 2021
- On-going/as necessary throughout FY 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
6	Staff Weeks	\$16,000	FHWA	\$12,800
225	Staff Hours		KYTC	\$800
			LOCAL	\$2,400

**7. Transportation Safety and Security Planning (MPO Element # 140506)**

Background

The safety of the transportation system in the Radcliff/Elizabethtown urbanized area is a top goal of the MPO transportation planning process. Likewise, the Kentucky Transportation Cabinet and Federal Highway Administration have placed great importance on the safety of transportation network. The identification and implementation of safety improvements is crucial to the overall efficiency and effectiveness of the transportation system.

Planning Activities

- Safety Projects/Information for the Transportation Improvement Program (TIP) Update

- Consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating transportation security considerations into the planning process.
- Coordinate the MPO Transportation Planning Process with KYTC's Highway Safety Improvement Program (HSIP) to analyze safety-related data to determine high crash locations and determine possible improvement options and projects that may be eligible for HSIP funding or other special funds.
- Support KYTC safety performance measure targets. Make necessary decisions related to 2020 targets
- MPO staff will coordinate with the Kentucky Health Department, as appropriate, in conducting walkability assessments and promoting safe and livable communities and healthy lifestyles.
- MPO staff will consult with KYTC, FHWA, and other MPOs to determine appropriate means and methodologies for incorporating transportation security considerations in the planning process.

Products

- 2021 Safety Performance Measure Targets

Completion Date

- 2021 Safety Performance Measure Targets (February 2021)
- On-Going/As Necessary throughout FY 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
1	Staff Weeks	\$2,000	FHWA	1,600
37.5	Staff Hours		KYTC	\$100
			LOCAL	\$300

**8. Transit Planning (MPO Element # 140508)**

Background

The Radcliff/Elizabethtown MPO first conducted a Public Transportation Study in 2005. The MPO also completed a Public Transportation Implementation Study during FY 2013-2014 to update the potential routing, stops, and cost for implementing a fixed-route transit system in the core of the MPO urbanized area. The recent survey conducted by the MPO, as part of the 2045 Metropolitan Transportation Plan, indicated that local citizens continue to show significant interest in public transportation services.

Planning Activities

- Public Transportation Information for the Transportation Improvement Program (TIP)
- Coordinate with TACK on the development of a Transit Asset Management Plan and State of Good Repair performance targets.
- Participate in the development of the Public Transportation Human Services Transportation Plan
- As requested, provide assistance and staff support to TACK on transit-related matters.
- Revisit, as necessary, the information included in the Public Transportation Implementation Study.
- Provide assistance, as requested, to TACK with their public transportation program for Fort Knox.
- Amend and/or modify, as necessary, the MPO TIP and MTP to include public transportation projects.

Products

- Transit Performance Targets incorporated into the MTP and TIP
- Updated Public Transportation Human Services Transportation Plan

Completion Date: On-Going/As Necessary throughout FY 2020

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
1	Staff Weeks	\$8,250	FHWA	\$1,600
37.5	Staff Hours		FTA	\$5,000
			KYTC	\$100
			LOCAL	\$1,550

**9. Transportation Data Collection, Mapping, Assistance to KYTC, Local Transportation Assistance (MPO Element # 140509)**

Background

The MPO staff maintains and shares, as requested, transportation and socioeconomic data. As requested, the MPO will assist its partner cities and counties with information related to programs such as the transportation alternatives set-aside of the Surface Transportation Block Grant Program. Also, upon request, the MPO will provide assistance to KYTC and other state agencies with transportation related data and/or studies. This element also includes the GIS mapping needs for the MPO.



Planning Activities

- Data Collection for the Transportation Improvement Program (TIP) Update
- GIS Mapping for the MPO MTP, TIP, and other documents
- 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.
- Monitor, record, and provide traffic count information supplied by the Kentucky Transportation Cabinet.
- Monitor and record socioeconomic data related to traditionally underserved populations within the MPO planning area.
- Work with the Lincoln Trail ADD Geographic Information System (GIS) staff to insure coordination and the utilization of the most up-to-date GIS methods and data to enhance the on-going transportation planning process.
- Utilize necessary transportation-related data for Project Identification Forms (PIFs).

Product(s)

- Traffic count and other transportation related information provided to customers/stakeholders on request.
- Transportation-related data for planning purposes.

Completion Date

On-Going and as necessary throughout FY 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	<b>STAFFING</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	
5	Staff Weeks	\$12,500	FHWA	\$10,000
187.5	Staff Hours		KYTC	\$625
			LOCAL	\$1,875

**10. Miscellaneous Planning/Technical Studies (MPO Element # 140510)**

Background

This work element is dedicated to the various planning and technical studies and work items that the MPO conducts to meet the goals and objectives of the MPO. Studies

and work items in this element will vary from year to year depending upon current the issues and priorities of the MPO.

Planning Activities

- **Administration of Consultant Contract for the East Elizabethtown Transportation Connectivity Study.**
- Assist in updating the MPO Area Travel Demand Model by providing updates to socioeconomic data and forecasts, as requested.
- Coordinate with KYTC’s Modal Branch on Travel Time Segments
- Travel Demand Model – Report Housing and Employment Changes to KYTC
- Resiliency/Reliability – Consider KYTC Evaluations of Damage Prone Areas
- Assist local governments in providing information for the development of a local Americans with Disabilities Act (ADA) Transition Plan.
- Seek to increase MPO staff and committee member awareness and understanding of ADA issues.
- As necessary, revisit studies completed by the MPO. These include: US 31W Access Management, Public Transportation, Glendale Area Transportation Study, Fort Knox Highway Access, Walkability, and Bicycle & Pedestrian Facilities.

Product(s)

- **East Elizabethtown Transportation Connectivity Study**
- Completion of miscellaneous planning related tasks throughout the fiscal year.

Completion Date

- **East Elizabethtown Transportation Connectivity Study – 12-months from Notice to Proceed.**
- Other tasks will be on-going and as necessary throughout FY 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	
10.5	Staff Weeks	\$25,000	FHWA	\$20,000
393.75	Staff Hours		KYTC	\$1,250
			LOCAL	\$3,750
<b>East Elizabethtown Transportation Study</b>				
		\$250,000	PLANNING (PL) DISCRETIONARY	\$250,000
			MATCH	Toll Credits

Radcliff/Elizabethtown Urbanized Area							
FY 2021 Unified Planning Work Program							
ELEMENT	Level of Effort (Staff Hours)	Level of Effort (Staff Weeks)	FHWA (PL Funds)	FTA (Sect. 5303)	KYTC	LOCAL	FY 2019 MPO Budget
1. Program Administration (140500)	450	12.0	\$38,400	-	\$2,400	\$7,200	\$48,000
FTA Portion for Program Admin.			-	\$8,500	-	\$2,125	\$10,625
2. Unified Planning Work Program (140501)	131.25	3.5	\$5,600	-	\$350	\$1,050	\$7,000
3. Staff Training (140502)	75	2.0	\$3,200	-	\$200	\$600	\$4,000
4. Public Participation & Outreach (140503)	225	6.0	\$12,800	-	\$800	\$2,400	\$16,000
FTA Portion for Public Participation			-	\$1,000	-	\$250	\$1,250
5. Trans Improvement Program (140504)	187.5	5.0	\$10,000	-	\$625	\$1,875	\$12,500
FTA Portion for TIP			-	\$1,500	-	\$375	\$1,875
6. Metropolitan Transportation Plan (140505)	225	6.0	\$12,800	-	\$800	\$2,400	\$16,000
7. Transportation Safety Planning (140506)	37.5	1.0	\$1,600	-	\$100	\$300	\$2,000
8. Transit Planning (140508)	37.5	1.0	\$1,600	-	\$100	\$300	\$2,000
FTA Portion for Transit Planning			-	\$5,000	-	\$1,250	\$6,250
9. Data Collection (140509)	187.5	5.0	\$10,000	-	\$625	\$1,875	\$12,500
10. Miscellaneous Planning/Technical Studies (140510)	393.75	10.5	\$20,000	-	\$1,250	\$3,750	\$25,000
>E'town/Hardin County Trans. Study			*\$250,000		Toll Credits		\$250,000
<b>FTA (Section 5303) FUNDING TOTAL</b>	-	-	-	<b>\$16,000</b>	-	<b>\$4,000</b>	<b>\$20,000</b>
<b>FHWA (PL) FUNDING TOTAL</b>	<b>1,950</b>	<b>52</b>	<b>\$116,000</b>	-	<b>\$7,250</b>	<b>\$21,750</b>	<b>\$145,000</b>
<b>TOTAL FUNDING (PL + FTA)</b>	<b>1,950</b>	<b>52</b>	<b>\$116,000</b>	<b>\$16,000</b>	<b>\$7,250</b>	<b>\$25,750</b>	<b>\$165,000</b>