Bill Albright
Transportation Planning Manager

Lesley Phillips
Transportation Planner

Kingsport MTPO
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Kingsport, TN 37660
MTPO@KingsportTN.gov
423.224.2677

MEMORANDUM

To: Kingsport MTPO Executive Board

CC: Subscribed Interested Parties

From: Bill Albright, Transportation Planning Manager
Lesley Phillips, Transportation Planner

Date: May 22, 2020

Subject: MTPO Executive Board Electronic Meeting

Please see the attached agenda for the next meeting of the Kingsport MTPO Executive Board, to be held **Thursday, June 4, 2020 at 1:30 PM.** In light of the COVID-19 pandemic and pursuant to Executive Order 34 in Tennessee and HB29 in Virginia, **the meeting will be held electronically** with no physical access permitted by the public. Executive Board members are not required to be physically present together. Board members attending the meeting by electronic or telephonic means will be counted in the quorum and will be entitled to vote. All votes will be taken by roll call.

There are four action items:

- **Approval of Minutes from the March 12, 2020 Called Meeting**
- **FY21 Unified Planning Work Program - Virginia**
- **Scott County Virginia Smart Scale Project – Resolution of Support**
- **TIP Amendment – Tennessee**

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

Members of the public can access the meeting by sending an email to MTPO@KingsportTN.gov to request the log in information for the meeting. In order to allow time to respond, your request must be received by 12:00 pm on June 4, 2020.

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
June 4, 2020 at 1:30 PM
Electronic Meeting

Call to Order – James Phillips, Chairman

1. Electronic Meeting Announcement, General Information, Attendance Roll Call

Presenter: Lesley Phillips

2. 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.

3. Approval of Minutes from March 12, 2020 Called Meeting (Vote Required)

Presenter: James Phillips

4. FY21 Unified Planning Work Program - Virginia (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. 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 current Unified Planning Work Program (UPWP) covers two fiscal years and is identified as the Fiscal Years 2020-2021 UPWP. For Tennessee/TDOT the UPWP is recognized over a 2 year period (2-Year Work Program). VDOT considers FY21 separately so the Virginia portion of the UPWP must be approved annually by the Executive Board.

Recommendation: Approve the Resolution as presented.

5. Virginia Smart Scale Project Resolution of Support (Vote Required)

Presenter: Bill Albright

Item Summary: The Virginia Department of Transportation established the "Smart Scale" grant program to allow local governments and institutions the opportunity to apply for state and federally-funded transportation projects in their area. The program operates on a competitive basis, whereby a scoring system is utilized to prioritize and award projects. Project applications are submitted from local governments and within MPO areas as well. For those projects found inside the MPO boundaries, these applications must be endorsed and supported by the MPO Executive Board. For FY22 one Kingsport MTPO-area project is being submitted within the MTPO boundaries in Scott County. This project consists of improvements to the intersection of US 23 with US 58 (Hilton Road). A more detailed description of this project is included in the agenda packet. The Executive Board has been asked to issue a Resolution of Support to be included with the Smart Scale application for this project.

Recommendation: Approve the Resolution as presented.

6. FY20-23 TIP Amendment – Tennessee (Vote Required)

Presenter: Lesley Phillips

Item Summary: Amendments to the TIP require Executive Board action. TDOT has requested an Amendment to the Kingsport MTPO FY20-23 TIP. This Amendment will add additional funds to the PE-N and PE-D phases for FY21 for project TN-2019-011 (SR-36 from SR-75 to I-81) and will also increase the total project cost.

Recommendation: Approve the Resolution as presented.

7. Amendment to Bylaws

Presenter: Lesley Phillips

Item Summary: The Bylaws are being amended to address virtual/electronic/telephonic meetings and also revise a few minor items. As required by the current Bylaws, these changes are being presented at this meeting but the vote/adoption is deferred until the next meeting. After the Amendment to the Bylaws is complete, the Public Participation Plan will be modified to reflect the changes (modification of the PPP does not require Executive Board action).

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

Agenda Item #3 - Approval of Minutes from March 12, 2020 Called Meeting

KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE BOARD CALLED MEETING
Meeting Minutes for March 12, 2020

City Hall Council Room 2:00 P.M.
225 W. Center Street, Kingsport, TN

Members Present:
Jimmy Adkins, Blake Ailor, Chase Milner, James Phillips, Josh Russell, Ronda Sawyer

Absent:
Ambre Torbett

Staff Present:
Bill Albright, Susan Doran, Lesley Phillips, Michael Thompson, Candace Sherer

Visitors Present:
Paul Beebe – Cannon & Cannon
Matthew Cox - VDOT
Randy Dodson – Mattern & Craig
Troy Ebbert – TDOT
Mitchell Elliott – MEOC
David Jordan - TDOT
Mike Russell – TDOT
Sean Santalla - FHWA

Recorder: Susan Doran

I. **Call to Order:** James Phillips called the meeting to order.

II. **Approval of Minutes:** The minutes of the February 6, 2020 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Jimmy Adkins to approve the minutes and was seconded by Ronda Sawyer. The motion carried unanimously.

III. **Public Comment:** James Phillips opened the floor for public comments related to agenda items. No comments.

IV. **New Business:**

A. FY20-23 TIP Amendment - Virginia. Presented by Lesley Phillips. Tennessee and Virginia are on different TIP/STIP schedules. Tennessee's STIP, which was recently approved by FHWA, is for FY20-23. The Virginia STIP, which is nearing completion, is for FY21-24. The Virginia Department of Transportation has asked the Kingsport MTPO to amend the current TIP to add all of the Virginia projects to the FY20-23 TIP. A motion was made by Jimmy Adkins to approve the FY20-23 TIP Amendment – Virginia and was seconded by Blake Ailor. The motion carried unanimously.

B. Interstate Corridor Studies. Presented by Troy Ebbert - TDOT. TDOT has consultants working on two separate interstate studies. The study covering Interstates 155, 55, 75, and 26 is being performed by consultant AECOM and is in the final stages. The study

covering Interstates 40 and 81 is being performed by consultant WSP and is in the early stages. Troy provided an update on the studies. No action required.

C. Interstate 81/40 Study Recommendations. Presented by Bill Albright. At the last MTPO Executive Board meeting, the Board and Staff jointly approved a letter that listed several recommendations for improvements to Interstate 26. TDOT is also studying several other Interstates across Tennessee, including Interstate 40 and Interstate 81. The I-81/40 study is being conducted by TDOT's contract consultant WSP. TDOT and WSP hosted a public meeting at Northeast State Community College the evening of February 6. Attendance at the meeting included representatives from regional MPOs, several TDOT staff members, consulting firms, local officials, and others. A presentation outlined the elements of the study and provided some background information on traffic patterns and other relative statistics. Attendants were afforded the opportunity to make comments and ask questions concerning the current and future status of I-81 and I-40. Like the I-26 study, the Kingsport MTPO is following up with a letter for submission to TDOT and WSP that identifies the problems and concerns we feel need attention. The letter is being presented for approval, contingent upon any additional items that may be suggested and/or changes to the letter. Highlights of the recommendations include more emphasis on the I-26 interchange, anticipated traffic to and from the new high school (Exit 63), speed limits, truck traffic, and some capacity issues between Exit 56 and Exit 59. A motion was made by Chase Milner to approve the letter as presented to TDOT and WSP and was seconded by Josh Russell. The motion carried unanimously.

V. STAFF REPORTS:
Staff provided updates on projects.

VI. PUBLIC HEARING: James Phillips 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 Jimmy Adkins to adjourn the meeting and was seconded by Ronda Sawyer. The motion carried unanimously.

Agenda Item #4 - FY21 UPWP - Virginia

RESOLUTION BY THE EXECUTIVE BOARD

OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)

APPROVING THE VIRGINIA FY21 ELEMENT OF 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 an annual 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; and

WHEREAS, the FY20-21 UPWP includes a FY21 element that describes transportation planning activities pertaining to, and within, the Virginia portion of the Kingsport MTPO area, and which are supported by various funding sources and amounts, as detailed in the attached UPWP budget.

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 Virginia FY21 element of the FY20-21 Unified Planning Work Program.

_____ _____

James Phillips, Chairman
Kingsport MTPO Executive Board

Date

_____ _____

William A. Albright
Kingsport MTPO Staff

Date

The full UPWP document is attached at the end of the agenda packet.

FUNDING CHART – Fiscal Year 2021

TABLE 2

KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

FY 21 FUNDING SOURCE BY TASK

adjusted for vdot contracts 5-7-20

	FEDERAL HIGHWAY ADMINISTRATION									FEDERAL TRANSIT ADMINISTRATION							
	TENNESSEE		VIRGINIA														
TASKS BY	City of Kingsport		VDOT		City of Kingsport		LENOWISCO			SECTION 5303 - City of Kingsport					TDOT - Section 5303		
FUNDING SOURCE	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC	VDOT*	TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	TDOT	TOTAL
A. Program Administration	$81,600	$20,400			$1,600	$200	$16,000	$2,000	$2,200	$0	$1,600	$0	$200	$200			**$126,000**
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	$800	$100	$4,000	$500	$600								**$74,750**
E. Multimodal Planning							$4,200	$525	$525	$48,000	$2,193	$6,000	$275	$6,275			**$67,993**
F. Long-Range Transportation Planning	$120,000	$30,000			$1,676	$210	$4,600	$575	$785								**$157,845**
TOTAL	**$275,600**	**$68,900**	**$25,000**	**$6,250**	**$4,076**	**$510**	**$46,000**	**$5,750**	**$6,260**	**$48,000**	**$3,793**	**$6,000**	**$475**	**$6,475**	**$0**	**$0**	**$503,088**

*Total includes Virginia State Match for Kingsport and LENOWISCO Combined

**Total Includes Local Match for TN and VA Combined

Contributor by Funding Source

Federal	$275,600		$25,000		$4,076		$46,000			$48,000	$3,793				$0		**$402,469**
TDOT												$6,000				$0	**$6,000**
VDOT				$6,250					$6,260				$475				**$12,985**
LENOWISCO								$5,750									**$5,750**
Kingsport MTPO		$68,900				$510								$6,475			**$75,885**
TOTAL	**$275,600**	**$68,900**	**$25,000**	**$6,250**	**$4,076**	**$510**	**$46,000**	**$5,750**	**$6,260**	**$48,000**	**$3,793**	**$6,000**	**$475**	**$6,475**	**$0**	**$0**	**$503,088**

Agenda Item #5 - Virginia Smart Scale Project Resolution of Support

RESOLUTION OF SUPPORT BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO) FOR SCOTT COUNTY VIRGINIA'S SMART SCALE PROJECT SUBMISSION

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 Board recognizes the importance of prioritizing transportation projects for funding by the Commonwealth Transportation Board based on an objective and fair analysis applied statewide, as set forth in the General Assembly's House Bill 2 (HB2) effective as of July 1, 2014; and

WHEREAS, the Board recognizes the new transportation funding formula set forth in House Bill 1887 and approved by the Virginia General Assembly in February 2015 and the High-Priority Project Program, as defined in §33.2-370 as the statewide competitive funding program and the Highway Construction District Grant Programs, as defined in §33.2-371 as the Bristol District competitive funding program; and

WHEREAS, the Board recognizes that applicable projects submitted by eligible localities within the Kingsport urbanized area will be scored on five weighted factors as follows: Economic Development (35%), Safety (30%), Accessibility (15%), Congestion Mitigation (10%), and Environmental Quality (10%); and

WHEREAS, the Board recognizes that applicable projects must meet a defined need according to the VTRANS2040 statewide transportation vision document and be located within a corridor of statewide significance, within an identified regional network, and/or within a local urban designated growth area, or specifically address a safety issue; and

WHEREAS, the Board acknowledges that Scott County, Virginia has identified a transportation project that meets the criteria set forth in House Bill 2 and is located within the Kingsport urbanized area, and

WHEREAS, the Smart Scale (formerly known as HB2) project identified within the Kingsport urbanized area is the US23 at Hilton Road project, as detailed in Attachment A.

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 approves and supports Scott County, Virginia's submission of the aforementioned project, detailed in Attachment A, via the Smart Scale application process for the FY2022 Six Year Improvement Program Cycle, with the candidate project full application submission deadline of August 3, 2020. Furthermore, the Executive Board of the Kingsport MTPO does encourage and implore the Commonwealth Transportation Board and the Virginia Department of Transportation to fund this project and supports any and all such efforts.

_____ _____

James Phillips, Chairman Date
MTPO Executive Board

_____ _____

William A. Albright Date
MTPO Staff

ATTACHMENT A

US 23/Hilton Road Turn Lane and Access Modifications:

The proposed project involves partially restricting access to a gas-station by converting its existing southbound left-turn lane on US Route 58/US Route 23 into a channelized left-over, preventing left-turns out of the development. In addition, this turn-lane will be shifted slightly to the south to better accommodate U-turns with construction of a "loon", which provides additional space to allow vehicles to turn around and travel northbound on US Route 58/US Route 23. The existing access driveway to the gas-station will be modified to accommodate a left-turn from US Route 58/US Route 23 only and all other movements restricted. As part of these median modifications, the southbound left-turn lanes at the signalized intersection of US Route 58/US Route 23 at Hilton Road will be extended slightly, by approximately 100 feet.

Agenda Item #6 - FY20-23 TIP Amendment - Tennessee

RESOLUTION BY THE EXECUTIVE BOARD

OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)

AMENDING THE KINGSPORT AREA FY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM

TIP AMENDMENT #4

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 2020-2023 TIP is a document that continually evolves and needs amended; and

WHEREAS, the Memorandum of Agreement between the Tennessee Department of Transportation 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 2020-2023 TIP by increasing the amount of funding programmed in the PE-N and PE-D phases for FY21 of TIP project #TN-2019-011 (SR-36 from SR-75 to I-81) and increasing the total project cost as requested by TDOT and identified and detailed in the attached TIP pages for Amendment #4; 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 Program 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 2020-2023 Transportation Improvement Program, which shall be known as TIP Amendment #4, is hereby approved as presented.

_____ _____

James Phillips, Chairman
Kingsport MTPO Executive Board

Date

_____ _____

Lesley Phillips
Kingsport MTPO Staff

Date

METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

In accordance with 23 CFR 450.336, the Kingsport Metropolitan Transportation Planning Organization and the Tennessee Department of Transportation hereby certify that the metropolitan transportation planning process is addressing major issues facing the Kingsport, TN-VA urbanized area, and is being carried out in accordance with the following requirements:

I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304 (Highways and Transit).

II. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 d-1) and 49 CFR part 21.

III. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.

IV. Section 1101 (b) of the FAST-Act (Pub. L 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT-funded projects.

V. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.

VI. Provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq) and 49 CFR parts 27, 37, and 38.

VII. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended, 42 U.S.C. 7504, 7506 (c) and (d), and 40 CFR part 93.

VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.

IX. Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender.

X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

_____ _____

James Phillips, Chairman
Kingsport MTPO Executive Board

Date

_____ _____

Lesley Phillips
Kingsport MTPO Staff

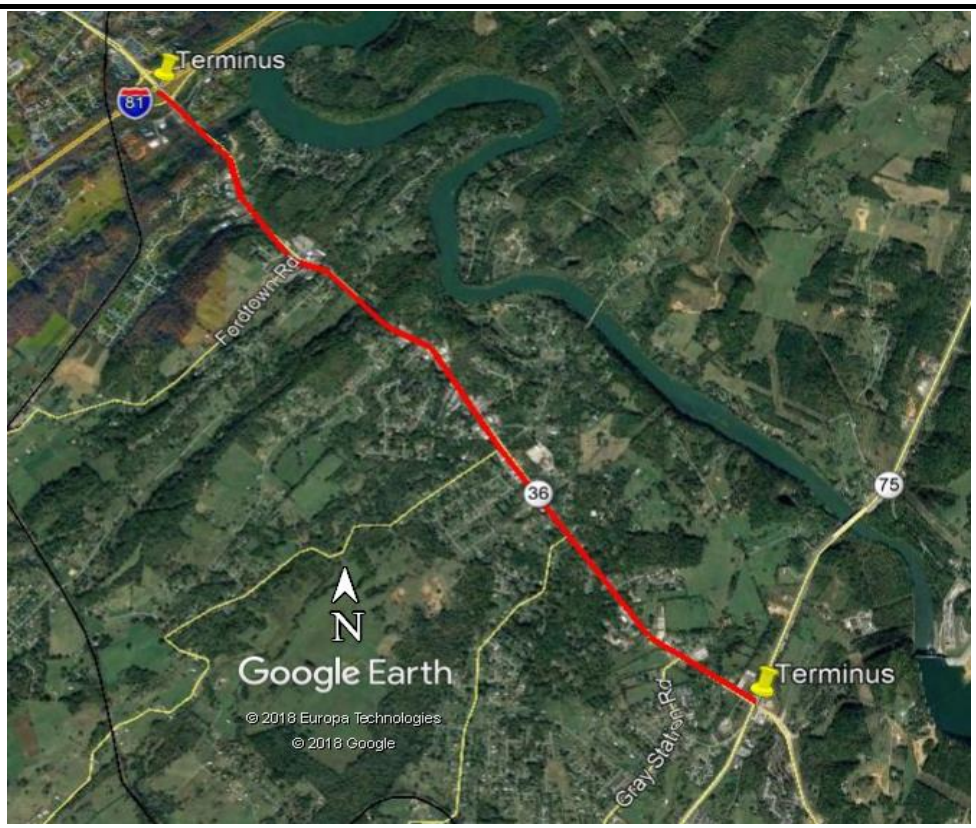
Date

OLD PAGE

TIP #	TN-2019-011	**TDOT PIN / VA UPC**	124663.00	**Priority**		**Lead Agency**	TDOT
STIP #	2090020						
County	Sullivan, Washington	**Length**	3.5 miles	**LRTP#**	Page #7-4	**Conformity Status**	NA
Route/Project Name	SR-36					**Total Project Cost**	$44,750,000
Termini or Intersection	(Fort Henry Drive) from SR-75 to I-81 (IA)						
Project Description	Widen from 2-lanes to 5-lanes (4 11' traffic lanes and a 12' center turn lane), curb and gutter, and 5' sidewalks on both sides of road.						

Fiscal Year	Phase	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY21	PE-N	STBG	$250,000	$200,000	$50,000	$0
FY21	PE-D	STBG	$250,000	$200,000	$50,000	$0

Remarks **Amendment #** **Admin Modification #**



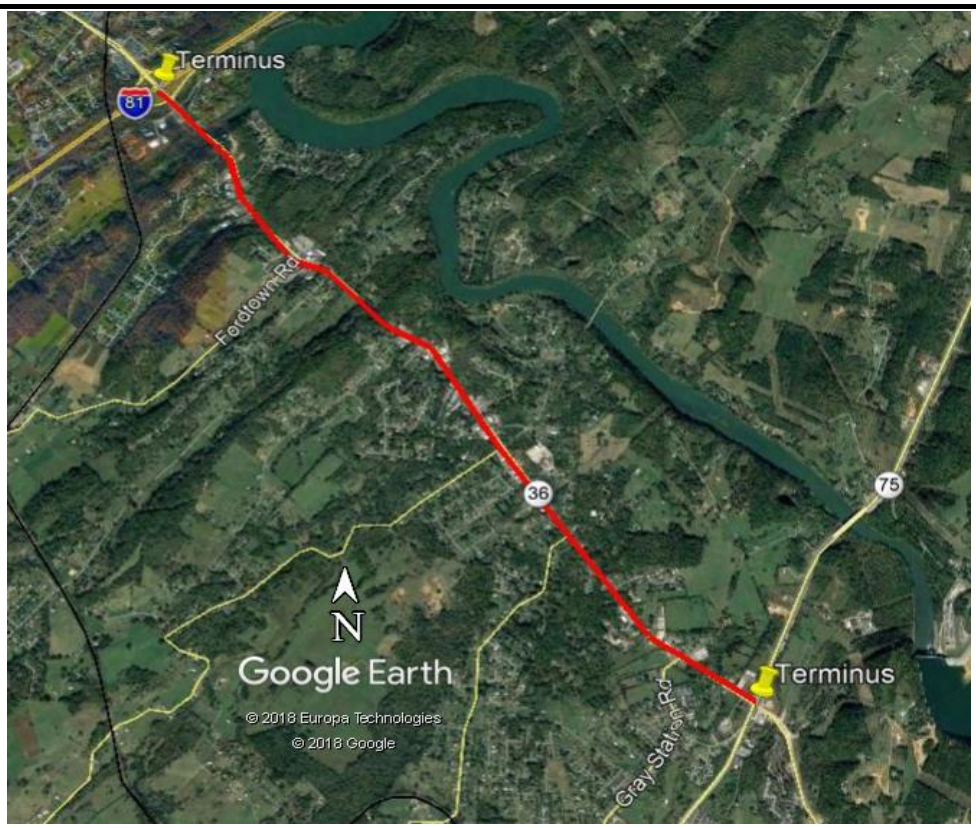
AMENDED PAGE

TIP #	TN-2019-011	**TDOT PIN / VA UPC**	124663.00	**Priority**		**Lead Agency**	TDOT
STIP #	2082050						
County	Sullivan, Washington	**Length**	3.5 miles	**LRTP#**	Page #7-4	**Conformity Status**	NA
Route/Project Name	SR-36					**Total Project Cost**	$88,600,000
Termini or Intersection	(Fort Henry Drive) from SR-75 to I-81 (IA)						
Project Description	Widen from 2-lanes to 5-lanes (4 11' traffic lanes and a 12' center turn lane), curb and gutter, and 5' sidewalks on both sides of road.						

Fiscal Year	Phase	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY21	PE-N	STBG	$400,000	$320,000	$80,000	$0
FY21	PE-D	STBG	$2,000,000	$1,600,000	$400,000	$0

Remarks **Amendment #** 4 **Admin Modification #**

TDOT Amendment #18 - Increase PE-N by $150,000 in FY21, increase PE-D by $1,750,000 in FY21, increase total project cost to $88,600,000



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Beg. Balance STBG (local): $8,830,089

Kingsport MTPO FY 2020 - 2023 TIP Highway Funding Summary

Tennessee Highway Totals for FY20

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$250,000	$225,000	$25,000	$0	$0	$250,000	$0
HSIP-R	$425	$383	$43	$0	$0	$425	$0
NHPP	$445,000	$356,000	$89,000	$0	$0	$445,000	$0
R-STBG (State)	$131,500	$105,200	$26,300	$0	$0	$131,500	$0
STBG (State)	$12,150,000	$9,720,000	$2,430,000	$0	$0	$12,150,000	$0
STBG (Local)*	$8,671,830	$6,954,464	$80,000	$1,637,366	$1,875,625	$1,553,905	$3,429,530
O & M (Local)	$17,560,000	$0	$0	$17,560,000	$0	17,560,000	0
Totals:	**$39,208,755**	**$17,361,047**	**$2,650,343**	**$19,197,366**	**$0**	**$32,090,830**	**$3,429,530**

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

Tennessee Highway Totals for FY21

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$78,125	$70,313	$7,813	$0	$0	$78,125	$0
HSIP-R	$350	$315	$35	$0	$0	$350	$0
NHPP	$210,000	$168,000	$42,000	$0	$0	$210,000	$0
STBG (State)	$575,000	$460,000	$115,000	$0	$0	$575,000	$0
STBG (Local)*	$1,500,000	$560,000	$0	$940,000	$2,869,530	$1,553,905	$4,423,435
O & M (Local)	$17,735,600	$0	$0	$17,735,600	$0	$17,735,600	$0
Totals:	**$20,099,075**	**$1,258,628**	**$164,848**	**$18,675,600**	**$2,869,530**	**$20,152,980**	**$4,423,435**

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

Tennessee Highway Totals for FY22

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$46,875	$42,188	$4,688	$0	$0	$46,875	$0
HSIP-R	$150	$135	$15	$0	$0	$150	$0
NHPP	$2,140,000	$1,712,000	$428,000	$0	$0	$2,140,000	$0
STBG (State)	$3,850,000	$3,080,000	$770,000	$0		$3,850,000	
STBG (Local)*	$2,500,000	$2,000,000	$0	$500,000	$2,423,435	$1,553,905	$3,977,340
O & M (Local)	$17,912,956	$0	$0	$17,912,956		$17,912,956	
Totals:	**$26,449,981**	**$6,834,323**	**$1,202,703**	**$18,412,956**	**$2,423,435**	**$25,503,886**	**$3,977,340**

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

Tennessee Highway Totals for FY23

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$31,250	$28,125	$3,125	$0	$0	$31,250	$0
HSIP-R	$75	$68	$8	$0	$0	$75	$0
NHPP	$105,000	$84,000	$21,000	$0	$0	$105,000	$0
STBG (State)	$37,500	$30,000	$7,500	$0	$0	$37,500	$0
STBG (Local)*					$3,977,340	$1,553,905	$5,531,245
O & M (Local)	$18,092,085	$0	$0	$18,092,085	$0	$18,092,085	$0
Totals:	**$18,265,910**	**$142,193**	**$31,633**	**$18,092,085**	**$3,977,340**	**$19,819,815**	**$5,531,245**

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

** suplus or deficit represents the MTPO's objective to maintain fiscal constraint for projects and funding designated within the Kingsport MTPO area

AMENDED PAGE

Beg. Balance STBG (local): $8,830,089

Kingsport MTPO FY 2020 - 2023 TIP Highway Funding Summary

Tennessee Highway Totals for FY20

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$250,000	$225,000	$25,000	$0	$0	$250,000	$0
HSIP-R	$425	$383	$43	$0	$0	$425	$0
NHPP	$445,000	$356,000	$89,000	$0	$0	$445,000	$0
R-STBG (State)	$131,500	$105,200	$26,300	$0	$0	$131,500	$0
STBG (State)	$12,150,000	$9,720,000	$2,430,000	$0	$0	$12,150,000	$0
STBG (Local)*	$8,671,830	$6,954,464	$80,000	$1,637,366	$1,875,625	$1,553,905	$3,429,530
O & M (Local)	$17,560,000	$0	$0	$17,560,000	$0	17,560,000	0
Totals:	**$39,208,755**	**$17,361,047**	**$2,650,343**	**$19,197,366**	**$0**	**$32,090,830**	**$3,429,530**

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

Tennessee Highway Totals for FY21

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$78,125	$70,313	$7,813	$0	$0	$78,125	$0
HSIP-R	$350	$315	$35	$0	$0	$350	$0
NHPP	$210,000	$168,000	$42,000	$0	$0	$210,000	$0
STBG (State)	$2,475,000	$1,980,000	$495,000	$0	$0	$2,475,000	$0
STBG (Local)*	$1,500,000	$560,000	$0	$940,000	$2,869,530	$1,553,905	$4,423,435
O & M (Local)	$17,735,600	$0	$0	$17,735,600	$0	$17,735,600	$0
Totals:	**$21,999,075**	**$2,778,628**	**$544,848**	**$18,675,600**	**$2,869,530**	**$22,052,980**	**$4,423,435**

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

Tennessee Highway Totals for FY22

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$46,875	$42,188	$4,688	$0	$0	$46,875	$0
HSIP-R	$150	$135	$15	$0	$0	$150	$0
NHPP	$2,140,000	$1,712,000	$428,000	$0	$0	$2,140,000	$0
STBG (State)	$3,850,000	$3,080,000	$770,000	$0		$3,850,000	
STBG (Local)*	$2,500,000	$2,000,000	$0	$500,000	$2,423,435	$1,553,905	$3,977,340
O & M (Local)	$17,912,956	$0	$0	$17,912,956		$17,912,956	
Totals:	**$26,449,981**	**$6,834,323**	**$1,202,703**	**$18,412,956**	**$2,423,435**	**$25,503,886**	**$3,977,340**

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

Tennessee Highway Totals for FY23

Funding Source	Total Programmed Funds	Programmed Federal Funds	Programmed State Funds	Programmed Local Funds	Surplus / Deficit **	Anticipated Revenue	Available Unprogrammed Balance
HSIP	$31,250	$28,125	$3,125	$0	$0	$31,250	$0
HSIP-R	$75	$68	$8	$0	$0	$75	$0
NHPP	$105,000	$84,000	$21,000	$0	$0	$105,000	$0
STBG (State)	$37,500	$30,000	$7,500	$0	$0	$37,500	$0
STBG (Local)*					$3,977,340	$1,553,905	$5,531,245
O & M (Local)	$18,092,085	$0	$0	$18,092,085	$0	$18,092,085	$0
Totals:	**$18,265,910**	**$142,193**	**$31,633**	**$18,092,085**	**$3,977,340**	**$19,819,815**	**$5,531,245**

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

** suplus or deficit represents the MTPO's objective to maintain fiscal constraint for projects and funding designated within the Kingsport MTPO area

Agenda Item #7 - Amendment to Bylaws

BYLAWS OF THE
KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE BOARD

ARTICLE I – NAME

The name of the organization shall be the Kingsport Metropolitan Transportation Planning Organization Executive Board.

ARTICLE II – MEMBERSHIP

The Executive Board shall be composed of principal elected officials of governmental jurisdictions participating in the Kingsport Urban Area transportation planning process. The following officials shall constitute the Executive Board membership:

VOTING MEMBERS	REPRESENTING
Governor	State of Tennessee
Governor	Commonwealth of Virginia
Mayor	City of Kingsport
Mayor	Sullivan County
Mayor	Hawkins County, Church Hill, Mount Carmel*
Executive Director	First Tennessee Development District
LENOWISCO Planning District Executive Director	Scott County, Weber City, Gate City (all areas of Virginia in Kingsport Urbanized area)

Each voting member will be apportioned one vote.

**Note: These three agencies send one voting member to represent all three jurisdictions.*

NON-VOTING MEMBERS
FHWA – TN Division
FHWA – VA Division
FTA – Region III
FTA – Region IV

ARTICLE III – DUTIES

The Executive Board constitutes the forum for cooperative transportation decision-making in the Kingsport Urban Area with the following responsibilities:

1. Overall MTPO policy;

2. Administrative and fiscal control;

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3. Review and approval of all transportation planning, programming, and implementation activities within the purview of the MTPO;

4. Establish ad hoc or study committees as required to ensure a cooperative, comprehensive, and continuing transportation planning process and to carry out special projects or studies as needed.

ARTICLE IV – ORGANIZATION

1. The organization of the Executive Board shall consist of a Chairman, Vice-Chairman, and Secretary.

2. The Mayor of the City of Kingsport, or his/her designee, shall serve as the permanent Chairman of the Executive Board.

3. The Executive Board shall elect a Vice-Chairman from its membership. Such election shall be by a majority of that membership and take place on the first meeting of the calendar year and the term of office shall be for one year or until such time new officers are elected. There shall be no limitation on the number of successive terms a Vice-Chairman may serve, provided membership on the Executive Board is maintained.

4. The MTPO Coordinator shall serve as the permanent Secretary to the Executive Board. The Secretary shall coordinate and schedule all meetings of the Executive Board, prepare agendas, record proceedings and prepare minutes, prepare resolutions for adoption, and disseminate agendas, minutes, resolutions, and other information as appropriate.

ARTICLE V – DUTIES OF CHAIRMAN AND VICE-CHAIRMAN

1. The Chairman shall preside at all meetings of the Executive Board.

2. The Chairman shall authenticate, by signature, all resolutions adopted by the Executive Board.

3. The Chairman, or designated representative, may represent the Executive Board at hearings, conferences, and other events as required.

4. In the absence of the Chairman, the Vice-Chairman shall perform all duties of the Chairman.

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ARTICLE VI – DUTIES OF THE MTPO COORDINATOR

1. The Executive Board shall appoint the MTPO Coordinator to carry out administrative and planning duties as determined by the Executive Board and statute.

2. The MTPO Coordinator shall be under the administrative jurisdiction of the City of Kingsport but shall be under the overall direction of the Executive Board.

ARTICLE VII – MEETINGS

1. The Executive Board shall meet as required to accomplish administrative control of the planning and implementation process.

2. Each Executive Board member may designate, in writing, an alternate representative to serve at meetings and conduct business in the member's absence.

3. A simple majority of the Executive Board membership or designated alternates shall constitute a quorum. If, in the event a simple majority is not present, business may be conducted unless the issue of a quorum is raised prior to the first action/voting item on the agenda being presented for discussion.

4. All meetings of the Executive Board are open to the public and shall be advertised according to the MTPO's adopted Public Participation Plan (PPP).

5. Virtual/Electronic/Telephonic meetings will be allowed if it is impracticable or unsafe for the public body or Executive Board to assemble in a single location and the purpose of the meeting is to conduct business statutorily required or necessary to continue MTPO operations. For meetings conducted in this manner, it is understood a quorum will not physically be gathered in one location. The Executive Board must make reasonable efforts to ensure that public access to the meeting via electronic means is live access. If live public access cannot be provided, despite reasonable efforts, the Executive Board must make a clear audio or video recording of the meeting available to the public as soon as practicable following the meeting. The fact the meeting was held by electronic communication means, the reason the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the meeting minutes.

ARTICLE VIII – RULES OF ORDER

1. The Executive Board shall conduct business as prescribed in *Robert's Rules of Order* unless prescribed otherwise by these Bylaws.

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2. The Secretary of the Executive Board shall be the Board's Parliamentarian.

ARTICLE IX – AMENDMENT TO BYLAWS

1. These Bylaws may be amended by affirmative vote of a quorum at any Executive Board meeting.

ARTICLE X – EFFECTIVE DATE

1. Any other rules, procedures, or Bylaws of the Executive Board previously adopted are repealed.

2. These Bylaws shall be effective upon adoption.

_____ _____

James Phillips, Chairman Date
Kingsport MTPO Executive Board

_____ _____

Lesley Phillips Date
Kingsport MTPO Staff

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BYLAWS OF THE
KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE

ARTICLE I – NAME

The name of the organization shall be the Kingsport Metropolitan Transportation Planning Organization Technical Coordinating Committee (TCC).

ARTICLE II – MEMBERSHIP

The Technical Coordinating Committee shall be composed of the department heads and administrative leaders of each agency having transportation or related planning, programming, or implementation responsibility in the Kingsport Urban Area. The following officials shall constitute the TCC membership:

VOTING MEMBERS	REPRESENTING
City Manager	City of Kingsport
Highway Commissioner	Sullivan County
Planning Manager	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 Transportation Planner	Kingsport MTPO
Traffic Manager	City of Kingsport
City Engineer	City of Kingsport
KATS Manager	Kingsport Area Transit Service
Regional Planner	LENOWISCO Planning District
TDOT Region Office	TDOT
VDOT District Office	VDOT

Each voting member will be apportioned one vote.

NON-VOTING MEMBERS
FHWA – TN Division
FHWA – VA Division
FTA – Region III
FTA – Region IV

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ARTICLE III – DUTIES

1. The Technical Coordinating Committee, together with Kingsport MTPO administrative staff, is responsible for carrying out the transportation planning program for the Kingsport Urban Area under the direction of the Executive Board.

2. The Technical Coordinating Committee shall review analytical documentation progress, plan and program development, and report status to the Executive Board as appropriate.

3. The Technical Coordinating Committee shall cooperatively review and approve plans, programs, and implementation schedules evolving from the transportation planning process.

ARTICLE IV – ORGANIZATION

1. The organization of the Technical Coordinating Committee shall consist of a Chairman, Vice-Chairman, and Secretary.

2. The Kingsport MTPO Coordinator shall serve as permanent Chairman of the Technical Coordinating Committee.

3. The Kingsport Public Works Director, or designee, shall serve as the permanent Vice-Chairman of the Technical Coordinating Committee.

4. The Kingsport MTPO Transportation Planner shall serve as permanent Secretary to the Technical Coordinating Committee. The Secretary shall coordinate and schedule all meetings of the TCC, prepare agendas, record proceedings and prepare minutes, prepare resolutions for adoption, and disseminate agendas, minutes, resolutions, and other information as appropriate.

ARTICLE V – DUTIES OF CHAIRMAN AND VICE-CHAIRMAN

1. The Chairman shall preside at all meetings of the Technical Coordinating Committee.

2. The Chairman shall authenticate, by signature, all resolutions adopted by the Technical Coordinating Committee.

3. The Chairman, or designated representative, may represent the Technical Coordinating Committee at hearings, conferences, and other events as required.

4. In the absence of the Chairman, the Vice-Chairman shall perform all duties of the Chairman.

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ARTICE VI – MTPO COORDINATOR

1. The MTPO Coordinator is a staff member of the City of Kingsport/Kingsport MTPO.

2. The MTPO Coordinator shall receive direction from the Executive Board through the Technical Coordinating Committee, provide data and information to participating agencies, comply with data requests from public and private sector, coordinate comprehensive urban planning with transportation planning, and coordinate all activities of the transportation planning process with the MTPO staff.

3. The MTPO Coordinator shall serve as Chairman of all ad-hoc subcommittees appointed by the Executive Board and Technical Coordinating Committee.

ARTICLE VII – MEETINGS

1. The Technical Coordinating Committee shall meet as required to achieve coordination in the transportation planning, programming, and implementation process.

2. Each Technical Coordinating Committee member may designate, in writing, an alternate representative to attend meetings and conduct business in the member's absence.

3. A simple majority of the Technical Coordinating Committee membership or designated alternates shall constitute a quorum. If, in the event a simple majority is not present, business may be conducted unless the issue of a quorum is raised prior to the first action/voting item on the agenda being presented for discussion.

4. All meetings of the Technical Coordinating Committee are open to the public and shall be advertised according to the MTPO's adopted Public Participation Plan (PPP).

5. Virtual/Electronic/Telephonic meetings will be allowed if it is impracticable or unsafe for the public body or Technical Coordinating Committee to assemble in a single location and the purpose of the meeting is to conduct business statutorily required or necessary to continue MTPO operations. For meetings conducted in this manner, it is understood a quorum will not physically be gathered in one location. The TCC must make reasonable efforts to ensure that public access to the meeting via electronic means is live access. If live public access cannot be provided, despite reasonable efforts, the TCC must make a clear audio or video recording of the meeting available to the public as soon as practicable following the meeting. The fact the meeting was held by electronic communication means, the reason the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the meeting minutes.

DRAFT

ARTICLE VIII – RULES OF ORDER

1. The Technical Coordinating Committee shall conduct business as prescribed in Robert's Rules of Order unless prescribed otherwise by these Bylaws.

2. The Secretary of the Technical Coordinating Committee shall be the Board's Parliamentarian.

ARTICLE IX – AMENDMENT TO BYLAWS

1. These Bylaws may be amended by affirmative vote of a quorum at any Executive Board meeting.

2. The Technical Coordinating Committee, by affirmative vote of a quorum, can request changes to these Bylaws through the Executive Board. Final approval requires an affirmative vote of a quorum of the Executive Board.

ARTICLE X – EFFECTIVE DATE

1. Any other rules, procedures, or Bylaws of the Technical Coordinating Committee previously adopted are repealed.

2. These Bylaws shall be effective upon adoption.

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_____ _____

James Phillips, Chairman Date
Kingsport MTPO Executive Board

_____ _____

Lesley Phillips Date
Kingsport MTPO Staff

Agenda Item #8 - Project Updates

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
- Resurfacing Grouping - Kingsport
- SR-126 (Memorial Boulevard) – Phase I
- SR-126 (Memorial Boulevard) – Phase II
- SR-36 (Fort Henry Drive) – SR-75 to I-81
- SR-347 (Rock Springs Road)
- SR-93 Improvements – 3 sections
- I-81 ITS Expansion
- Fort Robinson Bridge over Dry Creek
- Memorial Blvd / Fort Henry Dr Intersection Improvements
- Cross-Town Connector (Sevier Ave)*
- Sullivan Street – Phase III (Roller Street to Lynn Garden Drive)*

HAWKINS COUNTY

- Independence Avenue
- Hammond Avenue

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)

RECENTLY COMPLETED

- Press Road Resurfacing (Church Hill)
- Wadlow Gap Road/SR-224 (Virginia)
- Englewood Signal (Mount Carmel)

*Planned projects

Kingsport Metropolitan Transportation Planning Organization
Fiscal Years 2020 and 2021
Unified Planning Work Program

(June 4, 2020)

Virginia Edition – FINAL DRAFT

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

Kingsport Metropolitan Transportation Planning Organization
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RESOLUTION BY THE EXECUTIVE BOARD

OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)

APPROVING THE VIRGINIA FY21 ELEMENT OF 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 an annual 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; and

WHEREAS, the FY20-21 UPWP includes a FY21 element that describes transportation planning activities pertaining to, and within, the Virginia portion of the Kingsport MTPO area, and which are supported by various funding sources and amounts, as detailed in the attached UPWP budget.

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 Virginia FY21 element of the FY20-21 Unified Planning Work Program.

_____ _____

James Phillips, Chairman Date
Kingsport MTPO Executive Board

_____ _____

William A. Albright Date
Kingsport MTPO Staff

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

8/8/19
Date

William A. Albright
MTPO Staff

8/8/2019
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
LRTP .....Long Range Transportation Plan
MAP-21 ..... Moving Ahead for Progress in the 21st 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 current 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 year in Virginia and every 2 years in Tennessee 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
- Virginia (VDOT) Smart Scale Project Planning and Selection Process

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 2020

The primary focus for Fiscal Year 2020 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 2020 accomplishments included following the LRTP by supporting and carrying out work tasks.

One of the primary tasks for Fiscal Year 2020 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 2020 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, 2020 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 extending Airport Parkway (SR 357) northward to SR 126, revisions to the SR 347's (Rock Springs Road) scope and study of park and ride options (an origin-destination study) in the metro Kingsport area, working with TDOT to establish planning concepts on SR 36 (Forth Henry Drive), funding and programming of Main Street re-build in downtown Kingsport, and planning and programming phase of the Island Road project. In Virginia the LENOWISCO PDC and MPO Staffs continued to support projects in Scott County, including the North Fork Bridge, geometric issues on SR 224, support for access management on U.S. 23 from the Tennessee line to Kane Street, and reworking left turn lanes at the Moccasin Gap interchange, which includes a park and ride facility. In Church Hill and Mount Carmel staff assisted TDOT and local staffs on the process of planning and developing several traffic management projects (Belmont, Englewood, Hammond Avenue, and Press Road). In FY 20 studies of interstates 81 and 26 were conducted by TDOT and various consultants and recommendations were developed by the MPO Staff to incorporate these into the study. These recommendations include more median cable barriers, variable message boards, truck climbing lanes, weather monitors, HELP trucks, re-building of interchanges along of 81 and 26 (in particular the I-81 / I-26 interchange), and other various improvements along both corridors. 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.

During FY 20 the MPO Staff wrote a new Public Participation Plan, worked on a new Title VI plan, and began working on an update to the long-range plan (this included collecting data for the new travel demand model). Also, Staff completed a new FY 2023 Transportation Improvement Program (TIP). During the latter part of FY '20 MPO Staff also began working on a new Bike and Ped Plan for the area, began preparing for the 2020 census, and wrote 3 grant applications for Multi-Modal and TAP grants. Staff also continued to manage the MPO's operations through financial records and reporting, conducted Executive Board meetings (and record-keeping), and continued to maintain fiscal constraint when programming funds for future projects.

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 of the TIP.

The current Long-Range Plan was adopted in June of 2017. Because a new plan is required every 5 years the next update is scheduled for development over the next 2 years so as to meet the deadline in June of 2022. Consequently, during FY ‘21 work will begin on a new (year 2045) plan. Initially the MPO staff will secure the services of a contract consultant to write the plan, with significant assistance from MPO partners (the 7 members of the Board and the Staff). During FY 21 the data collection process should be completed and the travel demand modeling process will be well under way. By the end of the fiscal year the consultants should have the plan over 50% complete, which includes forecasted land use and demographic data. This then will lead to the identification of future year traffic problems throughout the metro area.

During FY ‘20 and ‘21 the MTPO will continue to 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

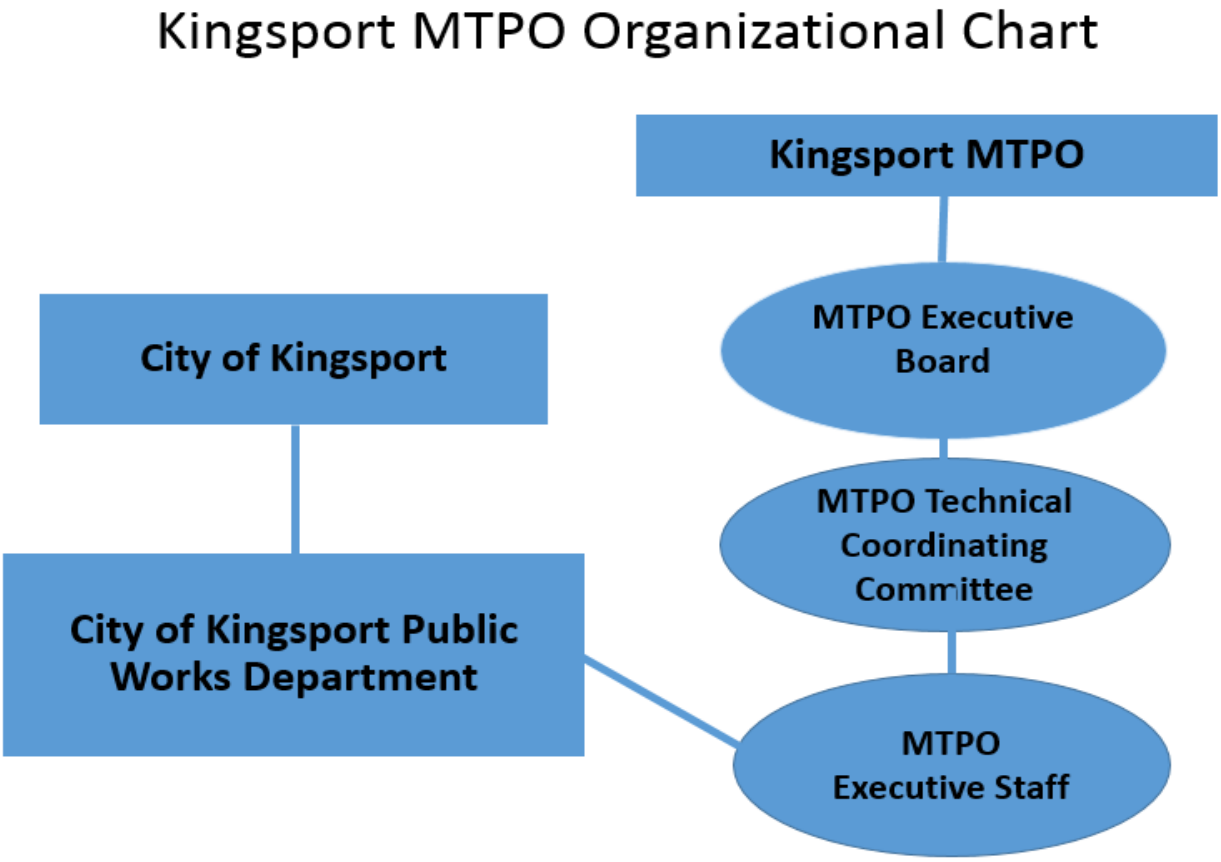
changes, i.e. new retail areas or declining retail areas, will be updated... During Fiscal Year 2020 MTPO staff will continue to pay close attention to the FAST-Act that will has changed some aspects of MTPO operations, funding, and planning activities linked to capital improvements. During Fiscal Years 2020 and 2021 MTPO staff will also continue to monitor and maintain the TIP through amendments and adjustments, when and where needed.

Additional Major Task for Fiscal Year 2021 – Virginia / VDOT Element

Five years ago the Commonwealth of Virginia and the Virginia Department of Transportation initiated a statewide program to select transportation projects for both local jurisdictions as well as statewide transportation networks based upon a fair and equitable method. In short, a Statewide Project Prioritization Process entitled "Smart Scale". The idea was to transition away from an opinion-driven selection process and more towards a quantifying way of ranking and selecting projects based on measurable criteria. This criteria includes safety, congestion mitigation, land use, environment, economic development, and accessibility, that all link to federal guidelines on performance measurements. The "Smart-Scale" program now, to a large degree, facilitates the concept of selecting projects founded upon the need and urgency to correct problems associated with these measured criteria. In essence, a method of ranking projects using a scoring system. Local jurisdictions, MPOs, and PDCs are now encouraged to complete an application for funds every 2 years. Each application would be linked to a specific category of funding, including two primary categories; the "Highway Priority Project Program" and the "Construction District Grant Program". Sub-categories of needs with the funding categories are Corridors of Statewide Significance, Regional Networks, Improvements to support Urban Development Areas, and Safety Needs (identified in the state long-range plan, or "V-TRANS"). The funding for these projects is somewhat restricted and, therefore, the smart scale selection process is also based on the allocation of limited resources to projects with the highest score based on the criteria listed above. At the end of each smart-scale application and selection process, the VDOT Commonwealth Transportation Board is thus able to make sound equitable decisions about prioritizing projects based on their project score. Ultimately the CTB selections will be included in VDOT's 6-Year Plan. For the Kingsport MPO area, which consists of Weber City, Gate city, and portions of Scott County, applications will be focused on both district-wide funds and high priority funds. During late FY '20 and early FY 21 the LENOWISCO Staff will be working closely with the VDOT District Office, with support from the MPO Staff, to assist local jurisdictions with the application process. The MPO Executive Board will also be asked to endorse and support the applications that are generated by jurisdictions found within the MPOs Virginia / Scott County boundary. The MPO and the LENOWISCO PDC can also submit an application for projects within those boundaries, although MPOs can submit for HPP funds only. In summary, the smart scale program and process will be included as part of the Planning efforts found within the FY '21 Work Program.

MTPO Organizational Structure

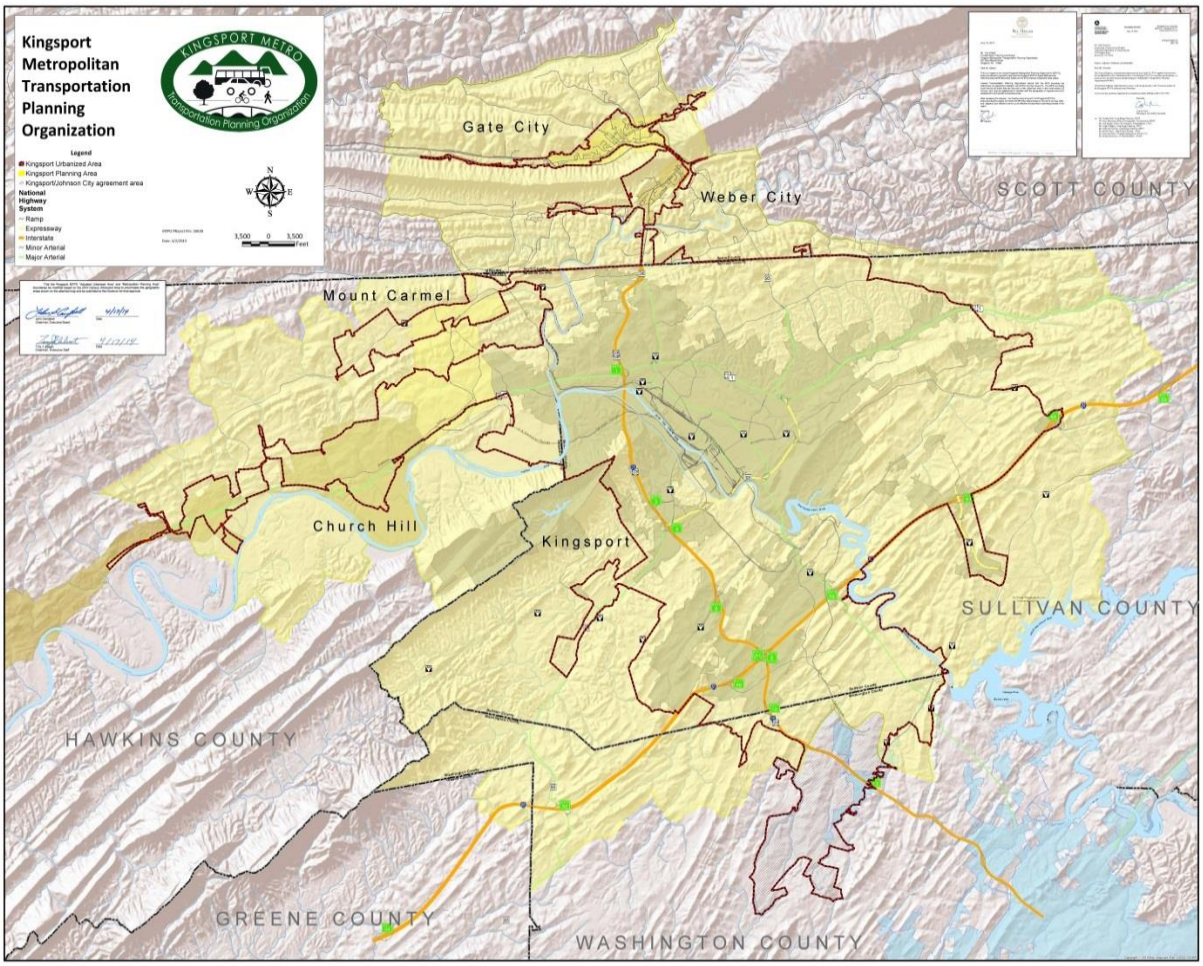
The Kingsport MTPO was chartered in 1977, which included the adoption of initial by-laws. In these by-laws the basic organizational structure was established, which included an Executive Staff and an Executive Board. A Technical Coordinating Committee was also established that includes representatives 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 Count 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.



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)

<u>Adjustments to Urban and Planning Area Boundaries and Functional Classifications</u>

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 operate under the geographic parameters as set forth several years ago, with adjustments approved by MTPO member agencies. However, upon the U.S. Census Bureau's completion of the 2020 census, new data and mapping will be published which will likely create changes in the UZA boundary. During 2021

MPO Staff will be working with the Census Bureau and local jurisdictions within the MPO membership to make adjustments in the boundaries, where appropriate. Functional classification changes that are dictated by UZA boundary changes will also be made by the MPO Staff, with help from DOT and VDOT during FY '21. In addition, a memorandum of understanding that Kingsport and Johnson City MTPOs developed 8 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 the existing 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 LENOSWISCO 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.

<u>The Transportation Planning Process</u>

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 in 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 discussion 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, 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

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).
- LENOWISCO PDC Staff, in partnership with the MPO, will work with local jurisdictions and/or agencies in Scott County to coordinate with and support VDOT's "Smart Scale" program and process, including providing assistance in the development of project applications.

Addendum to Activities for Fiscal Year 2020 and Fiscal Year 2021 (January 23, 2020)

Schedule of Workshops, Conference, Seminars, Annual Conferences, and Related Activities

Virginia / VDOT Annual MPO Statewide Meeting – Spring, 2020. Focuses on STIPs, TIPs, funding mechanisms, and Smart-Scale

TDOT Annual Statewide MPO Conference – Spring 2020 and Spring 2021. Focuses on financial issues, long-range planning, corridor planning

FHWAs Transportation Research Board (TRB) "Tools of the Trade" – August 2020. Focuses on long-range planning, corridor planning, sector planning, bike/ped, and other multi-modal issues

AMPO Annual National Conference – October, 2020. Focuses on national issues, including policy, legislation, funding, census, and related topics

UT Transportation Assistance Program Classes, Though-out Year. Focuses on hybrid subjects dealing with traffic engineering and MPO / transportation planning activities

TNMUG Meetings – Various Dates throughout year. Focuses on travel demand modeling issues, processes, and products

Other transportation related meetings and/or conferences as required or appropriate

TASK A (continued)

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)
Provide administrative support to Scott County Jurisdictions in the development of Smart Scale Project Applications	Late FY 2020 and Early FY 2021 (LENOWISCO, MPO Staff, VDOT)

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	$1,600				$1,600	$84,800
State		$200				$200	$400
Local	$20,400	$200				$200	$20,800
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	$22,000	$13,338	$0	$0	$2,000	$139,338

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 20 and 21 (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 competed 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)

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	$24,000	$0					$24,000
State		$0					$0
Local	$6,000	$0					$6,000
TDOT							
Federal							$0
State							$0
LENOWISCO							
Federal		$5,200					$5,200
State		$650					$650
Local		$650					$650
VDOT							
Federal							$0

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)
- LENOWISCO – coordinate development of Smart Scale and other federal and state funded projects with MPO's Transportation Improvement Program (2020-2023 TIP)

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
The 2020-2023 TIP aligned with the Smart Scale project development and application process for local jurisdictions in MPOs Virginia area	Late 2020 and Early 2021 (LENOWISCO, 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	$800					$30,800
State		$100					$100
Local	$7,500	$100					$7,600
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	$1,000	$0	$31,250	$0	$0	$74,750

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, NETRANS, 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 (Consultant and MPO Staff)
- 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 2020 and 2021 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 (Consultant & 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)

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		$5,250	$0	$0	$60,000	$2,485	$67,735

TASK E (Continued)

Fiscal Year 2021

Task E. MM	TN-PL	VA-PL	TN-SPR	VA-SPR	CPGrant	VA-Sec 5303	Total
MTPO							
Federal					$48,000	$2,193	$50,193
State					$6,000	$275	$6,275
Local					$6,000	$275	$6,275
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	$2,743	$67,993

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 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, LENOWISCO)
- The 2045 plan will include new census data from the 2020 census. MPO staff with 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, ad 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

- 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.

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, including data collection, acquisition of consultant	Late FY 2020 / Early 2021 (MPO STAFF,LENOWISCO, TDOT, VDOT
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	$100,000						$100,000
State							$0
Local	$25,000						$25,000
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	$125,000	$5,750	$35,261	$0	$0	$0	$166,011

Fiscal Year 2021

Task F. LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	$120,000	$1,676					$121,676
State		$210					$210
Local	$30,000	$210					$30,210
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	$150,000	$7,846	$35,790	$0	$0	$0	$193,636

FUNDING CHART – Fiscal Year 2020

TABLE 1

KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

FY 20 FUNDING SOURCE BY TASK

										FEDERAL TRANSIT ADMINISTRATION							
			VIRGINIA														
TASKS BY	City of Kingsport		VDOT		City of Kingsport		LENOWISCO			CPG TN and SECTION 5303 VA					TDOT - Section 5303		
FUNDING SOURCE	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC	VDOT*	TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	TDOT	TOTAL
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	$24,000	$6,000			$0	$0	$5,200	$650	$650								**$36,500**
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	$100,000	$25,000					$4,600	$575	$575								**$130,750**
TOTAL	**$269,600**	**$67,400**	**$25,000**	**$6,250**	**$4,050**	**$506**	**$46,000**	**$5,750**	**$6,256**	**$48,000**	**$3,588**	**$6,000**	**$449**	**$6,449**	**$0**	**$0**	**$495,298**

*Total includes Virginia State Match for Kingsport and LENOWISCO Combined
**Total Includes Local Match for TN and VA Combined

Contributor by Funding Source

Federal	$269,600		$25,000		$4,050		$46,000			$48,000	$3,588				$0		**$396,238**
TDOT												$6,000				$0	**$6,000**
VDOT				$6,250					$6,256				$449				**$12,955**
LENOWISCO								$5,750									**$5,750**
Kingsport MTPO		$67,400				$506								$6,449			**$74,355**
TOTAL	**$269,600**	**$67,400**	**$25,000**	**$6,250**	**$4,050**	**$506**	**$46,000**	**$5,750**	**$6,256**	**$48,000**	**$3,588**	**$6,000**	**$449**	**$6,449**	**$0**	**$0**	**$495,298**

FUNDING CHART – Fiscal Year 2021

TABLE 2

KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

FY 21 FUNDING SOURCE BY TASK

adjusted for vdot contracts 5-7-20

	FEDERAL HIGHWAY ADMINISTRATION									FEDERAL TRANSIT ADMINISTRATION							
	TENNESSEE		VIRGINIA														
TASKS BY	City of Kingsport		VDOT		City of Kingsport		LENOWISCO			SECTION 5303 - City of Kingsport					TDOT - Section 5303		
FUNDING SOURCE	Fed-CPG	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC	VDOT*	TN - Fed CPG	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	TDOT	TOTAL
A. Program Administration	$81,600	$20,400			$1,600	$200	$16,000	$2,000	$2,200	$0	$1,600	$0	$200	$200			**$126,000**
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	$800	$100	$4,000	$500	$600								**$74,750**
E. Multimodal Planning							$4,200	$525	$525	$48,000	$2,193	$6,000	$275	$6,275			**$67,993**
F. Long-Range Transportation Planning	$120,000	$30,000			$1,676	$210	$4,600	$575	$785								**$157,845**
TOTAL	**$275,600**	**$68,900**	**$25,000**	**$6,250**	**$4,076**	**$510**	**$46,000**	**$5,750**	**$6,260**	**$48,000**	**$3,793**	**$6,000**	**$475**	**$6,475**	**$0**	**$0**	**$503,088**

*Total includes Virginia State Match for Kingsport and LENOWISCO Combined

**Total Includes Local Match for TN and VA Combined

Contributor by Funding Source

Federal	$275,600		$25,000		$4,076		$46,000			$48,000	$3,793				$0		**$402,469**
TDOT												$6,000				$0	**$6,000**
VDOT				$6,250					$6,260				$475				**$12,985**
LENOWISCO								$5,750									**$5,750**
Kingsport MTPO		$68,900				$510								$6,475			**$75,885**
TOTAL	**$275,600**	**$68,900**	**$25,000**	**$6,250**	**$4,076**	**$510**	**$46,000**	**$5,750**	**$6,260**	**$48,000**	**$3,793**	**$6,000**	**$475**	**$6,475**	**$0**	**$0**	**$503,088**

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" Includes LENOWISCO	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	$50,000	$3,588	$25,000
Available FY 2019 Funds	$470,438	$48,000	$51,370	$50,000	$3,588	$25,000
FY 2019 Programmed	$237,232	$48,000	$51,370	$50,000	$3,588	$25,000
Carryover to FY 2020	$233,206	$0	$0	$0	$0	$0
FY 2020 Allocation	$212,438	$48,000	$51,370	$50,000	$3,588	$25,000
Available FY 2020 Funds	$445,644	$48,000	$51,370	$50,000	$3,588	$25,000
FY 2020 Programmed	$243,200	$48,000	$51,370	$50,000	$3,588	$25,000
Carryover to FY 2021	$202,444	$0	$0	$0	$0	$0

* estimated

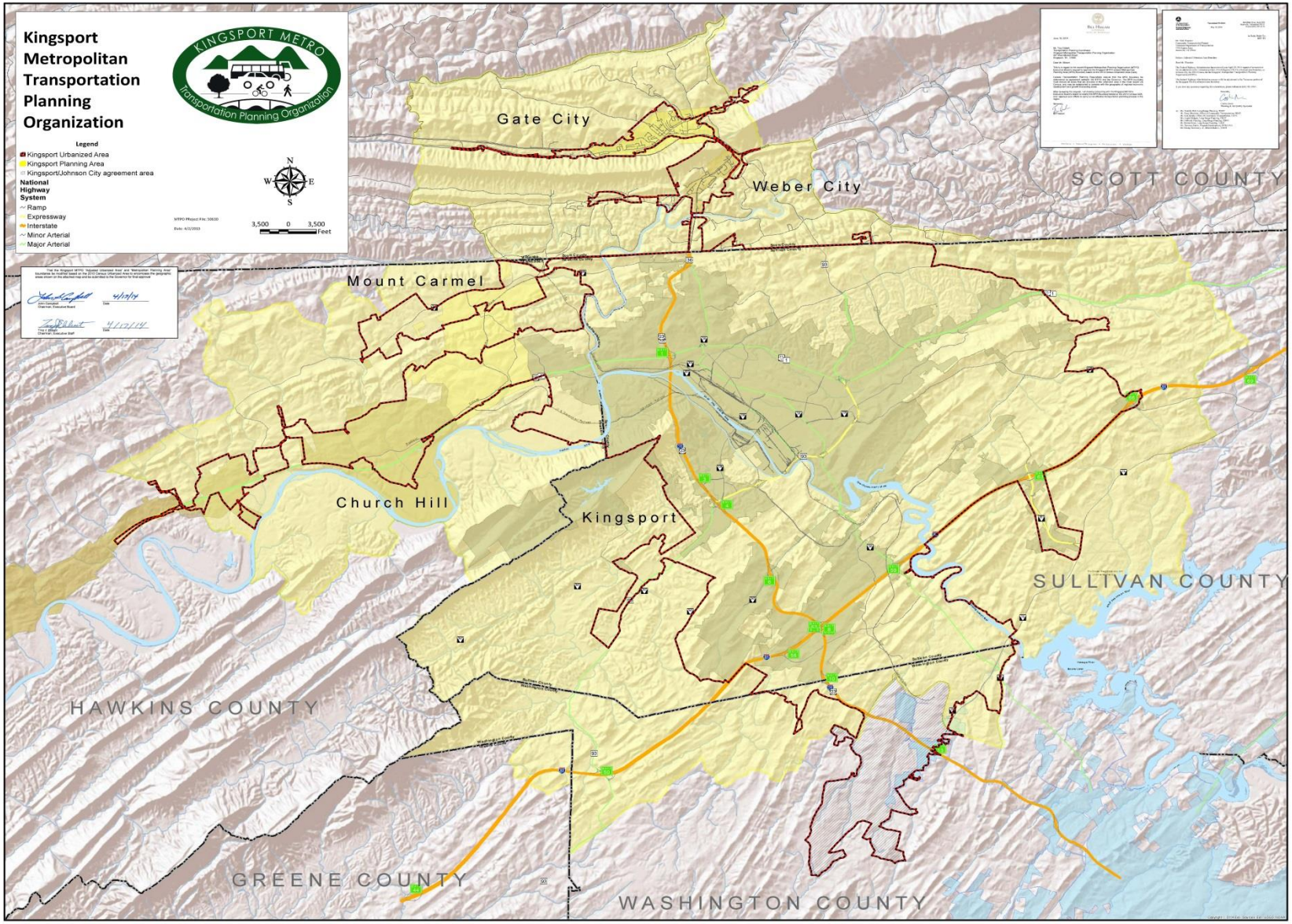



FIGURE A – Kingsport MTPO Urban and Planning Areas with National Highway System Route