

Bill Albright
Transportation Manager

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MEMORANDUM

To: Kingsport MTPO Executive Board
CC: Subscribed Interested Parties
From: Troy Ebbert, Transportation Planning Coordinator
Date: April 29, 2016
Subject: MTPO Executive Board Meeting

Please find the agenda for the next Kingsport MTPO Executive Board meeting scheduled for **Thursday, May 5, 2016 at 1:00 P.M. (ET) Jimmy Walker Conference Room, 2nd Floor of the Improvement Building, 201 W. Market Street, (downtown) Kingsport, Tennessee.**

In addition to the public comments, project updates and general information items

There are four actions items:

- **Minutes**
- **Adoption of the Virginia 16-17 UPWP**
- **TIP Amendment 14 – Press Rd**
- **TIP Amendment 15 – 5339 Funds for KATS**

If you are unable to attend, you may designate a proxy in writing to represent you. A sample proxy letter is enclosed. The minutes from the last Executive Board meeting are also enclosed.



1. Executive Board Welcome

2. Approval of Minutes from February 9, 2016 Meeting:

- Action Possible Action Discussion Information

3. Public Comment on Agenda Items

- Action Possible Action Discussion Information

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 during the end of the meeting in the Public Hearing section.

4. Adoption of the Virginia 2016-2017 UPWP (Work Program)

- Action Possible Action Discussion Information

Presenter: Bill Albright

Item Summary: This is the yearly review and update of the work program as required by FHWA, TDOT and VDOT.

Recommendation: Adopt the UPWP as presented.

5. Functional Classification Status

- Action Possible Action Discussion Information

Presenter: TDOT Staff

Item Summary: The functional classification process is complete, the MPO has received the approval letter from FHWA and TDOT.

6. TIP Amendment # 14 – Press Road

Action Possible Action Discussion Information

Presenter: Mark Sandidge

Item Summary: Press Road is located within the municipal limits of Church Hill and serves both industrial and residential land uses. In order use STP funds, the road is required to have a minimum functional classification. The City of Church Hill has requested STP funds to resurface Press Road.

Recommendation: With an approved functional class update, staff recommends approval of the project.

7. TIP Amendment # 15 - KATS 5339 Capital Purchase Funds

Action Possible Action Discussion Information

Presenter: Chris Campbell

Item Summary: Based on the new FAST Act eligibility rules, TDOT Multimodal has allocated FTA Section 5339 small urban program funds for Federal Fiscal Years 2013, 2014, 2015, and 2016 to direct recipients in small UZAs. KATS is receiving \$373,000 in federal funds with a ten percent match from both the state and the city.

Recommendation: Approval of TIP amendment as presented

8. FY17-FY22 TIP Development

Action Possible Action Discussion Information

Presenter: Troy Ebbert

Item Summary: A call for projects was advertised on February 1, 2016 and a letter announcing the call was sent at the end of January to all stakeholders. Two sidewalk projects were submitted, with new projects at this time. The new TIP will carry projects forward and the remaining will remain programed at this time until a need has been identified and approved. Final adoption of the new TIP is scheduled for November 3, 2016

9. 2040 Long Range Plan

- Action Possible Action Discussion Information

Presenter: RPM

Item Summary:

1. Update the board regarding the outcomes from our first round of stakeholder meetings
2. Update the board on the public engagement to date (through the WikiMaps and online survey)
3. Get the board to review and approve the goals and objectives for the LRTP (we have slightly revised these due to language included in the FAST Act)
4. Get the board to review and approve the E+C project list

10. Staff Reports - Projects, Initiatives, Updates

- Action Possible Action Discussion Information

Presenter: Staff

- Stone Drive Multimodal Grant, East and West
- 5317 Funding for sidewalks

11. Public Comment

- Action Possible Action Discussion Information

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

12. Meeting Adjournment

Sample Proxy Letter

(Date)

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

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

during the _____ meeting of the Kingsport MPO Executive
(Meeting Date)

Board.

**KINGSPORT URBAN AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
Meeting Minutes for February 9, 2016**

**City Hall Council Room 10:00 A.M.
201 W. Market Street, Kingsport, TN**

Members Present:

Jimmy Adkins, Jeff Fleming, Donny Necessary, Cory Osborne (for Chris Craig), Nick Weander (via Telephone)

Absent:

Larry Frost, Ambre Torbett

Staff Present:

Bill Albright, Susan Doran, Troy Ebbert, Lynn Tully, Candace Sherer, Michael Thompson

Visitors Present:

Calvin Clifton – Mattern & Craig
Randy Davenport – Vaughn & Melton
Randy Dodson – Mattern & Craig
Preston Elliott – RPM
Jason Farmer – TDOT Operations
Kayla Ferguson – RPM
Donald Hurst – Martin-McGill
John Penland – TDOT Operations

Recorder: Susan Doran

- I. **Call to Order:** Jeff Fleming called the meeting to order.
- II. **Approval of Minutes:** The minutes of the December 3, 2015 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Jimmy Adkins to approve the minutes and was seconded by Donny Necessary. The motion carried unanimously.
- III. **Public Comment:** Jeff Fleming opened the floor for public comments. No comments.
- IV. **New Business:**
 - A. Election of Vice Chairman. Presented by Troy Ebbert. According to Article IV of the Kingsport MTPO Bylaws, during the first meeting of each year it is necessary to elect a vice-chairman to conduct activities of the board in the absence of the chairman. The current Vice-Chairman is Jimmy Adkins. A motion was made by Donny Necessary to re-elect Jimmy Adkins as Vice-Chairman and was seconded by Cory Osborne. The motion carried unanimously.
 - B. Amendment # 1 to the Unified Planning Work Program (UPWP). Presented by Bill Albright. The amendment being submitted specifically identifies changes to the FY 2016 Budget within Task E – Multimodal and Long Range Planning that increases funding for development of the 2040 Long-Range Transportation Plan. A motion was made by Donny Necessary to amend the Unified Planning Work Program (UPWP) to increase funding for development of the 2040 Long-Range Transportation Plan and was seconded by Jimmy Adkins. The motion carried unanimously.

- C. Functional Classification Status. Presented by TDOT Staff. The functional classification process is in its final phase as a result of the updated urbanized area approved in 2014. TDOT submitted the requests to Federal Highway Administration the middle of January. TDOT will inform the board of the steps for completion. No action required for this agenda item.
- D. Press Road TIP Amendment. Item removed from agenda and will be presented at a later date.
- E. Virginia House Bill 2 Results for the Bristol Region. Presented by Donny Necessary. House Bill 2 projects were voted on by the MTPO Executive Board and submitted to VDOT last year for consideration and scoring via the new process established by House Bill 2. Donny Necessary provided a brief overview of the projects and the results of the scoring and discussed the next step of the process. No action required for this agenda item.
- F. KATS Update. Presented by Candace Sherer. An update of the new KATS routes and the status of the proposed Transit Center were presented to the MTPO Executive Board. No action required for this agenda item.
- G. Call for Projects – FY18 – FY22 TIP Development. Presented by Troy Ebbert. A call for projects was advertised on February 1, 2016 and a letter announcing this was sent to all stakeholders at the end of January. The application can be downloaded from the MTPO website. All completed applications shall be submitted to the MTPO Coordinator on or prior to April 1, 2016. They will be scored and recommendations from the Technical Coordinating Committee will be submitted to the MTPO Executive Board for final approval for inclusion in the TIP. No action required for this agenda item.
- H. Review, Discussion, and Endorsement of Items Pertaining to the Development of the Region's 2040 Long Range Transportation Plan (LRTP). Presented by Preston Elliott and Kayla Ferguson, RPM Consultants. A brief update on the project and project schedule were provided.

Base Year & Future Year Population & Employment Control Totals and Horizon Year Assumptions – It is important early in the planning process to establish certain planning assumptions for the development of the Long Range Transportation Plan. These include establishing the base year and future planning horizons for the LRTP as well as the population and employment control totals for the region. Staff is recommending the base year of the plan be 2015 and the future year to be 2040 (with an interim horizon year of 2025 for air quality planning purposes). Summary tables with the proposed population and employment projections by horizon year were provided to the Executive Board. A motion was made by Donny Necessary for the base year of the plan to be 2015 and the future year to be 2040 with an interim horizon year of 2025 for air quality planning purposes and was seconded by Jimmy Adkins. The motion carried unanimously.

- I. Meeting Schedule. Presented by Troy Ebbert. The next Technical Coordinating Committee is scheduled for April 8, 2016. The next MTPO Executive Board meeting is scheduled for May 5, 2016.

V. STAFF REPORTS:

Staff provided updates for various projects.

VI. PUBLIC HEARING: Jeff Fleming invited those attending to make comments or ask questions about any and all agenda items, transportation planning issues, activities, and/or projects that pertain to the Kingsport Area Metropolitan Transportation Planning Organization.

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

These minutes were approved upon a voice vote of the Kingsport Metropolitan Transportation Planning Organization during a regular meeting on May 5, 2016 and are hereby certified.

Tilden "Jeff" Fleming, MTPO Executive Board Chairman

Date

Troy J. Ebbert, MTPO Executive Board Secretary

Date



TIP # TDOT PIN# / VA UPC# Priority Lead Agency

County Length LRTP# Conformity Status

Route/Project Name Total Project Cost

Termini or Intersection

Project Description

Fiscal Year	Type of Work	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY16	PE-D	STP	\$50,000	\$40,000		\$10,000
FY16	CONST	STP	\$300,000	\$240,000		\$60,000

Remarks Amendment Number Adjustment Number



Table 2

Kingsport MTPO 2014 - 2017 TIP Highway Funding Summary
Tennessee Highway Totals for FY 14

Funding Source	Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	unprogramed Balance
APD	\$0	\$0	\$0	\$0	\$0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHISP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$6,753,000	\$5,527,700	\$1,225,300	\$0	\$0		
S-STP (State)	\$12,060,000	\$9,648,000	\$2,412,000	\$0	\$0		
L-STP (Local)*	\$2,605,740	\$2,126,592	\$175,200	\$303,948	\$0	\$1,280,000	\$0
TA - SRTS	\$250,000	\$250,000	\$0	\$0	\$0		
TA - Gen	\$0	\$0	\$0	\$0	\$0		
EN	\$1,292,577	\$906,577	\$0	\$386,000	\$0		
O & M (State)	\$13,168,000	\$0	\$13,168,000	\$0	\$0		
O & M (Local)	\$3,800,000	\$0	\$0	\$3,800,000	\$0		
Totals:	\$42,429,317	\$20,758,869	\$17,180,500	\$4,489,948	\$0		

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

Tennessee Highway Totals for FY 15

Funding Source	Total Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogramed Balance
APD	\$0	\$0	\$0	\$0	0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHSIP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$100,000	\$80,000	\$20,000	\$0	\$0		
S-STP (State)	\$12,233,000	\$9,786,560	\$2,446,640	\$0	\$0		
L-STP (Local)*	\$625,000	\$520,000	\$0	\$105,000	\$760,000	\$1,280,000	\$2,040,000
TA - SRTS	\$0	\$0	\$0	\$0	\$0		
TA - Gen	\$20,000	\$0	\$0	\$20,000	\$0		
O & M (State)	\$13,564,000	\$0	\$13,564,000	\$0	\$0		
O & M (Local)	\$3,840,000	\$0	\$0	\$3,840,000	\$0		
Totals:	\$32,882,000	\$12,686,560	\$16,230,640	\$3,965,000	\$0		

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

Tennessee Highway Totals for FY 16

Funding Source	Total Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogramed Balance
APD	\$0	\$0	\$0	\$0	\$0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHSIP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$100,000	\$80,000	\$20,000	\$0	\$0		
S-STP (State)	\$8,389,200	\$6,711,360	\$1,677,840	\$0	\$0		
L-STP (Local)*	\$2,320,000	\$1,920,000	\$150,000	\$250,000	\$120,000	\$1,280,000	\$1,400,000
TA - SRTS	\$0	\$0	\$0	\$0	\$0		
TA - Gen	\$150,000	\$0	\$0	\$150,000	\$0		
O & M (State)	\$13,970,000	\$0	\$13,970,000	\$0	\$0		
O & M (Local)	\$3,880,000	\$0	\$0	\$3,880,000	\$0		
Totals:	\$31,309,200	\$11,011,360	\$16,017,840	\$4,280,000	\$0		

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

Tennessee Highway Totals for FY 17

Funding Source	Total Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogramed Balance
APD	\$0	\$0	\$0	\$0	\$0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHISP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$27,400,000	\$24,650,000	\$2,750,000	\$0	\$0		
S-STP (State)	\$100,000	\$80,000	\$20,000	\$0	\$0		
L-STP (Local)*	\$2,800,000	\$2,260,000	\$250,000	\$290,000	-\$860,000	\$1,280,000	\$420,000
TA - SRTS	\$0	\$0	\$0	\$0	\$0		
TA - Gen	\$940,000	\$0	\$752,000	\$188,000	\$0		
O & M (State)	\$14,390,000	\$0	\$14,390,000	\$0	\$0		
O & M (Local)	\$3,940,000	\$0	\$0	\$3,940,000	\$0		
Totals:	\$52,070,000	\$29,290,000	\$18,362,000	\$4,418,000	\$0		

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

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

Table 2

Kingsport MTPO 2014 - 2017 TIP Highway Funding Summary
Tennessee Highway Totals for FY 14

Funding Source	Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	unprogramed Balance
APD	\$0	\$0	\$0	\$0	\$0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHISP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$6,753,000	\$5,527,700	\$1,225,300	\$0	\$0		
S-STP (State)	\$12,060,000	\$9,648,000	\$2,412,000	\$0	\$0		
L-STP (Local)*	\$2,605,740	\$2,126,592	\$175,200	\$303,948	\$0	\$1,280,000	\$0
TA - SRTS	\$250,000	\$250,000	\$0	\$0	\$0		
TA - Gen	\$0	\$0	\$0	\$0	\$0		
EN	\$1,292,577	\$906,577	\$0	\$386,000	\$0		
O & M (State)	\$13,168,000	\$0	\$13,168,000	\$0	\$0		
O & M (Local)	\$3,800,000	\$0	\$0	\$3,800,000	\$0		
Totals:	\$42,429,317	\$20,758,869	\$17,180,500	\$4,489,948	\$0		

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

Tennessee Highway Totals for FY 15

Funding Source	Total Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogramed Balance
APD	\$0	\$0	\$0	\$0	0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHSIP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$100,000	\$80,000	\$20,000	\$0	\$0		
S-STP (State)	\$12,233,000	\$9,786,560	\$2,446,640	\$0	\$0		
L-STP (Local)*	\$625,000	\$520,000	\$0	\$105,000	\$760,000	\$1,280,000	\$2,040,000
TA - SRTS	\$0	\$0	\$0	\$0	\$0		
TA - Gen	\$20,000	\$0	\$0	\$20,000	\$0		
O & M (State)	\$13,564,000	\$0	\$13,564,000	\$0	\$0		
O & M (Local)	\$3,840,000	\$0	\$0	\$3,840,000	\$0		
Totals:	\$32,882,000	\$12,686,560	\$16,230,640	\$3,965,000	\$0		

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

Tennessee Highway Totals for FY 16

Funding Source	Total Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogramed Balance
APD	\$0	\$0	\$0	\$0	\$0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHSIP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$100,000	\$80,000	\$20,000	\$0	\$0		
S-STP (State)	\$8,389,200	\$6,711,360	\$1,677,840	\$0	\$0		
L-STP (Local)*	\$1,970,000	\$1,640,000	\$150,000	\$180,000	\$400,000	\$1,280,000	\$1,680,000
TA - SRTS	\$0	\$0	\$0	\$0	\$0		
TA - Gen	\$150,000	\$0	\$0	\$150,000	\$0		
O & M (State)	\$13,970,000	\$0	\$13,970,000	\$0	\$0		
O & M (Local)	\$3,880,000	\$0	\$0	\$3,880,000	\$0		
Totals:	\$30,959,200	\$10,731,360	\$16,017,840	\$4,210,000	\$0		

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

Tennessee Highway Totals for FY 17

Funding Source	Total Programmed Funds	Available Federal Funds	Available State Funds	Available Local Funds	Surplus / Deficit **	Annual Allocation	Available unprogramed Balance
APD	\$0	\$0	\$0	\$0	\$0		
HPP	\$0	\$0	\$0	\$0	\$0		
HSIP	\$2,000,000	\$1,800,000	\$200,000	\$0	\$0		
PHISP	\$500,000	\$500,000	\$0	\$0	\$0		
NHPP	\$27,400,000	\$24,650,000	\$2,750,000	\$0	\$0		
S-STP (State)	\$100,000	\$80,000	\$20,000	\$0	\$0		
L-STP (Local)*	\$2,800,000	\$2,260,000	\$250,000	\$290,000	-\$580,000	\$1,280,000	\$700,000
TA - SRTS	\$0	\$0	\$0	\$0	\$0		
TA - Gen	\$940,000	\$0	\$752,000	\$188,000	\$0		
O & M (State)	\$14,390,000	\$0	\$14,390,000	\$0	\$0		
O & M (Local)	\$3,940,000	\$0	\$0	\$3,940,000	\$0		
Totals:	\$52,070,000	\$29,290,000	\$18,362,000	\$4,418,000	\$0		

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

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



TIP #	PT-2	TDOT PIN# / VA UPC#	New (to be assigned)	Priority		Lead Agency	Kingsport
County	Sullivan	Length	N/A	L RTP#	Consistent w/ LRTP	Conformity Status	N/A
Route/Project Name	KATS Capital					Total Project Cost	\$3,038,776
Termini or Intersection	N/A						
Project Description	Funds utilized to purchase and replace transit fleet vehicles, overhaul and rebuild vehicles, maintain fleet vehicles, renovate and maintain transit buildings/facilities/equipment, purchase transit related equipment, software, hardware, crime prevention and security equipment, construction and maintenance of passenger facilities						

Fiscal Year	Type of Work	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY 14	Capital	FTA 5307	\$400,000	\$320,000	\$40,000	\$40,000
FY 15	Capital	FTA 5307	\$800,000	\$640,000	\$80,000	\$80,000
FY 16	Capital	FTA 5307	\$500,000	\$400,000	\$50,000	\$50,000
FY 17	Capital	FTA 5307	\$900,000	\$720,000	\$90,000	\$90,000
FY 17	Capital	FTA 5339	\$438,776	\$372,960	\$32,908	\$32,908

Remarks	Amendment Number	Adjustment Number
Funds utilized to purchase and replace transit fleet vehicles, overhaul and rebuild vehicles, maintain fleet vehicles, renovate and maintain transit buildings/facilities/equipment, purchase transit related equipment/software/hardware, crime prevention and security equipment, construction and maintenance of passenger facilities		



Table 3

FY2014 through FY2017

Kingsport Area Transit Service Summary

Tennessee

Funding Source/Amount Allocated	FY2014 Available	FY2015 Available	FY2016 Available	FY2017 Available
FTA - 5307-Operating Funds (OP)	\$800,000	\$850,000	\$900,000	\$950,000
FTA - 5307 - Capital and Planning Funds (CAP, PL)	\$360,000	\$680,000	\$420,000	\$740,000
FTA - 5307 - NEPA, ROW, CONST		\$560,000	\$320,000	\$5,720,000
FTA - 5339 - Capital (CAP)	\$93,811	\$95,529	\$95,529	\$88,091
State Match Funds (OP)	\$400,000	\$425,000	\$450,000	\$475,000
State Match Funds (CAP, PL)	\$45,000	\$85,000	\$52,500	\$125,408
State Match Funds - NEPA, ROW, CONST		\$70,000	\$40,000	\$715,000
Local Match Funds (OP)	\$400,000	\$425,000	\$450,000	\$475,000
Local Match Funds (CAP, PL)	\$45,000	\$85,000	\$52,500	\$125,408
Local Match Funds - NEPA, ROW, CONST		\$70,000	\$40,000	\$715,000
Total Allocated	\$2,143,811	\$3,275,529	\$2,780,529	\$9,413,907
Amount Programmed to be Spent	FY2014	FY2015	FY2016	FY2017
FTA - 5307-Operating Funds (OP)	\$800,000	\$850,000	\$900,000	\$950,000
FTA - 5307 - Capital and Planning Funds (CAP, PL)	\$360,000	\$680,000	\$420,000	\$740,000
FTA - 5307 - NEPA, ROW, CONST		\$560,000	\$320,000	\$5,720,000
FTA - 5339 - Capital (CAP)				\$372,960
State Match Funds (OP)	\$400,000	\$425,000	\$450,000	\$475,000
State Match Funds (CAP, PL)	\$45,000	\$85,000	\$52,500	\$125,408
State Match Funds - NEPA, ROW, CONST		\$70,000	\$40,000	\$715,000
Local Match Funds (OP)	\$400,000	\$425,000	\$450,000	\$475,000
Local Match Funds (CAP, PL)	\$45,000	\$85,000	\$52,500	\$125,408
Local Match Funds - NEPA, ROW, CONST		\$70,000	\$40,000	\$715,000
Total Programmed	\$2,050,000	\$3,180,000	\$2,685,000	\$9,698,776
Amount Remaining	FY2014	FY2015	FY2016	FY2017
FTA - 5307-Operating Funds (OP)	\$0	\$0	\$0	\$0
FTA - 5307 - Capital and Planning Funds (CAP, PL)	\$0	\$0	\$0	\$0
FTA - 5307 - NEPA, ROW, CONST		\$0	\$0	\$0
FTA - 5339 - Capital (CAP)	\$93,811	\$95,529	\$95,529	\$0
State Match Funds (OP)	\$0	\$0	\$0	\$0
State Match Funds (CAP, PL)	\$0	\$0	\$0	\$0
State Match Funds - NEPA, ROW, CONST		\$0	\$0	\$0
Local Match Funds (OP)	\$0	\$0	\$0	\$0
Local Match Funds (CAP, PL)	\$0	\$0	\$0	\$0
Local Match Funds - NEPA, ROW, CONST		\$0	\$0	\$0
Total Remaining	\$93,811	\$95,529	\$95,529	\$0



TIP # TDOT PIN# / VA UPC# Priority Lead Agency

County Length L RTP# Conformity Status

Route/Project Name Total Project Cost

Termini or Intersection

Project Description

Fiscal Year	Type of Work	Funding Type	Total Funds	Fed Funds	State Funds	Local Funds
FY 14	Capital	FTA 5307	\$400,000	\$320,000	\$40,000	\$40,000
FY 15	Capital	FTA 5307	\$800,000	\$640,000	\$80,000	\$80,000
FY 16	Capital	FTA 5307	\$500,000	\$400,000	\$50,000	\$50,000
FY 17	Capital	FTA 5307	\$900,000	\$720,000	\$90,000	\$90,000

Remarks Amendment Number Adjustment Number



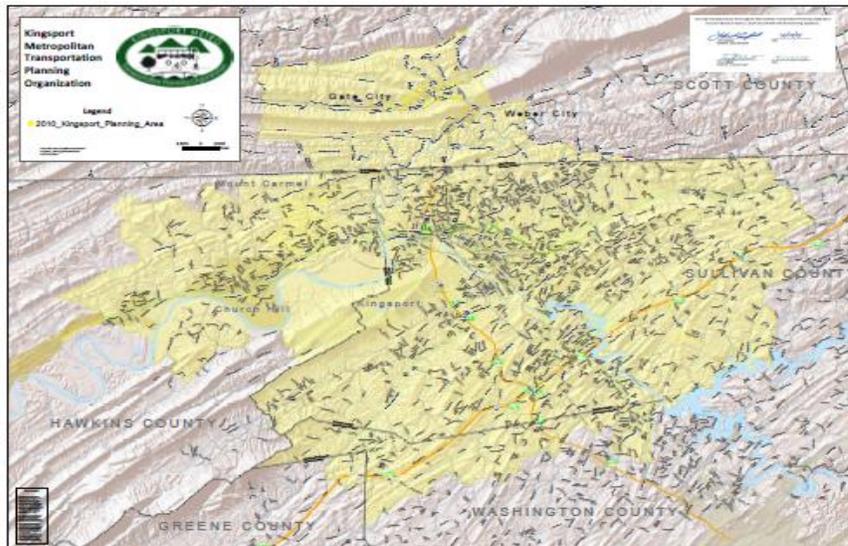
FY2014 through FY2017
 Kingsport Area Transit Service Summary

Tennessee

Funding Source/Amount Allocated	FY2014 Available	FY2015 Available	FY2016 Available	FY2017 Available
FTA - 5307-Operating Funds (OP)	\$800,000	\$850,000	\$900,000	\$950,000
FTA - 5307 - Capital and Planning Funds (CAP, PL)	\$360,000	\$680,000	\$420,000	\$740,000
FTA - 5307 - NEPA, ROW, CONST		\$560,000	\$320,000	\$5,720,000
State Match Funds (OP)	\$400,000	\$425,000	\$450,000	\$475,000
State Match Funds (CAP, PL)	\$45,000	\$85,000	\$52,500	\$92,500
State Match Funds - NEPA, ROW, CONST		\$70,000	\$40,000	\$715,000
Local Match Funds (OP)	\$400,000	\$425,000	\$450,000	\$475,000
Local Match Funds (CAP, PL)	\$45,000	\$85,000	\$52,500	\$92,500
Local Match Funds - NEPA, ROW, CONST		\$70,000	\$40,000	\$715,000
Total Allocated	\$2,050,000	\$3,180,000	\$2,685,000	\$9,260,000
Amount Programmed to be Spent	FY2014	FY2015	FY2016	FY2017
FTA - 5307-Operating Funds (OP)	\$800,000	\$850,000	\$900,000	\$950,000
FTA - 5307 - Capital and Planning Funds (CAP, PL)	\$360,000	\$680,000	\$420,000	\$740,000
FTA - 5307 - NEPA, ROW, CONST		\$560,000	\$320,000	\$5,720,000
State Match Funds (OP)	\$400,000	\$425,000	\$450,000	\$475,000
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Local Match Funds - NEPA, ROW, CONST		\$70,000	\$40,000	\$715,000
Total Programmed	\$2,050,000	\$3,180,000	\$2,685,000	\$9,260,000
Amount Remaining	FY2014	FY2015	FY2016	FY2017
FTA - 5307-Operating Funds (OP)	\$0	\$0	\$0	\$0
FTA - 5307 - Capital and Planning Funds (CAP, PL)	\$0	\$0	\$0	\$0
FTA - 5307 - NEPA, ROW, CONST		\$0	\$0	\$0
State Match Funds (OP)	\$0	\$0	\$0	\$0
State Match Funds (CAP, PL)	\$0	\$0	\$0	\$0
State Match Funds - NEPA, ROW, CONST		\$0	\$0	\$0
Local Match Funds (OP)	\$0	\$0	\$0	\$0
Local Match Funds (CAP, PL)	\$0	\$0	\$0	\$0
Local Match Funds - NEPA, ROW, CONST		\$0	\$0	\$0
Total Remaining	\$0	\$0	\$0	\$0

Kingsport Metropolitan Transportation Planning Organization Fiscal Years 2016 and 2017 Unified Planning Work Program 2017 Update

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



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

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RESOLUTION
Approving FY 2017 Update to
FISCAL YEARS 2016 and 2017 KINGSPORT MTPO UNIFIED PLANNING WORK PROGRAM
BY
THE EXECUTIVE BOARD
OF
THE KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

WHEREAS, the U.S. Department of Transportation Planning Regulations require preparation and local endorsement of an annual Unified Planning Work Program (UPWP); and

WHEREAS, this 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 (purpose and structure), product, and financial summary; and

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

WHEREAS, state and local agencies responsible for Transportation Planning Activities have jointly participated in preparation of a Unified Planning Work Program for Fiscal Years 2016 and 2017.

NOW, THEREFORE, BE IT RESOLVED that the Executive Board and Executive Staff of the Kingsport Metropolitan Transportation Planning Organization do hereby approve and endorse the FY 2017 Update to the "Kingsport Metropolitan Transportation Planning Organization Fiscal Years 2016 and 2017 Unified Planning Work Program".

Tilden J. Fleming, Chairman
MTPO Executive Board

Date

Troy Ebbert, Chairman
MTPO Executive Staff

Date

LIST OF ABBREVIATIONS

2030 Plan	Kingsport Urban Area 2030 Transportation Plan
2035 (Long-Range) Plan	Kingsport MTPo Area 2035 Transportation Plan
ADA	Americans with Disabilities Act (ADA) of 1990
CAA/CAAA.....	Clean Air Act or Clean Air Act Amendments
CEQ	Council on Environmental Quality
CFR	US Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CO	Carbon Monoxide
CSS	Context Sensitive Solutions
EJ	Environmental Justice
EPA/USEPA	United States Environmental Protection Agency
FAST ACT	Fixing America’s Surface Transportation (Federal) Act
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA.....	Federal Transit Administration
FTDD	First Tennessee Development District
FY	Fiscal Year
GIS.....	Geographic Information System
HPR	Highway Planning and Research
HUD	(U.S. Department of) Housing and Urban Development
ITS	Intelligent Transportation Systems
KATS.....	Kingsport Area Transit Service
KDP.....	Kingsport Department of Planning
KDPT.....	Kingsport Division of Public Transportation
KTD	Kingsport Transportation Department
KPT	City of Kingsport
LENOWISCO PDC	Lee, Norton, Wise, Scott County – Virginia Planning District Commission
LPA	Tennessee Office of Local Planning Assistance
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act (Federal Transportation Act)
MEOC	Mountain Empire Old Citizens (Virginia Rural Transit System)
MOVES.....	”Motor Vehicle Emission Simulator” (vehicle emissions modeling software)
MTPo	Metropolitan Transportation Planning Organization
MSA.....	Metropolitan Statistical Area
MTR	(TDOT, Office of) Multi-Modal Transportation Resources
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NETRANS	Northeast Tennessee Rural Transit Agency
NOx	Nitrogen Oxide
OMB.....	Office Management and Budget
OPS.....	TDOT-Office of Programming and Scheduling (“Local Programming”)
PL-112	FHWA Section 112 Local Planning Funds
PBPP.....	Performance-Based Planning and Program
PPP.....	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
Sec. 5303.....	FTA Section 5303 Technical and Planning Funds
Sec. 5307.....	FTA Section 5307 Operating Assistance Funds

LIST OF ABBREVIATIONS (cont.)

SPRState Planning and Research
TAZ Traffic Analysis Zones
TDM Travel Demand Management
TDOT Tennessee Department of Transportation
TCC Technical Coordinating Committee
TDEC Tennessee Department of Environment and Conservation
TDP Transit Development Plan
TIP Transportation Improvement Program
TPRTransportation Planning Report
TRANSCADTRANSCAD Traffic Modeling Software
TRIMSTennessee Roadway Information Management System
TSM Transportation System Management
UPWP Unified Planning Work Program
USDOT..... United States Department of Transportation
UZA Urbanized Area
VDOT.....Virginia Department of Transportation (Transportation Planning Division)
VDRPTVirginia Department of Rail and Public Transportation
VMTVehicle Miles Traveled
VOCVolatile Organic Compounds

INTRODUCTION

Unified Planning Work Program

As required of Metropolitan Transportation Planning Organizations (MTPOs) through federal and state regulations, the Unified Planning Work Program (UPWP) is prepared in cooperation with member agencies and presents a continuing, cooperative, and comprehensive (the “3C”) approach to transportation planning activities. The Unified Planning Work Program (UPWP) also documents the transportation planning priorities and work tasks for the Kingsport Metropolitan Transportation Planning Organization (MTPO) for Fiscal Years 2016 and 2017. The Federal Highway Administration (FHWA) and the Tennessee Department of Transportation (TDOT) fiscal years that begin on October 1 and end on September 30. For the Virginia Department of Transportation (VDOT) the Fiscal Years begin on July 1 and end on June 30. Preparation of the UPWP is required by MAP-21 (Moving Ahead for Progress in the 21st Century Act), FAST ACT (Fixing America’s Surface Transportation) Act, and the Metropolitan Planning Regulations (23 Code of Federal Regulations 450.308) of the United States Department of Transportation. The Kingsport MTPO’s UPWP has been developed, and will be carried forth, according to the provisions set forth in MAP-21 as well as federal, state (Tennessee and Virginia), and local legislation and policies pertaining to transportation planning activities, products, and regulations. The UPWP will continue to incorporate provisions from MAP-21 and FAST ACT as they become available in Title 23 of the United States Code and FHWA and Federal Transit Administration (FTA) policy and guidance. In addition, the UPWP was developed in cooperation with the State and public transportation operators. The UPWP is also developed in coordination and cooperation with all member and affiliated agencies, including Scott County - Weber City - Gate City Virginia, Sullivan - Hawkins - Washington County Tennessee, the City of Kingsport, and local planning agencies.

The UPWP is divided into five (5) program tasks which include: (A) Program Administration, (B) Travel Data Collection, Maintenance, and Analysis, (C) Air Quality and Congestion Mitigation, (D) Transportation Improvement Program (TIP), and (E) Multi-Modal and Long-Range Transportation Planning. Each program task provides specific information for each planning activity. The information contained in each task includes agency responsibility, task purpose, previous work, study design, product, and work schedule. The UPWP presents a continuing, cooperative, and comprehensive (the “3C”) approach to transportation planning within the Kingsport TN/VA MTPO area. The UPWP has been prepared in an effort to address specific federal, state and local agency requirements and to advance transportation initiatives within the MTPO area. Additionally, a new UPWP, which is developed by the MTPO Executive Staff, is required every two years. (The spacing between lines is different than other paragraphs.)

Transportation Planning Process

In the planning process strategic direction is based upon a vision for the future, as articulated by the public and stakeholders. Performance-Based Planning and Programming for transportation planning includes:

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

Program Tasks and Coordination with Other Planning Efforts

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

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

Regional Planning Priorities

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

Major Accomplishments for Fiscal Year 2016

The primary focus for Fiscal Year 2016 was to begin the process of developing a new Long-Range Plan, i.e. 2040 Transportation Plan. Funds accrued over the past 2 or 3 years are now providing enough resources to hire a contract consultant to complete the plan, with significant involvement for the MPO Staff (note additional dollars were also program in TASK E. for Staff time). After completing the selection process, MPO Staff is now working with RPM and Associates to organize and schedule the plan development process, begin collecting data for the travel demand modeling process, and establish future trip-generating conditions (demographic and employment conditions). In addition, RPM and MPO Staff will be evaluating the future needs of various non-traditional modes of travel and transport, including pedestrian, bicycle, rail-freight, truck freight, and public transit. These areas of will be enhanced in the new plan.

One of the primary tasks for Fiscal Year 2016 was also to continue supporting, through planning studies, projects within the current Transportation Improvement Program (Fiscal Years 2014 through 2017). The TIP is an extremely important product of the MTPO and serves as a mechanism to advance priority projects from the Long-Range Transportation Plan (LRTP). In addition, 2016 focused on financial management of the various funding sources received from TDOT, VDOT, and Federal agencies, including State STP, Local STP, HSIP, TA, Bridge Rehab, and other categories. Fiscal constraint was applied as a policy in all plans and projects throughout the MPO area. The goal is to maximize resources to their best use. Over the past 3 or 4 years smaller / less expensive projects are being planned and implemented that serve to move traffic more efficiently in relation to dollars spent. Finite research and planning studies continued to concentrate on specific corridors, sub-areas (high population/trip centers), programs (public transit), specialty areas (bike and pedestrian and other grant initiatives), and street and highway problem areas that experience a low level of service (LOS) and high accident rates. Adjustments to the MTPO urbanized and planning area boundary (smoothing process) was also completed. It is important to note that, in Fiscal Year 2016 and in all future year activities, the Kingsport MTPO will continue to follow 4 primary transportation objectives in developing the LRTP, the TIP, projects, and programs with a focus on four transportation improvement areas: (1) safety, (2) traffic / mobility, (3) access/travel time, and (4) economic development. Consequently, in

developing new plans and/or studies during Fiscal Year 2017 an emphasis on these 4 themes will continue. In addition, during Fiscal Year 2016 the MPO followed MAP-21 and now FAST ACT in carrying out various work program tasks. It is important to communicate to local MTPO Board members, Staff, and associates what impacts the planning requirement in the new legislation will be on future MTPO operations and products.

Major Tasks for Fiscal Year 2017;

Fiscal Year 2017 will continue the process of developing an update to the current Long-Range Plan. The new plan (Year 2040) will be have a base year of 2015, and will include “real-time” employment figures, but extrapolated 2010 census statistics (based on trends lines from 2000 to 2010). The next plan will be due in June of 2017. The bulk of work on the Long-Range Plan will be accomplished during FY 2016 and early 2017. This will include the establishment of funding scenarios (fiscal constraint), project priorities, the modeling process to identify capacity issues, safety record and subsequent analysis for improvement recommendations (traffic systems management), multi-modal section centered on pedestrian issues, coordination of transits system to promote regional service (KATS, MEOC, NETRANS), and roadway projects that enhance employment and economic development opportunities. Note in FY 17 the MPO will begin to take a greater role in the planning and implementation of the regions Coordinated Pubic Transit – Human Services Transportation Plan, as well as TDOT’s Multimodal planning efforts, as directed by “TranSystems” consulting firm. As part of this effort the MPO will also continue to provide planning assistance as well as serve as a clearinghouse for funds and planning products for service providers within the MPO study area that receive FTA Section 5307, Section 5309, Section 5310, Section 5311, Section 5339 funds as well as state funds (i.e. UROP through TDOT)

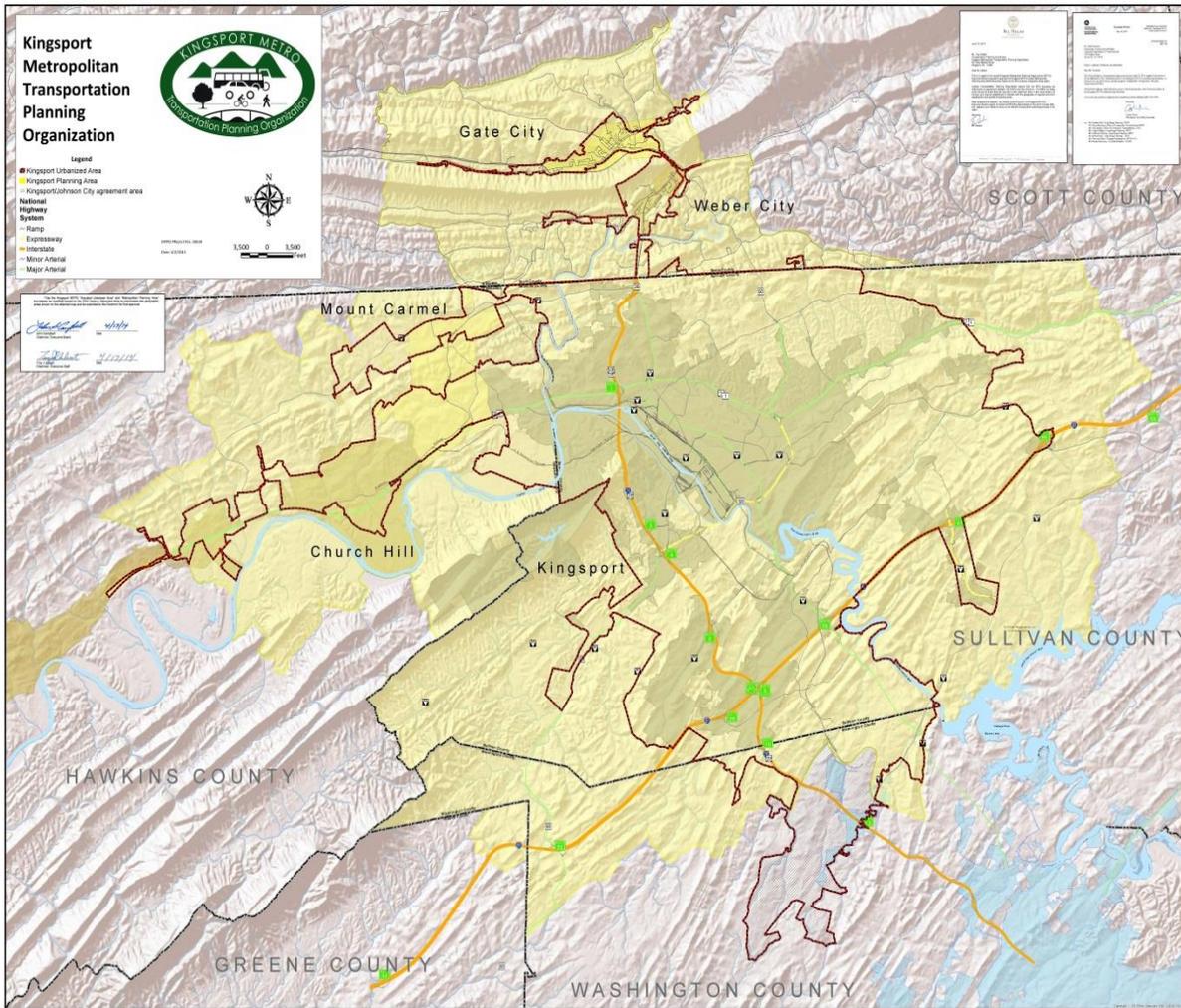
In addition, during Fiscal Year 2017 the MTPO staff will concentrate more on project planning for subareas and corridors linked to the long-range plan. In essence, planning activities will focus on by-products of the current long-range plan that relate to project specific development and sectors within the MTPO metropolitan planning areas. Fiscal Years 2017 tasks will also include a continued focus on multimodal planning, particularly pedestrian, bicycle, and transit issues, programs, and capital improvements. Grant programs derived from MAP-21 and now “FAST ACT” will also be pursued as has been successfully done within the Kingsport MTPO area for the past 20+ plus years. Data packages for traffic flow, safety records (crash records), employment centers, particularly those that have experienced significant changes, i.e. new retail areas or declining retail areas, will be updated. In Fiscal Year 2017 the MTPO will continue to use as guidelines for the ongoing work program four transportation improvement areas: (1) safety, (2) traffic / mobility, (3) access/travel time, and (4) economic development. In developing new plans and/or studies for Fiscal Year 2016 UPWP activities an emphasis on these 4 themes will continue. During Fiscal Year 2016 MTPO, staff will pay close attention to the FAST-ACT Act that is replacing MAP-21 that will likely change some aspects of MTPO operations, funding, and planning activities linked to capital improvements. In addition, development of a

new revised TIP (Fiscal Years 2017-2020) will occur during the latter part of Fiscal Year 2016 (see additional explanation below).

During early Fiscal Year 2017 another task will involve the review and adoption phase for the new Transportation Improvement Program (TIP). Most of the work for developing the new TIP will occur during Fiscal Year '16. However, final review and adoption will occur during the first quarter of Fiscal Year 2017. The current TIP runs from Fiscal Years 2014 to 2017 and will lapse in September of 2017. The new 5-year TIP (Fiscal Years 2017-2021), which includes Fiscal Year 2017 to prevent any funding gaps, will include existing projects still in the pre-construction phase and will add new TDOT and VDOT projects as directed by local programming and scheduling divisions. The TIP, similar to the LRTP, will also be developed with financial constraint as a controlling factor. In addition, a new "Fiscal Years 2018-2019 Unified Planning Work Program" (UPWP) will be developed and adopted in the summer of 2017.

MTPO Organizational Structure

The Kingsport MTPO was chartered in 1977, which included the adoption of initial by-laws. In these by-laws the basic organizational structure was established, which included an Executive Staff and an Executive Board. A Technical Coordinating Committee was also established that includes representatives from various jurisdictions in the technical staff level. These included public works directors, traffic engineers, highway commissioners, and other support staff (specific membership of the TCC is listed in the amended By-Laws). While in the past this committee has been somewhat inactive, meetings of the TCC have recently been reinstated. The Executive Board originally consisted of 7 members; TDOT, VDOT, the Lee County, City of Norton, City of Wise, and Scott County (LENOWISCO) Planning District Commission, the City of Kingsport, Sullivan County, the Tennessee State Planning Office (who served as a representative for Hawkins County governments), and the First Tennessee Development District (FTDD). The FTDD was later dropped around 1994. Since the State Planning Office was recently eliminated, the membership had been reduced to 6. In Fiscal Year 2014 the latest amendment to the By-Laws were made and the FTDD was added back as an official member to replace the vacant State Planning Office membership. With this the Kingsport MTPO Executive Board is now back to 7 members. The Executive Staff, which is responsible for ongoing administration and day to day operations of the MTPO, is housed within a Division of the City of Kingsport's Public Works Department.



Kingsport MPO Study Area and Urbanized Area

Adjustments to Urban and Planning Area Boundaries and Functional Classifications

The 2010 Census changed the MTPO area’s population and boundaries. MTPOs operate from two (2) basic geographies: (1) the “urbanized” area (UZA), which determines the official population for transportation funding, and (2) the “metropolitan planning” area (MPA), which is a broader area used for long-range planning purposes. Utilizing this new census data and geography, the MTPO Staff worked to update these boundaries. On May 19, 2014 adjustments to the Kingsport Urbanized and Metropolitan Planning Areas were submitted for approval to the MTPO’s Executive Board. Following this action, the Federal Highway Administration approved the adjustments to the Urbanized Area. In turn, because Kingsport is a bi-state MTPO, each Governor’s office gave concurrence to changes in the Metropolitan Planning Area boundary (Task B in Planning Factors table). As a result, the Fiscal Years 2016 and 2017 UPWP will operate under the geographic parameters as set forth in these adjustments approved by MTPO member agencies.

Maintaining up-to-date functional classification of roadways is also an important task. During Fiscal Year '17 the MTPO will also be working to update the classifications of roadways within these adjusted MTPO boundaries. Fiscal Year '17 will include a review and adjustments, where needed. This might include potential new members where new boundaries cross in to adjacent county or municipal limits.

Funding

Funding allocated to the MTPO for the planning tasks identified in this UPWP are provided by the Federal Highway Administration and the Federal Transit Administration (FTA) through the Tennessee and Virginia Departments of Transportation (TDOT and VDOT). More specifically, the allocation of FHWA Section 112 Metropolitan Planning Funds (PL Funds) to the MTPO is made from an apportionment of funds to the States (TDOT and VDOT) from the Federal Highway Administration. In Virginia PL funds allocated to the Kingsport MTPO are shared between the LENOSWISCO Planning District Commission (PDC) and the City of Kingsport (MTPO Staff). The matching funds are provided by the State DOT as well as the City of Kingsport. For PL funds the ratios are 80% Federal and 20% Local in Tennessee, and 80% Federal, 10% State, and 10% Local in Virginia. The allocation of FTA Section 5303 program funds for public transportation planning is administered by the States on behalf of the MTPO. The matching ratio for these funds is 80% Federal, 10% State (TN and VA), and 10% Local. Planning activities undertaken by State DOT Staff (TN and VA) will be funded primarily with State Planning and Research (SPR) Funds. The matching ratio for these funds is 80% Federal and 20% State. The MTPO is advised each year of its funding allocations prior to the development of the UPWP. Note un-spent funds from previous years can be carried over and utilized in current and future years. For Tennessee Section 5303 it should be noted any unspent funds remaining at the time of contract expiration will be returned to the Multi-Modal Division for reallocation. Table 3 indicates the amount of carry-over funds scheduled for use in the Fiscal Year 16-17 Work Program. Distribution of fund allocations by task among the local agencies is the responsibility of the MTPO. Tables 1 and 2 at the end of this document provides a summary of funding allocations by task, agency, and agency participation by funding source.

UPWP Adoption Process

The process of developing an updated Work Program, in this case the FY '17 element of the Fiscal Year 2016-17 version, begins with initial creation of a first draft several months before an approved final draft is presented for adoption. Once the first draft is circulated through member agencies, including the Tennessee and Virginia Departments of Transportation and the Federal Highway Administration, comments and corrections are issued for the MTPO staff to address and correct (note this process may occur again). Once this iterative process is completed a final version, which has been reviewed and approved for adoption by Federal and State agencies, is presented to the Executive Board for discussion and approval at a scheduled meeting. The final draft Work Program typically is reviewed to assure all federal and state initiatives, mandates, and planning emphasis areas (PEAs) are included, to assure that all required elements of the work program are addressed, and to assure all fiscal year work tasks are

described in a manner that clearly sets the course of work and anticipated products identified for the next year (or years). The UPWP is also presented to the Technical Coordinating Committee for their review as well.

Once these steps are completed, and before the Executive Board takes action, an opportunity will be offered for the public to review the Work Program and provide input. Copies are placed on the MTPO's website as well as at several public locations (paper version). During the subsequent MTPO Board meeting the public is also given an opportunity to make comments and provide input as well.

Advertisement in local media also solicits input before and during the meeting. In addition, along with the public, the members of the Executive Board are given an opportunity to provide input as well, which may include various plans and studies that they may deem important, such as specific corridor studies and/or project feasibility studies/plans. Once public and board member comments are completed, the final step includes adoption by the Executive Board. For the Kingsport TN/VA MPO, adoption of the Virginia/VDOT version occurs usually in early June because the fiscal year begins on July 1. For Tennessee/TDOT it is typically approved in early August. These schedules also allow time for Federal agency approvals and funding contracts to be executed, thus establishing the budgets in which the MTPO staff can operate under.

Modifications to UPWP

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

Types of Modifications: (Amendments and Adjustments)

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

Amendments are modifications that:

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

Adjustments are modifications that:

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

Approval of Modifications:

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

Required Documentation for Amendments:

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

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

Public Participation

The MTPO utilizes a Public Participation Plan (PPP) as part of the planning process to ensure that the public is involved in the formulation of UPWPs, studies, Transportation improvement Programs, the Metropolitan Area Long-Range Transportation Plan, and various other plans. The PPP documents the process and procedures of the MTPO for informing local residents, businesses, and officials of the MTPO's regional planning efforts and how the MTPO seeks meaningful input into the transportation planning process. Methods used to inform the public will include, but not be limited to published notices, website notices, public meetings, possible workshops and site visits (when and where needed), social media – including (where applicable) Facebook and Twitter, and other public involvement activities. Meetings and events will be held at convenient times and locations that are accessible via public transportation, ADA compliant, and have necessary Limited English Proficiency (LEP) resources. In addition, the final (adopted) UPWP will be posted on the Kingsport MTPOs website.

Each MTPO Technical Coordinating Committee (TCC) and Executive Board meeting is publicly advertised. Included in the public notice are date, time, location (including facilities meeting Americans with Disabilities Act (ADA) requirements, a brief description of subject matter to be discussed and acted on, and a contact to receive further information. A public hearing is also provided at all MTPO meetings to afford citizens an opportunity to comment and ask questions on any transportation related subjects, including program, projects, and various studies (for example, the MTPO Staff may host a public hearing on freight issues and in the process seek input from local officials and freight stakeholders to successfully integrate freight planning into the existing transportation planning process). Additionally, the MTPO maintains a website at

www.MTPO.kingsporttn.gov where documents can be downloaded, meetings notices are published and a variety of transportation planning information and links are provided. The UPWP, which is prepared with cooperation and guidance from federal, state, and local agencies, is reviewed at scheduled public meetings, as dictated by the Public Participation Plan. It is also made available on the MTPO's website.

Environmental Justice and Title VI

As part of the transportation planning process the Kingsport MTPO must address Environmental Justice and Title VI to minimize disproportionately adverse effects on minority populations and low-income groups in the development and implementation of transportation projects. Environmental Justice is strived for and achieved by identifying and addressing disproportionately high and adverse human health and environmental effects, including interrelated social and economic effects of federal programs, policies and activities on minority populations and low income populations. It is the policy of the MTPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 26; No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin. The Kingsport MTPO submits individual annual Title VI Reports to both TDOT and VDOT. The Title VI Report documents the MTPO's civil rights activities for the year. The Title VI assessment is a tool to evaluate outreach efforts to traditionally underserved populations to ensure those individuals receive equal access to transportation services. The UPWP dedicates a subtask to planning activities that includes Environmental Justice and Title VI assessment of transportation and transit projects. Small and minority owned business participation is monitored through annual Title VI reports to TDOT and VDOT.

Planning Factors and Federal Initiatives to be Considered

MAP-21 specifies 8 (eight) Planning Factors and several Federal Initiatives that must be considered in developing transportation plans and studies. Note; as details of the FAST-ACT Act unfolds, adjustments to these will likely follow. The current Planning Factors are as follows:

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

Planning Activities;

- Transportation performance management
- Economic Development
- Financial planning and forecasting
- Multi-modal and intermodal freight planning and performance
- Public private partnerships
- Strategic Highway Research Program (SHRP)
- Every Day Counts (EDC)

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

Planning Activities:

- Transportation safety planning and performance

3. Increase the security of the transportation system for motorized and nonmotorized users

Planning Activities:

- Disaster preparedness and Continuity Of Operations (COOP) planning
- Climate trends and extreme weather

4. Increase accessibility and mobility options available to people and for freight.

Planning Activities:

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

5. Protect and enhance the environment, promote energy conservation, and improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.

Planning Activities:

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

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

Planning Activities:

- Active transportation and transportation alternatives
- Multimodal and intermodal freight planning and performance

7. Promote efficient system management and operation.

Planning Activities:

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

8. Emphasize preservation of the existing transportation system.

Planning Activities:

- Asset management
- Pavement and bridge performance

MAP-21 and FAST ACT - Eight Planning Factors Addressed by Task

The following table illustrates how the proposed work program tasks address the eight Planning Factors from MAP-21.

TASKS/FACTORS	1 Economic Vitality	2 Safety	3 Security	4 Mobility Options	5 Protect & Enhance the Environment	6 Multimodal Integration	7 Mgmt. & Operation	8 Preserve Existing System
A Program Administration			X		X	X	X	
B Travel Data Collection and Analysis (includes new census data)		X		X		X	X	X
C Air Quality and Congestion Mitigation (includes climate change issues)	X			X	X	X		
D Transportation Improvement Program	X	X	X	X	X	X		
E Multi-Modal and L-Range Transportation Plan (includes livability initiatives)	X	X	X	X	X	X	X	X

Federal Initiatives

The Kingsport MTPO Fiscal Years 2016 and 2017 Unified Planning Work Program also addresses several Federal Initiatives in carrying out transportation planning activities that are described in this document. This includes the development of transportation plans and studies within the

MTPO area. A more detailed description of Federal Planning Emphasis Areas and Initiatives for the upcoming 2016 and 2017 fiscal years (as included in the work program) are found below.

Performance Management / Performance Based Planning and Programming

Performance-based planning and programming (PBPP) refers to the application of performance management within the planning and programming processes of transportation agencies to achieve desired performance outcomes for the multimodal transportation system. This includes a range of activities and products undertaken by a transportation agency together with other agencies, stakeholders, and the public as part of a 3C (cooperative, continuing, and comprehensive) process. It includes development of: long range transportation plans (LRTPs), other plans and processes (including those Federally-required, such as Strategic Highway Safety Plans, Asset Management Plans, the Congestion Management Process, Transit Agency Asset Management Plans, and Transit Agency Safety Plans, as well as others that are not required), and programming documents, including State and metropolitan Transportation Improvement Programs (STIPs and TIPs). PBPP attempts to ensure that transportation investment decisions are made - both in long-term planning and short-term programming of projects - based on their ability to meet established goals.

As part of the Fiscal Years 2016-2017 UPWP activities the Kingsport MTPO will begin the process of establishing and implementing a Performance-Based Planning and Programming (PBPP) initiative, as set forth by federal guidelines found in MAP-21 and FAST-ACT. Performance management strategies and methodologies will be applied to many of the products of the MTPO that are described and carried out in the Work Program. The MTPO staff will work close with federal agencies and state DOTs to establish the program in a manner that is applicable and achievable for an MTPO with Kingsport's level of resources. Some of the key elements and steps that are recommended to carry out performance-based planning and programming are found below. Details on this can be found in federal publications on performance management.



Programming Process

The programming process involves selecting specific investments to include in an agency capital plan and/or in a TIP or STIP. In a PBPP approach, programming decisions are made based on their ability to support attainment of performance targets or contribute to desired trends, and account for a range of factors.

- Investment Plan
- Resource Allocation / Program of Projects

Implementation and Evaluation

These activities occur throughout implementation on an on-going basis, and include:

- Monitoring
- Evaluation
- Reporting

Public involvement and data

Public involvement and the collection of data are critical throughout the process. The public's vision for the transportation system and their community plays a key role in determining goals, performance measures, and investment priorities. Data on past, existing, and expected future performance, and information on the effectiveness of possible strategies, helps to inform selection of priorities. Like all planning, the process is

cyclical. Over time, and as planning cycles advance, the goals and objectives may be adjusted, and performance measures and targets may be refined to ensure they focus on the most important priorities and are achievable.

Planning for Operations

Part of the MTPO's annual program of activities includes the development of plans and programs that focus on transportation operations (#7 in Planning Factors). Of particular importance is maintenance and support of the regional Intelligent Transportation Systems (ITS) Architecture. The Architecture includes operational improvements, congestion management plans, data collection processes, traffic flow management, information dissemination, and other methods to manage traffic (vehicle, freight, transit, and non-motorized) in an efficient manner without necessarily adding capacity through major capital improvements. Corridor studies have been (and will be) used and are a valuable tool in determining where ITS applications may occur and where operations management can improve the movement of people and goods with the use of technology and less context-evasive method, such as coordinated signal systems instead of widening roads that remove homes and plant-life. A portion of the LRTP includes a section on travel demand management and recommends several ITS-based projects.

Planning and Environmental Linkages

In developing various annual and/or periodic products, including the UPWP, TIP, and Long-Range plan, the MTPO includes the consideration of what impacts plans and recommendations will have on the environment. The link between project planning, program planning, and the interaction with other transportation planning issues and initiatives, i.e. freight, land use, and ITS, with environmental sensitivity, is important and will be incorporated in each and every task identified in the Work Program.

Project Development

Once the Long-Range Plan is completed and adopted, more emphasis will be given on project-specific planning efforts, i.e. site-specific problems, and more emphasis on programs, i.e. transit, bikeway, safety, air quality. In addition, a focus will be made on data collection for future adjustments and/or amendments to the LRTP. A new "Fiscal Years 2017 through 2020 Transportation Improvement Program" (TIP) will be developed and adopted during Fiscal Year 2017. Once the new TIP is finalized maintenance (amendments and/or adjustments) will occur as needed. Ongoing studies of specific LRTP and TIP projects will also occur, as recommended by MTPO Staff and Board members.

Livability

The quality and efficiency of the Kingsport MTPO area's transportation system can have, in turn, an influence on Metro-Kingsport's quality of life. Therefore, transportation planning activities in Fiscal Year 2016 and Fiscal Year 2017, and subsequent recommendations for improvements, will include a consideration for, in all tasks, quality of life or "livability". The

MTPO will also continue to coordinate and collaborate with regional partners to promote programs and projects that contribute to sustainable communities.

Sustainability

Opportunities and information for resources to support such efforts through the "Partnership for Sustainable Communities" will be shared as they are made available through federal programs, including those supported by the United States Department of Transportation (USDOT), the United States Department of Housing and Urban Development (HUD), and the Environmental Protection Agency (EPA). Initiatives nationally as well as within the MTPO region will be followed and incorporated within the MTPOs transportation planning process. Sustainability theme will be included in the development of the new TIP, new updates to the LRTP, and specific project planning, that will emphasis community-wide long-term health and well-being. These will be addressed by determining how various MTPO products can be maintained through sustainable measures in the long-term.

Federal Highway Administration's "INVEST" Tool

In addition, the MTPO has discussed the utilization of the Federal Highway Administration's "INVEST" (Infrastructure Voluntary Evaluation Sustainability Tool) to help area transportation agencies integrate sustainability into their plans and programs. The MPO will continue to evaluate the applications of INVEST as well as other FHWA analytical tools, including the System Planning (SP), Project Development (PD), and Operations and Maintenance (OM) modules.

Climate Change / Extreme Weather

For several years the Kingsport MTPO has been involved in air quality initiatives, particularly through local ad-hoc organizations comprised of public and private participants. The most well-known is the "Ozone Action Partnership" (OAP), which is led primarily by local industries. The Partnership closely follows the national and local issue concerning air pollution. The MTPO is concerned primarily with mobile source emissions where local industry focuses on both stationary as well as mobile source emissions. Attainment or non-attainment status is the critical concern in these local efforts. The OAP promotes and advertises methods to reduce emissions on days where ozone levels are projected to be high (and above) the national standards. Also a part of this very important health and quality of life issue is "Climate Change", which continues to be a growing problem nationally as well as world-wide. Climate change has created long-term above average temperatures world-wide that contributes to air pollution by creating more ozone and other materials. On a local level the Kingsport MTPO will follow closely this issue as it relates to transportation planning regionally and nationally in the coming years (Task C in Planning Factors). As part of climate change the MTPO will also evaluate the need for emergency planning that relates to extreme weather occurrences, particularly focusing on the transportation needs and/or movement of populations, emergency

crews, commercial traffic, and interstate traffic where safety and security is a factor. As part of this initiative, the MTPO will be involved in TDOT's "Extreme Weather Project".

Freight Planning

One of the emphasis areas in MAP-21 is "freight planning". A new national freight committee has been established as an administrative arm of the U.S. Department of Transportation. Additionally, all states are encouraged (but not required) to develop a freight committee as part of their DOT's. Because of this TDOT has developed a "State Freight Advisory Committee". As part of its activities, the Kingsport MTPO will also continue to include freight planning (as specified later in the UPWP schedule of tasks) and will coordinate this with the State Freight Plan and the State Freight Advisory Committee. Freight planning will include the development and inventory of freight movement data within the Kingsport MTPO area. Movement of trucks, trains, and other modes will be tracked and inclusion of private freight movers will be made in discussing and planning improvements to the area's transportation network that serves freight movement. Industry-based traffic in Kingsport is significant and this will be analyzed and evaluated as part of this process as well.

Support of Economic Vitality

The United States Department of Transportation, through MAP 21 and other legislation, lists several goals and objectives for all MTPO's, including the Kingsport MTPO. As an addition for the Fiscal Year 2016 portion of the Fiscal Years 2016-17 Work Program, the Kingsport MTPO is including an emphasis on transportation initiatives, programs, and projects that complement the economic vitality of the area. Projects that are advanced from the long-range plan, through the TIP, or other planning products should have, as part of their purpose and need statement, a positive impact on the local economy. Transportation projects can move goods, people, and services more effectively and efficiently and provide support for increased employment opportunities, reducing the unemployment, and supporting a healthy economic growth in the Kingsport area.

Emphasis on Safety and Security

As an addition to the Fiscal Year 16-17 UPWP, the Kingsport MTPO will emphasize activities that initiate and support improvements to the local transportation system that accentuate safety and security. Every planned program, project, and recommended improvement in the area should include a safety and security element. Safety is first and foremost to the traveling public in the MTPO area and, within the various Work Program tasks, safety should always be a significant portion of the planning and implementation of projects. Reductions in personal injury and property damage is an objective and priority of the MTPO for Fiscal Year 2016 and Fiscal Year 2017. In addition, local safety and security projects and programs will also be cross-

referenced and coordinated with statewide safety plans. The MPO will, where possible, assist in the planning and implementation through local Surface Transportation Program (STP) funds, recommended improvement found in TDOT's Roadway Safety Audit Reports (RSARs).

Disaster Preparedness

Transportation facilities and programs that are developed from the MTPO work program activities and process should also include those that address preparedness for natural as well as man-made disasters. These could be weather related issues. However, for the Kingsport area it could also include chemical spills, train wrecks, or unusual/unexpected emissions from local industry. Planning and coordinating with local law enforcement, fire, and emergency response agencies is important in order to assure that adequate transportation facilities services are available, and accessibility and travel time is maximized for urgent disaster conditions.

Accessibility, Integration, and Connectivity

Travel time is of utmost importance in the efficiency and effectiveness of a metropolitan area transportation system. Travel time and accessibility is particularly important for emergency response vehicles (fire, police, and ambulance). It is also important in terms of supporting economic development, safety, and quality of life issues (sustainability). Accessibility and travel time are dictated to a large extent by the integration of transportation systems, i.e. multi-modal connections that support reductions in congestion and improvements in level of service measurements. In essence, accessibility to jobs, schools, hospitals, households, retail areas, and service industries is very important in the growth and quality urban areas, including the Kingsport MTPO area. The Fiscal Year 2016-17 Work Program will continue to emphasize accessibility, integration, and connectivity in the development of planning products.

Public Health

The health and welfare of the public, particularly the traveling public, is of utmost importance in relation to the activities and subsequent products of the Kingsport MTPO. Long-Range Plans have, and will continue to place, an emphasis on the accessibility of public health facilities and the interaction that the transportation infrastructure has with other public infrastructure and programs that focus on public health, including water and sewer systems (access to for maintenance), refuse collection (roadways that facilitate collection services), and police, fire, and ambulance service. TIP (short-term, immediate) projects from all sources (federal, state, local) should and will have some positive impact on public health as well. In addition, through various plans and studies (Area Bikeway and Greenway Plans), the MPTO will seek to promote and financially support non-motorized active transportation programs and projects.

The previously described “Federal Initiatives” and how they link with each task within this Work Program are found in the following table.

Federal Initiatives Addressed by Task

Federal Initiatives	Performance Mgmt	Planning for Operations	Planning and Environmental Linkages	Project Development	Livability	Sustainability	INVEST Tool	Climate Change / Extreme Weather	Freight	Support of Economic Vitality	Safety and Security	Disaster Preparedness	Access, Integration, Connectivity	Public Health
A. Program Administration	X	X		X	X	X	X			X	X			
B. Travel Data Collection and Analysis (includes new census data)	X	X		X		X	X	X	X	X	X	X	X	X
C. Air Quality and Congestion Mitigation	X	X	X	X	X	X		X	X	X				X
D. Transportation Improvement Program	X		X	X		X	X		X	X	X		X	
E. Multi-Modal and Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Planning Emphasis Areas (PEAs) for Fiscal Year 16 and Fiscal Year 17

An addition to those previously described, the following three topics have been identified by the U.S. Department of Transportation as Planning Emphasis Areas (PEAs) for specific consideration during Fiscal Years 2016 and 2017 and beyond. They are as follows;

(1) Models of Regional Planning Cooperation

Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more than one MPO serve an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. A good example in the Kingsport area would be the coordination of public transit systems between Scott County Virginia (MEOC) and the City of Kingsport (KATS). This would include evaluating various passenger links based on origins and destinations matched with existing or future routes. This would provide greater service areas and opportunities for patrons of each system. Coordination includes the linkages between the transportation plans and programs, corridor studies, projects, data and system performance measures and targets across MPO and State boundaries. It also includes collaboration between State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, target setting and system performance reporting in support of performance based planning. A good example in the Kingsport area would be the evaluation of day-time traffic in relation to commuter routes from other MPO areas, including Bristol, Johnson City, and communities in Southwest Virginia and how park and rides lots could fit in to this scenario, thus improving travel time as well as the efficiency and cost of daily work trips.

(2) Access to Essential Services

As part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps. A good

example in the Kingsport Area would be development of GIS-based study to determine where gaps and/or inefficiencies are found in various communities, i.e. Bloomingdale, Lynn Garden, lacking essential services. Through mapping technology MPO planners could show where and how transportation infrastructure and programs could fill these gaps, i.e. Bus service from downtown to Bloomingdale (which currently doesn't exist).

(3) MAP-21 Implementation

The development and implementation of a performance management approach to transportation planning and programming includes the development and use of performance measures, target setting, performance reporting, and transportation investments that support the achievement of performance targets. These components will ensure the achievement of transportation system performance outcomes. The use of scenario planning by MPOs is part of developing metropolitan transportation plans. MPOs may use scenario planning to improve decision making by providing information to the public and to decision makers on the performance outcome tradeoffs of various investment decisions when developing the metropolitan transportation plan. A good example in Kingsport would be developing various growth scenarios for land use that could be modeled through traffic forecasting software, thus determining what is the best growth plan for minimizing future traffic / transportation problems.

TASK A. PROGRAM ADMINISTRATION

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

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

Previous Work:

- A continuing work activity (following UPWP guidelines and directives)
- Coordination of MTPO TCC and Executive Board Meetings
- Prepared and adopt Fiscal Year 2016 / Fiscal Year 2017 UPWP
- Prepared quarterly progress reports and reimbursement requests for MTPO activities , including both PL as well as Section 5303 activities (TN and VA)
- Managed financial issues and provided accountability of state, federal, and local funds linked to MTPO operations and projects (TN, VA PL and Sect. 5303 funds)
- Title VI Report submitted to both TDOT and VDOT
- Utilized adopted Public Participation Plan (PPP)
- Continued modifications to MTPO website to provide users with better access to information on transportation planning activities
- Maintained over-sight on all priority products, i.e. TIP, LRTP, TPRs (Transportation Planning Reports), Studies, etcetera, as well as efforts to achieve goals and objectives as set forth in the UPWP and MTPO by the Executive Board and Staff and representative jurisdictions. This includes furthering plans for highway projects (SR 126, SR 347, and SR 93), multi-modal projects, and non-motorized projects in Tennessee and plans for continued improvements to SR 224 and US 23 in Virginia (efforts in Fiscal Year’s 2016 and 2017 will continue to focus on funding the recommendations in this study)

TASK A (continued)

- Fiscal Year 2016 highlights included: apply conservative financial management in order to accrue funding for development of long-range plan, carry out (new) Technical Coordinating Committee meetings, attend MPO statewide and regional meetings in Tennessee and Virginia, conduct Executive Board meetings, attend training on MPO-based planning techniques, continued focus on sustainable and non-motorized project initiatives, and completed adjustments and amendments to the Fiscal Years 2014-17 TIP.

Activities for Fiscal Year 2016 and Fiscal Year 2017

- Prepare a new Fiscal Years 2018-2019 Unified Planning Work Program
- Quarterly invoices, progress reports, and draft meeting minutes
- Manage financial issues and provide accountability of state federal, and local funds which are linked to MTPO operations and projects (PL and Sect.5303)
- Attend meetings of the MTPO, the First Tennessee RPO (Rural Transportation Planning Organization), local, regional, state, and federal sponsored meetings related to transportation planning as needed
- Coordinate and schedule all business activities and meetings for the MTPO Executive Board and Technical Coordinating Committee
- Submit individual annual Title VI reports to the Tennessee DOT and to the Virginia DOT
- Ensure that all transportation planning activities are consistent with requirements of Environmental Justice and Title VI
- Monitor small/disadvantaged business participation in MTPO professional services
- Ongoing application of the Public Participation Plan and continued efforts to involve all metropolitan planning area citizens in the MTPO transportation planning activities and products
- Update and maintain the Kingsport MTPO website
- Prepare and maintain contact lists, media lists, and other lists as needed
- Attend transportation conferences, workshops, and seminars to ensure compliance with regulations and guidelines and gain knowledge of MPO-related topics, i.e. TTAP courses
- Continue administrative oversight related to development and completion of Multi-Modal Planning Activities, the Long-Range Plan, TIP, other plans and studies, i.e. TPRs, and other transportation planning products, with particular focus on activities surrounding completion of the MTPO-Area 2040 Plan (LRTP) by mid-2017
- Continue to evaluate and develop options and/or improvements to the “Public Participation” Process. An evaluation of the PPP will be conducted during Fiscal Year 2017, with subsequent changes made to the Plan, as needed. Note; a minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MTPO

TASK A (Continued)

- As part of the Performance Management initiative, MAP-21 (and now FAST-ACT), requires the establishment of State and Metropolitan-wide level transportation “performance targets”. During Fiscal Year 2017 the MTPO will be consulting with both TDOTs Multi-Modal Division and VDOT DRPT, as well as area transit agencies, regarding development of these targets.
- Integrate all of the various Planning Emphasis Areas, Planning Initiatives, and Planning Factors in to the MTPOs Work Program and efforts throughout Fiscal Year 2017 and beyond. This includes the livability principles of more transportation choices, equitable, affordable housing , enhanced economic competitiveness, and support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process

TDOT: The Long Range Planning Division, Tennessee Department of Transportation, will work jointly with the Metropolitan Transportation Planning Organization (MTPO) to establish the required administrative and technical procedures and prepare contractual agreements. In addition, the Long Range Planning Division will attend technical and policy board meetings, distribute information on Federal transportation planning guidelines and requirements, conduct seminars and work sessions, review the MTPO’s transportation planning studies and reports, and undertake general administrative activities.

TDOT: The Multimodal Transportation Resources Division, Tennessee Department of Transportation, will administer State and Federal programs regarding river transportation, urban public transportation, rail service, ride-sharing, and transportation systems management. Representatives of this office will participate in MTPO meetings, distribute Federal transit guidelines and requirements, conduct seminars and work sessions, and review MTPO studies and reports.

VDOT and LENOWISCO: Will continue to provide planning support for MTPO programs, projects, and activities related to multi-modal facilities and services, which includes the areas public transit programs, bicycle and pedestrian projects, as well as other studies and/or plans that relate to the Virginia portion of the MTPO.

TASK A (continued)

End Products and Work Schedule (TASK A)

Product	Work Schedule
An ongoing transportation planning program	Continuing Task
Develop a new 2018-2019 Unified Planning Work Program	June 2017 (VA), August 2017 (TN)
Quarterly Reports	Completed within 45 days of end of quarter
Executive Board & TCC Meetings	Quarterly/As needed
Title VI Reports	VDOT August, TDOT September
Monitor the status of small/disadvantaged business participation	Continuing Task
Attend meetings, maintain contact lists, establish jurisdiction communication	Continuing Task
Review, revise and implement PPP	September 2017
Maintain Kingsport MTPO website	Ongoing
Workshops and Training	As Needed
Assure Completion of new or updated LRTP, TIP, other studies	By Deadlines, as established by TDOT, VDOT, and Federal Agencies

Funding Sources (TASK A)

Fiscal Year 2016

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$80,000	\$4,000			\$12,000	\$1,600	\$97,600
State		\$500			\$1,500	\$200	\$2,200
Local	\$20,000	\$500			\$1,500	\$200	\$22,200
TDOT							
Federal			\$10,544				\$10,544
State			\$2,636				\$2,636
LENOWISCO							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
VDOT							
Federal							\$0
State							\$0
TOTAL	\$100,000	\$25,000	\$13,180	\$0	\$15,000	\$2,000	\$155,180

TASK A (Continued)

Fiscal Year 2017

Task A. Admin.	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$80,000	\$4,000			\$4,800	\$1,600	\$90,400
State		\$500			\$600	\$200	\$1,300
Local	\$20,000	\$500			\$600	\$200	\$21,300
TDOT							
Federal			\$10,702				\$10,702
State			\$2,676				\$2,676
LENOWISCO							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
VDOT							
Federal							\$0
State							\$0
TOTAL	\$100,000	\$25,000	\$13,378	\$0	\$6,000	\$2,000	\$146,378

TASK B. TRAVEL DATA COLLECTION, MAINTENANCE AND ANALYSIS

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

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

Previous Work

- Traffic volumes collected at 191 annual cycle count stations (TDOT)
- Traffic volumes collected at 24 biannual cycle count stations (VDOT)
- Special traffic count data collected for design projects as required
- Accident data from TN Department of Safety coded and filed
- High hazard accident data furnished for safety studies as needed (TDOT)
- Developed GIS (Geographic Information System) traffic count maps to visualize transportation data
- Conducted annual counts throughout the MTPO area with specific counts being conducted upon request (for project-specific needs)
- Obtained and compiled a list of crash data from MTPO jurisdictions for analysis
- Monitored jurisdictional land use changes to analyze potential impacts on the transportation system
- Population, employment, and other demographic data collected for use in various planning products, including development of the Long-Range Plan
- After conducting thorough research, which included significant interaction with various MTPO members, adjustments to the MTPO area boundaries were finalized, including additions to the urbanized area and additions to the planning area (in Tennessee and Virginia).

Activities for Fiscal Year 2016 and Fiscal Year 2017

- TDOT will continue to collect traffic count data at 191 annual cycle count stations
- TDOT, VDOT, and MTPO Staff will conduct special traffic counts as needed for planning and design projects, i.e. SR 224 / U.S. 23 (Virginia), SR 347 (Rock Springs Road), safety evaluations (Bloomingdale Pike, SR 357 near Tri-Cities Airport area), Carter’s Valley Road, etcetera).

TASK B (continued)

- TDOT will maintain accident files, high hazard listings and other safety data as required. VDOT also maintains these records for MTPO reference and use as needed. As part of developing the 2040/Long-Range Plan, crash and related records will also be utilized to establish recommendations for safety improvements
- Utilizing extrapolated 2010 census data and local surveys, the collection, organization, and evaluation of demographic, land use, traffic, and other pertinent data for the next (Long-Range) Transportation Plan will continue. In particular, this data will be used for evaluating changes in travel patterns and growth scenario planning linked to the long-range plan's travel demand modeling process
- TDOT and MTPO Staff will conduct travel time studies, if needed, for specific corridors. This will include an evaluation of travel time for public transit service within the MPO area along high-impact routes
- Collect, update and maintain transportation-related GIS database for the MTPO region. This will include collecting Kingsport Area Transit Service (KATS) data pertaining to ridership by routes and times, bus stop usage, schedule of service hours, and other inventories and patronage information
- Conduct research using the TRIMS (Tennessee Roadway Information Management System) database
- Collect, maintain and analyze socio-economic, land use, and travel pattern data from a variety of sources for traffic-generation needs
- Based upon extrapolated 2010 Census data (tracts, block groups, or other subareas), during the upcoming fiscal year MTPO Staff will be working to update Traffic Analysis Zones (TAZs), and other MTPO-defined geographies for future travel demand models and other relevant planning needs
- Update and maintain transit ridership data to improve performance
- LENOWISCO will provide data for Scott County in the form of demographic and socioeconomic data as well as additional land use information as it relates to transportation planning products (short and long-range planning needs)
- Virginia DOT will continue to utilize Synchro modeling software for the purpose of traffic flow analysis
- VDOT will collect and disseminate traffic volume data, as directed by previously established schedules, as well as special needs i.e. new planning studies. VDOT obtains traffic counts in Scott County and the Towns of Weber City and Gate City on a three year cycle. Current schedule has these counts scheduled for the 2016 fiscal year.

TASK B (continued)

End Products and Work Schedule

Product	Work Schedule
Average Daily Traffic, peak hour volume, vehicle classification, directional distribution, other traffic data for planning and design studies (TN and VA)	Permanent count data collected and computed for computer storage weekly. Other special counts as needed
Vehicle miles of travel on functionally classified systems,	Annual cycle counts to be made in Sept-Oct 2015 and Sept-Oct 2016
High hazards lists, collision diagrams, accident data	Periodic collection of accident data
Updated data for TDOT TRIMS File	Accident data coded and stored daily
Extrapolated 2010 census data for MTPO area, including updated mapping for Urbanized Area, Planning Area, and other Geographies as needed	Throughout
Special traffic and speed studies	As Needed
Specific data for Travel Demand Modeling and LRTP Update	Throughout
Synchro traffic model simulation and analysis (VA)	Throughout (VDOT)

Funding Sources (TASK B)

Fiscal Year 2016

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$24,000				\$12,000		\$36,000
State					\$1,500		\$1,500
Local	\$6,000				\$1,500		\$7,500
TDOT							
Federal			\$12,617				\$12,617
State			\$3,155				\$3,155
LENOWISCO							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
VDOT							
Federal							\$0
State							\$0
TOTAL	\$30,000	\$20,000	\$15,772	\$0	\$15,000	\$0	\$80,772

TASK B (continued)

Fiscal Year 2017

Task B. Data	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$24,000				\$15,600		\$39,600
State					\$1,950		\$1,950
Local	\$6,000				\$1,950		\$7,950
TDOT							
Federal			\$12,807				\$12,807
State			\$3,202				\$3,202
LENOWISCO							
Federal		\$16,000					\$16,000
State		\$2,000					\$2,000
Local		\$2,000					\$2,000
VDOT							
Federal							\$0
State							\$0
TOTAL	\$30,000	\$20,000	\$16,009	\$0	\$19,500	\$0	\$85,509

TASK C. AIR QUALITY AND CONGESTION MITIGATION

Responsible Agency: MTPO Staff, TDOT, VDOT, LENOWISCO

Purpose: Monitor regional congestion and air quality conditions and prepare for potential air quality issues within the MTPO area and counties. Develop strategies and programs that could potentially mitigate congestion in the MTPO area, while at the same time improve air quality. Maintain a focus on regional priorities within the process of monitoring (and responding to) air quality issues. Through various planning products, support the mechanisms that manage the traffic and transportation systems that exist and/or can be improved through ITS recommendations and other initiatives. Maintain a focus on regional priorities in evaluating and responding to traffic congestion concerns.

Previous Work

- As part of the preliminary work necessary for preparation of possible non-attainment status, Kingsport MTPO Staff, as well as LENOWISCO (Virginia) Planning District Commission and Sullivan County, intensified their involvement and training with TDOT, VDOT, FHWA, EPA, and TDEC (Tennessee Department of Environment and Conservation) to gain knowledge and understanding of air quality and conformity issues, processes, and products. Note; the Environment Protection Agency designated the Kingsport Area and Sullivan County as attainment areas under the 2008 Ozone National Ambient Air Quality Standards. Additionally, recent measurements have indicated the 3 year running average is below the current standard.
- Continued to participate in the TDOT-Sponsored Inter-Agency consultation meetings and process, which helped MTPO Staff in preparing for future air-quality related products (TIP, LRTP)
- Kingsport MTPO and associated participants (LENOWISCO, Sullivan County) continue to work with public and private partners (former members of the Ozone Action Partnership Team, i.e. Eastman Chemical Company) to promote the reduction of ozone in the MTPO area through media-driven public notification
- Maintained consistent review of local air quality monitor measurements and reports from TDOT and EPA concerning status of PM2.5 and ozone levels in the area.
- Kept abreast of other Kingsport area air quality reports as well, including those based on non-motorized sources (industrial pollutant)
- As part of developing the new long-range plan, included air quality and non-attainment consideration in the scope of work defined for the contract consultant hired to complete the plan (travel demand modeling will include an air quality element).
- Continued to promote maintenance of the Kingsport Regional ITS Architecture (Staff continued to participated in ITS Architecture training programs and workshops)
- Continued efforts to plan and initiate congestion mitigation projects, including those related to travel-time reduction, i.e. signal systems and potential ITS projects
- Efforts to reduce Volume to Capacity (V/C) ratios (or traffic congestion) at various roadway locations were made through improved MTPO-supported traffic and

TASK C (continued)

transportation technology and research, and TIP-funded ITS projects, including new Signal Coordination Software (recently purchased, installed, and operating).

- Congestion management activities included review of traffic pattern changes, particularly at intersections, where levels of service is poor. Evaluated these locations for possible recommendation through planning documents, i.e. TIP projects, long-range solutions, traffic studies. Worked with TDOT Staff to evaluate traffic problem areas.

Activities for Fiscal Year 2016 and Fiscal Year 2017

- Include consideration for area's current attainment/non-attainment status in development of Long-Range Plan and new TIP. The travel demand model will be developed where outputs can be utilized for future air quality modeling and subsequent evaluation
- Coordinate as well as participate in the Interagency Consultation Process
- Monitor EPA and State DOTs' activities concerning designation of non-attainment status for Kingsport MTPo area
- Dependent on "Non-Attainment" status, submit to State DOT's the completed 2035 Plan travel demand model (TRANSCAD) for use in air quality modeling and conformity report (current software is "Motor Vehicles Emission Simulator" (MOVES))
- Staff and partners, including LENOWISCO, Sullivan-Hawkins County, will continue to participate in training/conference sessions on air quality and conformity
- Continue working with area public and private partners in supporting and promoting the reduction of area ozone
- Continue to work with MTPo County-based and District Agencies, including LENOWISCO PDC, to monitor air quality conditions and respond with appropriate planning activities, i.e. LRTP and TIP adjustments
- Work with FHWA, FTA, TDOT, VDOT, and local agencies to manage and implement the region's Intelligent Transportation Systems (ITS) Architecture
- Staff and partners will continue to participate in training programs for Intelligent Transportation System architecture and implementation strategies
- LENOWISCO will continue to participate in community action planning and appropriate transportation planning and traffic management initiatives in order to reduce Vehicle Miles Traveled (VMT) and mobile source emissions in the affected counties
- Continue planning and, where applicable, advancing congestion management strategies and projects, with specific attention paid to travel time issues, signal systems, ITS projects, and multi-modal (transit) projects. Planning activities for these issues and projects will include the use of travel demand modeling to identify specific level of service problem areas, particularly along routes where high traffic volumes and accident rates occur, i.e. Fort Henry Drive (SR 36), Stone Drive (SR 1), Eastman Road, Center Street, JB Dennis Highway SR (93), Lynn Garden Drive (SR 36), and Wilcox Drive (SR 126)

TASK C (Continued)

- Address climate change mitigation and adaptation in the planning process
- Publication of “Annual List of Obligated Projects” (in coordination with TDOT Local Planning Division)

End Products and Work Schedule

Products	Work Schedule
Air Quality Conformity Assessment	Throughout, If Needed
Per attainment status, provide Mobile Source Emissions Inventory and Budget	July 2016
Interagency Consultation Process	Throughout
Coordination with EPA, TDOT, VDOT, TDEC, LENOWISCO	Throughout
Monitor air quality ratings and new quality standards	Throughout
Increase public awareness of air quality issues	Throughout
Integrate livability principles of more transportation choices and neighborhood values in the planning process	Throughout
Continuous evaluation of current and future traffic flow in the MTPO area, i.e. Congestion Management	Throughout
Complete and Publish Annual List of Obligated Projects	October 2015

Funding Sources (TASK C)

Fiscal Year 2016

Task C. AQCM	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$24,000	\$0					\$24,000
State		\$0					\$0
Local	\$6,000	\$0					\$6,000
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal		\$5,200					\$5,200
State		\$650					\$650
Local		\$650					\$650
VDOT							
Federal							\$0
State							\$0
TOTAL	\$30,000	\$6,500	\$0	\$0	\$0	\$0	\$36,500

TASK C (Continued)

Fiscal Year 2017

Task C. AQCM	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$24,000	\$0					\$24,000
State		\$0					\$0
Local	\$6,000	\$0					\$6,000
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal		\$5,200					\$5,200
State		\$650					\$650
Local		\$650					\$650
VDOT							
Federal							\$0
State							\$0
TOTAL	\$30,000	\$6,500	\$0	\$0	\$0	\$0	\$36,500

TASK D. TRANSPORTATION IMPROVEMENT PROGRAM

Responsible Agency: MTPO Staff, TDOT, VDOT

Purpose: To continually update and maintain a financially constrained Transportation Improvement Program (TIP) that provides for the short and long-range transportation project needs of the MTPOs Planning Area. Maintain a focus on regional priorities within the process of developing and making changes to projects found within the Transportation Improvement Program.

Previous Work:

- Began work on development the new Fiscal Years 2017–2021 Transportation Improvement Program
- Processed amendments and/or adjustments to the Fiscal Years 2014-2017 Transportation Improvement Program to change funding and/or project scope / description / etc. (previous TIP)
- Worked with TDOT and Federal Highway to reconcile balance of Local STP Funds and assure the TIP is financially constrained
- Reviewed and tracked progress of transportation projects by local agencies and TDOT found in the current TIP
- Reported on the status of TIP projects on a regular basis
- Assisted in the development of planning phases for various TIP projects (TPRs, etc.) and maintain cohesiveness with the Long-Range Transportation Plan
- Coordinated with TDOT Local Planning to make adjustments to State projects in the TIP
- Published Annual List of Obligated Projects (see Figure A)

Activities for Fiscal Year 2016 and Fiscal Year 2017

- Finalize development of new Fiscal Years 2017-2021 TIP by collecting applications for new or modified projects and reviewing current and future status of projects in the Fiscal Years 2014-17 TIP This includes evaluating current and future funding in new TIP to determine fiscal constraint
- Process TIP amendments and/or adjustments that are based upon continued evaluation of transportation projects found in the Long-Range Transportation Plan
- Maintain a financially constrained TIP for both Tennessee and Virginia Highway projects as well as for Tennessee Public Transportation projects
- Coordinate with TDOT, VDOT, and local agencies on project schedules and funding
- Cooperatively develop an annual list of obligated projects and continuously monitor fund balances with obligated and programmed totals
- Continue to provide planning assistance in the development of various TIP projects
- Continue to organize and develop project groups, that are defined as those that share similar characteristics such as signal projects, safety projects, intersection improvements, and enhancement projects.

TASK D (Continued)

End Products and Work Schedule

Products	Work Schedule
Complete Development of Fiscal Years 2017–2021 TIP	Throughout
Maintenance of current TIP (Fiscal Year 2014-2017 (until new TIP is adopted))	Throughout
Process TIP amendments and/or adjustments	As needed
Determination TIP’s conformity with air quality requirements	Dictated by air quality status and subsequent schedule
Maintain up-to-date balance of Local STP funds and other fund classifications to assure continued fiscal constraint	Throughout
Annual Listing of Federally Obligated Projects	October-November 2015

Funding Sources (TASK D)

Fiscal Year 2016

Task D. TIP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$30,000				\$4,000		\$34,000
State					\$500		\$500
Local	\$7,500				\$500		\$8,000
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal							\$0
State							\$0
Local							\$0
VDOT							
Federal				\$25,000			\$25,000
State				\$6,250			\$6,250
TOTAL	\$37,500	\$0	\$0	\$31,250	\$5,000	\$0	\$73,750

Fiscal Year 2017

Task D. TIP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$40,000				\$4,000		\$44,000
State					\$500		\$500
Local	\$10,000				\$500		\$10,500
TDOT							
Federal							\$0
State							\$0
LENOWISCO							
Federal							\$0
State							\$0
Local							\$0
VDOT							
Federal				\$25,000			\$25,000
State				\$6,250			\$6,250
TOTAL	\$50,000	\$0	\$0	\$31,250	\$5,000	\$0	\$86,250

TASK E. MULTIMODAL AND LONG RANGE TRANSPORTATION PLANNING

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

Purpose:

Multi-Modal Planning

Continue to develop and update inventories of multi-modal facilities, services, and programs for the MTPO area and periodically evaluate these for shortages and/or gaps, thus enabling the planning process to produce more effective and advanced multi-modal short and long-range plans. An emphasis is placed on public transit, bicycle, and pedestrian plans and program, with progression towards capital improvements in these areas.

Multi-Modal planning in the Virginia portion of the MTPO also includes continued planning support and development of the rural public transit program, specifically “Mountain Empire Older Citizens” agency (MEOC) that serves as a link to other programs, i.e. KATS (Kingsport) urban transit system and NETRANS (Northeast Tennessee Rural Transit System) in the Kingsport / Sullivan County area. The MPO will continue to work with all service providers in the study area that receive FTA funds in the following programs; Section 5307, Section 5309, Section 5310, Section 5311, Section 5339. Also, planning assistance will also be provided for recipients of state funds, including UROP in Tennessee. Virginia Bike and Pedestrian plans should include coordination with other jurisdictions within the MTPO metropolitan planning area, following the Kingsport MTPO-Area Bike/Pedestrian Master Plan. Maintain a focus on regional priorities within the process of developing and modifying multi-modal plans, programs, and products.

Long-Range Planning

Task E includes an ongoing review and analysis of various elements within the completed Long-Range Plan. The purpose is to maintain a link between current TIP projects as well as other projects and programs as well as provide an ongoing analysis for, and/or amendments to, the Long-Range Transportation Plan. The purpose is also to provide a continuously updated comprehensive long-range transportation plan that will provide for the future transportation needs of the MTPO Metropolitan planning area and consider all modes of travel in the process. The LRTP should also be periodically evaluated and adjusted to coincide with current and ongoing changes, i.e. major new and planned developments, within the MTPO Metropolitan planning area for multimodal facilities, programs, systems,

TASK E (continued)

and projects. Long-Range Planning activities will also include assistance to TDOT in developing the statewide LRTP. Maintain a focus on regional priorities within the process of developing updates (including recommendations), to the MTPO's long-range plans. Modeling – State and federal agencies should continue to assist the Kingsport MTPOs with their modeling needs, including technical assistance for MTPO staff, training, review of models, and oversight of consultants contracted to work on the models

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

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

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

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

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

Previous Work

- The “2035 Transportation Plan” was completed in 2011-12 and adopted in late Fiscal Year 2012. Since that time amendments and adjustment have been processed, when needed – including State Department of Transportation projects (Tennessee and Virginia).
- Processed amendments for locally-generated projects, including a major capital improvement project for the urban area (Kingsport Area Transit System)
- Worked with multi-modal project planning, freight planning, ITS development, and other specialty areas within the long-range planning process

TASK E (Continued)

- Worked to establish early strategies for “2040 Plan” development (including collection of travel demand model background data)
- Conducted corridor studies to analyze existing and future mobility needs related to the long-range planning process, including SR 224 in Virginia and SR 347 in Tennessee
- Participated in TDOT and VDOT sponsored studies for identification of future projects
- Continued monitoring air quality measurements for the Kingsport area as part of the long-range planning process
- Completed planning and grant documentation for multi-modal facilities in the downtown Kingsport area; completed change to the long-range planning areas for modeling purposes (TAZ area); completed pedestrian and bicycle funding mechanism through the TIP by adding a “non-motorized” classification or “bucket” within the current TIP to fund bike and pedestrian facilities i.e. greenways and bike lanes; completed plans for pedestrian facilities (mobility paths) in various locations, i.e. Greenbelt Plan within TA applications and the current Metro-Area Bike/Ped Plan; developed strategies for financing and initiating long-range plan in Fiscal Year ‘16

Activities for Fiscal Year 2016 and Fiscal Year 2017

Long-Range Planning

- Continue the process of developing a new Long-Rang Plan (Year 2040), which includes working closely with the contract consultant to complete the travel demand model and identifying problem areas within the MPO areas transportation system
- Establish goals and objectives for the new long range plan, i.e. safety, congestion management, travel time and accessibility, and economic development – and, through modeling and other resources, utilize these to develop data-based recommendations for improvements
- Work with the contract consultant to collect and develop the database for building the long-range plan’s various elements, which includes demographic and land use data that goes in the travel demand model
- Continue to follow the current LRTP as a foundation for other subsidiary long-range planning documents i.e. metro-area bike/ped plan, TPRs, corridor studies, site-specific plans, short-term capital improvement plans, etcetera as they relate to development of specific projects and/or recommendations (based upon development of priorities established by MTPO Staff, Executive Board, and State DOT’s).

TASK E (Continued)

- Continue to utilize the current travel demand model where significant changes in traffic flow may be occurring due to new commercial, residential, or service development within the MTPO area.
- Amendments to the current LRTP will be processed, as needed
- Staff will also provide assistance, i.e. local coordination, data collection, travel demand modeling, to TDOT in developing a new State-Wide Long-Range Transportation Plan

Multi-Modal (transit, bike, pedestrian, etc.)

- Continue to support and develop area-wide public transit (bus) systems, including KATS (Kingsport Area Transit System), NETRANS (Northeast Tennessee Rural Transit System), and MEOC (Mountain Empire Older Citizens agency – Virginia) and private providers (charter, taxi, etc.). This includes working in coordination with KATS to provide funding resources and approvals through the area’s TIP, and utilizing the long-range planning process (i.e. “2040 Plan”) to continue evaluating future service supply and demand. The LRTP will also identify capital expansion where needed and demographic analysis for patronage and marketing of services.
- Provide planning assistance as well as serve as a clearinghouse for funds and planning products for recipients within the MPO study area that receive FTA Section 5307, Section 5309, Section 5310, Section 5311, Section 5339 funds as well as state funds (i.e. UROP through TDOT)
- Assist in evaluating the current and future demand and supply of multi-modal facilities, services, and programs (including mass transit systems), for potential capital and “systems operations” improvements, while considering the needs of elderly and disabled citizens. This includes working closely with TODT and VDOT Multi-Modal Bicycle and Pedestrian Coordinators to determine where appropriate facilities, services, and program should be implemented.
- Following the recently adopted Regional Bicycle and Pedestrian Plan, Kingsport MTPO staff will continue to plan projects selected and prioritized from this plan for funding and implementation through the TIP that enables improvements in capital facilities as well as the bike and ped “system.” This includes working closely with TODT and VDOT Multi-Modal Bicycle and Pedestrian Coordinators to determine where appropriate facilities, services, and program should be implemented.

TASK E (Continued)

- Will continue to focus on reducing vehicular traffic where these alternatives can be provided, emphasizing community sustainability and an improved environment.” This includes working closely with TODT and VDOT Multi-Modal Bicycle and Pedestrian Coordinators to determine where appropriate facilities, services, and program should be implemented.
- Focus on evaluating mobility needs for specific subareas within the Kingsport MTPO Metropolitan planning area that include sidewalks, trails, greenways, and “mobility paths” that accommodate pedestrians and bicyclists.
- The Virginia Department of Transportation and LENOWISCO PDC will continue to provide planning support for the development of bikeway and pedestrian facilities, both rural and urban. VDOT and LENOWISCO will also continue to provide continued assistance towards the planning and operations of public transit programs in the MTPO area, specifically MEOC in Scott County. For Fiscal Years 2016 and 2017 this includes a continued a focus on bicycle and pedestrian planning that progresses towards implementation of specific elements within the plan. In Virginia an emphasis will be made towards a multi-jurisdictional approach that includes portions of Gate City, Weber City, and Scott county Virginia (and Tennessee). A regional “Bikeway Plan” will provide links to the various jurisdictional trail systems in the area.

Other Long-Range Planning Activities

- Freight and Rail – assess current and projected demand for local and statewide freight and goods movement and the relative capacity of facilities in the metropolitan planning area that carry these trips. Evaluate current and future truck and rail traffic and travel patterns within the metropolitan planning area to determine future facilities and operations needs. Emphasize needs assessment and subsequent development of plans and recommendations for truck and rail facilities i.e. intermodal terminals. Fiscal Year 2017 activities will include a close evaluation of Kingsport’s intermodal station for expanded use (note; the new FAST-ACT Act includes a greater focus on freight, which will be closely monitored by MPO Staff for planning, funding, and program opportunities.
- Congestion Management and Intelligent Transportation Systems – evaluate needs and opportunities for improved operations of the MTPO planning area’s transportation system and plan for operational and capital solutions to these needs using ITS applications where possible, particularly advanced traffic control technology. The

TASK E (continued)

- MTPO's ITS Architecture will be utilized as a guideline for improved capital improvements and operations. During Fiscal Year 2017 TDOT will be updating the ITS Architecture for the Kingsport MTPO. As part of this process MTPO Staff will be involved in local coordination and data and information collection activities.
- Air Quality – address the current and future air quality issues in the Metropolitan planning area as it relates to future travel patterns, with consideration for recommending projects in the updated plan (2040 Plan) that reduce vehicle miles traveled and accompanying emissions. Also prepare for non-attainment status and subsequent travel demand modeling and air quality conformity regulations and reporting. As part of air quality issues, the Kingsport MTPO will begin to explore the possibilities of integrating climate change considerations into the area long-range transportation Planning process. In reference to FHWA's report entitled "Integrating Climate Change into the Transportation Planning Process", this will include investigating ways to reduce greenhouse gases and vehicle emissions through various improvements to the transportation system, i.e. reduction in VMT via changes in land use, increased usage of mass transit and other modes of travel, fuel alternatives, congestion pricing, and other initiatives (see "Integrating Climate Change into the Transportation Planning process" http://www.fhwa.dot.gov/environment/climate_change/adaptation/publications_and_tools/integrating_climate_change/index.cfm .
- The Kingsport MTPO will also consider and plan for transportation vulnerability due to climate change and extreme weather events and options for improving resiliency of transportation facilities or systems to climate changes and extreme weather events.
- Public Involvement – assist in the public involvement and inter-agency consultation process by utilizing the MTPO's Public Participation Plan to carry forth the development of various planning products. This will include adjustments to the current TIP, development of the new 2040 long-range plan, the UPWP, and other products that are required throughout the fiscal year. This will also include;
 - Working closely with local and regional planning agencies and governments i.e. Kingsport Planning Commission, Sullivan County Planning Commission, City of Church Hill, City of Mt. Carmel, Town of Weber City, and Town of Gate City, to establish efficient (financially constrained) and effective transportation improvement recommendations
 - Following the Inter-Agency Consultation and Public Participation Plan schedule

TASK E (continued)

- Financial Constraint – assure that all plan elements and recommended improvements include a financial element that maintains fiscal constraint, whereby accurate projections of project costs do not exceed anticipated funding (based on past and projected revenues).
- Utilization of INVEST Planning Tool – incorporation of Federal Highway Administration’s Infrastructure Voluntary Evaluation Sustainability Tool (INVEST) in the development of long-range plans and other planning documents that provide recommendations promoting and supporting sustainable transportation program and projects. Implementation of this tool (and process) will begin during Fiscal Year 2016 and be included in the update to the Long-Range Plan during Fiscal Years 2017.

End Products and Work Schedule

Product	Work Schedule
Continue development of new (Year 2040) Long-Range Plan, including collection of demographic and traffic data	Executive Board approval June 2017
Utilize and refer to the current/2035 Plan in developing corridor and sub-area specific studies as well as TIP priority projects	Continuing Task
LRTP Air Quality Conformity process	As dictated by EPA for area
Participate with VDOT in further Regional Corridor Studies	Throughout Fiscal Year
Coordination with KATS, Mountain Empire Older citizens (MEOC), and other Area Transit Services	Throughout Fiscal Year
Support/Develop MTPO Area-wide Multimodal Options (bike, ped), including, Scott County Virginia initiatives	Continuing Task
Support and promote Public Participation Process	Continuing Task
Continue advancing corridor studies linked to LRTP	As Needed
Continue planning Congestion Management and ITS project in coordination with Long-Range Plans	Continuing Tasks
Update to ITS Architecture (TDOT) relative to LRTP	Per TDOT contract Schedule
Review and Assist in development of Multi-Modal Grants	As Needed
Distribute MTPO-based transportation information (i.e. studies, project updates) through public forums, including Executive Board and TCC meetings	Ongoing

TASK E (continued)

Funding Sources (TASK E)

Fiscal Year 2016

Task E. MM / LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$89,914	\$5,200			\$12,000	\$1,834	\$108,948
State		\$650			\$1,500	\$229	\$2,379
Local	\$22,479	\$0			\$1,500	\$230	\$24,209
TDOT							
Federal			\$28,209				\$28,209
State			\$7,052				\$7,052
LENOWISCO							
Federal		\$4,200					\$4,200
State		\$525					\$525
Local		\$525					\$525
VDOT							
Federal							\$0
State				\$0			\$0
TOTAL	\$112,393	\$11,100	\$35,261	\$0	\$15,000	\$2,293	\$176,047

Fiscal Year 2017

Task E. MM / LRTP	TN-PL	VA-PL	TN-SPR	VA-SPR	TN-Sec 5303	VA-Sec 5303	Total
MTPO							
Federal	\$80,000	\$5,200			\$15,600	\$1,834	\$102,634
State		\$650			\$1,950	\$229	\$2,829
Local	\$20,000	\$0			\$1,950	\$230	\$22,180
TDOT							
Federal			\$28,632				\$28,632
State			\$7,158				\$7,158
LENOWISCO							
Federal		\$4,200					\$4,200
State		\$525					\$525
Local		\$525					\$525
VDOT							
Federal							\$0
State				\$0			\$0
TOTAL	\$100,000	\$11,100	\$35,790	\$0	\$19,500	\$2,293	\$168,683

FUNDING CHART – Fiscal Year 2016

**TABLE 1
KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
FY 16 FUNDING SOURCE BY TASK**

TASKS BY FUNDING SOURCE	FEDERAL HIGHWAY ADMINISTRATION											FEDERAL TRANSIT ADMINISTRATION							TOTAL
	TENNESSEE				VIRGINIA							SECTION 5303 - City of Kingsport					TDOT - Section 5303		
	TDOT		City of Kingsport		VDOT		City of Kingsport		LENOWISCO			Fed-TN #	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	TDOT	
	Fed-SPR	TDOT	Fed-PL	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC	VDOT*								
A. Program Administration	\$10,544	\$2,636	\$80,000	\$20,000			\$4,000	\$500	\$16,000	\$2,000	\$2,500	\$12,000	\$1,600	\$1,500	\$200	\$1,700			\$155,180
B. Data Collection, Maintenance and Analysis	\$12,617	\$3,155	\$24,000	\$6,000			\$0	\$0	\$16,000	\$2,000	\$2,000	\$12,000		\$1,500		\$1,500			\$80,772
C. Air Quality and Congestion Mitigation			\$24,000	\$6,000			\$0	\$0	\$5,200	\$650	\$650								\$36,500
D. Transportation Improvement Program			\$30,000	\$7,500	\$25,000	\$6,250						\$4,000		\$500		\$500			\$73,750
E. Multimodal and Long Range Transportation Planning	\$28,209	\$7,052	\$89,914	\$22,479			\$5,200	\$0	\$4,200	\$525	\$1,175	\$12,000	\$1,834	\$1,500	\$229	\$1,729			\$176,046
TOTAL	\$51,370	\$12,843	\$247,914	\$61,979	\$25,000	\$6,250	\$9,200	\$500	\$41,400	\$5,175	\$6,325	\$40,000	\$3,434	\$5,000	\$429	\$5,429	\$0	\$0	\$522,248

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

includes Section 5303 Carryover funds

Contributor by Funding Source

Federal	\$51,370		\$247,914		\$25,000		\$9,200		\$41,400			\$40,000	\$3,434				\$0		\$418,318
TDOT		\$12,843												\$5,000				\$0	\$17,843
VDOT						\$6,250					\$6,325				\$429				\$13,004
LENOWISCO										\$5,175									\$5,175
Kingsport MTPO				\$61,979			\$500									\$5,429			\$67,908
TOTAL	\$51,370	\$12,843	\$247,914	\$61,979	\$25,000	\$6,250	\$9,200	\$500	\$41,400	\$5,175	\$6,325	\$40,000	\$3,434	\$5,000	\$429	\$5,429	\$0	\$0	\$522,248

FUNDING CHART – Fiscal Year 2017

TABLE 1

KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

FY 17 FUNDING SOURCE BY TASK

TASKS BY FUNDING SOURCE	FEDERAL HIGHWAY ADMINISTRATION											FEDERAL TRANSIT ADMINISTRATION							TOTAL
	TENNESSEE				VIRGINIA							SECTION 5303 - City of Kingsport					TDOT - Section 5303		
	TDOT		City of Kingsport		VDOT		City of Kingsport			LENOWISCO		VDOT*	Fed-TN #	Fed-VA	TDOT	VDOT	LOCAL**	Fed-TN	
	Fed-SPR	TDOT	Fed-PL	LOCAL	Fed-SPR	VDOT	Fed-PL	LOCAL	Fed-PL	LNWSC	VDOT*								
A. Program Administration	\$10,702	\$2,676	\$80,000	\$20,000			\$4,000	\$500	\$16,000	\$2,000	\$2,500	\$4,800	\$1,600	\$600	\$200	\$800			\$146,378
B. Data Collection, Maintenance and Analysis	\$12,807	\$3,202	\$24,000	\$6,000			\$0	\$0	\$16,000	\$2,000	\$2,000	\$15,600		\$1,950		\$1,950			\$85,509
C. Air Quality and Congestion Mitigation			\$24,000	\$6,000			\$0	\$0	\$5,200	\$650	\$650								\$36,500
D. Transportation Improvement Program			\$40,000	\$10,000	\$25,000	\$6,250						\$4,000		\$500		\$500			\$86,250
E. Multimodal and Long Range Transportation Planning	\$28,632	\$7,158	\$80,000	\$20,000			\$5,200	\$0	\$4,200	\$525	\$1,175	\$15,600	\$1,834	\$1,950	\$229	\$2,179			\$168,683
TOTAL	\$52,141	\$13,036	\$248,000	\$62,000	\$25,000	\$6,250	\$9,200	\$500	\$41,400	\$5,175	\$6,325	\$40,000	\$3,434	\$5,000	\$429	\$5,429	\$0	\$0	\$523,320

*Total includes Virginia State Match for Kingsport and LENOWISCO Combined

includes Section 5303 Carryover funds

**Total Includes Local Match for TN and VA Combined

Contributor by Funding Source

Federal	\$52,141		\$248,000		\$25,000		\$9,200		\$41,400			\$40,000	\$3,434				\$0		\$419,175
TDOT		\$13,036												\$5,000				\$0	\$18,036
VDOT						\$6,250					\$6,325				\$429				\$13,004
LENOWISCO									\$5,175										\$5,175
Kingsport MTPO				\$62,000			\$500									\$5,429			\$67,929
TOTAL	\$52,141	\$13,036	\$248,000	\$62,000	\$25,000	\$6,250	\$9,200	\$500	\$41,400	\$5,175	\$6,325	\$40,000	\$3,434	\$5,000	\$429	\$5,429	\$0	\$0	\$523,320

**Table 3. Kingsport Fiscal Years 2016 and 2017 UPWP
Financial Summary with Carryover Funds (adjusted for '17 update)**

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

FUNDING YEAR	FUNDING SOURCE					
	TN FHWA "PL"	TN FTA "Sec 5303"	TN FHWA "SPR"	VA FHWA "PL"	VA FTA Sec 5303	VA FHWA "SPR"
Carryover Available	\$185,858	\$12,500	\$0	\$0	\$0	\$0
FY 2016 Allocation	\$201,397	\$40,000	\$64,213	\$50,600	\$3,434	\$25,000
Available FY 2016 Funds	\$387,255	\$52,500	\$64,213	\$50,600	\$3,434	\$25,000
FY 2016 Programmed	\$247,914	\$40,000	\$51,370	\$50,600	\$3,434	\$25,000
Carryover to FY 2017	\$139,341	\$12,500	\$12,843	\$0	\$0	\$0
FY 2017 Allocation	\$201,397	\$40,000	\$65,177	\$50,600	\$3,434	\$25,000
Available FY 2017 Funds	\$340,738	\$52,500	\$78,020	\$50,600	\$3,434	\$25,000
FY 2017 Programmed	\$248,000	\$40,000	\$52,141	\$50,600	\$3,434	\$25,000
Carryover to FY 2018	\$92,738	\$12,500	\$25,879	\$0	\$0	\$0

* estimated

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

