

FY 2019 Unified Planning Work Program

July 1, 2018 through June 30, 2019



**HAGERSTOWN/EASTERN PANHANDLE METROPOLITAN PLANNING
ORGANIZATION**

Adopted: May 16, 2018



Hagerstown/Eastern Panhandle Metropolitan Planning Organization
33 W. Washington St., 4th Floor, Suite 402, Hagerstown, MD 21740
Phone: 240-313-2080, Fax: 240-313-2084
www.hepmo.net

RESOLUTION NUMBER 2018-16

**A RESOLUTION BY THE HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION (HEPMPO)**

ADOPTING THE FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)

RECITALS

WHEREAS, the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) is required to develop and adopt a Unified Planning Work Program (UPWP) in accordance with FAST Act requirements; and

WHEREAS, the proposed UPWP was developed to outline the planning activities of HEPMPPO for Fiscal Year 2019 beginning July 1, 2018 and concluding on June 30, 2019; and

WHEREAS, the attached FY 2019 UPWP was adopted in accordance with the Participation Plan which provides opportunity for public input and was circulated among funding organizations for review and comment, and


WHEREAS, the MPO Technical Advisory Committee has reviewed and recommended adoption of the FY 2019 UPWP by the Interstate Council; and

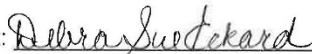
WHEREAS, the Interstate Council of the MPO has completed its review and has determined that the final document has met all of the aforementioned items.

NOW, THEREFORE, BE IT RESOLVED that the Hagerstown-Eastern Panhandle Metropolitan Planning Organization formally adopts the attached FY 2019 Unified Planning Work Program.

PASSED AND DULY ADOPTED after motion this 16th day of May 2018.

HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION

By 
Kevin Cerrone, Vice-Chairman

Attest: 



U.S. Department
of Transportation
**Federal Highway
Administration**

Maryland Division

June 13, 2018

31 Hopkins Plaza, Suite 1520
Baltimore, MD 21201
(410) 962-4440
(410) 962-4054
<http://www.fhwa.dot.gov/mddiv/>

In Reply Refer To:
HDA-MD

Ms. Heather Murphy, Director
Office of Planning and Capital Programming, MDOT
7201 Corporate Center Drive
P.O. Box 548
Hanover, Maryland 21076

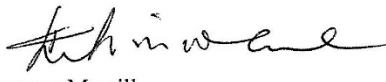
Dear Ms. Murphy:

The Fiscal Year 2019 Unified Planning Work Programs (UPWPs) that were developed and adopted by the following Metropolitan Planning Organizations (MPOs): Baltimore Regional Transportation Board; Cumberland Urbanized Area MPO; Salisbury/Wicomico MPO; Calvert-St. Mary MPO; and Hagerstown/Eastern Panhandle have been reviewed by FHWA and are approved effective July 1, 2018.

The total PL funds included in each UPWP are available upon an approved authorization. Expenditure invoicing and progress reports should be submitted regularly, with copies to FHWA and FTA. Expenditures incurred without prior authorization will not be reimbursed.

We appreciate your staff's and MPOs' efforts in the development of the Final FY 2019 UPWPs. If you have any questions, please feel free to call Kwame Arhin at (410) 779.7158.

Sincerely,


H Gregory Murrill
Division Administrator

cc:
Mr. Tyson Brian, MDOT
Mr. Todd Lang, BRTB
Ms. Vanessa Price, Calvert-St. Mary MPO
Mr. Roy Cool, Cumberland Area MPO
Mr. Matt Mullenax, Hagerstown/Eastern Panhandle MPO
Mr. Jack Lenox, Salisbury/Wicomico MPO
Mr. Ryan Long, FTA



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION III
Delaware, District of
Columbia, Maryland,
Pennsylvania, Virginia,
West Virginia

1760 Market Street
Suite 500
Philadelphia, PA 19103-4124
215-656-7100
215-656-7260 (fax)

June 22, 2018

Mr. Matthew Mullenax
Executive Director
Hagerstown/Eastern Panhandle Metropolitan Planning Organization
33 West Washington Street
4th Floor, Suite 402
Hagerstown, MD 21740

Re: Approval of FY 2019 Unified Planning Work Program

Dear Mr. Mullenax:

The FY 2019 Unified Planning Work Program for the Hagerstown urbanized area, that was developed and adopted by the Hagerstown/Eastern Panhandle Metropolitan Interstate Council on May 16, 2018, has been reviewed by FTA and is approved.

This authorization is subject to the availability of Federal funds for transportation planning activities in the urbanized area. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Council may request funding for the program in accordance with established procedures.

Mr. Ryan Long, Community Planner, is available at (215) 656-7051 if you have any questions concerning this approval.

Sincerely,

**KATHLEEN E
ZUBRZYCKI**

Kathleen Zubrzycki
Director, Office of Planning and Program Development

Digitally signed by KATHLEEN E ZUBRZYCKI
DN: c=US, o=U.S. Government, ou=DOT
FTAPhadelphiaPA, ou=FTA
FTAPhadelphiaPA, cn=KATHLEEN E
ZUBRZYCKI
Date: 2018.06.22 14:46:26 -0400

cc: Heather Murphy, MDOT
Perry Keller, WVDOT
Bill Robinson, WVDOT
Kwame Arhin, FHWA, MD
Chandra Inglis-Smith, FHWA, WVA

FY 2019 UNIFIED PLANNING WORK PROGRAM

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For further information contact:
Hagerstown/Eastern Panhandle MPO
33 W. Washington Street; Suite 402
Hagerstown, MD 21740
(240) 313 – 2080
<http://www.hepmpo.net/>

The Unified Planning Work Program has been prepared in cooperation with U.S. Department of Transportation Federal Highway Administration and Federal Transit Administration, the Maryland Department of Transportation, West Virginia Department of Transportation, local transit operators and local governments.

Federal Project ID: 20.205 CFDA

UNIFIED PLANNING WORK PROGRAM FY 2019

Section I - Introduction

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) was organized in 1996 as an expansion of the Hagerstown Area Metropolitan Planning Organization. The planning area was expanded to incorporate sections of both Berkeley and Jefferson Counties in West Virginia and the municipalities of Martinsburg, Ranson, Charles Town, Shepherdstown, Harpers Ferry and Bolivar and a small portion of Franklin County, Pennsylvania. The planning area boundary has been expanded to include all of Washington County (Maryland) and Berkeley and Jefferson Counties (West Virginia).

This Unified Planning Work Program (UPWP) for the Hagerstown/Eastern Panhandle Metropolitan Planning Organization hereafter referred to as HEPMPPO, documents the transportation planning activities and budget for the 2019 fiscal year that runs from July 1, 2018 through June 30, 2019. The objective of this work program is to ensure that a continuing, cooperative, and comprehensive approach for metropolitan transportation planning is established and maintained for the planning area, with proper coordination with neighboring jurisdictions and the Departments of Transportation for the States of Maryland and West Virginia, and as needed, with the Commonwealth of Pennsylvania.

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. HEPMPPO further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.) In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The work tasks included in the FY 2019 UPWP are both a continuation of work performed during FY 2018 and additional work items designed to meet the requirements of the current authorizing transportation legislation Fixing America’s Surface Transportation Act (FAST Act), which was signed into law on December 4, 2015. During this FY, the staff will continue developing organizational data collection, databases and GIS layers. Staff will work with the transportation planning consultant to assist with planning activities related to the adopted Long Range Transportation Plan (LRTP), with special focus on performance measures, reporting and target-setting. Additional focus of the consultant will be assistance with transportation conformity (air quality) as needed and special planning studies. MPO staff will continue to work on activities associated with the newly approved Transportation Improvement Program (TIP), the newly approved LRTP, implementation of visualization techniques into the planning activities, the public involvement

process, integration of safety, freight and homeland security measures into the planning process and purchasing necessary hardware and software.

During FY 2018, Staff worked with the Maryland and the West Virginia Departments of Transportation, as well as with the area's locally operated transit systems to develop and execute transportation performance management agreements. HEPMPO established highway safety targets for the five national performance measures by adopting both Maryland and West Virginia's respective targets. In addition HEPMPO incorporated these highway safety targets, as well as transit asset management targets, into the Long Range Transportation Plan and Transportation Improvement Program. Staff also worked in FY 2018 on the Maryland and the West Virginia Departments of Transportation updated State Freight Plans and recommending Critical Urban Freight Corridors. Staff will continue to work in FY 2019 to integrate performance-based plans and processes, including incorporation of PM2 (bridge and pavement condition) and PM3 (system performance, freight and CMAQ) highway performance measure targets and transit safety performance measures targets.

The HEPMPO is committed to improving the planning process in the region. The staff will continue to work to implement FAST Act planning factors and will monitor the progress of activities relative to performance measure categories and proposed rulemaking. Staff will work to incorporate any changes and/or new activities that are required as a result of the new transportation re-authorization. Staff will prepare UPWP updates/amendments to address the requirements of the new transportation re-authorization and the subsequent guidance of the federal partners. The staff will continue to work closely with both the Maryland and West Virginia State Departments of Transportation and the Federal Highway and Transit Administrations.

Section II - Organization and Management

A. Metropolitan Planning Organization:

The HEPMPO is the designated agency responsible for transportation planning in the urbanized area of Washington County, MD; Berkeley and Jefferson Counties in West Virginia and a small segment of Franklin County, Pennsylvania. With the Franklin County MPO formed in 2013 and establishing their metropolitan planning area as all of Franklin County, the HEPMPO entered a Memorandum of Understanding to assure appropriate planning efforts for this area are continued. As stated in the MOU, the Franklin County MPO will be responsible for all planning activities, including UPWP development, in the Pennsylvania portion of the HEPMPO urbanized area. The MPO is organized to address issues on both a state and regional level. The Interstate Council contains voting representation from:

Berkeley County, West Virginia
Cities and Towns of Jefferson County, West Virginia
City of Hagerstown, Maryland
City of Martinsburg, West Virginia
Eastern Panhandle Regional Planning & Development Council (Region 9)
Eastern Panhandle Transit Authority (EPTA)

Jefferson County, West Virginia
Maryland Department of Transportation
Towns of Washington County, Maryland
Washington County, Maryland
Washington County Transit
West Virginia Department of Transportation

as well as non-voting member representation from the Pennsylvania Department of Transportation and Franklin County, Pennsylvania.

The Interstate Council is the governing body of the MPO with the power to develop plans, adopt the work program, approve TIPs and LRTPs developed in cooperation with State DOT's, and perform those functions and take such actions as deemed necessary to complete the mission of the HEPMPO.

B. Technical Committee:

The MPO Technical Advisory Committee (TAC) is comprised of technical representatives (such as county engineers, city engineers/planners, etc) from each of the counties, municipalities and transit organizations within the MPO region. Membership consists of representatives from Berkeley County, Franklin County, Jefferson County, Washington County, City of Hagerstown, City of Martinsburg, Cities and Towns of Maryland and West Virginia, Maryland DOT, Pennsylvania DOT, West Virginia DOT, West Virginia Region 9 Planning and Development Council, and Transit Operators.

The TAC's primary focus is relative to coordination of transportation plans and programs through: the oversight and review of all technical work; coordination of the short and long range transportation planning efforts, compliance with State and/or Federal regulations; review and recommendation of TIP's and amendments; and recommendation of new projects and proposals. A subcommittee of the TAC also serves as the Air Quality Advisory Committee. This committee is responsible for review and determination of when and if a conformity determination is required on new or amended TIP or LRTP projects. The TAC's actions are to recommend official action/adoption on action items presented to the Interstate Council.

C. MPO STAFF

The staff manages the operations of the MPO as directed by the Interstate Council and recommendations of the Technical Advisory Committee. It coordinates all planning projects and activities and provides administration of all tasks to assure proper fulfillment. The staff works with local committees, agencies or groups with interests related to transportation issues; and acts as a local liaison to State DOT's, FHWA and the FTA.

It is expected in FY2019 that support will continue to come from various staff in Washington County. Support costs are estimated as part of the work program including clerical support, planning and data collection support.

D. Operational Procedures and By-laws:

The MPO operates under its own by-laws. Support service staff provided by Washington County in the form of administrative, legal, financial, purchasing, and personnel, operate under the rules and procedures of Washington County and the State of Maryland. In addition to by-laws, the MPO has executed Memorandums of Understanding with MDOT, WVDOT, WV Region 9 Planning and Development Council, and the Eastern Panhandle Transit Authority outlining roles and responsibilities of the various agencies. Included within these agreements are sections referring to purpose, responsibilities, administration, compensation, finances, accounting, termination, and debarment and suspension.

Organizational documents, financial records, and other official records of the MPO are located at the Office of the MPO headquartered at:

33 W. Washington Street
Suite 402, 4th Floor
Hagerstown, MD 21740

All MPO records are available for public inspection during regular business hours (Monday through Friday, 8:00 a.m. to 4:00 P.M., except holidays). Please call to make an appointment.

Section III – US DOT Planning Emphasis Areas

FHWA and FTA sent a letter to MPOs nationwide encouraging priority given to planning emphasis areas (PEAs). The PEAs are topical areas that FHWA and FTA want to place emphasis on as the MPOs and State DOTs develop their respective planning work programs. The expected PEAs for Federal FY 2019 include:

FAST Act Implementation

- Transition to Performance based Planning and Programming

Models of Regional Planning Cooperation

- Promote cooperation and coordination across MPO boundaries and across State boundaries here appropriate to ensure a regional approach to transportation planning.

Ladders of Opportunity

- Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access and essential services.

The HEPMPO has developed tasks in this FY2019 UPWP that address each of the PEAs as shown in the table below. A detailed description of each task is included under each task heading of this document.

Planning Emphasis Area	HEPMPO Tasks
<i>FAST Act Implementation</i> <i>Transition to Performance Based Planning and Programming.</i>	6050 - Traffic Data 6051 - GIS and Traffic Modeling 6300 - Air Quality/Conformity
<i>Models of Regional Planning Cooperation</i> <i>Promote cooperation and coordination across MPO boundaries and across State boundaries here appropriate to ensure a regional approach to transportation planning.</i>	6010 - Short Range Program 6100 - Long Range Transportation Plan 6020 - Transportation Improvement Program 6990 - Program Administration
<i>Ladders of Opportunity</i> <i>Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access and essential services.</i>	6250 – Service 6500 - Mass Transit Planning 6650 - Special Studies

Section IV - Work Program by Task

Task 6010

Short Range Planning

A. Objective:

The objective of the Short Range Planning element is to monitor the existing transportation system, particularly in relationship to the needs of the cities, towns and counties, and make recommendations on solutions to transportation problems that focus on short-range low cost improvements or on the completion of traffic analysis of a specific problem that is not of a regional nature. Another objective of this element is to insure implementation of the requirements of the FAST Act and any subsequent transportation legislation. Staff will continue to monitor transportation policy and legislation and prepare any necessary revisions to this work program to address needed changes resulting from policy or legislative changes. Furthermore, the MPO intends to continue to work to improve the transit related planning activities, and to work with local governments and interests to increase bicycle/pedestrian initiatives within the region. Finally, the MPO will continue work to incorporate the requirements of the FAST Act including performance measures and freight planning as well as safety and homeland security activities into the planning process. The staff will work with the ISC, TAC, member governments and local transportation interests to identify potential planning needs and studies within the region.

B. Previous Work:

Staff has continued to work with local governments and the appropriate State DOTs to see that projects are planned in accordance with the previously adopted LRTP.

The MPO has also worked with local municipalities to develop Transportation Alternatives (TAP), Recreational Trail (RTP), and Congestion Mitigation and Air Quality (CMAQ) grant applications, as well as Safe Routes to School (SRTS) and Maryland Bikeways. Primarily, staff has written grants, reviewed grant applications and provided letters of support to the grant sponsors. In FY2018 the MPO provided technical assistance on TAP applications in West Virginia, as well as SRTS and Bikeways projects in Maryland.

Staff has worked to assist the regional transit providers to insure that transit activities are incorporated with the planning activities of the MPO and local governments. Staff worked with local governments and the planning consultant in FY 2018 to finalize the Eastern Panhandle Transit Authority Facilities Expansion Plan.

Staff also worked with State DOTs and local governments in FY 2017 to develop a regional bicycle study to be incorporated into future planning activities, entitled the HEPMPO Regional Bicycle Plan.

The staff worked with local government and other transportation committees to provide input from a regional perspective.

C. Methodology:

The MPO staff will work with the various cities, towns, counties and public transit providers

to identify transportation problems and to identify and implement strategies to address issues such as safety, homeland security, freight movement, improved traffic flow and implementation of GIS technology.

Potential projects will be reviewed by MPO staff and the Technical Advisory Committee. Recommendations for project implementation, amendment or additional study will be made to the Interstate Council. In some instances, the staff may recommend that additional planning/study be conducted by way of a more in depth special study project. Staff will work with the TAC to recommend revisions to the TIP and LRTP. The intent of the work performed in this section is to provide the appropriate planning information and support to develop short-term solutions to identified problem areas within the MPO region. Potential projects identified would ultimately become part of the LRTP, TIP or TDPs.

D. Product:

1. Develop recommendations for improvements of a short-range nature to address identified transportation problems. Work to continue the incorporation of the FAST Act and other safety and freight planning initiatives into the planning process.
2. Work with state and local governments to develop strategies to address safety, freight, homeland security planning, bicycle/pedestrian initiatives and GIS technology implementation.
3. Assist in the development/review of projects for Transportation Alternatives, Recreational Trail, Safe Routes to School, Maryland Bikeways and Congestion Mitigation and Air Quality grant applications.
4. Collect supporting data to assist in the implementation of special studies and to develop projects for recommendation for inclusion in the TIP and TDP as projects and amendments.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. It is anticipated that all work will be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$3,325	FHWA \$2,661 FTA \$0 MD DOT \$332 Local \$332 Subtotal <u>\$3,325</u>
West Virginia Region 9	\$3,327	WV Federal \$2,661 WV DOT \$333 Local \$333 Subtotal <u>\$3,327</u>
MPO Total	\$6,652	Federal \$5,322 MD DOT \$332 WV DOT \$333 MD Local \$332 WV Local \$333 Total <u>\$6,652</u>

A. Objective:

To coordinate MPO review and approval of the consolidated multi-year Transportation Improvement Program (TIP) developed from TIP proposals from the various State Departments of Transportation, transit providers and the MPO. The current TIP covers planning years FY 2019-2022 and shall be amended as necessary to accommodate revisions/updates to the Statewide Transportation Improvement Programs (STIP).

B. Previous Work:

In FY 2018, the MPO developed and adopted a new TIP spanning fiscal years 2019 through 2022. The MPO works continually with the State DOT's to maintain an up to date and accurate TIP. Staff continued updating the TIP project web mapping application for public display and information. In FY2018, the MPO also implemented a new TIP software management system, known as TIPVue.

C. Methodology:

The TIP is developed and maintained based upon recommendations from the various State Departments of Transportation and in consultation and cooperation with the local transit providers and local governments within the region. The MPO coordinates integration of the various State proposals into one "Consolidated TIP" for approval by the MPO.

The MPO shall coordinate public participation in the TIP review, amendment, and adoption process. This shall include providing an opportunity for input prior to formation of the TIP as well as review and comment on the "Consolidated TIP" proposed for adoption.

The MPO shall review the projects submitted by the State DOT's and transit providers for consistency with federal air quality regulations, the Long Range Transportation Plan, as well as any short range program objectives.

The MPO agrees to plan, program, amend and adjust projects in the TIP in accordance with federal transportation performance management requirements to accomplish State highway and transit performance measure targets, as well as amend and include measures and targets as needed.

The MPO shall also review the proposed "Consolidated TIP" for consistency with regional and local comprehensive plans. Where inconsistencies are identified, remedial action to the extent feasible will be recommended prior to implementation.

Continuous coordination with State DOTs and public transit providers will allow the TIP to be amended by the MPO's Interstate Council as appropriate.

The MPO Technical Advisory Committee shall review and make a recommendation prior to amendment and/or adoption on an as needed basis.

Any TIP amendments will be coordinated with the Air Quality Advisory Committee as necessary to insure that transportation conformity with the air quality regulations is maintained.

All TIP amendments will be reviewed and adopted by resolution of the Interstate Council at the advertised meetings scheduled throughout the year.

D. Product:

1. The final product of this task will be a “Consolidated” TIP that conforms to the FAST Act and any subsequent transportation authorization planning provisions and meets any required air quality conformity requirements.
2. Maintain TIP software management system. The estimated cost of this work is \$9,600.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$16,393	FHWA	\$5,350
		FTA	\$7,765
		MD DOT	\$1,639
		Local	\$1,639
		Subtotal	\$16,393
West Virginia Region 9	\$16,958	WV Federal	\$13,566
		WV DOT	\$1,696
		Local	\$1,696
		Subtotal	\$16,958
MPO Total	\$33,351	Federal	\$26,681
		MD DOT	\$1,639
		WV DOT	\$1,696
		MD Local	\$1,639
		WV Local	\$1,696
		Total	\$33,351

A. Objective:

To update and maintain transportation data for use in the transportation planning process by: (1) providing updated land use, socio-economic, and environmental data for use in developing priorities for transportation improvements, travel demand modeling, plan updates, special studies and growth management; (2) updating and/or collecting traffic volumes, regional accident data and other data as required; and (3) identifying physical road characteristics for use in traffic model analysis.

B. Previous Work:

During FY 2018, the MPO continued to acquire traffic counts (by counter location and road segments), turning movements and accident data which were integrated into the GIS. Spatial analysis was performed to determine areas on the road network that have experienced significant volume gains/losses. Staff maintained web mapping applications assimilating and displaying count and accident data from State and Federal sources. Also in FY 2018 staff collected traffic data in the form of traffic impact studies required by county planning departments and traffic count and crash information from the Departments of Transportation.

As part of the recent Long Range Transportation Plan update, traffic count data and traffic analysis zone enhancements were incorporated into the MPO's travel demand model by the planning consultant in FY 2018.

The MPO continues to update socio-economic and land use data as new information becomes available. The MPO works with the transportation planning consultant to insure that information developed as part of the special studies is incorporated into the data sets for the MPO.

C. Methodology:

Methods of data collection vary with the type of data and include visual inspections, manual measurement, automatic measurement, facility identification, population projections, labor statistics, environmental reports, traffic impact statements, etc.

The traffic count data will be continually analyzed in order to determine fluctuations in volumes and movements as a consequence of proposed alterations, changes and improvements to the system. Attempts will also be made to monitor freight and passenger traffic into and through the region. The MPO will collect traffic count data using the MPOs counters on an as needed basis.

The management of the data is necessary to monitor and forecast the ever-changing structure of the region and the impacts of those changes on the transportation system. The data is used by local governments, private citizens/businesses, the MPO and in maintaining and improving the regions travel demand model.

D. Product:

Activities will help to maintain and further develop an accurate and current database of socio-economic, land use, and environmental maps and digital information along with a traffic volume database which can be updated on a regular basis.

1. The MPO will continue coordination of data collection from local agencies in Maryland and West Virginia in order to produce a database of information to be used in short and long term planning.
2. Continue to collect and monitor traffic counts in the region to use as part of implementing the Long Range Transportation Plan and other planning documents for the MPO.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$6,114	FHWA \$4,892 FTA \$0 MD DOT \$611 Local \$611 Subtotal \$6,114
West Virginia Region 9	\$6,208	WV Federal \$4,966 WV DOT \$621 Local \$621 Subtotal \$6,208
MPO Total	\$12,322	Federal \$9,858 MD DOT \$611 WV DOT \$621 MD Local \$611 WV Local \$621 Total \$12,322

A. Objective:

To enhance the current GIS by acquiring and developing layers for use in the transportation planning process and the travel demand model. The MPO will work to expand GIS activity and development. To improve the use of GIS and other visualization techniques for use in the planning process.

B. Previous Work:

Staff continued incorporating a wide range of thematic spatial data from West Virginia DOT and Maryland SHA, as well as other sources into the MPO GIS. Using these acquired and developed data, staff produced mapping products and analyses investigating transportation issues in the region.

In FY2017, Staff published a number of web maps highlighting the projects and recommendations of the City of Hagerstown Bicycle Master Plan Update and the HEPMPO Regional Bicycle Plan. In addition staff participated in a number of regional GIS User Group meetings, as well as received training on the latest geospatial technological advancements.

Staff continued to incorporate project-specific and county maps the TIP document. TIP project amendments were also presented for informational purposes at Interstate Council and Technical Advisory Committee meetings using online mapping software.

C. Methodology:

Development of new layers and updates to existing layers occur by staff as data becomes available in conjunction with the activities associated with the Traffic Data Collection task. Work to improve GIS coverage of the entire transportation system including public transit routes, service areas and Title VI requirements. Continue to develop mapping products and applications that successfully convey locational information to the public. Work with the transportation planning consultant to incorporate GIS data from special studies and the Long Range Transportation Plan.

Continue to work with the local government initiatives in the MPO to insure that GIS technology is implemented throughout planning activities in the region. Work to expand the MPO's database and GIS capacity.

D. Product:

1. A multi-layered functional geographic informational system and expanded use of the traffic model for forecasting purposes.
2. Coordination of efforts with the Departments of Transportation's GIS Sections and local government on the maintenance and continued development of a regional GIS.
3. Maintenance of TransCAD software model license.
3. Purchase hardware and software to expand the MPO GIS capabilities where appropriate.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$12,143	FHWA \$9,715 FTA \$0 MD DOT \$1,214 Local \$1,214 Subtotal \$12,143
West Virginia Region 9	\$32,288	WV Federal \$25,830 WV DOT \$3,229 Local \$3,229 Subtotal \$32,288
MPO Total	\$44,431	Federal \$35,545 MD DOT \$1,214 WV DOT \$3,229 MD Local \$1,214 WV Local \$3,229 Total \$44,431

A. Objective:

To plan for the long range needs of the transportation system within the MPO region by maintaining and updating a multimodal Long Range Transportation Plan which will meet the requirements of federal rules and regulations including the provisions of the FAST Act and any subsequent transportation authorization. These long-range transportation planning activities will consider issues relative to highways, transit (public transportation and human services transportation), bicycle/pedestrian, safety, freight and homeland security issues and other transportation enhancements. Staff will work to initiate a plan for the work related to the next update of the region's LRTP.

B. Previous Work:

During FY 2018 the MPO utilized a consultant to assist in the development of the region's Long Range Transportation Plan Update which was approved and adopted on July 1, 2018 (FY2019). Staff also worked to identify work elements for the recently adopted Long Range Transportation Plan which occurred during fiscal years 2017 and 2018.

During FY 2018, staff attended various training activities sponsored by both the Maryland and West Virginia DOTs. Staff responded to various data, project and financial requests related to the current LRTP. Staff continued to work to address long term planning needs on the major transportation corridors within the region (Interstate 81, US 340, etc). Staff continued to insure that planning needs were met during the LRTP update process. Staff continued to monitor other regional project developments and amended the LRTP as necessary in partnership with State DOTs.

C. Methodology:

The primary work effort for the MPO for this fiscal year will be implementing the current Long Range Transportation Plan over fiscal years 2019-2022. This Plan includes changes resulting from the transportation re-authorization (FAST Act) guidance for metropolitan transportation planning, including performance measures, reporting and target setting. This Plan will be revised as needed in accordance with federal transportation performance management requirements to accomplish State highway and transit performance measure targets, as well as amend and include measures and targets as needed. Future Long Range Transportation Plan's will report baseline performance and progress toward achieving the targets in the system performance report. The staff will continue to work with the federal partners and state DOTs to insure that conformity is addressed as required. The HEPMPO will continue to work to identify projects, make data revisions and work to explore visualization techniques to use in the planning process.

D. Product:

1. Continue to implement recommendations made in the adopted LRTP.

2. Continue to work with regional issues having long-term implications for the transportation system, such as the I-81 Corridor Coalition, the Appalachian Regional Commission's "Network Appalachia" Initiative and other regionally significant projects, studies and initiatives.
3. Purchase hardware, software and data as needed to insure the MPO's ability to address long-range transportation planning needs within the region.
4. Work to improve data and information exchange between the MPO, local governments and the state Departments of Transportation.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2018.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$11,384	FHWA \$5,108 FTA \$4,000 MD DOT \$1,138 Local \$1,138 Subtotal \$11,384
West Virginia Region 9	\$27,664	WV Federal \$22,132 WV DOT \$2,766 Local \$2,766 Subtotal \$27,664
MPO Total	\$39,048	Federal \$31,240 MD DOT \$1,138 WV DOT \$2,766 MD Local \$1,138 WV Local \$2,766 Total \$39,048

A. Objective:

To provide assistance and data to other governmental agencies, DOTs, public transit providers, private operations or the general public concerning transportation planning within the MPO region.

B. Previous Work:

Staff participated at meetings by making presentations regarding the region's long range transportation plan and updating various groups on transportation matters. The staff worked to disseminate information to the general public as requested. Information was provided to other governmental agencies when requested. Staff participated in various committees and boards related to the specific transportation related services within the region. Staff also provided assistance to members of local governments with issues relating to transportation, such as Congestion Mitigation & Air Quality (CMAQ), Transportation Alternative Programs, Safe Routes to School, Maryland Bikeways and Recreational Trail Program grants.

In FY 2018, staff continued the implementation of the Public Participation Plan, including specific participation, involvement and education strategies and the Title VI Plan. Staff continued to employ key elements of the Limited English Proficiency (LEP) implementation plan found in the Title VI Plan. Staff also continues to update and refine the MPO website and Facebook page for public consumption.

C. Methodology:

The MPO will provide assistance, data and transportation related information to local governments, individuals, agencies, organizations and committees as needed.

Direct staff participation relating to representation on various committees, planning activities conducted by other agencies, such as public transit provider meetings/committees, local government committees, technical committees, etc. will be undertaken as part of this task.

In particular, staff will continue to participate in and provide assistance to regional transportation committees, such as the Quad State Legislative Committee, the Greater Hagerstown Committee Transportation Forum, local Chambers of Commerce, the Rahall Transportation Institute (Marshall University), the Interstate 81 Corridor Coalition and the Appalachian Regional Commission's Network Appalachia Steering Committee, the WV Association of Metropolitan Planning Organizations and the Association of Metropolitan Planning Organizations (AMPO).

D. Product:

Provide services, within reason and as directed by the Interstate Council, to local governments, individuals, agencies and organizations requesting information, participation and/or assistance.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$7,092	FHWA \$5,674 FTA \$0 MD DOT \$709 Local \$709 Subtotal \$7,092
West Virginia Region 9	\$20,508	WV Federal \$16,406 WV DOT \$2,051 Local \$2,051 Subtotal \$20,508
MPO Total	\$27,600	Federal \$22,080 MD DOT \$709 WV DOT \$2,051 MD Local \$709 WV Local \$2,051 Total \$27,600

A. Objective:

To ensure that transportation planning activities are consistent with the Federal Clean Air Act as amended, the US Environmental Protection Agency guidance, State Environmental Agencies as well as local and state government clean air goals. The efforts of this work element are intended to improve and maintain air quality for the health, safety, and welfare of the general public.

B. Previous Work:

During FY 2017, the Air Quality Advisory Committee met to discuss a conformity update and Long Range Transportation Plan amendment to the fiscally constrained project list. A subsequent updated Air Quality Conformity Analysis was completed. In October 2016, Washington County and Berkeley County became attainment areas for the critical pollutant PM_{2.5} with the revocation of the 1997 Primary Annual PM_{2.5} National Ambient Air Quality Standard (NAAQS). Staff also worked with state DOTs on reviewing CMAQ eligible projects.

Staff will work with local governments, state DOTs and federal partners to address air quality conformity issues.

C. Methodology:

In order to ensure that the MPO's transportation projects outlined in the TIP and the LRTP are consistent with federal air quality regulations, a sub-committee (known as the Air Quality Advisory Committee) has been developed as part of the Technical Advisory Committee to review transportation projects in relation to air quality conformity. The sub-committee consists of federal, state and local partners from various agencies such as EPA, FHWA, FTA, WV DOT, MD DOT, Washington and Berkeley County planning agencies, and WV Department of Environmental Protection and Maryland Department of Environment. The Air Quality Advisory Committee will be convened as needed to review proposed TIP and LRTP amendments, address issues relating to air quality conformity and any relevant regulation changes governing the Region's air quality.

D. Product:

1. Continuation of an Air Quality Advisory Committee.
2. Maintenance of a TIP that meets federal air quality regulations.
3. Maintenance of a LRTP that meets federal air quality regulations.
4. Continuation of the approved Public Participation Plan in an effort to expand participation in the planning process, particularly as it relates to air quality conformity.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$931	FHWA \$745 FTA \$0 MD DOT \$93 Local \$93 Subtotal <u>\$931</u>
West Virginia Region 9	\$931	WV Federal \$745 WV DOT \$93 Local \$93 Subtotal <u>\$931</u>
MPO Total	\$1,862	Federal \$1,490 MD DOT \$93 WV DOT \$93 MD Local \$93 WV Local \$93 Total <u>\$1,862</u>

A. Objective:

To provide general planning assistance to the regional public transportation providers to insure compliance with Federal and State transit planning guidelines and development and maintenance of a statistical database to support public transportation planning.

B. Previous Work:

HEPMPO staff works closely with both regional transit providers to provide general planning assistance as needed. Staff continued to provide assistance to the local transit providers by incorporating capital and operating and project information into the Regional TIP.

In FY2018 staff worked with the Eastern Panhandle Transit Authority and the planning consultants to finalize a facilities expansion plan. Staff also worked with the Maryland Transit Administration and Washington County Transit to begin work updating their Transit Development Plan.

C. Methodology:

The collection and tabulation of data is performed by one part-time employee hired by and under the supervision of the Director of the Washington County Transit. The database includes ridership by route by time of day, vehicle miles traveled, hours operated, revenue and operating costs. The MPO staff works closely with both regional transit service providers to insure that appropriate planning activities and data are provided to meet the federal requirements and to continue service in the region. Staff will work with the local transit providers as they prepare for Transit Development Plan updates.

D. Product:

The reports developed by this task include National Transit Database Annual Report (Section 15), Service Performance Summary (Annual Transportation Plan Grant Application Form – 2a), MTA Office of Planning Annual Cost Allocation Worksheets and other planning data as required to support other UPWP tasks including the planning studies mentioned above.

It is anticipated that activities will continue to assist in the implementation of the developed Coordinated Human Services Transportation Plans. Staff will work with the West Virginia and Maryland transit providers to improve transit related planning data collection efforts and to incorporate transit information into the GIS database, the regional Transportation Improvement Program and the Long Range Transportation Plan as needed.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$40,127	FHWA \$0 FTA \$32,101 MD DOT \$4,013 Local \$4,013 Subtotal \$40,127
West Virginia Region 9	\$4,656	WV Federal \$3,724 WV DOT \$466 Local \$466 Subtotal \$4,656
MPO Total	\$44,783	Federal \$35,825 MD DOT \$4,013 WV DOT \$466 MD Local \$4,013 WV Local \$466 Total \$44,783

A. Objective:

To address specific transportation issues and to foster expansion of transportation enhancement activities in the region by providing for specific analysis above what may occur under the other tasks. Projects under this task are those that normally require utilization of outside consulting services and are dependent upon the availability of federal planning funds and local government matching funds.

B. Previous Work:

One special study was completed in FY 2018, the Novak Drive Connector Study which was a planning and environmental linkages document. Staff continued to support work on the US340 Operational Improvements Study.

C. Methodology:

The MPO has secured the services of a transportation planning consultant to assist in the planning activities and development of special studies as they are identified. Planning tasks could include Air Quality Conformity – Analysis and Compliance, Travel Demand Modeling, Long Range Transportation Plan Update, Transit and Coordinated Human Services Planning, Special Studies Assistance and Development and Freight Movement.

D. Products:

During FY 2019, the MPO will consider developing other special study projects such as the Regional Traffic Safety and Improvement Study and the Weverton Railroad Crossing Safety Study. Other special studies may be developed as they are identified and as funding permits. As the MPO continues to support the I-81 Corridor Coalition through tasks 6100 and 6250, it will also look to support any transportation planning initiatives on Interstate 81 as appropriate.

E. Work Schedule:

Work will be continuous throughout the fiscal year, July 1, 2018 – June 30, 2019. It is anticipated that work will be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$123,424	FHWA	\$98,740
		FTA	\$0
		MD DOT	\$12,342
		Local	\$12,342
		Subtotal	\$123,424
West Virginia Region 9	\$138,890	WV Federal	\$111,112
		WV DOT	\$13,889
		Local	\$13,889
		Subtotal	\$138,890
MPO Total	\$262,314	Federal	\$209,852
		MD DOT	\$12,342
		WV DOT	\$13,889
		MD Local	\$12,342
		WV Local	\$13,889
		Total	\$262,314

A. Objective:

To manage the metropolitan transportation planning process in the Metropolitan Planning Area, and coordinate transportation planning activities with federal, state and local governments and public transit representatives to insure that the planning process is continuous, cooperative and comprehensive. In addition, staff training and professional organization affiliation are addressed under this task.

B. Previous Work:

The MPO has maintained eligibility for receipt of federal and state funding assistance for transportation improvements and transit operating assistance while maintaining a continuous, cooperative, and comprehensive transportation planning process.

In FY 2018 staff continued the implementation of the Public Participation Plan as well as the Title VI Plan. Staff has employed major elements of the Limited English Proficiency implementation plan and is continues forward with the public involvement process.

C. Methodology:

Staff will implement the work tasks as outlined in this UPWP. Other administrative activities consist of:

- Staff will continue to act as a local liaison to FWHA, MDOT, WVDOT, PennDOT, public transit providers and other transportation related agencies in an effort to implement and improve the transportation planning process;
- Providing technical assistance to the MPO Interstate Council, Washington County Commuter, and Eastern Panhandle Transit Authority, local towns, cities and other agencies as well as the general public;
- Maintaining records for proper management of charges, performance of grant requirements, audits and budgets;
- Organization of meetings and providing notice, agendas, and minutes;
- Preparation and maintenance of documentation, agreements, resolutions, etc.
- Attending training courses, seminars, workshops and professional organization meetings;
- Preparation and distribution of required reports, studies and plans;
- Maintaining lease agreements, necessary equipment and purchasing supplies in order to support the operation.

D. Products:

1. Continued implementation and maintenance of the Unified Planning Work Program for FY 2019.
2. Compilation of quarterly progress reports to FHWA and FTA on the progress of the UPWP over FY 2019.
3. Continually reviewing and updating organizational documents as needed, such as MPO bylaws, the public involvement process, and their associated agreements with organizations, such as the state DOTs, air quality agencies, and transit operators.
4. Continued implementation of recommendations in the Long Range Transportation Plan.
5. The MPO will analyze and update existing planning documents and procedures for compliance with the FAST Act and other required regulations.
6. Ensure compliance with all Title VI requirements. The estimated cost of this work is \$10,000.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2018 - June 30, 2019. All work is to be completed by June 30, 2019.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$35,774	FHWA \$21,420 FTA \$7,200 MD DOT \$3,577 Local \$3,577 Subtotal <u>\$35,774</u>
West Virginia Region 9	\$42,694	WV Federal \$34,156 WV DOT \$4,269 Local \$4,269 Subtotal <u>\$42,694</u>
MPO Total	\$78,468	Federal \$62,776 MD DOT \$3,577 WV DOT \$4,269 MD Local \$3,577 WV Local \$4,269 Total <u>\$78,468</u>

Section V - Cost Allocation Plan:

This section presents the FY 2019 Cost Allocation Plan and contains information detailing how fringe and indirect rates were calculated. The following parameters were used in development of the cost allocation plan:

1. Four types of costs have been identified for each task:

Direct costs include all labor related to the performance of the work task. It is based on an hourly rate for each position determined by dividing annual salary by annual hours worked.

Fringe Benefit costs reflect a percentage value associated with health costs, pension, FICA, and workman's compensation. This value does not include holiday, vacation or sick time.

Indirect costs reflect those costs except labor associated with operating or administration of the MPO. This value includes holiday, vacation, and sick time.

Direct Other costs reflect funding needs other than labor for completion of a specific task.

2. The labor cost associated with administration is shown as a work task and is budgeted as direct costs under that task. No administrative labor cost is included in any indirect cost figures.
3. A fringe benefit ratio of 30% was calculated for each position allocated labor time under each task.
4. FHWA reimbursement requests may reflect labor costs for completion of the tasks other than those identified in the proposed budget. This reflects drawing on the expertise of other staff members of the various agencies and governments associated with the MPO.
5. Costs associated with projects in Pennsylvania will be charged on a case-by-case basis as direct other costs. Administrative costs will be monitored and where appropriate charged as direct other costs.
6. Utilities, insurance and minor support service charges for legal, accounting, purchasing, etc. are considered to be included as part of any agreement between the MPO and Washington County and/or Region 9.
7. The **Indirect Cost Ratio** of 15.1% was determined by using the figures in the 2017 UPWP reimbursement.

8. Operational Budget

Rent	\$6,000
Admin fee – Region 9	12,000
Insurance	2,500
Postage	500
Telephone	3,000
Travel	12,000

Seminars & Training	2,000
Audit	3,000
Materials & Supplies	2,000
Printing	2,500
Dues	7,000
Legal Notice	4,000
Total	\$56,500

These figures reflect costs associated with both the Maryland and West Virginia coordination efforts. Costs specific to a state coordination effort will be billed for reimbursement purposes totally to that state's program funds. Costs associated with the regional operation of the MPO will be billed on a 52% West Virginia/48% Maryland ratio.

Section VI – Budget

Table A. Budget Summary

Expenditures:

Labor Costs	\$245,232
Operating Costs	\$49,700
Capital Costs	\$16,250
Consultant Services	\$239,649
 Total	 \$550,831

Table B. Revenue Summary

Revenue	FY 2019 Allocation
Maryland	
MD FHWA	\$152,165
MD FTA	\$53,201
MD DOT	\$25,671
MD Local	\$25,671
MD Subtotal	\$256,708
WV - PL Allocation	
WV Consolidated PL Funds	\$235,299
WV DOT	\$29,412
WV Local - Region IX	\$24,238
WV Local - Region IX-Carryover	\$5,174
WV Subtotal	\$294,123
MPO Total	\$550,831

Additional Notes:

- Costs for Pennsylvania will be on a case-by-case basis.
- Local match contributions will be provided by Washington County (General Fund), Region 9 Planning and Development Council, WVDOT and in special cases, such as special studies, by Counties and Municipalities in the MPO's planning area.

Table C - Estimated Person Hours By Task

Task	Position					MPO Total
	Executive Director	Planner/GIS Analyst	PT Admin Assistant	PT Planner	MD Transit Clerk	
6010 - Short Range	100	180				280
6020 - TIP	50	200		100		350
6050 - Traffic Data	75	150				225
6051 - GIS	600	350				950
6100 - Long Range	605	620		25		1250
6250 - Service	100	100				200
6300 - Air Quality/Conf.	50	50		25		125
6500 - Transit	100	110			1345	1555
6650 - Special Studies	50	50				100
6990 - Administration	350	270	150	100		870
TOTAL	2080	2080	150	250	1345	5905

Table D
Funding Source Allocations

	MD FHWA	MD FTA	MD DOT	MD LOCAL	MD TOTAL	WV CONSOL	WV DOT	WV LOCAL	WV TOTAL	MPO TOTAL
6010 - SHORT RANGE	\$2,661	\$0	\$333	\$333	\$3,326	\$2,661	\$333	\$333	\$3,326	\$6,652
6020 - TIP	\$1,310	\$7,765	\$1,639	\$1,639	\$16,393	\$13,566	\$1,696	\$1,696	\$16,957	\$33,351
6050 - TRAFFIC DATA	\$4,894	\$0	\$611	\$611	\$6,114	\$4,966	\$621	\$621	\$6,208	\$12,322
6051 - GIS	\$9,714	\$0	\$1,214	\$1,214	\$12,143	\$25,830	\$1,229	\$3,229	\$32,288	\$44,431
6100 - LONG RANGE	\$5,107	\$4,000	\$1,138	\$1,138	\$11,384	\$22,131	\$2,766	\$2,766	\$27,664	\$39,048
6250 - SERVICE	\$1,674	\$0	\$709	\$709	\$7,092	\$16,406	\$2,051	\$2,051	\$20,508	\$27,600
6300 - AIR QUALITY/CONF.	\$745	\$0	\$93	\$93	\$931	\$745	\$93	\$93	\$931	\$1,862
6500 - TRANSIT	\$0	\$32,101	\$4,013	\$4,013	\$40,127	\$3,725	\$466	\$466	\$4,656	\$44,783
6650 - SPECIAL STUDIES	\$98,740	\$0	\$12,342	\$12,342	\$123,424	\$111,112	\$13,889	\$13,889	\$138,890	\$362,314
6990 - ADMINISTRATION	\$21,419	\$7,200	\$3,577	\$3,577	\$35,774	\$34,156	\$4,269	\$4,269	\$42,695	\$78,468
TOTAL	\$154,301	\$51,066	\$25,670	\$25,670	\$256,708	\$335,298	\$29,412	\$29,412	\$294,123	\$550,831

Table E
Work Task Cost Analysis

	MD FHWA	MD FTA	MDOT HWY	MD LOCAL	MD TOTAL	WV CONSOL	WV DOT HWY	WV LOCAL	WV TOTAL	MPO TOTAL
6010 - SHORT RANGE										
Direct	\$1,605.63	\$0.00	\$200.70	\$200.70	\$2,007.03	\$1,605.63	\$200.70	\$200.70	\$2,007.04	\$4,014.07
Fringe	\$769.72	\$0.00	\$96.21	\$96.21	\$962.14	\$769.72	\$96.22	\$96.22	\$962.15	\$1,924.29
Indirect	\$285.57	\$0.00	\$35.70	\$35.70	\$356.97	\$285.57	\$35.70	\$35.70	\$356.96	\$713.93
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total	\$2,660.92	\$0.00	\$332.61	\$332.61	\$3,326.14	\$2,660.92	\$332.62	\$332.62	\$3,326.15	\$6,652.29
6020 - TIP										
Direct	\$1,991.07	\$2,889.84	\$610.11	\$610.11	\$6,101.13	\$4,880.90	\$610.11	\$610.11	\$6,101.13	\$12,202.26
Fringe	\$894.13	\$1,297.74	\$273.98	\$273.98	\$2,739.83	\$2,191.86	\$273.98	\$273.98	\$2,739.83	\$5,479.66
Indirect	\$255.97	\$371.52	\$78.44	\$78.44	\$784.37	\$627.50	\$78.44	\$78.44	\$784.37	\$1,568.74
Other	\$2,208.70	\$3,205.70	\$676.80	\$676.80	\$6,768.00	\$5,865.60	\$733.20	\$733.20	\$7,332.00	\$14,100.00
Sub-Total	\$5,349.87	\$7,764.80	\$1,639.33	\$1,639.33	\$16,393.33	\$13,585.86	\$1,695.73	\$1,695.73	\$16,957.33	\$33,350.66
6030 - TRAFFIC DATA										
Direct	\$2,406.92	\$0.00	\$300.86	\$300.86	\$3,008.64	\$2,406.91	\$300.86	\$300.86	\$3,008.64	\$6,017.28
Fringe	\$1,153.85	\$0.00	\$144.23	\$144.23	\$1,442.31	\$1,153.85	\$144.23	\$144.23	\$1,442.31	\$2,884.62
Indirect	\$428.09	\$0.00	\$53.51	\$53.51	\$535.11	\$428.09	\$53.51	\$53.51	\$535.11	\$1,070.22
Other	\$902.40	\$0.00	\$112.80	\$112.80	\$1,128.00	\$977.60	\$122.20	\$122.20	\$1,222.00	\$2,350.00
Sub-Total	\$5,891.26	\$0.00	\$611.40	\$611.40	\$6,114.06	\$4,966.45	\$620.81	\$620.81	\$6,208.06	\$12,322.12
6040 - GIS										
Direct	\$4,818.92	\$0.00	\$602.37	\$602.37	\$6,023.66	\$4,456.78	\$1,807.10	\$1,807.10	\$18,070.97	\$24,094.63
Fringe	\$2,310.13	\$0.00	\$288.77	\$288.77	\$2,887.67	\$6,930.40	\$866.30	\$866.30	\$8,663.00	\$11,550.67
Indirect	\$857.08	\$0.00	\$107.13	\$107.13	\$1,071.34	\$2,571.23	\$321.40	\$321.40	\$3,214.04	\$4,285.38
Other	\$1,728.00	\$0.00	\$216.00	\$216.00	\$2,160.00	\$1,872.00	\$234.00	\$234.00	\$2,340.00	\$4,500.00
Sub-Total	\$9,714.13	\$0.00	\$1,214.27	\$1,214.27	\$12,142.67	\$25,830.41	\$3,228.80	\$3,228.80	\$32,288.01	\$44,430.68
6100 - LONG RANGE										
Direct	\$2,108.09	\$1,651.00	\$469.89	\$469.89	\$4,698.87	\$1,463.25	\$1,432.91	\$1,432.91	\$14,329.06	\$19,027.93
Fringe	\$969.10	\$758.97	\$216.01	\$216.01	\$2,160.09	\$5,421.35	\$677.67	\$677.67	\$6,776.69	\$8,936.78
Indirect	\$307.47	\$240.80	\$68.53	\$68.53	\$685.33	\$1,918.51	\$239.81	\$239.81	\$2,398.14	\$3,083.47
Other	\$1,722.77	\$1,349.23	\$384.00	\$384.00	\$3,840.00	\$3,328.00	\$416.00	\$416.00	\$4,160.00	\$8,000.00
Sub-Total	\$5,107.43	\$4,000.00	\$1,138.43	\$1,138.43	\$11,384.29	\$22,131.11	\$2,766.39	\$2,766.39	\$27,663.89	\$39,048.18
6200 - SERVICE										
Direct	\$2,728.35	\$0.00	\$341.04	\$341.04	\$3,410.43	\$9,146.78	\$1,143.35	\$1,143.35	\$11,433.48	\$14,843.91
Fringe	\$1,307.94	\$0.00	\$163.49	\$163.49	\$1,634.92	\$4,384.86	\$540.11	\$540.11	\$5,481.07	\$7,115.99
Indirect	\$485.25	\$0.00	\$60.66	\$60.66	\$606.57	\$1,626.82	\$203.35	\$203.35	\$2,033.52	\$2,440.09
Other	\$1,152.00	\$0.00	\$144.00	\$144.00	\$1,440.00	\$1,248.00	\$156.00	\$156.00	\$1,560.00	\$3,000.00
Sub-Total	\$5,673.54	\$0.00	\$709.19	\$709.19	\$7,091.92	\$16,406.46	\$2,050.81	\$2,050.81	\$20,508.07	\$27,599.99
6300 - AIR QUALITY/CONF.										
Direct	\$449.49	\$0.00	\$56.19	\$56.19	\$561.87	\$449.50	\$56.19	\$56.19	\$561.87	\$1,123.74
Fringe	\$215.48	\$0.00	\$26.94	\$26.94	\$269.36	\$215.48	\$26.94	\$26.94	\$269.35	\$558.71
Indirect	\$79.95	\$0.00	\$9.99	\$9.99	\$99.93	\$79.94	\$9.99	\$9.99	\$99.93	\$199.86
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-total	\$744.92	\$0.00	\$93.12	\$93.12	\$931.16	\$744.92	\$93.12	\$93.12	\$931.15	\$1,862.31
6400 - TRANSIT										
Direct	\$0.00	\$22,960.47	\$2,870.06	\$2,870.06	\$28,700.59	\$2,247.47	\$280.93	\$280.93	\$2,809.34	\$31,509.93
Fringe	\$0.00	\$8,741.22	\$1,092.65	\$1,092.65	\$10,926.52	\$1,077.41	\$134.68	\$134.68	\$1,346.76	\$12,273.28
Indirect	\$0.00	\$399.73	\$49.97	\$49.97	\$499.67	\$399.73	\$49.97	\$49.97	\$499.66	\$999.33
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total	\$0.00	\$32,101.42	\$4,012.68	\$4,012.68	\$40,126.78	\$3,724.61	\$465.58	\$465.58	\$4,655.76	\$44,782.54
6600-SPECIAL STUDIES										
Direct	\$6,103.63	\$0.00	\$762.95	\$762.95	\$7,629.53	\$9,182.24	\$1,147.78	\$1,147.78	\$11,477.80	\$19,107.33
Fringe	\$2,926.00	\$0.00	\$365.75	\$365.75	\$3,657.50	\$4,401.85	\$550.23	\$550.23	\$5,502.31	\$9,159.81
Indirect	\$1,085.57	\$0.00	\$135.70	\$135.70	\$1,356.97	\$1,633.12	\$204.14	\$204.14	\$2,041.40	\$3,398.37
Other	\$88,624.00	\$0.00	\$11,078.00	\$11,078.00	\$110,780.00	\$95,895.20	\$11,986.90	\$11,986.90	\$119,869.00	\$230,649.00
Sub-Total	\$98,739.20	\$0.00	\$12,342.40	\$12,342.40	\$123,424.00	\$111,112.41	\$13,889.05	\$13,889.05	\$138,890.51	\$262,314.51
6900 - ADMINISTRATION										
Direct	\$5,817.51	\$1,855.57	\$971.63	\$971.63	\$9,716.34	\$10,272.72	\$1,284.09	\$1,284.09	\$12,840.90	\$22,557.24
Fringe	\$2,567.96	\$863.22	\$428.90	\$428.90	\$4,289.98	\$4,636.45	\$579.56	\$579.56	\$5,795.56	\$10,084.54
Indirect	\$675.54	\$227.09	\$112.83	\$112.83	\$1,128.29	\$1,358.53	\$169.82	\$169.82	\$1,698.16	\$2,826.45
Other	\$12,357.88	\$4,154.12	\$2,064.00	\$2,064.00	\$20,640.00	\$17,888.00	\$2,236.00	\$2,236.00	\$22,360.00	\$43,000.00
Sub-Total	\$21,418.89	\$7,200.00	\$3,577.36	\$3,577.36	\$35,773.61	\$34,155.70	\$4,269.46	\$4,269.46	\$42,694.62	\$78,468.23
TOTAL	\$154,300.16	\$51,066.22	\$25,670.79	\$25,670.79	\$256,707.96	\$235,298.84	\$29,412.36	\$29,412.36	\$294,123.55	\$550,831.51

Section VII – Public Participation Process

HEPMPO understands the importance of the public participation process and is committed to providing easy access to the Unified Planning Work Program and timely notice of upcoming events and decision-making meetings of its governing board (Interstate Council). The UPWP provides key information that the public will need to make more informed contributions to the metropolitan transportation planning process.

In accordance with the approved Public Participation Plan, a review and comment period of at least 30 days will be open prior to Interstate Council consideration of a new UPWP. The Interstate Council will review all comments received prior to adoption.

In addition, revisions to the UPWP will have a minimum 14-day public comment period prior to Interstate Council meeting where said revisions will be considered.