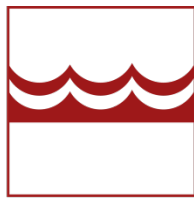


Cleveland Urban Area

METROPOLITAN PLANNING ORGANIZATION

FY2022-2023 Unified Planning Work Program



Adopted August 18, 2021

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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.

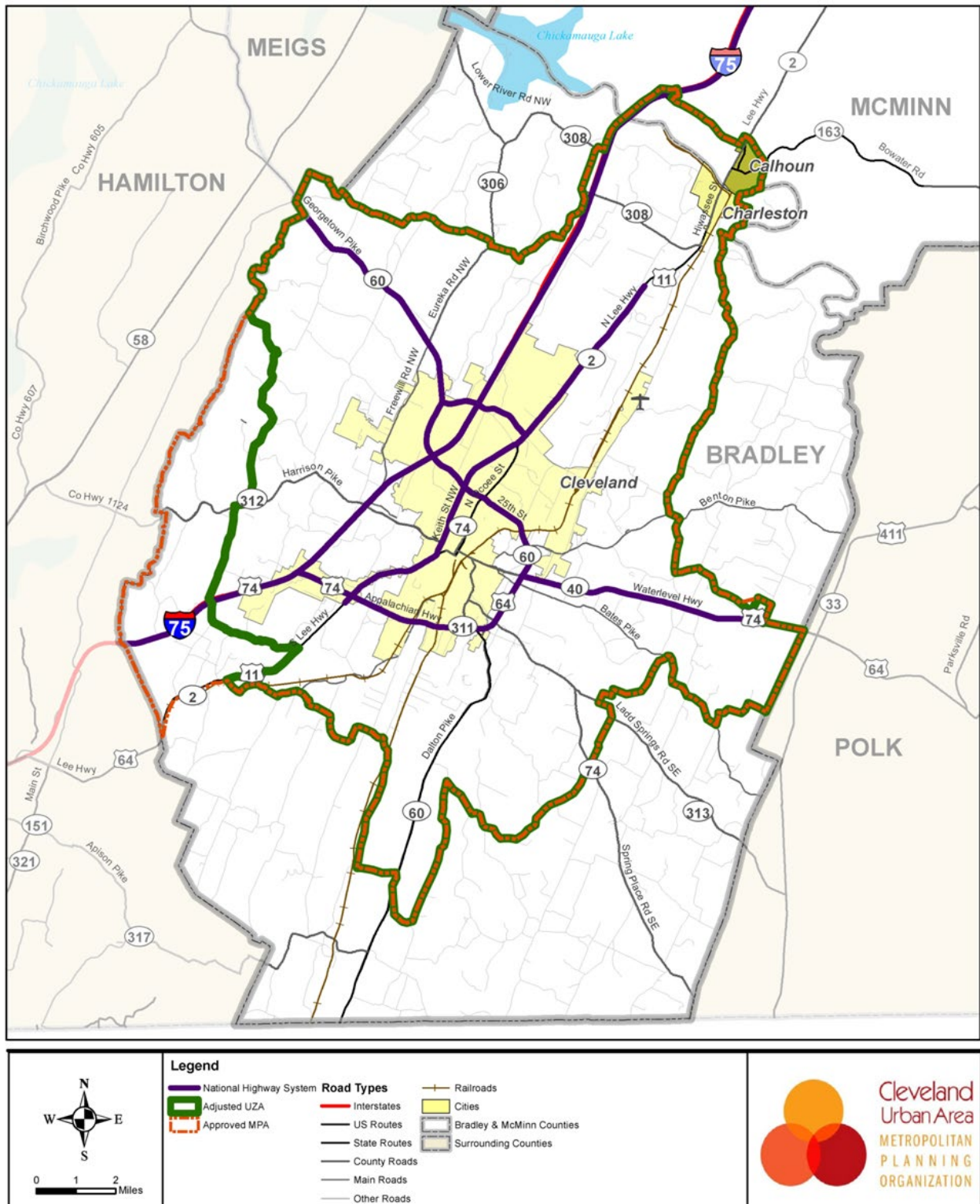
What is the MPO?

The Cleveland Urban Area 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.

Federal law requires that every urban area over 50,000 in population, i.e. an urbanized area, be represented by a metropolitan planning organization (MPO) responsible for carrying out the metropolitan transportation planning process. In 2000, the U.S. Census defined portions of Cleveland and Bradley County as an urbanized area with a population exceeding 50,000. In accordance with federal law, the Cleveland MPO was formed in 2003 to carry out transportation planning in Cleveland and the adjoining urbanized portions of Bradley County.

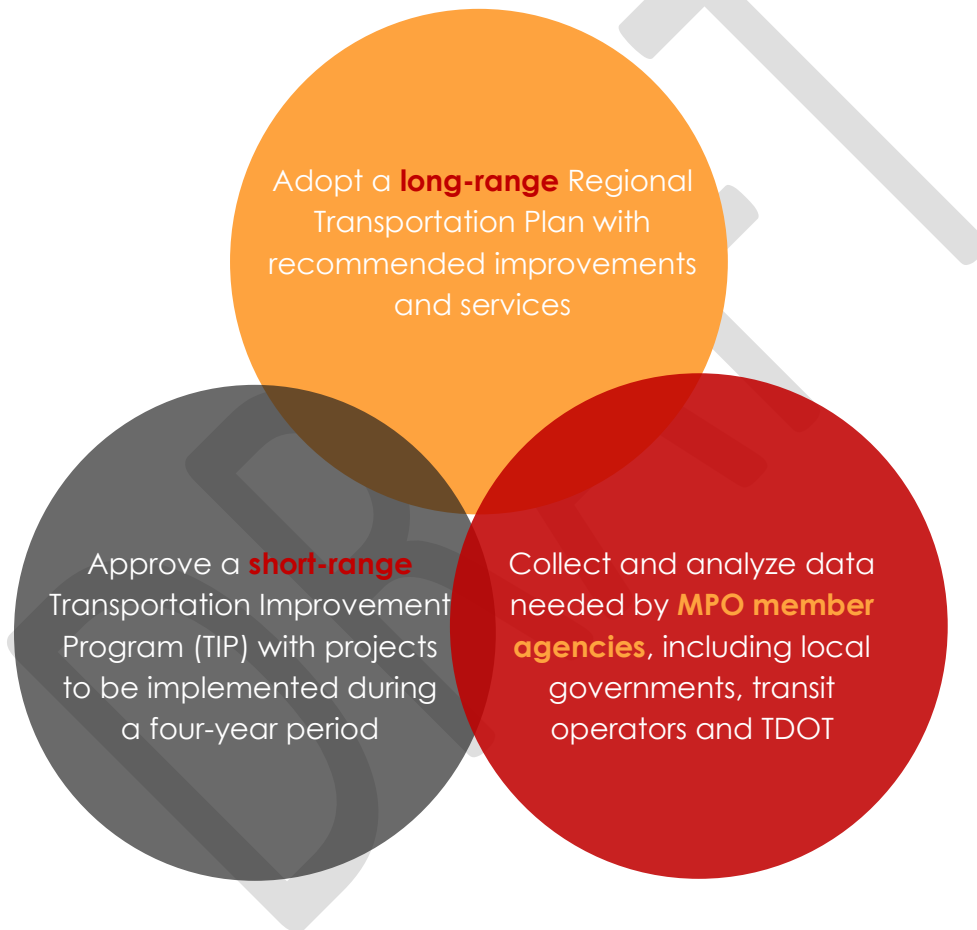
When the decennial Census was updated in 2010, strong growth in the greater Cleveland area resulted in expansion of the urbanized area along the North Lee Highway corridor through the City of Charleston, crossing the Hiwassee River into McMinn County. To ensure that the entire urbanized area was encompassed, as well as those areas expected to be urbanized within the next 20 years, as federally required, the MPO's planning area was expanded in 2014. **Figure 1** shows both boundaries. **The 2020 decennial Census may result in additional changes to the urbanized area, with subsequent adjustments to the smoothed urbanized area boundary and potential changes to the MPO's planning area programmed as activities in this work program.**

Figure 1: Boundary Map of the Cleveland Urban Area MPO



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 on-going 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 (RTP) will be selected for near-term funding.

Figure 2: Core Functions of the Cleveland Urban Area 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 and decision-making body 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 (3-C) 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 (FHWA) and the Federal Transit Administration (FTA) 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*
- Federal Transit Administration*
- *Ex-officio, non-voting member*

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 & Rural Planning Organization (RPO)
- Southeast Tennessee Human Resource Agency (SETHRA) & Cleveland Urban Area Transit System (CUATS)
- Tennessee Department of Transportation
- Federal Highway Administration – Tennessee Division*
- Federal Transit Administration*

* Ex-officio, non-voting member



MPO Professional Staff

The MPO is also served by professional staff including the MPO Coordinator and a Senior Planner, who are 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 and Bylaws. The Prospectus and Bylaws also includes a brief history of the MPO and a listing of Executive Board and TCC members. The Prospectus and Bylaws 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 strategy and capital improvement program developed 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 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.

Status of Core Documents

The update cycle and information on due date for next adoption or approval of various core documents and activities is described in Figure 3 below.

Figure 3: Status of Core Documents

Core Document/Activity	Date of Last Adoption/Approval	Due Date of Next Adoption/Approval
Regional Transportation Plan (RTP)	May 25, 2021	May 25, 2026
Transportation Improvement Program (TIP)	November 6, 2019 <i>(adopted by MPO)</i> February 13, 2020 <i>(approved)</i>	November 6, 2023 <i>(adoption)</i>
Public Participation Plan (PPP)	May 6, 2015 <i>(amended July 31, 2018)</i>	Update scheduled for Winter of 2022
Unified Planning Work Program (UPWP)	August 18, 2021 <i>(adopted by MPO)</i> September 30, 2021 <i>(approved)</i>	September 30, 2023
Safety Performance Measure Targets (PM 1)	February 17, 2021	Annually, no later than 180 days following State DOT target establishment date.
Pavement & Bridge Condition Performance Measure Targets (PM 2)	February 17, 2021	No later than 180 days following State DOT target establishment date.
System Performance, CMAQ, & Freight Performance Measure Targets (PM 3)	February 17, 2021	No later than 180 days following State DOT target establishment date.
Transit Asset Management Performance Measure Targets*	May 10, 2021	Annually, no later than 180 days following transit provider target establishment date.
Transit Safety Performance Measure Targets *	December 5, 2020	Annually, no later than 180 days following transit provider target establishment date.

The FY2022-FY2023 Unified Planning Work Program

This document identifies the metropolitan transportation-related planning activities that will be undertaken within the Cleveland Urban Area MPO area during federal fiscal years 2022 and 2023, which runs from October 1, 2021 to September 30, 2023. The UPWP was developed in cooperation with public transportation operators, and includes input provided through meetings with both the Cleveland Urban Area Transit System (CUATS) and TDOT. This document has been shared with MPO jurisdictions and reflects a continued focus on planning for and implementing multimodal mobility choices and maintaining a state of good repair, goal areas highlighted in the MPO's 2045 RTP.

Planning work done under the UPWP addresses the ten (10) required planning factors found in 23 CFR 450.306(a), and shown in Figure 4.

Figure 4: 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 5 presents a matrix illustrating how each of the UPWP's major tasks addresses the 10 required planning factors.

Figure 5: Relationship of UPWP Tasks to Federal Planning Factors

Tasks	I.	II.	III.	IV.	V.	VI.
	MPO Administration & Coordination	Data Collection	Short-Range Planning	Long-Range Planning	Multimodal Planning	Special Studies
Economic Vitality	●	●	●	●	●	●
Safety		●	●	●	●	●
Security		●	●	●	●	●
Mobility		●	●	●	●	●
Environment & Consistency with Plans	●	●	●	●	●	●
Intermodal Connectivity		●		●	●	
Operations & Management	●	●	●	●	●	●
System Preservation		●	●	●	●	●
Resiliency & Reliability		●	●	●	●	●
Travel & Tourism		●	●	●	●	●

Planning factors included in 23 CFR 450.306(a)

In addition to addressing the federal transportation planning factors, the FY2022-2023 UPWP contains activities to address statewide planning priorities (see [Figure 6](#)).

Figure 6: Statewide Planning Priorities

Statewide Planning Priority	Activities
<p>Virtual Public Involvement Virtual Public Involvement (VPI) is a Federal and State planning priority for fiscal years 2022 and 2023. FHWA has promoted VPI through the Every Day Counts (EDC) program, and TDOT has selected to emphasize VPI as a Statewide Planning Emphasis Area. Examples of VPI activities may include but are not limited to documenting virtual meeting procedures in the MPO's Public Participation Plan and bylaws, assessment electronic engagement tools, integration of VPI into plan updates, etc.</p>	<p>In FY2022, the MPO will undertake a comprehensive update of its Public Participation Plan to incorporate more use of digital media and virtual public engagement (VPI), in alignment with state planning priorities.</p>
<p>Alternative Fuels Alternative fuels are a State planning priority for the fiscal years 2022 and 2023. FHWA has promoted alternative fuels through the Alternative Fuels Corridor Program and TDOT demonstrates support of alternative fuels as a Statewide Planning Emphasis Area through current Interstate 40 Deployment Planning Efforts and through a commitment to contribute \$7 million in Highway Infrastructure Program (HIP) funds as part of a statewide partnership with TDEC and TVA.</p>	<p>The MPO has identified resilience and adoption of alternative fuels as critical to combat the effects of natural hazards through their recently adopted 2045 RTP. Planning efforts included in the UPWP, including transit planning efforts and assessments of TDM best practices, will incorporate alternative fuels as a potential strategy in combatting the effects of natural hazards while supporting efficient movement of people and goods.</p>
<p>Project Delivery TDOT identifies project delivery as an important part of the MPO planning activity in an effort to increase obligation and expenditure of Federal and State funds programmed in MPO TIPs throughout the state of Tennessee.</p>	<p>The MPO will continue to monitor projects that are programmed in the TIP in a manner that is consistent with the MPO's Prospectus and Bylaws, and as outlined in the UPWP under Task 3, subtask 3.1. This includes ensuring proper funding and priorities are being met.</p>

Relationship between UPWP and RTP goals

This UPWP aligns with the regional goals and objectives of the 2045 Regional Transportation Plan, informed by the federal planning factors as well as by key issues that have been identified through analysis, public and stakeholder input and other planning activities. Specifically, these

goals have been developed through the RTP outreach process conducted in 2021 and have been refined by input from the RTP advisory committee, stakeholders, and community members. This UPWP directs MPO resources to the goals listed below:

1. **Safety.** Improve the safety and security of all transportation system users and reduce fatalities and severe injuries on the system.
2. **Equity.** Provide healthy, convenient, and equitable transportation choices for underserved or traditionally underrepresented communities.
3. **Mobility Choices.** Enhance the existing network to include a healthy balance of pedestrian, bicycle, transit and roadway connectivity.
4. **Economic Vitality & Reliability.** Improve the reliability of the movement of people and goods across the region in support of time-sensitive freight movement and logistics.
5. **System Preservation.** Maintain and enhance existing transportation infrastructure assets in a good state of repair.

Figure 7 below demonstrates how each UPWP task achieves the RTP goals.

Figure 7: Relationship of UPWP Tasks to RTP Goals

Tasks	I.	II.	III.	IV.	V.	VI.
	MPO Administration & Coordination	Data Collection	Short-Range Planning	Long-Range Planning	Multimodal Planning	Special Studies
Safety		■	■	■	■	■
Equity	■	■	■	■	■	■
Mobility Choices		■	■	■	■	■
Economic Vitality & Reliability	■	■	■	■	■	■
System Preservation		■	■	■	■	■

FUNDING

Funding for the activities in the FY2022-2023 UPWP comes from federal, state and local sources.

Tennessee receives a direct apportionment of FHWA Section 112 Metropolitan Planning funds (referred to as PL) and Federal Transit Administration (FTA) Section 5303 planning funds. TDOT participates in the **Consolidated Planning Grant (CPG) program**, in which FHWA and FTA planning funds are combined into a single fund administered by FHWA. The funds are distributed to the MPOs and administered by TDOT's Long Range Planning Division in accordance with 23 CFR 420.109.

Metropolitan Planning (PL) funding. In Tennessee, each MPO currently receives a base annual PL funding amount and an additional amount based on the population of its 2010 Census Urbanized Area. Tennessee's PL formula also retains a small portion of statewide PL funds to use for the benefit of all of the state's MPOs. Use of PL funds by the MPO requires a 20 percent non-federal match. In Tennessee, TDOT provides five percent of this match, while MPO members provide the remaining 15 percent.

FTA 5303 funding. The distribution formula for FTA 5303 funds is based on each MPO's 2010 Census Urbanized Area population. Use of Section 5303 funds requires a 20 percent non-federal match. The distribution of these funds is based on the MPO's 2010 Census Urbanized Area population. The MPO provides 15 percent and TDOT provides five percent of the required 20 percent non-federal match for the work that is carried out with Section 5303 funds.

Statewide Planning and Research (SPR) Program funds. Like PL funds, these funds are a set-aside of the Federal Highway Trust Fund, allocated to state DOTs for planning and research activities. When SPR funds are used to support transportation planning work or research 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.

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:

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

The notice specifies the dates, times, and locations 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.

SPECIAL PROVISIONS: The COVID-19 pandemic has forced modifications of MPO activities and may affect the public participation process for the UPWP. In-person meetings and in-person review of paper copies of documents in some locations may be disrupted. In that event, the public notice will be modified to reflect public participation opportunities that will be available.

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.

The MPO will be updating the PPP during this UPWP cycle. This update will incorporate language and guidance related to enhanced use of digital media, virtual public involvement (VPI), and other priorities.

UPWP PROGRAM AMENDMENTS AND MODIFICATIONS

Occasionally the UPWP may need to be modified. *UPWP amendments* are required when the MPO adds or deletes an activity, amends the scope of work, or changes funding for a work task. Specific actions that require an amendment include:

- Addition of funding to the UPWP;
- Modifying the scope of the UPWP, including the addition, deletion, or change in scope of a task, subtask, or activity;
- Change in the lead agency (e.g. MPO, State, public transportation operator, local government, or consultant/partner) that will perform work in the UPWP;
- Inclusion of costs that require prior written approval; and
- Change in the approved matching rate and source.

All other changes may be performed by administrative modification. A UPWP amendment must be recommended by the TCC and approved by the Executive Board, following the procedures outlined in the Public Participation Plan. UPWP modifications do not require a public input process.

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 on-going 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 2020-2021 UPWP

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

1. Developed and adopted the 2045 Regional Transportation Plan (RTP).
2. Participated in the development, training, and implementation of an electronically-based TIP (e-TIP).
3. Updated the regional travel demand model (TDM) as part of the update to the RTP.
4. Supported the development and completion of ADA Transition Plans by local jurisdictions.
5. Began development of transit strategic planning efforts, in cooperation with CUATS.
6. Continued coordination of federally-required performance measures, including establishing MPO targets for safety, infrastructure condition, and system performance.

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

- Task 1: MPO Administration & Coordination
- Task 2: Data Collection, Maintenance, and Analysis
- Task 3: Short-Range Planning
- Task 4: Long-Range Planning
- Task 5: Multimodal Planning
- Task 6: Special Studies

DRAFT

TASK 1: MPO ADMINISTRATION & 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 MPO Executive Board and TCC meetings.
- Prepared quarterly reports and billing invoices.
- Prepared and managed the FY2020-2021 Unified Planning Work Program (UPWP).
- Prepared the FY2022-2023 Unified Planning Work Program (UPWP).
- Participated in various national, statewide and regional meetings in support of metropolitan planning activities, such as the Regional Freight Advisory Committee and Tennessee Model Users Group.
- Provided data and transportation planning assistance for transportation projects, including grant application development for competitive grant applications under various sources, possibly including RAISE, Multi-modal Access Grant, IMPROVE Act, Transportation Alternatives, etc.

FY2022-2023 Tasks

1.1. Administration and Coordination

- Develop and oversee work schedules and study agreements, coordinate activities of the MPO Executive Board and TCC, and provide information upon request.
- 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.
- Provide data and transportation planning assistance for transportation projects that enhance modal choice, including grant application development for competitive grant applications under various sources, possibly including RAISE, Multi-modal Access Grant, IMPROVE Act, Transportation Alternatives, etc.

- Provide input to TDOT on project priorities for funding in the state's 3-Year Work Program.
- Maintain and update MPO website, as needed.

1.2. Financial Management

- Prepare quarterly reports and billing invoices.

1.3. Reporting

- Development of Annual Report documenting MPO status of expenditures, approved UPWP amendments and modifications, and performance with established goals.

1.4. UPWP (Amendments, Administrative Modifications, etc.)

- Make amendments to the FY2022-FY2023 UPWP as required.
- Develop the FY2024-FY2025 Unified Planning Work Program.
- Work with TDOT on development, training and implementation of an electronically-based UPWP (e-UPWP).

1.5. Annual Title VI Compliance

- Update the Annual Title VI compliance report as needed.

1.6. MPO Prospectus & Bylaws

- 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 document(s) into compliance.

1.7. Public Involvement/Committees

- Encourage a cooperative and open transportation planning process through the participation of interested individuals, organizations, and local/state governments.
- Participate in statewide and regional meetings in support of metropolitan planning activities, such as the Regional Freight Advisory Committee, Tennessee Model Users Group, and others.

1.8. MPO Boundary Update

- Update Metropolitan Planning Area (MPA) boundary following release of 2020 urbanized area (UZA) boundaries, if needed

Product	Subtask	Schedule
Coordination of meetings, preparation of meeting materials and minutes, maintenance of required records and files	1.1	On-going task
MPO Project Priority List for TDOT's 3-Year Work Program	1.1	Fall 2021, Fall 2022
Quarterly Progress Reports and Invoices	1.2	Quarterly
Annual Report	1.3	Fall 2021, Fall 2022
Amendments/Modifications to the UPWP	1.4	As needed
FY2023 Update to the FY2022-2023 UPWP	1.4	Summer 2022
Develop the FY2024-FY2025 Unified Planning Work Program	1.4	Summer 2023
Update Annual Title VI compliance report	1.5	Fall 2021, Fall 2022
MPO Prospectus & Bylaws	1.6	On-going task
Coordination of public and stakeholder involvement in MPO activities	1.7	On-going task
Updated Metropolitan Planning Area Boundary (MPA) *	1.8	Spring/Summer 2022, if needed

* Denotes task anticipated to include consultant assistance. All other tasks to be led by MPO staff.

Anticipated Major Direct Expenses

- Consultant services for MPO administration support (e.g. assistance in responding to requests for MPO data, review of the MPA boundary following release of 2020 UZA boundaries, and data analysis in support of various grant applications): \$18,000
- Synchro or comparable software for efforts identified under Task 6. Special Studies
 - a. \$10,000 purchase plus \$2000 annual maintenance

Task 1. Budget Tables

FY 2022 & 2023 Funding CPG (80/5/15)	
Federal	\$182,960
State	\$11,435
Local	\$34,305
FY22-FY23 Total	\$228,700

TASK 2: DATA COLLECTION, MAINTENANCE, & ANALYSIS

Responsible Agencies

The responsible agencies include TDOT, the 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 area.

Previous Work

- Collected special count data for design projects as needed.
- Furnished high hazard crash data for safety studies as needed.
- Worked with TDOT to report and analyze transportation data relevant to federal rulemakings regarding safety, infrastructure condition, and system performance/freight.
- Supported statewide performance measure targets related to safety, infrastructure condition, system performance, and transit asset management, and incorporated these into the RTP and TIP.
- Updated the regional travel demand model (TDM) as part of the update to the RTP.

FY2020-FY2021 Tasks

2.1 Traffic Counts

- Work with TDOT to review traffic count stations and make changes or additions where appropriate.
- TDOT will 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.

2.2 Bicycle and Pedestrian Data Collection

- Continue collection of count data for bicyclists and pedestrians, as needed, to help support regional and local planning activities, design, grant applications, etc.
- Assist local government partners that are developing sidewalk inventory management systems.

2.3 Safety Data Collection and Analysis

- TDOT will maintain crash data for the MPO area and will furnish high hazard listings and other safety data as required.

2.4 Economic Data and Land Use Data

- Maintain and update land use data to be used in various transportation planning efforts, grant application activities, etc.

2.5 Ridership Survey

- Collect updated boarding/alighting data for riders of the Cleveland Urban Area Transit System (CUATS).

2.6 Modeling

- Maintain and update the regional travel demand model, as needed.
- Develop additional model scenarios as needed for transportation planning efforts.

2.7 Performance Measures

- Coordinate with TDOT for the on-going monitoring of federally-required performance measures and targets established by the MPO, TDOT, and transit operators, including upcoming Public Transportation Agency Safety Plan (PTASP) requirements.
- Assist local government partners in monitoring pavement condition through development of a pavement management database.

2.8 Urbanized Area Boundary Update

- Evaluate new 2020 urbanized area boundaries and updated smoothed urbanized area boundary, following release of 2020 urbanized area (UZA) boundaries, if needed.

Product	Subtask	Schedule
Traffic Counts	2.1	On-going task (special counts as needed)
Maintenance and collection of bicyclist and pedestrian counts	2.2	As needed (to inform planning, design, and grant application activities)
Sidewalk inventory management system assistance and maintenance *	2.2	Fall 2022
Maintenance and collection of crash data	2.3	On-going task
Maintenance and collection of land use data	2.4	On-going task
Collection of transit boarding and alighting data *	2.5	Winter 2022
Maintenance of regional travel demand model *	2.6	On-going task (updates developed as needed)
On-going implementation of federally-required performance measures and targets	2.7	On-going task
Pavement management database assistance and maintenance *	2.7	Fall 2022
Updated smoothed urbanized area (UZA) boundary, if needed *	2.8	Spring/Summer 2022

* Denotes task anticipated to include consultant assistance. All other tasks to be led by MPO staff.

Anticipated Major Direct Expenses

- Consultant Services
 - a. Transit boarding/alighting survey: \$30,000
 - b. Consultant support for data collection, maintenance, and analysis: \$4,400

Task 2. Budget Tables

FY 2022 & 2023 Funding CPG (80/5/15)	
Federal	\$72,000
State	\$4,500
Local	\$13,500
FY22-FY23 Total	\$90,000

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TASK 3: SHORT-RANGE PLANNING

Responsible Agencies

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

Purpose

To implement and manage the FY2020-FY2023 Transportation Improvement Program (TIP) consistent with the Regional Transportation Plan and coordinate with local agencies to ensure the advancement of programmed projects. To update the TIP as required, with an update scheduled for Fall of 2023.

Previous Work

- Maintained the FY2020-2023 TIP by making amendments and modifications as needed.
- Annually published a listing of projects for which federal funds have been obligated.
- Reviewed proposed projects by TDOT, local agencies, CUATS, and private developers for transportation and Title VI impacts and for RTP consistency.

FY2020 - FY2021 Tasks

3.1 Transportation Improvement Program (TIP)

- Amend and modify the FY2020-2023 TIP as needed.
- Participate in all necessary trainings for e-TIP.
- Develop and adopt the FY2023-2026 TIP, with e-TIP compatibility.
- Amend and modify the FY2023-2026 TIP as needed.
- Monitor projects that are programmed in the TIP to ensure proper funding and priorities are being met, and ensure successful project delivery.
- Review proposed projects by TDOT, local agencies, CUATS, and private developers for transportation and Title VI impacts and for RTP consistency.

3.2 Annual Listing of Obligated Projects

- Publish the annual listing of projects for which federal funds have been obligated during the previous fiscal year.

Product	Subtasks	Schedule
Amendments / Modifications to the TIP *	3.1	On-going task
Administration and coordination of meetings for the TIP process	3.1	On-going task

Participate in Implementation of E-TIP *	3.1	Winter 2022
Develop and adopt 2023-2026 TIP *	3.1	Fall 2023
Annual Listing of Obligated Projects	3.2	Fall 2021, Fall 2022

* Denotes task anticipated to include consultant assistance. All other tasks to be led by MPO staff.

Anticipated Major Direct Expenses

- Consultant services to support development of 2023-2026 TIP, and conversion of TIP database to e-TIP platform: \$10,000
- Consultant assistance with TIP maintenance \$5,000

Task 3. Budget Tables

CPG (80/5/15)	
Federal	\$97,000
State	\$6,063
Local	\$18,188
FY22-FY23 Total	\$121,250

TASK 4: LONG-RANGE PLANNING

Responsible Agencies

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

Purpose

To implement and maintain recommendations of the 2045 Regional Transportation Plan, undertake freight planning and ITS related tasks, and update the Public Participation Plan, as necessary.

Previous Work

- Made amendments to the 2040 Regional Transportation Plan as needed during FY2020-2021.
- Developed and adopted the 2045 Regional Transportation Plan (RTP) in May of 2021.
- Coordinated with TDOT in the maintenance of the regional ITS architecture.
- Participated in TDOT's regional freight planning advisory committee and other freight planning activities.
- Participated in a National Economic Partnership-funded project, Freight Movement Along Freight Alley – The Greater Chattanooga Region, which will look at freight flows and truck parking needs throughout the region.
- Represented the transportation interests of the greater Cleveland area during the development of other statewide and regional planning efforts.

FY2022-FY2023 Tasks

4.1 Regional Transportation Plan

- Amendments and modifications to the 2045 RTP, as needed.
- Evaluate regional congestion and bottlenecks identified in 2045 RTP through use of regional travel demand model, available data, and potentially microsimulation software, and develop operational strategies to improve congestion issues throughout region.

4.2 Participation Plan

- Update Public Participation Plan (PPP) to reflect use of virtual public involvement technologies and platforms, social media outreach, and enhanced outreach opportunities with environmental justice (EJ) communities.

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Product	Subtasks	Schedule
Amendments / Modifications to the RTP *	4.1	On-going task
Bottleneck Improvement Strategies *	4.1	Winter2023/Spring 2023
Public Participation Plan Update *	4.2	Winter 2022

* Denotes task anticipated to include consultant assistance. All other tasks to be led by MPO staff.

Anticipated Major Direct Expenses

- Consultant services
 - a. Bottleneck improvement strategies: \$15,000
 - b. Public Participation Plan update: \$30,000
 - c. Consultant assistance with RTP maintenance \$5,000

Task 4. Budget Tables

FY 2022 & 2023 Funding CPG (80/5/15)	
Federal	\$99,760
State	\$6,235
Local	\$18,705
FY22-FY23 Total	\$124,700

TASK 5: MULTIMODAL PLANNING

Responsible Agencies

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

Purpose

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

Previous Work

- Assisted MPO members in preparing grant applications for sidewalk projects.
- Participated in walk audits in partnership with the newly formed local bicycle/pedestrian advocacy organization to identify sidewalk needs.
- Participation in Bike/Walk Cleveland, a bicycle and pedestrian group focused on planning, safety education and advocacy.
- Assisted in the development of ADA Transition Plan(s) for local jurisdictions.
- Began work on transit strategic planning efforts, in partnership with CUATS.

FY2022-FY2023 Tasks

5.1 Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)

- Update, maintain, and administer the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP).

5.2 Bicycle/Pedestrian/Alternative Transportation

- Enhance coordination with school system to plan for sidewalks within school zones and along bus routes.
- Update Memorandum of Understanding (MOU) among Cleveland, Bradley County, and SETHRA for operation of the Cleveland Urban Area Transit System.
- Conduct evaluation and develop recommendations for CUATS transit vehicle parking needs and priorities.
- Conduct study and develop a transition plan for converting local transit service from flag-stop to fixed-stop service, including recommendations for stop locations, in cooperation with CUATS and local government engineers.
- On-going support to CUATS for service planning efforts.

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Product	Subtasks	Schedule
Update Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). *	5.1	Fall 2022
On-going coordination with school system.	5.2	On-going task
Update of MOU between MPO, Cleveland, Bradley County, and SETHRA. *	5.2	Fall 2021
Recommendations on CUATS transit vehicle parking needs and priorities. *	5.2	Spring 2022
Recommendations on converting CUATS flag-stop service to fixed-stop service. *	5.2	Summer 2022

* Denotes task anticipated to include consultant assistance. All other tasks to be led by MPO staff.

Anticipated Major Direct Expenses

- Consultant services
 - a. General transit planning support: \$12,000
 - b. CPT-HSTP update: \$15,000
 - c. Plan for CUATS flag-stop conversion: \$15,000

Task 5. Budget Tables

FY 2022 & 2023 Funding CPG (80/5/15)	
Federal	\$74,400
State	\$4,650
Local	\$13,950
FY22-FY23 Total	\$93,000

TASK 6: SPECIAL STUDIES

Responsible Agencies

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

Purpose

To work in partnership with MPO local governments, CUATS, TDOT, FHWA, and the Federal Transit Administration (FTA) to undertake transportation planning studies within the MPO planning boundary, including but not limited to subarea and corridor studies and transportation systems management and operations (TSMO) efforts.

Previous Work

- Participated in meetings and provided information to support TDOT's I-75 Corridor Study.
- Participated in meetings and provided information to support the SR 60 Corridor Management Agreement; e.g. worked with TDOT safety office in development of J-turn concept plan for 25th Street commercial area and continued planning for pedestrian improvement projects in the corridor.
- Continued to provide support and partner with the City of Cleveland in their comprehensive planning efforts.
- Participated with TDOT and regional partners in FHWA-funded study of freight corridor and truck parking issues.

FY2022-FY2023 Tasks

6.1 Corridor Study

- In partnership with TDOT's new Urban Transportation Planning Grant (UTPG) initiative, undertake SR 306 Freewill Road Extension Corridor Study which aims to identify improvements to Freewill Road, SR 312 Harrison Pike, and a new roadway from SR 312 Harrison Pike to Tom Rowland interchange on APD-40.

6.2 Sub-Area Study

- Develop subarea/intersection simulation tool to conduct smaller scale modeling of congestion and mobility issues within region, building off of areas identified in system performance analysis included in 2045 RTP.

6.3 Sector/Community Planning

- Provide planning information and partner with City of Cleveland in their comprehensive planning efforts, including continued support of downtown

revitalization and safety improvements along Inman Street and downtown parking needs.

- Provide planning information to local jurisdictions preparing grant applications for transportation projects and/or programs.

6.4 Transportation Systems Management and Operations

- Conduct study and develop recommendations regarding employer-sponsored transportation demand management (TDM) strategies in the Cleveland region, including opportunities related to transit subsidies, ridesharing, carpooling, flexible work schedules, etc.

Product	Subtask	Schedule
SR 306 Freewill Road Extension Corridor Study (UTPG) *	6.1	Winter 2022
Subarea/Intersection simulation tool *	6.2	Winter 2023
Sector/Community Planning support	6.3	As needed
TDM Evaluation and Best Practices Recommendations *	6.4	Fall 2022/Winter 2023

* Denotes task anticipated to include consultant assistance. All other tasks to be led by MPO staff.

Anticipated Major Direct Expenses

- Consultant services
 - a. TDM Evaluation and Best Practices Recommendations: \$32,000
 - b. Assistance with subarea/intersection simulation tool: \$7,000

Task 6. Budget Tables

FY 2022 & 2023 Funding CPG (80/5/15)	
Federal	\$104,000
State	\$6,500
Local	\$19,500
FY22-FY23 Total	\$130,000

FINANCIAL SUMMARY TABLES

FY 2022-2023 Funding Sources by Category

TASK	Consolidated Planning Grant (CPG)			TASK TOTALS
	Fed	State	Local	
1. MPO Administration & Coordination	\$182,960	\$11,435	\$34,305	\$228,700
2. Data Collection, Maintenance & Analysis	\$72,000	\$4,500	\$13,500	\$90,000
3. Short-Range Planning	\$97,000	\$6,063	\$18,188	\$121,250
4. Long-Range Planning	\$99,760	\$6,235	\$18,705	\$124,700
5. Multimodal Planning	\$74,400	\$4,650	\$13,950	\$93,000
6. Special Studies	\$104,000	\$6,500	\$19,500	\$130,000
TOTALS	\$630,120	\$39,383	\$118,148	\$787,650

FY 2022-2023 Funding Sources with Carryover

	Consolidated Planning Grant (CPG)
	FY 2022 and 2023 Combined
	Federal
Carryover	\$300,490
Allocation	\$421,536
Total Available (Federal)	\$722,026
Programmed (Federal)	\$630,120
Estimated Carryover	\$91,906