

Lesley Phillips  
MTPO Coordinator

Susan Doran  
MTPO Assistant



Kingsport MTPO  
415 Broad Street  
Kingsport, TN 37660  
[MTPO@KingsportTN.gov](mailto:MTPO@KingsportTN.gov)  
423.224.2670

## MEMORANDUM

To: Kingsport MTPO Executive Board  
CC: Subscribed Interested Parties  
From: Lesley Phillips  
Date: July 31, 2023  
Subject: MTPO Executive Board Meeting

---

Please see the attached agenda for the next meeting of the Kingsport MTPO Executive Board, to be held **Thursday, August 10, 2023 at 1:30 PM (ET), in the Kingsport City Hall Montgomery-Watterson Boardroom (415 Broad Street, 3<sup>rd</sup> floor, Kingsport, Tennessee).**

There are three action items:

- **Minutes from May 11, 2023 Meeting**
- **FY24 & FY25 UPWP**
- **Ranking of Projects for TDOT Consideration**

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

The meeting will be in-person and members of the public are welcome to attend. We also plan to offer live public access to the meeting through a Zoom webinar. Members of the public who are interested in attending remotely should register in advance using this link: [https://us06web.zoom.us/webinar/register/WN\\_FB0DII-ZRLeXV2TZMC8Mew](https://us06web.zoom.us/webinar/register/WN_FB0DII-ZRLeXV2TZMC8Mew)

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



# AGENDA

**Kingsport MTPO Executive Board  
August 10, 2023 at 1:30 PM  
Kingsport City Hall  
Montgomery-Watterson Boardroom  
415 Broad Street, 3<sup>rd</sup> floor, Kingsport, TN 37660**

## **Call to Order - Chairman**

### **1. General Information and 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.

### **3. Approval of Minutes from May 11, 2023 Meeting (Vote Required)**

**Presenter:** Chairman

### **4. FY24 & FY25 Unified Planning Work Program (Vote Required)**

**Presenter:** Lesley Phillips

**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. The document is typically organized in a manner where these tasks/planning functions are detailed in accordance with federal, state, and local standards along with a budget for each task. The tasks include Program Administration; Travel Data Collection, Maintenance, and Analysis; Short Range Planning; Long Range Planning; Multimodal Planning; and Special Studies.

For Tennessee/TDOT (fiscal year October 1 through September 30) the UPWP is recognized over a 2-year period. Whereas, for Virginia/VDOT/DRPT (fiscal year July 1 through June 30), an update is required every year. Due to the different fiscal years, the

Virginia FY24 UPWP was adopted at the May meeting subject to changes and/or edits made by TDOT and FHWA/FTA. The final document is being presented for approval/adoption.

**Recommendation:** Approve the resolution and the FY24 & FY25 UPWP as presented.

## **5. Ranking of Projects for TDOT Consideration (Vote Required)**

**Presenter:** Lesley Phillips

**Item Summary:** Each Fall, TDOT asks the MTPO to rank a list of state managed projects for inclusion in the state's 3-year program. As part of that process, the MTPO chooses to submit additional projects for TDOT's future consideration. In November 2022, when we ranked projects, TDOT asked that any additional projects be submitted separately. With the new TN Transportation Modernization Act, TDOT leadership will be reviewing all state managed projects for possible funding. This is a good opportunity for the MTPO Executive Board to restate the priority projects that did not make it into the 3-year plan and also submit additional projects for consideration.

**Recommendation:** Determine list of priority projects to submit to TDOT to consider funding through the new Transportation Modernization Act. A letter will be composed with the list of projects and sent to TDOT leadership.

## **6. Federal & State Partner Updates and Project Updates**

**Presenter:** Lesley Phillips (Facilitator)

**Item Summary:** Updates will be given by our partners at Federal Highway Administration, Federal Transit Administration, Tennessee, and Virginia. Also, updates from our local partners and project updates will be given.

## **7. 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.

## **8. Meeting Adjournment**

## Sample Proxy Letter

\_\_\_\_\_  
Date

I, \_\_\_\_\_, of \_\_\_\_\_,  
*(Print Name)* *(Agency)*

Hereby designate \_\_\_\_\_ to vote as my proxy  
*(Name of Proxy)*

during the \_\_\_\_\_ meeting of the Kingsport MTPO Executive Board.  
*(Meeting Date)*

\_\_\_\_\_  
Signature

**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
EXECUTIVE BOARD MEETING  
Minutes for May 11, 2023 Meeting  
In-Person Meeting with Optional Live Public Access via Zoom Webinar**

**Members Present:**

Jimmy Adkins, Blake Ailor, Troy Ebbert, Chase Milner, Michael Thompson, Ambre Torbett

**Absent:**

Hawkins County/Church Hill/Mount Carmel Representative

**Staff Present:**

Chris Campbell, Susan Doran, Jim Hensley, Lesley Phillips,

**In Person Attendees:**

Bill Albright – Retired MPO  
Paul BeeBe – Thompson Engineering  
Jason Carder – Mattern & Craig  
Michelle Christian – TDOT  
Calvin Clifton – Mattern & Craig  
Michael Dick - TDOT  
Samantha Farmer – VDOT  
Melanie Fleenor – Mountain Lynx Transit  
Chris Goodwin – Sullivan County Highway Department  
Maysoon Haddad – Thompson Engineering  
Eric Kerney – Sullivan County Highway Department  
Taylor Lee – TDOT  
Luke Meade – Sullivan County Planning and Codes  
Jasmine Renner – NET Trans  
Will Wright – MEOC Transit/MET

**Online Attendees:**

Micah Bray – City of Bristol TN/Bristol MPO  
Zack Coleman – FHWA-TN  
Tyler Gillenwater – Bristol MPO  
Jennifer Marshall – TDOT  
Daniel Wagner - DRPT

**Recorder:** Susan Doran

- I. **Call to Order:** Vice-Chairman Jimmy Adkins called the meeting to order.
- II. **General Information/Attendance Roll Call:**  
The meeting was held in-person with optional live public access available via Zoom Webinar. A video/audio recording of the meeting is published online at <https://www.kingsporttn.gov/city-services/kmtpo/meetings-notices/agenda-minutes/>  
  
Attendance was taken by roll call.
- III. **Public Comment:** Jimmy Adkins invited members of the public to address comments

related to agenda items. No comments.

- IV. Approval of Minutes:** The minutes of the February 9, 2023 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Troy Ebbert to approve the minutes and was seconded by Michael Thompson. The motion carried unanimously.
- V. New Business:**
- A. PM2 and PM3 Targets.** Presented by Lesley Phillips. As part of the performance-based planning and programming requirements of MAP-21, the FAST Act, and more recently the Bipartisan Infrastructure Law (BIL), federal regulations require state DOTs and MPOs to adopt performance measures related to infrastructure condition (PM2) and system performance (PM3). These targets cover a 4-year period that can be adjusted at the midpoint of the cycle. Once the state DOT establishes targets, the MPO has 180 days to either agree to support the state targets or to establish specific targets for our region. Being a bi-state MPO, we have 180 days from the time the last state DOT established their targets. MTPO staff recommends we continue to support the respective targets for Tennessee and Virginia. Chase Milner made a motion to approve the resolution and targets as presented and was seconded by Blake Ailor. The motion carried unanimously.
- B. FY24 Unified Planning Work Program - Virginia.** Presented by Lesley Phillips. 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. The document is typically organized in a manner where these tasks/planning functions are detailed in accordance with federal, state, and local standards along with a budget for each task. The tasks include Program Administration; Travel Data Collection, Maintenance, and Analysis; Short Range Planning; Long Range Planning; Multimodal Planning; and Special Studies. For Tennessee/TDOT (fiscal year October 1 through September 30) the UPWP is recognized over a 2-year period. Whereas, for Virginia/VDOT/DRPT (fiscal year July 1 through June 30), an update is required every year. The UPWP is currently in a draft mode but the FY24 Virginia portion is being presented at the May meeting for adoption. The Executive Board’s action will be to approve the Virginia portion of the Work Program subject to changes and/or edits that will be made by TDOT and FHWA/FTA. Once the UPWP is complete, it will be presented for approval at the August meeting. A motion was made by Michael Thompson to approve the resolution and FY24 UPWP Virginia portion as presented and was seconded by Chase Milner. The motion carried unanimously.
- C. FY20-23 TIP Amendment - Virginia.** Presented by Lesley Phillips. The Virginia Department of Transportation (VDOT) has requested the Kingsport MTPO amend the current TIP to add funds to FY23 for the following project groupings: Maintenance: Preventive Maintenance for Bridges, Maintenance: Traffic and Safety Operations, and Maintenance: Preventive Maintenance and System Preservation. Amendments to the TIP require Executive Board action. In addition, Amendments to the TIP require self-certification that the MTPO is following all regulations as identified in the Code of Federal Regulations, Title 23, Section 450.336. A motion was made by Troy Ebbert to approve the resolution, FY20-23 TIP Amendment #11, and the self-certification as presented and was seconded by Chase Milner. The motion carried unanimously.

- D. FY23-26 TIP Amendment – Virginia. Presented by Lesley Phillips. Tennessee and Virginia are on different TIP/STIP schedules. Tennessee’s STIP, which is awaiting approval by FHWA/FTA, is for FY23-26. The Virginia STIP, which is nearing completion, is for FY24-27. The Virginia Department of Transportation has asked the Kingsport MTPO to amend the FY23-26 TIP to add the Virginia projects. Amendments to the TIP require Executive Board action. In addition, Amendments to the TIP require self-certification that the MTPO is following all regulations as identified in the Code of Federal Regulations, Title 23, Section 450.336. A motion was made by Chase Milner to approve the resolution, FY23-26 TIP Amendment #1, and the self-certification as presented and was seconded by Troy Ebbert. The motion carried unanimously.
- E. TDOT Presentation. Presented by TDOT Region 1 Staff. TDOT staff gave a presentation about Resiliency Plans, Carbon Reduction Program funds, and National Electric Vehicle Infrastructure (NEVI). No Board action required.

**VI. PROJECT UPDATES/STATE AND FEDERAL PARTNER UPDATES**

Staff provided updates on projects as requested. Other updates and information were provided by FHWA, VDOT, DRPT, and local transit representatives.

**VII. PUBLIC COMMENTS:** Members of the public were invited to address the Executive Board with issues related to transportation planning issues, activities, and/or projects that pertain to the Kingsport Metropolitan Transportation Planning Organization. No comments.

**VIII. ADJOURNMENT:** There being no other business, the meeting was adjourned.

**Agenda Item #4 - FY24 & FY25 Unified Planning Work Program**

**Full UPWP document attached at end of agenda packet**

**RESOLUTION BY THE EXECUTIVE BOARD  
OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)  
APPROVING THE FY24 & FY25 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 or bi-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.

**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 adopts the FY24 & FY25 Unified Planning Work Program.

**RESOLUTION APPROVED:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Paul Montgomery, Chairman  
Kingsport MTPO Executive Board

\_\_\_\_\_  
Lesley Phillips  
Kingsport MTPO Coordinator



## Agenda Item #5 - Ranking of Projects for TDOT Consideration

### Projects Ranked (Nov 2022):

County	PIN	Route	Description	Length	Remaining Phases	FY24 Rank	In FY24-26 3-Year Program?
Sullivan	105467.04	SR-126	(Memorial Blvd.) From east of Briarwood Road to east of Cooks Valley Road (IA)	2.1	Construction	1	NO
Sullivan	124590.00	I-81	ITS Expansion along I-81 between I-26 (Exit 57) Interchange to near I-381 in Virginia (IA)	23.3	Construction	2	NO
Sullivan	112965.00	SR-347	(Rock Springs Road) from Cox Hollow Rd (LM 9.52) to I-26 (US-23) (LM 10.73) <span style="color: red;">(Local Programs Project, Not IA Project)</span>	1.2	Right-of-Way /Construction	3	NO
Sullivan	105467.02	SR-126	(Memorial Blvd.) From East of Cooks Valley Road to I-81 in Kingsport (IA)	4.5	Right-of-Way /Construction	4	NO
Washington, Sullivan	124663.00	SR-36	(Fort Henry Dr.) From SR-75 to I-81 (IA)	3.5	Right-of-Way /Construction	5	NO

### Projects in FY24-26 3-Year Program:

County	PIN	Route	Description	Length	Remaining Phase	FY24 Rank	In FY24-26 3-Year Program?
Sullivan	112834.03	SR-93	(Sullivan Gardens Parkway) From South of Horse Creek to North of Derby Drive (TPR Option 5, Spot Improvements) (IA)		Construction		YES - CONST FY24
Sullivan	105467.03	SR-126	(Memorial Blvd) From East Center Street in Kingsport to East of Briarwood Road		Construction		YES - CONST FY25

### Additional projects requested for future consideration (Nov 2021):

County	PIN	Route	Description	Length	Phase	Nov 2021 Rank	In FY24-26 3-Year Program?
Sullivan		I-81/I-26	Improvements to I-81/I-26 interchange	0.5	PE	1	
Sullivan		SR-357	Extension of SR-357 from I-81 to SR-126 (Memorial Blvd)	3.5	PE	2	
Sullivan		I-26	Truck climbing lane, I-26 Eastbound, from SR-93 to TN Welcome Center	1.3	PE	3	
Sullivan		SR-1	6 lane SR-1 (Stone Drive/US 11W) from SR-93 to New Beasonwell Road	1.7	PE	4	
Sullivan		I-26/US23	Establishment of ITS along I-26/US 23 Corridor	16	PE	5	

## PROJECT UPDATES

### KINGSPORT/SULLIVAN COUNTY

- Greenbelt – West End
- Brickyard Bicycle & Pedestrian Bridge
- Main Street Rebuild
- Island Road Rebuild
- Resurfacing Grouping – Kingsport
  - Group #1
  - Group #2
- Fort Robinson Bridge over Dry Creek
- John B Dennis Hwy/SR-93 Bridge near Eastman
- SR-126 (Memorial Boulevard) – Phase I
  - .03 (East Center St to Briarwood Dr)
  - .04 (Briarwood Dr to Cooks Valley Rd)
- SR-126 (Memorial Boulevard) – Phase II
  - .02 (Cooks Valley Road to I-81)
- SR-36 (Fort Henry Drive) – SR-75 to I-81
- SR-347 (Rock Springs Road)
- SR-93 Improvements
  - .02 Washington/Sullivan County section
  - .03 Sullivan County section
- I-81 ITS Expansion
- SR-36 Resurfacing/Colonial Heights Sidewalks

### RECENTLY COMPLETED



### HAWKINS COUNTY

- 

### VIRGINIA

- US-23/58 and Hilton Road Intersection

---

### PLANS, STUDIES, & OTHER DOCUMENTS

- US-23 – Virginia (Project Pipeline & SMART SCALE)
- US-58 – Virginia (Project Pipeline)
- Urban Transportation Planning Grant – SR-93/SR-1 Interchange Area Study
- **Local Road Safety Plan (adopted 11/03/22)**
- **FY23-26 Transportation Improvement Program (adopted 11/03/22)**

# Kingsport Metropolitan Transportation Planning Organization



Unified Planning Work Program  
Fiscal Year 2024 & 2025 – Tennessee  
Fiscal Year 2024 – Virginia

Adopted: 05/11/23 – VA FY24

This Unified Planning Work Program was developed by the Kingsport MTPO in cooperation with:

US Department of Transportation  
Federal Highway Administration  
Federal Transit Administration  
Tennessee Department of Transportation  
Virginia Department of Transportation  
Virginia Department of Rail and Public Transportation  
LENOWISCO Planning District Commission

An electronic copy of this document can be found on our website:

<https://www.kingsporttn.gov/city-services/kmtpo/>

or

[www.kptmtpo.com](http://www.kptmtpo.com)

E-mail: [MTPO@KingsportTN.gov](mailto:MTPO@KingsportTN.gov)

*The Kingsport Metropolitan Transportation Planning Organization does not exclude, deny, or discriminate on the basis of race, color, national origin, gender, age, religion, disability, or any other characteristic protected under applicable federal or state law in its hiring or employment practices, or in its admission to, access to, or operations of its programs, services, or activities.*

# Contents

---

Resolutions .....	4
Abbreviations.....	6
Section 1 – Introduction .....	8
1.1 About the Kingsport MTPO.....	8
1.2 Metropolitan Planning Area .....	8
1.3 Organizational Structure .....	9
Section 2 – Unified Planning Work Program Development.....	11
2.1 About the Unified Planning Work Program .....	11
2.2 Funding Sources.....	12
2.3 Public Participation .....	13
2.4 UPWP Amendments and Administrative Modifications.....	14
Section 3 – Planning Factors, Emphasis Areas, and Priorities .....	15
3.1 Federal Planning Factors.....	15
3.2 Federal Planning Emphasis Areas .....	17
3.3 Statewide (Tennessee) Planning Priorities .....	20
3.4 Statewide (Virginia) Planning Priorities .....	21
3.5 Regional Planning Priorities .....	22
Section 4 – Work Program Tasks and Funding Tables.....	24
Task I – Program Administration .....	24
Task II – Data Collection, Maintenance, and Analysis.....	28
Task III – Short Range Planning.....	31
Task IV – Long Range Planning.....	33
Task V – Multimodal Planning .....	36
Task VI – Special Studies .....	38
Funding Source by Task and Agency.....	40

# Resolutions

---

**RESOLUTION BY THE EXECUTIVE BOARD  
OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)  
APPROVING THE FY24 & FY25 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 or bi-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.

**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 adopts the FY24 & FY25 Unified Planning Work Program.

**RESOLUTION APPROVED:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Paul Montgomery, Chairman  
Kingsport MTPO Executive Board

\_\_\_\_\_  
Lesley Phillips  
Kingsport MTPO Coordinator

**RESOLUTION BY THE EXECUTIVE BOARD  
OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO)  
APPROVING THE VIRGINIA FY24 PORTION OF THE FY24 & FY25 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 or bi-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**, the FY24 & FY25 UPWP includes a FY24 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; and

**WHEREAS**, the Fiscal Year 2024 transportation planning funds identified in the FY24 & FY25 Unified Planning Work Program for the Commonwealth of Virginia are authorized July 1, 2023 through June 30, 2024.

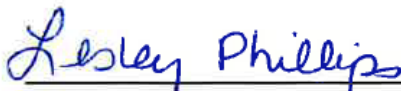
**NOW THEREFORE BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION AS FOLLOWS:**

The Executive Board of the Kingsport MTPO hereby approves and adopts the Virginia FY24 portion of the FY24 & FY25 Unified Planning Work Program subject to revisions by TDOT (which will not affect portions specific to Virginia).

**RESOLUTION APPROVED:**

Date: 5/11/23

  
\_\_\_\_\_  
Jimmy Adkins, Vice-Chairman  
Kingsport MTPO Executive Board

  
\_\_\_\_\_  
Lesley Phillips  
Kingsport MTPO Coordinator

## Abbreviations

---

3C	Continuous, Cooperative, Comprehensive Transportation Planning Process
5303 Funds	FTA Section 5303 Planning Funds
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
BIL	Bipartisan Infrastructure Law
CFR	Code of Federal Regulations
CO2	Carbon Dioxide
CPG	Consolidated Planning Grant
CRP	Carbon Reduction Program
DBE	Disadvantaged Business Enterprise
DOD	Department of Defense
DOT	Department of Transportation
DRPT	Department of Rail and Public Transportation
EDC	Every Day Counts
eSTIP	Electronic STIP
eTIP	Electronic TIP
EV	Electric Vehicle
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FHWA-TN	Federal Highway Administration – Tennessee Division
FLMA	Federal Land Management Agency
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information Systems
IAC	Interagency Consultation
IIJA	Infrastructure Investment and Jobs Act
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation Systems
KATS	Kingsport Area Transit Service
LENOWISCO PDC	Lee County, City of Norton, Wise County, Scott County Planning District Commission
LGBTQ+	Lesbian, Gay, Bisexual, Transgender, and Queer
LRSP	Local Road Safety Plan
LRTP	Long-Range Transportation Plan
MEOC	Mountain Empire Older Citizens
MET	Mountain Empire Transit
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTPO	Metropolitan Transportation Planning Organization
NET Trans	Northeast Tennessee Regional Public Transit



NEVI	National Electric Vehicle Infrastructure Formula Program
PBPP	Performance Based Planning and Programming
PEA	Planning Emphasis Areas
PEL	Planning and Environment Linkages
PL Funds	FHWA Planning Funds
PM	Performance Measures
PM1	Performance Measures 1 – Safety
PM2	Performance Measures 2 – Infrastructure Condition
PM3	Performance Measures 3 – System Performance
PPP	Public Participation Plan
PROTECT	Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Formula Program
PTASP	Public Transportation Agency Safety Plan
RFP	Request for Proposal
RFQ	Request for Qualifications
RPO	Rural Planning Organization
SR	State Route
STARS	Strategically Targeted Affordable Roadway Solutions
STEAP	Screening Tool for Equity Analysis of Projects
STIP	State Transportation Improvement Program
STRAHNET	Strategic Highway Network
TAM	Transit Asset Management
TCC	Technical Coordinating Committee
TDM	Travel Demand Model
TDOT	Tennessee Department of Transportation
TEVI	Tennessee Electric Vehicle Infrastructure Deployment Plan
TIP	Transportation Improvement Program
TNMUG	Tennessee Model Users Group
TPG	Transportation Planning Grant
TRB	Transportation Research Board
TTAP	Tennessee Transportation Assistance Program
UPWP	Unified Planning Work Program
USC	United States Code
UTPG	Urban Transportation Planning Grant
VDOT	Virginia Department of Transportation
VPI	Virtual Public Involvement
VTrans	Virginia’s Statewide Transportation Plan

## Section 1 – Introduction

---

### 1.1 About the Kingsport MTPO

The Kingsport Metropolitan Transportation Planning Organization (MTPO) is an inter-governmental agency that is responsible for transportation planning and programming in the greater Kingsport metropolitan area. Each urban area with a population of more than 50,000 in the United States has a designated Metropolitan Planning Organization (MPO/MTPO) which acts as a liaison between local communities, their citizens, and the state departments of transportation (DOTs). MTPOs are important because they direct where and how available state and federal dollars for transportation improvements will be spent.

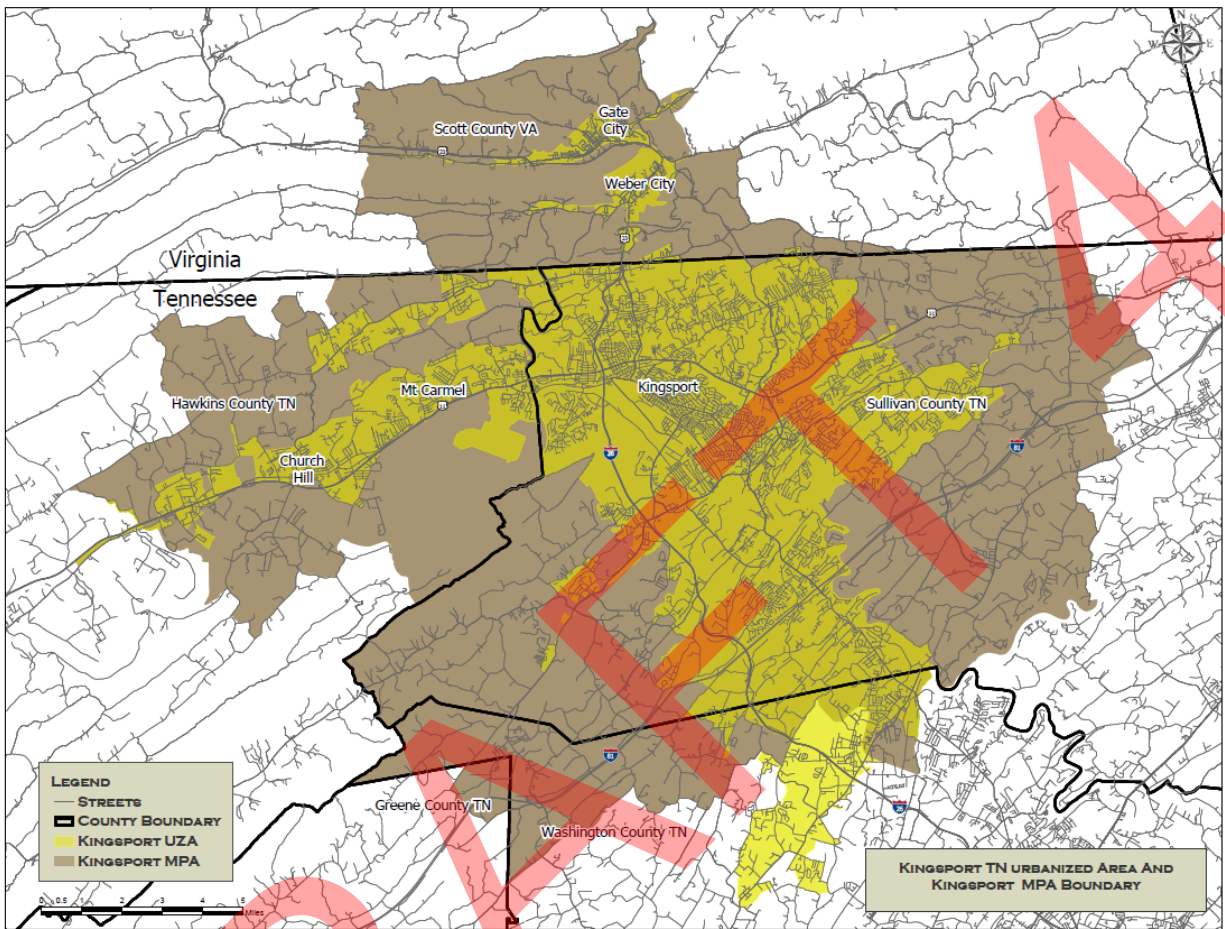
The Kingsport metropolitan area became eligible for MPO status when it reached the minimum requirement of 50,000 in population with the 1970 census. The Kingsport MTPO was established in 1977 through the efforts of the Tennessee Department of Transportation (TDOT), the Virginia Department of Transportation (VDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Kingsport MTPO is a bi-state MPO meaning the Kingsport Urbanized Area lies in two states (Tennessee and Virginia). Federal law requires the Kingsport MTPO to conduct transportation planning activities within the Kingsport Urbanized Area in a continuous, cooperative, and comprehensive (3C) process as defined in the following federal legislation and regulations:

- Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) – Current Transportation Authorization
- Fixing America’s Surface Transportation (FAST) Act – Previous Transportation Authorization;
- Title 23 of the United States Code (USC), Section 134 – Metropolitan Transportation Planning;
- Title 49 of the USC, Section 5303 – Formula Grant Program for Metropolitan Transportation Planning;
- Title 23 of the Code of Federal Regulations (CFR), Section 450 – Metropolitan Transportation Planning and Programming; and
- Title 49 CFR, Section 613, Subpart A – Metropolitan Transportation Planning and Programming.

### 1.2 Metropolitan Planning Area

Under current federal law, any urbanized area with a population over 50,000 must be in a Metropolitan Planning Area (MPA) for a Metropolitan Planning Organization (MPO). A MPA is the geographic area determined by agreement between the MPO for the area and the Governor, in which the metropolitan transportation planning process is carried out. At a minimum, the MPA must encompass the Census Urban Area and the contiguous geographic area likely to become urbanized within the next twenty (20) years. In Tennessee, the Kingsport MTPO MPA consists of the City of Church Hill, the Town of Mount Carmel, the City of Kingsport, and portions of Hawkins County, Sullivan County, Washington County, and Greene County. In Virginia, the Kingsport MTPO MPA consists of Weber City, Gate City, and a portion of Scott County. **Figure 1** shows the Kingsport MTPO Urbanized Area and the MPA boundary. Please note, in Washington County, the portion of the Kingsport Urbanized Area that falls outside the Kingsport MPA boundary is under the neighboring Johnson City MTPO’s MPA. Through a Memorandum of Agreement (MOA), the Johnson City MTPO is responsible for transportation planning activities in that area of the Kingsport Urban Area.

Figure 1 – Kingsport MTPO Planning Area



### 1.3 Organizational Structure

The Kingsport MTPO is comprised of an Executive Board, a Technical Coordinating Committee (TCC), and administrative staff. The Executive Board is the overall governing body for the Kingsport MTPO. The Executive Board has the authority to adopt regional transportation plans and programs. The members of the Executive Board represent the following jurisdictions:

- State of Tennessee
- City of Kingsport
- First Tennessee Development District
- Hawkins County/Church Hill/Mount Carmel
- Commonwealth of Virginia
- Sullivan County
- LENOWISCO Planning District Commission

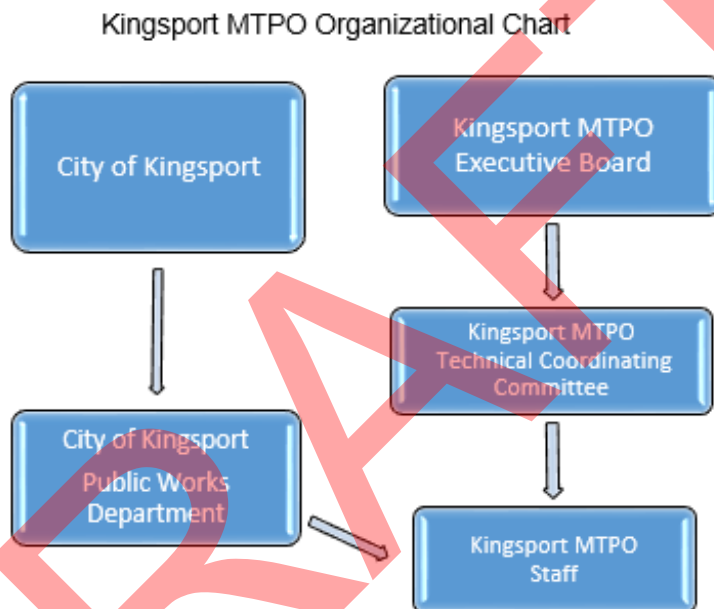
The Technical Coordinating Committee is composed of representatives of various departments and communities involved in the transportation planning process throughout the Kingsport MTPO planning area. Other relevant local, state, and federal departments are also members. The TCC makes

recommendations to the MTPO Executive Board at key points during the planning process. The members of the TCC represent the following jurisdictions:

- State of Tennessee
- City of Kingsport
- Kingsport MTPO
- First Tennessee Development District
- Church Hill/Mount Carmel
- Commonwealth of Virginia
- Sullivan County
- LENOWISCO Planning District Commission
- FHWA-TN and FHWA-VA (Non-Voting)
- FTA – Region III and Region IV (Non-Voting)

The administrative staff is housed as a division of the Public Works Department of the City of Kingsport. **Figure 2** shows the Organizational Structure of the Kingsport MTPO.

Figure 2 – Kingsport MTPO Organizational Chart



## Section 2 – Unified Planning Work Program Development

### 2.1 About the Unified Planning Work Program

The Fiscal Year (FY) 2024 and 2025 Unified Planning Work Program (UPWP) identifies and describes all transportation planning activities that will be carried out by the Kingsport MTPO and its member governmental agencies for the referenced program period. The UPWP for FY2024 and FY2025 has been developed in coordination with the State of Tennessee, Commonwealth of Virginia, LENOWISCO PDC, local jurisdictions, and public transportation operators.

The program period for the UPWP for VDOT is the State Fiscal Year from July 1 through June 30. For TDOT, the UPWP program period is the Federal Fiscal Year beginning October 1 and ending on September 30.

The core functions of the MTPO include developing/maintaining/implementing a Long-Range Transportation Plan covering a planning horizon of at least twenty years that is multimodal;

developing/maintaining/implementing a Transportation Improvement Program which represents a short-term program of transportation investments; developing/maintaining/implementing a Public Participation Plan which describes how the public and stakeholders will be involved in the transportation planning process; and implementation of performance based planning and programming to improve the project decision-making process. **Table A** lists the core planning documents, the date of their last adoption or approval, and the due date for the next adoption/approval.

Table A – Status of Core Planning Documents and Activities

Planning Document/Activity	Date of Last Adoption/Approval	Due Date of Next Adoption/Approval
Long-Range Transportation Plan	05/07/2022	May 2027
Transportation Improvement Program	11/03/2022	November 2025
Public Participation Plan	08/08/2019	As Needed
Unified Planning Work Program	05/11/2023 VA Tentative 08/10/2023 TN	May 2024 VA August 2025 TN
Safety Performance Targets (PM1)	02/09/2023	February 2024
Pavement and Bridge Condition Targets (PM2)	05/11/2023	June 2027
System Performance Targets (PM3)	05/11/2023	June 2027
Transit Asset Management (TAM) Targets	02/09/2023	August 2025, in conjunction with LRTP/TIP cycle
Transit Safety Performance Targets	02/09/2023	February 2024

## 2.2 Funding Sources

The State of Tennessee and Commonwealth of Virginia allocate funding for the planning activities identified in the UPWP. The MTPO is advised of its available funding prior to the development of the UPWP. The distribution of these funds among the planning tasks is based on local priorities as well as the metropolitan planning requirements for MPOs. In Virginia, PL funds allocated to the Kingsport MTPO are shared between LENOWISCO PDC and the City of Kingsport/MTPO. These funds are individually contracted directly from VDOT to LENOWISCO PDC and the City of Kingsport, not passed through.

**Table B**, on the next page, provides a summary of the UPWP total funding allocations for FY24 and FY25 for the Kingsport MTPO. The funding sources programmed in the UPWP include:

FHWA Metropolitan Planning Funds (PL Funds) – This funding is available to the MTPO from an apportionment of funds to the states (TN and VA) from the Federal Highway Administration. The matching ratios for these funds are 80% Federal, 5% State, and 15% Local for Tennessee funds received through TDOT, and 80% Federal, 10% State, and 10% Local for Virginia funds received through VDOT.

FTA Section 5303 Planning Funds – This funding is available to the MTPO from an apportionment of funds to the states (TN and VA) from the Federal Transit Administration. The matching ratios for these funds are 80% Federal, 5% State, and 15% Local for Tennessee funds received through TDOT and 80% Federal, 10% State, and 10% Local for Virginia funds received through the Department of Rail and Public Transportation (DRPT).

State Funding – As referenced, state matching funds are available for PL funds and FTA 5303 funding for Tennessee and Virginia.

Local Funding – The City of Kingsport is the cognizant agency for the Kingsport MTPO and provides the majority of the local matching funds (15% in TN and 10% in VA) to contribute toward expenses for MTPO staff salaries, benefits, and operating expenses.

Consolidated Planning Grant (CPG) – TDOT participates in the Consolidated Planning Grant (CPG) Program where FHWA Metropolitan Planning Funds (PL) and FTA Section 5303 Planning Funds are combined into a single fund administered by FHWA. These funds are distributed and administered in accordance with 23 CFR 420.109.

Table B – Funding Table for FY24 and FY25

	KINGSPORT MTPO			LENOWISCO PDC***			TOTAL
	FEDERAL	STATE	LOCAL	FEDERAL	STATE	LOCAL	
<b>FY24 &amp; FY25 – TN CPG (PL &amp; 5303*)</b>	\$648,000.00	\$40,500.00	\$121,500.00	\$0	\$0	\$0	<b>\$810,000.00</b>
<b>CARRYOVER TO FY24 (VA PL)</b>	\$59.84	\$7.48	\$7.48	\$4.00	\$0.50	\$0.50	<b>\$79.80</b>
<b>FY24 – VA FHWA PL</b>	\$4,000.00	\$500.00	\$500.00	\$46,000.00	\$5,750.00	\$5,750.00	<b>\$62,500.00</b>
<b>FY24 – VA FTA 5303</b>	\$4,332.80	\$541.60	\$541.60	\$0	\$0	\$0	<b>\$5,416.00</b>
<b>TOTAL</b>	<b>\$656,392.64</b>	<b>\$41,549.08</b>	<b>\$122,549.08</b>	<b>\$46,004.00</b>	<b>\$5,750.50</b>	<b>\$5,750.50</b>	<b>\$877,995.80</b>
<b>CARRY-OVER TO FY25 (VA PL)</b>	TBD	TBD	TBD	TBD	TBD	TBD	TBD
<b>FY25 – VA FHWA PL**</b>	TBD	TBD	TBD	TBD	TBD	TBD	TBD
<b>FY25 – VA FTA 5303**</b>	TBD	TBD	TBD	TBD	TBD	TBD	TBD
<b>TOTAL</b>							

\*Please note, TN 5303 funds are received one year behind from the year they are allocated from FTA.

\*\*Virginia funding formulas will be changing for FY25. The funding tables will be updated by Amendment when the FY25 Virginia funding information is received.

\*\*\* LENOWISCO funds are contracted directly from VDOT, not passed through the MTPO.

### 2.3 Public Participation

Federal legislation requires MPOs to conduct an inclusive planning process and ensure opportunities for public involvement in the development of transportation plans and programs. In accordance with the Kingsport MTPO Public Participation Plan (PPP), after state and federal review, the draft UPWP is made available for public review and comment for ten (10) calendar days prior to adoption. Any comments made during the public review period are recorded and addressed before the UPWP is adopted. If revisions are warranted and the revised UPWP is significantly different from the original draft, an additional public review and comment period of seven (7) days will be allowed. In the event the MTPO Executive Board should determine there are significant unresolved comments or issues on the draft UPWP, it may defer approval/adoption to a subsequent meeting. The same public review and comment procedures are also followed for UPWP amendments. After adoption of the UPWP by the Executive Board,

final approval of the UPWP is jointly issued by FHWA and FTA. The final document is available on the Kingsport MTPO website ([www.kptmtpo.com](http://www.kptmtpo.com)) and in the MTPO office.

## 2.4 UPWP Amendments and Administrative Modifications

Revisions can be made to the UPWP throughout the year as needed. These revisions fall into two categories, Amendments and Administrative Modifications.

Administrative Modifications can be handled internally between the MTPO and TDOT/VDOT/DRPT. The Administrative Modification is forwarded to the appropriate federal agency (FHWA or FTA) for their records.

Amendments require approval/adoption by the Kingsport MTPO Executive Board. Amendments must also follow the public input process outlined above. The adopted Amendment is then forwarded to TDOT/VDOT/DRPT and then the appropriate federal agency (FHWA or FTA) for final review and approval. Changes that require an Amendment include:

- Addition of funding to the UPWP;
- Modifying the scope of the UPWP, including the addition, deletion, or change in scope of a task, subtask, or activity;
- Change in the lead agency (e.g. MPO, State, Public Transportation Agency, Local Government; or consultant) that will perform the work in the UPWP;
- Inclusion of costs that require prior written approval; and
- Change in the approved matching rate and source.

All other changes may be performed by Administrative Modification.



## Section 3 – Planning Factors, Emphasis Areas, and Priorities

---

### 3.1 Federal Planning Factors

Federal legislation defines specific planning factors to be considered when developing transportation plans and programs in a metropolitan area. The Kingsport MTPO will continue to consider and implement projects, strategies, and services that will address the following factors:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

MTPO Activities: The MTPO encourages the coordination of land use and transportation to ensure that existing and future industrial, commercial, and housing concentrations have adequate transportation connections to preserve the quality of life in surrounding areas. The MTPO will continue to develop partnerships with local government agencies and economic development organizations to coordinate transportation planning activities that will provide opportunities for economic growth and strengthen the economy. Specific objectives include programming projects to enhance transportation access to commercial and industrial areas including the use of State Industrial Access funds. The MTPO also provides assistance in obtaining traffic count data and other information for marketing research purposes. The MTPO supports an efficient transit system to maintain access to jobs and services in the region.

- (2) Increase the safety of the transportation system for motorized and non-motorized users.

MTPO Activities: The MTPO supports the State of Tennessee and Commonwealth of Virginia in adopting safety performance targets to reduce crashes (for motorized and non-motorized users). The MTPO coordinates with local transit operators in the development of their Public Transportation Agency Safety Plan (PTASP) and adoption of transit safety targets. The MTPO aids local jurisdictions with submitting requests to TDOT for sections of roads that need a safety audit. The MTPO recently developed a Local Road Safety Plan and will continue to monitor this plan and update it as needed in coordination with local stakeholders. The MTPO encourages local jurisdictions in their efforts to provide facilities for non-motorized users and increase their safety.

- (3) Increase the security of the transportation system for motorized and non-motorized users.

MTPO Activities: The MTPO coordinates with local jurisdictions to provide input on regional traffic patterns to support multimodal operations and maintenance activities, incident management activities, and the development of disaster and hazard mitigation plans. The MTPO receives severe weather updates and is prepared to establish a coordinated effort with Emergency Management Agencies, Public Works Departments, and Transit Agencies to evaluate the transportation impacts of extreme weather events.

- (4) Increase accessibility and mobility of people and freight.

MTPO Activities: Evaluation and analysis of land use, economic, and urban development activities on the existing transportation system is an ongoing process with local jurisdictions to encourage

access management on major thoroughfares. The MTPO also assists local transit agencies, including rural providers, to identify gaps in public transportation and promote regional transit service to increase mobility and access to public transportation. The MTPO supports transit asset management targets that keep the system moving by maintaining assets in good condition. In Virginia, the MTPO submitted a SMART SCALE application for access management improvements along US-23.

- (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.

MTPO Activities: The MTPO coordinates with local jurisdictions and planning agencies to promote the development of bicycle and pedestrian facilities and multimodal transportation improvements including opportunities for public transportation's role in livable communities. Additionally, the MTPO supports activities to reduce regional ozone levels and to monitor regulations and guidance by the Environmental Protection Agency in reference to the 8-hour ozone standard. The MTPO supports the state's efforts to provide outreach and implement an alternative fuel strategy. MTPO staff participates in the Tennessee Statewide Interagency Consultation (IAC) Group.

- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

MTPO Activities: The MTPO will continue to support local jurisdictions' efforts to improve integration and connectivity between roads, transit, and bicyclists/pedestrians. Through the LRTP, the MTPO promotes opportunities for a choice of mode for the movement of people and goods. This includes connectivity between bicycle/pedestrian facilities as well as public transportation.

- (7) Promote efficient system management and operation.

MTPO Activities: The LRTP evaluates the needs and opportunities for improved operation and efficiency of the transportation network and identifies proposed operations and capital improvements. The implementation of performance-based planning and programming emphasizes project programming based on identified needs and project effectiveness.

- (8) Emphasize the preservation of the existing transportation system.

MTPO Activities: The MTPO will continue to collect and maintain traffic data and facility conditions for the existing transportation system to identify deficiencies and needed investments to maintain system preservation for all modes. The MTPO will continue to review data on pavement and bridge conditions and support the states' performance targets. The MTPO supports local jurisdictions' operation and maintenance efforts such as the City of Kingsport's Pave Kingsport program ([www.pavekingsport.com](http://www.pavekingsport.com)).

- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

MTPO Activities: The MTPO coordinates with local government departments to reduce natural disaster risks by assessing capital investments, identifying at-risk assets, evaluating approaches to system management with operations and maintenance that reduce the vulnerability of transportation infrastructure. As appropriate, the MTPO will promote design of transportation facilities to mitigate stormwater runoff and will encourage local jurisdictions and TDOT/VDOT to identify infrastructure that is subject to flooding and rock/mudslides and plan for mitigation of impacts in such instances.

(10) Enhance travel and tourism.

MTPO Activities: The LRTP identifies investment in transportation infrastructure which provides mobility to support regional travel and tourism, including greenways and waterways. The MTPO will continue to encourage local jurisdictions in their efforts to improve tourism in the region. Wayfinding is an important factor in getting visitors to their destinations, the MTPO will continue to advocate for signage of this nature.

### 3.2 Federal Planning Emphasis Areas

In addition to the Federal Planning Factors, FHWA and FTA have jointly identified eight (8) Planning Emphasis Areas (PEA) in which they will strive to coordinate with state DOT's, MPOs, and other local agencies. The Kingsport MTPO will continue to coordinate these planning emphasis areas along with Federal and State partners as appropriate. The eight planning emphasis areas, along with their directives to FHWA and FTA, are described below:

- **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future:** Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.
- **Equity and Justice40 in Transportation Planning:** FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased

public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations. [Executive Order 13985](#) (Advancing Racial Equity and Support for Underserved Communities) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities. To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

- **Complete Streets:** FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles. A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network. Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles. To be considered complete, these roads should include safe pedestrian facilities, safe

transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

- **Public Involvement:** Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination:** FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.
- **Federal Land Management Agency (FLMA) Coordination:** FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should

focus on integration of their transportation planning activities and develop cross-cutting State and MPO long-range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

- **Planning and Environment Linkages (PEL):** FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).
- **Data in Transportation Planning:** To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

### 3.3 Statewide (Tennessee) Planning Priorities

In addition to the Federal Planning Factors and Federal Planning Emphasis Areas, the Tennessee Department of Transportation has identified five (5) planning priorities for the FY2024 and FY2025 program period. These priorities are described below:

- **Carbon Reduction Program:** The BIL establishes the Carbon Reduction Program (CRP), which provides funds for projects designed to reduce transportation emissions, defined as carbon dioxide (CO<sub>2</sub>) emissions from on-road highway sources. The MPO should develop a method to ensure carbon reduction strategies are included in local projects. The MPO should consider time requirements of soliciting projects for Carbon Reduction funding and assisting municipalities, within their planning boundaries, with Carbon Reduction grant opportunities.

- **PROTECT Program:** The BIL establishes the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Formula Program to help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure. The MPO shall develop a method to ensure resiliency is included in local projects. The MPO should also consider the time investment of assisting municipalities, within their planning boundaries, with PROTECT grant opportunities.
- **Electric Vehicle Infrastructure:** The BIL establishes a National Electric Vehicle Infrastructure Program (NEVI) to provide funding to States to strategically deploy electric vehicle (EV) charging infrastructure and to establish an interconnected network to facilitate data collection, access, and reliability. MPO should consider the time investment of assisting municipalities, within their planning boundaries, with NEVI grant opportunities.
- **Transportation Planning Grants (TPGs):** The UPWP shall include information to support TDOT's Transportation Planning Grants (TPGs). MPOs shall develop collaborative efforts with their local jurisdictions in support of TPG applications that align with the planning activities of the MPO and TDOT. As always, these planning efforts shall consider safety as the number one priority. Specific information is found on TDOT's website which also provides fact sheet on some of the more popular grant options, such as, Complete Streets, Bicycle and Pedestrian, Transportation Systems Management & Operation, Corridor Study, Resurfacing and Striping, Community Mobility, as well as other multimodal and theme-based planning.
- **Virtual Public Involvement:** Virtual Public Involvement (VPI) continues to be a Federal and State planning priority for fiscal years 2024 and 2025. FHWA has promoted VPI through the Every Day Counts (EDC) program, and TDOT has selected to emphasize VPI as a Statewide Planning Emphasis Area. The MPOs should recognize and program VPI activities into the UPWP. Examples of VPI activities may include but are not limited to documenting virtual meeting procedures in the MPO's Public Participation Plan and bylaws, assessment electronic engagement tools, integration of VPI into plan updates, etc. The types of activities should be reflective of the existing VPI procedural documentation and utilization in the metropolitan planning area.

### 3.4 Statewide (Virginia) Planning Priorities

VTrans, Virginia's Transportation Plan, guides policies and investments to improve transportation networks. VTrans has four focus areas (Transportation Vision, Transportation Needs and Priorities, Long-term Risk and Opportunity Register, and Strategic Actions). As part of the Transportation Vision, the Commonwealth Transportation Board has identified five (5) Goals and Objectives. These Goals and Objectives are described below:

- **Goal A – Economic Competitiveness and Prosperity:** Invest in a transportation system that supports a robust, diverse, and competitive economy.
  - Objective A.1. Reduce the amount of travel that takes place in severe congestion.
  - Objective A.2. Reduce the number and severity of freight bottlenecks.
  - Objective A.3. Improve reliability on key corridors for all modes.
- **Goal B – Accessible and Connected Places:** Increase opportunities for people and businesses to efficiently access jobs, services, activity centers, and distribution hubs.
  - Objective B.1. Reduce average peak-period travel times in metropolitan areas.

- Objective B.2. Reduce average daily trip lengths in metropolitan areas.
- Objective B.3. Increase the accessibility to jobs via transit, walking, and driving in metropolitan areas.
- **Goal C – Safety for All Users:** Provide a safe and secure transportation system for passengers and goods on all travel modes.
  - Objective C.1. Reduce the number and rate of motorized fatalities and serious injuries.
  - Objective C.2. Reduce the number of non-motorized fatalities and serious injuries.
- **Goal D – Proactive System Management:** Maintain the transportation system in good condition and leverage technology to optimize existing and new infrastructure.
  - Objective D.1. Improve the condition of all bridges based on deck area.
  - Objective D.2. Increase the lane miles of pavement in good or fair condition.
  - Objective D.3. Increase percent of transit vehicles and facilities in good or fair condition.
- **Goal E – Healthy Communities and Sustainable Transportation Communities:** Support a variety of community types promoting local economies and healthy lifestyles that provide travel options, while preserving agricultural, natural, historic, and cultural resources.
  - Objective E.1. Reduce per-capita vehicle miles traveled.
  - Objective E.2. Reduce transportation related emissions.
  - Objective E.3. Increase the number of trips traveled by active transportation (bicycling and walking).

For more information, visit the VTrans website at [www.vtrans.org](http://www.vtrans.org).

### 3.5 Regional Planning Priorities

Under 23 CFR 450.306(a) the MPO, in cooperation with the state and public transportation operators must develop Long-Range Transportation Plans and Transportation Improvement Programs through a performance-driven, outcome-based approach to planning for metropolitan areas of the state. The planning priorities for the region are intended to facilitate the development, management, and operation of an integrated, intermodal transportation system that enables the safe, efficient, and economical movement of people and goods.

The activities listed in the UPWP are driven by the Federal Planning Factors, Federal Planning Emphasis Areas, Statewide Planning Priorities, and the Regional Planning Priorities identified through the development of the Long-Range Transportation Plan. The Regional Planning Priorities are described below:

**Livability** – Provide safe, secure, convenient, and active transportation choices to all citizens that strengthen the livability and health of our communities and region.

- a) Improve safety by reducing transportation-related fatalities and injuries.
- b) Make streets a place for all users - “Complete Streets”.
- c) Promote active transportation by increasing opportunities for short trips through improved accessibility to alternative modes.
- d) Strengthen local and regional partnerships to advance viable and affordable public transportation and mobility options.
- e) Strive to balance capacity and mobility needs for all users whereby connections to and across modes and land uses function harmoniously.



**Sustainability** – Promote and advance sustainable transportation choices for the greater Kingsport Region that support long-term economic, social, and environmental sustainability within and throughout the region.

- a) Maintain what we have – take a “state of good repair” approach to our community’s transportation assets.
- b) Seek cost-effective management solutions and new technologies as a means of addressing congestion, improving travel time reliability, reducing transportation delays, and improving system operations.
- c) Seek improvement options which minimize adverse impacts of surface transportation to historical, social, cultural, and natural environments, including stormwater impacts.
- d) Promote investment solutions that improve the resiliency of the transportation system and reduce transportation impacts on air-quality.

**Prosperity** – Promote transportation policies and investments that advance quality economic development and redevelopment, economic competitiveness, and efficient access to people, places, and goods and services within and throughout the region.

- a) Strategically target transportation investments to areas supportive and conducive to growth and redevelopment initiatives.
- b) Support equitable transportation investments and policies that work to create jobs, efficiently move freight, and improve access to all modes and destinations while embracing access management and corridor management strategies that preserve the long-term functionality of a roadway’s capacity and safety.
- c) Support multimodal investments, especially bicycle and pedestrian enhancements. Promote tourism and help contribute to the local and regional economy.
- d) Support land use and development patterns that reduce transportation costs and expenditures and improve accessibility for all.
- e) Continue to promote and foster an environment by which citizens, communities, jurisdictions, elected officials, and other stakeholders can collaboratively advance a sustainable multimodal transportation system that provides safe and secure connections throughout a livable and prosperous region.

## Section 4 – Work Program Tasks and Funding Tables

---

### Task I – Program Administration

**Responsible Agencies:** Kingsport MTPo, LENOWISCO PDC, TDOT, VDOT, Local Jurisdictions, Consultant

**Purpose:** To conduct continuing, cooperative, and comprehensive transportation planning activities consistent with the Metropolitan Planning Area's Long-Range Transportation Plan and ensure that all transportation planning projects meet federal and state requirements.

**Previous Work:** Coordination of the MTPo Executive Board and Technical Coordinating Committee; administration of financial and contractual agreements; development, implementation, and management of the FY 2022 and 2023 UPWP; Title VI reporting; coordination of the public participation process; quarterly and annual progress and expenditure reports; preparing annual list of federally obligated projects; coordination with local, state, and federal partners; general administrative activities; and program oversight.

**Activities for FY2024 and FY2025 (*Responsible Agency*):**

- Public Involvement/Committees: Prepare for and host Executive Board, Technical Coordinating Committee, and public meetings/workshops as needed; ongoing implementation of the Public Participation Plan; issue public notification for meetings and other products including public review periods for programs/plans/studies; maintain MTPo email distribution lists (annual subscription of Constant Contact platform); and update and maintain the MTPo website. (MTPo, LENOWISCO, TDOT, VDOT)
- Supplies/Equipment: Purchase of items including, but not limited to, meeting supplies, office supplies, software, office equipment (such as computers, printers, and furniture less than \$5,000 per piece), telephone, postage, shipping, equipment rental/maintenance, printing, publications, subscriptions, services, and other direct costs associated with carrying out the metropolitan transportation planning process. (MTPo)
- Training/Workshop Attendance: Attend trainings, conferences, workshops, webinars, virtual meetings/trainings to ensure compliance with regulations and maintain proficiency in MTPo related topics – including, but not limited to: Tennessee Model Users Group (TNMUG), Tennessee Transportation Assistance Program (TTAP), Association of Metropolitan Planning Organizations (AMPO), Transportation Research Board (TRB), TDOT, VDOT, FHWA. (MTPo)
- Meetings/Memberships: Attend statewide monthly conference calls, quarterly meetings, annual conference, and other meetings with TDOT, VDOT, and other MPOs; attend conference calls and meetings with the TN MPO Association; attend Virginia's MPO Quarterly Coordination meeting; attend meetings of the First Tennessee Rural Planning Organization (RPO); attend other local, state, and federal meetings related to transportation planning; and obtain/maintain membership in local, state, and/or national professional organizations as appropriate [examples: Association of Metropolitan Planning Organizations (AMPO), Institute of Transportation Engineers (ITE), American Planning Association (APA)]. (MTPo, LENOWISCO, TDOT, VDOT)
- Study Administration: Participate in, review, and analyze transportation planning studies or projects such as corridor studies, intersection analyses, traffic impact studies, functional

classification review, TDOT reports/studies, and VDOT reports/studies. (MTPO, LENOWISCO, TDOT, VDOT, Local Jurisdictions, Consultant)

- Americans With Disabilities Act (ADA): Assist local agencies with ADA Plan related information and reporting required in transportation plans/programs. (MTPO, LENOWISCO, TDOT, VDOT)
- Financial Management: Perform grant administration functions; undertake general administrative activities; assist with audit activities as necessary; provide audit reports; oversee MTPO expenditures; and provide accountability of federal, state, and local funds. (MTPO)
- Reporting: Prepare and submit quarterly invoices and progress reports; and submit annual progress and expenditure report. (MTPO, LENOWISCO)
- Contracts: Prepare and execute contractual agreements and amendments as required. (MTPO, LENOWISCO, TDOT, VDOT)
- Administration and Coordination: Prepare/review proposals, contracts, progress reports, invoices, budgets, agendas, schedules, meeting minutes, and meeting reports; assist member agencies, jurisdictions, organizations, and the public with MPO related activities and information; monitor related organizations, research, workshops, information, and/or publications for applicable best practices in transportation planning; work with the City of Kingsport, TDOT, VDOT, FHWA, and FTA to ensure all local, state, and federal requirements are met; update and maintain any required Memorandums of Understanding (MOU) and/or Memorandums of Agreement (MOA) with other MPOs, TDOT, VDOT, or public transit providers; and oversight of MPO program. (MTPO, LENOWISCO, TDOT, VDOT)
- UPWP: Implement and maintain the FY2024 & FY2025 UPWP; manage the implementation of tasks within the adopted UPWP; prepare/process amendments and administrative modifications as needed; and develop and adopt the FY2026 & FY2027 UPWP. (MTPO, LENOWISCO, TDOT, VDOT)
- MPO Boundary Update: Administrative functions associated with the 2020 Census designation of Urban Areas; smoothing of the Urban Area boundary, coordinate with other MPOs, federal agencies, state agencies, transit providers, and local jurisdictions to update the Metropolitan Planning Area (MPA); MPA adjustments to include the addition or removal of areas based on the Urban Area as designated by the 2020 Census; amend agreements with TDOT, VDOT, and other local MPOs to identify and coordinate divisions of transportation planning responsibilities; and submit changes to the Governor for approval. (MTPO, LENOWISCO, TDOT, VDOT)
- Title VI: Maintain Title VI Plan; complete assurances; complete/submit Title VI reports as requested; monitor small and Disadvantaged Business Enterprise (DBE) participation in MTPO professional services; and ongoing coordination of the MTPO transportation planning process for compliance with the requirements of Title VI and Environmental Justice including utilizing the FHWA Screening Tool for Equity Analysis of Projects (STEAP). (MTPO, LENOWISCO, TDOT, VDOT)
- Public Notices and Advertising: Prepare and distribute notices to advertise MTPO meetings, open houses, workshops, and other events including public review periods for programs/plans/studies; maintain MTPO email distribution lists (annual subscription of Constant Contact platform); update and maintain the MTPO website; and work with the City of Kingsport Communications Department for media contacts and social media content. (MTPO)
- Software Renewals: Purchase/renew software and platforms used to conduct MTPO business including, but not limited to: Constant Contact, Zoom, and TransCAD. (MTPO)
- MPO Bylaws Update: Review/update bylaws as needed. (MTPO)

- Project Initiation/Consultant Selection: Assist local jurisdictions with project initiation tasks; prepare and distribute Request for Qualifications (RFQ) and Request for Proposals (RFP) as appropriate; review, score, and select consultants. *(MTPO)*
- Capital Purchases: Any purchase of an individual capital item costing more than \$5,000 will receive state and/or federal approval prior to purchase. *(MTPO)*

**Products/Deliverables (Schedule):**

- Continued implementation and compliance of local, state, and federal programs and requirements for the transportation planning process. *(Ongoing)*
- Attend meetings, trainings, workshops, and conferences. *(Ongoing/As Needed)*
- Prepare and distribute documentation for MTPO meetings as required, such as resolutions, agendas, notices, and related information. *(Ongoing/As Needed)*
- Prepare and submit quarterly billings/invoices and progress reports. *(Quarterly)*
- Prepare and submit performance and expenditures annual report. *(Annually)*
- Title VI, Environmental Justice, and DBE compliance monitoring/reporting. *(Ongoing/As Needed)*
- Continued communication/coordination with local jurisdictions. *(Ongoing/As Needed)*
- Maintenance of MTPO website. *(Ongoing/As Needed)*
- Update MTPO Bylaws. *(As Needed)*
- Prepare/distribute RFQs and/or RFPs and review, score, and select consultants. *(As Needed)*
- Maintain and update MTPO contact lists. *(Ongoing/As Needed)*
- Maintain and update FY24-25 UPWP *(Ongoing/As Needed)*
- Development of FY26-27 UPWP *(Draft: April 2025)*
- Implement, maintain, and update the Public Participation Plan. *(Ongoing/As Needed)*
- Review and update the Urban Area boundary *(Fall 2023)* and Metropolitan Planning Area boundary. *(Summer/Fall 2024)*

**Funding Tables:**

TENNESSEE FY2024 & FY2025 TASK I – ADMINISTRATION	
TN – CPG	
<b>Kingsport MTPO</b>	
Federal	\$240,000.00
State	\$15,000.00
Local	\$45,000.00
<b>TOTAL</b>	<b>\$300,000.00</b>

<b>VIRGINIA FY2024*</b> <b>TASK I – ADMINISTRATION</b>		
	<b>VA – FHWA PL</b>	<b>VA – FTA 5303</b>
<b>Kingsport MTPO</b>		
Federal	\$2,059.84	\$2,000.00
State	\$257.48	\$250.00
Local	\$257.48	\$250.00
<b>LENOWISCO PDC</b>		
Federal	\$16,000.00	0
State	\$2,000.00	0
Local	\$2,000.00	0
<b>TOTAL</b>	<b>\$22,574.80</b>	<b>\$2,500.00</b>

\*Virginia funding formulas will be changing for FY25. The funding tables will be updated by Amendment when the FY25 Virginia funding information is received.

DRAFT



## Task II – Data Collection, Maintenance, and Analysis

**Responsible Agencies:** Kingsport MTPO, LENOWISCO PDC, TDOT, VDOT, DRPT, Public Transportation Agencies, Local Jurisdictions, Consultant

**Purpose:** To collect and maintain an inventory of data (including transportation, traffic, safety, demographic, and land use) and analyze it as it relates to the update of the Long-Range Transportation Plan and other various plans, programs, and studies to ensure effective transportation planning in the Metropolitan Planning Area and identify changes in transportation needs.

**Previous Work:** Traffic counts (annual, triennial, and special counts); regional crash data analysis; Geographic Information Systems (GIS) mapping activities; support/adoption of performance measure targets; maintain TransCAD license; update of Travel Demand Model (TDM); purchase Urban SDK license; and participation in Tennessee Model Users Group (TNMUG).

### **Activities for FY2024 and FY2025 (Responsible Agency):**

- **Demographics:** Collect, maintain, and analyze socio-economic, land use, employment, and travel pattern data from a variety of sources; monitor economic development activities impacting the transportation system for the Metropolitan Planning Area (MTPO, LENOWISCO)
- **Modeling:** Participate in TNMUG; participate in meetings and training sessions on modeling; maintain TransCAD license; research possibility of having a Tri-Cities area Travel Demand Model; coordinate with TDOT, VDOT, and federal agencies to develop and update the area travel demand model, as needed, using TransCAD software; review member jurisdictions' traffic evaluations and transportation studies; review recommendations for modifications of transportation facilities (i.e. signal locations, signal timing and phasing, pavement widths, and travel lanes) which would impact the regional Traffic Demand Model and traffic flow on major corridors. (MTPO, TDOT, VDOT, Local Jurisdictions, Consultant)
- **Performance Measures:** Continued implementation of a performance-based planning program; coordination with TDOT, VDOT, and federal agencies to update, support/adopt, and implement performance measures/targets for PM1, PM2, and PM3 as necessary; in cooperation with TDOT, DRPT, and local transit agencies update, support/adopt, and implement performance measures/targets for Transit Asset Management (TAM) and safety targets as part of their Public Transportation Agency Safety Plan as necessary; and include the integration of performance-based goals, objectives, performance measures, and targets in the development of MPO plans and processes. (MTPO, TDOT, VDOT, DRPT, Public Transportation Agencies)
- **GIS Development and Maintenance:** GIS mapping and association training to create and maintain necessary geographic-based data sets utilized for transportation planning purposes; work with local and state GIS departments for project mapping, Urban Area/Planning Area changes, and other GIS related tasks as needed; update transportation related maps and databases as needed; and provide visualization products associated with the development of transportation plans and documents. (MTPO, LENOWISCO, TDOT, VDOT)
- **Traffic Counts:** Collect, maintain, and analyze traffic data and facility conditions in cooperation and conjunction with participating entities; continue to collect annual traffic count data at established stations (triennial in Virginia); conduct special traffic counts as needed for planning and project design; use/purchase of special equipment as needed; and on-going analysis of

regional traffic counts to establish trends in traffic volumes used in maintaining the travel demand model as well as other transportation planning studies. *(MTPO, LENOWISCO, TDOT, VDOT, Local Jurisdictions)*

- Land and Travel Demand Model: Collect and/or purchase data to maintain the database for TransCAD model including economic, population, and socio-economic data for the future update of the Long-Range Transportation Plan (LRTP); Travel Demand Model runs for special studies or project needs/changes as needed; begin preparation for 2050 LRTP. *(MTPO, TDOT, VDOT, Consultant)*
- Functional Classification System Updates: Update of the Federal Functional Classification System based on the 2020 Census Urban Area and adjusted Urban Area/Metropolitan Planning Area boundary; coordination with Bristol MPO and Johnson City MTPO on adjoining boundaries and corresponding roadway classifications as needed; and work with TDOT and VDOT to update and maintain the Functional Classification System for the Metropolitan Planning Area. *(MTPO, LENOWISCO, TDOT, VDOT)*
- Urban Area Boundary Update: Adjustment/smoothing of the 2020 Census Urban Area boundary per FHWA guidelines; update Metropolitan Planning Area boundary; coordination with Bristol MPO and Johnson City MTPO on adjacent urban/planning boundaries as needed. *(MTPO, LENOWISCO, TDOT, VDOT)*
- Economic Data and Land Use Data: Collect and/or purchase traffic, freight, transit ridership, bike/pedestrian counts, population, land use, and socio-economic data for development of the 2050 Long-Range Transportation Plan with assistance from consultants, TDOT, and VDOT. *(MTPO, LENOWISCO, TDOT, VDOT, Consultant)*
- Safety Data Collection and Analysis: Compile and analyze crash data periodically for the region including crash reports, traffic volume data, crash rates, and historical trends; promote safety conscious design by local jurisdictions for roadway improvements at high crash locations; TDOT and VDOT will maintain files on crashes and furnish high hazard listings and other safety data as required; and provide local jurisdictions input on the regional transportation system (existing conditions and proposed improvements) for utilization in operations and maintenance planning, incident management activities, and the development of disaster and hazard mitigation plans. *(MTPO, LENOWISCO, TDOT, VDOT)*
- Air Quality/Conformity Analysis: Monitor the air quality of the Metropolitan Planning Area to assure standards are being met; and continue participation in the Tennessee Statewide Interagency Consultation (IAC) group. *(MTPO, TDOT)*
- Other: Maintain licenses for existing software and other software packages/platforms as needed; purchase equipment as needed for storing or display purposes for various visualization techniques; travel time studies will be conducted if needed; and continued coordination between TDOT and MPOs for statewide data acquisition purchase for travel forecasting and other transportation planning activities. *(MTPO)*

#### **Products/Deliverables (Schedule):**

- Renew TransCAD license. *(Annually)*
- Transportation related GIS mapping and graphics. *(As Needed)*
- Average Daily Traffic, peak hour volume, vehicle classification, directional distribution, and other traffic data for planning and design studies. *(Ongoing/As Needed)*

- Special traffic counts and speed studies. *(As Needed)*
- Vehicle miles of travel on functionally classified systems. *(Ongoing/As Needed)*
- High-hazard lists, collision diagrams, and other crash data. Review of high-crash locations and changes in crash rates in MPA. *(Ongoing/As Needed)*
- Maintenance of the Travel Demand Model. *(As Needed)*
- Maintenance of Traffic Analysis Zone data. *(As Needed)*
- Monitor, review, and maintain performance measures/targets (PM1, PM2, PM3) and incorporate in the transportation planning process. *(Annually or As Needed)*
- Review and update the Urban Area boundary *(Fall 2023)* and Metropolitan Planning Area boundary. *(Summer/Fall 2024)*
- Begin data collection for 2050 LRTP. *(Summer 2025)*

**Funding Tables:**

TENNESSEE FY2024 & FY2025 TASK II – DATA COLLECTION, MAINTENANCE, AND ANALYSIS	
	TN – CPG
<b>Kingsport MTPO</b>	
Federal	\$64,000.00
State	\$4,000.00
Local	\$12,000.00
<b>TOTAL</b>	<b>\$80,000.00</b>

VIRGINIA FY2024*		
TASK II – DATA COLLECTION, MAINTENANCE, AND ANALYSIS		
	VA – FHWA PL	VA – FTA 5303
<b>Kingsport MTPO</b>		
Federal	0	0
State	0	0
Local	0	0
<b>LENOWISCO PDC</b>		
Federal	\$12,000.00	0
State	\$1,500.00	0
Local	\$1,500.00	0
<b>TOTAL</b>	<b>\$15,000.00</b>	<b>0</b>

\*Virginia funding formulas will be changing for FY25. The funding tables will be updated by Amendment when the FY25 Virginia funding information is received.



## Task III – Short Range Planning

**Responsible Agencies:** Kingsport MTPO, LENOWISCO PDC, TDOT, VDOT, Public Transportation Agencies, Local Jurisdictions

**Purpose:** Develop and maintain short-range transportation plans which address immediate transportation needs of the Metropolitan Planning Area, particularly a fiscally constrained Transportation Improvement Program (TIP).

**Previous Work:** Maintenance of the FY2020-2023 TIP; development of FY2023-2026 TIP; implementation of eTIP/eSTIP platform; incorporation of performance-based planning and programming in the TIP process; publication of the Annual Listing of Obligated Projects; and track balance of local STBG funds.

**Activities for FY2024 and FY2025 (Responsible Agency):**

- Transportation Improvement Program: Maintenance of FY23-26 TIP; complete amendments and administrative modifications as necessary while remaining fiscally constrained; use/maintain the new eTIP/eSTIP platform; and consultation with local officials, TDOT, and VDOT to ensure project implementation and delivery as scheduled. (MTPO, LENOWISCO, TDOT, VDOT, Public Transportation Agencies, Local Jurisdictions)
- Environmental Impact Assessments: As needed, participate in environmental assessments as they relate to the TIP. (MTPO)
- Annual Listing of Obligated Projects: Develop and publish the annual listing of federally obligated projects for the MPA. (MTPO, TDOT, VDOT)

**Products/Deliverables (Schedule):**

- Maintenance of FY23-26 TIP. (Ongoing/As Needed)
- Annual Listing of Obligated Projects. (Annually by December 30)

**Funding Tables:**

TENNESSEE FY2024 & FY2025 TASK III – SHORT RANGE PLANNING	
	TN – CPG
<b>Kingsport MTPO</b>	
Federal	\$80,000.00
State	\$5,000.00
Local	\$15,000.00
<b>TOTAL</b>	<b>\$100,000.00</b>

<b>VIRGINIA FY2024*</b> <b>TASK III – SHORT RANGE PLANNING</b>		
	<b>VA – FHWA PL</b>	<b>VA – FTA 5303</b>
<b>Kingsport MTPO</b>		
Federal	\$800.00	0
State	\$100.00	0
Local	\$100.00	0
<b>LENOWISCO PDC</b>		
Federal	\$9,200.00	0
State	\$1,150.00	0
Local	\$1,150.00	0
<b>TOTAL</b>	<b>\$12,500.00</b>	<b>0</b>

\*Virginia funding formulas will be changing for FY25. The funding tables will be updated by Amendment when the FY25 Virginia funding information is received.

DRAFT



## Task IV – Long Range Planning

**Responsible Agencies:** Kingsport MTPO, LENOWISCO PDC, TDOT, VDOT, Public Transportation Agencies, Local Jurisdictions, Other Stakeholders, Consultant

**Purpose:** To develop and maintain comprehensive long-range transportation plans that will provide for the long-term transportation needs of the Metropolitan Planning Area and consider all modes of transportation in the planning process.

**Previous Work:** Update of the regional Travel Demand Model; develop, adopt, and maintain the *Kingsport 2045 Long-Range Transportation Plan* (LRTP); develop, adopt, maintain the *Local Road Safety Plan* (LRSP); support/adoption of performance measure targets; and Virginia SMART SCALE project application; US-23 Corridor Project Pipeline study.

### **Activities for FY2024 and FY2025 (*Responsible Agency*):**

- **Long-Range Transportation Plan:** Maintain the 2045 LRTP including updates, amendments, or administrative modifications as needed; assist TDOT and VDOT with maintaining their Statewide LRTP and any related studies or corridor plans; attend workshops/meetings that may be beneficial for updating the LRTP; utilize the FHWA Screening Tool for Equity Analysis of Projects (STEAP); and begin 2050 LRTP update including procurement process to secure a consultant. *(MTPO, LENOWISCO, TDOT, VDOT, Public Transportation Agencies, Local Jurisdictions, Other Stakeholders, Consultant)*
- **Public Participation Plan:** Review and monitor the appropriateness and effectiveness of the Public Participation Plan (PPP), consider alternative practices, strategies, and procedures as appropriate; and update the PPP as needed. *(MTPO)*
- **Congestion Management Planning/Air Quality:** Monitor the air quality of the MPA to assure standards are being met; update/develop plans, models, and documents as necessary if the MPA becomes nonattainment; and continue participation in meetings/training on air quality including the Tennessee Statewide Interagency Consultation (IAC) group. *(MTPO, TDOT)*
- **Freight Planning:** Continue cooperation with TDOT, VDOT, and DRPT to improve statewide transportation corridors that can efficiently handle the movement of people and goods with an emphasis on freight and rail improvements; and keep informed on freight topics such as weigh-in-motion and truck parking/rest areas. *(MTPO, TDOT, VDOT, DRPT)*
- **Intelligent Transportation Systems (ITS) Architecture:** Review current ITS Architecture Plan to determine what updates may be needed to reflect new federal legislation, current best practices, statewide planning priorities, and local initiatives. *(MTPO)*
- **Local Road Safety Plan:** Monitor and maintain the Local Road Safety Plan (LRSP); engage stakeholders in workshops/meetings to evaluate problem areas and develop potential projects for the LRSP; utilize the FHWA Screening Tool for Equity Analysis of Projects (STEAP); and evaluate/update the LRSP on a similar schedule of the LRTP. *(MTPO, LENOWISCO, VDOT, TDOT, Other Stakeholders)*
- **Complete Streets:** Activities that support the prioritization of safe access for all users including pedestrians, bicyclists, motorists, and transit riders or all ages and abilities in the development of all plans and programs; adopt Performance Based Planning and Programming Safety Targets;

maintain the Local Road Safety Plan; maintain the Long-Range Transportation Plan; maintaining the Public Participation Plan. *(MTPO, LENOWISCO, TDOT, VDOT, Consultant)*

- Virginia: Assist VDOT with all planning processes including, but not limited to, Strategically Targeted Affordable Roadway Solutions (STARS), Project Pipeline, VTrans, and SMART SCALE. *(MTPO, LENOWISCO, VDOT, Consultant)*

**Products/Deliverables (Schedule):**

- Maintain 2045 LRTP with Amendments and Administrative Modifications. *(Ongoing/As Needed)*
- Begin 2050 LRTP update including procurement process to secure a consultant. *(Spring 2025)*
- Continuation of a 3C transportation planning process that considers all modes of travel. *(Ongoing)*
- Coordination with local jurisdictions on comprehensive land use and economic development plans. *(Ongoing/As Needed)*
- Coordination with TDOT and VDOT on statewide long-range transportation planning activities and corridor studies. *(Ongoing/As Needed)*
- Implement, maintain, and update the Public Participation Plan. *(Ongoing/As Needed)*
- Monitor and maintain the Local Road Safety Plan. *(Ongoing/As Needed)*
- Monitor air quality of the MPA and participate in IAC group. *(Ongoing/As Needed)*
- Virginia SMART SCALE applications. *(As Needed)*
- Virginia Project Pipeline US-58/US-421/Bristol Highway Corridor Study. *(Ongoing/As Needed)*

**Funding Tables:**

TENNESSEE FY2024 & FY2025 TASK IV – LONG RANGE PLANNING	
	TN – CPG
<b>Kingsport MTPO</b>	
Federal	\$120,000.00
State	\$7,500.00
Local	\$22,500.00
<b>TOTAL</b>	<b>\$150,000.00</b>

VIRGINIA FY2024*		
TASK IV – LONG RANGE PLANNING		
	VA – FHWA PL	VA – FTA 5303
<b>Kingsport MTPO</b>		
Federal	\$1,200.00	0
State	\$150.00	0
Local	\$150.00	0
<b>LENOWISCO PDC</b>		
Federal	\$4,600.00	0
State	\$575.00	0
Local	\$575.00	0
<b>TOTAL</b>	<b>\$7,250.00</b>	<b>0</b>

\*Virginia funding formulas will be changing for FY25. The funding tables will be updated by Amendment when the FY25 Virginia funding information is received.

DRAFT



## Task V – Multimodal Planning

**Responsible Agencies:** Kingsport MTPO, LENOWISCO PDC, TDOT, VDOT, DRPT, Public Transportation Agencies

**Purpose:** To administer funds, coordinate planning activities, and encourage citizen knowledge and awareness of public transportation, active transportation, and alternate modes of transportation. Complete Streets planning activities.

**Previous Work:** Distribute information on multimodal grant opportunities to local jurisdictions; assist local jurisdictions in developing grant applications; develop, adopt, and maintain the *Kingsport MTPO Regional Bicycle and Pedestrian Plan*; support/adoption of Transit Safety Targets; support/adoption of Transit Asset Management (TAM) targets; maintenance of the transit element of the TIP; and ongoing coordination with public transit operators.

**Activities for FY2024 and FY2025 (Responsible Agency):**

- **Transit:** Promote interagency coordination with local transit agencies and MTPO staff; coordination with rural transit providers on regional transportation issues related to urban area funding and public transportation services within the Metropolitan Planning Area; perform transit analysis including appropriate regional analysis and consideration of transit needs in relation to the entire transportation system; prepare for and participate in the triennial review as needed; assist in development and continuation of the *Coordinated Public Transit Human Services Plan*; as needed, receive transit data collection and analysis, including transit patron surveys, GIS analysis, passenger trip data collected on transit vehicles, and other data as provided by transit providers; continued coordination with local transit providers on the implementation of performance based planning and programming requirements (Transit Safety Plans/Targets and Transit Asset Management Plans/Targets); and support/participate in a regional transit study. (MTPO, LENOWISCO, TDOT, VDOT, DRPT, Public Transportation Agencies)
- **Bicycle/Pedestrian/Alternative Transportation:** Monitor, maintain, and update as needed the *Kingsport Regional Bicycle and Pedestrian Plan*; collect and review bicycle/pedestrian count data; and continue to evaluate mobility needs of neighborhoods/areas in the Metropolitan Planning Area including sidewalks, trails, and shared use paths. (MTPO, LENOWISCO, TDOT, VDOT)
- **Active Transportation:** Coordinate with TDOT's active transportation initiative to implement a pedestrian and bicycle count program; identify potential count sights on urban sidewalk location as well as greenway/trail locations; continue to promote livable communities by encouraging the development of bicycle and pedestrian plans and implementation of bicycle facilities, sidewalks, shared use paths, and other multimodal transportation improvements by local jurisdictions; notify member jurisdictions of state and federal active transportation-related grant opportunities including, but not limited to, Transportation Alternative Program and Multimodal Access Grants; assist member jurisdictions with preparation/review of applications. (MTPO, LENOWISCO, TDOT, VDOT)
- **Complete Streets:** Additional activities that support the prioritization of safe access for all users including pedestrians, bicyclists, motorists, and transit riders or all ages and abilities. (MTPO, LENOWISCO, TDOT, VDOT, DRPT)

**Products/Deliverables (Schedule):**

- Maintain and update the bike/ped plan. *(Ongoing/As Needed)*
- Continued coordination with public transportation agencies (KATS, NET Trans, MEOC/MET). *(Ongoing)*
- Assist/support public transportation agencies with reports and updates to MTPO plans/programs. *(As Needed)*
- Distribute information and assist local jurisdictions in the grant application process for multimodal grants. *(As Needed)*
- Assist/support public transportation agencies with the implementation of performance based planning and programming requirements including Transit Safety Plans/Targets and Transit Asset Management Plans/Targets. *(Ongoing)*

**Funding Tables:**

TENNESSEE FY2024 & FY2025 TASK V – MULTIMODAL PLANNING	
	TN – CPG
<b>Kingsport MTPO</b>	
Federal	\$112,000.00
State	\$7,000.00
Local	\$21,000.00
<b>TOTAL</b>	<b>\$140,000.00</b>

VIRGINIA FY2024* TASK V – MULTIMODAL PLANNING		
	VA – FHWA PL	VA – FTA 5303
<b>Kingsport MTPO</b>		
Federal	0	\$2,332.80
State	0	\$291.60
Local	0	\$291.60
<b>LENOWISCO PDC</b>		
Federal	\$4,204.00	0
State	\$525.50	0
Local	\$525.50	0
<b>TOTAL</b>	<b>\$5,255.00</b>	<b>\$2,916.00</b>

\*Virginia funding formulas will be changing for FY25. The funding tables will be updated by Amendment when the FY25 Virginia funding information is received.

## Task VI – Special Studies

**Responsible Agencies:** Kingsport MTPO, TDOT, Consultant

**Purpose:** To provide transportation planning assistance for special studies within the Metropolitan Planning Area including but not limited to corridor studies, sub-area studies, and transportation systems management and operations.

**Previous Work:** Distribute information on grant opportunities to local jurisdictions; assist local jurisdictions in developing grant applications; and participate in Urban Transportation Planning Grant (UTPG) studies for Kingsport (East Center Street Study, SR-93/SR-1 Interchange Area Study).

**Activities for FY2024 and FY2025 (*Responsible Agency*):**

- Transportation Systems Management and Operations: Upon request from local officials, TDOT conducts a variety of studies including, but not limited to, Road Safety Audits that are intended to eliminate or alleviate safety concerns that have been identified by crash data, Transportation Investment Reports, Feasibility Studies, Transportation Planning Reports, Interchange Justification Studies, Interchange Modification Studies, and Technical Studies. (TDOT)
- Planning and Environmental Linkages: Work with federal, state, and local agencies to consider environmental, community, and economic goals in the early planning process for transportation projects; and use the information, analysis, and products developed during the planning process to inform the environmental review process. (MTPO, TDOT)
- Corridor Study: Special studies along specific corridor(s) to resolve or address potential traffic issues or needs; traffic impact studies; and investigate a range of multimodal solutions to address future travel demands with emphasis on managing congestion, improving safety, maximizing the potential for freight diversion, and preserving the corridor's economic benefits. (MTPO, TDOT, Consultant)
- Sub-Area Study: Studies focused on a particular sub-area/community to evaluate trips generated or attracted; evaluate commercial and residential land use; and determine how various forms of traffic (passenger vehicles, trucks, freight, multimodal) enter and exit in an efficient manner. (MTPO, TDOT)
- Sector/Community Planning: Integrate land-use, community, economic development, and public health in the transportation planning process. (MTPO, TDOT)

**Products/Deliverables (*Schedule*):**

- Special Studies conducted as needed.



Funding Tables:

TENNESSEE FY2024 & FY2025 TASK VI – SPECIAL STUDIES	
	TN – CPG
<b>Kingsport MTPO</b>	
Federal	\$32,000.00
State	\$2,000.00
Local	\$6,000.00
<b>TOTAL</b>	<b>\$40,000.00</b>

VIRGINIA FY2024* TASK VI – SPECIAL STUDIES		
	VA – FHWA PL	VA – FTA 5303
<b>Kingsport MTPO</b>		
Federal	0	0
State	0	0
Local	0	0
<b>LENOWISCO</b>		
Federal	0	0
State	0	0
Local	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

# Funding Source by Task and Agency

## KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION Funding Source by Task and Agency

Tasks	TENNESSEE CPG***				Total
	Kingsport MTPO				
	Federal 80%	State 5%	Local 15%		
I. Program Administration	\$240,000.00	\$15,000.00	\$45,000.00	\$300,000.00	\$300,000.00
II. Data Collection, Maintenance, and Analysis	\$64,000.00	\$4,000.00	\$12,000.00	\$80,000.00	\$80,000.00
III. Short Range Planning	\$80,000.00	\$5,000.00	\$15,000.00	\$100,000.00	\$100,000.00
IV. Long Range Planning	\$120,000.00	\$7,500.00	\$22,500.00	\$150,000.00	\$150,000.00
V. Multimodal Planning	\$112,000.00	\$7,000.00	\$21,000.00	\$140,000.00	\$140,000.00
VI. Special Studies	\$32,000.00	\$2,000.00	\$6,000.00	\$40,000.00	\$40,000.00
<b>Total</b>	<b>\$648,000.00</b>	<b>\$40,500.00</b>	<b>\$121,500.00</b>	<b>\$810,000.00</b>	<b>\$810,000.00</b>

Tasks	VIRGINIA PL***				Total
	Kingsport MTPO				
	Federal 80%	State 10%	Local 10%		
I. Program Administration	\$2,059.84	\$257.48	\$257.48	\$16,000.00	\$2,000.00
II. Data Collection, Maintenance, and Analysis	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00
III. Short Range Planning	\$800.00	\$100.00	\$100.00	\$9,200.00	\$1,150.00
IV. Long Range Planning	\$1,200.00	\$150.00	\$150.00	\$4,600.00	\$575.00
V. Multimodal Planning	\$0.00	\$0.00	\$0.00	\$4,204.00	\$525.50
VI. Special Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$4,059.84</b>	<b>\$507.48</b>	<b>\$507.48</b>	<b>\$46,004.00</b>	<b>\$5,750.50</b>

Tasks	VIRGINIA 5303				Total
	Kingsport MTPO				
	Federal 80%	State 10%	Local 10%		
I. Program Administration	\$2,000.00	\$250.00	\$250.00	\$2,000.00	\$250.00
II. Data Collection, Maintenance, and Analysis	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
III. Short Range Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IV. Long Range Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
V. Multimodal Planning	\$2,332.80	\$291.60	\$291.60	\$2,332.80	\$291.60
VI. Special Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$4,332.80</b>	<b>\$541.60</b>	<b>\$541.60</b>	<b>\$4,332.80</b>	<b>\$541.60</b>

\*\*\*The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]. The MTPO's tasks that incorporate these planning activities include work associated with Performance Based Planning and Programming Safety Targets, maintaining the Regional Bicycle and Pedestrian Plan, attending training and conferences associated with complete streets, maintaining a Local Road Safety Plan, maintaining a multimodal Long Range Transportation Plan, maintaining a Public Participation Plan, and all activities in Task V: Multimodal Planning. The 2.5% funding set aside is accommodated in the funding amount shown in this table.

\*Virginia funding for formulas will be changing for FY25. The funding tables will be updated by Amendment when the FY25 Virginia funding information is received.  
 \*\* LENOVISCO funds are contracted directly from VDOT, not passed through the MTPO.