

RADCLIFF/ELIZABETHTOWN
METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM
FISCAL YEAR 2022



Planning for the transportation
needs of the region.

APRIL 2021

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Planning for the transportation
needs of the region

**RESOLUTION
OF THE POLICY COMMITTEE
OF THE
RADCLIFF/ELIZABETHTOWN METROPOLITAN PLANNING ORGANIZATION
APPROVING THE
FY 2022 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 2022 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 2022 Unified Planning Work Program for the Radcliff/Elizabethtown Urbanized Area.

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

April 15, 2021

Date

**RADCLIFF/ELIZABETHTOWN URBANIZED AREA
FY 2022 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 planning boundary for the MPO. If deemed appropriate, and approved by the MPO and the Governor, the boundary may be expanded.

Radcliff/Elizabethtown MPO Planning Area Boundary



Planning for the transportation needs of the region.



0 1 2 4 6 8 10 12 Miles

II. ORGANIZATION OF THE RADCLIFF/ELIZABETHTOWN MPO

A. THE RADCLIFF/ELIZABETHTOWN MPO STAFF

The MPO 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. Officers and Terms of the Policy Committee

a. Established Offices

The officers of the Policy Committee shall consist of a Chairperson and Vice-Chair. The terms of the Chair and Vice-Chair are indefinite. The MPO staff shall serve as the Recording Secretary of the Transportation Policy Committee.

b. Duties of Officers

i. Chairperson

It is the responsibility of the Chairperson to preside at all meetings of the Policy Committee, facilitate proper adherence to the adopted procedures, call special meetings as required, and appoint subcommittees as needed.

ii. Vice-Chairperson

It is the responsibility of the Vice-Chair to assist the Chair in the performance of his/her duties, and to perform the duties of the Chair in his/her absence.

iii. Recording Secretary

It is the responsibility of the Secretary to notify the Policy Committee members of meetings, record the minutes and attendance, and disseminate the agenda, reports, and other materials to Policy Committee members. The Secretary must also provide staff services to the committee as required to carry out all work necessary and incidental to goals and objectives of the Policy Committee and the Radcliff/Elizabethtown MPO. The Secretary of the Policy Committee shall be the staff of the MPO.

5. Meetings of the 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.

d. Quorum

A quorum shall consist of at least fifty (50) percent of the voting membership of the committee and/or their designated alternates. A majority vote of the voting membership present shall be required for Committee action. No action shall be taken without a quorum of the Policy Committee in attendance at that meeting.

e. Voting Procedures

The Chairperson and any member may call for a vote on any issue, provided it is seconded and is within the purpose of the Policy Committee. Each voting member shall have one (1) vote. A majority of the present voting members (or their designated

alternates) shall be sufficient for approval of actions and recommendations before the Policy Committee. Voting members may abstain from voting only in the event of a conflict of interest. In the absence of any direction from the bylaws, the Chairperson shall decide procedures governing voting.

f. Proxy

When a voting member of the Policy Committee is unable to attend a meeting or must leave a meeting before a vote is taken, his/her proxy shall be accepted and used for voting as he/she directs, but only under the following circumstances:

- The proxy shall be in writing and bear the signature of the absent member.
- The proxy shall clearly and specifically state members vote.
- Use of proxy shall be recorded in the official minutes of the meeting.

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. Officers of the Technical Advisory Committee

a. Established Officers

The officers of the TAC shall consist of a Chairperson and Vice-Chair. The officers shall be elected to a two (2) year term. The officers shall not succeed themselves. In the absence of the Chair and Vice-Chair, the members present shall select a Temporary Chair.

The officers shall be elected bi-annually at the regularly scheduled June meeting of the TAC.

Nominations of officers shall be made at the June meeting of each odd-numbered calendar year. Only nominations by voting members shall be accepted. A vote shall take place immediately after nominations cease. Any vacancy in an unexpired term shall be filled at the next regularly scheduled meeting by the regular election procedure.

b. Duties of Officers

i. Chairperson

It is the responsibility of the Chairperson to preside at all meetings of the TAC, facilitate proper adherence to the adopted procedures, call special meetings as required, and appoint subcommittees as needed.

ii. Vice-Chairperson

It is the responsibility of the Vice-Chair to assist the Chair in the performance of his/her duties, and to perform the duties of the Chair in his/her absence. The Vice-Chairperson shall assist the Chairperson at the Chairperson's request.

iii. Secretary

It is the responsibility of the Secretary to notify the TAC members of meetings, record the minutes and attendance, and disseminate the agenda, reports, and other materials to TAC members. The Secretary must also provide staff services to the committee as required to carry out all work necessary and incidental to goals and objectives of the TAC and the Radcliff/Elizabethtown MPO. The Secretary of the TAC shall be the staff of the MPO.

5. 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 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.

c. Quorum and Attendance

A quorum shall consist of at least fifty (50) percent of the voting membership of the committee and/or their designated alternates. A sign-in sheet shall be circulated at the beginning of each meeting to determine if a quorum exists so that business may be conducted. A

majority vote of the voting membership present shall be required for Committee action.

d. Voting Procedures

The Chair, and any member, voting and non-voting, may make a motion. All voting members shall have one (1) vote. A majority vote of the members (or their designated alternate) present at the meeting shall be sufficient for approval of matters coming before the TAC.

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
Leslie Stith	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
Jim Bradford	Fort Knox Garrison	Deputy Garrison Commander		X	
Glenn Arney	Transit Authority of Central Kentucky	Executive Director		X	
Todd A. 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
Charlie Allen	Hardin County	County Engineer	X	X
Adam King	Hardin County	Planning & Development Director	X	X
Murray Wanner	City of Radcliff	Planning Official	X	X
Jim Shaw	City of Elizabethtown	Planning & Development Director	X	X
Michael Page	City of Elizabethtown	City Engineer	X	X
Jessica Irwin	City of Vine Grove		X	X
Karen Goodin	Meade County	Planning & Development Director	X	X
Mark Richerson	Fort Knox	Engineer	X	X
Glenn Arney	Transit Authority of Central Kentucky	Interim Executive Director	X	X
Mike Hall	Transportation Management Systems	Owner	X	X
Barry House	Kentucky Transportation Cabinet (KYTC)	Transportation Engineering Specialist	X	X
Kevin Blain	KYTC District 4	Planning Supervisor	X	X
Kevin Young	KYTC District 4	Transportation Engineering Technologist III (Planning)	X	
Bernadette Dupont	Federal Highway Administration - KY	Transportation Specialist	X	
Aviance Webb	Federal Transit Administration - Region 4	Community Planner	X	
Eric Perez	KYTC Office of Transportation Delivery	Director	X	

MPO Staff

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

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

The following Planning Emphasis Areas (PEAs) have been established by the Federal Highway Administration (FHWA) for FY 2022:

1. MAP-21/FAST Act/Planning Regulation Implementation
2. Public Involvement (including VPI)
3. Strategic Highway Network (STRAHNET)/Department of Defense (DOD) Coordination (coordinating transportation planning with military facilities within a State and metropolitan areas)
4. Planning and Environmental Linkages (PEL)
5. Data in Transportation Planning
6. Equity in Transportation Planning

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 local governments. The UPWP must be reviewed and recommended by the Technical Advisory Committee (TAC) and approved by the MPO Policy Committee. The UPWP shall be acceptable to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Substantial changes in transportation planning and related activities, regardless of funding source, shall be accomplished by revisions to the UPWP and approved by the Policy Committee.

The Radcliff/Elizabethtown MPO developed the FY 2022 UPWP. Input was obtained from the Kentucky Transportation Cabinet, the FHWA-KY, and FTA-R4.

The specific transportation planning work elements to be undertaken in fiscal year 2022 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 (Accounting #140500)

Background

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 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 2021 Audit – March 31, 2022
- Other Activities on-going and as necessary throughout FY 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
12	Staff Weeks	\$48,000	FHWA	\$38,400
450	Staff Hours		KYTC	\$2,400
			LOCAL	\$9,325
			FTA	\$8,500

2. Unified Planning Work Program (Accounting #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 2022 UPWP.
- Complete FY 2021 Annual Performance and Expenditure Report.
- Develop the annual Unified Planning Work Program (UPWP), which outlines MPO staff activities for the upcoming fiscal year, FY 2023.
- With the development of the annual UPWP, a review of the bylaws of the MPO Committees will be conducted.

Products

- FY 2023 Unified Planning Work Program (UPWP)
- FY 2021 Annual Performance and Expenditure Report

Completion Date

- Annual Performance and Expenditure Report – by Sept. 30 annually
- Draft UPWP – Feb. 2022/Final – April 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
4	Staff Weeks	\$7,500	FHWA	\$6,000
135	Staff Hours		KYTC	\$375
			LOCAL	\$1,125

3. Staff Training (Accounting #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

- Kentucky Transportation Conference – January 2022
- 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 Safety, 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 2022.

Responsible Agency (ies):

Radcliff/Elizabethtown MPO

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

4. MPO Participation Plan and Public Outreach (Accounting #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 to participate in the development of our transportation system. 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 MPO Policy Committee 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 April 2021.

Planning Activities

- **Public Notices/Public Meeting for TIP Update**
- Website Maintenance and Updates
- Sharing of information via MPO website and social media pages
- All MPO meetings are posted on the MPO Website

- Monitor and record socioeconomic data related to traditionally underserved populations within the MPO planning area.
- Review Title VI Plan annually
- 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
 - Press Releases
 - 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

- A comprehensive Participation Plan
- 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 and social media platforms, as necessary

Completion Date

- On-Going/As necessary throughout FY 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
7	Staff Weeks	\$16,500	FHWA	\$13,200
275	Staff Hours		KYTC	\$825
			LOCAL	\$2,725
			FTA	\$1,000

5. Transportation Improvement Program (TIP) & Short-Range Planning (Accounting #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, in accordance with 23 CFR 450.326. 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

- **Development of new Transportation Improvement Program (TIP)**
- **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

- **New 2022-2026 Transportation Improvement Program (TIP)**
- 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

- **New TIP prior to November 13, 2021**
- On-going/as necessary throughout FY 2022

- Annual Listing of Obligated Projects – by December 31, 2021

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
8	Staff Weeks	\$23,000	FHWA	\$18,400
300	Staff Hours		KYTC	\$1,150
			LOCAL	\$3,825
			FTA	\$1,500

6. Metropolitan Transportation Plan (MTP)/Long-Range Planning (Acct. #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 (Summer/Fall 2021)**
- **Update/Identify Projects in KYTC's Continuous Highway Analysis Framework (CHAF)**
- **Sponsorship of Highway Projects for SHIFT Process**
- **Prioritization of Projects for SHIFT (adding boost points)**
- **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.
- 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 Transportation Systems Management & Operations (TSMO) technologies as potential solutions to transportation needs in the metropolitan planning area.

- 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, Public Transportation Implementation Study, Bicycle & Pedestrian Studies, and the East Elizabethtown Connectivity Study (EECS).

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 or Fall 2021
- On-going/as necessary throughout FY 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
6	Staff Weeks	\$15,000	FHWA	\$12,000
225	Staff Hours		KYTC	\$750
			LOCAL	\$2,250

7. Transportation Safety and Security Planning (Accounting #140506)

Background

The safety and security 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 and security measures are crucial to the overall efficiency and effectiveness of the transportation system.

Planning Activities

- **Incorporate KYTC Crash Data & Highway Safety Measures in to the Transportation Planning Process**
- Partner with KYTC, as appropriate, on the development of a list of vulnerable assets to address impacts of climate change.

- 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 resiliency/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 2021 targets
- 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

- 2022 Safety Performance Measure Targets

Completion Date

- 2022 Safety Performance Measure Targets (February 2022)
- On-Going/As Necessary throughout FY 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

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

8. Transit Planning (Accounting #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 Coordinated 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 Coordinated Human Services Transportation Plan

Completion Date: On-Going/As Necessary throughout FY 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
1	Staff Weeks	\$2,000	FHWA	\$1,600
40	Staff Hours		KYTC	\$100
			LOCAL	\$1,550
			FTA	\$5,000

9. Data Collection, Mapping, & General Planning Assistance (Acct. #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 and Mapping for the new Transportation Improvement Program (TIP)**
- **Employment-Based Traffic Patterns information for KYTC Traffic Modeling staff.**
- Assist in updating the MPO Area Travel Demand Model by providing updates to socioeconomic data and forecasts, as requested.
- Travel Demand Model – Report Housing and Employment Changes to KYTC
- 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.
- Work with the Lincoln Trail ADD Geographic Information System (GIS) staff to ensure 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 the Continuous Highway Analysis Framework (CHAF).

Product(s)

- **Data/Maps for new Transportation Improvement Program (TIP)**
- **Employment-Based Traffic Patterns**
- Traffic count and other transportation related information provided to customers/stakeholders on request.
- Transportation-related data for planning purposes.

Completion Date

- TIP Completion Prior to November 13, 2021
- On-Going and as necessary throughout FY 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
5	Staff Weeks	\$12,500	FHWA	\$10,000
190	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

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

Completion Date

- **Employment-Based Traffic Patterns (TBD)**
- Other tasks will be on-going and as necessary throughout FY 2022

Responsible Agency (ies): Radcliff/Elizabethtown MPO

	STAFFING	ESTIMATED COST	FUNDING SOURCE	COST BREAKDOWN
6	Staff Weeks	\$14,500	FHWA	\$11,600
220	Staff Hours		KYTC	\$725
			LOCAL	\$2,175

Radcliff/Elizabethtown Urbanized Area							
FY 2022 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)	135	4.0	\$6,000	-	\$375	\$1,125	\$7,500
3. Staff Training (140502)	75	2.0	\$3,200	-	\$200	\$600	\$4,000
4. Public Participation & Outreach (140503)	275	7.0	\$13,200	-	\$825	\$2,475	\$16,500
FTA Portion for Public Participation			-	\$1,000	-	\$250	\$1,250
5. Trans Improvement Program (140504)	300	8.0	\$18,400	-	\$1,150	\$3,450	\$23,000
FTA Portion for TIP			-	\$1,500	-	\$375	\$1,875
6. Metropolitan Transportation Plan (140505)	225	6.0	\$12,000	-	\$750	\$2,250	\$15,000
7. Transportation Safety Planning (140506)	40	1.0	\$1,600	-	\$100	\$300	\$2,000
8. Transit Planning (140508)	40	1.0	\$1,600	-	\$100	\$300	\$2,000
FTA Portion for Transit Planning			-	\$5,000	-	\$1,250	\$6,250
9. Data Collection (140509)	190	5.0	\$10,000	-	\$625	\$1,875	\$12,500
10. Miscellaneous Planning/Technical Studies (140510)	220	6.0	\$11,600	-	\$725	\$2,175	\$14,500
FTA (Section 5303) FUNDING TOTAL	-	-	-	\$16,000	-	\$4,000	\$20,000
FHWA (PL) FUNDING TOTAL	1,950	52	\$116,000	-	\$7,250	\$21,750	\$145,000
TOTAL FUNDING (PL + FTA)	1,950	52	\$116,000	\$16,000	\$7,250	\$25,750	\$165,000
*Planning (PL) Discretionary Funding							