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MEMORANDUM

To: Kingsport MTPO Executive Board
CC: Subscribed Interested Parties
From: Bill Albright, Transportation Planning Manager
Lesley Phillips, Transportation Planner
Date: July 30, 2019
Subject: MTPO Executive Board Meeting

Please see the attached agenda for the next meeting of the Kingsport MTPO Executive Board, to be held **Thursday, August 8, 2019 at 1:30 PM, in the Kingsport City Hall Council Room (225 West Center Street, Kingsport, Tennessee).**

There are five action items:

- **Approval of Minutes from May 9, 2019 Meeting**
- **Adoption of the FY20-21 UPWP**
- **Approval of the Bi-State Planning Agreement**
- **Adoption of Updated Public Participation Plan**
- **FY17-21 TIP Amendment**

In addition to the agenda items listed above, time will be allotted for public comments, project updates, and general information items as well.

Executive Board members who are unable to attend may designate a proxy in writing to represent you. A sample proxy letter is attached.



AGENDA

**Kingsport MTPO Executive Board
August 8, 2019 at 1:30 PM
Kingsport City Hall – Council Room
225 West Center Street, Kingsport, TN 37660**

1. Executive Board Welcome and Introduction of New Chairman

2. Approval of Minutes from May 9, 2019 Meeting (Vote Required)

3. Public Comment on Agenda Items

Those wishing to make a comment pertaining to any of the agenda items may do so at this time with a five-minute time limitation. Comments not pertaining to a specific agenda item will be heard at the end of the meeting during the Public Hearing section.

4. Unified Planning Work Program – Tennessee FY20 & FY21 (Vote Required)

Presenter: Bill Albright

Item Summary: One of the primary products MTPO Staff is required to develop on an annual or semi-annual basis is the Unified Planning Work Program (UPWP). The “Work Program” is a comprehensive description of the various goals and/or tasks that will be carried out by the MTPO staff and associate members over the next 1 to 2 years. It also includes a fairly complex budget that incorporates allocations from various federal agencies, with matching funds from TDOT, VDOT, LENOWISCO PDC, and the City of Kingsport (the cognizant agency for the MTPO). The document is typically organized in a manner where these tasks or planning functions are detailed in accordance with federal, state, and local standards. For Tennessee/TDOT the UPWP is recognized over a 2 year period (2-Year Work Program). Whereas, for Virginia/VDOT, an update is required every year. The tasks include program administration, travel and demographic data and analysis, air quality and congestion mitigation, the Transportation Improvement Program, multimodal planning (bike, pedestrian, transit) and long-range planning. Due to the different fiscal years, the Virginia Element of the FY20 UPWP was approved at the last Executive Board meeting.

Recommendation: Approve the Resolution as presented.

5. Bi-State Planning Agreement (Vote Required)

Presenter: Lesley Phillips

Item Summary: Federal regulations require the MTPO, TDOT, VDOT, and public transit agencies within the metropolitan planning area to enter into a written agreement to clearly identify the responsibilities of the parties in carrying out the metropolitan planning process. The existing agreement was signed in 2008. TDOT developed new agreements on behalf of the 11 MPOs in Tennessee. This agreement is specific to the Kingsport MTPO and was developed through coordination and consultation with TDOT, Kingsport MTPO, and the Commonwealth of Virginia. The agreement was sent to public transit agencies for their review on June 24, 2019.

Recommendation: Approve signing the Bi-State Planning Agreement as presented.

6. Public Participation Plan Update (Vote Required)

Presenter: Lesley Phillips

Item Summary: The Public Participation Plan (PPP) outlines the process for the MTPO to involve the public in the transportation planning process. The last major update to the PPP was in 2007. The most significant updates reflect the changes in technology (especially social media), extends the public review period for adoption or amendments of the Transportation Improvement Program (TIP) from 7 days to 10 days, establishes a public review period for the Unified Planning Work Program (UPWP), and reduces the number of physical locations for final versions of our major documents. The physical locations will remain the same for the draft versions of our major documents during the public review periods. All documents will continue to be available on the Kingsport MTPO website and at the Kingsport MTPO office. The draft PPP was submitted to the Tennessee Department of Transportation, Virginia Department of Transportation, Federal Highway Administration, and Federal Transit Administration for their review and comment. These comments were addressed by the MTPO prior to the draft PPP being released for the required 45-day public review period (June 23, 2019 through August 6, 2019).

Recommendation: Approve the Resolution as presented.

7. FY17-21 Transportation Improvement Program (TIP) Amendment (Vote Required)

Presenter: Lesley Phillips

Item Summary: Amendments to the TIP require Executive Board action. TIP Amendment #14 adds new project L-STBG-12, a resurfacing grouping for Kingsport. This project is funded with STBG funds, which consists of 80% federal funds and 20% local (City of Kingsport) funds. The funds will be used to resurface several major roads in Kingsport.

Recommendation: Approve the Resolution as presented.

8. Project Updates

The attached list of projects are either directly linked to MTPO planning work and/or funding or related through local government, TDOT, VDOT, or federal agencies. Questions or

comments on these can be addressed at today's meeting or contact MTPO staff for additional information.

9. Public Comments

Members of the public may address the Executive Board with issues related to the region's transportation system. There is a five-minute time limitation per individual and/or topic.

10. Meeting Adjournment

Sample Proxy Letter

Date

I, _____, of _____,
(Print Name) *(Agency)*

Hereby designate _____ to vote as my proxy
(Name of Proxy)

during the _____ meeting of the Kingsport MTPO Executive Board.
(Meeting Date)

Signature

**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE BOARD
Meeting Minutes for May 9, 2019**

Bob Clear Conference Room 1:30 P.M.
201 W. Market Street, Kingsport, TN

Members Present:

Jimmy Adkins, Troy Ebbert, Mike McIntire, Chase Milner, Donny Necessary, Joshua Russell, Ambre Torbett

Absent:

Staff Present:

Bill Albright, Susan Doran, Lesley Phillips, Candace Sherer, Michael Thompson

Visitors Present:

Randy Dodson – Mattern & Craig
Jason Farmer – TDOT
Candace Gump – FTHRA NetTrans
Dexter Justus - TDOT
Eric Kerney – SCHED
Mike Russell - TDOT
Katie Schwing – DRPT (Virginia)
Angie Stanley – County Commission
Alicia Starnes – County Commission
Ken Taggart – Autokraft Automotive
Emily Wood – FTHRA/NET Trans

Recorder: Susan Doran

- I. **Call to Order:** Mike McIntire called the meeting to order.
- II. **Approval of Minutes:** The minutes of the February 7, 2019 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Joshua Russell to approve the minutes and was seconded by Jimmy Adkins. The motion carried unanimously.
- III. **Public Comment:** Mike McIntire opened the floor for public comments. No comments
- IV. **New Business:**
 - A. Unified Planning Work Program – Virginia FY20. Presented by Bill Albright. One of the primary products MTPO Staff is required to develop on an annual or semi-annual basis is the Unified Planning Work Program (UPWP). The Work Program is a comprehensive description of the various goals and/or tasks that will be carried out by the MTPO staff and associate members over the next 1 to 2 years. It also includes a fairly complex budget that incorporates allocations from various federal agencies, with matching funds from TDOT, VDOT, LENOWISCO PDC, and the City of Kingsport (the cognizant agency for the MTPO). The document is typically organized in a manner

where these tasks or planning functions are detailed in accordance with federal, state, and local standards. For Tennessee/TDOT the UPWP is recognized over a 2 year period (2-Year Work Program). Whereas, for Virginia/VDOT, an update is required every year. The tasks include program administration, travel and demographic data and analysis, air quality and congestion mitigation, the Transportation Improvement Program, multimodal planning (bike, pedestrian, transit) and long-range planning. The Tennessee version of the UPWP is currently in a draft mode but the Virginia version is being presented at the May meeting for final adoption, which includes final Virginia figures in the FY20 budget. The Executive Board's action will be to approve the Virginia version of the Work Program, subject to changes and or edits that will be made for the Tennessee version, which is scheduled for approval in early August. A motion was made by Jimmy Adkins to approve the Unified Planning Work Program (Virginia FY20) and was seconded by Chase Milner. The motion carried unanimously.

- B. SR-36 Cross Section Options.** Presented by Bill Albright. When the Tennessee State Legislature passed the "IMPROVE Act" (or fuel tax), which took effect in the summer of 2017, funds were dedicated for a long list of various statewide transportation projects. Among several in Sullivan County, this included the widening of State Route 36 (Fort Henry Drive) from Interstate 81 to State Route 75. While this section has been in long-range planning documents and has been discussed on and off for many years, it had not been funded until now. The section from SR-75 to Boones Creek within the Johnson City MTPo area was recently completed and has 5 lanes (including a center turn lane). Now that funding has been secured, TDOT staff has begun work on the planning phase of this project. One of the initial concerns that TDOT wants to address is the matter of whether sidewalks, shoulders, and/or other bike and pedestrian features should be included in the cross section. They have asked local MTPo staff and representatives of local jurisdictions to assist them in determining what is preferred, with the understanding that significant cost factors would play a part in the decision-making process. In essence, various combinations of sidewalks, grass strips, curb and gutter, and shoulders may require significant local investment, depending on the option chosen. Note, the total estimated cost (and IMPROVE Act funding) for this project is \$49 million. This amount does not include funding for both sidewalks and shoulders. MTPo staff requested cost estimates and TDOT calculations indicated that if both sidewalks and shoulders were included an additional \$5+ million would be needed, which would have to be covered by local governments. MTPo staff and local agency representatives tentatively agreed to limit the project to a 2.5 foot curb and gutter, a 2 foot grass strip, and 5 foot sidewalks with no shoulder (cross section options were included in the agenda packet). Again, this option would be included in the state project budget and would not require a local match. MTPo staff asks the Executive Board to take a position on this option, which is to approve the sidewalks only cross section. In developing a preferred option, TDOT also asked MTPo staff what the current bike and ped plan has in terms of recommended features along SR-36 from I-81 to SR-75. For this section, the current plan recommends paved shoulders. Because this is different than the cross section now being recommended by the staff and Executive Board, TDOT has requested a letter indicating that a "deviation" from the bike and ped plan be allowed so the change to sidewalks would be documented. Ken Taggart inquired about sewer installation with this project; this is outside the purview of the MTPo and TDOT. It was also suggested that the bike and ped plan be amended recommending sidewalks. A motion was made by Chase Milner to concur with the selected cross section, amend bike and ped plan, and endorse drafting a letter approving deviation from the current bike and ped plan and was seconded by Ambre Torbett. The motion carried unanimously.

- C. Authorization to Proceed with Development of a New Kingsport Metropolitan Area Bicycle and Pedestrian Plan. Presented by Bill Albright. In 2012 MTPO staff published for the first time a master plan for bicycle and pedestrian facilities in the Kingsport Metropolitan Area. Resources were provided through the MTPOs annual allocation of federal planning funds to hire a consultant to write the plan. MTPO Staff, along with public input, provided guidance to the consultant and the plan included a GIS-based inventory of bike and ped routes, a classification system for bike and ped pathway “conditions” (or Level of Service), establishment of a bike and ped network, and recommendations for major and minor capital improvements. The new plan will include these items and will also: (1) emphasize interconnectivity, or a “systematic approach”, (2) include a land use element, (3) provide recommendations to fill in gaps between existing routes, (4) promote intermodal linkages, and (5) identify connections to neighborhoods, institutions, and commercial sites. An implementation strategy will include funding sources, cost estimates, and priorities. A major focus on public and stakeholder input will be made as well. Almost all MPOs throughout the United States now have a bike and ped, or multimodal, plan in place. TDOT also refers to MPO bicycle and pedestrian plans when planning and designing roadway improvements within MPO jurisdictions. Funds have already been reserved through the MTPO budget process to pay for consultant expenses. Updates on plan development will be provided at future Executive Board meetings. A motion was made by Ambre Torbett to proceed with development of a new Kingsport Metropolitan Area Bicycle and Pedestrian Plan and was seconded by Donny Necessary. The motion carried unanimously.
- D. Public Participation Plan Survey Results. Presented by Lesley Phillips. As part of the process to update the Kingsport MTPO’s Public Participation Plan an online survey was conducted. The survey was open from February 20, 2019 until March 11, 2019. The purpose of the survey was to find out how respondents currently receive notice of public meetings/public hearings/open houses/etc. and how they prefer to receive these notices. A link for the survey was emailed to over 700 individuals as well as being posted on social media and the MTPO website. There were 102 respondents. The questions and results were included in the agenda packet. No Board action required.
- E. Interstate Corridor Study (TDOT). Presented by Troy Ebbert. TDOT has initiated a study to investigate a range of multimodal solutions along the interstate corridors of 55, 75, and 26. This 18 month study will emphasize congestion management, improving safety, maximizing the potential for freight diversion, and preserving/enhancing each corridor’s economic benefits. Public meetings are being held to get input from stakeholders on the transportation needs and areas of concern for each corridor. No Board action required.
- F. VTrans Update. Presented by Katie Schwing. Katie presented information about Virginia’s Long Range Transportation Plan (VTrans) which included information about the plan’s Vision and Goals as well as the proposed Needs Identification methodology and measures. No Board action required.

V. STAFF REPORTS:

Staff provided updates on projects.

VI. PUBLIC HEARING: Jimmy Adkins invited those attending to make comments or ask questions about any and all agenda items, transportation planning issues, activities,

and/or projects that pertain to the Kingsport Area Metropolitan Transportation Planning Organization. No comments.

- VII. ADJOURNMENT:** There being no other business a motion was made by Donny Necessary to adjourn the meeting and was seconded by Chase Milner. The motion carried unanimously.

Agenda Item #4 - FY20-21 UPWP - Resolution and Budget*

**RESOLUTION BY THE EXECUTIVE BOARD
OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)
APPROVING THE FY20-21 UNIFIED PLANNING WORK PROGRAM**

WHEREAS, the Kingsport Metropolitan Transportation Planning Organization (MTPO) is the designated Metropolitan Planning Organization (MPO) for the Kingsport urbanized area in Tennessee and Virginia and is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process; and

WHEREAS, the U.S Department of Transportation Planning Regulations require preparation and local endorsement of a work program, formally called the Unified Planning Work Program (UPWP); and

WHEREAS, the work program reaffirms the adopted Transportation Plan; and

WHEREAS, this work program document describes on-going and proposed Transportation Planning Activities for the metropolitan planning area according to task, responsible agency, purpose, previous work, study design (how transportation planning studies are organized and developed), product, and financial summary; and

WHEREAS, the UPWP was developed in cooperation with the state and public transportation operators; and

WHEREAS, state and local agencies responsible for Transportation Planning Activities have jointly participated in preparation of a Unified Planning Work Program for Fiscal Years 2020 and 2021.

NOW THEREFORE BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AS FOLLOWS:

The Executive Board of the Kingsport MTPO hereby approves and endorses the FY20-21 Unified Planning Work Program.

James Phillips
Chairman, Executive Board

Date

William A. Albright
MTPO Staff

Date

***THE FULL DOCUMENT (FY20-21 UPWP) IS
ATTACHED AT THE END OF THE AGENDA PACKET.**

FUNDING CHART – Fiscal Year 2020

TABLE 1

KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

FY 20 FUNDING SOURCE BY TASK

TASKS BY FUNDING SOURCE	VIRGINIA									FEDERAL TRANSIT ADMINISTRATION						TOTAL	
	City of Kingsport		VDOT		City of Kingsport		LENOWISCO		VDOT*	CPG TN and SECTION 5303 VA				TDOT - Section 5303			
	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC		TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN		TDOT
A. Program Administration	\$81,600	\$20,400			\$4,050	\$506	\$16,000	\$2,000	\$2,506	\$0	\$1,600	\$0	\$200	\$200			\$129,063
B. Data Collection, Maintenance and Analysis	\$24,000	\$6,000			\$0	\$0	\$12,000	\$1,500	\$1,500	\$0		\$0		\$0			\$45,000
C. Air Quality and Congestion Mitigation	\$40,000	\$10,000			\$0	\$0	\$5,200	\$650	\$650								\$56,500
D. Transportation Improvement Program	\$40,000	\$10,000	\$25,000	\$6,250			\$4,000	\$500	\$500								\$86,250
E. Multimodal Planning							\$4,200	\$525	\$525	\$48,000	\$1,988	\$6,000	\$249	\$6,249			\$67,736
F. Long-Range Transportation Planning	\$60,000	\$15,000					\$4,600	\$575	\$575								\$80,750
TOTAL	\$245,600	\$61,400	\$25,000	\$6,250	\$4,050	\$506	\$46,000	\$5,750	\$6,256	\$48,000	\$3,588	\$6,000	\$449	\$6,449	\$0	\$0	\$465,298

*Total includes Virginia State Match for Kingsport and LENOWISCO

**Total Includes Local Match for TN and VA Combined

Contributor by Funding Source

Federal	\$245,600		\$25,000		\$4,050		\$46,000			\$48,000	\$3,588				\$0		\$372,238
TDOT												\$6,000				\$0	\$6,000
VDOT				\$6,250					\$6,256			\$449					\$12,955
LENOWISCO								\$5,750									\$5,750
Kingsport MTPO		\$61,400				\$506								\$6,449			\$68,355
TOTAL	\$245,600	\$61,400	\$25,000	\$6,250	\$4,050	\$506	\$46,000	\$5,750	\$6,256	\$48,000	\$3,588	\$6,000	\$449	\$6,449	\$0	\$0	\$465,298

FUNDING CHART – Fiscal Year 2021

TABLE 2

**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FY 21 FUNDING SOURCE BY TASK**

TASKS BY FUNDING SOURCE	VIRGINIA									FEDERAL TRANSIT ADMINISTRATION							TOTAL
	City of Kingsport		VDOT		City of Kingsport		LENOWISCO		VDOT*	SECTION 5303 - City of Kingsport					TDOT - Section 5303		
	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC		TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	TDOT	
A. Program Administration	\$81,600	\$20,400			\$4,160	\$520	\$16,000	\$2,000	\$2,520	\$0	\$1,600	\$0	\$200	\$200			\$129,200
B. Data Collection, Maintenance and Analysis	\$24,000	\$6,000			\$0	\$0	\$12,000	\$1,500	\$1,500	\$0		\$0		\$0			\$45,000
C. Air Quality and Congestion Mitigation	\$20,000	\$5,000			\$0	\$0	\$5,200	\$650	\$650								\$31,500
D. Transportation Improvement Program	\$30,000	\$7,500	\$25,000	\$6,250			\$4,000	\$500	\$500								\$73,750
E. Multimodal Planning							\$4,200	\$525	\$525	\$48,000	\$2,240	\$6,000	\$280	\$6,280			\$68,050
F. Long-Range Transportation Planning	\$144,000	\$36,000					\$4,600	\$575	\$575								\$185,750
TOTAL	\$299,600	\$74,900	\$25,000	\$6,250	\$4,160	\$520	\$46,000	\$5,750	\$6,270	\$48,000	\$3,840	\$6,000	\$480	\$6,480	\$0	\$0	\$533,250
*Total includes Virginia State Match for Kingsport and LENOWISCO # includes Section 5303 Carryover funds **Total Includes Local Match for TN and VA Combined																	
Contributor by Funding Source																	
Federal	\$299,600		\$25,000		\$4,160		\$46,000			\$48,000	\$3,840				\$0		\$426,600
TDOT												\$6,000				\$0	\$6,000
VDOT				\$6,250					\$6,270				\$480				\$13,000
LENOWISCO								\$5,750									\$5,750
Kingsport MTPO		\$74,900				\$520								\$6,480			\$81,900
TOTAL	\$299,600	\$74,900	\$25,000	\$6,250	\$4,160	\$520	\$46,000	\$5,750	\$6,270	\$48,000	\$3,840	\$6,000	\$480	\$6,480	\$0	\$0	\$533,250

Agenda Item #5 - Bi-State Planning Agreement

STATE OF TENNESSEE

AGREEMENT WITH THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION, THE COMMONWEALTH OF VIRGINIA, AND THE TRANSIT AGENCIES OF THE KINGSPORT REGION

THIS AGREEMENT is made this ___ day, of _____, 20___, by and among the State of Tennessee, acting through the Tennessee Department of Transportation, called “TDOT”; the Commonwealth of Virginia through the Secretary of Transportation, called “Virginia”; the Kingsport Metropolitan Transportation Planning Organization (MTPO), called the “MPO”, which has been designated as the MPO of the Kingsport Urbanized Area; and Kingsport Area Transit Service, NET Trans, and Mountain Empire Older Citizens, called the “Transit Agencies”.

WITNESSETH

WHEREAS, 23 U.S.C. § 134 and 23 Code of Federal Regulations (CFR), Part 450, require that MPOs, in cooperation with State DOTs and public transportation providers, carry out a metropolitan planning process for urbanized areas of the State; and

WHEREAS, 23 CFR § 450.314 requires the MPO, State(s), and public transportation operators within each metropolitan planning area to enter into a written agreement to clearly identify the responsibilities of the parties in carrying out the metropolitan planning process; and

WHEREAS, T.C.A. § 54-18-101 authorizes TDOT to enter into cooperative planning agreements that provide for a continuing and comprehensive transportation planning process; and

WHEREAS, the MPO is empowered to serve as the lead planning and programming agency for its Metropolitan Planning Area, and to this end TDOT, Virginia, the MPO, and the Transit Agencies jointly carry out an ongoing continuing, cooperative, and comprehensive multimodal transportation planning process that fully considers the planning factors required by applicable laws and regulations; and

WHEREAS, the MPO, TDOT, and Virginia actively coordinate transportation planning along the border between the State of Tennessee and the Commonwealth of Virginia in their respective jurisdictions; and

WHEREAS, the MPO, TDOT, and Virginia coordinate planning activities and carry out such activities cooperatively so that principal metropolitan area planning products reflect consistency with best practices and broader bi-state growth and development goals; and

WHEREAS, the Governor of the State of Tennessee, the Governor of the Commonwealth of Virginia, and the MPO designated the metropolitan planning area, as defined in 23 CFR § 450.312, as the area within which the required metropolitan transportation planning activities shall take place; and

WHEREAS, the Transit Agencies provide public transportation services within the Kingsport Metropolitan Planning Area (MPA); and

WHEREAS, 23 CFR § 420.117(a) requires that TDOT and Virginia shall monitor all activities performed by its staff or by sub-recipients with Federal Highway Administration (FHWA) and Federal Transit

Administration (FTA) planning and research funds, as dispersed by TDOT and Virginia, to ensure that the work is being managed and performed satisfactorily and that time schedules are being met;

NOW THEREFORE, it is agreed as follows:

A G R E E M E N T

Article 1. Agreement Period

- A.** This agreement becomes effective when signed by the last party whose signature makes the agreement fully executed. TDOT and Virginia shall not continue their obligations to the MPO under this agreement if the Governors' designation of the MPO is withdrawn, if federal funds cease to become available, or if the agreement is terminated.
- B.** This agreement shall be reviewed every five (5) years or as needed, such as when a new transportation funding bill is passed by the United States Congress, and/or when new federal regulations are published by FHWA/FTA by the respective agencies' signatories, or their applicable designees or proxies. If all terms and conditions of this agreement remain viable and no amendment to the existing agreement or a new agreement is required, a renewal letter from TDOT, acting as the lead agency, to the MPO, signed and accepted by the MPO, Virginia, and the Transit Agencies, shall constitute renewal of this agreement subject to all terms and conditions specified in the agreement. However, an amendment or a new agreement may be executed, if necessary. In such case, the signatures of all parties of this agreement would be required to fully execute an amended or new agreement.
- C.** All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

Article 2. Planning and Modeling Boundaries

- A.** The MPO is responsible as the lead agency for coordinating transportation planning and programming in the Kingsport MPA, thereby fulfilling the provisions set forth in 23 U.S.C. § 134.
- B.** The State of Tennessee, acting through TDOT, shall be considered the lead state for the overall coordination of the MPO's transportation planning process. While both the State of Tennessee and the Commonwealth of Virginia shall assume review responsibility for projects and programs proposed within their respective borders, the State of Tennessee shall assume the primary responsibility of coordinating the review and comment of all deliverables with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This determination is made because the majority of the urbanized area population, as defined by the U.S. Bureau of the Census, is located within the State of Tennessee.
- C.** The MPA boundaries shall be reviewed by the MPO, TDOT, and Virginia at least after each Census decennial update, and MPA boundaries will be adjusted accordingly.
- D.** The boundaries of the MPA shall be subject to approval by the MPO and the Governors of the State of Tennessee and the Commonwealth of Virginia.

Article 3. Responsibilities of TDOT and Virginia

The responsibilities of TDOT and Virginia are as follows:

- A.** Maintain staff within the TDOT Long Range Planning Division and Virginia transportation planning district and related offices to act as the primary points of contact for MPO coordination.
- B.** In compliance with federal regulations, assist in the carrying out of the continuous, cooperative, and comprehensive metropolitan planning process, including, but not limited to, the development of the Unified Planning Work Program (UPWP), a Metropolitan Transportation Plan

(MTP), Long Range Transportation Plan (LRTP), and/or Regional Transportation Plan (RTP); and the Transportation Improvement Program (TIP); and, where required by federal law or regulation, monitor the MPO's performance of activities and expenditures of all funds under a UPWP. TDOT and Virginia are responsible for reviewing the MPO's activities and expenditures of funds and will comment on and make suggestions relating to those activities and expenditures.

- C. Distribute federal and/or state transportation planning funds to the MPO based on a formula developed by TDOT and Virginia in consultation with the MPO, and approved by FHWA, FTA, and other applicable federal agencies.
- D. Provide to the MPO, as appropriate, technical assistance and guidance for the collection, processing, and forecasting of socio-economic data needed for the development of traffic forecasts, plans, programs, and planning proposals within the metropolitan area, including the collection, processing, and forecasting of vehicular travel volume data in cooperation with the MPO.
- E. Jointly promote the development of transportation projects within the metropolitan area by identifying points in the system where access, connectivity, and coordination between the modes and inter-urban facilities would benefit the entire system.
- F. Coordinate with the MPO and Transit Agencies in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan.
- G. Update the MPO on relevant statewide transportation initiatives and priorities as needed.
- H. Inform the MPO relative to federal and state statutes, policies, regulations, and guidelines which bear upon metropolitan transportation planning and programming activities and contractual arrangements.
- I. Monitor the MPO's transportation planning process, when such monitoring is required by federal law or regulation, to ensure compatibility with state and USDOT programs and objectives and compliance with all applicable federal requirements.

Article 4. Responsibilities of the MPO

The MPO is an organization created to ensure that existing and future expenditures on transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process. The responsibilities of the MPO are as follows:

- A. Document planning activities in a UPWP to indicate who will perform the work, the schedule for completing the work, and all products or deliverables that will be produced, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds. In cooperation with TDOT, Virginia, and the Transit Agencies as defined by 23 CFR Part 450, the MPO must biennially develop a UPWP, subject to federal approval, that meets federal requirements.
- B. Use funds to develop and maintain a comprehensive regional transportation planning program in conformity with the requirements of 23 U.S.C. § 134, and 49 U.S.C. § 5303.
- C. Develop, adopt, and periodically review a MTP/LRTP/RTP, a TIP, and a UPWP for the MPA, consistent with applicable federal laws. At a minimum, the MPO shall consider in the planning process the applicable factors outlined in 23 U.S.C. § 134.
- D. Create and appoint members to the MPO Policy Board as stipulated by 23 CFR § 450.310. Additionally, for any MPO subject to T.C.A. § 64-8-301, a voting member who resides in the MPA shall be chosen in consultation with the Tennessee County Highway Officials Association to represent county highway departments operating within the planning area.
- E. Coordinate with TDOT, Virginia, and the Transit Agencies in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan including, but not limited to, an assessment of available services and transportation needs, identification of strategies, actions,

and projects to address gaps between services and needs, improve service efficiencies, and identify priorities for implementation.

- F. Assemble and maintain an adequate, competent staff with the knowledge and experience necessary to perform all appropriate MPO activities as required by law.
- G. Acquire, forecast, and maintain appropriate socio-economic, roadway, and travel data on a timely basis, in cooperation with TDOT and Virginia.
- H. Prepare all required plans, programs, reports, and data, and obtain all required certifications in a timely manner.
- I. Share information and sources of information concerning transportation planning issues with TDOT, Virginia, other jurisdictions and planning agencies, and interested members of the public, in a manner consistent with the provisions set forth in the approved Public Participation Plan.
- J. Ensure that all meetings and records concerning the business of the MPO comply with the requirements prescribed in 23 CFR Part 450, T.C.A. Title 8, Chapter 44, Part 1, and Virginia Freedom of Information Act: Code of Virginia § 2.2-3700 – 2.2-3714.
- K. Comply with the Americans with Disabilities Act of 1990 plan certification procedures as required by 49 CFR § 37.139.
- L. Comply with Title VI of the Civil Rights Act and maintain a current Title VI Program as required by FTA's Title VI Circular 4702.1B.
- M. Comply with DOT 5610.2(a) Environmental Justice; National Environmental Policy Act 42 U.S.C. § 4321 et seq.; and Executive Order 12898 Environmental Justice.
- N. Comply with DOT FR 239 Responsibilities to Limited English Proficiency (LEP) Persons.
- O. Ensure that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of the MPO on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee/Virginia state constitutional, or statutory law. The MPO shall, upon request, provide documentation of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Article 5. Responsibilities of the Transit Agencies

The responsibilities of the Transit Agencies are as follows:

- A. Actively participate in the MPO activities to represent public transit interests and ensure awareness and consideration of public transit plans, programs, projects, and policies in MPO decision-making.
- B. Cooperate in the development and maintenance of the MTP/LRTP/RTP and TIP as a participating jurisdiction, providing information requested by the MPO in a timely manner relative to public transit projects and services to be deployed within the MPA in order to ensure consideration for inclusion in the MTP/LRTP/RTP and TIP. This includes information relative to the availability, or anticipated availability, of federal and local financial aids for public transit improvements and services within the MPA.
- C. Cooperate in the development and maintenance of the UPWP as a participating jurisdiction, providing information requested by the MPO in a timely manner related to transit planning activities or technical assistance to be deployed within the MPA for inclusion in the UPWP. This includes informing the MPO to the availability, or anticipated availability, of federal and state financial aids and technical assistance for public transit planning activities.
- D. Work cooperatively with the MPO, TDOT, and Virginia in the preparation of an Annual Listing of Obligated Projects (ALOP) funded under 23 U.S.C. or 49 U.S.C. Chapter 53 to include supplying

information about federal obligations of grant funds administered through FTA in a reasonable time following the end of the federal fiscal year.

- E. Cooperate with TDOT and Virginia in the development of the Statewide Long Range Transportation Plan and Statewide Transportation Improvement Program (STIP) pursuant to the provisions of 23 U.S.C. 135.
- F. Coordinate with the MPO, TDOT, and Virginia in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan.
- G. Coordinate with TDOT, Virginia, and the MPO on the conduct of short-range transit plans or operational analyses that affect or inform regional or statewide transportation plans and programs.
- H. Prepare and submit applications for federal public transportation capital assistance grants and state operating assistance grants and administer approved grants.
- I. Collect data to meet the requirements of 49 U.S.C. 5335 regarding the National Transit Database.
- J. At least once per year, present to the MPO an update on local public transit initiatives and priorities that either affect regional transportation plans and programs or that should be considered in their development.
- K. Every four (4) years, in consultation with the MPO, TDOT, and Virginia, the Transit Agencies shall develop a Transit Asset Management (TAM) Plan, consistent with the requirements of 49 CFR § 625. As part of the TAM process, the transit agencies shall define a state of good repair (SGR), establish performance targets for SGR, and comply with annual reporting requirements to the National Transit Database (NTD).
- L. Prepare and update paratransit service plans in conformance with the Americans with Disabilities Act of 1990.

Article 6. Unified Planning Work Program

- A. Every two (2) years, the MPO shall submit to TDOT and Virginia a program of work that includes goals, objectives, and tasks required by each of the relevant agencies involved in the metropolitan transportation planning process. This program of work is to be called the Unified Planning Work Program (UPWP), or any successor name. The UPWP, and any amendment(s) of it, shall be developed and adopted by the MPO Policy Board, and processed, reported–on and monitored in accordance with 23 CFR § 450.308 and 23 CFR part 420. The UPWP and any amendment(s) must be approved by TDOT and Virginia, and receive final federal authorization prior to the MPO starting to carry out the UPWP work items, or incurring costs for the UPWP work items.
- B. The UPWP shall be prepared for a period of two (2) years. The UPWP shall reflect only the work that can be accomplished during the time period of the UPWP, in accordance with 23 CFR § 420.113 (a) (5) and 23 CFR § 420.115 (a).
- C. The UPWP shall reflect transportation planning work tasks to be funded by federal, state, or local transportation, or transportation-related (e.g., air quality), planning funds. The budget and statement of work will be included in the UPWP.

Article 7. Metropolitan Transportation Plan (MTP), Long Range Transportation Plan (LRTP), and/or Regional Transportation Plan (RTP)

- A. Every five (5) years, or every four (4) years for MPOs in nonattainment or maintenance areas, the MPO shall develop and adopt a MTP/LRTP/RTP which shall include recommended transportation investments and strategies determined cooperatively by the MPO, TDOT, Virginia, and the Transit Agencies. The MTP/LRTP/RTP shall be adopted by the MPO Policy Board, in accordance with 23 CFR § 450.324.

- B. The investments and strategies put forth in the MTP/LRTP/RTP shall address no less than a 20-year planning horizon.
- C. The MPO shall issue a formal call for projects from local government members and agency partners, including the Transit Agencies, TDOT, Virginia, and local governments, early in the MTP/LRTP/RTP development process. The projects will be considered through the MPO's project selection process.
- D. At the request of the MPO, TDOT and Virginia shall provide data to assist in the development of the MTP/LRTP/RTP.
- E. The Transit Agencies shall provide to the MPO relevant data needed for the evaluation of existing and proposed transit projects and policies, including existing transit services and routes, existing and projected ridership figures, and existing and projected operations and maintenance costs.
- F. The MPO shall, in consultation with TDOT, Virginia, the Transit Agencies, and local government partners, set the inflation rates used to develop year of expenditure (YOE) costs in the MTP/LRTP/RTP.
- G. At the MPO's request, TDOT and Virginia shall provide the MPO with a description of their respective performance measures and performance targets used in assessing the performance of the transportation system; provide the MPO with a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in 23 CFR § 450.306(d); and inform the MPO on progress achieved by TDOT and Virginia in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data.
- H. Consistent with 23 CFR § 450.324(f), the MPO shall, in consultation with TDOT and Virginia develop a methodology for financial planning for the MTP/LRTP/RTP, including system-level estimates of costs and revenue sources, estimates of funds that will be available to support plan implementation, additional financing strategies to fund projects and programs, and an inflation rate(s) to reflect year of expenditure (YOE) dollars based on reasonable financial principles and information.
- I. The MPO shall approve revenue forecasts and year of expenditure (YOE) cost estimates.
- J. The MPO must approve the MTP/LRTP/RTP and any subsequent revisions, and shall not delegate the approval authority, except for administrative adjustments. Administrative adjustments do not change the scope of work, result in an increase or decrease in the amount of task funding, or affect the overall budget. Examples include typographical, grammatical, or syntax corrections.

Article 8. Transportation Improvement Program (TIP)

- A. No less than every four (4) years the MPO, in cooperation with TDOT, Virginia, and the Transit Agencies, shall develop and adopt a fiscally-constrained TIP which shall include the federally-funded and/or regionally significant (regardless of funding source) transportation projects anticipated in the MPA. The TIP shall cover a period of no less than four (4) years. If the TIP covers more than four (4) years, FHWA/FTA will consider the additional years as informational (or illustrative). Only projects consistent with the MTP/LRTP are eligible for inclusion in the TIP. The TIP shall be adopted by the MPO Policy Board, in accordance with 23 CFR § 450.326.
- B. To the extent that funds are available, the MPO shall issue a formal call for projects from local government members and agency partners, including the Transit Agencies, TDOT, and Virginia, early in the TIP development process. The projects will be considered through the MPO's project selection process.

- C. The MPO, in cooperation with TDOT, Virginia, transit operators, and all constituent local governments, shall evaluate the candidate projects against regional priorities, goals and objectives, and funding availability.
- D. Each project sponsor shall provide cost estimates for any projects proposed or endorsed by the sponsor.
- E. The MPO shall, in consultation with TDOT, Virginia, the Transit Agencies, and local government partners, set the inflation rates used to develop YOE costs in the TIP.
- F. In accordance with the MPO's established TIP policies and the existing Memorandum of Agreement (MOA) between TDOT or Virginia and the MPO regarding the definition and need for amendments/administrative adjustments to the STIP and TIP, the MPO must approve the TIP and any subsequent revisions, and shall not delegate the approval authority, except for administrative adjustments.
- G. After approval by the MPO and the Governors, TDOT and Virginia shall integrate the approved TIP, without change, into their respective STIPs directly or by reference. The incorporation of the TIP into the STIP shall demonstrate a Governor's approval of the MPO TIP. Once complete, the STIPs shall be forwarded by their respective agencies to FHWA/FTA for review and action.
- H. TDOT and Virginia shall inform the MPO upon FHWA/FTA's initial approval of the STIP.

Article 9. Annual Listing of Obligated Projects

In accordance with 23 CFR § 450.334, within ninety (90) days after the close of the federal fiscal year, the MPO shall publish an Annual Listing of Obligated Projects (ALOP). An obligation report shall be provided by TDOT and Virginia in funds obligated under 23 U.S.C. § 134 for the MPO area such that the MPO has sufficient time to develop and publish the ALOP by the prescribed deadline.

Article 10. Public Participation Plan

In accordance with 23 CFR § 450.316, the MPO shall adopt and maintain a formal, written Public Participation Plan. The Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the MPO's transportation planning and programming processes, including opportunities for preliminary review and comment at key decision points. Initial or revised Public Participation Plan procedures shall undergo a minimum forty-five (45) day draft public review and comment period.

Article 11. Performance Based Metropolitan Planning Process Responsibilities

In accordance with 23 CFR § 450.314 (h), the MPO, TDOT, Virginia, and the Transit Agencies shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see 23 CFR § 450.306(d)), and the collection of data for the state asset management plan for the National Highway System (NHS).

These terms were formally agreed upon in the Memorandum of Understanding (MOU) for cooperatively developing, sharing, and reporting information related to performance measures and performance targets which was signed by the TDOT Commissioner, the MPO, and local public transportation providers (Kingsport Area Transit Service and NET Trans). The scope of that MOU covers performance based planning responsibilities regarding the Tennessee portion of the Kingsport Metropolitan Planning Area. In a MOU agreement for cooperatively developing, sharing, and reporting information related to performance measures and performance targets held between Virginia, the MPO, and Mountain Empire

Older Citizens (local public transportation provider), terms were formally agreed upon, similarly, with respect to performance based planning responsibilities regarding the Virginia portion of the Kingsport Metropolitan Planning Area.

Article 12. Travel Demand Modeling and Coordination on State Planning

The MPO is responsible for maintaining and updating the regional transportation model for all roadways of significance, including all interstates, freeways, and arterials, within the MPO study area. The model shall be developed and reviewed in a manner consistent with the guidance outlined in *Minimum Travel Demand Model Calibration and Validation Guidelines for the State of Tennessee*.

THIS AGREEMENT IS EXECUTED by TDOT, Virginia, the MPO, and the Transit Agencies.

Kingsport Metropolitan Transportation Planning Organization

Signature

Typed or Printed Name

Title

Date

Commonwealth of Virginia

Signature

Typed or Printed Name

Secretary of Transportation
Title

Date

Tennessee Department of Transportation

Signature

Typed or Printed Name

Title

Date

NET Trans

Signature

Typed or Printed Name

Title

Date

Kingsport Area Transit Service

Signature

Typed or Printed Name

Title

Date

Mountain Empire Older Citizens

Signature

Typed or Printed Name

Title

Date

**RESOLUTION BY THE EXECUTIVE BOARD OF THE
KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)
TO APPROVE AND ADOPT THE UPDATED PUBLIC PARTICIPATION PLAN**

WHEREAS, the Kingsport MTPO is the designated Metropolitan Planning Organization (MPO) for the Kingsport urbanized area in Tennessee and Virginia and is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process; and

WHEREAS, the development of a Public Participation Plan (PPP) was first required by the Intermodal Surface Transportation Efficiency Act (ISTEA) and was further emphasized by the Transportation Equity Act for the 21st Century (TEA-21), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Moving Ahead for Progress in the 21st Century (MAP-21), and most recently upheld in the Fixing America's Surface Transportation (FAST) Act; and

WHEREAS, the previous Public Participation Plan was adopted in 2007 and has recently been reviewed for past performance and has been updated accordingly; and

WHEREAS, the updated Public Participation Plan has completed the required 45-day public review and comment period from June 23, 2019 through August 6, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE BOARD AS FOLLOWS:

The Kingsport Metropolitan Transportation Planning Organization Executive Board does hereby approve and adopt the updated Kingsport Metropolitan Transportation Planning Organization's Public Participation Plan.

James Phillips, Chairman
MTPO Executive Board

Date

Lesley Phillips
MTPO Staff

Date

****THE FULL DOCUMENT (PUBLIC PARTICIPATION PLAN)
IS ATTACHED AT THE END OF THE AGENDA PACKET.**

RESOLUTION BY THE EXECUTIVE BOARD

**OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)
AMENDING THE KINGSPORT AREA FY 2017-2021 TRANSPORTATION IMPROVEMENT PROGRAM**

TIP AMENDMENT #14

WHEREAS, the Kingsport Metropolitan Transportation Planning Organization (MTPO) is the designated Metropolitan Planning Organization (MPO) for the Kingsport urbanized area in Tennessee and Virginia and is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process; and

WHEREAS, the Kingsport MTPO is responsible for programming funds for transportation projects in the Transportation Improvement Program (TIP); and

WHEREAS, the Kingsport Area FY 2017-2021 TIP is a document that continually evolves and needs amended; and

WHEREAS, the Memorandum of Understanding between the State of Tennessee and the Kingsport MTPO outlines the requirements to amend the TIP; and

WHEREAS, the Executive Board of the Kingsport MTPO wishes to amend the FY 2017-2021 TIP by adding new local project L-STBG-12 (Resurfacing Grouping - Kingsport) as identified and detailed in the attached TIP pages for Amendment #14; and

WHEREAS, TIP amendments comply with the requirements of the Kingsport MTPO’s Public Participation Plan; and

WHEREAS, the Kingsport MTPO staff used criteria from Federal Metropolitan Transportation Planning regulations found in 23 CFR 450.316 and 450.326 to ensure compliance, and

WHEREAS, in accordance with requirements of the U.S. Department of Transportation, amendments to the Transportation Improvement Programs are to receive final approval from the Executive Board of the local Metropolitan Transportation Planning Organization.

NOW THEREFORE BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AS FOLLOWS:

The proposed amendment to the Tennessee portion of the Kingsport Metropolitan Transportation Planning Organization FY 2017-2021 Transportation Improvement Program, which shall be known as TIP Amendment #14, is hereby approved as presented.

James Phillips
Chairman, Executive Board

Date

Lesley Phillips
Kingsport MTPO Staff

Date

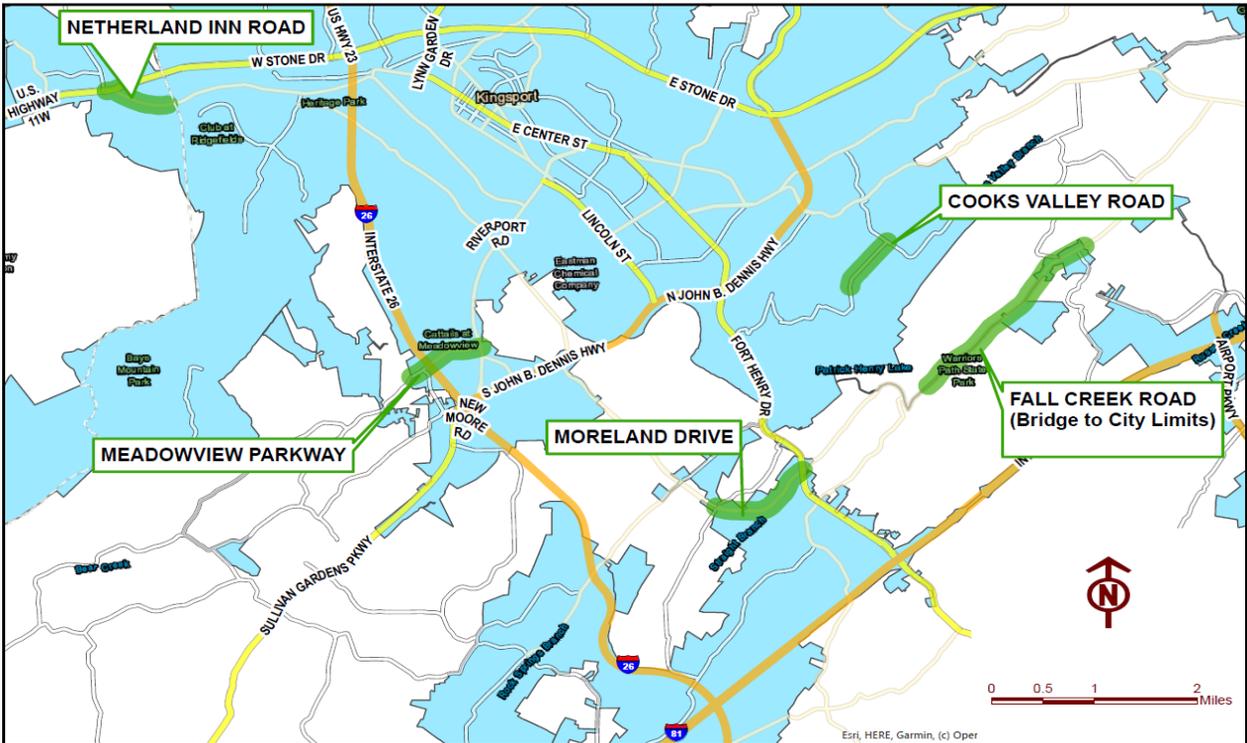


NEW PAGE

TIP #	L-STBG-12	TDOT PIN / VA UPC		Priority		Lead Agency	Kingsport
County	Sullivan/Hawkins	Length	Varied	L RTP#	Section 2.2 & 6.3.1	Conformity Status	NA
Route/Project Name	Resurfacing Grouping					Total Project Cost	\$2,500,000
Termini or Intersection	City of Kingsport						
Project Description	Resurfacing of various functionally classified roadways including milling, grading, repairing, sidewalk ADA compliance as necessary, striping, and signage.						

Fiscal Year	Phase	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY20	PE-N, PE-D, ROW, CONST	STBG	\$2,500,000	\$2,000,000	\$0	\$500,000

Remarks	Amendment #	14	Admin Modification #	



Beg. Balance STBG (local): \$6,510,064

Kingsport MTPO 2017 - 2021 TIP Highway Funding Summary
Tennessee Highway Totals for FY 17

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
ACNHPP (State)	\$9,400,000	\$0	\$9,400,000	\$0	\$0	\$0	\$0
ACSTBG (State)	\$24,000,000	\$0	\$24,000,000	\$0	\$0	\$0	\$0
HSIP	\$1,155,934	\$1,040,341	\$115,593	\$0	\$0	\$0	\$0
PHISP	\$16,250	\$16,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$3,890,900	\$3,112,720	\$778,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$2,460,542	\$1,968,434	\$492,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$3,454,000	\$2,763,200	\$392,800	\$298,000	\$3,746,864	\$1,406,839	\$5,153,703
TAP - Gen	\$0	\$0	\$0	\$0	\$0	0	0
O & M (Local)	\$14,200,000	\$0	\$0	\$14,200,000	\$0	0	0
Totals:	\$58,577,626	\$8,900,945	\$35,178,682	\$14,498,000	\$0	1,406,839	5,153,703

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 18

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
HSIP	\$2,155,934	\$1,940,341	\$215,593	\$0	\$0	\$0	\$0
ACPHSIP	\$552,000	\$0	\$552,000	\$0	\$0	\$0	\$0
PHSIP	\$553,250	\$553,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$390,900	\$312,720	\$78,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$1,460,542	\$1,168,434	\$292,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$4,300,300	\$700,300	\$3,600,000	\$0	\$4,453,403	\$1,446,018	\$5,899,421
TAP - Gen	\$1,203,149	\$962,519	\$0	\$240,630	\$0	\$0	\$0
O & M (Local)	\$14,342,000	\$0	\$0	\$14,342,000	\$0	\$0	\$0
Totals:	\$24,958,075	\$5,637,564	\$4,737,881	\$14,582,630	\$4,453,403	\$1,446,018	\$5,899,421

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 19

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
HSIP	\$155,934	\$140,341	\$15,593	\$0	\$0	\$0	\$0
PHSIP	\$16,250	\$16,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$390,900	\$312,720	\$78,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$9,860,542	\$7,888,434	\$1,972,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$4,760,000	\$3,820,000	\$0	\$940,000	\$2,079,421	\$1,496,495	\$3,575,916
O & M (Local)	\$14,485,420	\$0	\$0	\$14,485,420	\$0	\$0	\$0
Totals:	\$29,669,046	\$12,177,745	\$2,065,882	\$15,425,420	\$2,079,421		

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 20

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
HSIP	\$155,934	\$140,341	\$15,593	\$0	\$0	\$0	\$0
PHISP	\$16,250	\$16,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$390,900	\$312,720	\$78,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$1,460,542	\$1,168,434	\$292,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$844,000	\$675,200	\$0	\$168,800	\$2,900,716	\$1,496,495	\$4,397,211
O & M (Local)	\$14,630,274	\$0	\$0	\$4,121,204	\$0	\$0	\$0
Totals:	\$17,497,900	\$2,312,945	\$385,882	\$4,290,004	\$2,900,716	\$1,496,495	\$4,397,211

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 21

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogrammed Balance
ACNHPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HSIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PHISP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NHPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
S-STBG (State)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$2,500,000	\$2,000,000	\$0	\$500,000	\$2,397,211	\$1,496,495	\$3,893,706
O & M (Local)	\$14,776,577	\$0	\$0	\$14,776,577	\$0	\$0	\$0
Totals:	\$17,276,577	\$2,000,000	\$0	\$15,276,577	\$0	\$0	\$0

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

** surplus or deficit represents the MPO's objective to maintain fiscal constraints for projects and funding designated within the Kingsport MPO area

Beg. Balance STBG (local): \$6,510,064

Kingsport MTPO 2017 - 2021 TIP Highway Funding Summary
Tennessee Highway Totals for FY 17

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
ACNHPP (State)	\$9,400,000	\$0	\$9,400,000	\$0	\$0	\$0	\$0
ACSTBG (State)	\$24,000,000	\$0	\$24,000,000	\$0	\$0	\$0	\$0
HSIP	\$1,155,934	\$1,040,341	\$115,593	\$0	\$0	\$0	\$0
PHISP	\$16,250	\$16,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$3,890,900	\$3,112,720	\$778,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$2,460,542	\$1,968,434	\$492,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$3,454,000	\$2,763,200	\$392,800	\$298,000	\$3,746,864	\$1,406,839	\$5,153,703
TAP - Gen	\$0	\$0	\$0	\$0	\$0	0	0
O & M (Local)	\$14,200,000	\$0	\$0	\$14,200,000	\$0	0	0
Totals:	\$58,577,626	\$8,900,945	\$35,178,682	\$14,498,000	\$0	1,406,839	5,153,703

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 18

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
HSIP	\$2,155,934	\$1,940,341	\$215,593	\$0	\$0	\$0	\$0
ACPHSIP	\$552,000	\$0	\$552,000	\$0	\$0	\$0	\$0
PHSIP	\$553,250	\$553,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$390,900	\$312,720	\$78,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$1,460,542	\$1,168,434	\$292,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$4,300,300	\$700,300	\$3,600,000	\$0	\$4,453,403	\$1,446,018	\$5,899,421
TAP - Gen	\$1,203,149	\$962,519	\$0	\$240,630	\$0	\$0	\$0
O & M (Local)	\$14,342,000	\$0	\$0	\$14,342,000	\$0	\$0	\$0
Totals:	\$24,958,075	\$5,637,564	\$4,737,881	\$14,582,630	\$4,453,403	\$1,446,018	\$5,899,421

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 19

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
HSIP	\$155,934	\$140,341	\$15,593	\$0	\$0	\$0	\$0
PHSIP	\$16,250	\$16,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$390,900	\$312,720	\$78,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$9,860,542	\$7,888,434	\$1,972,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$4,760,000	\$3,820,000	\$0	\$940,000	\$2,079,421	\$1,496,495	\$3,575,916
O & M (Local)	\$14,485,420	\$0	\$0	\$14,485,420	\$0	\$0	\$0
Totals:	\$29,669,046	\$12,177,745	\$2,065,882	\$15,425,420	\$2,079,421		

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 20

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available Unprogrammed Balance
HSIP	\$155,934	\$140,341	\$15,593	\$0	\$0	\$0	\$0
PHISP	\$16,250	\$16,250	\$0	\$0	\$0	\$0	\$0
NHPP	\$390,900	\$312,720	\$78,180	\$0	\$0	\$0	\$0
S-STBG (State)	\$1,460,542	\$1,168,434	\$292,108	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$3,344,000	\$2,675,200	\$0	\$668,800	\$900,716	\$1,496,495	\$2,397,211
O & M (Local)	\$14,630,274	\$0	\$0	\$4,121,204	\$0	\$0	\$0
Totals:	\$19,997,900	\$4,312,945	\$385,882	\$4,790,004	\$900,716	\$1,496,495	\$2,397,211

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

Tennessee Highway Totals for FY 21

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogrammed Balance
ACNHPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HSIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PHISP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NHPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
S-STBG (State)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
L-STBG (Local)*	\$2,500,000	\$2,000,000	\$0	\$500,000	\$397,211	\$1,496,495	\$1,893,706
O & M (Local)	\$14,776,577	\$0	\$0	\$14,776,577	\$0	\$0	\$0
Totals:	\$17,276,577	\$2,000,000	\$0	\$15,276,577	\$0	\$0	\$0

*The State Funds column for this line item refers to projects that may include the State's participation requiring the use of S-STBG funds

** surplus or deficit represents the MPO's objective to maintain fiscal constraints for projects and funding designated within the Kingsport MPO area

PROJECT UPDATES

KINGSPORT/SULLIVAN COUNTY

- Greenbelt – West End
- Greenbelt – East End
- Stone Drive Sidewalk – Phase I
- Stone Drive Sidewalk – Phase II
- Main Street Rebuild
- Island Road Rebuild
- SR-126 – Phase I
- SR-126 – Phase II
- SR-93 Improvements – 3 sections
- SR-36 (SR-75 to I-81)
- Rock Springs Road Rebuild
- Fort Robinson Bridge over Dry Creek
- Cross-Town Connector (Sevier Ave)*
- Sullivan Street – Phase III (Roller Street to Lynn Garden Drive)*
- Memorial Blvd / Fort Henry Dr Intersection Improvements

VIRGINIA

- Weber City US 23 Bridge over North Fork
- Kane St/Jones St/SR 71 – Corridor Improvements
- US 23 Access Management (Weber City, Gate City)*

HAWKINS COUNTY

- Englewood Signal
- Press Road Resurfacing
- Independence Avenue – Safety Audit
- Hammond Avenue – Safety Improvements

RECENTLY COMPLETED

- Lynn Garden Drive Signal System
- SR 126/Island Road Signal
- I-81 N Truck Climbing Lane
- Wilcox Drive to Meadowview Parkway
- KATS Transit Center – Phase I
- Belmont/11W Median

* Planned projects

Kingsport Metropolitan Transportation Planning Organization Fiscal Years 2020 and 2021 Unified Planning Work Program (August 8, 2019)

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104f(d)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. This report was prepared in cooperation with the United States Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, Tennessee Department of Transportation and the Virginia Department of Transportation



The Kingsport Metropolitan Transportation Planning Organization ensures compliance with Title VI of the Civil Rights Act of 1964: 49 CFR, part 26: related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance from the U.S. Department of Transportation on the grounds of race, color, sex, or national origin

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**RESOLUTION BY THE EXECUTIVE BOARD
OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)
APPROVING THE FY20-21 UNIFIED PLANNING WORK PROGRAM**

WHEREAS, the Kingsport Metropolitan Transportation Planning Organization (MTPO) is the designated Metropolitan Planning Organization (MPO) for the Kingsport urbanized area in Tennessee and Virginia and is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process; and

WHEREAS, the U.S Department of Transportation Planning Regulations require preparation and local endorsement of a work program, formally called the Unified Planning Work Program (UPWP); and

WHEREAS, the work program reaffirms the adopted Transportation Plan; and

WHEREAS, this work program document describes on-going and proposed Transportation Planning Activities for the metropolitan planning area according to task, responsible agency, purpose, previous work, study design (how transportation planning studies are organized and developed), product, and financial summary; and

WHEREAS, the UPWP was developed in cooperation with the state and public transportation operators; and

WHEREAS, state and local agencies responsible for Transportation Planning Activities have jointly participated in preparation of a Unified Planning Work Program for Fiscal Years 2020 and 2021.

NOW THEREFORE BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AS FOLLOWS:

The Executive Board of the Kingsport MTPO hereby approves and endorses the FY20-21 Unified Planning Work Program.

James Phillips
Chairman, Executive Board

Date

William A. Albright
MTPO Staff

Date

LIST OF ABBREVIATIONS

2040 (Long-Range) Plan	Kingsport Urban Area 2040 Transportation Plan
2045 (Long-Range) Plan	Kingsport MTPo Area 2045 Transportation Plan
ADA	Americans with Disabilities Act (ADA) of 1990
CAA/CAAA.....	Clean Air Act or Clean Air Act Amendments
CEQ	Council on Environmental Quality
CFR.....	US Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CO	Carbon Monoxide
CPG	Consolidated Planning Grant
CSS	Context Sensitive Solutions
EJ	Environmental Justice
EPA/USEPA	United States Environmental Protection Agency
FAST Act	Fixing America’s Surface Transportation Act
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTDD	First Tennessee Development District
FY	Fiscal Year
GIS.....	Geographic Information System
HPR	Highway Planning and Research
HSIP	Highway Safety Improvement Program
HUD	U.S. Department of Housing and Urban Development
ITS	Intelligent Transportation Systems
KATS.....	Kingsport Area Transit Service
KDP.....	Kingsport Department of Planning
KDPT.....	Kingsport Division of Public Transportation
KTD	Kingsport Transportation Department
KPT	City of Kingsport
LENOWISCO PDC	Lee, Norton, Wise, Scott County – Virginia Planning District Commission
LEP	Limited English Proficiency
LOS.....	Level of Service
LPA	Tennessee Office of Local Planning Assistance
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act (Federal Transportation Act)
MEOC	Mountain Empire Older Citizens (Virginia Rural Transit System)
MOVES.....	Motor Vehicle Emission Simulator (vehicle emissions modeling software)
MTPO.....	Metropolitan Transportation Planning Organization
MSA.....	Metropolitan Statistical Area
MTR	(TDOT, Office of) Multi-Modal Transportation Resources
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NETRANS	Northeast Tennessee Rural Public Transit

LIST OF ABBREVIATIONS (cont.)

NOx	Nitrogen Oxide
OMB.....	Office of Management and Budget
OPS.....	TDOT-Office of Programming and Scheduling (“Local Programming”)
PL-112	FHWA Metropolitan Planning Funds
PBPP.....	Performance-Based Planning and Program
PPP.....	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
Sec. 5303.....	FTA Section 5303 Metropolitan Planning Funds
Sec. 5307.....	FTA Section 5307 Urbanized Area Formula Funds
STBG.....	Surface Transportation Block Grant
SPR	State Planning and Research
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zones
TDM	Travel Demand Management
TDOT	Tennessee Department of Transportation
TCC.....	Technical Coordinating Committee
TDEC	Tennessee Department of Environment and Conservation
TDP.....	Transit Development Plan
TIP	Transportation Improvement Program
TPR.....	Transportation Planning Report
TRANSCAD	TRANSCAD Traffic Modeling Software
TRIMS	Tennessee Roadway Information Management System
TSM	Transportation System Management
TTAP	Tennessee Transportation Assistance Program
UPWP	Unified Planning Work Program
UOAP.....	Urban Operating Assistance Program
USDOT.....	United States Department of Transportation
UZA	Urbanized Area
VDOT.....	Virginia Department of Transportation
VDRPT	Virginia Department of Rail and Public Transportation
VMT	Vehicle Miles Traveled
VOC.....	Volatile Organic Compounds

INTRODUCTION

Unified Planning Work Program

As required of Metropolitan Transportation Planning Organizations (MTPOs) through federal and state regulations, the Unified Planning Work Program (UPWP) is prepared in cooperation with member agencies and presents a continuing, cooperative, and comprehensive (the “3C”) approach to transportation planning activities. The Unified Planning Work Program (UPWP) also documents the transportation planning priorities and work tasks for the Kingsport Metropolitan Transportation Planning Organization (MTPO) for Fiscal Years 2020 and 2021. The Federal Highway Administration (FHWA) and the Tennessee Department of Transportation (TDOT) fiscal years begin on October 1 and end on September 30. For the Virginia Department of Transportation (VDOT) the Fiscal Years begin on July 1 and end on June 30. Preparation of the UPWP is required by the Fixing America’s Surface Transportation Act (FAST Act), and the Metropolitan Planning Regulations (23 Code of Federal Regulations 450.308) of the United States Department of Transportation. The Kingsport MTPO’s UPWP has been developed, and will be carried forth, according to the provisions set forth in the FAST Act as well as federal, state (Tennessee and Virginia), and local legislation and policies pertaining to transportation planning activities, products, and regulations. This includes supporting the list of planning factors, planning emphasis areas, and federal initiatives that currently exist, and which are described later in this document. The UPWP will continue to incorporate provisions carried over from MAP-21 (Moving Ahead in the 21st Century) and the FAST Act as they are interpreted through Title 23 of the United States Code and FHWA and Federal Transit Administration (FTA) policy and guidance. Additionally, a new UPWP, which is developed by the MTPO Executive Staff, is required every 2 years and is developed in cooperation with the State and public transportation operators. The UPWP is also developed in coordination and cooperation with all member and affiliated agencies, including Scott County - Weber City - Gate City Virginia (through MTPO planning activities conducted by LENOWISCO Planning Agency), Sullivan - Hawkins - Washington County Tennessee, the City of Kingsport, and local planning agencies.

The UPWP is divided into six (6) program tasks which include: (A) Program Administration, (B) Travel Data Collection, Maintenance, and Analysis, (C) Air Quality and Congestion Mitigation, (D) Transportation Improvement Program (TIP), (E) Multi-Modal Planning, and (F) Long-Range Transportation Planning. Each program task provides specific information for each planning activity. The information contained in each task includes agency responsibility, task purpose, previous work, study design, product, and work schedule. The UPWP presents a continuing, cooperative, and comprehensive (the “3C”) approach to transportation planning within the Kingsport TN/VA MTPO area. The UPWP has been prepared in an effort to address specific

federal, state and local agency requirements and to advance transportation initiatives while applying the 3-C approach within the MTPO area.

Program Tasks and Coordination with Other Planning Efforts

These previously identified work program tasks include more detailed descriptions of transportation planning initiatives, programs, and products that lead to goals and objectives set forth by the MTPO members for each fiscal year. From this the MTPO will continue to coordinate these tasks with the development and implementation of numerous linked planning efforts and products. These other efforts and accompanying documents include:

- Long-range statewide transportation plans
- Statewide transportation improvement programs
- State planning and research programs
- Statewide public involvement plans
- Statewide freight plan
- Air quality transportation conformity determinations
- Strategic highway safety plans
- Regional intelligent transportation system (ITS) architecture
- Coordinated public transit-human services transportation plans
- Coordinated TDOT and Kingsport MTPO Multi-Modal Plans
- Highway functional classification system maintenance
- Asset management plans
- Title VI programs for FTA designated recipients
- Americans with Disabilities Act (ADA) transition plans
- Discretionary Federal regional planning grants
- Federal statewide planning findings

Regional Planning Priorities

While the Kingsport MTPO oversees transportation planning activities for a “metropolitan” area, it is important to note that it is also located within a larger geographic region that includes a significant portion of Upper East Tennessee and part of Southwest Virginia. The regional transportation system covers areas within the 3 metropolitan transportation planning organizations of Bristol, Johnson City, and Kingsport, includes several peripheral counties, as well as the jurisdictions within the First Tennessee Rural Planning Organization (RPO). In order for all of these metro and county transportation networks to work efficiently and effectively, they should be considered in terms of one large system. Because of this, the Kingsport MTPO will continue to connect the goals, objectives, policies, strategies, work tasks, activities, and end

products to the regional priorities found in the current long-range plan and the current transportation improvement program.

Regional planning priorities are a very important part of the UPWP development process. The Work Program is defined, in part, as a strategic set of duties and activities that is centered around the long-range plan, the TIP, and various other planning products that stem from these documents, such as corridor studies, land use and transportation studies, multi-modal studies, transportation system management plans and studies, air quality research, freight and truck issues, safety measure and subsequent studies, and others. All of these are viewed from both an MTPO area perspective as well as a regional perspective that includes all of the adjacent MTPOs the RPOs, and member jurisdictions. Pertaining to regional priorities, more specific tasks and resulting products will continue to center around safety - reducing accident numbers and rates, economic development - opening up land and areas for industrial and commercial growth, moving traffic along major arterials in a more efficient and effective way, and providing multimodal opportunities for travel throughout the Tri-Cities region. Regional priorities are identified in the Metropolitan Area Long-Range Transportation Plan. These priorities are followed and carried out within the planning process described in the Work Program; an example being research on crash rates (Task B) and the “Emphasis on Safety and Security” section.

Major Accomplishments for Fiscal Year 2019

The primary focus for Fiscal Year 2019 was to assist various member jurisdictions with the planning process in advancing projects that are in the current Kingsport Area Transportation Improvement Program (TIP). TIP projects typically are generated from the long-range plan and may also be the subject of further research and study through various planning documents, including corridor studies, safety audits, state research and plans (Transportation Investment Reports), grant applications, and various other planning-based reports.

The current (Year 2040) Long-Range Plan was completed in the summer of 2017 and, therefore, a new Plan is not due until June of 2022. However, the LRTP serves as a continuous guide for project prioritization, selection, and development, and is referred to almost every day on a continuous 5-year basis. In addition, the Work Program is built, in part, around activities and tasks that link back to the long-range plan and provides the background research and planning tasks that result in carrying forth goals and objectives of the Plan. FY 2018 accomplishments included following the LRTP by supporting and carrying out work tasks.

One of the primary tasks for Fiscal Year 2019 was to continue working with the current Transportation Improvement Program (TIP) by periodically monitoring the status of projects and

making adjustments and /or amendments when and where needed. It is important to respond to the needs for TIP projects by making these changes, providing adjustments in funding levels and funding sources, changes to project phases, changes to project scope, and altering schedules of development. Adjustments and amendments are also submitted to TDOT and VDOT, FHWA, and FTA for their review and continuous dialogue on TIP projects, which is an important task that is identified in the TIP. In 2019 the MPO continued to carry out these activities. The TIP is an extremely important product of the MTPO and serves as a mechanism to advance priority projects from the Long-Range Transportation Plan (LRTP). In addition, 2019 focused on financial management of the various funding sources received from TDOT, VDOT, and Federal agencies, including Surface Transportation Block Grant (STBG), Local STP, Highway Safety Improvement Program (HSIP), Transportation Alternatives Program (TAP), Bridge Rehab, and other categories, as found in the UPWP and TIP. Fiscal constraint was applied as a policy in all plans and projects throughout the MTPO area. The goal is to maximize resources to their best use, i.e. over the past 3 or 4 years smaller / less expensive projects were planned and implemented that now serve to move traffic more efficiently in relation to dollars spent.

Some of the specific research and planning activities for the year include a study of the Moreland Drive Corridor, a study of the I-81 / I-26 interchange areas (scenario planning), a preliminary study of the Airport Parkway North proposal, and a study of park and ride options (and origin-destination study) in the metro Kingsport area. These were completed in-house. However, at time studies are farmed out to consultants. Although funding for these studies are reserve in the MPO annual budget (if necessary) for FY '19 there were no contractual-based studies completed. In addition, occasionally TDOT and VDOT will be asked to participate in the crafting of various studies. Other planning studies (and accompanying research) continued to concentrate on specific corridors, sub-areas (high population/trip centers), programs (public transit), specialty areas (bike and pedestrian and other grant initiatives), and street and highway problem areas that experience a low level of service (LOS) and high crash rates.

Major Tasks for Fiscal Year 2020 and Fiscal Year 2021:

It is important to note that, in Fiscal Years 2020 and 2021 activities, the Kingsport MTPO will continue to follow 5 primary transportation objectives that were used in developing previous LRTP, the TIP, projects, and programs. These include: (1) safety, (2) traffic / mobility, (3) access/travel time, (4) economic development, and (5) environmental oversight. More specifically, the objectives include;

safety – deals with improving the physical conditions of transportation infrastructure that will result in reduced crash numbers and rates and severity

traffic / mobility – focuses on the more efficient movement of traffic - particularly at problem roadway segments and intersections during peak hours

access and travel time – relates to planning improvements to the transportation system that allows travelers (motorists, transit patrons, bike and ped) a shorter travel time - particularly for critical needs such as emergency services, commutes to work, school trips, and other vital purposes

economic development – suggest improvements to the transportation system that opens up land for development, creating jobs and an improved local economy

environmental oversight – establishes recommended improvements that minimize or mitigate negative impacts on the environment, that includes natural and cultural realms.

During fiscal years '20 and '21 the MPO will continue to focus on researching and identifying transportation needs in the metropolitan area, with an emphasis on the process to determine solutions to these needs and/or problem areas. This might include safety issues, such as high crash rate areas, congestion issues where level of service is a significant problem, multi-modal needs serving all facets of the population, accessibility issues where travel-time problems exist, and economic growth where transportation facilities can provide benefits. In addition, the MPO will continue to develop new plans and/or studies during Fiscal Years 2020 and 2021 that center around the 5 objectives previously mentioned in the accomplishment for FY 19. During FY 20 and 21 the FAST Act will be followed in carrying out various work program tasks. Keeping local MTPO Board members, Staff, and associates informed on what impact recent federal legislation has on current and future MTPO operations is also an important task.

One of the most important work items that the MPO will focus upon in the first part of FY 2020 is completion of the new Transportation Improvement Program (TIP). The new TIP, which covers 4 years from 2020 to 2023, will be organized differently where project categories will be more distinct and will include Tennessee highway projects, greenway and/or TAP grant project, multi-modal (sidewalk) projects, Tennessee public transit projects, strictly TDOT funded projects (no local funds), and locally funded (regionally significant) projects. Most of these categories, with the exception of locally funded, will also be found in the "Virginia" section.

With the Long-Range Plan in place for over a year and the new 20-23 TIP approved, during FY '20 and '21 the MTPO will focus more on project planning and various initiatives linked to local MPO

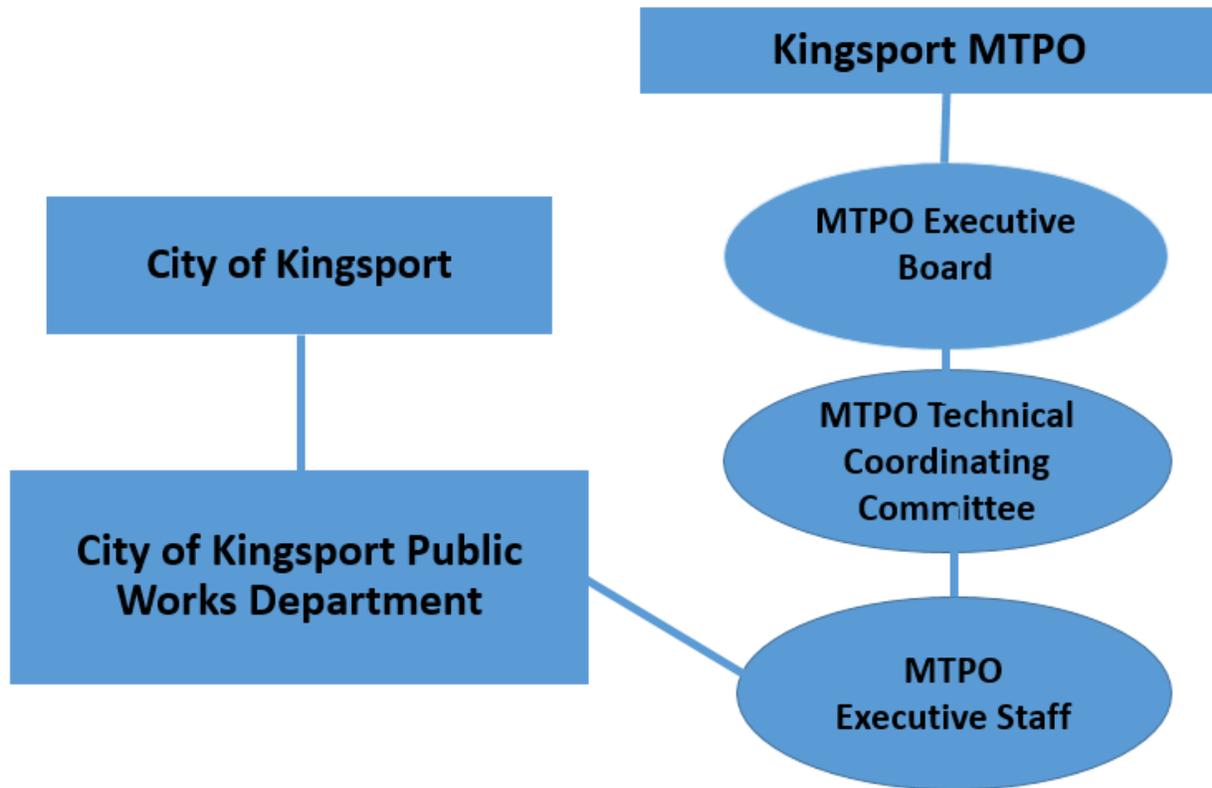
goals, TDOT and VDOT programs and legislations, and FHWA and FTA program and initiatives. The TIP and Long-Range Plan provide a guide to project development by serving as a mechanism to advance projects through funding and programming of local and state priorities. In essence, project planning is a product of the LRTP that, even after its completion, is referenced for development of projects, plans, and programs.

Fiscal Year 2020 and 2021 tasks will also include a continued focus on multimodal planning, particularly pedestrian, bicycle, and transit issues, programs, and capital improvements. Grant programs derived from the “FAST Act”, will also be pursued as has been successfully done within the Kingsport MTPO area for the past 20 plus years. Data packages for traffic flow, safety records (crash records), employment centers, particularly those that have experienced significant changes, i.e. new retail areas or declining retail areas, will be updated... During Fiscal Year 2020 MTPO staff will continue to pay close attention to the FAST-Act that will has changed some aspects of MTPO operations, funding, and planning activities linked to capital improvements. During Fiscal Years 2018 and 2019 MTPO staff will also continue to monitor and maintain the TIP through amendments and adjustments, when and where needed.

MTPO Organizational Structure

The Kingsport MTPO was chartered in 1977, which included the adoption of initial by-laws. In these by-laws the basic organizational structure was established, which included an Executive Staff and an Executive Board. A Technical Coordinating Committee was also established that includes representatives from various jurisdictions in the technical staff level. These included public works directors, traffic engineers, highway commissioners, and other support staff (specific membership of the TCC is listed in the amended By-Laws). While in the past this committee has been somewhat inactive, meetings of the TCC have recently been reinstated. The Executive Board consists of 7 members: TDOT, VDOT, a portion of Scott County Virginia (represented by the LENOWISCO Planning District Commission – Lee/Norton/Wise/Scott County), the City of Kingsport, Sullivan County, the Tennessee State Planning Office (who served as a representative for Hawkins County governments), and the First Tennessee Development District (FTDD). The Executive Staff, which is responsible for ongoing administration and day to day operations of the MTPO, is housed within a Division of the City of Kingsport’s Public Works Department. The amended By-Laws (available upon request) provide a more detailed description of the staff and board members.

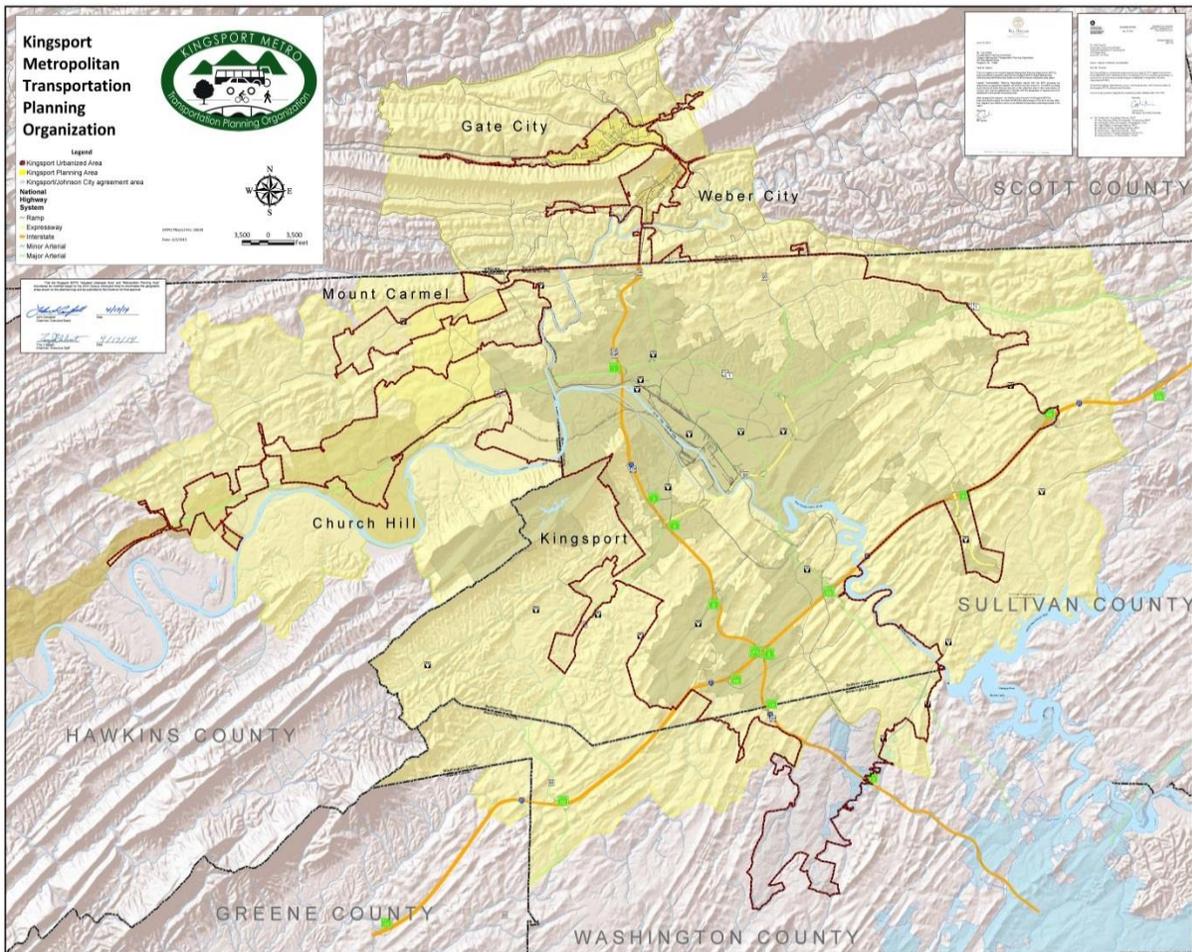
Kingsport MTPO Organizational Chart



Metropolitan Planning Area (and map)

The planning area of the Kingsport MTPO includes portions of Sullivan, Hawkins, Washington, and Greene County, Tennessee, and Scott County, Virginia. Kingsport is the principal city with four other incorporated areas which include the towns of Church Hill and Mount Carmel in Tennessee and the towns of Gate City and Weber City in Virginia (see map on page 14).

The coordination of the "3-C" transportation planning process and the resulting transportation improvement activities in the Kingsport Planning Area is the responsibility of the Kingsport Metropolitan Transportation Planning Organization (MTPO). Federal Statute and Regulations require, as a condition for the receipt of federal planning, capital, or operating assistance, that each urbanized area with a population over 50,000 develop, implement, and maintain a transportation planning process which results in plans and programs consistent with the MTPOs Metropolitan Area Long-Range Transportation Plan. These plans and programs provide support for subsequent project development activities for area transportation improvements.



Kingsport MTPO Metropolitan Planning Area (in Yellow)

Adjustments to Urban and Planning Area Boundaries and Functional Classifications

MTPOs operate from two (2) basic geographies: (1) the “urbanized” area (UZA), which determines the official population for transportation funding, and (2) the “metropolitan planning” area (MPA), which is a broader area used for long-range planning purposes. The Kingsport Tn/Va “urbanized area” has a population of approximately 109,000, while the Planning Area (map) has a population of approximately 125,000. The upcoming 2020 census will likely consist of several changes to the urbanized area boundary. However, the planning area boundary will likely have very few changes, as it is based primarily on the growth of peripheral areas which, for metro-Kingsport, has slowed down in terms of population and commercial area growth. For Fiscal Years 2020 and 2021 UPWP, the MPO will continue to will operate under the geographic parameters as set forth several years ago, in these adjustments approved by MTPO member agencies. In addition, a memorandum of understanding that Kingsport and Johnson City MTPOs developed 7 years ago concerning an overlapping area in northern Washington County will

continue. More specifically the blank area shown on the study area map on page 13 (below the Sullivan County line) is a part of the Kingsport Urbanized Area. However the agreement allows this area to be included in Johnson City’s “Study Area” for long-range planning purposes. In addition maintaining up-to-date functional classification of roadways is also an important task and, therefore, during Fiscal Years 20 and 21 Staff will continue to review and make subsequent adjustments, where needed.

Funding

Funding allocated to the MTPO for the planning tasks identified in this UPWP are provided by the Federal Highway Administration and the Federal Transit Administration (FTA) through the Tennessee and Virginia Departments of Transportation (TDOT and VDOT). More specifically, the allocation of FHWA Metropolitan Planning Funds (PL Funds) to the MTPO is made from an apportionment of funds to the States (TDOT and VDOT) from the Federal Highway Administration. In Virginia PL funds allocated to the Kingsport MTPO are shared between the LENOWISCO Planning District Commission (PDC) and the City of Kingsport (MTPO Staff). These funds are individually contracted directly from VDOT to LENOWISCO and Kingsport (not passed through). Additionally, by membership and by-laws the LENOWISCO Staff is charged with assisting the Kingsport MPO staff with transportation planning activities over the course of the fiscal year (including assisting with the development of the TIP, the UPWP, and the Long-Range Plan. Matching funds are provided by the State DOTs as well as the City of Kingsport. The following table provides information on funding sources for MPO member agencies and the matching ratios from federal, state, and local sources.

Kingsport MTPO – UPWP Funding Matrix

Source	Type Funding	Recipient	Federal Match	State Match	Local Match
Federal Highway PL (through TDOT)	Planning (part of consolidated Planning Grant)	Kingsport MTPO	80%	0%	20%
Federal Highway PL (through VDOT)	Planning	Kingsport MTPO	80%	10%	10%
Federal Highway PL (through VDOT)	Planning	LENOWISCO PDC	80%	10%	10%
Federal Highway SPR (TDOT)	State Planning and Research	TDOT	80%	20%	0%
Federal Highway SPR (VDOT)	Sate Planning and Research	VDOT	80%	20%	0%
Federal Transit 5303 (through TDOT)	Section 5303 (part of Consolidated Planning Grant)	Kingsport MTPO	80%	10%	10%
Federal Transit 5303 (through VDOT)	Section 5303	Kingsport MTPO	80%	10%	10%

The MTPO is advised each year of its funding allocations prior to the development of the UPWP. Note un-spent funds from previous years can be carried over and utilized in current and future years (that are within the contractual limits of both time and amount). For Tennessee “Consolidated Planning Grant” funds it should be noted any unspent funds remaining at the time of contract expiration date will be returned to TDOT for possible reallocation. Table 3 (page 59) indicates the amount of carry-over funds scheduled for use in the Fiscal Year 20 and 21 Work Program. Distribution of fund allocations by task among the local agencies is the responsibility of the MTPO. Tables 1 (page 57) and 2 (page 58) at the end of this document provides a summary of funding allocations by task, agency, and agency participation by funding source.

The Transportation Planning Process

The metropolitan transportation planning process was established in the early 1970’s by Congress and assigned to and administered by the United State Department of Transportation. Congress and various institutions identified the need to better plan for growing transportation and traffic problems and issues throughout the country. MTPOs were established in urbanized areas that included not just core cities, but the surrounding metropolitan areas, which includes suburbs and satellite cities. The transportation planning process was implemented by MTPOs following a set of guidelines, goals and objectives that included the “3C” process – comprehensive, cooperative, and continuing that in essence, described how the federal, state, and local governments wanted the process to be carried out. The process includes the collection of data on transportation system and operations, including traffic counts, crash records, land use data, inventory of infrastructure, and demographic data. The process includes development of a long-range plan as well as a short term program of projects. The process also includes the development of various alternative improvement strategies based upon public priorities and fiscal constraint. Ultimately, the goal of the process, which typically include several federal initiatives and planning emphasis area, is to produce research and plans that lead to a safer, more efficient transportation system.

One of the most important elements found in the transportation planning process is the establishment and implementation of “performance measures”. Performance measures and “performance management”, which were recently created through federal legislation accompanying regulations, is a mechanism for transportation planning agencies, such as MTPOs, to gauge success in carrying out their duties, responsibilities, and products. MTPOs across the country, including Kingsport, are establishing bench marks, or measurements, to determine whether the products and programs set for by the MTPOs are producing positive results or improvements within the area’s transportation system. These might include, for example, crash rates, level of service grades, or transit ridership. Performance measurements, in essence, will be a part of the Kingsport MTPOs future work activities and, per TDOT and Federal guidelines, will be established as part of all products, including the UPWP, the TIP, and the Long-Range Plan. Most importantly, in the planning process strategic direction is based upon a vision for the future, as articulated by the public

and stakeholders. The Performance Measurement process will be accomplished in coordination with, and assistance from, TDOT, VDOT, FHWA, and FTA. During the initial part of FY 20 the goal will be to have all targets approved (updated) and in place and local MPO efforts directed towards meeting these targets. In addition, it is anticipated that MPO staff will continue to take advantage of training opportunities on performance management and measurements to gain knowledge on the PM process.

In Map-21 and now the FAST Act Performance-Based Planning and Programming for transportation planning includes:

- Goals and Objectives
- Performance Measures
- Planning Analysis
- Identify Trends and Targets
- Identify Strategies and Analyze Alternatives
- Develop Investment Priorities

UPWP Adoption Process

The process of developing the FY 2020 and 2021 Work Program begins with the initial creation of a first draft several months before an approved final draft is presented for adoption. Once the first draft is circulated through member agencies, including the Tennessee and Virginia Departments of Transportation, the Federal Highway Administration, **and state and federal transit / multi-modal agencies (Federal Transit Administration as well as local transit providers, State DOT-DRPT's)**, comments and corrections are issued for the MTPO staff to address and correct (note this process may occur again). Once this iterative process is completed a final version, which has been reviewed and approved for adoption by Federal and State agencies, is presented to the Executive Board for discussion and approval at a scheduled meeting. However, prior to development of the first draft MPO staff will have discussions with various jurisdictional members to determine work priorities for the next two years. From a regional or comprehensive perspective these discussions will determine what the core work efforts will be, i.e. corridor studies along major arterials in the area or possibly a long-range plan update. The current condition of the long-range plan itself as well as the TIP will also determine what level of effort and activities will be given toward either updates, amendments, or entirely new documents. For the Kingsport MTPO, FY '20 will include development of a new TIP. Work on a new LRTP will begin in early FY '21.

The final draft Work Program typically is reviewed to assure all federal and state initiatives, mandates, and Planning Emphasis Areas (PEAs) are included, to assure that all required elements

of the work program are addressed, and to assure all fiscal year work tasks are described in a manner that clearly sets the course of work and anticipated products identified for the next year (or years).

The UPWP is also presented to the Technical Coordinating Committee for their review as well. Once these steps are completed, and before the Executive Board takes action, an opportunity will be offered for the public to review the Work Program and provide input. Copies are placed on the MTPO's website as well as at several public locations (paper version). During the subsequent MTPO Board meeting the public is also given an opportunity to make comments and provide input as well. Advertisement in local media also solicits input before and during the meeting. In addition, along with the public, the members of the Executive Board are given an opportunity to provide input as well, which may include various plans and studies that they may deem important, such as specific corridor studies and/or project feasibility studies/plans. Once public and board member comments are completed, the final step includes adoption by the Executive Board.

For the Kingsport TN/VA MTPO, adoption of the Virginia/VDOT version occurs usually in early June because the fiscal year begins on July 1. For Tennessee/TDOT it is typically approved in early August. These schedules also allow time for Federal agency approvals and funding contracts to be executed, thus establishing the budgets in which the MTPO staff can operate under.

In addition, MTPOs throughout the country, including Kingsport, are required to complete an annual self-certification process, which involves approving a resolution detailing various federal rules and regulations that must be followed in order to operate an MTPO. The resolution confirms that the MTPO agrees to follow all federal regulations associated with managing any and all funds that are provided for carrying out planning activities. It also assures that these regulations are followed in the project implementation phases of projects derived from the MTPO process (through the TIP and Long-Range Plan). In essence, it certifies that the MTPO has the capacity to carry out the federally authorized transportation planning process. The self-certification process is approved by members of the Executive Board and Staff, which for Kingsport includes both TDOT and VDOT, the Federal Highway Administration, and the Federal Transit Administration. Once again the Kingsport MTPO will be including the self-certification during the upcoming UPWP as well as the TIP approval process.

Modifications to UPWP

Modifications are necessary when the MTPO: changes the scope of the UPWP: adds new funds: adds or deletes work tasks or subtasks: or moves funds between work tasks.

Types of Modifications: (Amendments and Adjustments)

Modifications to the UPWP involving FHWA/FTA funds fall into two categories, each requiring different action.

Amendments are modifications that:

- > Change the scope of the work task(s)
- > Add or delete a work task or funding source
- > Move 20% or more of funds from one task to another
- > Add an entirely new fund / funding source to existing work task

Adjustments are modifications that:

- > Do not change the scope of the funded work tasks
- > Do not move more than 20% of funds from one task to another

Approval of Modifications:

Amendments: Amendments must be federally approved. Prior to the request for federal approval, TDOT will review all UPWP amendment submittals for accuracy and completeness. When the amendment has been approved at the Federal level and TDOT has been notified, a copy of the formal notice of approval will be furnished to the MTPO.

Required Documentation for Amendments:

- A cover letter from the MTPO clearly detailing the proposed revisions
- A signed MTPO Board resolution approving the amendment and containing a brief description of the proposed revisions
- A copy of every affected UPWP page(s) as it appeared before the revision and a copy of the page(s) as amended
- A copy of the financial summary table(s) as it appeared before the revision and a copy as amended
- Documentation of public involvement

Adjustments: The TDOT Long-Range Planning Division Office will be advised of any MTPO revisions to the UPWP. Approval for an adjustment is not required by TDOT or VDOT, but notification of an adjustment to the State DOTs will occur within the consultative process prior to its execution by the MTPO Executive Board. Adjustments are documented through presentation of materials at Executive Board meetings and minutes thereof. Meeting minutes are posted on the MTPO's website.

Public Participation

The MTPO utilizes a Public Participation Plan (PPP) as part of the planning process to ensure that the public is involved in the formulation of UPWPs, studies, Transportation Improvement Programs, the Metropolitan Area Long-Range Transportation Plan, and various other plans. The PPP documents the process and procedures of the MTPO for informing local residents, businesses, and officials of the MTPO's regional planning efforts and how the MTPO seeks meaningful input into the transportation planning process. Methods used to inform the public will include, but not be limited to published notices, website notices, public meetings, possible workshops and site visits (when and where needed), social media – including (where applicable) - Facebook and Twitter, and other public involvement activities. Meetings and events will be held at convenient times and locations that are accessible via public transportation, ADA compliant, and have necessary Limited English Proficiency (LEP) resources. In addition, the final (adopted) UPWP will be posted on the Kingsport MTPO's website. During FY 2020 the MTPO plans to conduct a comprehensive review of the existing Kingsport Public Participation Plan, with expected final publication expected in early summer. Changes to the plan will likely focus on technological applications and will be presented to the MPO Executive Board and Staff for approval (through the amendment process).

Each MTPO Technical Coordinating Committee (TCC) and Executive Board meeting is publicly advertised. Included in the public notice are date, time, location (including facilities meeting Americans with Disabilities Act (ADA) requirements, a brief description of subject matter to be discussed and acted on, and a contact to receive further information. A public hearing is also provided at all MTPO meetings to afford citizens an opportunity to comment and ask questions on any transportation related subjects, including programs, projects, and various studies. For example, the MTPO Staff may host a public hearing on freight issues and in the process seek input from local officials and freight stakeholders to successfully integrate freight planning into the existing transportation planning process. Additionally, the MTPO maintains a website at www.mtpo.kingsporttn.gov where documents can be downloaded, meetings notices are published and a variety of transportation planning information and links are provided. The UPWP, which is prepared with cooperation and guidance from federal, state, and local agencies, is reviewed at scheduled public meetings, as dictated by the Public Participation Plan. It is also made available on the MTPO's website.

Environmental Justice and Title VI

As part of the transportation planning process the Kingsport MTPO must address Environmental Justice and Title VI to minimize disproportionately adverse effects on minority populations and low-income groups in the development and implementation of transportation projects. Environmental Justice is strived for and achieved by identifying and addressing

disproportionately high and adverse human health and environmental effects, including interrelated social and economic effects of federal programs, policies and activities on minority populations and low income populations. It is the policy of the MTPO to ensure compliance with Title VI of the Civil Rights Act of 1964: 49 CFR part 26: No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex, or National Origin. The Kingsport MTPO submits individual annual Title VI Reports to both TDOT and VDOT. The Title VI Report documents the inclusion of MTPO's civil rights activities in the development of annual programs, projects, and planning products. 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 dedicates a subtask to planning activities that includes Environmental Justice and Title VI assessment of transportation and transit projects. Small and minority owned business participation is monitored through annual Title VI reports to TDOT and VDOT.

Planning Factors, Federal Initiatives, and Planning Emphasis Areas

MAP-21 and the FAST Act specify 10 (ten) Planning Factors that should be incorporated into the MPO Work Program and annual activities. In addition, the USDOT adds to this list several Federal Initiatives that should be considered in developing transportation plans and studies. There are also 3 Planning Emphasis Areas (PEAs) that the federal government is promoting as well.

FAST Act Planning Factors

1. Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency. Example; improve truck/rail routes through the metro-area (i.e. Eastman Chemical shipments).

Planning Activities:

- Transportation performance management
 - Economic Development
 - Financial planning and forecasting
 - Multi-modal and intermodal freight planning and performance
 - Public private partnerships
 - Strategic Highway Research Program (SHRP)
 - Every Day Counts (EDC)
 - Plan transportation initiatives that enhance equitable and affordable housing
2. Increase the safety of the transportation system for motorized and non-motorized users. Example; install traffic calming devices (roundabouts) on high crash locations

Planning Activities:

- Transportation safety planning
- Monitor performance measurement safety targets

3. Increase the security of the transportation system for motorized and non-motorized users. Example; install ITS camera system at strategic locations

Planning Activities:

- Improve safety and security for all transportation users
- Develop transportation elements to regional security plans, such as the Regional Incident Management Plan, Hazardous Materials Plan, and Regional Metropolitan Medical Response Plan.

4. Increase accessibility and mobility options available to people and for freight. Example; Plan for improvement to public transit systems in the area (KATS, MEOC, NETRANS)

Planning Activities:

- Access management and corridor management
- Americans with Disabilities Act (ADA) accessibility
- Congestion management, travel time reliability, and system performance
- Active transportation and transportation alternatives
- Multimodal and intermodal freight planning and performance

5. Protect and enhance the environment, promote energy conservation, and improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns. Identify historic sites and environmentally sensitive areas within the long-range plan – to exclude these from transportation improvement projects

Planning Activities:

- Livability, supporting equitable and affordable housing
- Sustainability
- Title VI and environmental justice
- Planning and environmental linkages (PEL)
- Air quality and public health
- Integrating transportation and land use

6. Enhance the integration and connectivity of the transportation system - across and between modes - for people and for freight. Example; multi-modal projects that link various modes, as identified in the Bike/Ped plan

Planning Activities:

- Active transportation and transportation alternatives
- multi-modal planning that researches connectivity between modes of travel
- Multimodal and intermodal freight planning and performance

7. Promote efficient system management and operation. Example; congestion mitigation project (system management) are planned and supported through TASK C

Planning Activities:

- Planning for operations
- Congestion management, travel time reliability, and system performance
- Transportation system management and operations (TSMO)

8. Emphasize preservation of the existing transportation system. Example; preservation through sustainable practice based on long-term maintenance plans (TASK D)

Planning Activities:

- Asset management
- Pavement and bridge performance

9. System Resiliency and Reliability. Example; plan for transportation system projects that work during peak hours (TASK C)

Planning Activities:

- Improve the resiliency and reliability of the transportation system
- Ensure transportation system is maintained in good condition
- Investment strategies to ensure maintenance activities are adequately funded
- Develop a system to track the condition of the regional transportation system.

10. Enhance travel and tourism Example; plan for through trip through the metropolitan area (congestion management along interstates – modeled in TRANSCAD)

Planning Activities:

- Support and promote the transportation system to enhance travel and tourism

TASK A. PROGRAM ADMINISTRATION

Responsible Agency: MTPO Staff, LENOWISCO PDC (Lee County - Town of Norton - Wise County - Scott County Planning District Commission), TDOT – Long Range Planning Division, TDOT – Multimodal Transportation Resources, VDOT

Purpose: To conduct continuing, cooperative, and comprehensive transportation planning activities consistent with the MTPO Area's Long-Range Transportation Plan to ensure that all transportation planning projects meet Federal and State requirements. Continue to implement the requirements of Title VI, Environmental Justice and Public Participation into the MTPO process. Manage all MTPO functions in an efficient and effective manner. Maintain a focus on regional priorities within the process of administering the MTPOs transportation planning activities, programs, and products. Manage financial process and products. To assure that all asks in the UPWP are carried forth in an effective manner.

Previous Work:

- A continuing work activity (following UPWP guidelines and directives)
- Coordination and management of MTPO TCC and Executive Board Meetings
- Prepared and adopted Fiscal Year 2020 / Fiscal Year 2021 UPWP
- Oversee both PL highway planning as well as Section 5303 multi-modal / transit planning activities (TN and VA)
- Prepared quarterly progress reports and reimbursement requests for MTPO
- Managed financial issues and provided accountability of state, federal, and local funds linked to MTPO operations and projects (TN, VA PL and Sect. 5303 funds)
- Title VI Reports submitted to both TDOT and VDOT
- Utilized adopted Public Participation Plan (PPP)
- Continued modifications to MTPO website to provide users with better access to information on transportation planning activities
- Maintained over-sight on all priority products, i.e. TIP, LRTP, TPRs (TDOT studies), In-house studies, etcetera, as well as efforts to achieve goals and objectives as set forth in the UPWP and MTPO by the Executive Board and Staff and representative jurisdictions. This includes furthering plans for highway projects (SR 126, SR 347, SR 36, and SR 93), multi-modal projects (Kingsport Greenbelt, sidewalks on SR 1, other proposed sidewalks on state route projects, bike lanes and trails according to the metro-area Bike/Ped Plan, and other non-motorized projects in Tennessee.
- Promote plans for continued improvements to SR 224 and US 23 in Virginia (efforts in Fiscal Year's 2020 and 2021 will continue to focus on funding the recommendations in the Moccasin Gap corridor study)

TASK A (continued)

- Fiscal Year 2019 highlights included: continued to utilize the current (2040) Long-Range Transportation Plan (TN and VA) for project guidance, completed the new 2020-23 Transportation Improvement Program (TN and VA TIP), continued conducting various planning studies (includes multi-modal studies). FY 19 also had ongoing initiatives, including the application of conservative financial management in order to accrue funding for consultant fees to develop the long-range plan,
- carried out (new) Technical Coordinating Committee meetings, attended MTPO statewide and regional meetings in Tennessee and Virginia, conducted Executive Board meetings, attended training on MTPO-based planning techniques, continued focus on sustainable and non-motorized project initiatives, and completed adjustments and amendments to the current TIP.

Activities for Fiscal Year 2020 and Fiscal Year 2021

- Prepare an FY 2021 update to the Fiscal Years 2020-2021 Unified Planning Work Program and Budget (MPO Staff)
- Complete Quarterly invoices, progress reports, and draft meeting minutes (MPO Staff)
- Manage financial issues and provide accountability of state federal, and local funds which are linked to MTPO operations and projects (PL and Sect.5303)
- Attend meetings of the MTPO, the First Tennessee RPO (Rural Planning Organization), local, regional, state, and federal sponsored meetings related to transportation planning as needed and coordinate on mutual Issues (projects that cross MPO and RPO boundaries)
- Coordinate and schedule all business activities and meetings for the MTPO Executive Board and Technical Coordinating Committee (MPO Staff)
- Submit individual annual Title VI reports to the Tennessee DOT and to the Virginia DOT (MPO Staff)
- Ensure that all transportation planning activities are consistent with requirements of Environmental Justice and Title VI (MPO Staff, TDOT, VDOT)
- Monitor small/disadvantaged business (DBE) participation in MTPO professional services (MPO Staff)
- Ongoing application of the updated Public Participation Plan and continued efforts to involve all metropolitan planning area citizens in the MTPO transportation planning activities and products. (MPO Staff, TDOT, VDOT)
- Update and maintain the Kingsport MTPO website (MPO Staff)
- Prepare and maintain contact lists, media lists, and other lists as needed (MPO Staff)

TASK A (continued)

- Attend transportation conferences, workshops, and seminars to ensure compliance with regulations and guidelines and gain knowledge of MPO-related topics, i.e. Tennessee Transportation Assistance Program (TTAP) courses, TDOT Webinars (MPO Staff)
- Continue administrative oversight related to Multi-Modal Planning Activities, the Long-Range Plan, TIP, other plans and studies, i.e. Transportation Investment Reports, and other transportation planning products, with particular focus on advancement of projects found in the new TIP and MTPO-Area 2040 Plan (LRTP) (MPO Staff, TDOT, VDOT)
- Continue to evaluate and develop options and/or improvements to the “Public Participation” Process. An evaluation of the adopted PPP will be conducted during Fiscal Year 2020. (MPO Staff)
- As part of the Performance Management (PM) and Measurements initiative, MAP-21 (and now FAST-Act), requires the establishment and maintenance of State and Metropolitan-wide level transportation “performance targets”. During Fiscal Years 2020 and 2021 the MTPO will continue to follow the PM program and maintain compliance to the regulation and directives, as set forth by FHWA, FTA, TDOT, and VDOT, as well as area transit agencies, regarding development of these targets (MPO Staff, TDOT, VDOT).
- TDOT: The Long Range Planning Division, Tennessee Department of Transportation, will work jointly with the Metropolitan Transportation Planning Organization (MTPO) to establish the required administrative and technical procedures and prepare contractual agreements. In addition, the Long Range Planning Division will attend technical and policy board meetings, distribute information on Federal transportation planning guidelines and requirements, conduct seminars and work sessions, review the MTPO’s transportation planning studies and reports, and undertake general administrative activities. (TDOT)
- TDOT: The Multimodal Transportation Resources Division, Tennessee Department of Transportation, will administer State and Federal programs regarding river transportation, urban public transportation, rail service, ride-sharing, and transportation systems management. Representatives of this office will participate in MTPO meetings, distribute Federal Transit guidelines and requirements, conduct seminars and work sessions, and review MTPO studies and reports. (TDOT)
- VDOT and LENOWISCO: Will continue to provide planning support for MTPO programs, projects, and activities related to multi-modal facilities and services, which includes the area’s public transit programs, bicycle and pedestrian projects, as well as other studies and/or plans that relate to the Virginia portion of the MTPO.
- TDOT will be developing a Technical Report on the proposed SR 357 North project (concept), including alternate routes, minimal cross-sections, right of way impact, environmental impact, termini, travel demand modeling, and cost estimates. The MPO Staff will be assisting TDOT in this effort.
- MPO Staff, with assistance from TDOT and City of Kingsport Planning Staff, will complete a study of the Interstate 81 / Interstate 26 area that includes scenario plans for adjacent development (commercial, industrial, and residential). This study will help determine what future roadway improvements around the interchange will be needed and is, in

TASK A (continued)

essence, a sub-task of the long-range planning process and associated recommendations, as identified in the current LRTP

- As part of the administrative task, MPO will continue to focus on regional planning priorities and work with other MPOs and RPOs to accomplish regional goals, including developing priorities that address critical transportation needs within the Tri-Cities area, i.e. I-81 / I-26 interchange and IMPROVE Act projects. (MPO Staff)
- The budget for administrative expenses includes funding for office furniture/furnishings, equipment, machinery, computers and computer software. MPO staff expects to purchase at least one new computer during the year, upgrade TRANSCAD travel demand software, (tentatively) purchase a plotter to develop maps and aerials for public hearings and viewing, and purchase furniture and furnishings for new offices (Kingsport City Hall).

End Products and Work Schedule (TASK A)

Product	Work Schedule
An ongoing transportation planning program	Continuing Task (All Agencies)
Develop an FY '21 update to the 2020-2021 Unified Planning Work Program	June 2020 (VA), August 2020 (TN) (MPO Staff, TDOT, VDOT)
Quarterly Reports	Completed within 45 days of end of quarter (MPO Staff)
Executive Board & TCC Meetings	Quarterly/As needed (MPO Staff)
Title VI Reports	VDOT August, TDOT September (MPO Staff)
Monitor the status of small/disadvantaged business participation	Continuing Task (MPO Staff, TDOT)
Attend meetings, maintain contact lists, establish jurisdiction communication	Continuing Task (MPO Staff)
Implement and make adjustments to new PPP	Ongoing through 2020-21 (MPO Staff)
Maintain Kingsport MTPO website	Ongoing (MPO Staff)
Workshops and Training	As Needed
Revisions, as needed, to the updated LRTP, TIP, and other studies	By Deadlines, as established by TDOT, VDOT, and Federal Agencies (MPO Staff)
Develop study (TIR) of SR 357 North	Ongoing through FY 2020 (TDOT, MPO Assistance)
Develop study of I-81/ I-26 Interchange (a sub-task of current LRTP)	Ongoing through FY 2020 (MPO Staff, TDOT)

TASK A (Continued)

Funding Sources (TASK A)

Fiscal Year 2020

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO / CoKpt							
Federal	\$81,600	\$4,050				\$1,600	\$87,250
State		\$506				\$200	\$706
Local	\$20,400	\$506				\$200	\$21,106
TDOT							
Federal			\$10,544				\$10,544
State			\$2,636				\$2,636
LENOWISCO							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
VDOT							
Federal							\$0
State							\$0
TOTAL	\$102,000	\$25,062	\$13,180	\$0	\$0	\$2,000	\$142,242

Fiscal Year 2021

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$81,600	\$4,160				\$1,600	\$87,360
State		\$520				\$200	\$720
Local	\$20,400	\$520				\$200	\$21,120
TDOT							
Federal			\$10,702				\$10,702
State			\$2,636				\$2,636
LENOWISCO							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
VDOT							
Federal							\$0
State							\$0
TOTAL	\$102,000	\$25,200	\$13,338	\$0	\$0	\$2,000	\$142,538

TASK B. TRAVEL DATA COLLECTION, MAINTENANCE AND ANALYSIS

Responsible Agency: MTPO Staff, LENOWISCO, TDOT – Project Planning Division, VDOT

Purpose: To collect, update and maintain an inventory of transportation data. To initiate new and monitor established transportation inventories, both at the State and Local level, as well as changes in land use patterns and socioeconomic data necessary for comprehensive multi-modal short and long range transportation planning activities, including data used in Long-Range Plan updates or amendments, within Kingsport’s MTPO planning boundary. To collect and utilize census data (2020) that contributes to the travel demand modeling process found in the Long-Range Transportation Plan. To maintain a focus on regional priorities within the process of collecting and analyzing travel and transportation data.

Previous Work

- Traffic volumes collected at 191 annual cycle count stations (TDOT)
- Traffic volumes collected at 24 tri-ennial cycle count stations (VDOT)
- Special traffic count data collected for design projects as required (MPO)
- Accident data from TN Department of Safety coded and filed (TDOT)
- High hazard accident data furnished for safety studies as needed (TDOT)
- Developed GIS (Geographic Information System) traffic count maps to visualize transportation data (MPO)
- Conducted annual counts throughout the MTPO area with specific counts being conducted upon request (for project-specific needs)
- Obtained and compiled a list of crash data from MTPO jurisdictions for analysis
- Monitored jurisdictional land use changes to analyze potential impacts on the transportation system; i.e. retail areas along West and East Stone Drive
- Updated population, employment, and other demographic data collected for use in various planning products, i.e. I-81 and I-26 studies
- Updated Tennessee Department of Transportation TRIMS and TITAN data (TDOT)
- Utilize TRIMS data for various traffic and transportation research, i.e. evaluation of TIP projects for purpose and need criteria

Activities for Fiscal Year 2020 and Fiscal Year 2021

- TDOT will continue to collect traffic count data at 191 annual cycle count stations for the purpose of monitoring changes in volume and evaluating potential recommendations for system improvements, i.e. signal timing, laneage configurations, additional capacity

TASK B (continued)

- TDOT, VDOT, and MTPO Staff will conduct special traffic counts as needed for planning and design projects, i.e. SR 224 / U.S. 23 (Virginia), SR 347 (Rock Springs Road), safety evaluations (Bloomingdale Pike, SR 357 near Tri-Cities Airport area), Carter's Valley Road, etcetera).
- TDOT will maintain accident files, high hazard listings and other safety data as required. VDOT also maintains these records for MTPO reference and use as needed. As part of Long-Range Planning process, crash and related records will also be used to further study more specific crash locations that can lead to recommendations for safety improvements. TITAN and other data VA datasets allows TDOT, VDOT, local traffic staff to evaluate the need for safety features i.e. lower speed limits, traffic calming, signal timing, access points, geometric improvements.
- TDOT and MTPO Staff will conduct travel time studies, if needed, for specific corridors. This will include an evaluation of travel time for public transit service within the MPO area along high-impact routes
- Collect, update and maintain transportation-related GIS database for the MTPO region. This will include collecting Kingsport Area Transit Service (KATS) data pertaining to ridership by routes and times, bus stop usage, schedule of service hours, and other inventories and patronage information (KATS Staff, MPO Staff)
- Conduct research, when needed, using the TRIMS (Tennessee Roadway Information Management System) database (TDOT)
- Collect, analyze, maintain and update socio-economic, land use, and travel pattern data from a variety of sources for traffic-generation needs (MPO Staff)
- Update and maintain transit ridership data to improve service (KATS)
- LENOWISCO will provide data for Scott County in the form of demographic and socioeconomic data as well as additional land use information as it relates to transportation planning products (short and long-range planning needs)
- Virginia DOT will continue to utilize Synchro modeling software for the purpose of traffic flow analysis
- VDOT will collect and disseminate traffic volume data, as directed by previously established schedules, as well as special needs i.e. new planning studies. VDOT obtains traffic counts in Scott County and the Towns of Weber City and Gate City on a three year cycle. Current schedule has these counts scheduled for the 2019 fiscal year.

TASK B (continued)

End Products and Work Schedule

Product	Work Schedule
Average Daily Traffic, peak hour volume, vehicle classification, directional distribution, other traffic data for planning studies (TN and VA)	Permanent count data collected and computed for computer storage weekly. Other special counts as needed (TDOT, VDOT, City of Kingsport)
Vehicle miles of travel on functionally classified systems,	Annual cycle counts to be made in Sept-Oct 2019 and Sept-Oct 2020 (TDOT, VDOT)
High hazards lists, collision diagrams, accident data	Periodic collection of accident data (City of Kingsport, TDOT, VDOT)
Updated data for TDOT TRIMS File	Accident data coded and stored daily
Extrapolated 2010 census data for MTPO area, including updated mapping for Urbanized Area, Planning Area, and other Geographies as needed	Throughout fiscal year (MPO Staff, City of Kingsport GIS)
Special traffic and speed studies	As Needed (TDOT)
Specific data for Travel Demand Modeling and LRTP Update	Throughout fiscal year (Census Bureau, Purchased by City of Kingsport/MPO)
Synchro traffic model simulation and analysis (VA)	Throughout VDOT fiscal year latter portion of year 2021 (VDOT)
Begin collection and organization of 2020 census data for LRTP	Begin latter part of year 2021 (as census data comes in)(MPO Staff, LENOWISCO)

TASK B (continued)

Funding Sources (TASK B)

Fiscal Year 2020

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$24,000						\$24,000
State							\$0
Local	\$6,000						\$6,000
TDOT							
Federal			\$12,617				\$12,617
State			\$3,155				\$3,155
LENOWISCO							
Federal		\$12,000					\$12,000
State		\$1,500					\$1,500
Local		\$1,500					\$1,500
VDOT							
Federal							\$0
State							\$0
TOTAL	\$30,000	\$15,000	\$15,772	\$0	\$0	\$0	\$60,772

Fiscal Year 2021

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$24,000						\$24,000
State							\$0
Local	\$6,000						\$6,000
TDOT							
Federal			\$12,807				\$12,807
State			\$3,202				\$3,202
LENOWISCO							
Federal		\$12,000					\$12,000
State		\$1,500					\$1,500
Local		\$1,500					\$1,500
VDOT							
Federal							\$0
State							\$0
TOTAL	\$30,000	\$15,000	\$16,009	\$0	\$0	\$0	\$61,009

TASK C. AIR QUALITY AND CONGESTION MITIGATION

Responsible Agency: MTPO Staff, TDOT, VDOT, LENOWISCO

Purpose: Monitor regional congestion and air quality conditions and prepare for potential air quality issues within the MTPO area and counties. Develop strategies and programs that could potentially mitigate congestion in the MTPO area, while at the same time improve air quality. Maintain a focus on regional priorities within the process of monitoring (and responding to) air quality issues. Through various planning products, support the mechanisms that manage the traffic and transportation systems that exist and/or can be improved through ITS recommendations and other initiatives. Maintain a focus on regional priorities in evaluating and responding to traffic congestion concerns. Communicate and coordinate with various air quality agencies, including EPA, TDEC, and TDOT, to maintain compliance with rules and regulations and initiatives on air quality, particularly those dealing with mobile-source emissions.

Previous Work

- The Environment Protection Agency designated the Kingsport Area and Sullivan County as attainment areas under the 2008 Ozone National Ambient Air Quality Standards. Additionally, recent measurements have indicated the 3 year running average is below the current standard of .70 (through 2016).
- Continue to monitor the air quality measurements in the Kingsport area (there are two stations in western Sullivan County) to assure compliance with the current EPA standards for PM2.5 and ozone levels in the area, including those based on non-motorized sources (industrial pollutants)
- Continued to participate in the TDOT-Sponsored Inter-Agency consultation meetings and process, which helped MTPO Staff in preparing for future air-quality related products (TIP, LRTP)
- Kingsport MTPO and associated participants (LENOWISCO, Sullivan County) continue to work with public and private partners (members of the Ozone Action Partnership Team, i.e. Eastman Chemical Company) to promote the reduction of ozone in the MTPO area through media-driven public notification
- The new long-range plan included air quality and non-attainment considerations and provided the capability for the travel demand model to run an air quality iteration later on, if necessary
- MTPO assisted in development of the 2017 ITS Architecture Update and Staff continued to participated in ITS Architecture training programs and workshops
- Continued efforts to plan and initiate congestion mitigation projects, including those related to VMT and travel-time reduction, i.e. signal systems and potential ITS projects

TASK C (continued)

- Efforts to reduce Volume to Capacity (V/C) ratios (or traffic congestion) at various roadway locations were made through improved MTPO-supported traffic and transportation technology and research, including expansion of the coordinated signal system (TIP-funded ITS projects, including new Lynn Garden Drive system), and also updated new Signal Coordination Software (recently purchased, installed, and operating).

Activities for Fiscal Year 2020 and Fiscal Year 2021

- Include consideration for area's current attainment/non-attainment status in development of Long-Range Plan and new 2020-23 TIP. This will include comparing results of LRTPs alternative network for reduction in VMT, Level of service, and travel time in existing as well as amended projects in the TIP (MPO Staff, TDOT)
- When needed, use of Kingsport-area travel demand model to test future scenarios related to MPO area mobile-source emissions. Note: funding for additional travel demand modeling efforts will be provided as needed (additional funds are included in the task budget). This will depend on the classification that the Metro-Kingsport area will be during FY's 18 and 19 (attainment vs non-attainment). The modeling expense (if needed) will be applied to MOVES software under a consulting contract (TDOT)
- Coordinate as well as participate in the Interagency Consultation Process (MPO Staff, TDOT, FHWA)
- Monitor EPA and State DOTs activities concerning designation of non-attainment status for Kingsport MTPO area (TDOT, FHWA)
- Staff and partners, including LENOWISCO, Sullivan-Hawkins County, will continue to participate in training/conference sessions on air quality and conformity
- Continue working with area public and private partners in supporting and promoting the reduction of area ozone through the Sullivan County Ozone Partnership (MPO Staff)
- Continue to work with MTPO County-based and District Agencies, including LENOWISCO PDC, to monitor air quality conditions and respond with appropriate planning activities, i.e. LRTP and TIP adjustments (MPO Staff, TDOT, LENOWISCO)
- Work with FHWA, FTA, TDOT, VDOT, and local agencies to manage and implement the region's Intelligent Transportation Systems (ITS) Architecture, while promoting and supporting the implementation of ITS projects, particularly along Interstates 26 and 81 and other major arterials
- LENOWISCO will continue to participate in community action planning and appropriate transportation planning and traffic management initiatives in order to reduce Vehicle Miles Traveled (VMT) and mobile source emissions in the affected counties

TASK C (Continued)

- Continue planning and, where applicable, advancing congestion management strategies and projects, with specific attention paid to travel time issues, signal systems, ITS projects, and multi-modal (transit) projects. (MPO Staff)
- Planning activities for these issues and projects will include the use of travel demand modeling to identify specific level of service problem areas, particularly along routes where high traffic volumes and accident rates occur, i.e. Fort Henry Drive (SR 36), Stone Drive (SR 1), Eastman Road, Center Street, JB Dennis Highway SR (93), Lynn Garden Drive (SR 36), and Wilcox Drive (SR 126).
- Planning activities focusing on congestion mitigation will also include corridor studies, as generated and prioritized within the recently completed long-range plan. Corridor studies will focus on development issue in relation to new and background traffic. Congestion problems can be identified through forecasting methods and recommended improvements made to accommodate growth (or possibly decline) in traffic. Safety issues will also be addressed in corridor studies as well. (MPO Staff, TDOT, VDOT)
- Also, prepare for non-attainment status and subsequent travel demand modeling and air quality conformity regulations and reporting. As part of air quality issues, the State Departments of Transportation will begin to explore the possibilities of integrating climate change considerations into the area long-range transportation planning process. In reference to FHWA's report entitled "Integrating Climate Change into the Transportation Planning Process", this will include investigating ways to reduce greenhouse gases and vehicle emissions through various improvements to the transportation system, i.e. reduction in VMT via changes in land use, increased usage of mass transit and other modes of travel, fuel alternatives, congestion pricing, and other initiatives (see "Integrating Climate Change into the Transportation Planning process" http://www.fhwa.dot.gov/environment/climate_change/adaptation/publicationsandtools/integratingclimatechange/index.cfm)

TASK C (Continued)

End Products and Work Schedule

Products	Work Schedule
Interagency Consultation Process - participation	Throughout (MPO Staff)
Coordination with EPA, TDOT, VDOT, TDEC, LENOWISCO	Throughout (MPO Staff)
Monitor air quality ratings and new quality standards	Throughout (MPO Staff)
Increase public awareness of air quality issues	Throughout (MPO Staff)
Integrate livability principles of more transportation choices and neighborhood values in the planning process	Throughout (MPO Staff, TDOT, VDOT)
Continuous evaluation of current and future traffic flow in the MTPO area, i.e. Congestion Management	Throughout (MPO Staff, TDOT, VDOT)
Support and promote TIP-based projects that enhanced the reduction of mobile-source emissions	Throughout (MPO Staff, TDOT, VDOT)

TASK C (Continued)

Funding Sources (TASK C)

Fiscal Year 2020

Task C. AQCM	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$40,000	\$0					\$40,000
State		\$0					\$0
Local	\$10,000	\$0					\$10,000
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal		\$5,200					\$5,200
State		\$650					\$650
Local		\$650					\$650
VDOT							
Federal							\$0
State							\$0
TOTAL	\$50,000	\$6,500	\$0	\$0	\$0	\$0	\$56,500

Fiscal Year 2021

Task C. AQCM	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$20,000	\$0					\$20,000
State		\$0					\$0
Local	\$5,000	\$0					\$5,000
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal		\$5,200					\$5,200
State		\$650					\$650
Local		\$650					\$650
VDOT							
Federal							\$0
State							\$0
TOTAL	\$25,000	\$6,500	\$0	\$0	\$0	\$0	\$31,500

TASK D. TRANSPORTATION IMPROVEMENT PROGRAM

Responsible Agency: MTPO Staff, TDOT, VDOT

Purpose: To continually update and maintain a financially constrained Transportation Improvement Program (TIP) that provides for the short and long-range transportation project needs of the MTPO's Planning Area. Maintain a focus on regional priorities within the process of developing and making changes to projects found within the Transportation Improvement Program. Establish TIP projects that are qualified and selected through an eligibility criteria accepted by FHWA, FTA, TDOT, VDOT, LENOWISCO, and the MPO Executive Board and Staff

Previous Work:

- Completed the new Fiscal Years 2017–2021 Transportation Improvement Program
- Processed amendments and/or adjustments to the Fiscal Years 2017-2021 Transportation Improvement Program to change funding and/or project scope / description / etcetera.
- Worked with TDOT and Federal Highway to reconcile balance of Local STP Funds and assure the TIP is financially constrained
- Reviewed and tracked progress of transportation projects by local agencies and TDOT found in the current TIP, including balance of project programmed and obligated funds and balance of unobligated/unprogrammed funds
- Reported on the status of TIP projects on a regular basis
- Assisted in the development of planning phases for various TIP projects (TPRs, etc.) and maintain cohesiveness with the Long-Range Transportation Plan
- Coordinated with TDOT Local Programs to make adjustments to State projects in the TIP
- Published Annual List of Obligated Projects

Activities for Fiscal Year 2020 and Fiscal Year 2021

- Develop and complete a new TIP for Fiscal Years 2020 through 2023. This will involve soliciting participation from the MPO member jurisdictions for potential projects, determining the eligibility and fiscal constraint on existing projects (carried over from the 17-21 TIP) as well as new projects, and establishing cost estimates timing of project phases. (MPO Staff and LENOWISCO Staff)
- Upon request, continue to make amendments and/or adjustments to the FY 2020-2023 TIP that are based upon continued evaluation of transportation projects found in the Long-Range Transportation Plan. This includes maintaining fiscal constraint throughout the process. (MPO Staff)
- Maintain a financially constrained TIP for both Tennessee and Virginia Highway projects as well as for Tennessee Public Transportation projects. (MPO Staff)
- Coordinate with TDOT, VDOT, and local agencies on project schedules and funding

TASK D (Continued)

- Continue to provide planning assistance in the development of various TIP projects (MPO Staff, TDOT, VDOT)
- Continue to organize and develop project groupings that are defined as those that share similar characteristics such as signal projects, safety projects, intersection improvements, and enhancement projects. (MPO Staff, TDOT, VDOT)
- Publication of “Annual List of Obligated Projects” (in coordination with TDOT Local Planning Division) – typically during the fall quarter. (MPO Staff)

End Products and Work Schedule

Products	Work Schedule
Develop and complete a new / FY 2020-2023 TIP	Completed by October 2019 (MPO Staff, LENOWISCO)
Maintain Fiscal Years 2020–2023 TIP through adjustments and amendments	Throughout (MPO Staff)
Process TIP amendments and/or adjustments	As needed (MPO Staff)
Determination of TIP’s conformity with air quality requirements	Dictated by air quality status and subsequent schedule (TDOT,VDOT)
Maintain up-to-date balance of Local STBG funds and other fund classifications to assure continued fiscal constraint	Throughout (MPO Staff)
Annual Listing of Federally Obligated Projects	October-November 2019 (MPO Staff)

TASK D (Continued)

Funding Sources (TASK D)

Fiscal Year 2020

Task D. TIP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$40,000						\$40,000
State							\$0
Local	\$10,000						\$10,000
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal		\$4,000					\$4,000
State		\$500					\$500
Local		\$500					\$500
VDOT							
Federal				\$25,000			\$25,000
State				\$6,250			\$6,250
TOTAL	\$50,000	\$5,000	\$0	\$31,250	\$0	\$0	\$86,250

Fiscal Year 2021

Task D. TIP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$30,000						\$30,000
State							\$0
Local	\$7,500						\$7,500
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal	\$4,000						\$4,000
State	\$500						\$500
Local	\$500						\$500
VDOT							
Federal				\$25,000			\$25,000
State				\$6,250			\$6,250
TOTAL	\$42,500	\$0	\$0	\$31,250	\$0	\$0	\$73,750

TASK E. MULTI-MODAL PLANNING

Responsible Agency: MTPO Staff, LENOWISCO, TDOT – Long Range Planning Division, TDOT – Multi-Modal Division, VDOT

Purpose: Continue to develop and update inventories of multi-modal facilities, services, and programs for the MTPO area and periodically evaluate these for shortages and/or gaps, thus enabling the planning process to produce more effective and advanced multi-modal short and long-range plans. An emphasis is placed on public transit (local bus systems), bicycle, and pedestrian plans and program, with progression towards capital improvements and improved service in these areas. Multi-Modal planning in the Virginia portion of the MTPO also includes continued planning support and development of the rural public transit program, specifically “Mountain Empire Older Citizens” agency (MEOC) that serves as a link to other programs. Urban systems that link to rural systems includes i.e. KATS (Kingsport) urban transit system and NETRANS (Northeast Tennessee Rural Transit System) in the Kingsport / Sullivan County area. The MTPO will continue to work with all service providers in the metropolitan planning area that receive FTA funds in the following programs: Section 5307, Section 5309, Section 5310, Section 5311, and Section 5339. Also, planning assistance will also be provided for recipients of state funds, including UROP in Tennessee. Additionally, the MTPO Staff will identify and evaluate locations in the MTPO area where multi-modal connections can and should be made, particularly at the end of routes (first/last mile) for transit, bike paths, and pedestrian facilities. Also, MTPO Staff will study ways to incorporate safety measures into these transfer points.

Previous Work

- Processed amendments for locally-generated projects, including a major capital improvement project for the urban area (Kingsport Area Transit System)
- Worked with multi-modal project planning, freight planning, ITS architecture development, and other specialty areas within the long-range planning process

Activities for Fiscal Year 2020 and Fiscal Year 2021

- Continue to support and develop area-wide public transit (bus) systems, including KATS (Kingsport Area Transit System), NETRANS (Northeast Tennessee Rural Transit System), and MEOC (Mountain Empire Older Citizens agency – Virginia) and private providers (charter, taxi, etc.). This includes working in coordination with KATS to provide planning assistance that leads to recommendations for short and long-range operational

TASK E (Continued)

- Improvements that, in turn, enhances the quality of transit service. The LRTP will also identify capital expansion where needed, i.e. new transfer stations, shelters, and buses, and demographic analysis for patronage and marketing of services. (MPO Staff, KATS, NETTRANS, TDOT, VDOT)
- Serve as a clearinghouse for funds and planning products for recipients within the MTPO metropolitan planning area that receive FTA Section 5307, Section 5309, Section 5310, Section 5311, Section 5339 funds as well as state funds (i.e. Urban Operating Assistance Program through TDOT) (MPO Staff)
- Assist in evaluating the current and future demand and supply of multi-modal facilities, services, and programs (including mass transit systems), for potential capital and “systems operations” improvements, while considering the needs of elderly and disabled citizens. This also includes working closely with TDOT and VDOT Multi-Modal Bicycle and Pedestrian Coordinators to determine where appropriate facilities, services, and programs should be implemented. (MPO Staff)
- Develop and complete a new /updated Kingsport Metro-Area Bikeway and Pedestrian Plan. The current Regional Bicycle and Pedestrian Plan was adopted in 2012 and is becoming outdated. The new plan will expand to a more regional emphasis and includes jurisdictions in Hawkins County and Scott County Virginia and link with adjacent parks and MPOs (Bristol, Johnson City). The update will likely be contracted with a consultant. A consultant will be selected in late August 2019 and work will begin around the first of October (FY 20) (MPO Staff, Consultant)
- Kingsport MTPO staff will continue to plan projects selected and prioritized from this plan for funding and implementation through the TIP that enables improvements in capital facilities as well as the bike and ped “system.” This includes working closely with TDOT and VDOT Multi-Modal Bicycle and Pedestrian Coordinators to determine where appropriate facilities, services, and program should be implemented. Continue to focus on reducing vehicular traffic where these alternatives can be provided, emphasizing community sustainability and an improved environment.
- Focus on evaluating mobility needs for specific subareas within the Kingsport MTPO Metropolitan planning area that include sidewalks, trails, greenways, and “mobility paths” that accommodate pedestrians and bicyclists. (MPO Staff)

TASK E (Continued)

- During late 2019 and a portion of FY 2020 TDOT will be studying the Interstate 55/75/26 Multimodal Corridors and expected to have this completed by March, 2020. The study was budgeted for \$1.8 million with \$1,440,000 SPR funds and \$360,000 state funds. The Interstate 40/81 Multimodal Corridor Study is expected to be completed in June, 2020, and was budgeted for \$2.5 million with \$2 million SPR funds and \$500,000 state funds. (TDOT)
- Interstates 55, 75 & 26 and 40 & 81 have been classified in the Tennessee Long-Range Transportation Plan as routes critical to statewide mobility and regional connectivity. The Plan classified routes needing improvement, while protecting and maximizing capacity over the next decade. These studies will also investigate a range of multimodal solutions to address future travel demands, with emphases on managing congestion, improving safety, maximizing the potential for freight diversion and preserving/enhancing the corridors' economic benefits. Both technical analysis and input from local officials and individuals are needed to provide as much data as possible (<https://www.tn.gov/tdot/projects/transportation-studies.html>). These studies will be completed in 18-months. (TDOT)
- The Virginia Department of Transportation and LENOWISCO PDC will continue to provide planning support for the development of bikeway and pedestrian facilities, both rural and urban. As part of this, the regional "Bikeway Plan" will help provide linkages to the various jurisdictional trail systems in the area. VDOT and LENOWISCO will also continue to provide continued assistance towards the planning and operations of public transit programs in the MTPO area, specifically MEOC in Scott County. For Fiscal Years 2018 and 2019 this includes a continued a focus on bicycle and pedestrian planning that progresses towards implementation of specific elements within the plan. In Virginia an emphasis will be made towards a multi-jurisdictional approach that includes portions of Gate City, Weber City, and Scott county Virginia (and Tennessee).

TASK E (Continued)

End Products and Work Schedule

Product	Work Schedule
Develop and Complete a new Bikeway and Pedestrian Master Plan for the Kingsport Metropolitan Area	Complete by September 2020 (MPO Staff)
Coordination with KATS, Mountain Empire Older citizens (MEOC), and other Area Transit Services	Throughout Fiscal Year (MPO Staff, KATS, MEOC)
Support/Develop MTPO Area-wide Multimodal Options (bike, ped), including, Scott County Virginia initiatives	Continuing Task (MPO Staff, TDOT, VDOT)
Support and promote Public Participation Process	Continuing Task (MPO Staff)
Continue advancing projects from current Bike/ Ped Plan	Continuing Task (MPO Staff)
Continue developing project specific Pedestrian/Trail plans	Continuing Task (MPO Staff)
Review and Assist in development of Multi-Modal Grants	As Needed (MPO Staff, Other MPO Jurisdiction)
Distribute MTPO-based transportation information (i.e. studies, project updates) through public forums, including Executive Board and TCC meetings	Ongoing (MPO Staff)

TASK E (continued)

Funding Sources (TASK E)

Fiscal Year 2020

Task E. MM	TN-PL	VA-PL	TN-SPR	VA-SPR	CPGrant	VA-Sec 5303	Total
MTPO							
Federal					\$48,000	\$1,988	\$49,988
State					\$6,000	\$249	\$6,249
Local					\$6,000	\$249	\$6,249
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal		\$4,200					\$4,200
State		\$525					\$525
Local		\$525					\$525
VDOT							
Federal							\$0
State				\$0			\$0
TOTAL	\$0	\$5,250	\$0	\$0	\$60,000	\$2,485	\$67,735

Fiscal Year 2021

Task E. MM	TN-PL	VA-PL	TN-SPR	VA-SPR	CPGrant	VA-Sec 5303	Total
MTPO							
Federal					\$48,000	\$2,240	\$50,240
State					\$6,000	\$280	\$6,280
Local					\$6,000	\$280	\$6,280
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal		\$4,200					\$4,200
State		\$525					\$525
Local		\$525					\$525
VDOT							
Federal							\$0
State				\$0			\$0
TOTAL	\$0	\$5,250	\$0	\$0	\$60,000	\$2,800	\$68,050

TASK F. LONG RANGE TRANSPORTATION PLANNING

Responsible Agency: MTPO Staff, LENOWISCO, TDOT – Long Range Planning Division, TDOT – Multi-Modal Division, VDOT

Purpose: Complete and maintain a Kingsport Metropolitan-Area long-range transportation plan that encompasses all modes of travel, addresses problematic areas of traffic congestion, promotes transit and non-motorized travel, supports the efficient movement of freight, supports economic development, and centers around planning for a safe transportation system for the next 20-plus years. Task F includes an ongoing review and analysis of various elements within the completed Long-Range Plan. The purpose is to maintain a link between current TIP projects as well as other projects and programs as well as provide an ongoing analysis for, and/or amendments to, the Long-Range Transportation Plan. The purpose is also to provide a continuously updated comprehensive long-range transportation plan that will provide for the future transportation needs of the MTPO Metropolitan planning area. The LRTP should also be periodically evaluated and adjusted to coincide with current and ongoing changes, i.e. major new and planned developments, within the MTPO Metropolitan planning area for multimodal facilities, programs, systems, and projects. Other Long-Range Planning activities includes assistance to TDOT and VDOT in developing future adjustments and/or amendments to the statewide LRTP. Note in February of 2016 TDOT adopted a 25-Year Long-Range Transportation Policy Plan which featured 8 policy papers and a 10-year Strategic Investment Plan. VDOT is currently completed their LRTP, entitled V-TRANS. Other activities under TASK F with accompanying purpose and need include:

Modeling – State and federal agencies should continue to assist the Kingsport MTPO with their travel demand modeling needs, including technical assistance for MTPO staff, training, review of models, and oversight of consultants contracted to work on the models

Traffic Flow – continue evaluating traffic flow as it changes (via state and local traffic count programs) and provide adjustments or amendment to the LRTP as needed for this purpose

Freight – continue to assess current and projected demand for statewide freight and goods movement and the relative capacity of facilities in the metropolitan planning area that carry these trips

TASK F (Continued)

ITS – continue to evaluate needs and opportunities for improved operations of the state transportation system within the metropolitan planning area and plan for operational and capital solutions to these needs. Continue to maintain MTPO area’s ITS architecture and make adjustments where needed

Environment – Continuous consideration should also be made towards ongoing protection of the environment, which includes potential impact of climate change, and community during the long-range planning process. This leads to a focus on the status of air quality and subsequent LRTP requirements.

Multi-modal and Non-Motorized planning initiatives and products – continue to concentrate on non-traditional modes of travel, including pedestrian, bicycle, and mass transit. Plans and recommendations for sidewalks, trails, and connections will be developed and the expansion and/or improvements to mass (public) transit systems will be supported. The area Bike/Ped Plan will be updated as needed.

Fiscal Constraint – As the long-range plan is amended, a continuous theme of fiscal constraint and/or responsibility should be maintained throughout the process.

Previous Work:

- The “Kingsport MTPO-Area 2040 Transportation Plan” was completed and adopted by the Executive Board and Staff in June of 2017. The plan included recommendations for transportation system improvements in both Tennessee and Virginia and in the City of Kingsport, City of Church Hill, City of Mt. Carmel, City of Weber City, City of Gate City, Sullivan County Tennessee, Hawkins County Tennessee, Washington County Tennessee, and Scott County Virginia.
- Conducted corridor studies to analyze existing and future mobility needs related to the long-range planning process, including US 23 and SR 224 in Virginia and the Interstate 81 / Interstate 26 interchange area in Tennessee
- Participated in TDOT and VDOT sponsored studies for identification of future projects
- Continued monitoring air quality measurements for the Kingsport area as part of the long-range planning process

TASK F (Continued)

Activities for Fiscal Year 2018 and Fiscal Year 2019

- Continue the process of monitoring the new 2040 Long-Range Plan, which includes making adjustments or amendments, where needed, and using the LRTP as a reference to further, more specific corridor or sub-area plans (MPO Staff, LENOWISCO)
- Begin the early steps of developing a 20-year long-range transportation plan (horizon year 2045) in the latter portion of fiscal year 2020. The LRTP typically takes approximately 2 years to complete and is due for adoption in June of 2022. (MPO Staff)
- The 2045 plan will include new census data from the 2020 census. MPO staff will assist in collecting population, housing, auto ownership, employment/institutional, and other trip-generation and origin-destination data used in the travel demand model for the Kingsport area.
- Before the work on the 2045 Plan begins, the MPO will continue to follow the goals and objectives for the current long range plan, i.e. safety, congestion management, travel time and accessibility, and economic development – and, through modeling and other resources, utilize these to conduct further research beyond completion of the long-range plan, and develop data-based recommendations for improvements
- Continue utilizing the current LRTP as a foundation for other subsidiary long-range planning documents i.e. metro-area bike/ped plan, TPRs, corridor studies, site-specific plans, short-term capital improvement plans, etcetera as they relate to development of specific projects and/or recommendations (based upon development of priorities established by MTPO Staff, Executive Board, and State DOT's). (MPO Staff)
- Continue to utilize the current travel demand model for additional planning, research, and project evaluation, particularly where significant changes in traffic flow may be occurring due to new commercial, residential, or service development within the MTPO area. (MPO Staff)
- Amendments to the current LRTP will be processed, as needed (MPO Staff, LENOWISCO)
- MPO Staff will also provide assistance, i.e. local coordination, data collection, travel demand modeling, to TDOT in developing a new State-Wide Long-Range Transportation Plan. Note TDOT adopted a 25 Year Long-Range Transportation Policy Plan in February 2016, which features 8 policy papers and a 10-year Strategic Investment Plan. (TDOT)

TASK F (continued)

Other Long-Range Planning Activities

- Freight and Rail – part of the long-range plan includes a chapter on freight movement (primarily rail and truck). The long-range plan typically presents the past and current trends in local freight movement, such as products from Eastman Chemical plant, coal from Southwest Virginia and Eastern Kentucky (passing through Kingsport), or heavy truck traffic along interstate 81 (40% of total). The MPO, with reference to the LRTP, will continue to assess these conditions (multi-axil traffic counts) and determine what is the best recommendation for accommodating future shifts in traffic volumes or modes, be it more truck traffic or more truck-to-rail piggyback service. Emphasize needs assessment and subsequent development of plans and recommendations for truck and rail facilities i.e. intermodal terminals. Fiscal Year 2020 activities will include a close evaluation of Kingsport’s intermodal station for expanded use (note: the new FAST-Act includes a greater focus on freight, which will be closely monitored by MPO Staff for planning, funding, and program opportunities). (MPO Staff, TDOT, VDOT)
- Through the LRTP evaluate patterns within the metropolitan planning area to determine future facilities and operations needs (primarily traffic signals and signal systems). (MPO Staff, TDOT, VDOT)
- ITS – through the LRTP develop forecasts and evaluate future traffic conditions that can be managed through Intelligent Transportation Systems. Plan for operational and capital solutions that address these needs using advanced ITS traffic control technology. This can be developed particularly along area major arterials. Priorities and funding for ITS applications will be established through the LRTP. (TDOT)
- The MTPO’s updated ITS Architecture will be utilized as a guideline for improved capital improvement projects and operations. These will be identified and prioritized in the LRTP to evaluate in order establish a funding sources. Of particularly interest are applications along Interstate 26 from US 11-W (Stone Drive) to Unicoi County. (TDOT)
- Air Quality – address the current and long-range air quality issues in the Metropolitan planning area as it relates to future travel patterns, with consideration for advancing projects in the updated plan (2040 Plan) that reduce vehicle miles traveled and accompanying emissions. (MPO Staff, TDOT, VDOT, FHWA, EPA)
- The Kingsport MTPO, with reference to the current LRTP, will also consider and plan for transportation vulnerability due to climate change and extreme weather events and options for improving resiliency of transportation facilities or systems to climate

TASK F (continued)

- changes and extreme weather events (see Task C on climate change). (MPO Staff, TDOT, VDOT, FHWA, EPA)
- Public Involvement – assist in the public involvement and inter-agency consultation process by utilizing the MTPO’s Public Participation Plan to carry forth the development of various planning products. This will include applying PPP guidelines for processing adjustments/amendments to the current TIP, amendments to the new 2040 long-range plan, amendments to the new UPWP, and other products that are required throughout the fiscal year. This will also include:
 - Working closely with local and regional planning agencies and governments i.e. Kingsport Planning Commission, Sullivan County Planning Commission, City of Church Hill, City of Mt. Carmel, Town of Weber City, and Town of Gate City, to establish efficient (financially constrained) and effective transportation improvement recommendations (MPO Staff)
 - Following the Inter-Agency Consultation and Public Participation Plan schedule (MPO Staff, TDOT, VDOT)
- Financial Constraint – assure that all plan elements and recommended improvements include a financial element that maintains fiscal constraint, whereby accurate projections of project costs do not exceed anticipated funding (based on past and projected revenues). (MPO Staff)
- Utilization of INVEST Planning Tool – incorporation of Federal Highway Administration’s Infrastructure Voluntary Evaluation Sustainability Tool (INVEST) in the development of long-range plans and other planning documents that provide recommendations promoting and supporting sustainable transportation program and projects. Implementation of this tool (and process) will begin during Fiscal Year 2019 and be included in future planning documents. (MPO Staff, TDOT, FHWA)
- Multi-Modal Corridor Studies (TDOT) – the purpose of a Multimodal Corridor Study is to identify short-and long-term solutions for improving problem spots along entire corridors. The results will provide a prioritized listing of potential multimodal projects that can be considered by TDOT or by local planning organizations.

TASK F (continued)

Interstates 55, 75 & 26 and 40 & 81 have been classified in the Tennessee Long-Range Transportation Plan as routes critical to statewide mobility and regional connectivity. The Plan classified routes needing improvement, while protecting and maximizing capacity over the next decade. (TDOT)

The studies will also investigate a range of multimodal solutions to address future travel demands, with emphases on managing congestion, improving safety, maximizing the potential for freight diversion and preserving/enhancing the corridors' economic benefits. Both technical analysis and input from local officials and individuals are needed to provide as much data as possible (<https://www.tn.gov/tdot/projects/transportation-studies.html>). These studies will be completed in 18-months. (TDOT)

The Interstate 55/75/26 Multimodal Corridor Study expected to be completed by March, 2020 and was budgeted for \$1.8 million with \$1,440,000 SPR funds and \$360,000 state funds. The Interstate 40/81 Multimodal Corridor Study is expected to be completed in June, 2020, and was budgeted for \$2.5 million with \$2 million SPR funds and \$500,000 state funds

End Products and Work Schedule

Product	Work Schedule
Maintenance of new (Year 2040) Long-Range Plan – projects advanced to TIP, as prioritized and funded	Ongoing until next plan is developed (MPO Staff)
Utilize and refer to the current/2040 Plan in developing corridor and sub-area specific studies	Continuing Task (MPO Staff, LENOWISCO)
Initial efforts to develop (new) 2045 Long-Range Plan	Late FY 2020 (MPO STAFF)
Participate with VDOT in further Regional Corridor Studies	Throughout Fiscal Year (VDOT, LENOWISCO)
Continue advancing corridor studies linked to LRTP	As Needed (MPO Staff)
Continue planning Congestion Management and ITS project in coordination with Long-Range Plans	Continuing Tasks (MPO Staff, TDOT, VDOT)
Development of Corridor Studies, including Wilcox Drive (SR 126), Lynn Garden Drive (SR 36), Bloomingdale Pike, and Center Street (SR 36)	Ongoing through Fiscal Years '20 and '21 (MPO Staff, LENOWISCO)

TASK F (continued)

Funding Sources (TASK F)

Fiscal Year 2020

Task F. LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$60,000						\$60,000
State							\$0
Local	\$15,000						\$15,000
TDOT							
Federal			\$28,209				\$28,209
State			\$7,052				\$7,052
LENOWISCO							
Federal		\$4,600					\$4,600
State		\$575					\$575
Local		\$575					\$575
VDOT							
Federal							\$0
State				\$0			\$0
TOTAL	\$75,000	\$5,750	\$35,261	\$0	\$0	\$0	\$116,011

Fiscal Year 2021

Task F. LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$144,000						\$144,000
State							\$0
Local	\$36,000						\$36,000
TDOT							
Federal			\$28,632				\$28,632
State			\$7,158				\$7,158
LENOWISCO							
Federal		\$4,600					\$4,600
State		\$575					\$575
Local		\$575					\$575
VDOT							
Federal							\$0
State				\$0			\$0
TOTAL	\$180,000	\$5,750	\$35,790	\$0	\$0	\$0	\$221,540

FUNDING CHART – Fiscal Year 2020

TABLE 1

**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FY 20 FUNDING SOURCE BY TASK**

TASKS BY FUNDING SOURCE	VIRGINIA									FEDERAL TRANSIT ADMINISTRATION						TOTAL	
	City of Kingsport		VDOT		City of Kingsport		LENOWISCO		VDOT*	CPG TN and SECTION 5303 VA					TDOT - Section 5303		
	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC		TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN		TDOT
A. Program Administration	\$81,600	\$20,400			\$4,050	\$506	\$16,000	\$2,000	\$2,506	\$0	\$1,600	\$0	\$200	\$200			\$129,063
B. Data Collection, Maintenance and Analysis	\$24,000	\$6,000			\$0	\$0	\$12,000	\$1,500	\$1,500	\$0		\$0		\$0			\$45,000
C. Air Quality and Congestion Mitigation	\$40,000	\$10,000			\$0	\$0	\$5,200	\$650	\$650								\$56,500
D. Transportation Improvement Program	\$40,000	\$10,000	\$25,000	\$6,250			\$4,000	\$500	\$500								\$86,250
E. Multimodal Planning							\$4,200	\$525	\$525	\$48,000	\$1,988	\$6,000	\$249	\$6,249			\$67,736
F. Long-Range Transportation Planning	\$60,000	\$15,000					\$4,600	\$575	\$575								\$80,750
TOTAL	\$245,600	\$61,400	\$25,000	\$6,250	\$4,050	\$506	\$46,000	\$5,750	\$6,256	\$48,000	\$3,588	\$6,000	\$449	\$6,449	\$0	\$0	\$465,298
*Total includes Virginia State Match for Kingsport and LENOW																	
**Total Includes Local Match for TN and VA Combined																	
Contributor by Funding Source																	
Federal	\$245,600		\$25,000		\$4,050		\$46,000			\$48,000	\$3,588				\$0		\$372,238
TDOT												\$6,000				\$0	\$6,000
VDOT				\$6,250					\$6,256				\$449				\$12,955
LENOWISCO								\$5,750									\$5,750
Kingsport MTPO		\$61,400				\$506								\$6,449			\$68,355
TOTAL	\$245,600	\$61,400	\$25,000	\$6,250	\$4,050	\$506	\$46,000	\$5,750	\$6,256	\$48,000	\$3,588	\$6,000	\$449	\$6,449	\$0	\$0	\$465,298

FUNDING CHART – Fiscal Year 2021

TABLE 2

**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FY 21 FUNDING SOURCE BY TASK**

TASKS BY FUNDING SOURCE	VIRGINIA									FEDERAL TRANSIT ADMINISTRATION							TOTAL
	City of Kingsport		VDOT		City of Kingsport		LENOWISCO		VDOT*	SECTION 5303 - City of Kingsport					TDOT - Section 5303		
	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC		TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	TDOT	
A. Program Administration	\$81,600	\$20,400			\$4,160	\$520	\$16,000	\$2,000	\$2,520	\$0	\$1,600	\$0	\$200	\$200			\$129,200
B. Data Collection, Maintenance and Analysis	\$24,000	\$6,000			\$0	\$0	\$12,000	\$1,500	\$1,500	\$0		\$0		\$0			\$45,000
C. Air Quality and Congestion Mitigation	\$20,000	\$5,000			\$0	\$0	\$5,200	\$650	\$650								\$31,500
D. Transportation Improvement Program	\$30,000	\$7,500	\$25,000	\$6,250			\$4,000	\$500	\$500								\$73,750
E. Multimodal Planning							\$4,200	\$525	\$525	\$48,000	\$2,240	\$6,000	\$280	\$6,280			\$68,050
F. Long-Range Transportation Planning	\$144,000	\$36,000					\$4,600	\$575	\$575								\$185,750
TOTAL	\$299,600	\$74,900	\$25,000	\$6,250	\$4,160	\$520	\$46,000	\$5,750	\$6,270	\$48,000	\$3,840	\$6,000	\$480	\$6,480	\$0	\$0	\$533,250

*Total includes Virginia State Match for Kingsport and LENOWISCO # includes Section 5303 Carryover funds
 **Total Includes Local Match for TN and VA Combined

Contributor by Funding Source																	
Federal	\$299,600		\$25,000		\$4,160		\$46,000			\$48,000	\$3,840				\$0		\$426,600
TDOT												\$6,000				\$0	\$6,000
VDOT				\$6,250					\$6,270				\$480				\$13,000
LENOWISCO								\$5,750									\$5,750
Kingsport MTPO		\$74,900			\$520									\$6,480			\$81,900
TOTAL	\$299,600	\$74,900	\$25,000	\$6,250	\$4,160	\$520	\$46,000	\$5,750	\$6,270	\$48,000	\$3,840	\$6,000	\$480	\$6,480	\$0	\$0	\$533,250

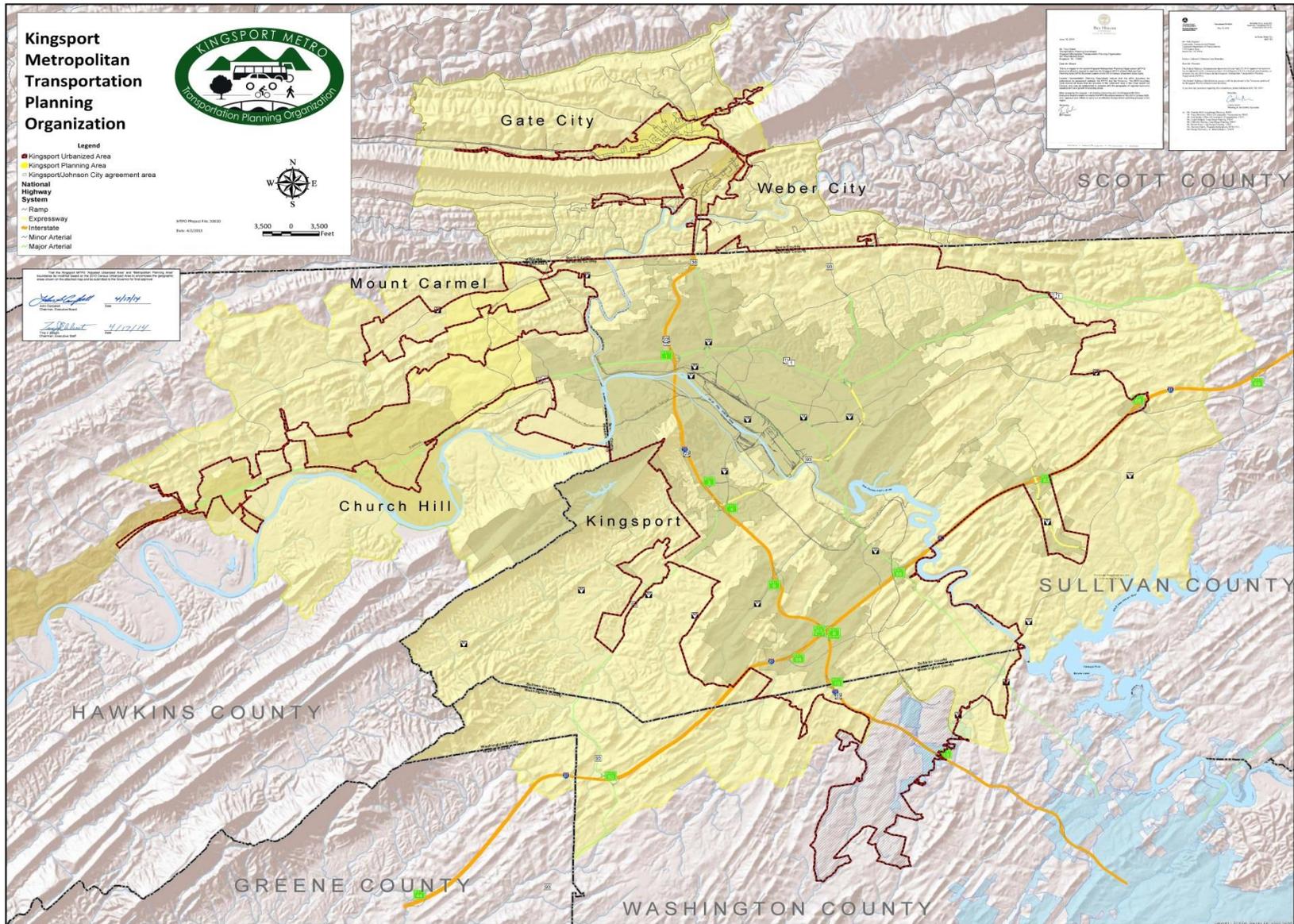
**Table 3. Kingsport Fiscal Years 2020 and 2021 UPWP
Financial Summary with Carryover Funds**

(Note: \$ figures represent Federal funds only*)

FUNDING YEAR	FUNDING SOURCE					
	TN FHWA "PL"	TN FTA "Sec 5303"	TN FHWA "SPR"	VA FHWA "PL"	VA FTA "Sec 5303"	VA FHWA "SPR"
Carryover Available	\$258,000	\$0	\$0	\$0	\$0	\$0
FY 2019 Allocation	\$212,438	\$48,000	\$51,370	\$56,250	\$3,588	\$25,000
Available FY 2019 Funds	\$470,438	\$48,000	\$51,370	\$56,250	\$3,588	\$25,000
FY 2019 Programmed	\$237,232	\$48,000	\$51,370	\$56,250	\$3,588	\$25,000
Carryover to FY 2020	\$233,206	\$0	\$0	\$0	\$0	\$0
FY 2020 Allocation	\$212,438	\$48,000	\$51,370	\$56,250	\$3,588	\$25,000
Available FY 2020 Funds	\$445,644	\$48,000	\$51,370	\$56,250	\$3,588	\$25,000
FY 2020 Programmed	\$243,200	\$48,000	\$51,370	\$56,250	\$3,588	\$25,000
Carryover to FY 2021	\$202,444	\$0	\$0	\$0	\$0	\$0

* estimated

FIGURE A – Kingsport MTPO Urban and Planning Areas with National Highway System Route



DRAFT COPY FOR PUBLIC REVIEW

PUBLIC PARTICIPATION PLAN



Prepared by:

Kingsport Metropolitan Transportation Planning Organization

In Cooperation with:

Tennessee Department of Transportation,
Virginia Department of Transportation,
Federal Highway Administration,
Federal Transit Administration

Adopted: _____, 2019

**DRAFT COPY FOR PUBLIC REVIEW -
SUBMIT COMMENTS OR QUESTIONS TO
THE KINGSPORT MTPO NO LATER
THAN AUGUST 6, 2019.**

423-224-2670 or MTPO@KingsportTN.gov

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RESOLUTION

RESOLUTION BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO) TO APPROVE AND ADOPT THE AMENDED PUBLIC PARTICIPATION PLAN

WHEREAS, the Kingsport MTPO is the designated Metropolitan Planning Organization (MPO) for the Kingsport urbanized area in Tennessee and Virginia and is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process; and

WHEREAS, the development of a Public Participation Plan (PPP) was first required by the Intermodal Surface Transportation Efficiency Act (ISTEA) and was further emphasized by the Transportation Equity Act for the 21st Century (TEA-21), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Moving Ahead for Progress in the 21st Century (MAP-21), and most recently upheld in the Fixing America's Surface Transportation (FAST) Act; and

WHEREAS, the previous Public Participation Plan was adopted in 2007 and has recently been reviewed for past performance and has been updated accordingly; and

WHEREAS, the amended Public Participation Plan has completed the required 45-day public review and comment period from (insert date) through (insert date).

NOW, THEREFORE, BE IT RESOLVED BY THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE BOARD AS FOLLOWS:

The Kingsport Metropolitan Transportation Planning Organization Executive Board does hereby approve and adopt the amended Kingsport Metropolitan Transportation Organization's Public Participation Plan.

Insert Name, Chairman
MTPO Executive Board

Date

Lesley Phillips
MTPO Staff

Date

ABBREVIATIONS

ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
EPA	Environmental Protection Agency
FAST Act	Fixing America's Surface Transportation Act
FCC	Federal Communications Commission
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
ISTEA	Intermodal Surface Transportation Efficiency Act
KATS	Kingsport Area Transit Service
LENOWISCO	Lee Norton Wise Scott (Virginia Planning District)
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MEOC	Mountain Empire Older Citizens (public transportation provider)
MPO	Metropolitan Planning Organization
MTPO	Metropolitan Transportation Planning Organization
NEPA	National Environmental Protection Act
NET Trans	Northeast TN Rural Transportation (through First TN Human Resource Agency)
NETWORKS	Northeast TN WORKS - Economic development organization for Sullivan County
PPP	Public Participation Plan
RPO	Rural Planning Organization
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
TAP	Transportation Alternatives Program
TCC	Technical Coordinating Committee
TDOT	Tennessee Department of Transportation
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
TRS	Telecommunications Relay Service
TTD	Telecommunications Device for the Deaf
TTY	Telephone Typewriter, Teletypewriter, Text Phone
UPWP	Unified Planning Work Program
USC	United States Code
VDOT	Virginia Department of Transportation

1.0 INTRODUCTION

1.1 Purpose of Public Participation Plan (PPP)

The Kingsport Metropolitan Transportation Planning Organization (MTPO), as the agency responsible for transportation planning activities, makes public participation and communication a priority to ensure transportation improvements meet the needs of its users and all interested parties. The awareness and involvement of interested persons in governmental processes are critical to successful transportation planning and programming.

The Public Participation Plan (PPP) is an adopted document of the Kingsport MTPO that serves as a guide for public involvement among its stakeholders, partners, and interested parties to ensure the ongoing opportunity for broad-based participation in the development and review of regional transportation plans and programs. The purpose of the plan is to ensure broad public participation during the development, review, and refinement of regional transportation plans and programs, including documents such as the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and programs including the Americans with Disabilities Act (ADA). The Kingsport MTPO is committed to:

- 1) Informing the community about a range of transportation system and transportation related urban design issues;
- 2) Identifying and addressing community concerns about transportation and transportation related issues;
- 3) Providing opportunities for the community to identify priorities and determine the relative importance of various alternative transportation system improvements and transportation-related land use actions, as well as the relative merits of community travel behavior choices; and
- 4) Meaningfully involving citizens, affected agencies, and other interested parties in planning their regional transportation system.

1.2 Background

Transportation planning is a complex web of project development, research, and decision-making over long timelines. Plans at different geographic scales and areas are developed by different agencies at different times and are routinely integrated to guide system decisions at the regional and state levels. Further, plans and prioritization of projects are updated cyclically. Public outreach in transportation planning has long been a federal requirement. In 1991, the Inter-modal Surface Transportation Efficiency Act (ISTEA) was signed into law requiring urban areas, through a Metropolitan Planning Organization (MPO), to develop and use a documented participation plan that defines a process for providing reasonable opportunities for all interested parties to be involved in the transportation planning and programming process. This requirement was further emphasized in 1998 by the Transportation Equity Act for the 21st Century (TEA-21). In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) increased interagency consultation and emphasized visualization techniques and electronically accessible information. More recent federal legislation, including Moving Ahead for Progress in the 21st Century (MAP-21) in 2012 and the Fixing America's Surface Transportation (FAST) Act in 2015, has upheld these requirements.

As the designated MPO for our community, the Kingsport MTPO is responsible for the planning of the transportation systems of regional significance, as well as ensuring that all plans and programs conform to federal and state requirements. The Kingsport MTPO is considered to be a bi-state MPO, meaning that its member jurisdictions are located in both the State of Tennessee and the Commonwealth of Virginia. Its member jurisdictions in Tennessee include portions of Sullivan, Hawkins, Washington, and Greene counties and the municipalities/towns of Kingsport, Mount Carmel, and Church Hill. Its member jurisdictions in Virginia include a portion of Scott County and the towns of Weber City and Gate City (figure 1).

Legend

- Kingsport City Limits
- Kingsport UZA 2010
- Kingsport MTPO Planning Area

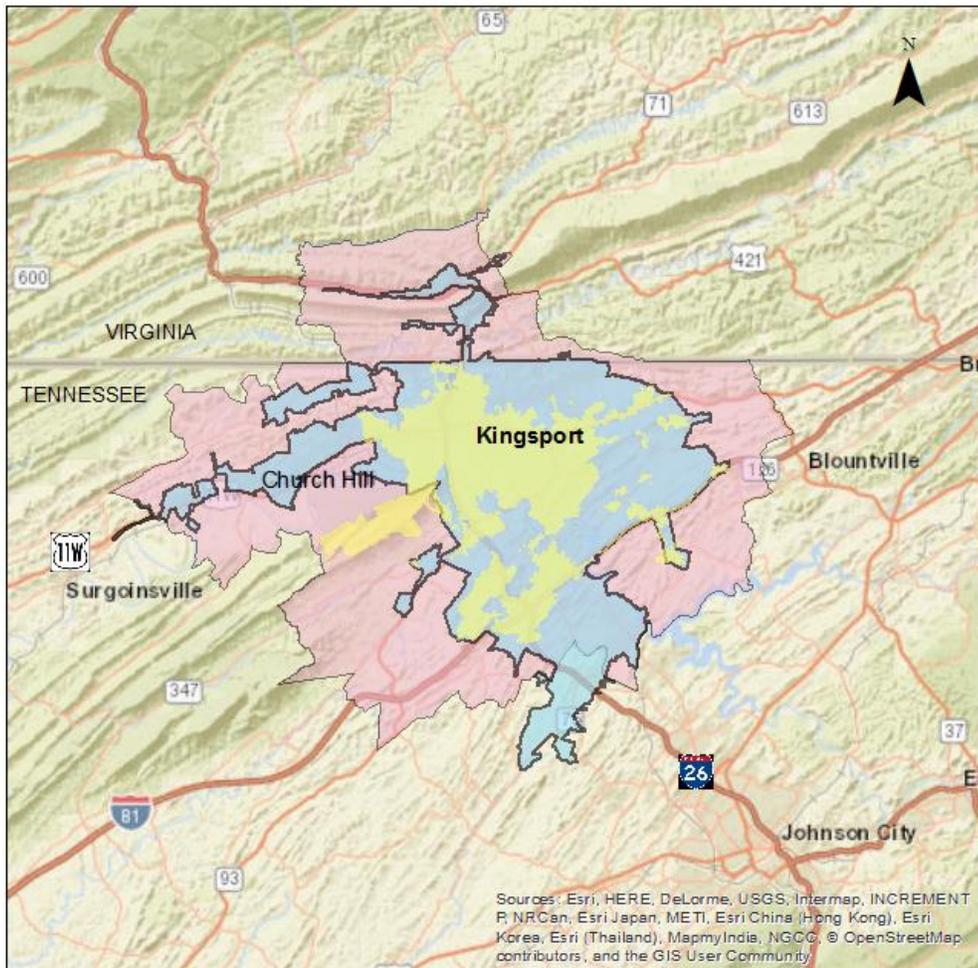


Figure 1 Kingsport MTPO Planning Area

Three major components of the planning process are the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). The LRTP provides guidance for the development of transportation programs and establishes strategies and actions necessary to achieve long term transportation goals. It identifies transportation improvements that may be needed to support projected growth, provide improved safety, adequately maintain the existing system, and improve mobility for a minimum 20-year planning horizon. The TIP, a short-term fiscally constrained program, lists all road, bridge, and transit projects scheduled for construction and identifies available funds needed to implement projects over the next four years. All transportation projects using federal funds or projects of regional significance (regardless of funding source) must be listed in the TIP. The UPWP is a one-to-two-year plan developed by staff to focus work efforts and planning funds anticipated in the upcoming fiscal year(s). All federally funded planning activities must be in the UPWP and must be developed through required planning factors. In order to develop plans that are derived from public sentiment, there must be adequate public participation in the development of all of these documents. The Code of Federal Regulations (CFR), Title 23, Section 450.316 pertaining to the public outreach process is attached as Appendix F.

Public participation is a key element of the transportation planning process. Public involvement incorporates public concerns, needs, and values into governmental decision making. The MTPO has developed this PPP to build agreement among stakeholders, partners, interested parties, agencies that make up the MTPO, and the public; to develop a regional transportation plan that has the support of the community; and to ensure the success of the transportation planning effort.

1.3 Technical Coordinating Committee and Executive Board

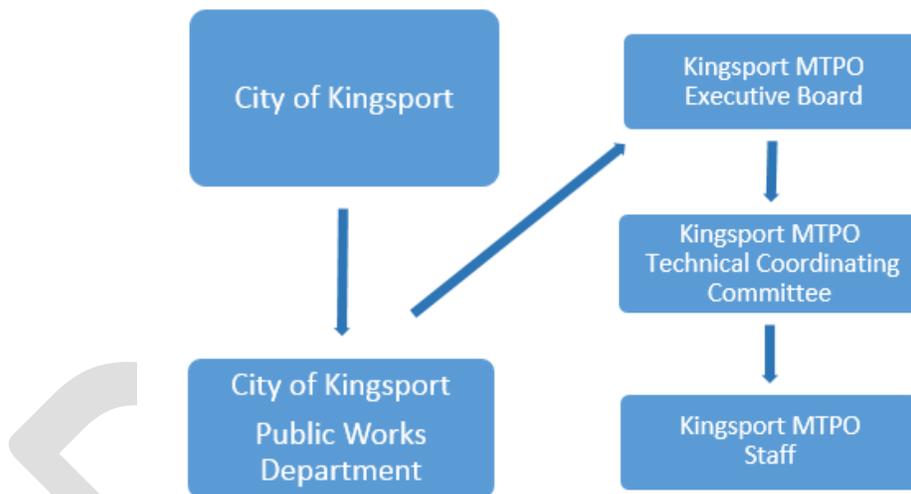
The MTPO has established a Technical Coordinating Committee (TCC) to ensure coordination of the regional transportation planning process. The TCC will make recommendations to the MTPO Executive Board at key points during the planning process. Members of the TCC include technical specialists from the Kingsport MTPO member jurisdictions and transportation agencies.

TCC Voting Members	
City Manager	City of Kingsport
Highway Superintendent	Sullivan County
Planning Director	City of Kingsport
Planning Director	Sullivan County
Public Works Director	City of Kingsport
Public Works Director	Town of Mount Carmel
Public Works Director	City of Church Hill
MTPO Coordinator	Kingsport MTPO
MTPO Planner	Kingsport MTPO
Traffic Engineer	City of Kingsport
City Engineer	City of Kingsport
Regional Planner	LENOWISCO
TDOT	State of Tennessee
VDOT	Commonwealth of Virginia
Kingsport Area Transit Service Manager	City of Kingsport

The Kingsport MTPO Executive Board is the formal decision-making body for matters relating to regional transportation planning. The Executive Board has the authority to adopt regional transportation plans and programs. The Executive Board normally meets once every quarter and also has the ability to hold special called meetings.

Executive Board Voting Members	
TDOT	State of Tennessee
VDOT	Commonwealth of Virginia
Mayor	City of Kingsport
Mayor	Sullivan County
Mayor	Hawkins County/Church Hill/Mount Carmel
Regional Planner	LENOWISCO
Regional Planner	First Tennessee Development District

Kingsport MTPO Organizational Chart



2.0 CONSULTATION

2.1 Consultation with Interested Parties

The MTPO actively targets outreach to those most directly affected by transportation planning. Involving and engaging representatives of the general public, affected public agencies, representatives of public transportation providers, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties in the metropolitan transportation planning process is an important function given the significance these entities serve in the understanding of transportation issues and opportunities in the region. The PPP has been developed to provide all interested parties

with reasonable opportunities to participate in the transportation planning process and comment on transportation documents developed by the MTPO.

The MTPO maintains an email distribution list of interested parties that serves as a point of reference for public outreach efforts and notification of meetings. Anyone wishing to be added to the distribution list can easily do so by either contacting MTPO staff or submitting your contact information to MTPO@KingsportTN.gov. The MTPO will provide notice of upcoming public meetings or review periods being held on the draft versions of the LRTP, TIP, UPWP, and PPP. Notification of meetings and documents will be made in a timely manner to provide adequate time and opportunities to comment on documents. In order to afford reasonable opportunity for consideration of public information, the MTPO will hold any public meetings at convenient and accessible locations and times, employ visualization techniques to describe plans or documents, and make public information available in an electronically accessible format and means.

2.2 Consultation with Local, State, and Federal Agencies

The Kingsport MTPO seeks to actively consult, as appropriate, with federal, state, and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the LRTP, TIP, and UPWP. This consultation shall include, as appropriate, contacts with regional, local, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation. An increased emphasis is placed on consultation with resource agencies responsible for natural resource management and historic preservation. Formal coordination with these agencies helps to identify effective mitigation strategies for potential impacts of projects included in the MTPO's LRTP, TIP, and UPWP.

The MTPO will coordinate its consultation and participation process for stakeholders, partners, and interested parties with the Tennessee Department of Transportation (TDOT) and the Virginia Department of Transportation (VDOT) statewide consultation processes by way of review and communications when appropriate. TDOT and VDOT participate in the MTPO planning process as voting members of both the Technical Coordinating Committee and Executive Board. Likewise, the MTPO participates in plans, studies, and reports conducted by the states.

The MTPO will also contact the following regional and local agencies for coordination and input on the development of the LRTP and TIP:

Regional Agencies

First Tennessee Development District
Kingsport Regional Planning Commission (Land-use, Zoning, Historic, etc.)
LENOWISCO Planning District Commission (Virginia)
NETWORKS – Joint Economic Development Partnership (Tennessee)
Sullivan County Regional Planning Commission (Land-use, Zoning, Historic, etc.)
Tri-Cities Regional Airport

Local Agencies

City of Kingsport
City of Church Hill

Town of Mount Carmel
Town of Gate City, VA
Town of Weber City, VA
Sullivan County Highway Department
Hawkins County Highway Department
Scott County, VA Highway Department
Kingsport Area Transit Service (KATS)
NET Trans
Mountain Empire Older Citizens (MEOC)
Healthy Kingsport

Coordination with these agencies is primarily conducted through email correspondence but may also consist of phone calls or face to face meetings. These agencies are included in our email distribution list so they receive notices of MTPO meetings or other events and also receive notice of the development of MTPO plans/programs, including public review/comment periods. Interagency agreements are maintained between the MTPO and other local, regional, and state agencies such as the Bristol MPO, Johnson City MTPO, TDOT, and VDOT/Commonwealth of Virginia. These agreements describe the MTPO's role and responsibility in relation to the other agencies' work.

3.0 OPPORTUNITIES FOR EARLY INVOLVEMENT AND INPUT

Transportation planning activities continually take place at the local, regional, state, and federal levels. Numerous venues for identifying and reporting transportation needs exist. Also, opportunities are available to participate in formulating projects to address those needs. This section describes the core public involvement opportunities for the key MTPO work products: the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). Each MTPO agency is a public contact point for influencing investment priorities and identifying transportation needs. The public's connection to transportation decision-making begins by finding out what specific participation opportunities are available in the local community. Often times the most direct way for the public to express an interest or concern about the transportation planning process is by contacting the MTPO.

3.1 Public Notification Policy

It is the policy of the Kingsport Metropolitan Transportation Planning Organization to advertise any public meeting of the Kingsport MTPO at least seven (7) calendar days prior to the date of the meeting. In urgent situations, a special meeting may be called and notices shall be published a minimum of three (3) calendar days prior to the meeting date. In order to gain attendance of a representative group of citizens and interested parties of the Kingsport MTPO and its urbanized area, notice will be posted on the MTPO's website at www.kingsporttn.gov/city-services/kmtpo. In addition, the MTPO may post notices on social media, in other publications, and send news releases and media alerts as needed.

3.2 Public Input

Opportunities for public input will be provided at public hearings, workshops/open houses, and Executive Board meetings. A public comment period will be conducted at each scheduled MTPO Executive Board meeting for the purpose of soliciting citizen input concerning planning and programming activities. Prior to adoption, a specified period for receiving comments is provided to the public for plans such as the PPP, TIP, and the LRTP

(as discussed in Section 3.3). Stakeholders, partners, and other interested parties may also contact MTPO staff by phone at 423-224-2670, by email at MTPO@KingsportTN.gov, or in person at the MTPO office. Public Involvement Techniques are discussed in Section 4.0.

3.3 Key MTPO Work Products

Document	Public Comment Period (for adoption or amendment)	Additional Review Period (if necessary)
Long Range Transportation Plan	30	15
Transportation Improvement Program	10	7
Unified Planning Work Program	10	7
Public Participation Plan	45	15

Long-Range Transportation Plan

The metropolitan transportation planning process shall include the development of a Long-Range Transportation Plan (LRTP) addressing no less than a 20-year planning horizon as of the effective date. The LRTP shall include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The MTPO shall review and update the LRTP at least every five years to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. In addition, the MTPO may revise the transportation plan at any time using the procedures in this section without a requirement to extend the horizon year.

The MTPO shall consult, as noted in the Consultation section of this document, with stakeholders, partners, interested parties and local, state, and federal agencies regarding the development of the LRTP. Public engagement begins early in the development of the LRTP and continues through adoption of the plan. Progress of the development of the plan will be discussed at MTPO Executive Board meetings and public comments will be accepted throughout the development and adoption process.

For both LRTP updates and amendments there will be at least a thirty (30) day public review/comment period prior to adoption. The public review/comment period starts on the date of public notice. Before the MTPO Executive Board meets to adopt LRTP updates or amendments, a public notice will be published in accordance with the Public Notification Policy section. All public comments either oral or written will be given to the MTPO Executive Board for review.

In the event the MTPO Executive Board determines there are significant unresolved comments on the LRTP, it may defer the adoption of the plan until a subsequent meeting. The MTPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these

amendments be significant, an additional fifteen (15) day review period shall be allotted for public feedback.

The LRTP will be made publicly available and accessible as noted in the Public Display of Documents section. In addition, opportunities for public comments about the LRTP will be provided at MTPO Executive Board meetings as stated in the Public Meetings section.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is the region's short-term transportation investment plan. The TIP prioritizes the region's transportation-related projects within the constraints of federal, state, and local funding that the region can reasonably expect to receive within the next four years. Projects that are included in the TIP must be selected from or be consistent with an approved LRTP.

The MTPO shall consult, as noted in the Consultation section of this document, with stakeholders, partners, interested parties and local, state, and federal agencies regarding the development of the TIP. Public engagement begins early in the development of the TIP and continues through adoption of the plan. Progress of the development of the plan will be discussed at MTPO Executive Board meetings and public comments will be accepted throughout the development and adoption process.

The Transportation Improvement Program as well as any amendments to the TIP will be presented to the Executive Board for approval. Before the MTPO Executive Board meets to adopt TIP updates or amendments, a public notice will be published in accordance with the Public Notification Policy section.

For both TIP adoption and amendments there will be at least a ten (10) day public comment period prior to adoption. All public comments, either oral or written, will be given to the MTPO Executive Board for review.

In the event the MTPO Executive Board determines there are significant unresolved comments on the TIP it may defer adoption of the program until a subsequent meeting. The MTPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these amendments be significant, the public shall be granted an additional seven (7) day review period.

The TIP will be made publicly available and accessible as noted in the Public Display of Documents section. In addition, opportunities for public comments about the TIP will be provided at MTPO Executive Board meetings as stated in the Public Meetings section.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is a one-to-two-year plan developed by staff to focus work efforts and planning funds anticipated in the upcoming fiscal year(s). All federally funded planning activities have to be in the UPWP and have to be developed through required planning factors. The UPWP is reviewed and discussed at the Executive Board public meeting along with being made available on the website.

For both UPWP adoption and amendments, there will be at least a ten (10) day public comment period. The public comment period starts on the date of public notice. Before

the MTPO Executive Board meets to adopt UPWP updates or amendments, a public notice will be published in accordance with the Public Notification Policy section. All public comments either oral or written will be given to the MTPO Executive Board for review.

In the event the MTPO Executive Board determines there are significant unresolved comments on the UPWP, it may defer the adoption of the program until a subsequent meeting. The MTPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these amendments be significant, the public shall be granted an additional seven (7) day review period.

The UPWP will be made publicly available and accessible as noted in the Public Display of Documents section. In addition, opportunities for public comments about the UPWP will be provided at MTPO Executive Board meetings as stated in the Public Meetings section.

Annual Listing of Obligated Projects

On an annual basis, no later than 90 calendar days following the end of the federal program year (September 30), the Kingsport MTPO will cooperatively develop a listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year. The listing shall be prepared in accordance with §450.314(a) and shall include all federally funded projects authorized or revised to increase obligations in the preceding program year. The listing shall at a minimum include the TIP information under §450.324(e)(1) and (4) and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The listing will be distributed and discussed at the Executive Board public meeting. The list should be made publicly available and accessible as noted in the Public Display of Documents section of this document. Public comment is welcomed and will be recorded.

3.4 Public Display of Documents

During public review periods, **DRAFT COPIES** of the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and Public Participation Plan (PPP) will be available to the public at Kingsport City Hall, the Kingsport Public Library, in the Kingsport MTPO office, and on the MTPO's website at www.kingsporttn.gov/city-services/kmtpo.

FINAL VERSIONS of the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Public Participation Plan (PPP), and the Annual Listing of Obligated Projects will be available to the public in the Kingsport MTPO office and on the MTPO's website at www.kingsporttn.gov/city-services/kmtpo.

4.0 PUBLIC INVOLVEMENT TECHNIQUES

The Kingsport MTPO constantly seeks public participation on the services the agency performs. There are many different techniques the MTPO uses in order to reach a vast range of stakeholders, partners, and interested parties in the planning area. The type of

public outreach efforts employed for a particular project will be determined based on the project's overall regional and local impact. Highly localized projects may require more specialized outreach within the project's area of influence, rather than the broad outreach efforts required by others.

Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. The Kingsport MTPO receives federal funding, so all transportation planning processes of the MTPO must comply with this law. Environmental Justice stems from Title VI, focusing on including low-income and minority populations in federally funded programs. Environmental Justice has three general principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

By providing the opportunity for everyone to participate in the transportation planning process, the MTPO is ensuring that the needs of all people can be met and that their desires for how the whole community should function and develop will be considered. To accomplish this, the MTPO staff primarily uses knowledge of the community to determine where concentrations of the underserved or underrepresented reside. Decennial Census and American Community Survey data, including demographic, social, economic, and housing characteristics, are also used to identify these populations. Using this knowledge and data, the MTPO will:

- Identify and initiate contact with community organizations such as faith-based organizations, civic clubs, school groups, transportation providers, and any organizations serving those traditionally underserved and underrepresented.
- Hold public meetings that are convenient to these geographic concentrations in terms of walkability and available transit options, which tend to be used more by low-income individuals than other forms of transportation.
- Make all draft documents available for public review at the Kingsport Public Library.
- Include individuals or organizations that express an interest by attending public meetings or notifying us by other means in the email distribution list to receive information about future events and plan development.
- Continue to research creative methods of reaching these populations with information, documents, and invitations.
- Seek out community leaders or representatives of traditionally underserved or underrepresented groups to participate in our planning processes, as appropriate.
- Meet and make presentations to organizations that represent these segments of the population, as requested.

The Kingsport MTPO uses a telephonic language interpreter service to assist in providing meaningful access to its programs and activities to Limited English Proficiency

(LEP) individuals. LEP individuals are persons who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English. This service is used in conjunction with language identification cards. Language translation services can be requested in-person at the MTPO office.

Individuals with hearing impairment, speech impairment, or who use a text phone (TTY/TTD) may use the Federal Communications Commission (FCC) 711 dialing code to access a Telecommunications Relay Service (TRS) to forward comments to the MTPO.

In carrying out the Public Participation Plan, federal legislation requires that the MTPO shall, to the maximum extent practicable, hold any public meetings at convenient and accessible locations and times, employ visualization techniques to describe plans, and make public information available in electronically accessible formats and means, as appropriate, to afford reasonable opportunity for consideration of public information. The following sections explain the techniques the MTPO may utilize to fulfill these requirements and ensure all area residents, including traditionally underserved groups, have the opportunity to be involved in the transportation planning process.

4.1 Public Meetings

All meetings of the Metropolitan Transportation Planning Organization Executive Board and Technical Coordinating Committee will be open to the public. In order to gain attendance of a representative group of citizens and interested parties of the Kingsport MTPO and its urbanized areas, a public notice will be published in accordance with the Public Notification Policy section regarding public meetings. At each scheduled public meeting, time for members of the public to discuss agenda items or specific concerns will be provided. Citizens and interested parties will be encouraged to ask questions and make comments about MTPO programs and projects. If a person is not able to attend a specific meeting they may request copies of their input be distributed to those at the meeting.

4.2 Meeting Time, Location, and Accessibility

The Kingsport MTPO makes every effort to hold public meetings at convenient and accessible locations and times. In most cases, meetings will be held during regular business hours and at transit accessible locations in order to give transit-dependent populations the opportunity to attend and participate. All MTPO meeting locations shall comply with the Americans with Disabilities Act (ADA). The ADA Coordinator for the City of Kingsport/Kingsport MTPO can be reached at (423) 229-9401 extension #5 or ADAcontact@KingsportTN.gov.

4.3 Public Workshops/Open Houses

These are public meetings that are generally open and informal, with information displays, handouts, and project team members interacting with the public on a one-on-one basis. These meetings are usually set up on a drop-in basis but may include short presentations. The purpose of the workshop is to provide information to the public and to solicit public comment. The times and locations of these workshops/open houses will be established to accommodate those most affected. The MTPO has found this format works well with project based informational meetings. For example, when applying for a Transportation Alternatives Program (TAP) Grant to extend the Kingsport Greenbelt, the local agency and MTPO held an open house in the affected neighborhood for members of the public to drop by, view maps, ask questions, and provide feedback. An attendance

record is kept and attendees are given the opportunity to sign-up for the email distribution list.

4.4 Website

The Kingsport MTPO's website, www.kingsporttn.gov/city-services/kmtpo, will be employed as a tool for disseminating information on meetings, plan development, project updates, and background information. The MTPO's website is a tool used to describe and visually represent MTPO plans, programs, meetings, and other appropriate information. The MTPO website is continually updated to keep the public informed of the agency's activities, meetings, and key work products. All MTPO planning documents that seek public input can be found on the website, as well as in the MTPO office. All Kingsport MTPO public meetings, public hearings, workshops/open houses, and other events are listed on the website.

4.5 Social Media

The Kingsport MTPO posts notices of public meetings, public hearings, workshops/open houses, and other events to Facebook and Twitter. Also, notices are posted when draft documents are available for public input. On Facebook, the notices are posted on the Kingsport Alerts page (<https://www.facebook.com/KingsportAlerts/>) and the Kingsport Public Works page (<https://www.facebook.com/KingsportPublicWorks/>). The notices are posted on the Kingsport Public Works Twitter page (<https://twitter.com/kptpublicworks>).

4.6 Paid Advertising

Various projects may require paid advertising in the form of newspaper, radio, or television ads. These will be more detailed than a standard Public Notice.

4.7 Flyers/Posters

When appropriate, participation from target populations will be sought by posting flyers/posters and meeting notices in locations such as government centers, neighborhood shops, religious institutions, social service agencies, employment centers, bus stops/transit hubs, senior centers, public health clinics, public libraries, community centers, and other public buildings. Posters and flyers may also be distributed directly to residents.

4.8 Traditional Letters

When appropriate, or when requested, traditional letters and/or postcards about plans, studies, projects or any other information deemed important for public input will be mailed out to interested parties, public libraries, and to members of advisory committees.

4.9 Press Releases

Press releases can be utilized to ensure interested parties and the press is up-to-date on news and information concerning MTPO activities.

4.10 Email Distribution List

The Kingsport MTPO maintains an email distribution list of all Executive Board and Technical Coordinating Committee members. Other interested city/state/federal agencies, stakeholders, and citizens are added at the individual's request. At each MTPO meeting or open house a form will be available for individuals to sign up for the email distribution list. Anyone can request to be added to or removed from the list.

Individuals may opt out of the email list at any time by making the request in person, by phone, or by email. As individuals leave their organization or elected office, they are removed from the list unless they request to remain on the distribution list as an interested party.

4.11 One-on-One Meetings

The Kingsport MTPO staff is readily available and willing to discuss transportation related projects and documents. To schedule a meeting please contact our office either by phone at (423) 224-2670 or email at MTPO@KingsportTN.gov.

4.12 Visualization

Visualization techniques shall be used to enhance the public's understanding of the Kingsport MTPO plans and programs. Such techniques shall be used in an appropriate manner when presenting and describing MTPO plans and programs. The MTPO currently uses graphs, charts, tables, infographics, and maps to display information whenever possible. Using a multi-media room with a large format presentation screen to present visualization items helps assure the information is clear and consistent. The MTPO will also work to incorporate a broad variety of visualization techniques in public meetings and documents. This will aid people that comprehend visual images more fully than written documentation.

5.0 PPP DEVELOPMENT AND EVALUATION

5.1 Development

The original Public Participation Plan was developed in 2007 through consultation with an expanded list of known interested parties by utilizing direct mailings and creating a participation survey that was distributed and placed in public buildings and on the MTPO's website. The MTPO contacted more than 200 individuals in our contact database, directed them to the draft Public Participation Plan and survey, and requested their feedback in order to collect their preferences and gain a better understanding of how the general public and our interested parties prefer to be contacted and involved in the transportation planning process.

For the present update to the PPP, a survey was created online to ask participants how they currently receive notice of public meetings and other events and how they prefer to receive these notices. The link for the survey was emailed to over 700 individuals and was also posted on Facebook, Twitter, and the MTPO website. The results of the survey can be found in Appendix A.

A rapidly changing world and new technology offer new opportunities for quick and cost-effective ways to get information out to the public. Busy schedules mean that citizens appreciate convenient, comfortable, and quick ways to stay informed about government services and issues. The results of the Kingsport MTPO's PPP survey found similar results from our interested parties. Survey respondents were asked how they prefer to receive information regarding upcoming meetings, public hearings, open houses, etc. (respondents could select up to three options). An overwhelming majority of respondents

preferred to receive documents in a digital format, either by email (69%), social media (52%), or from a website (26%).

The MTPO will use the results of the PPP survey to enhance and expand the use of technology and digital formats for outreach purposes. The MTPO will work to maximize the use of the its website, email contact database, and social media to better engage the public in the transportation planning process.

This Public Participation Plan was developed in consultation with federal, state, and local agencies and other interested parties as required by federal rules and regulations. Before it was adopted, the amended PPP was available for public review and comment from (insert dates) (required 45 days). This includes the draft document being emailed directly to stakeholders, partners, and interested parties for review. Any resulting feedback has been addressed and incorporated as appropriate into this plan. In the event the MTPO Executive Board determines there are significant unresolved comments on the PPP, it may defer the adoption of the plan until a subsequent meeting. The MTPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these amendments be significant, the public shall be granted an additional fifteen (15) day review period.

5.2 Evaluation

The Kingsport MTPO seeks to continually work to improve its public participation processes by identifying strengths and weaknesses in its methods, gauging the level of participation of stakeholders, partners, and interested parties, and modifying its methods accordingly. The MTPO invites the public to evaluate the agency's effectiveness of conducting public participation activities and allows the public to comment on how it could improve the public participation process.

Kingsport MTPO staff will review the Public Participation Plan periodically based on changes in local, state, or federal legislation and to evaluate the effectiveness of the public involvement techniques that are being used. Evaluation covers a broad range of purposes. It highlights improvements needed in the Public Participation Plan, identifies additional outreach activities, and allows ineffective tools to be discontinued. In order to determine the effectiveness of public involvement tools, they must be documented, evaluated, and compared to established performance goals. In order to gauge the effectiveness of the PPP and to identify opportunities for improvement, the following activities will be utilized to quantify public input in the transportation planning process:

- Attendance and input at MTPO meetings, public hearings, and other events.
- Number of organizations and groups receiving communications from the MTPO.
- Communications received from the public by mail, email, or comments at public meetings.

The MTPO will continue to research new and innovative ways to further involve the public in the transportation planning and programming process.

5.3 Measures of Effectiveness

The strategies contained in the Public Participation Plan will be reviewed, as needed, to determine if modification of any particular strategy is necessary or if additional strategies

need to be incorporated into the plan. Evaluation tools to measure the effectiveness in terms of reaching desired demographic groups or attaining stated goals will also be employed. Evaluation strategies could include, but are not limited to:

- Surveys
- Comment/feedback cards
- Website polling
- Periodic review and updating of outreach mailing lists

Based on recent evaluation of outreach methods, the Kingsport MTPO has updated the method of distributing hard-copy documents. Draft versions of documents will still be available at three physical locations and on the MTPO website during the public review/comment period; however, final/adopted versions of the documents will only be available in the MTPO office and on the MTPO website. All public libraries in the region have internet access available to the public in which to view documents on the website. Additionally, with the strong preference for electronic communication, the requirement to advertise in the newspaper has been removed.

5.4 Public Participation Plan Review and Revision

The Public Participation Plan may require updates due to changes of official planning regulations and procedures. Minor changes, such as a change in contact information or items for clarification, are considered Administrative Modifications and do not require a 45-day public review/comment period or Executive Board action. Amendments, or major revisions to the plan, require a 45-day public review/comment period and Executive Board action. Once adopted, the plan as amended becomes the policy document of the Kingsport MTPO for the purposes of public participation in the transportation planning and programming process.

The Kingsport MTPO extends its appreciation to all those who reviewed and commented on the draft of this plan.

5.5 Kingsport MTPO Contact Information

The Kingsport MTPO welcomes additional comments about public participation, our plans/programs, and/or transportation related issues in general. The MTPO will keep comments on file and use them to evaluate and revise the public participation procedures in the future.

Please submit comments to:

Mail: Kingsport MTPO
201 West Market Street
Kingsport, TN 37660

Phone: 423-224-2670

Fax: 423-224-2756

Email: MTPO@KingsportTN.gov

Online: www.kingsporttn.gov/city-services/kmtpo

You may also comment in person at any public meeting. Upcoming meeting notices are listed on the MTPO website.

6.0 CONSISTENCY WITH APPLICABLE REGULATIONS

Along with the desire to include a diversified public in its planning processes, the Kingsport MTPO relies on various federal and state statutes to help guide its participation activities. Under Federal Highway Administration, Department of Transportation regulations, the public must be involved in transportation planning and decision-making at both the state and regional levels. The MTPO is responsible for ensuring that the public is involved in regional planning programs and projects. The MTPO's PPP is consistent with all applicable federal and state regulations.

Federal Legislation includes a number of specific requirements and expectations for state departments of transportation and metropolitan transportation planning organizations. The core requirements have been updated and reinforced through additional legislation and orders addressing environmental justice and persons with disabilities. In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) was signed into law requiring urban areas, through a Metropolitan Transportation Planning Organization (MTPO), to develop and use a documented participation plan that defines a process for providing reasonable opportunities for all interested parties to be involved in the transportation planning process. Additionally, SAFETEA-LU increased interagency consultation and emphasized visualization techniques and electronically accessible information. More recent federal legislation, including Moving Ahead for Progress in the 21st Century (MAP-21) in 2012 and the Fixing America's Surface Transportation (FAST) Act in 2015, has upheld these requirements. The Code of Federal Regulations, Title 23, Section 450.316 pertaining to the public outreach process is attached as Appendix F.

NEPA, The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) regulations implementing the National Environmental Policy Act (NEPA) of 1969 (as amended) outline requirements to go through an environmental review process for implementing projects from a TIP. NEPA has its own set of public participation requirements for review periods and notification of interested parties on a project basis. These requirements are not a substitute for earlier participation at the planning and programming stages.

The Americans with Disabilities Act of 1990 (ADA), which was updated in 2010, states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity.” The act requires coordinating with disabled communities in the development and improvement of transportation services. Additionally, sites for participation activities, as well as the information presented, must be accessible to persons with disabilities. Requests for reasonable accommodation may be made no less than three (3) business days prior to the meeting.

Title VI of the Civil Rights Act of 1964, together with related statutes and regulations, provide that “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The entire institution, whether educational, private or governmental must comply with Title VI and related Federal civil rights laws, not just the program or activity receiving federal funds.

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994, states that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.” Traditionally underserved groups such as low-income and minority populations must be identified and given increased opportunity for involvement in order to ensure effective participation.

Tennessee Open Meetings Act, Tennessee Code Annotated § 8-44-101 *et seq.* declares it to be the policy of Tennessee that the formation of public policy and decisions is public business and shall not be conducted in secret. This part shall not be construed to limit any of the rights and privileges contained in Article I Section 19, of the constitution of the State of Tennessee. All meetings of any governing body should be open to the public at all times, except as provided by the Tennessee Constitution. The full text of TCA 8-44-101, *et seq.* can be found in Appendix G.

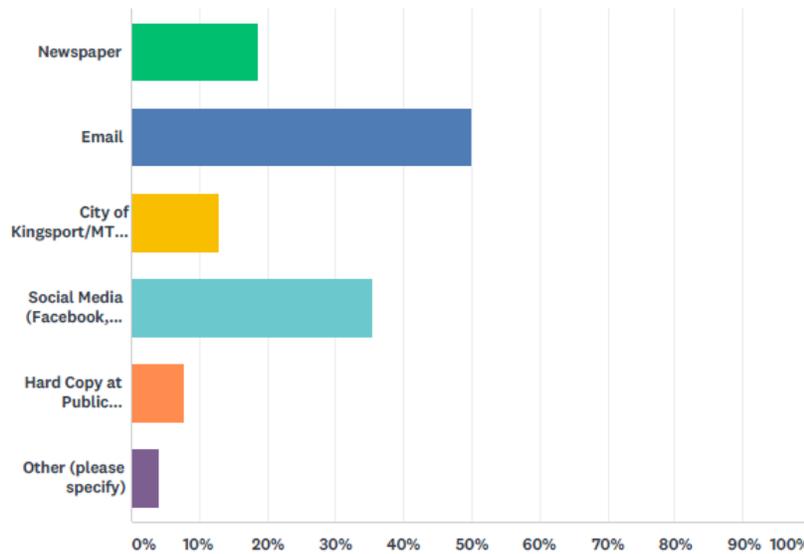
Virginia Freedom of Information Act (FOIA), Code of Virginia § 2.2-3700 *et seq.* guarantees citizens of Virginia and representatives of the media access to public records held by public bodies, public officials, and public employees. The purpose of the FOIA is to promote an increased awareness by all persons of governmental activities.

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APPENDIX A – SURVEY RESULTS

Q1 How do you CURRENTLY receive information regarding upcoming meetings, public hearings, open houses, etc.? Select all that apply.

Answered: 102 Skipped: 0



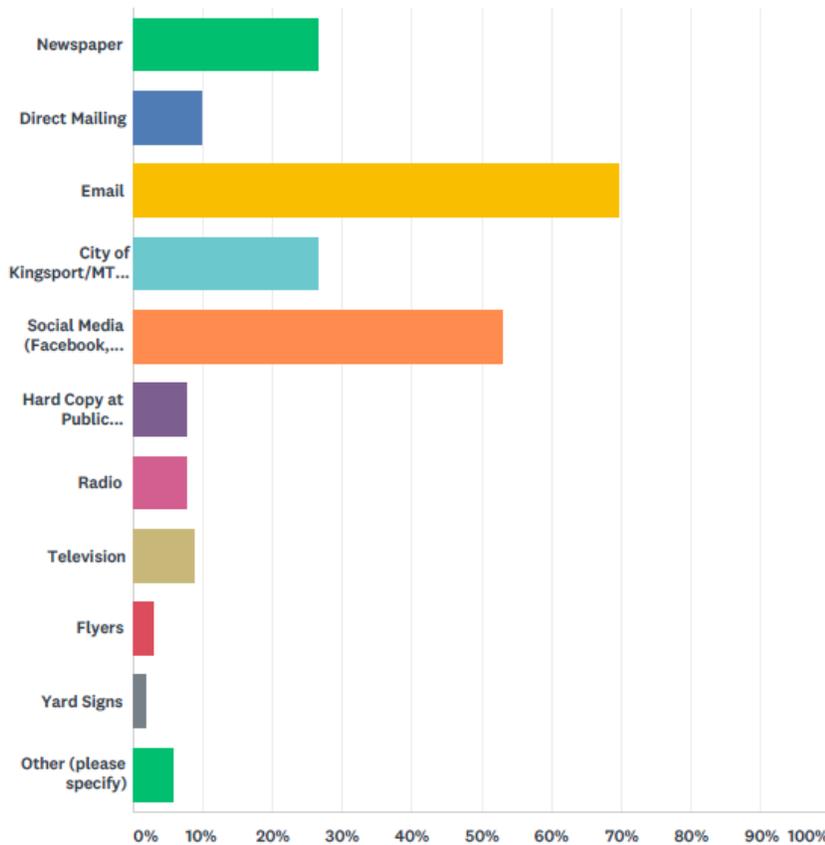
ANSWER CHOICES	RESPONSES
Newspaper	18.63% 19
Email	50.00% 51
City of Kingsport/MTPO website	12.75% 13
Social Media (Facebook, Twitter, etc.)	35.29% 36
Hard Copy at Public Locations (MTPO office, Library, City Hall)	7.84% 8
Other (please specify)	3.92% 4
Total Respondents: 102	

"Other" Responses:

1. I don't hear much from Kingsport. I live in Colonial Heights. (3/5/19 12:46 pm)
2. None (3/5/19 10:58 am)
3. I do not receive notices (2/21/19 10:30 pm)
4. You don't put out enough for regular people to see them! (2/20/19 12:17 pm)

Q2 How do you PREFER to receive information regarding upcoming meetings, public hearings, open houses, etc.? ~ OR ~ What do you think are the most effective methods of public outreach? Select up to three options.

Answered: 102 Skipped: 0



ANSWER CHOICES	RESPONSES	
Newspaper	26.47%	27
Direct Mailing	9.80%	10
Email	69.61%	71
City of Kingsport/MTPO website	26.47%	27
Social Media (Facebook, Twitter, etc.)	52.94%	54
Hard Copy at Public Locations (MTPO office, Library, City Hall)	7.84%	8
Radio	7.84%	8

Kingsport MTPO Public Participation Survey

SurveyMonkey

Television	8.82%	9
Flyers	2.94%	3
Yard Signs	1.96%	2
Other (please specify)	5.88%	6
Total Respondents: 102		

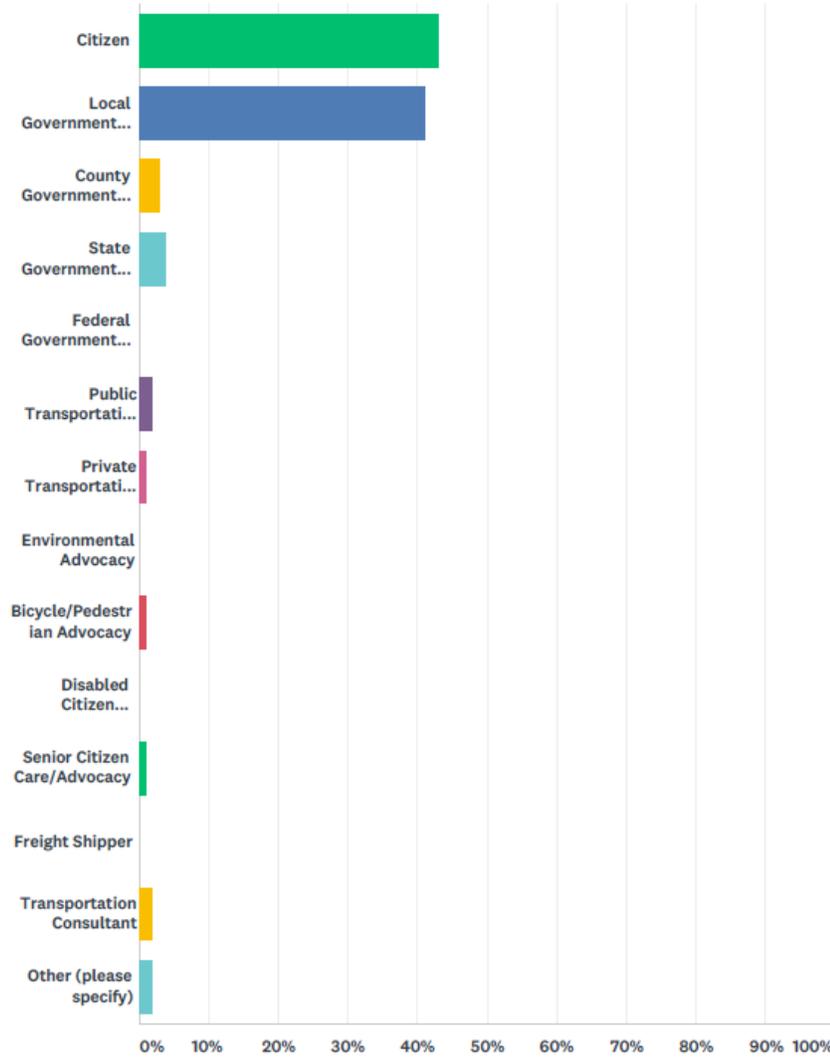
"Other" Responses:

1. Text (3/5/19 4:00 pm)
2. Notification on smart phone - could come from app run by the city that citizens install. (2/20/19 3:30 pm)
3. text message (2/20/19 2:34 pm)
4. I am on the board, so I prefer email. General public should view on website, social media and TV most effective. (2/20/19 1:02 pm)
5. Text alert (2/20/19 12:21 pm)
6. Flyers in areas where the average citizen will see. You did NOT do this with those committees and attendees you want to control for your benefit. (2/20/19 12:17 pm)

DRAFT

Q3 Which of the following categories best describes your affiliation/organization?

Answered: 102 Skipped: 0



ANSWER CHOICES	RESPONSES	
Citizen	43.14%	44
Local Government Agency	41.18%	42
County Government Agency	2.94%	3
State Government Agency	3.92%	4

Kingsport MTPO Public Participation Survey

SurveyMonkey

Federal Government Agency	0.00%	0
Public Transportation/Transit Provider	1.96%	2
Private Transportation/Transit Provider	0.98%	1
Environmental Advocacy	0.00%	0
Bicycle/Pedestrian Advocacy	0.98%	1
Disabled Citizen Care/Advocacy	0.00%	0
Senior Citizen Care/Advocacy	0.98%	1
Freight Shipper	0.00%	0
Transportation Consultant	1.96%	2
Other (please specify)	1.96%	2
TOTAL		102

"Other" Responses:

1. City employee (2/22/19 4:00 pm)
2. Support Staff - Finance Local Govt (2/22/19 8:28 am)

Q4 If you wish to join the Kingsport MTPO Email Distribution List, please provide your email address (approximately 8 to 10 emails per year).

There were 27 new additions to the MTPO email distribution list.

Q5 Please provide any other comments/suggestions you feel will assist us with public outreach efforts.

Answered: 8 Skipped: 94

#	RESPONSES	DATE
1	Reach out to Colonial Heights annexed by the city residents. We have little input.	3/5/2019 1:46 PM
2	Add a side walk on Tranbarger Dr	3/5/2019 1:42 PM
3	The reverse 911 is supposed to be used to reach citizens when an emergency occurs. It was not used during the last BAE explosion. Moreover, 911 operators were clueless. The City's communications were a total fail.	3/5/2019 1:26 PM
4	More topics as pertaining to the younger up and coming generation. Don't know what some of those topics would be. But maybe reach out to them. You know, more like the 16 to 25 year old age group.	2/20/2019 2:57 PM
5	please share summary of survey at our next MPO mtg. thanks	2/20/2019 2:02 PM
6	Please remember to reach out to everyone. This city, it's representatives and its decisions are extremely short sighted. Handpicked, preferred, and controlled come to mind. I do not say this randomly. I've expressed this many times. I've opted to move to a better city soon, rather than to continue to fit in where I'm not considered relevant.	2/20/2019 1:17 PM
7	thanks	2/20/2019 1:10 PM
8	Great Survey! Thanks for asking for input.	2/20/2019 10:53 AM

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APPENDIX B – SAMPLE PUBLIC COMMENT FORM

Kingsport Greenbelt – “West End” Project

Public Comments

(Public Hearing – September 13, 2018)

PLEASE PRINT

Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (include area code): _____

Which describes your primary interest in the project? Concerned Citizen _____ Affected Resident _____ Affected Landowner _____ Affected Business _____ Name of Business _____
--

Do you have issues and/or concerns about the concepts and scope of work of this project? _____

If so, please explain. _____

Are there any initial suggestions you would make for this project? _____

If so, please explain. _____

Any additional comments/suggestions/questions. _____

For comments to be included in the grant application process they must be received by **September 21, 2018**.

Comments may be mailed to 225 West Center Street, Kingsport, TN 37660, ATTN: MTPO or emailed to MTPO@KingsportTN.gov

APPENDIX C — SAMPLES OF PUBLIC OUTREACH

Postcard Direct Mailer for Public Meeting

Planning and Public Input Meeting

City of Kingsport
“Greenbelt – West End Project”



Please be notified the City of Kingsport is developing plans to extend the Greenbelt pedestrian and Bike Pathway westward from the Rotherwood Mansion area to Lewis Lane at Stone Drive (SR 1 / US 11-W). You are invited to attend an informational and planning session that will allow the City to learn more about and receive your questions, comments, and recommendations on this project. This Planning and Public Input Meeting will be held at the Crossroads United Methodist Church sanctuary foyer on the church campus at the intersection of Bays Cove Trail and Netherland Inn Road from 4:30 p.m. to 7 p.m. on Thursday, September 13, 2018. For more information concerning this event please call City Staff at (423) 224-2677 or 224-2670 or email at MTPO@KingsportTN.gov. If you cannot attend you may forward or email comments to the Kingsport MTPO Offices at 225 West Center Street, Kingsport, TN 37660. **Your input is being sought on this project!**

Long Range Transportation Plan Survey Cards



<https://www.surveymonkey.com/r/KingsportTransportationSurvey>

Have an opinion about our transportation system around Kingsport?

Here's your chance to tell us what you think.

Take this survey and help us plan for your future.

<https://www.surveymonkey.com/r/KingsportTransportationSurvey>

APPENDIX D — SAMPLE EMAIL DISTRIBUTION LIST SIGN UP FORM

Kingsport MTPO E-Mail Distribution List

If you would like to be added to our e-mail list (for information related to meetings, public hearings, etc.), please print your information below.

Name	E-mail Address
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____
19	_____
20	_____

11/01/18 - Kingsport MTPO Executive Board Meeting

APPENDIX E — SAMPLE CONSULTATION COMMUNICATIONS

Email:

We need your opinions.

The Kingsport Metropolitan Transportation Planning Organization (MTPO) is updating its Public Participation Plan (PPP). The amended plan is available for a required 45-day public comment period. The PPP guides how all new transportation plans and improvement programs are brought to the public and intergovernmental agencies for review and comment. It is very important to our organization, and to our resulting transportation plans, that we seek input and ideas from our interested parties affected by transportation planning in the region. Please use this opportunity to share with us what you think can increase the public's opportunities to be conveniently and actively involved in developing plans and to share your comments with us regarding the amended PPP.

Please let the MTPO know your thoughts by phone (423-224-2670) or email (MTPO@KingsportTN.gov).

Legal Notice:

NOTICE IS HEREBY GIVEN to all citizens of the Kingsport Tennessee-Virginia area and the public at large, the Kingsport Metropolitan Transportation Planning Organization's amended Public Participation Plan (PPP) is available for a required 45-day public comment period. The PPP guides how all new transportation plans and improvement programs are brought to the public and intergovernmental agencies for review and comment. It is very important to our organization, and to our resulting transportation plans, that we seek out input and ideas from our interested parties affected by transportation planning in the region. Please use this opportunity to share with us what you think can increase the public's opportunities to be conveniently and actively involved in developing plans and to share your comments with us regarding the amended PPP. Please visit the MTPO's website at www.kingsporttn.gov/city-services/kmtpo to view a draft copy of the PPP. Draft copies of the PPP are also available for public review at Kingsport City Hall, the Kingsport Public Library, and the MTPO office (201 W Market St, Kingsport, TN). If you have any questions, comments, or would like more information please call Kingsport MTPO at (423) 224-2670.

APPENDIX F – CODE OF FEDERAL REGULATIONS, TITLE 23, PART 450

23 CFR 450

§ 450.316 Interested parties, participation, and consultation.

- The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
 - **(1)** The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - **(i)** Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
 - **(ii)** Providing timely notice and reasonable access to information about transportation issues and processes;
 - **(iii)** Employing visualization techniques to describe metropolitan transportation plans and TIPs;
 - **(iv)** Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
 - **(v)** Holding any public meetings at convenient and accessible locations and times;
 - **(vi)** Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
 - **(vii)** Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 - **(viii)** Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
 - **(ix)** Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - **(x)** Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- **(2)** When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
- **(3)** A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
- **(b)** In developing metropolitan transportation plans and TIPs, the MPO(s) should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO(s) shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
 - **(1)** Recipients of assistance under title 49 U.S.C. Chapter 53;
 - **(2)** Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - **(3)** Recipients of assistance under 23 U.S.C. 201-204.
- **(c)** When the MPA includes Indian Tribal lands, the MPO(s) shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- **(d)** When the MPA includes Federal public lands, the MPO(s) shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- **(e)** MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

APPENDIX G – TENNESSEE OPEN MEETINGS ACT

TENNESSEE CODE ANNOTATED
TITLE 8 - PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 44 - PUBLIC MEETINGS
PART 1 - GENERAL PROVISIONS

8-44-101. Policy -- Construction.

- (a) The general assembly hereby declares it to be the policy of this state that the formation of public policy and decisions is public business and shall not be conducted in secret.
- (b) This part shall not be construed to limit any of the rights and privileges contained in the [Constitution of Tennessee, Article I, § 19](#).

8-44-102. Open meetings -- "Governing body" defined -- "Meeting" defined.

- (a) All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee.
- (b) (1) "Governing body" means:
 - (A) The members of any public body which consists of two (2) or more members, with the authority to make decisions for or recommendations to a public body on policy or administration and also means a community action agency which administers community action programs under the provisions of [42 U.S.C. § 2790](#) [repealed]. Any governing body so defined by this section shall remain so defined, notwithstanding the fact that such governing body may have designated itself as a negotiation committee for collective bargaining purposes, and strategy sessions of a governing body under such circumstances shall be open to the public at all times;
 - (B) The board of directors of any nonprofit corporation which contracts with a state agency to receive community grant funds in consideration for rendering specified services to the public; provided, that community grant funds comprise at least thirty percent (30%) of the total annual income of such corporation. Except such meetings of the board of directors of such nonprofit corporation that are called solely to discuss matters involving confidential doctor-patient relationships, personnel matters or matters required to be kept confidential by federal or state law or by federal or state regulation shall not be covered under this chapter, and no other matter shall be discussed at such meetings;
 - (C) The board of directors of any not-for-profit corporation authorized by the laws of Tennessee to act for the benefit or on behalf of any one (1) or more counties, cities, towns and local governments pursuant to title 7, chapter 54 or 58. This subdivision (b)(1)(C) shall not apply to any county with a metropolitan form of government and having a population of four hundred thousand (400,000) or more, according to the 1980 federal census or any subsequent federal census;
 - (D) The board of directors of any nonprofit corporation which through contract or otherwise provides a metropolitan form of government having a population in excess of five hundred thousand (500,000), according to the 1990 federal census or any subsequent federal census, with heat, steam or incineration of refuse;
 - (E) (i) The board of directors of any association or nonprofit corporation authorized by the laws of Tennessee that:
 - (a) Was established for the benefit of local government officials or counties, cities, towns or other local governments or as a municipal bond financing pool;

(b) Receives dues, service fees or any other income from local government officials or such local governments that constitute at least thirty percent (30%) of its total annual income; and
(c) Was authorized as of January 1, 1998, under state law to obtain coverage for its employees in the Tennessee consolidated retirement system.

(ii) This subdivision (b)(1)(E) shall not be construed to require the disclosure of a trade secret or proprietary information held or used by an association or nonprofit corporation to which this chapter applies. In the event a trade secret or proprietary information is required to be discussed in an open meeting, the association or nonprofit corporation may conduct an executive session to discuss such trade secret or proprietary information; provided, that a notice of the executive session is included in the agenda for such meeting.

(iii) As used in this subdivision (b)(1)(E):

(a) "Proprietary information" means rating information, plans, or proposals; actuarial information; specifications for specific services provided; and any other similar commercial or financial information used in making or deliberating toward a decision by employees, agents or the board of directors of such association or corporation; and which if known to a person or entity outside the association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and

(b) "Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.

(2) "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program.

(c) Nothing in this section shall be construed as to require a chance meeting of two (2) or more members of a public body to be considered a public meeting. No such chance meetings, informal assemblages, or electronic communication shall be used to decide or deliberate public business in circumvention of the spirit or requirements of this part.

8-44-103. Notice of public meetings.

(a) Notice of Regular Meetings. Any such governmental body which holds a meeting previously scheduled by statute, ordinance, or resolution shall give adequate public notice of such meeting.

(b) Notice of Special Meetings. Any such governmental body which holds a meeting not previously scheduled by statute, ordinance, or resolution, or for which notice is not already provided by law, shall give adequate public notice of such meeting.

(c) The notice requirements of this part are in addition to, and not in substitution of, any other notice required by law.

8-44-104. Minutes recorded and open to public -- Secret votes prohibited.

(a) The minutes of a meeting of any such governmental body shall be promptly and fully recorded, shall be open to public inspection, and shall include, but not be limited to, a record of persons present, all motions, proposals and resolutions offered, the results of any votes taken, and a record of individual votes in the event of roll call.

(b) All votes of any such governmental body shall be by public vote or public ballot or public roll call. No secret votes, or secret ballots, or secret roll calls shall be allowed. As used in this chapter, "public vote" means a vote in which the "aye" faction vocally expresses its will in unison and in which the "nay" faction, subsequently, vocally expresses its will in unison.

8-44-105. Action nullified -- Exception.

Any action taken at a meeting in violation of this part shall be void and of no effect; provided, that this nullification of actions taken at such meetings shall not apply to any commitment, otherwise legal, affecting the public debt of the entity concerned.

8-44-106. Enforcement -- Jurisdiction.

(a) The circuit courts, chancery courts, and other courts which have equity jurisdiction, have jurisdiction to issue injunctions, impose penalties, and otherwise enforce the purposes of this part upon application of any citizen of this state.

(b) In each suit brought under this part, the court shall file written findings of fact and conclusions of law and final judgments, which shall also be recorded in the minutes of the body involved.

(c) The court shall permanently enjoin any person adjudged by it in violation of this part from further violation of this part. Each separate occurrence of such meetings not held in accordance with this part constitutes a separate violation.

(d) The final judgment or decree in each suit shall state that the court retains jurisdiction over the parties and subject matter for a period of one (1) year from date of entry, and the court shall order the defendants to report in writing semiannually to the court of their compliance with this part.

8-44-107. Board of directors of Performing Arts Center Management Corporation.

The board of directors of the Tennessee Performing Arts Center Management Corporation shall be subject to, and shall in all respects comply with, all of the provisions made applicable to governing bodies by this chapter.

8-44-108. Participation by electronic or other means.

(a) As used in this section, unless the context otherwise requires:

(1) "Governing body" refers to boards, agencies and commissions of state government, including state debt issuers as defined in this section and municipal governing bodies. For the purpose of this section only, "municipal governing bodies" means only those municipal governing bodies organized under title 6, chapter 18, and having a city commission of three (3) members, and having a population of more than two thousand five hundred (2,500), according to the 2000 federal census or any subsequent federal census;

(2) "Meeting" has the same definition as defined in [§ 8-44-102](#);

(3) "Necessity" means that the matters to be considered by the governing body at that meeting require timely action by the body, that physical presence by a quorum of the members is not practical within the period of time requiring action, and that participation by a quorum of the members by electronic or other means of communication is necessary; and

(4) "State debt issuers" means the Tennessee state funding board, Tennessee local development authority, Tennessee housing development agency, and Tennessee state school bond authority, and any of their committees.

(b) (1) A governing body may, but is not required to, allow participation by electronic or other means of communication for the benefit of the public and the governing body in connection with any meeting authorized by law; provided, that a physical quorum is present at the location specified in the notice of the meeting as the location of the meeting.

(2) If a physical quorum is not present at the location of a meeting of a governing body, then in order for a quorum of members to participate by electronic or other means of communication, the governing body must make a determination that a necessity exists. Such determination, and a recitation of the facts and circumstances on which it was based, must be included in the minutes of the meeting.

(3) If a physical quorum is not present at the location of a meeting of a governing body other than a state debt issuer, the governing body other than a state debt issuer must file such determination of necessity, including the recitation of the facts and circumstances on which it was based, with the office of secretary of state no later than two (2) working days after the meeting. The secretary of state shall report, no less than annually, to the general assembly as to the filings of the determinations of necessity. This subdivision (b)(3) shall not apply to the board of regents, to the board of trustees of the University of Tennessee or to the Tennessee higher education commission.

(4) Nothing in this section shall prohibit a governing body from complying with [§ 8-44-109](#).

(c) (1) Any meeting held pursuant to the terms of this section shall comply with the requirements of the Open Meetings Law, codified in this part, and shall not circumvent the spirit or requirements of that law.

(2) Notices required by the Open Meetings Law, or any other notice required by law, shall state that the meeting will be conducted permitting participation by electronic or other means of communication.

(3) Each part of a meeting required to be open to the public shall be audible to the public at the location specified in the notice of the meeting as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting. Any member participating in such fashion shall identify the persons present in the location from which the member is participating.

(4) Any member of a governing body not physically present at a meeting shall be provided, before the meeting, with any documents that will be discussed at the meeting, with substantially the same content as those documents actually presented.

(5) All votes taken during a meeting held pursuant to the terms of this section shall be by roll call vote.

(6) A member participating in a meeting by this means is deemed to be present in person at the meeting for purposes of voting, but not for purposes of determining per diem eligibility. However, a member may be reimbursed expenses of such electronic communication or other means of participation.

(d) Notwithstanding this chapter to the contrary, members of an emergency communications district board of directors may participate in meetings by any electronic means approved by such board. A board member who participates in a meeting electronically under this subsection (d) is present for purposes of creating a quorum and voting on matters presented to the board for consideration during the meeting to the same extent as a board member who is physically present at the meeting. Subdivisions (c)(1), (2), and (3) shall apply to meetings held pursuant to this subsection (d).

8-44-109. Electronic communication via Internet forum.

(a) A governing body may, but is not required to, allow electronic communication between members by means of a forum over the Internet only if the governing body:

(1) Ensures that the forum through which the electronic communications are conducted is available to the public at all times other than that necessary for technical maintenance or unforeseen technical limitations;

(2) Provides adequate public notice of the governing body's intended use of the electronic communication forum;

- (3) Controls who may communicate through the forum;
- (4) Controls the archiving of the electronic communications to ensure that the electronic communications are publicly available for at least one (1) year after the date of the communication; provided, that access to the archived electronic communications is user-friendly for the public; and
- (5) Provides reasonable access for members of the public to view the forum at the local public library, the building where the governing body meets or other public building.
- (b) Electronic communications posted to a forum shall not substitute for decision making by the governing body in a meeting held in accordance with this part. Communications between members of a governing body posted to a forum complying with this section shall be deemed to be in compliance with the open meetings laws compiled in this part.
- (c) Prior to a governing body initially utilizing a forum to allow electronic communications by its members that meets the requirements of this section, including the public notice required in subsection (a), the governing body shall file a plan with the office of open records counsel. The plan shall describe how the governing body will ensure compliance with subsection (a). Within thirty (30) days of receipt of the plan, the office of open records counsel shall acknowledge receipt of the plan and shall report whether or not the plan and the proposed actions comply with subsection (a). If the office determines that compliance with subsection (a) has not been met, the office shall provide written comments regarding the plan to the governing body. Until such time as the governing body complies with the written comments provided by the office and the office issues a report of compliance, the governing body shall not be allowed to establish or utilize such forum. This subsection (c) shall not apply to any governing body that had established a forum pursuant to this section prior to May 7, 2009.
- (d) No member participating in an electronic communication pursuant to this section is deemed to be eligible for per diem for such participation.
- (e) As used in this section, "governing body" means the elected governing body of a county, city, metropolitan form of government or school board.

8-44-110. [Repealed.]

8-44-111. Open meetings -- Development of educational program required -- Materials.

- (a) The municipal technical advisory service (MTAS) for municipalities and the county technical assistance service (CTAS) for counties, in order to provide guidance and direction, shall develop a program for educating their respective public officials about the open meetings laws codified in this chapter, and how to remain in compliance with such laws.
- (b) The Tennessee school board association shall develop a program for educating elected school board members about the open meetings laws and how to remain in compliance with such laws.
- (c) The utility management review board shall develop a program for board members of water, wastewater and gas authorities created by private act or under the general law and of utility districts, in order to educate the board members about the open meetings laws and how to remain in compliance with such laws.
- (d) The state emergency communications board created by [§ 7-86-302](#) shall develop a program for educating emergency communications district board members about the open meetings laws and how to remain in compliance with such laws.
- (e) The office of open records counsel established in chapter 4, part 6 of this title shall establish educational programs and materials regarding open meetings laws in this state, to be made available to the public and to public officials.

DRAFT