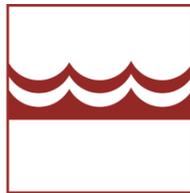


Cleveland Urban Area
METROPOLITAN PLANNING ORGANIZATION

FY2018-2019 Unified Planning Work Program



Adopted August 23, 2017



Cleveland Urban Area
METROPOLITAN PLANNING ORGANIZATION

Resolution Adopting the Fiscal Year 2018-2019 Unified Planning Work Program

WHEREAS, a comprehensive, cooperative and continuing transportation planning process is to be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Cleveland Urban Area; and,

WHEREAS, a prospectus has been developed to establish a multi-year framework for this program; and,

WHEREAS, the Unified Planning Work Program (UPWP) describes all transportation planning activities to be undertaken by local, regional, or state agencies pertinent to the Cleveland Urbanized Area during Fiscal Years 2018-2019; and,

HEREAS, the United States Department of Transportation, the Federal Highway Administration, Federal Transit Administration, the Tennessee Department of Transportation, Southeast Tennessee Human Resources Agency, local governments represented in the Cleveland Urban Area Metropolitan Planning Organization (MPO), and the MPO, have cooperatively developed a Unified Planning Work Program for Fiscal Years 2018-2019; and,

WHEREAS, members of the MPO's Technical Coordinating Committee and Executive Board agree that this Unified Planning Work Program will effectively advance the transportation planning program in FY 2018-2019; and,

WHEREAS, it is the function of the MPO to approve and adopt an annual transportation planning work program for the Cleveland Urbanized Area.

NOW, THEREFORE, BE IT RESOLVED, that the MPO does hereby approve and adopt the Unified Planning Work Program as the annual transportation planning work program for the Cleveland Urban Area for the Fiscal Years 2018-2019 which underwent public review and comment for a period of 30 days, and hereby certifies that it meets all the requirements of 23 CFR, Part 450 relating to the Urban Transportation Planning Process.

Mayor Tom Rowland
Chairman, Executive Board

8/23/2017
Date

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 Section 104(f) of Title 23 of the 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 by the Cleveland Urban Area Metropolitan Planning Organization in cooperation with the U. S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, the Tennessee Department of Transportation, the Southeast Tennessee Human Resources Agency, Bradley County, McMinn County, City of Cleveland, City of Charleston, and the City of Calhoun, Tennessee.

The Cleveland Urban Area Metropolitan Planning Organization does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in access to, or operation of its programs, services, activities or in its hiring or employment practices. ADA and Title VI inquiries should be forwarded to: Greg Thomas, AICP, Cleveland MPO, P.O. Box 1519, Cleveland, TN 37364, phone (423) 479-1913 or gthomas@clevelandtn.gov.

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COMMON TRANSPORTATION ACRONYMS

3-R	Resurfacing, Rehabilitation, or Restoration: 3-R improvements may be implemented on any road included on the functional classification network and contained within the MPO boundary.
ADA	Americans with Disabilities Act of 1990: Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
CE	Categorical Exclusion: All regionally significant and/or federally funded transportation actions must go through an environmental review process. A CE is prepared for proposed transportation actions that do not individually or cumulatively have a significant environmental effect.
CUATS	Cleveland Urban Area Transit System: Provides fixed-route and paratransit services to citizens in the urbanized area.
FHWA	Federal Highway Administration: A division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under Title 23 U.S.C.
FTA	Federal Transit Administration: A division of the U.S. Department of Transportation responsible for administering federal resources for transit capital and operating assistance and for transit planning.
FY	Fiscal Year: The federal fiscal year (or budget year) runs from October 1 through September 30 of each year. Unless otherwise indicated, years shown in MPO documents reflect the federal fiscal year.
ITS	Intelligent Transportation Systems: Procuring, developing, or integrating technology to manage transportation facilities, improve safety, or mobility.
MPO	Metropolitan Planning Organization: The forum for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.
PPP	Public Participation Plan: Describes the process by which the MPO provides opportunities for the public to be involved in exchanging information and ideas about transportation needs, goals, and projects and/or services.

- RPO** **Rural Planning Organization:** Transportation planning organizations that represent areas outside the 11 Metropolitan Planning Organizations in Tennessee. RPOs are composed of local elected officials and were formed by TDOT for the purpose of consulting with those officials in the state's transportation planning and programming processes.
- RTP** **Regional Transportation Plan:** Document developed through collaboration and consensus that serves as the defining vision for the transportation systems and services. In the MPO, the plan indicates all regionally significant transportation improvements scheduled for funding over the next 20-25 years. It is fiscally constrained, i.e. the number of projects/programs in the plan do not exceed the amount of revenue reasonably expected to be available during that time period.
- SETDD** **Southeast Tennessee Development District:** A 10-county agency serving southeast Tennessee, including Bradley and McMinn counties. SETDD provides various services for planning, grant administration, economic development, and other activities. Its governing board is comprised of elected officials from its member jurisdictions. SETDD administers the RPO for southeast Tennessee on behalf of TDOT.
- SETHRA** **Southeast Tennessee Human Resource Agency:** Agency that provides transit service to the non-urbanized portions of the MPO.
- SR** **State Route:** roadway owned, financed and maintained by the State. Some state routes are also designated as U.S. highways.
- STIP** **State Transportation Improvement Program:** Document that lists all federally-funded transportation projects and programs to be undertaken statewide during a specified time period. The MPO's TIP is officially a component of the STIP.
- TCC** **Technical Coordinating Committee:** Standing committee of the MPO whose function is to provide professional input and recommendations on transportation decisions. Composed of planners, engineers and other professional staff.
- TDOT** **Tennessee Department of Transportation:** State agency responsible for building, operating and maintaining all roads on the federal-aid system, and for overseeing the provision of public transit services. In MPO areas, TDOT is responsible for federal and state highways and for the oversight of local/regional agencies who manage the local federal-aid routes.

- TIP** **Transportation Improvement Program:** Document that includes a group of projects/programs selected from the long-range Regional Transportation Plan for implementation during a specified 4-year period. Includes all projects and programs that use federal transportation funds.
- TRIMS** **Tennessee Roadway Information Management System:** Electronic database maintained by TDOT that contains information on the physical and usage characteristics of roadways and other parts of the transportation system.
- USDOT** **US Department of Transportation:** Agency responsible for transportation at the local, state or federal level. For Title 23 U.S.C. federal-aid highway actions, this means the Federal Highway Administration. For federal-aid transit actions under Title 49 U.S.C., this means the Federal Transit Administration.
- UPWP** **Unified Planning Work Program:** Document adopted by an MPO that identifies all transportation planning activities to be undertaken during the next 1-2 years, including a schedule for completion.

INTRODUCTION

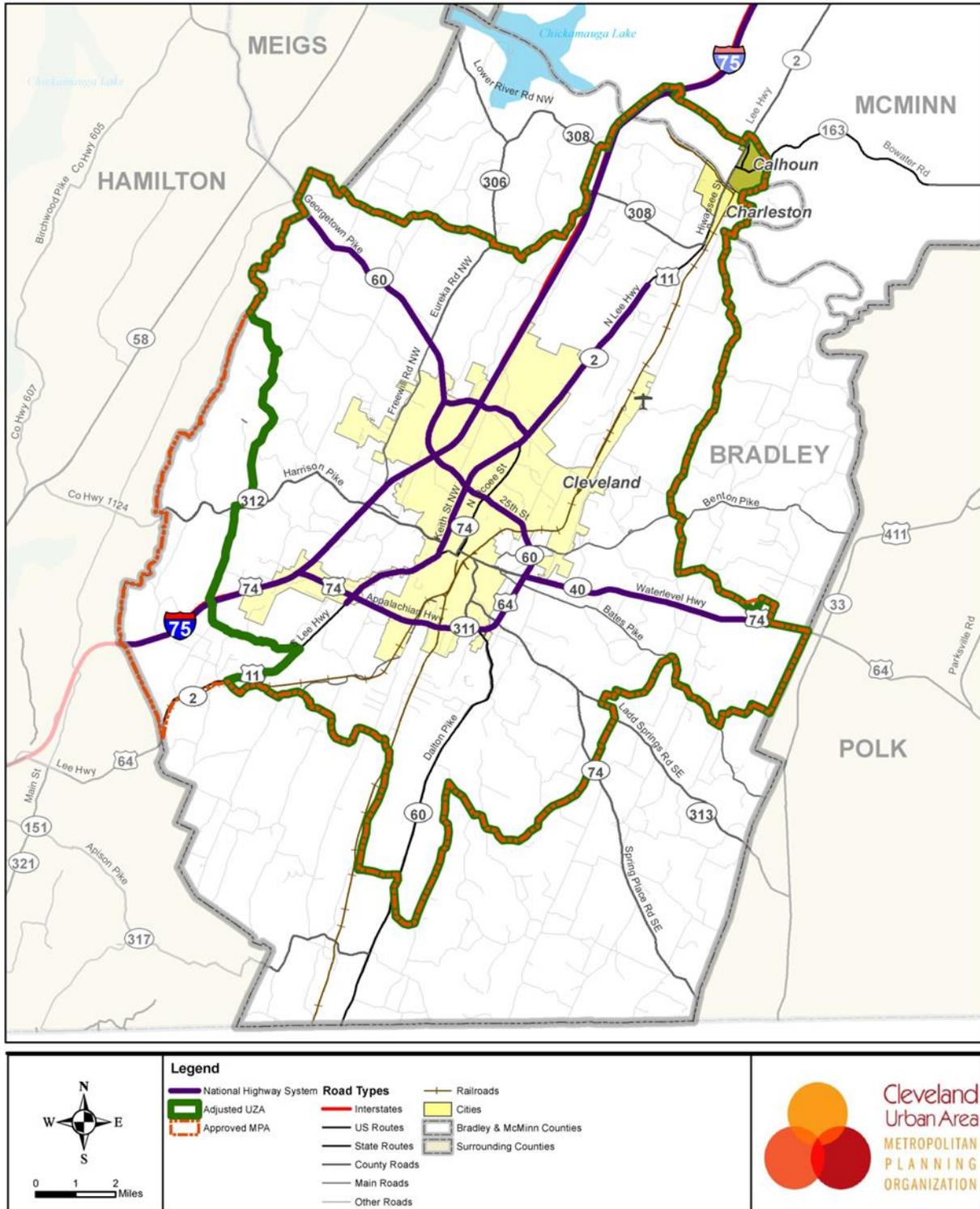
Transportation systems must be planned so that they can be built, operated, and maintained in a way that accomplishes the goals of moving people and freight, while also being responsible toward other societal needs that must be considered as important infrastructure is put in place. The Cleveland Urban Area Metropolitan Planning Organization (MPO) is charged with carrying out this transportation planning process in Cleveland, Tennessee and its environs as more particularly described below.

What is the MPO?

The Cleveland MPO is one of more than 400 similar agencies across the U.S. which serve as a forum for cooperative transportation decision-making for a metropolitan planning area. MPOs are responsible for organizing and directing a formal transportation planning process. They follow a set of federal regulations designed to ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive, or “3-C”, planning process. These regulations are set out by Congress as part of the federal act authorizing funds for surface transportation, which is updated periodically. The current legislation, *Fixing America's Surface Transportation Act*, called the FAST Act, was passed by Congress in December 2015.

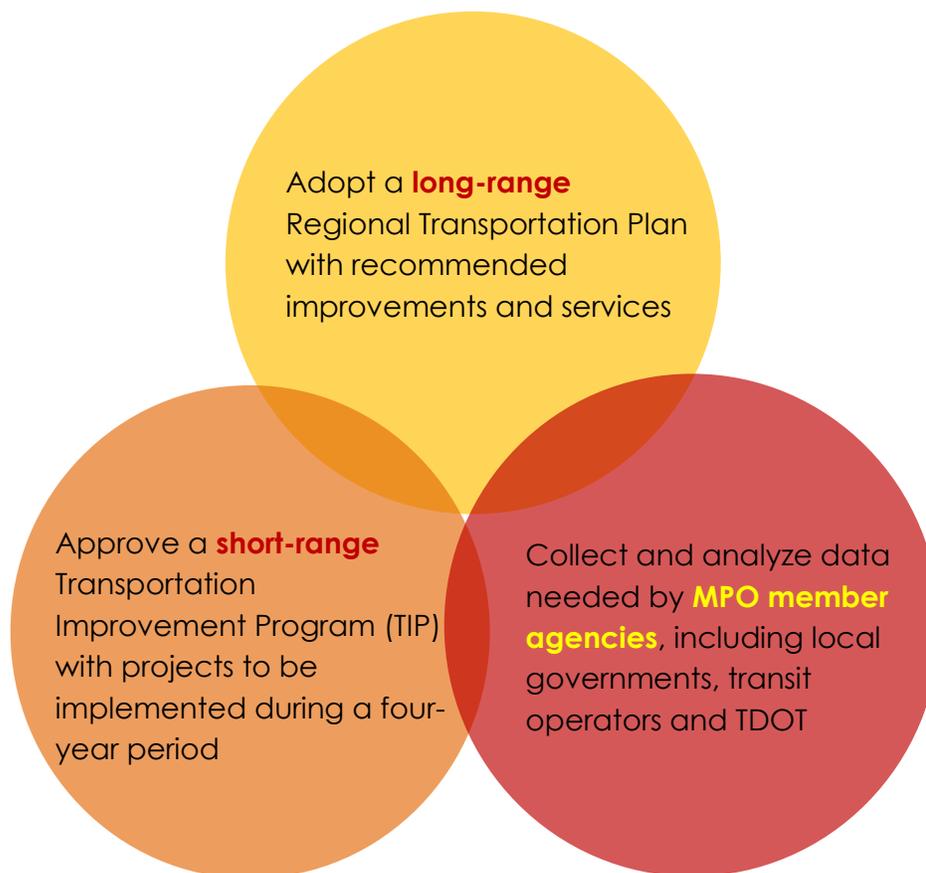
MPOs are formed when the U.S. Census has defined an urbanized area with a population of 50,000 or more. The Cleveland MPO was therefore originally established in 2003 to carry out transportation planning in Cleveland and the adjoining urbanized portions of Bradley County. When the decennial Census was updated in 2010, strong growth in the greater Cleveland area resulted in expansion of the urbanized area along the North Lee Highway corridor through the City of Charleston, crossing the Hiwassee River into McMinn County. To ensure that the entire urbanized area was encompassed, as federally required, the MPO's urbanized area was expanded in 2014. It now includes a larger portion of unincorporated Bradley County, the cities of Charleston and Calhoun, and a small unincorporated area of McMinn County where Resolute Forest Products is located. The MPO also expanded its metropolitan planning area, which is supposed to cover not only the current urbanized area but additional areas that are expected to become urbanized within the next 20-25 years. **Figure 1** shows both boundaries.

Figure 1: Boundary Map of the Cleveland Urban Area MPO (adopted April 2014)



The MPO is responsible for carrying out the “3-C” transportation planning process and producing key documents that reflect the region’s transportation goals, plans, and services. Its core functions, shown in **Figure 2**, address both short-term and long-term planning that is based on ongoing analysis of regional conditions and trends. The MPO is also responsible for transportation programming, i.e. the decisions about which projects from the Regional Transportation Plan will be selected for near-term funding.

Figure 2: Core Functions of the Cleveland MPO



How the MPO is Organized

MPO members include the City of Cleveland, Bradley County, City of Charleston, City of Calhoun, McMinn County, Cleveland/Bradley Chamber of Commerce, TDOT and other transportation-related agencies such as the Cleveland Urban Area Transit System and the Southeast Tennessee Development District. Through the MPO, some of those members receive and program federal funds for various transportation projects and programs.

The MPO is led by an Executive Board, which is the policy board of the MPO, a Technical Coordinating Committee (TCC) that provides recommendations to the Executive Board, and a professional MPO staff.

Executive Board

The Executive Board is responsible for carrying out the provisions of federal regulations which call for a continuing, comprehensive, and coordinated transportation planning and programming process. The Board provides administrative and fiscal oversight, reviews and approves all transportation planning and programming decisions, establishes study committees, and ensures proper allocation of planning and program funds.

The current composition of the Executive Board includes six elected and appointed officials from local governments, regional agencies, and the State of Tennessee. The Federal Highway Administration and the Federal Transit Administration are also represented on the Executive Board as ex-officio, non-voting members.

Members of the MPO Executive Board

- Governor, State of Tennessee
- Executive Director, Southeast Tennessee Human Resources Agency
- Bradley County Mayor
- City of Cleveland Mayor
- City of Cleveland Vice-Mayor
- McMinn County Mayor (currently; seat rotates annually to also include the mayors of Calhoun and Charleston)
- Federal Highway Administration (ex officio, non-voting)

Technical Coordinating Committee

The Technical Coordinating Committee (TCC) is responsible for implementing all planning activities, based on the Executive Board's policy direction. Members provide input and review transportation plans, programs, and documentation in order to provide recommendations to the Executive Board for action. The TCC is comprised of a diverse group of transportation professionals, and advises the Executive Board members on all aspects of the planning process. It includes engineers, community and transportation planners, transit operators, and other professionals from federal, state, and local agencies.

The Chairman of the TCC is the Public Works Director for the City of Cleveland. The chairman, along with the MPO Transportation Planning Coordinator, is responsible for ensuring coordination, direction, and supervision of the transportation planning process.

Technical Coordinating Committee

- City of Cleveland Development & Engineering Services Department
- City of Cleveland Finance Department
- City of Cleveland Public Works Department
- Bradley County Planning Department
- Bradley County Highway Department
- Bradley County appointee
- MPO appointee for Bicycle/Pedestrian Issues
- MPO appointee for Charleston/Bradley County
- MPO appointee for Calhoun/McMinn County
- Cleveland/Bradley County Chamber of Commerce
- Southeast Tennessee Development District and Rural Planning Organization (RPO)
- Southeast Tennessee Human Resource Agency (SETHRA) and Cleveland Urban Area Transit System (CUATS)
- Tennessee Department of Transportation
- Federal Highway Administration – Tennessee Division*
- Federal Transit Administration*

** Ex officio members*

** Ex officio members*



MPO Professional Staff

The MPO is also served by professional staff including the MPO Coordinator, who is housed within the City of Cleveland's Development and Engineering Services Department. The MPO Coordinator is responsible for all planning and administrative functions of the MPO. Staff works closely with the TCC and MPO Executive Board and performs many of the day-to-day planning duties and functions.

MPO TRANSPORTATION PLANNING PROCESS

The MPO is bound by its operating procedures, which are documented in the MPO's Transportation Planning Prospectus. The Prospectus includes a brief history of the MPO, a listing of Executive Board and TCC members, and operating procedures. The Prospectus can be found on the MPO's website and is periodically updated as needed to ensure the region maintains a continuous and comprehensive transportation planning process.

Regional Transportation Plan

The Regional Transportation Plan (RTP) is a long range (20+ years) multimodal program of strategies, capital projects and programs to guide the effective investment of public funds in transportation facilities in order to help manage congestion, increase regional mobility options, and conform to national air quality standards. The RTP is updated at least every five years and may be amended as a result of changes in projected federal, state, and local funding, major study findings, or significant changes in federal or state legislation.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is a programming document that details a four-year budget of transportation projects. The TIP provides the opportunity to select projects from the RTP that are most suitable to the region's current or short-term needs. The various agencies that are represented on the Executive Board and TCC work through a cooperative process, including public involvement, to create the TIP document.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is a one to two-year plan containing work tasks and planning studies that will be carried out by the MPO to ensure that the region continues to meet all federal and state mandates pertaining to transportation planning and programming. Data, studies and plans developed through UPWP work activities are used to help develop projects and programs for inclusion in the TIP and RTP. Likewise, the RTP often identifies issues that need further study, and recommends focusing on those issues in the next UPWP.

The FY2018-2019 Unified Planning Work Program

This document identifies the metropolitan transportation-related planning activities that will be undertaken within the Cleveland MPO area during federal fiscal years 2018 and 2019. The development of this UPWP was shared with MPO jurisdictions and reflects the increased priority on transit, bicycle and pedestrian transportation called for by the 2040 Regional Transportation Plan, and supported by related local efforts.

Planning work done under the UPWP addresses the ten (10) required planning factors found in 23 CFR 306(a), and shown in [Figure 3](#).

Figure 3: Federal Metropolitan Planning Factors

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
Increase the safety of the transportation system for motorized and nonmotorized users.
Increase the security of the transportation system for motorized and nonmotorized users.
Increase the accessibility and mobility of people and for freight.
Protect and enhance the environment , promote energy conservation , and improve quality of life ; and promote consistency between transportation improvements and State and local planning growth and economic development patterns.
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
Promote efficient system management and operations.
Emphasize the preservation of the existing transportation system.
Improve transportation system resiliency and reliability , and reduce or mitigate stormwater impacts on the surface transportation system
Enhance travel and tourism .

Figure 4 presents a matrix illustrating how each of the UPWP's major tasks addresses the 10 required planning factors.

Figure 4: Relationship of UPWP Tasks to Federal Planning Factors

	MPO Administration	Regional Transportation Planning	TIP	Multimodal Planning	Data Collection
Economic Vitality	●	●	●	●	●
Safety		●	●	●	●
Security		●	●	●	●
Mobility		●	●	●	●
Environment & Consistency with Plans	●	●	●	●	●
Intermodal Connectivity		●	●	●	●
Operations & Management	●	●	●	●	●
System Preservation		●	●	●	●
Resiliency & Reliability		●	●	●	●
Travel & Tourism		●	●	●	●

In addition to addressing the above federal transportation planning factors, the FY2018-2019 UPWP contains activities to address certain other areas of emphasis as directed in current USDOT guidance (see Figure 5).

Figure 5: Federal Transportation Planning Emphasis Areas

Emphasis Area	Activities
<p>FAST Act/MAP-21 Implementation</p> <p>Begin to integrate the measurement and reporting of transportation system performance into the MPO's planning process.</p>	<p>The Statewide & Nonmetropolitan Transportation Planning /Metropolitan Planning Final Rule was published May 27, 2016 with an effective date of June 27, 2016. The intent of the performance-based planning requirement is for the USDOT to set performance measures and State DOTs/MPOs to set performance targets.</p> <p>The Safety Performance Measures Final Rule was published March 15, 2016 with an effective date of April 14, 2016. The Pavement and Bridge Condition Measures and Systems Performance Measures were published January 18, 2017 with an effective date of May 20, 2017.</p> <p>Through the preparation of its 2040 RTP, the Cleveland MPO analyzed crash data that enabled reporting on some of the measures identified in the Safety Performance Measures Final Rule. In FY 2018 and 2019, the MPO will work with TDOT to establish targets for the safety measures and report performance as required. TDOT and the MPO will also develop a cooperative agreement for data collection, tracking and reporting needed to implement performance based planning and programming.</p>
<p>Promote Regional Cooperation</p> <p>Improve the effectiveness of transportation decision-making by encouraging coordination and communication among MPOs, RPOs, state DOTs, transit operators and similar agencies.</p>	<p>The Cleveland MPO and Chattanooga/North Georgia TPO are working jointly during FY2018 and 2019 to implement intercity transit and ridesharing between the two metropolitan areas. The initiative is funded by a \$1.3 million grant of Congestion Mitigation/Air Quality funds through TDOT.</p>

Figure 5: Federal Transportation Planning Emphasis Areas (continued)

Emphasis Area	Activities
<p>Access to Essential Services</p> <p>Ensure access to essential services such as employment, health care, education and recreation. Identify gaps in transportation connections to these services, particularly for traditionally underserved populations.</p>	<p>In FY 2018 the MPO will adopt an updated Coordinated Human Services-Public Transit Plan. This will involve identifying needs for better access to essential services, and strategies for addressing those gaps.</p> <p>The MPO will also provide support to the City of Cleveland, Bradley County and CUATS in their work on the transportation-related elements of local ADA transition plans.</p>
<p>Public Involvement In Transportation Planning and Programming</p> <p>Use effective methods of outreach, including visualization and electronic resources, to engage citizens and interest groups in the MPO's activities.</p>	<p>The MPO will review its adopted Public Participation Plan (PPP) and associated processes in FY2018. The PPP was previously updated in May 2015 to reflect the MPO's expanded planning boundary. The purpose of the FY2018 review is to evaluate advertising policies, whether the MPO adequately uses social media to engage citizens, and update the PPP with new strategies if determined appropriate.</p>

FUNDING

Funding for the activities in the FY2018-2019 UPWP comes from federal, state and local sources. There are three categories of federal funding spent for transportation planning in the Cleveland MPO planning area:

- Metropolitan Planning Funds**, also called PL or Section 112 funds. These funds are a setaside of the Federal Highway Trust Fund and are distributed by State Departments of Transportation (DOTs) to MPOs. In Tennessee, each MPO currently receives a base annual PL funding amount of \$100,000, plus a portion of remaining statewide PL funds based on the population of its urbanized area. PL funds may be used to plan for any aspect of the surface transportation system.

Use of PL funds by the MPO requires a 20 percent non-federal match. In Tennessee the match is provided by MPO members, typically local governments.

- **Statewide Planning and Research (SPR) Program funds.** Like Metropolitan Planning Funds, these funds are a setaside of the Federal Highway Trust Fund. They are for the use of state DOTs. When SPR funds are used to support transportation planning work or research that is specific to a particular MPO, they are shown in this document. TDOT maintains its own annual work program (the SPR Work Program) to show the use of SPR funds other than those spent for specific metropolitan area activities.

Use of SPR funds requires a 20 percent non-federal match, which is provided by TDOT with state funds. Exceptions include certain types of research projects which may be funded with up to 100 percent federal funds.

- **Federal Transit Administration (FTA) Section 5303 funds.** These funds are generally used for transit planning and other multi-modal planning activities such as planning for bicycle and pedestrian needs.

Use of Section 5303 funds requires a 20 percent non-federal match. The FY2018-2019 UPWP includes Section 5303-funded activities that will be performed by TDOT, as well as some that will be carried out by the MPO. The MPO and TDOT each provide a 10 percent non-federal match for the work that is carried out with Section 5303 funds.

PUBLIC INVOLVEMENT AND THE UPWP

Public input is a critical element in the development of the MPO's plans and programs. The UPWP is a significant document because it provides citizens, the business community, and other agencies a comprehensive understanding of the transportation plans and studies that will be funded and carried out during the two-year period.

The MPO's Public Participation Plan (PPP)

The development and adoption of the UPWP is conducted in accordance with the adopted PPP, providing citizens with the opportunity to comment on proposed transportation planning activities for the two-year period. Notice is placed in the *Cleveland Daily Banner*, the region's primary print media outlet, when the Technical Coordinating Committee recommends the draft Unified Planning Work Program for public review and comment.

The notice states that copies of the draft UPWP, as endorsed by the Executive Board, are available on the MPO website (<http://clevelandtn.gov/index.aspx?nid=153>) and at the following locations:

- The Development and Engineering Services Department, 185 2nd Street NE
- City of Cleveland Municipal Building, 190 Church Street NE
- Cleveland Main Public Library, 795 Church Street NE
- Cleveland Bradley County Chamber of Commerce, 225 Keith Street SW

The notice specify the dates, times, and location of forthcoming public hearings and meetings. Special efforts are made to provide information on the UPWP to media and organizations serving the area's low-income and minority populations.

Enabling Participation Inclusively

In accordance with the PPP, the MPO takes measures as needed to assist participation in the MPO planning process. Components of the MPO planning process, such as meeting facilities and access to MPO planning documents, are designed to be in compliance with the Americans with Disabilities Act (ADA). Likewise, the MPO planning process incorporates measures required by law to assist the participation of Limited English Proficiency (LEP) populations.

UPWP PROGRAM AMENDMENTS AND ADJUSTMENTS

Occasionally the UPWP may need to be modified. The Public Participation Plan defines *UPWP adjustments* as modifications that do not involve a change in scope, and/or do not adjust work task funding amounts by more than 20 percent. UPWP adjustments do not require a public input process.

By contrast, *UPWP amendments* occur when the MPO adds or deletes an activity, amends the scope of work, or changes funding for a work task by more than 20 percent. A UPWP amendment must be recommended by the TCC and approved by the Executive Board. All meetings of the TCC and Executive Board are publicly advertised meetings.

TITLE VI COMPLIANCE

Section 601 of Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In compliance with Title VI, the Cleveland Urban Area Metropolitan Planning Organization will, on an ongoing basis, ensure that: any programs, services, or benefits are equally distributed without regard to race, color, or national origin; and opportunities to participate in the planning and decision making processes are provided to persons without regard to race, color, or national origin.

ACCOMPLISHMENTS FROM 2016-2017 UPWP

The MPO accomplished a number of significant planning initiatives during the previous two-year work program. Of particular note:

1. Completion of the 2040 RTP, the first plan to include the newly added portions of the MPO's planning area
2. Adoption of the FY 2017-2020 Transportation Improvement Program.
3. Securing funds to implement rideshare and pilot transit connections between the Cleveland Urban Area Transit System (CUATS) and Chattanooga Area Regional Transit Authority (CARTA) service areas.
4. Completion of a draft sidewalk plan for the Town of Calhoun, working with the University of Tennessee *Smart Communities Initiative* (SCI).
5. Initiation of the area's first sidewalk inventory and pedestrian count program.
6. Completion of the 25th Street Corridor Bicycle and Pedestrian Safety Study.

Other recently completed work is described under each major task listing in the following sections:

- Task 1: MPO Administration and Coordination
- Task 2: Regional Transportation Planning
- Task 3: Transportation Improvement Program
- Task 4: Multimodal Planning
- Task 5: Data Collection

TASK 1: MPO ADMINISTRATION AND COORDINATION

Responsible Agencies

The responsible agencies include the MPO and TDOT's Long Range Planning, Programming, and Multimodal Transportation Resources Divisions.

Purpose

To manage and administer a transportation planning program that meets FTA, FHWA and TDOT requirements and includes participation and cooperation with all interested agencies, citizen groups, and individuals.

Previous Work

- Arranged, advertised, conducted and recorded all of the MPO Executive Board and TCC meetings during FY2016-FY2017. Prepared quarterly reports and billings during this period.
- Prepared and managed the FY2016-2017 Unified Planning Work Program (UPWP).
- Participated in various USDOT and TDOT workshops and training sessions.

FY2018-FY2019 Tasks

1. Develop and oversee work schedules and study agreements, coordinate activities of the MPO Executive Board and TCC and provide information upon request.
2. Develop and maintain agreements with appropriate parties of the planning process and update Prospectus and By-laws when needed, and any other amendments to bring the document(s) into compliance.
3. Develop the FY2018-FY2019 Unified Planning Work Program update, when appropriate, to include additional activities for FY2019.
4. Make amendments to the FY2018-FY2019 UPWP as required.
5. Update the Annual Title VI compliance report as needed.
6. Encourage a cooperative and open transportation planning process through the participation of interested individuals, organizations, and local/state governments.
7. Participate in statewide and regional meetings in support of metropolitan planning activities, such as the Regional Freight Advisory Committee, Tennessee Model Users Group, and the Tennessee Walkability Learning Collaborative.
8. The MPO staff will provide data and transportation planning assistance for transportation projects enhancing modal choice, including project proposal

development for competitive grant applications under various sources; e.g. Safe Routes to Schools, Transportation Alternatives, INFRA Grant, etc.

9. The TDOT Long Range Planning Division will work jointly with the MPO to establish the administrative and technical procedures required, prepare contractual agreements as required, attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies, and undertake general administrative activities.

Product	Schedule
FY2019 Update to the FY2018-2019 UPWP	Spring/Summer 2018
Amendments/Adjustments to the UPWP	As needed
Quarterly Progress Reports and Invoices	Quarterly
Coordination of meetings, preparation of meeting materials and minutes, maintenance of required records and files	On-going task
Coordination of public and stakeholder involvement in MPO activities	On-going task

TASK 1: MPO ADMINISTRATION AND COORDINATION

FY2018 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$80,000	\$0
State	\$0	\$0
Local	\$20,000	\$0
TDOT (SPR)		
Federal	\$10,702	\$0
State	\$2,676	\$0
Total	\$113,378	\$0

FY2019 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$80,000	\$0
State	\$0	\$0
Local	\$20,000	\$0
TDOT (SPR)		
Federal	\$10,702	\$0
State	\$2,676	\$0
Total	\$113,378	\$0

TASK 2: REGIONAL TRANSPORTATION PLANNING

Responsible Agencies

The responsible agencies include the Cleveland Urban Area Metropolitan Planning Organization, MPO local government members, CUATS, and the Tennessee Department of Transportation's Long Range Planning and Multimodal Divisions.

Purpose

The Cleveland Area Metropolitan Planning Organization, in conjunction with TDOT, will work to implement the recommendations of the 2040 Regional Transportation Plan.

Previous Work

- Amendments to the 2035 Regional Transportation Plan as needed. (FY2016-17)
- Completion and adoption of the 2040 Regional Transportation Plan. (FY2016-17)
- Collection and maintenance of socioeconomic and network information needed for updates to the MPO's travel demand model. (FY2016-17)
- Update of the Regional ITS Architecture (FY2016-17)

FY2018-FY2019 Tasks

1. Amend the the 2040 RTP if needed, and monitor progress in meeting the performance targets established by the MPO as part of the plan.
2. Develop cooperative agreement with TDOT for data collection, storage, tracking and reporting performance for safety, system performance and bridge and pavement conditions.
3. Coordinate with TDOT in the maintenance of the regional ITS architecture.
4. Participate in TDOT's regional freight planning advisory committee and other freight planning activities.
5. Represent the transportation interests of the greater Cleveland area during the development of other statewide and regional planning efforts.
6. Maintain the new travel demand model for data accuracy and recency.

Product	Schedule
Report safety performance targets	Annually by Feb. 27
Develop cooperative agreement with TDOT	By May 2018
2040 Regional Transportation Plan Amendments	As needed
Participate in statewide and regional planning studies	On-going

TASK 2: REGIONAL TRANSPORTATION PLANNING

FY2018 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$35,000	\$0
State	\$0	\$0
Local	\$8,750	\$0
TDOT (SPR)		
Federal	\$22,319	\$0
State	\$5,580	\$0
Total	\$71,649	\$0

FY2019 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$35,000	\$0
State	\$0	\$0
Local	\$8,750	\$0
TDOT (SPR)		
Federal	\$22,319	\$0
State	\$5,580	\$0
Total	\$71,649	\$0

TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Responsible Agencies

The responsible agencies include the MPO and the Tennessee Department of Transportation's Long Range Planning, Programming, and Multimodal Divisions.

Purpose

The Cleveland Area Metropolitan Planning Organization, in conjunction with TDOT, will continue to manage the FY2017-FY2020 Transportation Improvement Program (TIP) and coordinate with local agencies to ensure the advancement of programmed projects.

Previous Work

- Maintenance of the previous FY2014-2017 TIP by making amendments and adjustments when needed. (FY2016-2017)
- Preparation of the current FY2017-FY2020 TIP and adoption by the Executive Board in November 2016. (FY2016-2017)

FY2018 - FY2019 Tasks

- Amend and adjust the FY2017-FY2020 TIP as needed.
- Develop, prepare and adopt the FY2020-2023 TIP.
- Publish the annual listing of projects for which federal funds have been obligated during the previous fiscal year.
- Provide annual input to TDOT on project priorities for funding in the state's 3-Year Program.
- Monitor projects that are programmed in the TIP to ensure proper funding and priorities are being met.
- Review proposed projects by TDOT, local agencies, CUATS, and private developers for transportation and Title VI impacts and for RTP consistency.

Product	Schedule
Amendments / Adjustments to the TIP	On-going task
Listing of Obligated Projects	Spring 2018 and 2019
MPO Project Priority List for TDOT	Winter 2018 and 2019
FY2020-2023 TIP	Summer/Fall 2019
Administration and Coordination of meetings for the TIP process	On-going task

TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

FY2018 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$16,000	\$0
State	\$0	\$0
Local	\$4,000	\$0
TDOT (SPR)		
Federal	\$0	\$0
State	\$0	\$0
Total	\$20,000	\$0

FY2019 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$24,000	\$0
State	\$0	\$0
Local	\$6,000	\$0
TDOT (SPR)		
Federal	\$0	\$0
State	\$0	\$0
Total	\$30,000	\$0

TASK 4: MULTIMODAL PLANNING

Responsible Agencies

The responsible agencies include the MPO, CUATS, the Tennessee Department of Transportation's Multimodal and Long Range Planning Divisions, and MPO local government members.

Purpose

Work in partnership with MPO local governments, CUATS, TDOT, and the Federal Transit Administration to address transit and bicycle/pedestrian needs of the population within the MPO planning boundary, including connections with the Chattanooga area.

Previous Work

- Worked cooperatively with area housing agencies, schools, and the Cleveland Urban Area Transit System to identify and map sidewalk gaps that are most critical in terms of serving transit routes, serving low income residents and workforce, and serving school transportation needs. (FY2016)
- Initiated inventory of sidewalk conditions. (FY2016-17)
- Completed training on ADA Transition Plan requirements, and shared information with MPO local government members.
- Conducted pedestrian safety analysis of 25th Street (FY2017).
- Working with the Bradley County Health Department, secured grant to partially fund pedestrian safety improvements at the Keith Street/20th Street intersection.
- Coordinated with the Chattanooga/North Georgia TPO, CUATS and the City of Cleveland to secure funding to (1) construct a new park & ride lot at the Old Woolen Mill site in downtown Cleveland and promote ridesharing, (2) provide new offsite vehicle storage for CUATS, and (3) launch a pilot service by CUATS that will link to the CARTA system. (FY2017)
- Completed CUATS revenue study to identify opportunities to expand local funding resources for transit, and develop strategies to improve the agency's financial position and its ability to meet service goals. (FY2017)

FY2018-FY2019 Multimodal Planning Tasks

1. Support CUATS and MPO local government members in the implementation of new connecting service to CARTA.
2. Support CUATS and MPO local government members in the implementation of the downtown Cleveland park & ride lot. Coordinate with the Chattanooga/North Georgia TPO in the launch of formal ridesharing coordination and promotion for the area.

3. Update the Coordinated Human Service-Public Transit Plan, with an emphasis on advancing strategies to address previously identified gaps in MPO area residents' access to essential services. Particular focus will be given to addressing the public's transportation needs during evenings and weekends.
4. Complete the inventory of sidewalk conditions.
5. Research tools and methods for estimating the economic benefits of improved access to transportation in the greater Cleveland area.
6. In partnership with the newly formed local bicycle/pedestrian advocacy organization, develop and use MPO-adopted criteria to prioritize the sidewalk needs that have been identified.
7. Help build CUATS' capacity to expand and improve area transit service, by identifying and implementing selected strategies from the CUATS revenue study.
8. The TDOT Multimodal Transportation Resources Division will administer correspondence and telephone contacts regarding river transportation, urban public transit, rail service, ridesharing, and transportation systems management. Representatives of this office will participate in MPO meetings; distribute federal guidelines and requirements; conduct seminars and work sessions; provide advice and assistance concerning feasibility of river transportation development; review study documentation and reports; administer funds for port development. This office will coordinate FTA's Section 5303 and other transit funding programs serving the MPO area.

Product	Schedule
Update the Coordinated Human Service-Public Transit Plan	Winter 2017
Implement strategies from CUATS revenue study	Fall 2017-Spring 2018
Coordinate regional ridesharing with CUATS and Chattanooga/North Georgia TPO	Spring 2018
Support local ADA transition plan development	Fall 2017-Spring 2018
Complete sidewalk inventory	Spring 2018
Develop strategies to implement sidewalk priority projects	Summer 2018

TASK 4: MULTIMODAL PLANNING

FY2018 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$20,000	\$30,000
State	\$	\$3,750
Local	\$5,000	\$3,750
TDOT (SPR)		
Federal	\$0	\$0
State	\$0	\$0
Total	\$25,000	\$37,500

FY2019 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$20,000	\$30,000
State	\$0	\$3,750
Local	\$5,000	\$3,750
TDOT (SPR)		
Federal	\$0	\$0
State	\$0	\$0
Total	\$25,000	\$37,500

TASK 5: DATA COLLECTION

Responsible Agencies

The responsible agencies include the Tennessee Department of Transportation; Cleveland Urban Area MPO; Cleveland Utilities Electric Division, and others.

Purpose

To maintain the current inventory of data and conduct studies appropriate to planning for transportation system design and operations within the MPO planning boundary.

Previous Work

- Collected traffic volumes at 109 annual cycle count stations. (FY2017)
- Collected special count data for design projects as required. (FY2017)
- Coded and filed crash data received from Tennessee Department of Safety through local law enforcement reports. (FY2017)
- Furnished high hazard crash data for safety studies as needed. (FY2017)

FY2018-FY2019 Tasks

1. TDOT will continue to collect traffic count data at 109 annual cycle count stations. Data produced includes Annual Average Daily Traffic, peak hour volume, vehicle classification, directional distribution, and vehicle miles of travel on functionally classified roads.
2. TDOT will also provide special traffic counts requested by the MPO for planning and design. Project-specific traffic counts will be conducted by the City of Cleveland and Bradley County.
3. TDOT will maintain crash data for the MPO area and will furnish high hazard listings and other safety data as required.
4. TDOT and/or the MPO will conduct special travel time studies as needed.
5. Cleveland Utilities' Electric Division (responsible for the traffic signal system) will work with the MPO to monitor operations along major corridors, identify traffic flow issues, and propose strategies and projects to address them.

Product	Schedule
Traffic Counts	On-going (special counts as needed)
Crash data collection and analysis	On-going
Travel time studies	As needed

TASK 5: DATA COLLECTION

FY2018 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$15,000	\$0
State	\$0	\$0
Local	\$3,750	\$0
TDOT (SPR)		
Federal	\$3,266	\$0
State	\$817	\$0
Total	\$22,833	\$0

FY2019 Funding

MPO	FHWA PL - 112 and Local Match	FTA - 5303
Federal	\$15,000	\$0
State	\$0	\$0
Local	\$3,750	\$0
TDOT (SPR)		
Federal	\$3,266	\$0
State	\$817	\$0
Total	\$22,833	\$0

FINANCIAL SUMMARY TABLES

FY2018 Funding Sources by Category

Task	PL (Sec. 112)		Section 5303			TDOT SPR		Totals
	Fed	Local	Fed	State	Local	Fed	State	
1. MPO Administration and Coordination	\$80,000	\$20,000	\$0	\$0	\$0	\$10,702	\$2,676	\$113,378
2. Regional Transportation Planning	\$35,000	\$8,750	\$0	\$0	\$0	\$22,319	\$5,580	\$71,649
3. TIP	\$16,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$20,000
4. Multimodal Planning	\$20,000	\$5,000	\$30,000	\$3,750	\$3,750	\$0	\$0	\$62,500
5. Transportation Data	\$15,000	\$3,750	\$0	\$0	\$0	\$3,266	\$817	\$22,833
Contingency	\$21,204	\$5,301	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$187,204	\$46,801	\$30,000	\$3,750	\$3,750	\$36,287	\$9,072	\$316,864

FY2019 Funding Sources by Category

Task	PL (Sec. 112)		Section 5303			TDOT SPR		Totals
	Fed	Local	Fed	State	Local	Fed	State	
1. MPO Administration and Coordination	\$80,000	\$20,000	\$0	\$0	\$0	\$10,702	\$2,676	\$113,378
2. Regional Transportation Planning	\$35,000	\$8,750	\$0	\$0	\$0	\$22,319	\$5,580	\$71,649
3. TIP	\$24,000	\$6,000	\$0	\$0	\$0	\$0	\$0	\$30,000
4. Multimodal Planning	\$20,000	\$5,000	\$30,000	\$3,750	\$3,750	\$0	\$0	\$62,500
5. Transportation Data	\$15,000	\$3,750	\$0	\$0	\$0	\$3,266	\$817	\$22,833
Contingency	\$13,204	\$3,301	\$0	\$0	\$0	\$0	\$0	\$16,505
TOTALS	\$187,204	\$46,801	\$30,000	\$3,750	\$3,750	\$36,287	\$9,072	\$316,864

FY2018 Funding Sources by Expending Agency

Task	MPO					TDOT		Task Totals
	PL (Sec. 112)		Section 5303			SPR		
	Fed	Local	Fed	State	Local	Fed	State	
1. MPO Administration and Coordination	\$80,000	\$20,000	\$0	\$0	\$0	\$10,702	\$2,676	\$113,378
2. Regional Transportation Planning	\$35,000	\$8,750	\$0	\$0	\$0	\$22,319	\$5,580	\$71,649
3. TIP	\$16,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$20,000
4. Multimodal Planning	\$20,000	\$5,000	\$30,000	\$3,750	\$3,750	\$0	\$0	\$62,500
5. Transportation Data	\$15,000	\$3,750	\$0	\$0	\$0	\$3,266	\$817	\$22,833
Contingency	\$21,204	\$5,301	\$0	\$0	\$0	\$0	\$0	\$26,505
TOTALS	\$187,204	\$46,801	\$30,000	\$3,750	\$3,750	\$36,287	\$9,072	\$316,864

FY2019 Funding Sources by Expending Agency

Task	MPO					TDOT		Task Totals
	PL (Sec. 112)		Section 5303			SPR		
	Fed	Local	Fed	State	Local	Fed	State	
1. MPO Administration and Coordination	\$80,000	\$20,000	\$0	\$0	\$0	\$10,702	\$2,676	\$113,378
2. Regional Transportation Planning	\$35,000	\$8,750	\$0	\$0	\$0	\$22,319	\$5,580	\$71,649
3. TIP	\$24,000	\$6,000	\$0	\$0	\$0	\$0	\$0	\$30,000
4. Multimodal Planning	\$20,000	\$5,000	\$30,000	\$3,750	\$3,750	\$0	\$0	\$62,500
5. Transportation Data	\$15,000	\$3,750	\$0	\$0	\$0	\$3,266	\$817	\$22,833
Contingency	\$13,204	\$3,301	\$0	\$0	\$0	\$0	\$0	\$16,505
TOTALS	\$187,204	\$46,801	\$30,000	\$3,750	\$3,750	\$36,287	\$9,072	\$316,864