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# **Clarksville Urbanized Area Metropolitan Planning Organization**

## **FY2024-FY2025 UNIFIED PLANNING WORK PROGRAM**

October 1, 2023 – September 30, 2025

Federal Project (TN) No. SPR-PL-3M(420)

Federal Project (KY) No. 0023025

Federal Project (KY) No. **KY-2021-030-00**



Website location of 2024-2025 UPWP: <http://www.cuampo.com/plansReports.php>

## **Federal Fiscal Year 2024-2025**

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## PUBLIC INVOLVEMENT

In an effort to allow the involvement of the public in the formulation of the FY2024-FY2025 UPWP the following guidelines were utilized: Publication of meetings in general circulation newspapers as well as a locally distributed Spanish newspaper; The availability of the Draft document at numerous public buildings within the region; The opportunity to participate during the public involvement period which ran from July 10, 2023 through August 9, 2023; In addition, the MPO web site was available for electronic comments to be supplied. No public comments were received. The document was adopted August 10, 2023 with a public comment period from July 10, 2023 through August 9, 2023.

This report was prepared in cooperation with and funded by the U.S. Department of Transportation (Federal Highway and Federal Transit Administrations), Kentucky Transportation Cabinet, Tennessee Department of Transportation, the City of Clarksville, and Montgomery County, Tennessee.

### **Assurance of Non-Discrimination:**

It is the policy of the Clarksville Urbanized Area Metropolitan Planning Organization, the Clarksville/Montgomery County Regional Planning Commission, a recipient of federal funds through the Federal Highway Administration and the Federal Transit Administration, not to discriminate on the basis of age, race, sex, religion, color, national origin or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. For ADA (disability) inquiries contact Jill Hall or Stan Williams by phone at (931) 645-7448. Please provide 48 hours' notice for request for service.

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## TABLE OF CONTENTS

Resolution 2023-05.....	<i>i</i>
Acronym List.....	<i>ii</i>
<b>1. INTRODUCTION.....</b>	<b>1</b>
<b>A. Metropolitan Planning Area (MPA).....</b>	<b>2</b>
<b>B. MPO Adjusted Urbanized Area.....</b>	<b>3</b>
<b>C. MPO Organization.....</b>	<b>4</b>
<b>D. Public Participation.....</b>	<b>6</b>
<b>E. Administrative Modification and Amendments.....</b>	<b>6</b>
<b>F. FAST Act/MAP-21 Planning Factors.....</b>	<b>7</b>
<b>G. FHWA/FTA Planning and Emphasis Areas .....</b>	<b>10</b>
<b>H. Statewide Planning Priorities.....</b>	<b>13</b>
<b>I. Regional Planning Priorities.....</b>	<b>13</b>
<b>J. Cooperative Development of the UPWP.....</b>	<b>15</b>
<b>K. Status of Core Documents and Transportation Performance Management Dates....</b>	<b>16</b>
<b>L. Environmental Justice, Title VI, and ADA Participation.....</b>	<b>16</b>
<b>M. UPWP Development and Adoption.....</b>	<b>18</b>
<b>N. Funding Sources for Planning Activities.....</b>	<b>19</b>
<b>O. Programming Non-CPG Federally Funded Planning Activities.....</b>	<b>21</b>
<b>P. Annual Reporting of Performance and Expenditures.....</b>	<b>21</b>
<b>Q. Work Program Overview.....</b>	<b>21</b>
<b>2. WORK TASK.....</b>	<b>22</b>
<b>I. Program Administration.....</b>	<b>22</b>
<b>II. Data Collection, Maintenance and Analysis.....</b>	<b>26</b>
<b>III. Short Range Planning.....</b>	<b>29</b>
<b>IV. Long Range Planning.....</b>	<b>31</b>
<b>V. Multimodal Planning.....</b>	<b>38</b>
<b>VI. Special Studies.....</b>	<b>41</b>
<b>3. FINANCIAL SUMMARY.....</b>	<b>43</b>
<b>4. BUDGET TABLES</b>	
Table 1 – FY2024/2025 Authorized Planning Funds.....	<b>44</b>
Table 2 – FY2024/2025 Funding Sources by Task .....	<b>45</b>
Table 3 – FY2024/2025 Funding Sources by Agency .....	<b>46</b>
Table 4 – FY2024/2025 Estimated Staff Hours.....	<b>47</b>
<b>5. AGREEMENTS</b>	
TDOT, KYTC, City of Clarksville, MPO Memorandum of Agreement.....	<b>48</b>
Clarksville MPO and CTS Agreement.....	<b>52</b>

**RESOLUTION 2023-05**

**APPROVING THE FINAL  
FY2024-FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP)  
OF THE CLARKSVILLE URBANIZED AREA  
METROPOLITAN PLANNING ORGANIZATION (MPO)**

**WHEREAS**, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Clarksville Urbanized Area; and

**WHEREAS**, Title 23 USC, Section 134, the Federal Urban Mass Transportation Act of 1964 as amended, and 23 CFR part 420 Subpart A, requires the preparation of a UPWP in areas involved in urban planning;

**WHEREAS**, the Clarksville Urbanized Area MPO is the organization designated by the Governor as the MPO and has therefore, prepared a UPWP to define the scope of work necessary to meet the needs of this region; and

**WHEREAS**, the UPWP identifies funding sources and transportation planning activities to be undertaken by local, regional, and state agencies for the Clarksville Urbanized Area during FY2024 through FY2025; and

**WHEREAS**, the FY2024-FY2025 UPWP was developed in cooperation with the Tennessee Department of Transportation (TDOT), the Kentucky Transportation Cabinet (KYTC) and Clarksville Transit System (CTS); and

**WHEREAS**, the format and content of the document strives to address the specific comments that the Federal Highway Administration, Federal Transit Administration, TDOT and KYTC had provided; and

**WHEREAS**, members of the MPO's Technical Coordinating Committee agree that the UPWP will effectively advance the transportation planning program in FY2024 and FY2025; and

**NOW THEREFORE BE IT RESOLVED**, that the MPO's Executive Board approves the FY2024-FY2025 Unified Planning Work Program of the Clarksville Urbanized Area at its meeting on August 10, 2023.

**RESOLUTION APPROVED:**

**Authorized Signature:**

A handwritten signature in black ink, appearing to be 'Joe Pitts', written over a horizontal line.

Mayor Joe Pitts, Chairman  
Executive Board



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## ACRONYM LIST

ADA	Americans with Disabilities Act (ADA) of 1990
BIL	Bipartisan Infrastructure Law
CAA/CAAA	Clean Air Act or Clean Air Act Amendments
CEQ	Council on Environmental Quality
CFR	US Code of Federal Regulations
CHAF	Continuous Highway Analysis Framework
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMCRPC	Clarksville-Montgomery County Regional Planning Commission
CRITS/ITS	Clarksville Regional Intelligent Transportation System
CTS	Clarksville Transit System
CUAMPO	Clarksville Urbanized Area Metropolitan Planning Organization
EJ	Environmental Justice
EPA/USEPA	United States Environmental Protection Agency
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
IAC	Interagency Consultation (Committee)
IJA	Infrastructure Investment and Jobs Act
KY	Kentucky
KYTC	Kentucky Transportation Cabinet
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MTP	Metropolitan Transportation Plan
MOA	Memorandum of Agreement
MOVES	Modeling Vehicle Emission Software
MPO	Metropolitan Planning Organization
MPA	Metropolitan Planning Area
MSA	Metropolitan Statistical Area
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NHPP	National Highway Performance Program
NHS	National Highway System
NOx	Nitrogen Oxide
OM	Operations and Maintenance
PD	Project Development
PEAs	Planning Emphasis Areas
PEL	Planning and Environmental Linkages
PIF	Project Information File
PP	Participation Plan
PL-112	FHWA Section 112 Planning Funds
PTASP	Public Transportation Agency Safety Plan
PM	Performance Measure
RTA	Regional Transportation Authority
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
Sec 5303	FTA Section 5303 Technical and Planning Funds
SHIFT	Strategic Highway Investment Formula for Tomorrow
SHRP	Strategic Highway Research Program
SPR	FHWA State Planning and Research Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TA	Transportation Alternative
TAZ	Traffic Analysis Zone
TCC	Technical Coordinating Committee
TDM	Travel Demand Management
TDOT	Tennessee Department of Transportation
TIP	Transportation Improvement Program
TN	Tennessee
TAM	Transit Asset Management
TSMO	Transportation System Management and Operation
UPWP	Unified Planning Work Program
UROP	Urban Operating Assistance Program
UZA	Urbanized Area
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compounds
VPI	Virtual Public Involvement
YOE	Year of Expenditure

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## I. INTRODUCTION

The Unified Planning Work Program (UPWP) documents the proposed use of FHWA planning and research funds [23 CFR 420.111] through transportation planning priorities and work task for the Clarksville Urbanized Area Metropolitan Planning Organization (MPO) for Fiscal Year 2024-2025 (FY2024-FY2025), beginning October 1, 2023 and ending September 30, 2025.

On November 15, 2021 President Biden signed the Infrastructure Investment and Jobs Act (IIJA) into Law. It is known as the Bipartisan Infrastructure Law (BIL) and is the largest long-term investment in the U.S. infrastructure and competitiveness. It provides \$350 billion investment in highway programs spread over five years from FY2022-FY2026. Preparation of the UPWP is required by the IIJA Section 11206 and the Metropolitan Planning Regulations 23 CFR 450.308 of the United States Department of Transportation. Under the BIL 2.5% of the PL funds are required to be spent on Complete Streets. The BIL defines Complete Streets standards or policies as those which ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

The UPWP is developed in cooperation, through consultation and review with federal, state, and local government agencies; and with adherence to the Bi-State Agreement with Tennessee Department of Transportation (TDOT), Kentucky Transportation Cabinet (KYTC) and the City of Clarksville for the Clarksville Transit System (CTS); to align with national, state, and regional planning priorities. The UPWP presents a continuing, cooperative, and comprehensive approach to transportation planning within the MPO area. The UPWP has been prepared in an effort to address specific federal, state and local agency requirements and to advance transportation initiatives within the MPO area. The MPO met and discussed the needs with local officials and CTS prior to the development of the UPWP in order to include any needed studies or additional data/information to improve the transportation system in the MPO area and regional needs. The MPO better understands the current needs for the area through the modeling, data collected, and input from several meetings and conference calls with CTS, stakeholders, TDOT, KYTC, FHWA, FTA and the public during the development of the 2045 MTP and the ongoing development of the 2050 MTP.

The MPO strives to make transportation decisions through performance-based planning, the planning factors and performance measure targets when developing the work tasks and the financial amounts to be included in the UPWP. The MPO has incorporated the planning priorities, planning factors, and performance measures into the document, and insured all documents are fiscally constrained. The UPWP, prepared biennially, is one of four main documents the MPO staff is required to develop and maintain for its planning area. The other key documents are the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Participation Plan (PP). The MTP is a comprehensive, multimodal blueprint for transportation systems and services that seeks to meet the mobility needs of the MPO area through the next 20+ years [23 CFR 450.324]. It is updated every five (5) years with the corresponding Conformity Determination Report is updated every four (4) years [23 CFR 940]. The TIP is a capital improvement program developed cooperatively by local and state transportation entities that includes a list of multi-modal

transportation projects. It serves as a short-term programming document that covers four (4) years of funded transportation projects [23 CFR 450.326]. It is updated every four (4) years and contains the self-certification [23 CFR 450.336]. The PP describes the MPO's various public outreach activities to ensure that all members of the public are given the opportunity to participate in the metropolitan transportation planning process as required by 23 CFR 450.316.

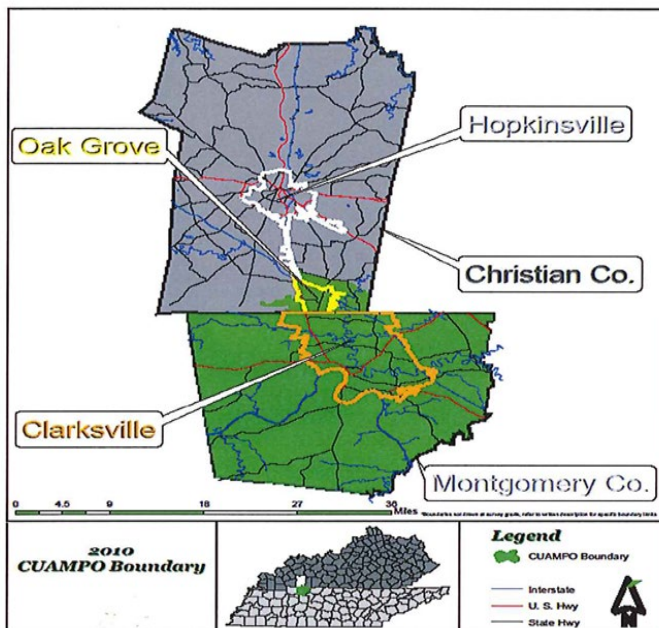
The UPWP for FY2024-FY2025 contains specific activities and projects associated with regional transportation planning as well as day-to-day operations of the MPO. The UPWP is divided into six program tasks:

- 1) Program Administration
- 2) Data Collection, Maintenance and Analysis
- 3) Short Range Planning
- 4) Long Range Planning
- 5) Multimodal Planning
- 6) Special Studies

Each program task provides information for each planning activity and includes the task goal, the agency responsibility, the previous work, the end product, the work schedule and budget. These program task include more detailed descriptions of transportation planning initiatives, programs and products that guides the MPO toward their goals and objectives for each fiscal year.

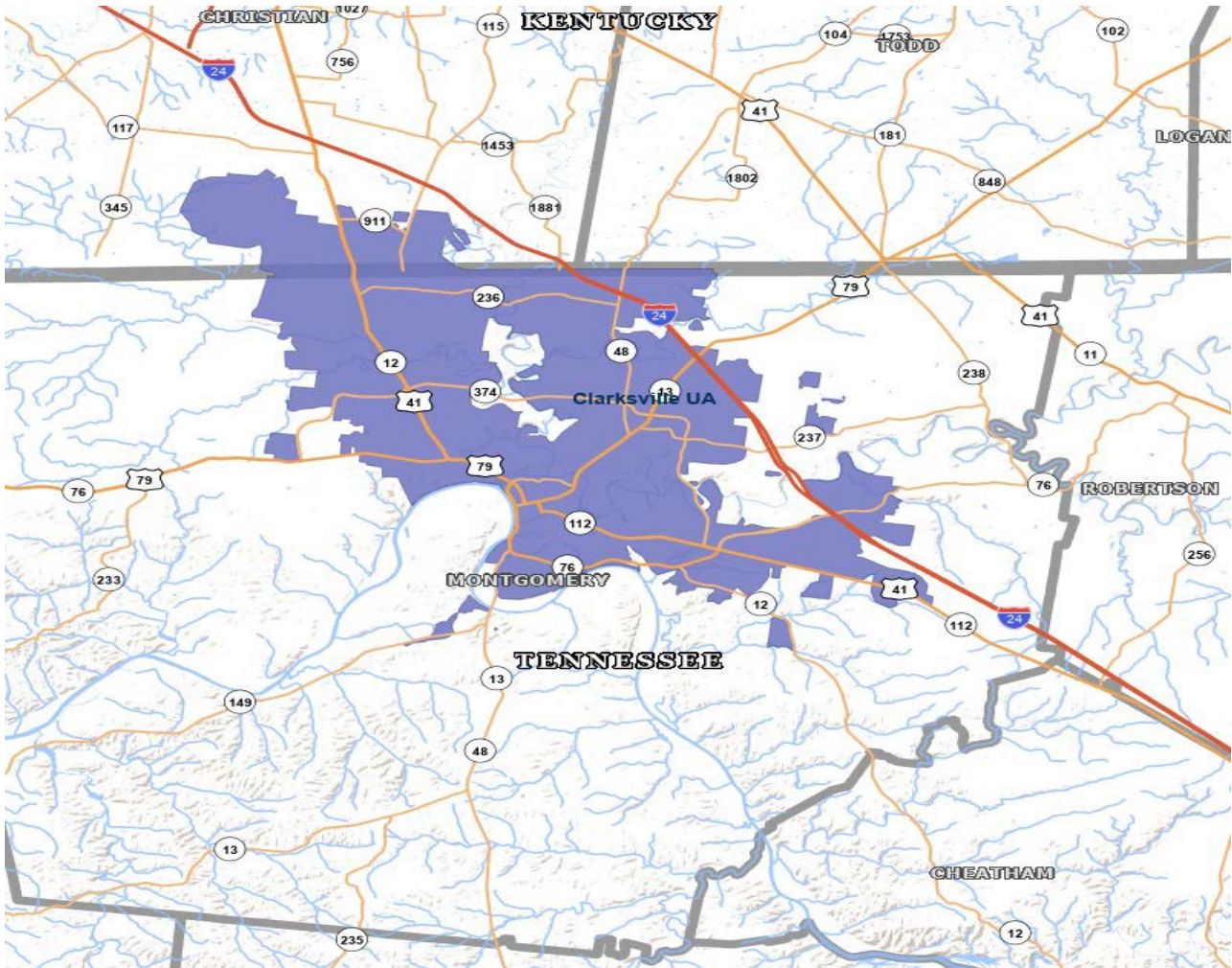
#### **A. METROPOLITAN PLANNING AREA (MPA) [23 CFR 450.306(b)]**

The planning area of the Clarksville MPO, shown below, comprises a total of approximately 581.2 square miles. Of which: 544.4 square miles incorporate Clarksville and Montgomery County, Tennessee; approximately, 10.6 square miles of Oak Grove; 25 square miles of portions of Ft. Campbell Military Reserve and Christian County and 1.2 square miles of Hopkinsville, Kentucky.



## B. MPO URBANIZED AREA

The 2020 Census showed a population increase of 26.6% for the MPO urbanized area with a population of 200,947 people. The Clarksville MPO has been designated as a Transportation Management Area (TMA) per 88 FR 36637. The 2020 Census designated an urbanized area of 113.10 square miles within the MPO planning area. The map below shows the urbanized area in purple based on the 2020 Census.



## C. MPO ORGANIZATION [23 CFR 450.310(d)]

The Clarksville MPO is a bi-state, multi-jurisdictional entity that is comprised of local governments within the Clarksville-Oak Grove area, which is federally mandated to carry out the transportation planning process. The MPO is led by an Executive Board, which is the policy board of the MPO, a technical committee that provides recommendations to the Executive Board, and a professional MPO staff. The MPO staff consists of a MPO Director and a Planner.

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The MPO staff is housed within the Clarksville-Montgomery County Regional Planning Commission and is responsible for all planning and administrative functions of the MPO. The Clarksville Transit System (CTS) is also an important entity within the MPO area and performs various transit planning related work tasks within the MPO area. Specific MPO and CTS staff and their responsibilities are indicated in each work task described in the UPWP.

The MPO Executive Board consists of the following nine (9) elected and appointed officials representing state and local governments:

- Commissioner - Tennessee Department of Transportation (TDOT)
- Secretary - Kentucky Transportation Cabinet (KYTC)
- County Mayor - Montgomery County, Tennessee
- Mayor - City of Clarksville, Tennessee
- County Judge Executive - Christian County, Kentucky
- Mayor - City of Hopkinsville, Kentucky
- Mayor - City of Oak Grove, Kentucky
- Executive Director - Greater Nashville Regional Council
- Director- Clarksville Transit System

In addition, there is representation from the Federal Highway Administration (TN and KY Divisions) and Federal Transit Administration as ex officio (non-voting) members.

The Technical Coordinating Committee (TCC), which is comprised of a diverse group of transportation professionals, advises the Executive Board members on all aspects of the planning process. The TCC includes engineers, transportation and land use planners, from Federal, State and Local agencies, as well as representatives from the transit, air, bicycle / pedestrian, and rail industries. Member agencies of the TCC include:

Clarksville Street Department

KY Division for Air Quality

Clarksville Transit System

City of Oak Grove, KY

Tennessee Department of Transportation

Christian Co., KY

Federal Highway Administration

Hopkinsville-Christian Co Planning Commission

Montgomery Co. Highway Department

John F. Outlaw Field

Clarksville-Montgomery Co RPC

Bicycle/Pedestrian

Pennyrile Area Dev. District, KY

Kentucky Transportation Cabinet

Environmental Protection Agency

Fort Campbell Military Reservation

TN Dept. of Env. & Conservation

R.J. Corman Railroad Company

Federal Transit Administration

Greater Nashville Regional Council

Mid-Cumberland HRA



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The MPO is bound by its operating procedures, which are documented in the MPO's Transportation Planning Prospectus and the MPO's By-Laws. The Prospectus includes a brief history of the Clarksville MPO, a listing of Executive Board and TCC members, and operating procedures. Periodically, the Prospectus is revised to ensure the region maintains a continuous and comprehensive transportation planning process. The Prospectus and By-Laws are available on the MPO's web page at [www.cuampo.com](http://www.cuampo.com).

#### **D. PUBLIC PARTICIPATION [23 CFR 450.316]**

By federal legislation, MPOs are required to include provisions in the planning process to ensure the involvement of the public in all phases of the formulation of plans, Unified Planning Work Programs, and Transportation Improvement Programs. The MPO has an approved Participation Plan (PP), which documents the process and procedures of the MPO for informing local residents, businesses, and officials of the MPO's regional planning efforts and how the MPO seeks meaningful input into the transportation planning process. The MPO in cooperation with TDOT, KYTC, TCC, local jurisdictions, and the Clarksville Transit System guides the preparation of the UPWP. The MPO solicits input from the TCC and stakeholders on future studies and planning needs for inclusion into the UPWP. After the draft UPWP has been developed, the UPWP is made available for public review, input and comments prior to consideration by the MPO Executive Board. The MPO gives a fourteen (14) day notification prior to meetings for the adoption, amending, or modifications of the UPWP. Any comments made during a public or a virtual public meeting or public review period are recorded and addressed before the UPWP is adopted. The MPO makes any necessary revisions to the draft UPWP based on citizen comments received during the 14-day review period. If the revised UPWP is significantly different from the original draft under reviewed, then the revised UPWP will have an additional 7-day public review period for public comments. Any changes to the UPWP must be approved by the FHWA. The PP further describes the techniques used to encourage participation of the public for the UPWP.

#### **E. ADMINISTRATIVE MODIFICATION AND AMENDMENTS OVERVIEW**

Revisions to the UPWP are in the form of an administrative modification or an amendment. An administrative modification can be handled administratively between the MPO and TDOT and/or KYTC. The administrative modification is forwarded on to the respective FHWA or FTA for their records.

An amendment is reviewed by the Technical Coordinating Committee, presented to and adopted by the Executive Board, and then sent with the resolution to TDOT and/or KYTC for review. The amendment is then forwarded on to the respective FHWA or FTA office for approval. 2 CFR 200 requires prior approval from FHWA for budgetary and programmatic changes to work programs such as the UPWP. Below is a list of changes that require an amendment.

- Addition of funding to the UPWP;
- Modifying the scope of the UPWP;

- 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 revisions may be performed by administrative modification.

All revisions to the UPWP are included in the Performance and Expenditures Report.

## F. IJJA/FAST ACT PLANNING FACTORS [23 CFR 450.306]

IJJA/FAST ACT focuses on developing a performance and outcome based federal transportation program. This includes the development and use of performance measures, target setting, performance reporting and transportation investments that support the achievement of performance targets. These components ensure the achievement of transportation system performance outcomes. The Secretary, in consultation with States, MPOs, and other stakeholders, established performance measures for pavement conditions and performance for the Interstate and National Highway System (NHS), bridge conditions, injuries and fatalities, traffic congestion, on-road mobile source emissions, and freight movement on the Interstate System.

IJJA/FAST ACT creates a streamlined, performance-based, multimodal program to address the many challenges facing the US transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment and reducing delays in project delivery.

The MPO incorporates the ten planning factors from the IJJA/FAST ACT as its guiding principles for transportation decision making, along with performance-based planning and associated targets. The MPO has established a set of goals to guide future transportation decisions in the region based upon the planning factors.

The goals are:

1. Enhance and maintain an efficient, safe and secure highway and street network.
2. Manage the local thoroughfare system to minimize congestion.
3. Promote use of alternative transportation modes.
4. Improve transit service and accessibility for all citizens.
5. Develop an integrated multi-modal transportation system that serves the needs of both passenger and freight traffic.
6. Develop a transportation system that preserves the natural and cultural environment.
7. Maintain and enhance the region's economic vitality.

The following ten planning factors are considered in developing transportation plans and studies:

1. **Economic Vitality** - Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
  - Transportation performance management

- Economic development
- Financial planning and forecasting
- Multimodal and intermodal freight planning and performance
- Public private partnerships
- Strategic Highway Research Program (SHRP)
- Every Day Counts (EDC)

The MPO obtains input from the private sector on what projects are most important to their industry freight/distribution system and focuses on freight initiatives for efficient movements of goods in, out, and through the region's transportation network. The MPO encourages the coordination of land use and transportation planning to ensure that existing and future industrial, commercial and housing concentrations have adequate transportation connections to preserve the quality of life in surrounding areas. The MPO works with transit providers, CTS and RTA, to provide better access to the region's employment clusters, particularly for low-income residents.

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

- Transportation safety planning and performance measure

TDOT and KYTC make available crash and fatality data to the MPO for use in transportation planning and project selection. The MPO works with TDOT to perform safety audits in response to problem areas identified through the analysis of the safety data. The MPO will continue to coordinate with TDOT and KYTC on the effective use of safety data, including supporting TDOT and KYTC safety performance measure targets.

3. **System Security** - Increase the security of the transportation system for motorized and non-motorized users.

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

The MPO has purchased GoToMeet software to provide virtual public involvement (VPI) for virtual meetings and electronic engagement efforts with the public and stakeholders. The MPO staff have office iPad to take home during unforeseen emergencies, to ensure the MPO work continues without interruptions. The MPO development of a Continuity of Operations Plan to ensure the continuity of essential office functions should a major event or emergency occur. The MPO coordinates with local jurisdictions to provide input on regional traffic flow and proposed transportation improvements to support operations and maintenance, incident management activities, and the development of disaster and hazard mitigation plans.

4. **Accessibility & Mobility** - Increase accessibility and mobility options available to people and for freight.

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



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The MPO, through a consultant, updated the Travel Demand Model for the 2050 MTP. The Travel Demand Model/Management identifies opportunities to reduce vehicle trips, improve travel time and system performance. The evaluation of land use, economic and urban development activities on the existing transportation system is an on-going process with local agencies to encourage access management. The MPO is in the process of hiring a consultant to prepare an update to the Comprehensive Operational Analysis for CTS. The MPO has developed their own ADA Transition Plan and has encouraged and assisted local governments within the MPO area in developing and implementing an ADA Transition Plan.

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

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

During the development of the 2045 MTP, the MPO performed a Title VI analysis as well as an air quality analysis. Multimodal access, potential health impacts, air quality and land use were taken into consideration and studied during the development of the MTP. The MPO works with the Regional Planning Commission on development/land use within the MPO area. The MPO promotes pedestrian and bicycle facilities and transit during project evaluations, and provides support activities and education to reduce ozone levels. Throughout the development of the MTP, the MPO promoted a multimodal transportation system by a detail analysis of each mode of transportation.

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

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

The MPO with CTS are in the process of hiring a consultant to do an update to the Comprehensive Operational Analysis performed on the transit system to provide a detail of current needs and improvements; a park and ride is available at Exit 11 for the Nashville commuter bus service; a transit transfer relocation study has been performed and CTS's Strategic Plan. CTS's planning is based on the recommendations and information provided from the COA, the 2045 MTP, the transfer relocation study and CTS's Strategic Plan. The MPO will continue to include the movement of freight as an important part of the transportation system and participate in TDOT's Regional Freight Advisory Committee. Through the development of the 2045 MTP the MPO promoted and strived for a multimodal transportation system. The City of Clarksville has developed the Clarksville 2020+ Transportation Plan as a guide for a multimodal transportation infrastructure system.

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7. **System Management and Operation** - Promote efficient system management and operation.

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

In cooperation with TDOT/KYTC the Clarksville Regional Intelligent Transportation System (ITS) Architecture has been updated in 2020, through the use of consultant, to support future ITS projects. This will assist with monitoring and managing the transportation system with strategies such as signal synchronization. The MPO/KYTC encourages the use of the WAZE app for real time updates of road congestion and accidents. The 2045 MTP evaluates the needs and efficiency of the transportation network and identifies proposed operational and capital improvements. The 2050 MTP development is in process.

8. **System Preservation** - Emphasize preservation of the existing transportation system.

- Asset management
- Pavement and bridge performance

The integration of performance measures defines pavement and bridge condition measures, along with minimum condition standards, target establishment, progress assessment and reporting requirements. The MPO supports the pavement and bridge performance measure targets developed by TDOT and KYTC. The development of the 2045 MTP provided an opportunity to incorporate maintenance and operations strategies into the planning process, including projects and programs such as pavement preservation, traffic signal maintenance, traffic management, roadway signs and pavement markings, equipment /facility maintenance, and ROW maintenance.

9. **Resiliency and Reliability [23 CFR 667]** - Improve the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation.

The MPO coordinates with local government departments to reduce natural disaster risks by assessing capital investments, identifying at-risk assets, evaluating approaches to system management with operations and maintenance that reduce the vulnerability of transportation infrastructure. Strategies such as scenario planning, corridor planning, and asset management plans give the region the ability to adapt to changing conditions and recover rapidly from disruptions due to extreme weather.

10. **Travel and Tourism** – Enhance travel and tourism.

The MPO identifies investments in transportation infrastructure which support regional travel and tourism, including greenways and waterways. The MPO works with local governments and agencies to coordinate traffic management for large events such as political and military events, concerts, and festivals that promote travel and tourism to the region.

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## G. FHWA/FTA PLANNING EMPHASIS AREAS

With the renewed focus on transportation planning brought about by MAP-21 and continued with the FAST Act and the new IIJA, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly issued Planning Emphasis Areas (PEAs). These topical areas are meant to provide emphasis to planning topics where FHWA and FTA want States and MPOs to focus their respective planning work programs. Below are the topic areas and actions to be taken by the MPO to implement them.

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future:

Federal agencies are working with State DOTs, MPOs and transit providers to ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change.

The MPO will support the federal agencies resilience plans and assess climate vulnerabilities and risks on the current infrastructure in the MPO area. The MPO will work to identify barriers to and opportunities for deployment of fueling and charging infrastructure; evaluate opportunities to reduce greenhouse gas emissions, shift to lower emission modes of transportation; and identify transportation system vulnerabilities to climate change impacts and evaluate potential solutions.

2. Equity and Justice 40 in Transportation Planning – refers to the distribution of impacts and whether that distribution is considered fair and appropriate. The goal is to advance racial equity and support underserved and disadvantaged communities. The Justice40 Initiative aims to deliver 40 percent of the overall benefits of federal investments in climate and clean energy, including sustainable transportation, to disadvantaged communities.

The MPO collects data on demographics including race and income during the development of the MTP through the Travel Demand Model. Project decisions are based on the data provided to make sure there is not a negative impact in the EJ areas. The MPO will review/develop strategies to improve infrastructure for non-motorized travel, public transportation service in underserved communities; plan for the safety of all road users; and target demand response service towards areas with higher concentration of older adults and those with poor access to essential services.

3. Complete Streets - Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists, micro-mobility users, freight delivery services, and transit riders of all ages and abilities. Complete Streets should also include

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pedestrian facilities, safe transit stops, safe crossing opportunities, and safe bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. A complete street is safe, and feels safe, for everyone using the street. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment.

The MPO will work with States and local agencies and spend at least 2.5% of the PL funds on data collection on safety, complete street policy development and practices, and the incorporation in the 2050 MTP. This includes the MPO reviewing current policies, rules, and procedures to determine their impact on safety for all users.

4. Public Involvement (including VPI) – Public involvement is a critical component in the transportation decision making process, allowing for meaningful consideration and input from interested individuals. Virtual public involvement supports agencies’ efforts to engage the public more effectively by supplementing face-to-face information sharing with technology. The MPO included the VPI in their 2020 Participation Plan. The integration of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people.

The MPO meetings are held virtually and in person and will continue in this format so more will be able to participate. It’s important to have both VPI and in person meeting attendance for the overall public involvement to ensure continued public participation by individuals without access to computers and mobile devices.

5. Strategic Highway Network (STRAHNET)/Department of Defense (DOD) Coordination – STRAHNET is a designation given to roads that provide defense access, continuity, and emergency capabilities for movements of personnel and equipment. It includes routes and connectors, to connect individual installations to the routes. The MPO works with Ft. Campbell military installation’s planning department in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to the military installation; and the air quality departments, in order to improve collaboration and coordination, performance management and project delivery. The MPO understands the importance of identifying traffic safety issues, bridge capabilities, pavement conditions and congestion issues on military routes and connectors.
6. Federal Land Management Agency (FLMA) Coordination – The coordination with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and public roads and transportation services that connect to Federal Lands. Four agencies administer 617.5 million acres of the federal land: the Forest Service in the Department of Agriculture, and the Bureau of Land Management, Fish and Wildlife Service, and National Park Service, all in the Department of the Interior. The MPO Coordinates with each of these stakeholders during the development of the MTP and the TIP.

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7. Planning and Environmental Linkages (PEL) – represents an approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process; and uses the information, analysis, and products developed during planning to inform the environment review process and carry them through project development, design, and construction. This results in transportation programs and projects that serve the community’s transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. The MPO takes into consideration PEL during the initial planning and NEPA process and will continue with the PEL throughout the project development.
  
  8. Data in Transportation Planning - Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision making at the State, MPO, regional, and local levels for all parties. The MPO will work the States, regional agencies, and local governments in the development of data sharing principles and data management to assist each other in data needs and efficiency.

## **H. STATEWIDE PLANNING PRIORITIES**

The MPO works in cooperation with TDOT and KYTC to ensure that each states’ statewide planning priorities are incorporated into the planning efforts of the MPO. The list below applies to both state agencies

1. Carbon Reduction Program

The BIL establishes the Carbon Reduction Program (CRP), which provides funds for projects designed to reduce transportation emissions, defined as carbon dioxide (CO<sub>2</sub>) emissions from on-road highway sources. Each state is required to create a carbon reduction strategy by November 15, 2023. The carbon reduction strategy will identify local projects and strategies to reduce carbon emissions on and off-roadways within the MPA. The MPO will assist the local governments with CRP funding grant applications and opportunities. CRP funds can be used on a wide range of transportation emission reduction strategies including, but not limited to: funding public transportation projects; developing transportation alternative infrastructure, including the planning, construction and design of non-motorized forms of transportation like sidewalks, pedestrian walkways, bike lanes or trails, including bike share projects; traffic mitigation and control projects, such as electronic tolling, utilizing technology for capital improvements to create more efficient routes, replacing streetlights and traffic controls with energy-efficient alternatives and operation traffic monitoring technologies; and supporting alternative fuel vehicles including purchasing of the vehicles themselves or the construction of the equipment to power and maintain them.

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2. PROTECT Program

The BIL establishes the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Formula Program to help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure. Taking into account the effects of climate change and extreme weather on the current transportation infrastructure, the MPO will review projects to ensure resiliency is included in local projects. The MPO will assist the local governments with PROTECT grant opportunities.

3. Electric Vehicle Infrastructure

The BIL establishes a National Electric Vehicle Infrastructure Program (NEVI) to provide funding to States to strategically deploy electric vehicle (EV) charging infrastructure and to establish an interconnected network to facilitate data collection, access, and reliability. MPO will assist the local governments within the MPA with NEVI grant opportunities.

4. Transportation Planning Grants (TPGs)

The goals of Transportation Planning Grants (TPGs) are to assist local governments with planning efforts that define the transportation cohesiveness between multimodal transportation systems and local land use objectives that achieve the statewide transportation goals; aid with the creation of planning documents that support improvements in traffic flow, safety, and overall efficiency of the transportation system; and provide local governments with planning resources to achieve community visions as related to transportation and land use needs that promote future economic growth. The MPO will collaborate with the local governments in support of TPG applications that align with the planning activities of the MPO and TDOT, with safety as the number one priority. The TPGs typically fund plans such as: Complete Streets, Bicycle and Pedestrian, Transportation Systems Management & Operation, Corridor Study, Resurfacing and Striping, Community Mobility, as well as other multimodal and theme-based planning.

5. Virtual Public Involvement (VPI):

Virtual Public Involvement (VPI) continues to be a Federal and State planning priority for fiscal years 2024 and 2025. During any emergency or unforeseen situations, it is important that the MPO is able to carry out their responsibilities through virtual public involvement (VPI). FHWA has promoted VPI through the Every Day Counts (EDC) program and TDOT and KYTC has selected VPI activities as a Statewide Planning Emphasis Area. The MPO has updated the 2020 Participation Plan (PP) for virtual meetings, advertisement, and communication on-line. The MPO has purchased GoToMeet.com software to allow the MPO to hold virtual meetings and allow comments and discussions from the Board and the public. Updates to MPO plans, programs, bylaws the assessment of electronic engagement tools, and activities will integrate and reflect VPI utilization in the metropolitan planning area.

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## I. REGIONAL PLANNING PRIORITIES [23 CFR 450.306(a)]

Under 23 CFR 450.306(a) the MPO, in cooperation with the State and transit operators must develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.

The planning priorities for the region are intended to facilitate the development, management and operation of an integrated, intermodal transportation system that enables the safe, efficient, and economical movement of people and goods. The MPO TCC and Executive Board have identified the following regional priorities, which drive the planning activities for the FY2024-FY2025 UPWP.

- To work with the Clarksville Regional Planning Commission, Clarksville Economic Development Board, and the Pennyryle Area Development District to coordinate land use and to provide efficient transportation needs to new industry. The MPO staff meets with the agencies to discuss new developments and transportation needs for the area;
- To work with the Clarksville Transit System (CTS) to provide a safe transportation service for the residents and expand routes as needed to accommodate the growth. The MPO is under contract with Kimley Horn Consultants for the update of CTS's Comprehensive Operational Analysis (COA);
- To work with and encourage private industries and developers to participate in the development and maintenance of the roadway system;
- To work with TDOT and KYTC to widen and improve I-24 and state routes within the MPA;
- To develop a Complete Streets Policy with the participation of the Street Department, the County Highway Department, CTS in order to achieve a multimodal, efficient and effective regional transportation system.

The MPO addresses the planning priorities for the MPO area and the region by:

- Identifying the projects and programs needed to provide an efficient, effective and functional transportation system to serve all persons;
- Identifying and coordinating with the various public agencies that provide transportation facilities and services in the Clarksville region;
- Coordinating land use and transportation activities to ensure functional efficiency and a compatible and integrated relationship;
- Supporting and encouraging private enterprise participation in the development and maintenance of an efficient, effective regional transportation system.

The activities listed in the UPWP are driven by regional planning priorities identified through the development of the MTP. The MTP analyzed current environmental, land use, travel, and socioeconomic patterns to better understand the existing demand for transportation and future needs to provide a safe, well-maintained and multimodal transportation system. Regional planning priorities should support or improve safety, freight, commerce, congestion, connectivity, sustainable growth, and system preservation.

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The MPO has been designated as a TMA, and is preparing to meet the requirements over the next 18 months. The MPO area has seen a strong growth in population and industries in the past decade and expects the increased growth to continue. The MPO is located along I-24 and approximately 40 miles from Nashville. The significant growth in Nashville and in Clarksville increases the need for regional collaboration in planning. The MPO is housed with the Regional Planning Commission where land use in relations to access, congestion, and transportation needs are discussed and reviewed.

To ensure a regional approach to transportation planning the MPO promotes cooperation and coordination with transit agency (CTS), the MPO and state agencies in KY and TN. The MPO has entered into a Bi-State Memorandum of Agreement (MOA) [23 CFR 450.314] with TDOT, KYTC, and the City of Clarksville (Transit) to determine their mutual responsibilities in carrying out the metropolitan planning process. The MOA is under Section 5. Agreements, page 48. The MPO has updated the Clarksville Regional ITS architecture in 2020 [23 CFR 450.322] in collaboration with TDOT, KYTC and CTS. The MPO also updated their Agreement with CTS in 2023 and is shown under Section 5. Agreements, page 48.

The MPO takes into consideration the federal planning factors, the regional and state planning priorities, and performance measures in their planning activities and work program task.

Key Projects for Fiscal Years 2024-2025 include:

- Development of the 2026-2027 Unified Planning Work Program.
- Development of the 2024-2025 Performance and Expenditure Report
- The Obligation Report
- Development/adoption of the 2050 Metropolitan Transportation Plan and related Conformity Determination Report
- Title VI Study for the area selected for the relocation of the Transfer Center for CTS
- Development of the CTS COA
- Update documents and support States Performance Measure Targets
- Annual Title VI Report

## **J. COOPERATIVE DEVELOPMENT OF THE UPWP**

The Clarksville MPO develops its transportation plans and programs through continuous, cooperative, and comprehensive planning process, as required by FHWA pursuant to [23 CFR 450.306] and by FTA pursuant to [49 CFR 613.100]. The FY2024-FY2025 UPWP is developed in cooperation, through consultation, review and the development of the Bi-State MOA with Tennessee Department of Transportation (TDOT), Kentucky Transportation Cabinet (KYTC) and the City of Clarksville for the Clarksville Transit System (CTS), local governments officials to align with federal, state, and regional planning priorities. Through the development of the UPWP the MPO worked with TDOT, KYTC and CTS to ensure that these agencies had an equal voice into the development of the UPWP.



The MPO worked to integrate transportation demand management (TDM) in their planning process. Managing demand is about providing travelers, regardless of whether they drive alone, with travel choices, such as work location, route, time of travel and mode.

While Transportation Systems Management and Operations (TSMO) is an umbrella term for a set of strategies that includes Transportation Demand Management, it is helpful to focus on specific needs for integrating TDM into existing activities that are carried out under the transportation planning process by states, metropolitan planning organizations, and local agencies. TDM can be effectively integrated into the planning processes at all levels using an objectives-driven, performance-based approach that includes a process for setting specific, measurable objectives for TDM. In the broadest sense, demand management is defined as providing travelers with effective choices to improve travel reliability.

#### **K. STATUS OF CORE DOCUMENTS AND TRANSPORTATION PERFORMANCE MANAGEMENT DATES**

<b>Core Planning Document/Activity</b>	<b>Date of Last Adoption/Approval</b>	<b>Due Date of Next Adoption/Approval</b>
Metropolitan Transportation Plan (MTP)	Jan.17, 2019 / Feb.15, 2019	Jan.17, 2024 / Feb.15, 2024
Transportation Improvement Program (TIP)	Oct. 20, 2022 / June 21, 2023	Oct. 31, 2025/ Jan, 2026
Participation Plan (PP)	Oct.15, 2020	Document reviewed annually for update needs
Unified Planning Work Program (UPWP)	July 15, 2021 / Sept.30, 2021	July 2023 / Sept.30, 2023
Safety Performance Measure Targets	Oct 20, 2022 (annual)	January 18, 2024
Pavement & Bridge Condition Performance Measure Targets	Jan. 19, 2023 (updated mid-period; and every four years)	January 18, 2024
System Performance, CMAQ, & Freight Performance Measure Targets	Jan. 19, 2023 (updated mid-period; and every four years)	January 18, 2024
Transit Asset Management (TAM) Performance Measure Targets	July 13, 2022	Oct 1, 2024
Transit Safety Performance Measure Targets	July 13, 2022	July 30, 2024

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## L. ENVIRONMENTAL JUSTICE, TITLE VI, AND ADA PARTICIPATION

Environmental Justice (EJ) is paramount to the MPO. It is achieved by identifying and addressing disproportionately high and adverse human health and environmental effects, including interrelated social and economic effects of federal programs, policies and activities on minority populations and low-income populations.

The UPWP provides planning activities to provide Title VI assessment of transportation and transit projects as part of the annual Title VI reporting requirements. The Title VI assessment is a tool to evaluate outreach efforts to traditionally underserved populations to ensure those individuals receive equal access to transportation services.

Public notification of the meetings, actions on documents, and public input is critical to the success of the public involvement efforts. The MPO will specifically seek to include the participation of the traditionally underserved populations by offering extra measures to reach those individuals. The MPO mails notices of public meetings to churches and businesses within the environmental justice areas (i.e., daycares, groceries, laundromats and dry cleaners) in an effort to reach the traditionally underserved populations. Community leaders or representatives of those groups receive direct mail outs with the opportunity to participate. The notices are written in English and Spanish state upcoming meetings and the availability to comment on documents. Public meetings are held at the CUAMPO office, library or community centers, which are convenient to these populations in terms of walkability/bike ability and access to transit. Anyone can request to be added to the direct mailing list. Presentations to organizations that represent these segments of the population are available when requested.

The MPO office is an Americans with Disabilities Act (ADA) of 1990 compliant building and on an ADA compliant transit route. The MPO can provide accommodations to those with disabilities. It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 26; No person shall be excluded from participation in or be denied the benefits of, or by subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin. A translation service can be provided at the CUAMPO office if needed to accommodate non-English speaking populations.

Under 28 CFR 35.150: A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. The MPO holds public meetings in an ADA and transit accessible location. Since 2006 the Clarksville Street Department has reconstructed to compliance 57 miles of sidewalks and 575 curb ramps with an expenditure of \$12.1 million. The Street Department plans to have all sidewalks and curb ramps to be ADA compliant.

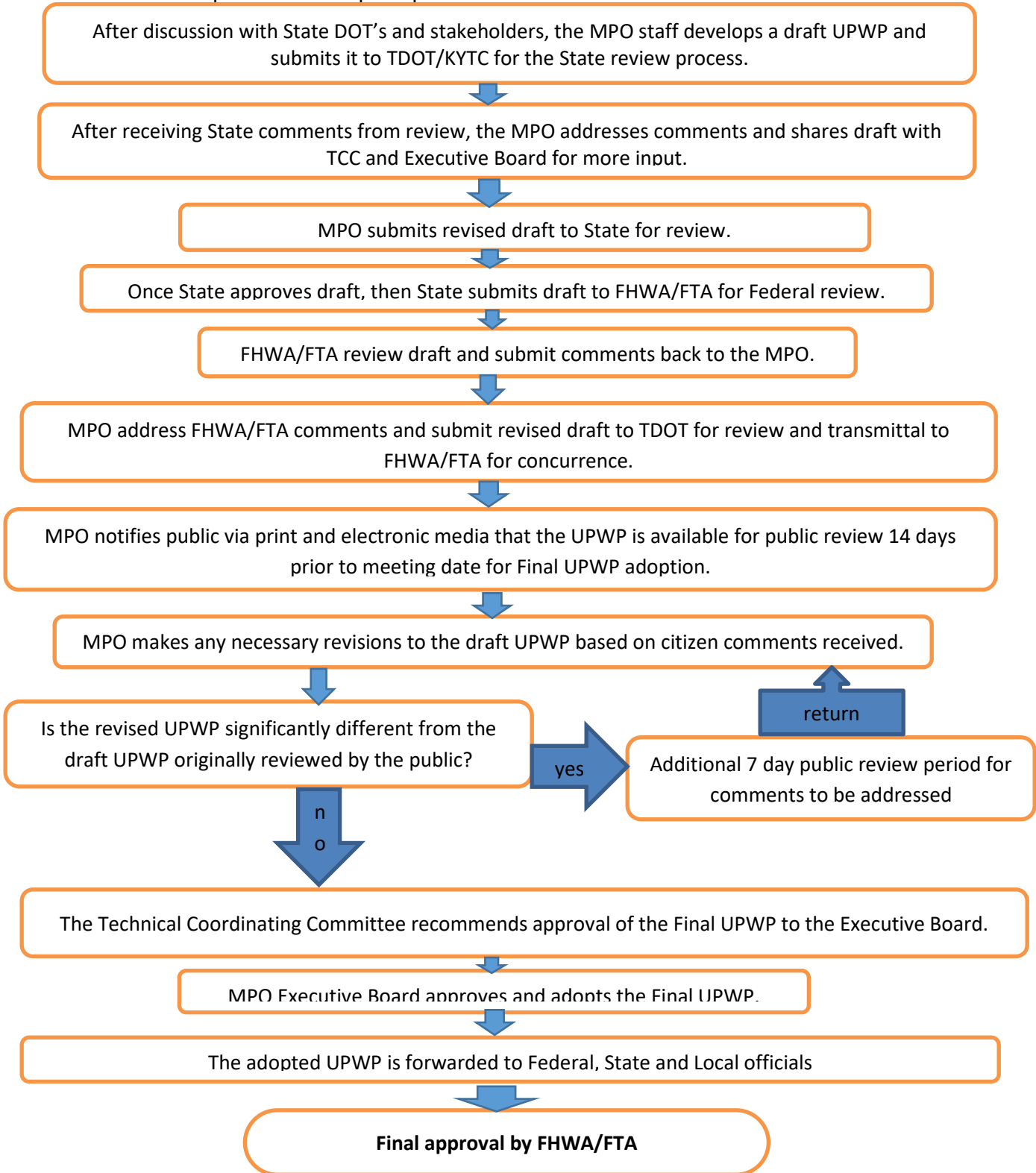
The Americans with Disabilities Act of 1990 requires public entities to ensure that pedestrian facilities within public right-of-way meet certain accessibility standards. 28 CFR 35.150 requires public entities with 50 or more employees to develop a Transition Plan if structural changes to facilities will be undertaken to achieve accessibility, and requires that these Transition Plans be made available for public inspection. The following is a list of public entities with control over public right-of-way within the MPO and have more than 50 employees:

- City of Clarksville
- Christian County
- Montgomery County

- City of Hopkinsville

### M. UPWP DEVELOPMENT AND ADOPTION

The development and adoption process of the UPWP described in flow chart below:



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## N. FUNDING SOURCES FOR PLANNING ACTIVITIES

The MPO receives an apportionment of FHWA Section 112 Metropolitan Planning (PL) funds and Federal Transit Administration (FTA) Section 5303 planning funds from TDOT and KYTC; and an apportionment of FHWA State Planning and Research (SPR) funds from TDOT.

TDOT participates in the Consolidated Planning Grant (CPG) Program, where 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 Department in accordance with [23 CFR 420.109]. The PL distribution formula gives each MPO a base amount plus an amount based on their 2020 Census Urbanized Area Population and the formula retains a small portion for TDOT to use for the benefit of all the MPOs. The distribution formula for the 5303 funds is based on each MPO's 2020 Census Urbanized Area Population.

The CPG combines FHWA and FTA (Section 112- PL and Section 5303, respectively) into a single grant at 80% federal, 5% state, and 15% local funding split. FTA Section 5303 funds are flexed to FHWA as PL funds and are administered through the CPG.

Funding types listed in the work program include [23 CFR 450.308(c)]

- FHWA Section 112 Metropolitan Planning funds: (also known as PL funds). The MPO's funds administered through TDOT and KYTC, which originated from FHWA, require a 15% local match, resulting in an 80% Federal/ 5% State Match/ 15% Local Match.
- State Planning & Research (SPR) funds: These are federal dollars administered by the TDOT's Long Range Planning Division for joint work with the Metropolitan Planning Organization (MPO) to establish the required administrative and technical procedures and prepare contractual agreements. In addition, the Long-Range Planning Division attend technical and policy board meetings, distribute information on Federal transportation planning guidelines and requirements, conduct seminars and work sessions, review the MPO's transportation planning studies and reports, and undertake general administrative activities. A 20% match is required, usually provided by TDOT.
- MPO SPR funds: These are federal dollars distributed by TDOT to the MPO for the boundary expansion and growth throughout all of Montgomery County. The 20% match is the local government's responsibility.
- FTA Section 5303 funds: These are federal funds designated for transit planning and research activities. TDOT has the FTA 5303 funds flexed from FTA to FHWA and are part of the Consolidated Planning Grant (CPG) contract at the 80%/ 5%/ 15%. Up to 80% federal funds can be used for a project. The remaining 20% match is divided between TDOT at 5% and local government at 15%. KYTC does not provide any portion of the remaining match and the local government pays the 20% match.

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## O. PROGRAMMING NON-CPG FEDERALLY FUNDED PLANNING ACTIVITIES

By October 2019, the FHWA Tennessee Division issued guidance to TDOT and the MPOs regarding the programming of STBG-funded planning activities in the planning work programs. This guidance also applies to residual 5303-funded planning activities, which must also be programmed in the planning work program. Federal authorization of any non-CPG federally funded transportation planning activities will be contingent upon programming of the activities in the UPWP.

- Surface Transportation Block Grant (STBG) funds: STBG funds may be authorized for planning activities in the planning work program. STBG funds require a 20% local match for the 80% of federal funds.
- Residual Section 5303 funds: These are federal funds designated for transit planning and research activities that were not spent during the year it was authorized and was rolled over. It is distributed with 80% federal funds/ 5% state funds/ 15% local funds.

## P. ANNUAL REPORTING OF PERFORMANCE AND EXPENDITURES

MPO performance and expenditure reports are required by TDOT and KYTC, in order for the states to monitor all activities performed by sub-recipients with FHWA planning and research funds per [23 CFR 420.117]. The MPO uses direct cost in their invoicing and accounting system for all costs incurred under 2 CFR 200.413 with TDOT and KYTC. There is no indirect cost assigned to any invoice. The MPO is required to submit the performance and expenditure report and at a minimum must contain the following:

- Comparison of actual performance with established goals;
- Progress in meeting schedules;
- Status of expenditures, including a comparison of budgeted (approved) and actual costs incurred;
- Cost overruns or underruns;
- Approved UPWP amendments and administrative modifications; and
- Other pertinent supporting data.

The MPO performance and expenditure reports must be submitted by TDOT and KYTC to FHWA on an annual basis, no later than 90 days following the end of the federal fiscal year. The MPO therefore, must submit the report no later than 60 days following the end of the federal fiscal year (November 30<sup>th</sup> annually).

## Q. WORK PROGRAM OVERVIEW [23 CFR 420.111(b)(1) & 450.308(c)]

The work program outlines the goals, objectives to be achieved and the products resulting from each of the transportation planning work task, as well as an estimated budget per task. Each of the work tasks have subtasks listed.

Major work tasks include:

- Program Administration
- Data Collection, Maintenance and Analysis
- Short Range Planning
- Long Range Planning
- Multimodal Planning

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- Special Studies

The majority of the work task and subtask activities are required by the IJJA/BIL and the Metropolitan Planning Regulations (23 CFR 450 Subpart C) in order to maintain a certified transportation planning process.

Each task within the UPWP includes a table, which shows the type and amount of funding proposed. The table reflects the types of federal funding described above and the amount of state and/or local match that provided for each federal funds listed.

Each task description includes sufficient detail to document the metropolitan planning process and demonstrates eligibility of programmed activities. Each task narrative includes:

- Task purpose;
- Prior work in the activity area;
- Who will complete the work;
- Final products & deliverables; and
- The anticipated schedule for each final product.

An overall financial summary of all available planning funds to the MPO from Tennessee and Kentucky including federal, state and local sources for FY2024 - FY2025 is presented in Section 4, Table 1 through Table 3, providing a detailed summary breakdown of these funds, by task and by source.

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## 2. WORK TASK: [23 CFR 450.308 (C)]

### WORK TASK I: PROGRAM ADMINISTRATION

**GOALS:** To conduct continuing, cooperative, and comprehensive transportation planning activities consistent with the urban area's comprehensive general plan and ensure that all transportation planning projects meet Federal requirements 23 CFR 450.

### **PREVIOUS WORK/ACCOMPLISHMENTS: (Completed in 2022-2023)**

- Prepared and adopted FY2024-2025 Unified Planning Work Program (UPWP).
- Prepared and submitted amendments and administrative modifications to the FY2022-FY2023 UPWP.
- Prepared progress reports and reimbursement invoice/request for MPO activities and purchases.
- Submitted the annual audit to TDOT and KYTC for review.
- Prepared Annual Title VI Report and an annual program compliance review.
- Updated Memorandum of Agreement with TDOT, KYTC, and City of Clarksville.
- Updated Agreement with CTS.
- Prepared public meeting notices, agendas, meeting information packets and meeting minutes for all MPO meetings.
- Maintained and updated the MPO website.
- Prepared and distributed public notices through flyers, newspapers, websites, social media for upcoming meetings and adoption of the FY2023-FY2026 TIP and the 2022-2023 UPWP.
- Attended and/or participated in virtual meeting/training with ITE, SEDC, STAQS, AMPO, TNMUG, TDOT/MPO conference/workshop, KYTC quarterly planning meeting, TDOT and KYTC meetings and/or training.
- Completed the MPO's ADA Transition Plan.

### **SUBTASKS: (Responsible Agencies for Task)**

- **Public Involvement / Committees**
  - Maintain an up to-date Executive Board, TCC, Stakeholders and public participant email lists. (MPO)
  - Website update and management (MPO)
  - Integration of Virtual Public Involvement (VPI) into plan updates, bylaws and programs. (MPO)
  - Document virtual meeting procedures through VPI and assess electronic engagement tools for public outreach and involvement. (MPO)
- **Supplies / Equipment**
  - Purchase and Invoice for supplies and equipment (MPO)

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- **Training / Workshop Attendance**
    - Attend training, transportation conferences, workshops, webinars, virtual meeting/training and seminars to ensure compliance with regulations and guidelines (Examples of travel/training: ITE, SEDC, STAQS, AMPO, TNMUG, TDOT/MPO Conference, KYTC quarterly planning meetings, TDOT and KYTC training and/or meetings). (MPO)
  - **Study Administration**
    - Review and analyze transportation planning studies and/or projects. (MPO)
  - **ADA**
    - Consult with local agencies in the development of their ADA Plans. (MPO)
  - **Financial Management**
    - Prepare, submit and make available at request quarterly invoices for expenditures and major purchases. (MPO)
    - Prepare and submit annual audit to TDOT and KYTC for review. (MPO)
  - **Reporting**
    - Prepare and distribute special and annual reports and documents to state and local agencies. (MPO)
  - **Contracts**
    - Preparation of annual contractual agreements as required. (MPO, TDOT, KYTC)
    - Establish and implement administrative and technical procedures as required. (MPO)
  - **Annual Title VI Compliance**
    - Title VI Activities - including an annual program compliance review, preparation of an Annual Title VI Report, and the production of maps coordinating the location of Title VI communities. (MPO)
    - Monitor small/disadvantaged business participation in MPO service agreements. (MPO)
  - **Educational and Awareness**
    - Continuing educational components for the Technical Committee and Policy Boards. (MPO)
  - **Administration and Coordination**
    - New hire for a new MPO Director position and an additional transportation planner position. (MPO)
    - Prepare and make available progress reports, and draft meeting minutes. (MPO)
    - Preparation of agendas for TCC, Executive Board and all other special meetings, record meeting minutes and produce final minutes. (MPO)



- Review and Update Planning Memorandum of Agreement with TDOT, KYTC, MPO, and City of Clarksville for Transit. (MPO, TDOT, KYTC)
- **UPWP (Amendments, Administrative Modifications, etc)**
  - Coordination with TDOT, KYTC and CTS on FY2024-2025 UPWP development, adoption, and adjustments or amendments when required. (MPO)
- **Federal Certification**
  - Work with FHWA/FTA, TDOT and KYTC in preparation for the MPO to have TMA status and be certified. (MPO)
- **MPO Boundary Update**
  - Review and update the MPO Boundary based on the US Census 2020 data. (MPO, KYTC, TDOT)
- **Title VI**
  - Update the Title VI Report annually for KYTC and every three years for TDOT (KYTC, TDOT, MPO)
- **Public Notices and Advertising**
  - Prepare and distribute public notices through flyers, newspapers, websites, social media (MPO)
- **Software Renewals**
  - Renew or purchase needed software (ie. GoToMeet.com, Adobe, etc) (MPO)
- **MPO Prospectus & Bylaws Updates**
  - Update MPO Prospectus and/or Bylaws as needed (MPO)
- **Project Initiation / Consultant Selection**
  - Prepare and Distribute Request for Proposals (RFP) and Request for Quote (RFQ) (MPO)
  - Reviewing, scoring, and selection of consultants (MPO)
- **Capital Purchases**

**END PRODUCTS AND WORK SCHEDULE:**

END PRODUCT	START DATE	COMPLETION DATE
Develop FY2026-2027 UPWP	January 2025	September 2025
Amend or admin modification for FY2024-FY2025 UPWP	As needed October 2023	September 2025
Title VI Compliance, Activities & Title VI Report	Oct 2023, Oct 2024, Throughout FY	May 2024, May 2025, Continuous
TCC and Executive Board Public Meetings	Quarterly-Jan, April, July, October or as needed	September 2025
MPO Reports/Invoices for activities and purchases and professional services	Quarterly-Jan, April, July, October or as needed	September 2025
Updates to Prospectus and/or Bylaws	October 2023	September 2025
Meeting Agenda, Packets, and Minutes	Quarterly-Jan, April, July, October or as needed	September 2025

Training/Workshop/Virtual Meetings	October 2023	September 2025
Prepare/Distribute RFPs and/or RFQs and review, score and select consultants	As needed October 2023	September 2025
Public Notices, Flyers, Newspaper Ads	Quarterly-Jan, April, July, October or as needed	September 2025
Updates to City's and County's Websites and Facebook Pages	Quarterly-Jan, April, July, October or as needed	September 2025
Update and Maintenance to MPO Website	Throughout FY	Continuous
Hiring of MPO Director and Planner Position	Summer/Fall 2024	Fall/December 2024

**RESPONSIBLE AGENCY(S):** The MPO, TDOT's Planning Division, and the KYTC's Div. of Planning.  
(\*TCC and Executive Board meetings are quarterly and scheduled for the second Thursday of the following months: January 2024/2025, April 2024/2025, July 2024/2025, and October 2023/2024, but subject to change based on need.)

**FY2024-FY2025 FUNDING SOURCES:**

MPO	TN	MPO	KY	TOTAL
PL112-FEDERAL	\$ 250,379	PL112-FEDERAL	\$ 33,600	\$ 283,979
STATE	\$ 15,649	STATE	\$ 2,100	\$ 17,749
LOCAL	\$ 46,946	LOCAL	\$ 6,300	\$ 53,246
<b>TOTAL</b>	<b>\$ 312,974</b>	<b>TOTAL</b>	<b>\$ 42,000</b>	<b>\$ 354,974</b>

(WORK TASK I: PROGRAM ADMINISTRATION)

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## **WORK TASK II: DATA COLLECTION, MAINTENANCE AND ANALYSIS**

**GOALS:** To maintain a current and historical inventory of transportation data and data analysis to support the transportation planning efforts within the MPO area.

### **PREVIOUS WORK/ACCOMPLISHMENTS: (Completed in 2022-2023)**

- Traffic volume counts were collected by TDOT at approximately 92 annual cycle count stations.
- Special count data was collected for Clarksville and the Urbanized Area of Montgomery County for design projects as required.
- Participation in the Tennessee Model Users Group.
- The Oak Grove Police Department and Madisonville Highway Department provided crash data.
- High hazard accident data was furnished for safety studies from TDOT.
- Crash data provided by Tennessee Department of Safety and Kentucky Office of Highway Safety were analyzed to identify corridors with high crash rates, fatalities and classify the predominant crash types.
- Updated the travel demand model and the data was evaluated for the 2050 MTP update.
- Safety (PM1), Bridge and Pavement (PM2), and System (PM3) Performance Measures set by TDOT and KYTC were supported by MPO.
- CTS revision of the Transit Asset Management Plan (TAM)
- CTS revision of the Public Transportation Agency's Safety Plan (PTASP)
- Worked with GIS staff for mapping of projects
- Travel Demand Forecasting (TDF) Model ran for Technical Report
- Conformity Determinations Reports updates for changes (includes addition and deletion of projects) to TIP and MTP.

### **SUBTASKS: (Responsible Agencies for Task)**

- **Demography (TDOT, KYTC)**
  - Continue to collect data from the TDOT Tennessee Roadway Information Management System (TRIMS (examples: roadway/ lane/shoulder widths and conditions, route alternatives)) and KYTC management systems. (TDOT, KYTC)
- **Modeling (MPO, TDOT, KYTC)**
  - Participation in the Tennessee Model Users Group. (MPO)
  - Participation in conference calls and training/conference sessions on modeling. (MPO)
  - Run the Travel Demand Model, through consultant services, for amendments to the 2050 MTP and special studies. (MPO)
- **Performance Measures (MPO, TDOT, KYTC)**
  - Work with State and Federal agencies to update, support and implement performance measures and maintain performance (PM1, PM2, PM3) targets set by the States and the MPO. (MPO, TDOT, KYTC)

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- **GIS Development & Maintenance (MPO, TDOT, KYTC)**
    - Work with GIS for mapping and project review for documents and plans. (MPO)
    - Work with TDOT, KYTC GIS departments as needed. (MPO, TDOT, KYTC)
  - **Traffic Counts (TDOT, KYTC)**
    - Continue to collect through TDOT and KYTC traffic count data for planning and project design by conducting annual cycle and special counts for the MPO area. (TDOT, KYTC)
  - **Land & Travel Demand Model (MPO, TDOT, KYTC)**
    - Travel Demand Model runs by consultants for 2050 MTP, special studies or project needs/changes. (MPO)
  - **Functional Classification System Updates (MPO, TDOT, KYTC)**
    - When appropriate update the Functional Roadway Classification System (MPO)
  - **Bicycle & Pedestrian Count Data Collection (MPO, TDOT, KYTC)**
    - Collect and review bicycle and pedestrian count data. This is being done in cooperation with TDOT. TDOT has agreed to supply the count equipment. The MPO and Street Dept. will deploy the equipment. The review of the data will be with the assistance of TDOT and the Street Dept.
  - **Urbanized Area Boundary Update (MPO, TDOT, KYTC)**
    - When appropriate update the Urbanized Area Boundaries. (MPO)
    - Revise/adjust urbanized area boundary and the MPA with U.S. Census 2020 information to reflect growth in area (MPO)
  - **Economic Data and Land Use Data (MPO, TDOT, KYTC)**
    - Collect and/or purchase traffic, freight, transit ridership, bike/pedestrian facilities, population, land use and socioeconomic data for development of the 2050 MTP with assistance from consultant services. (MPO, TDOT, KYTC)
  - **Safety Data Collection and Analysis (MPO, TDOT, KYTC)**
    - Continue to collect, maintain and analyze accident and safety data from the Tennessee Department of Safety and Kentucky Office of Highway Safety systems and from TDOT, KYTC and City and County police to identify corridors with high crash rates, fatalities and classify the predominant crash types. (MPO, TDOT, KYTC)
    - Review collected data on bridge performances/ratings. (MPO, TDOT, KYTC)
  - **Ridership Survey (MPO, CTS)**
    - Ridership surveys are on a continual basis through the use of CTS's SPOT app, as well as supervisor and operator interactions with the passengers. (MPO, CTS)
  - **Land Use Impact (MPO)**
    - Collect and review land use impact data with assistance from consultant services. (MPO)

- **Air Quality / Conformity Analysis (MPO, KYTC, TDOT)**
  - Develop a Conformity Determination Report (CDR) for the 2050 MTP and for changes to projects through assistance with interagency consultation. (MPO, KYTC, TDOT, Transit Agencies, State Air Agencies, FHWA, FTA)
  - Perform MOVES analysis as needed for studies and projects through a consultant. (MPO)
- *TAM Plan is under V. Multimodal Planning*

**END PRODUCT AND WORK SCHEDULE:**

END PRODUCT	START DATE	COMPLETION DATE
Annual Cycle Counts	Spring 2024-Spring 2025	Summer 2024-Summer 2025
Vehicle Miles Traveled (VMT) for Classified Roadways	Spring 2024-Spring 2025	Summer 2024-Summer 2025
Crash Data Review/Update	As needed October 2023	September 2025
Travel Demand Model for Special Studies- trip generation, highway capacity analysis	As needed October 2023	September 2025
Economic and Land Use Data Collected	As needed October 2023	September 2025
Update and Support Safety Performance Measure Targets	October 2023, October 2024	January 2024 and January 2025
Update and Support Pavement and Bridge Condition Targets	October 2023	September 2025
Update and Support System Performance Targets	October 2023	September 2025
Bike and Pedestrian Count Data Collection	As needed, October 2023	September 2025
Ridership Survey	October 2023	September 2025
Update data for TDOT TRIMS	As needed, October 2023	September 2025
Develop a Conformity Determination Report	As needed, October 2023	September 2025
Perform MOVES Analysis	As needed, October 2023	September 2025
Update MPO Urbanized Boundary after 2020 Census certified	October 2023	September 2025

**RESPONSIBLE AGENCY(S):** The MPO, TDOT’s Planning Division, and the KYTC’s Division of Planning.

**FY2024-FY2025 FUNDING SOURCES:**

MPO	TN	MPO	KY	TOTAL
PL 112 - FEDERAL	\$ 50,000	PL 112 – FEDERAL	\$ 10,000	\$ 60,000
STATE	\$ 3,125	STATE	\$ 625	\$ 3,750
LOCAL	\$ 9,375	LOCAL	\$ 1,875	\$ 11,250
<b>TOTAL</b>	<b>\$ 62,500</b>	<b>TOTAL</b>	<b>\$ 12,500</b>	<b>\$ 75,000</b>

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### **WORK TASK III. SHORT RANGE**

**GOALS:** The development of: the FY 2026-2029 Transportation Improvement Program (TIP) for the MPO area that is consistent with the adopted MTP; the annual listing of the Obligated Projects Report; the Performance and Expenditure Report; and needed Environmental Impact Assessments (EIA); and continual support of the FY2023-2026 TIP.

**PREVIOUS WORK/ ACCOMPLISHMENTS: (Completed in 2022-2023)**

- Development and adoption of the FY2023-2026 TIP.
  - a. Review and evaluate the status of projects in the current TIP.
  - b. Review and evaluate TIP projects and programs for consistency with the adopted MTP.
  - c. Review and evaluate how the TIP's investment priorities will help achieve targets established in the MTP.
  - d. Project selection by funding criterion and performance-based targets.
- Support through amendments and administrative modifications of the FY2020-2023 TIP.
- Annual listing of obligated projects and placed on website for public view.
- Submittal of the P&E Report to KYTC and TDOT, and placed on website for public view.

**SUBTASKS: (Responsible Agencies for Task)**

- **Transportation Improvement Program (TIP)**
  - Development and adoption of the FY2026-FY2029 TIP. (MPO)
  - Incorporate through administrative modifications or amendments the revised annual performance measure targets into the TIP. (MPO)
  - Make amendments and administrative modification to the FY2023-FY2026 TIP as needed, with any new project selection based on funding criterion and performance-based targets. (MPO)
  - Incorporate performance-based planning requirements through performance targets for project selection and prioritization of the FY2026-FY2029 TIP. (MPO)
  - Review and evaluate the status of projects in the current TIP. (MPO)
  - Evaluate current and future funding for projects in the FY2026-FY2029 TIP for Fiscal constraint. (MPO)
  - Review and evaluate TIP projects and programming for consistency with the adopted MTP. (MPO)
  - Review and evaluate how the TIP's investment priorities will help achieve targets established in the MTP. (MPO)

- Make amendments and administrative modification to the FY2023-FY2026 TIP as needed, with any new project selection based on funding criterion and performance-based targets. (MPO)
- Report TIP project status to the MPO Executive Board, stakeholders, local government agencies, and public at the quarterly MPO meetings, County Commission, City Council, Planning Commission and other various committees. (MPO)
- Work with TDOT and KYTC on the prioritization of TIP projects to ensure the projects move efficiently through the development/construction process. (MPO, TDOT, KYTC)
- **Environmental Impact Assessments (EIA)**
  - Planning and Environment Linkages (PEL) approach to transportation planning decisions and analysis, to identify preliminary alternatives and eliminate unreasonable alternatives to inform NEPA. (MPO)
- **Annual Listing of Obligated Projects**
  - Provide an annual list of obligated projects and funding to date. This annual listing will be posted on the MPO website. (MPO)
- **Performance and Expenditure Report (P&E)**
  - Provide a Performance and Expenditure Report annually to TDOT and KYTC and post on the MPO website. (MPO)

**END PRODUCT AND WORK SCHEDULE:**

END PRODUCT	START DATE	COMPLETION DATE
Review and Adoption of FY2026-2029 TIP	October 2024	October 2025
Review Project Selection by Performance based targets and project prioritization scoring list	January 2025	July 2025
TIP Status Report at MPO meetings	Quarterly-Oct 2023	September 2025
TIP Amendments/Modifications	As Needed	As Needed
Annual listing of Obligated Projects Report	Oct 2023, Oct 2024	Jan 2024, Jan 2025
Performance and Expenditure Report	Oct 2023, Oct 2024	Jan 2024, Jan 2025
Environmental Impact Assessments	As Needed	As Needed

**RESPONSIBLE AGENCY(S):** The MPO, TDOT’s Planning Division, and the KYTC’s Division of Planning.

**FY2024-FY2025 FUNDING SOURCES:**

MPO	TN	MPO	KY	TOTAL
PL 112 - FEDERAL	\$ 100,000	PL 112 – FEDERAL	\$ 20,000	\$ 120,000
STATE	\$ 6,250	STATE	\$ 1,250	\$ 7,500
LOCAL	\$ 18,750	LOCAL	\$ 3,750	\$ 22,500
<b>TOTAL</b>	<b>\$ 125,000</b>	<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ 150,000</b>

**WORK TASK IV. LONG RANGE PLANNING**

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**GOALS:** To maintain a metropolitan transportation long-range plan that is technically based on the latest available data on land use, demographics and travel patterns; philosophically based on regional goals and values; and financially based on predictable, reliable funding source. Consideration is given to modeling data outputs, ITS architecture and planning, freight planning, congestion management planning, and air quality and for the development of the Metropolitan Transportation Plan (MTP).

To maintain the updated 2020 Participation Plan (PP) to identify and implement the outreach efforts and techniques that will be used to ensure the public and interested parties, as well as government officials, and local and regional agencies are provided an opportunity to provide their input into the transportation planning process.

To maintain the updated 2021 Clarksville Regional ITS architecture to monitor regional congestion and air pollution problems, and address them through improved management and operation of the region's transportation systems.

**Task Goals:**

- Ongoing coordination of plan priorities, PEAs, and performance measures.
- Identification of plan element improvements for future update.
- Development, adoption and maintenance of the 2050 MTP
- Review and maintain the 2020 PP
- Review and maintain the 2021 ITS architecture
- Review and support freight planning
- Review and support congestion management and air quality
- Development of a Bike/Pedestrian Plan

**PREVIOUS WORK/ ACCOMPLISHMENTS: (Completed in 2022-2023)**

- Consultant selected and TDM updated for the development of the 2050 MTP.
- Update Financial Model and Forecast Revenue.
- Update Project Cost by Year of Expenditure.
- Updates to Community Structure.
- Conduct Title VI (Environmental Justice) Analysis
- Amendment and Administrative Modifications to the 2045 MTP
- Participated in Kentucky and Tennessee's air quality conference calls.
- Attended air quality training/conference sessions.
- Offered public education and outreach on air quality related issues at MPO meetings.
- Entered CHAF prioritization in KYTC data base.

**SUBTASKS: (Responsible Agencies for Task)**

- **Metropolitan Transportation Plan (MTP)**
  - Development and adoption of the 2050 MTP through consultant services. (MPO, CTS, TDOT, KYTC)
  - Make amendments and administrative modifications to the 2050 MTP as needed. (MPO)



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- Work with TDOT and KYTC to advance Federal and State priorities, Complete Street policies, and programs within the adopted MTP. (MPO, TDOT, KYTC)
  - Develop a Complete Street Policy. (MPO, TDOT, KYTC)
  - Evaluate the existing and future conditions of the transportation system within the MPO area; such as system preservation and maintenance, roadway safety, bike/pedestrian systems, land development patterns, land use and growth strategies, connectivity, congestion and system performance with assistance from consultant services. (MPO, TDOT, KYTC)
  - Evaluate the existing and future demographics such as population and employment trends and forecasts, economic development, financial revenue and revenue forecasts through consultant services. (MPO, TDOT, KYTC)
  - Perform an environmental justice analysis through consultant services. (MPO, TDOT, KYTC)
  - Coordinate with KYTC in the District with 2050 MTP development. (MPO, KYTC)
  - Report on MTP project time frames and cost throughout the development of the 2050 MTP to the MPO Executive Board, stakeholders, local government agencies, and public at the quarterly MPO meetings, County Commission, City Council, Planning Commission and other various committees. (MPO)
  - Assist TDOT and KYTC with updates to the Statewide Long-Range Plan through coordination of activities. (MPO, TDOT, KYTC)
  - Make administrative modifications to the 2050 MTP performance measures section with revised TDOT's and KYTC's performance measure targets as needed. (MPO, TDOT, KYTC)
  - **Participation Plan (PP)**
    - Encouraged the public participate in all phases of the MPO's planning process through MPO public and virtual meetings, website and surveys. (MPO)
    - Scheduling and conducting Public Meetings when warranted. Working with local news media (print and live) to help disseminate information on plans and meetings. Media outreach may include press conferences, as well as briefings of local newspaper editorial boards, and participation in broadcast news or talk programs. At a minimum, the following area media will be approached: Clarksville Leaf Chronicle Newspaper; Hopkinsville, KY New Era Newspaper; Azul615 Newspaper, Oak Grove, KY The Eagle Post Newspaper; Other media may be approached: Radio (Austin Peay State University, Fort Campbell); Television - Public Access and Austin Peay State University. (MPO)
    - Managing Public Outreach such as notification of the meetings, which will be made available in a timely manner, to provide adequate (at least 14 days) notice of public meetings and opportunities to comment. Notifications will include newspaper legal

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- notices, newspaper articles that are generated by the media outreach, and notices on CTS busses and other public places and in social media. (MPO)
- Maintain a database of names and addresses of social and civic groups, neighborhood and community associations, and interested individuals to assist in public outreach for ongoing efforts by the MPO. An electronic list of names will serve as a mailing list for notification of meetings and project updates. Particular efforts will be made to include in the database members of disadvantaged and minority populations, non-English speaking populations and persons with disabilities, along with the general public. (MPO)
  - Maintain and update the Website Information. The current webpage can be viewed on the Clarksville Urbanized Area Metropolitan Planning Organization website at [www.cuampo.com](http://www.cuampo.com). The use of the City and County websites, social media accounts to provide updates on MPO activities and meetings. (MPO)
  - Periodically review and assess the current MPO Participation Plan (PP) considering effectiveness of practices, strategies and procedures. (MPO)
  - Explore opportunities to involve health departments, police, transit, school systems and other agencies in planning efforts for bike and pedestrian accommodations and safety assessments. (MPO)
  - Conduct all public meetings in ADA and transit accessible locations and have the necessary Limited English Proficiency (LEP) resources. (MPO)
  - Prepare a status report of local public agencies required to have ADA Transition Plans and their progress and/or completion. (MPO)
  - **KYTC SHIFT Prioritization Plan for Six Year Plan**
    - Coordinate with KYTC in the Strategic Highway Investment Formula for Tomorrow (SHIFT) data-driven, objective prioritization process, and the Continuous Highway Analysis Framework (CHAF) development and maintenance for the KYTC six-year plan. (MPO, KYTC)
    - Apply boost points to the highest priority projects in the KYTC MPO area through the SHIFT process. (MPO, KYTC)
    - Development of the KYTC Prioritization Plan. (MPO)
  - **Congestion Management Planning/ Air Quality**
    - Develop a Congestion Management Process with new TMA status from the 2020 US Census through consultant services. (MPO)
    - Participation in conference calls and training/conference sessions on air quality. (MPO, TDOT, KYTC)
    - Assist in air quality public awareness activities to inform citizens of transportation related activities including encouraging the motoring public to use alternative forms of

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- transportation such as transit, carpool or vanpool, or use alternative fuels to improve air quality. (MPO, TDOT, KYTC)
- Preparation of an Annual Congestion Mitigation and Air Quality (CMAQ) Report to TDOT and FHWA to show emission reductions by projects funded with CMAQ. (MPO, TDOT)
  - Participation in CMAQ competitive application process with the State agencies. (MPO, TDOT, KYTC)
  - Develop a Bike/Pedestrian Plan in-house to show the gaps in connectivity of the bike/pedestrian infrastructure and the prioritization of projects. This information will be compiled from the Clarksville Traffic 2020+ Implementation Plan developed by the local government, the Street Dept.'s list of prioritized roadways, sidewalks, bike lanes, and list of sidewalks to be retrofitted. (MPO)
  - Monitoring the status of new air quality standards for Ozone and fine particles (PM<sup>2.5</sup>). (MPO)
  - Develop ways to adapt and to review infrastructure for climate change vulnerability. (MPO, TDOT)
  - Incorporate alternative fuels and alternative fuel infrastructure into planning efforts and planning documents. (MPO, TDOT, KYTC)
  - Facilitate meetings with local governments within the Clarksville urbanized area to discuss air quality issues and any changes to the federal standards for air quality. Obtain feedback and advice from city engineers and other local government staff, which have a good understanding of regional transportation infrastructure. (MPO)
- **Freight Planning**
    - Update appropriate regional analysis and consideration of the freight needs in relation to the entire transportation system, through multimodal and intermodal freight planning and performance to improve goods movement (as needed) and provide information for updates to the State Freight Plan. (MPO)
    - Coordination with TDOT and KYTC, along with public and private transportation providers - Outlaw Field Airport, RJ Corman Railroad, Montgomery County Rail & Port Authority, Clarksville Transit and other freight shippers –on transportation improvements within the region and dissemination of materials in the 2045 MTP and the 2050 MTP, which will be adopted in January 2024. (MPO, TDOT, KYTC)
    - Develop a Freight/Congestion Management Corridor Study to review the industrial park area, the I-24 exit ramps, I-24, the majority of the state routes through Montgomery County and other local roads for congestion/bottle necks, connectivity and for preparation of new TMA status with the 2020 US census through consultant services. (MPO)
    - Perform a Freight Parking Study through consultant services TDOT on call. (MPO)

- **Intelligent Transportation Systems (ITS) Architecture**
  - Updates to 2021 Clarksville Regional Intelligent Transportation Systems (CRITS) architecture. (MPO)

**END PRODUCT AND WORK SCHEDULE:**

END PRODUCT	START DATE	COMPLETION DATE
Development of the 2050 MTP	October 2022	January 2024
Amendments/Modification to the 2045 MTP (as needed)	October 2023	January 2024
Amendments/Modification to the 2050 MTP (as needed)	January 2024	September 2025
Update Performance Measure Targets in MTP	October 2023	September 2025
Review and Update to the PP if needed	Oct 2023, Oct 2024	Dec 2023, Dec 2024
Maintain Database of groups/committees/stakeholders/boards	Throughout FY2024-FY2025	September 2025
Media and Public Outreach	October 2023	September 2025
Develop a Bike/Pedestrian Plan.	October 2023	September 2025
Freight/Congestion Management Corridor Study	January 2024	September 2025
Develop a Congestion Management Process	October 2023	December 5, 2024
Freight Parking Study	March 2024	September 2025
Develop a Complete Street Policy	October 2023	September 2025
Updates, Sponsorship, Boost Points under SHIFT Prioritization Plan Process	January 2025	September 2025
Annual CMAQ Report and UPAC System Entry	Nov 2023, Nov 2024,	Jan 2024, Jan 2025
Public Air Quality Education – during public meetings, and announcements	Throughout FY (quarterly January, April, July, Oct.)	As Needed
Status reporting to Board and TCC on new air quality standards for Ozone and PM <sup>2.5</sup>	Throughout FY (quarterly January, April, July, Oct.)	As Needed
Perform MOVES analysis for studies/projects/plans	Throughout FY	As Needed
Attend air quality trainings/conferences	Throughout FY	As Needed

**RESPONSIBLE AGENCY(S):** The MPO, TDOT's Long Range Planning Division, the TN Department of Environment & Conservation - Division of Air Pollution Control, the KYTC's Division of Planning, the KY Division for Air Quality, Environmental and Public Protection Cabinet, the KY Division of Environmental Analysis, EPA, FHWA, and FTA.

**FY2024-FY2025 FUNDING SOURCES:**

MPO	TN	MPO	KY	TOTAL
PL 112 – FEDERAL	\$ 350,000	PL 112 – FEDERAL	\$ 50,000	\$ 400,000
STATE	\$ 21,875	STATE	\$ 3,125	\$ 25,000
LOCAL	\$ 65,625	LOCAL	\$ 9,375	\$ 75,000
<b>TOTAL</b>	<b>\$ 437,500</b>	<b>TOTAL</b>	<b>\$ 62,500</b>	<b>\$ 500,000</b>

**COMPLETE STREET 2.5% PL FUNDING**

MPO	TN	MPO	KY	TOTAL
PL112-fed 100% complete streets	\$ 8,750	Not added as additional funds. 2.5%of the Federal Allocation	\$ 1,250	\$ 10,000
PL 112 – FEDERAL 80/5/15 %	\$ 341,250	PL 112 – FEDERAL	\$ 48,750	\$ 390,000
<b>PL 112 – FEDERAL TOTAL</b>	<b>\$ 350,000</b>	<b>PL 112 – FEDERAL TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 400,000</b>
STATE	\$ 21,328	STATE	\$ 3,047	\$ 24,375
LOCAL	\$ 63,985	LOCAL	\$ 9,141	\$ 73,126
<b>TOTAL</b>	<b>\$ 435,313</b>	<b>TOTAL</b>	<b>\$ 62,500</b>	<b>\$ 497,501</b>

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## **WORK TASK V. MULTIMODAL PLANNING**

**GOALS:** To develop, update, and maintain long and short-term plans and reports for the provision of quality multimodal/ public (transit) transportation services within the Clarksville Urbanized Area and surrounding commuter area. Areas of emphasis include:

- Promoting transit and ridesharing programs.
- Ensuring cost efficient transit service options.
- Advancing elderly and disabled services consistent with the provisions of the Americans with Disabilities Act (ADA).
- Establish Performance Targets addressing performance measures in 23 U.S.C. 150(c) and coordinate targets related to Transit Asset Management and Transit Safety.
- Set Performance Targets that address performance measures and standards and a system performance report.

### **PREVIOUS WORK/ ACCOMPLISHMENTS: (Completed in 2022-2023)**

- Maintained, updated and reported on ADA compliance plan.
- Developed the Transit Asset Management (TAM) Plan.
- Developed the Public Transit Agency Safety Plan. (PTASP)
- Set performance measure targets for performance-based planning.
- Completed a ridership study referencing transit gap analysis and needs assessment.

### **SUBTASKS: (Responsible Agencies for Task)**

- **Coordinated Public Transit Human Services**
  - Update the Coordinated Public Transit Human Services Plan through TDOT on call consultant service. (MPO, CTS)
- **Alternative Transportation**
  - Preparation or assistance of grants, which may include assistance by a consultant, such as Transportation Alternatives Program (TAP), and Safe Routes to School (SRTS). (MPO)
- **Public/Active Transportation**
  - Prepare and develop special studies such as routing and scheduling or other service related activities. (MPO, CTS)
  - Update the Public Transit Agency Safety Plan (PTASP). (MPO, CTS)
  - Monitor existing fixed route services and ADA services and revise as needed. (MPO, CTS)
  - Promote interagency coordination, public information, and citizen participation. (MPO, CTS, TDOT, KYTC)
  - Prepare amendments/administrative modifications to the TIP (as needed). (MPO, CTS)
  - Submissions for the FY2026-FY2027 UPWP development. (MPO, CTS)

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- Review and update the approved ADA plan (as needed). (MPO, CTS)
  - Continue to evaluate the ADA service provided by CTS along with activities associated with DBE, Equal Employment Opportunity, Title VI programs and specialized programs for the elderly. (MPO, CTS, TDOT, KYTC)
  - Review and update the MPO and CTS Letter of Agreement as needed. (MPO, CTS)
  - Perform transit analysis that includes appropriate regional analysis and consideration of transit needs in relation to the entire transportation system. (MPO, CTS)
  - System operating data is to be monitored and evaluated continuously by the Transportation Planner to ensure that the system remains responsive to the consumer needs while exhibiting fiscal responsibility. (MPO, CTS)
  - Continue performance-based planning and assess performance targets addressing performance measures in 23 U.S.C. 150 (c) and coordinating on targets related to Transit Asset Management and Transit Safety. (MPO, CTS, TDOT, KYTC)
  - Set targets annually and assist in annual systems data report preparation that reflects the performance measures and standards for the targets of the next year. (MPO, CTS, TDOT, KYTC)
  - Annual operating and capital trends will be evaluated to assist in the preparation of detailed budgets for the TIP, the Clarksville Capital Budget and the Five-Year Transportation Development Program. (MPO, CTS, TDOT, KYTC)
  - CTS staff will evaluate recent surveys and conduct surveys (as needed). (MPO, CTS)
  - Develop a Study for CTS's transfer center relocation through a consultant. (MPO, CTS)
  - Develop a Corridor study with a consultant for the current routes associated with the relocation of the transfer center, and any new routes associated with the current location or the relocation of the transfer center (MPO, CTS)
  - Meet with employers and various groups to educate and disseminate awareness and incentive materials relative van/carpools and work trip subscription services. (MPO, CTS)
  - Coordinate planning activities for the Public Transit/ Update Coordinated Human Services Transportation Plan. (MPO, CTS, TDOT)
  - Continue to monitor and evaluate the existing financial condition of the transit system, and forecast future capital and operating expenses and sources of revenue, i.e. 5307, 5310, 5339, and UROP. (MPO, CTS)

- Hold public meetings and conferring with government, developers, the public and special interest groups to formulate and develop transportation plans. (MPO, CTS, TDOT, KYTC)
- Update the Strategic Plan – through TDOT’s on call consultant services to update the Plan. The Plan defines CTS goals and objectives. (MPO, TDOT, CTS)
- Develop/completion of the COA by consultants. (MPO, CTS)
- **Transit Asset Management (TAM) Plan (MPO, CTS)**
  - Work with CTS on updates and revisions to their TAM Plan. (MPO, CTS)

**END PRODUCTS AND WORK SCHEDULE:**

END PRODUCT	START DATE	COMPLETION DATE
Monitor existing fixed route & ADA services for possible revisions	As Needed	September 2025
Prepare amendments to the TIP	As Needed	September 2025
Submit UPWP task items	Jan 2025	April 2025
Updates to ADA plan	As Needed	September 2025
Perform a Transit Analysis	As Needed	September 2025
Public Awareness Activities – promotion of van/carpool programs, meetings with employers, dissemination of materials	October 2023	September 2025
Monitor & evaluate operating data	October 2023	September 2025
Preparation of detailed budgets for TIP updates	March 2024 and March 2025 (or as needed)	July 2024 and July 2025 (or as needed)
Develop/update the COA	July 2023	July 2025
Coordinate Planning Activities for the Public Transit/ Update Coordinated Human Services Transportation Plan	January 2023	March 2024
Update the Strategic Plan with TDOT on call services	April 2024	September 2025
Title VI Study/ Corridor Study	October 2023	September 2025
Conduct surveys and analyze results	As Needed	September 2025
Update the Transit Asset Management Plan	July 2024; July 2025	June 2024; June 2025
Update the Public Transportation Agency Safety Plan	Jan 2024, Jan 2025	July 2024, July 2025
Hold Public Meeting before making changes to routes or fare increase	As Needed	September 2025

**RESPONSIBLE AGENCY(S):** The MPO, in cooperation with the CTS, TDOT’s Multimodal Transportation Resources and the KYTC’s Office of Transportation Delivery.

**FY2024-FY2025 FUNDING SOURCES:**

MPO	TN	MPO	KY	TOTAL
PL (5303) FEDERAL	\$ 241,000	Section-5303 FEDERAL	\$ 44,500	\$ 285,500
STATE	\$ 15,062	STATE	\$ 0	\$ 15,062
LOCAL	\$ 45,188	LOCAL	\$ 11,126	\$ 56,314
PL – 112 FEDERAL	\$ 0	PL-112 FEDERAL	\$ 0	\$ 0
STATE	\$ 0	STATE	\$ 0	\$ 0
LOCAL	\$ 0	LOCAL	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 301,250</b>		<b>\$ 55,626</b>	<b>\$ 356,876</b>



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## WORK TASK VI. SPECIAL STUDIES

**GOALS:** To conduct through studies/plans continuing, cooperative, and comprehensive transportation planning activities consistent with the urban area’s comprehensive general plan and ensure that all transportation planning projects meet Federal requirements 23 CFR 450.

**PREVIOUS WORK/ ACCOMPLISHMENTS: (Completed in 2022-2023)**

- There was no work accomplished in this task for FY2022-FY2023.

**SUBTASKS: (Responsible Agencies for Task)**

- **Transportation Systems Management and Operations**
  - Work with state agencies on a regional traffic signal retiming evaluation (MPO, TDOT, KYTC)
  - Identify and evaluate locations for alternate fueling and charging stations within the MPO area with assistance from TDOT and KYTC. (TDOT, KYTC, MPO)
- **Planning and Environmental Linkages (PEL)**
  - Work with state agencies to consider environmental, community, and economic goals in the early planning process for transportation projects (MPO, KYTC, TDOT)
- **Sector/Community Planning**
  - Integrate land-use, transportation, community, economic development, and public health in planning process. (MPO, KYTC, TDOT)
- **Sub-Area Study**
  - Review multimodal connectivity within EJ areas. (MPO)
- **Corridor Study/ Technical Reports** (The MPO will correspond with TDOT and FHWA to receive approval before beginning any corridor studies or technical reports. The studies/reports will be along state and federal routes.) (MPO, TDOT, KYTC)
  - Develop Technical Reports for requested projects to see if viable, for SR-12/US 41A By-Pass from SR-76/MLK Blvd to SR-13/Riverside Drive. (MPO, TDOT)
  - Perform Corridor Studies within the transportation network to resolve or address potential traffic issues or needs. SR-76 and/or SR-12. (MPO, TDOT, KYTC)

**END PRODUCT AND WORK SCHEDULE:**

END PRODUCT	START DATE	COMPLETION DATE
Develop Technical Reports	October 2023 As needed	September 2025
Perform Corridor Studies	October 2023 As needed	September 2025
PEL Project Planning	October 2023 As needed	September 2025
Sector/Community Planning	October 2023 Continuous	September 2025

**RESPONSIBLE AGENCY(S):** The MPO, TDOT’s Planning Div. and the KYTC’s Div. of Planning.

**FY2024-FY2025 FUNDING SOURCES:**

<b>MPO</b>	<b>TN</b>	<b>MPO</b>	<b>KY</b>	<b>TOTAL</b>
PL 112 - FEDERAL	\$ 50,000	PL 112 – FEDERAL	\$ 0	\$ 50,000
STATE	\$ 3,125	STATE	\$ 0	\$ 3,125
LOCAL	\$ 9,375	LOCAL	\$ 0	\$ 9,375
<b>TOTAL</b>	<b>\$ 62,500</b>	<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 62,500</b>

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### 3. FINANCIAL SUMMARY

#### **TN PL (80%/ 5%/ 15%) Funds**

Estimated Carryover funds:	\$ 1,100,000.00
FY2024 Allocation:	\$ 397,082.00
FY2025 Allocation:	<u>\$ 403,297.00</u>
Total PL Funds	<b>\$ 1,900,379.00</b>

#### **KY PL Funds (80%/ 5%/ 15%)**

FY2024 Allocation:	\$ 56,800.00
FY2025 Allocation:	<u>\$ 56,800.00</u>
Total PL Funds	<b>\$113,600.00</b>

#### **TN SPR-MPO Funds (80%/ 20%)**

FY2024 Allocation:	\$ 0.00
FY2025 Allocation:	<u>\$ 0.00</u>
Total SPR-MPO Funds	<b>\$ 0.00</b>

#### **TN PL/5303 (80%/5%/15%)**

Estimated Carryover funds:	\$ 80,600.00 (400 FY2021 +80,200FY2022)
FY2023 Allocation:	\$ 80,200.00
FY2024 Allocation:	<u>\$ 80,200.00</u>
Total PL/5303 (80%/5%/15%) Funds	<b>\$241,000.00</b>

#### **FTA-5303 KY (80%/ 20%)**

FY2024 Allocation:	\$ 22,250.00
FY2025 Allocation:	<u>\$ 22,250.00</u>
Total FTA-5303 TN Funds	<b>\$ 44,500.00</b>

## 4. BUDGET TABLES

**TABLE 1  
TRANSPORTATION PLANNING FUNDS AUTHORIZED  
FOR THE CLARKSVILLE URBANIZED AREA FY2024-FY2025**

BUDGETED REVENUES FOR FY2024-FY2025				
FUNDING/AGENCY	FEDERAL	STATE	LOCAL	TOTAL
*FHWA - PL TN	800,379	50,024	150,071	1,000,474
*FHWA - PL TN Remaining funds estimated through 9/30/23	1,100,000	68,750	206,250	1,375,000
*FHWA (flexed from FTA) PL/5303 TN	160,400	10,025	30,075	200,500
*FHWA (flexed from FTA) PL/5303 TN Carryover estimated through 9/30/23	80,600	5,037	15,113	100,750
*FHWA – PL KY	113,600	7,100	21,300	\$ 142,000
**FTA - 5303 KY	44,500	0	11,126	\$ 55,626
**FHWA SPR TN	0	0	0	0
<b>TOTALS</b>	<b>2,582,734</b>	<b>158,640</b>	<b>487,045</b>	<b>2,874,350</b>
<p>Note: Budgeted revenues are funds to be programmed and available for FY2024 and FY2024 expenditures and reflect available funds, as indicated by TDOT and KYTC.</p> <p>Note: Federal funds shown are from SAFETEA-LU, MAP-21 and FAST Act. Local funds are shown for illustration purposes only. Local funds have not been fully obligated at this time.</p> <p>* FHWA PL/ FHWA PL (5303) - 80% Federal/5% State Match/15% Local Match (PL includes air quality)</p> <p>** FTA-5303 KY and SPR TN – 80% Federal/20% Local Match</p>				

**TABLE 2.**

**FY2024-FY2025 FUNDING SOURCE IN DOLLARS (\$) BY TASK**

<b>WORK TASKS</b>	<b>MPO/ Fed-SPR (80%)</b>	<b>MPO MATC H (20%)</b>	<b>TN PL 112 (80%)</b>	<b>TDOT MATCH (5%)</b>	<b>MPO MATCH (15%)</b>	<b>KY PL 112 (80%)</b>	<b>KYTC MATC H (5%)</b>	<b>MPO MATCH (15%)</b>	<b>*TN PL (5303) (80%)</b>	<b>TDOT MATCH (5%)</b>	<b>MPO MATCH (15%)</b>	<b>KY FTA 5303 (80%)</b>	<b>MPO MATCH (20%)</b>	<b>TOTALS</b>
I. Program Admin.	0	0	250,379	15,649	46,946	33,600	2,100	6,300	0	0	0	0	0	354,974
II. Data Collection, Maintenance and Analysis	0	0	50,000	3,125	9,375	10,000	625	1,875	0	0	0	0	0	75,000
III. Short Range Planning	0	0	100,000	6,250	18,750	20,000	1,250	3,750	0	0	0	0	0	150,000
IV. Long Range Planning	0	0	350,000	21,875	65,625	50,000	3,125	9,375	0	0	0	0	0	500,000
V. Multimodal Planning	0	0	0	0	0	0	0	0	241,000	15,062	45,188	44,500	11,126	356,876
VI. Special Studies	0	0	50,000	3,125	9,375	0	0	0	0	0	0	0	0	62,500
<b>TASK TOTALS</b>	<b>0</b>	<b>0</b>	<b>800,379</b>	<b>50,024</b>	<b>150,071</b>	<b>113600</b>	<b>7,100</b>	<b>21,300</b>	<b>241,000</b>	<b>15,062</b>	<b>45,188</b>	<b>44,500</b>	<b>11,126</b>	<b>1,499,350</b>
Carry-over Funds			1,100,000	68,750	206,250									1,375,000
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	<b>2,900,379</b>	<b>129,303</b>	<b>387,907</b>	<b>113600</b>	<b>7,100</b>	<b>21,300</b>	<b>241,000</b>	<b>15,062</b>	<b>45,188</b>	<b>44,500</b>	<b>11,126</b>	<b>2,874,350</b>

\*TN PL (5303) funds shows the carryover funds from the Financial Summary on page 43 plus the FY2023 and FY2024 Allocation: \$80,600 + \$80,200 +80,200 = \$241,000. With the completion of the COA through a consultant in FY2024 and CTS's planning needs, all of the funds are allocated.

**TABLE 3  
FY2024-FY2025 FUNDING SOURCES BY AGENCY**

AGENCY	FEDERAL HIGHWAY ADMINISTRATION (FHWA)								FED. TRANSIT ADMIN. (FTA)		TOTAL
	Federal CPG TN PL 80%	TDOT Match CPG TN PL 5%	Local Match CPG TN PL 15%	Federal KY PL 80%	KYTC Match KY PL 5%	Local Match KY PL 15%	Federal TN SPR 80%	Local Match SPR 20%	KY FTA-5303 80%	Local Match KY FTA-5303 20%	
TDOT	\$0	65,086	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,086
KYTC	\$0	\$0	\$0	\$0	\$7,100	\$0	\$0	\$0	\$0	\$0	\$7,100
FHWA TN PL	\$800,379	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,379
FHWA TN PL/5303	\$241,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$241,000
FHWA TN SPR	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	0
FHWA KY PL	\$0	\$0	\$0	\$113,600	\$0	\$0	\$0	\$0	\$0	\$0	\$113,600
FTA KY 5303	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,500	\$0	\$44,500
MPO	\$0	\$0	\$195,259	\$0	\$0	\$21,300	\$0	\$0	\$0	\$11,126	\$227,685
<b>TOTALS</b>	<b>\$1,041,379</b>	<b>\$65,086</b>	<b>\$195,259</b>	<b>\$113,600</b>	<b>\$7,100</b>	<b>\$21,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,500</b>	<b>\$11,126</b>	<b>\$1,499,350</b>

**Table 4**

**FY2024- FY2025 Estimated Staff Hours: (1984 hrs/year x 2 years= 3,968 hrs/2 years)**

<b>Staff Members</b>	<b>MPO Total Hours</b>	<b>Hours Worked /Year</b>	<b>MPO Percent</b>
MPO Director	3952	3952	100%
Transportation Planner	3952	3952	100%
RPC Director	494	3952	12.5%
GIS Technician	494	3952	12.5%
Administrative Assistant	494	3952	12.5%
Office Manager	494	3952	12.5%

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## 5. AGREEMENTS: MOA between MPO, TDOT, KYTC, and City of Clarksville/Clarksville Transit System



Clarksville Urbanized Area MPO Planning Agreement

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### STATE OF TENNESSEE

### AGREEMENT WITH METROPOLITAN PLANNING ORGANIZATION

AND

### KENTUCKY TRANSPORTATION CABINET

THIS AGREEMENT is made this 8<sup>th</sup> day, of August, 2020 by and between the State of Tennessee, acting through the Tennessee Department of Transportation, called "TDOT;" the Commonwealth of Kentucky, acting through the Kentucky Transportation Cabinet, called "KYTC;" the Clarksville Urbanized Area Metropolitan Planning Organization (MPO), called the "MPO," which has been designated as the MPO of the Clarksville Urbanized Area; and the Clarksville Transit Service, which is governed by the City of Clarksville, called "CTS."

### WITNESSETH

WHEREAS, 23 U.S.C. § 134 and 23 Code of Federal Regulations (CFR), Part 450, require that MPOs, in cooperation with State DOTs and public transportation providers, carry out a metropolitan planning process for urbanized areas of the State; and

WHEREAS, 23 CFR § 450.314 requires the MPO, State(s), and public transportation operators within each metropolitan planning area to enter into a written agreement to clearly identify the responsibilities of the parties in carrying out the metropolitan planning process; and

WHEREAS, T.C.A. § 54-18-101 authorizes TDOT to enter into cooperative planning agreements that provide for a continuing and comprehensive transportation planning process; and

WHEREAS, the MPO is empowered to serve as the lead planning and programming agency for its Metropolitan Planning Area (MPA), and to this end TDOT, KYTC, the MPO, and CTS jointly carry out an ongoing continuing, cooperative, and comprehensive multimodal transportation planning process that fully considers the planning factors required by applicable laws and regulations; and

WHEREAS, the MPO, TDOT, and KYTC actively coordinate transportation planning along the border between the State of Tennessee and the Commonwealth of Kentucky in their respective jurisdictions; and

WHEREAS, the MPO, TDOT, and KYTC coordinate planning activities and carry out such activities cooperatively so that principal metropolitan area planning products reflect consistency with best practices and broader bi-state growth and development goals; and

WHEREAS, the Governors of the State of Tennessee and the Commonwealth of Kentucky and the Clarksville Urbanized Area MPO designated the metropolitan planning area, as defined in 23 CFR § 450.312, as the area within which the required metropolitan transportation planning activities shall take place; and

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**WHEREAS**, CTS, which is governed by the City of Clarksville, provides public transportation services within the Clarksville Metropolitan Planning Area; and

**WHEREAS**, 23 CFR § 420.117(a) requires that TDOT and KYTC shall monitor all activities performed by its staff or by sub-recipients with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning and research funds, as dispersed in the Consolidated Planning Grant (CPG), to ensure that the work is being managed and performed satisfactorily and that time schedules are being met;

**NOW THEREFORE**, it is agreed as follows:

## AGREEMENT

### Article 1. Agreement Period

- A. This agreement becomes effective when signed by the last party whose signature makes the agreement fully executed. TDOT and KYTC shall not continue their obligations to the MPO under this agreement if the Governors' designation of the MPO is withdrawn, if federal funds cease to become available, or if the agreement is terminated.
- B. This agreement shall replace the 2007 Memorandum of Agreement (MOA), which was signed by the MPO, TDOT, and KYTC; and the May 2018 MOA, which was signed by the MPO, the City of Clarksville, and KYTC. Upon this agreement becoming fully executed, the two (2) previous agreements identified here shall become ineffective.
- C. This agreement shall be reviewed every five (5) years or as needed, such as when a new transportation funding bill is passed by the United States Congress, and/or when new federal regulations are published by FHWA/FTA by the respective agencies' signatories, or their applicable designees or proxies. If all terms and conditions of this agreement remain viable and no amendment to the existing agreement or a new agreement is required, a renewal letter from TDOT, acting as the lead agency, to the MPO, signed and accepted by the MPO, KYTC, and CTS, shall constitute renewal of this agreement subject to all terms and conditions specified in the agreement. However, an amendment or a new agreement may be executed, if necessary. In such case, the signatures of all parties of this agreement would be required to fully execute an amended or new agreement.

### Article 2. Planning and Modeling Boundaries

- A. The MPO is responsible as the lead agency for coordinating transportation planning and programming in the Clarksville MPA, thereby fulfilling the provisions set forth in 23 U.S.C. § 134.
- B. The State of Tennessee, acting through TDOT, shall be considered the lead state for the overall coordination of the MPO's transportation planning process. While both the State of Tennessee and the Commonwealth of Kentucky shall assume review responsibility for projects and programs proposed within their respective borders, the State of Tennessee shall assume the primary responsibility of coordinating the review and comment of all deliverables with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This

determination is made because the majority of the urbanized area population, as defined by the U.S. Bureau of the Census, is located within the State of Tennessee.

- C. The MPA boundaries shall be reviewed by the MPO, TDOT, and KYTC at least after each Census decennial update, and MPA boundaries will be adjusted accordingly.
- D. The boundaries of the MPA shall be subject to approval by the MPO and the Governors of the State of Tennessee and the Commonwealth of Kentucky.
- E. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

**Article 3. Responsibilities of TDOT and KYTC**

The responsibilities of TDOT and KYTC are as follows:

- A. Maintain staff within the TDOT Long Range Planning Division and KYTC to act as the primary points of contact for MPO coordination.
- B. In compliance with federal regulations, assist in the carrying out of the continuous, cooperative, and comprehensive metropolitan planning process, including, but not limited to, the development of the Unified Planning Work Program (UPWP), a Metropolitan Transportation Plan (MTP), Long Range Transportation Plan (LRTP), and/or Regional Transportation Plan (RTP); and the Transportation Improvement Program (TIP); and, where required by federal law or regulation, monitor the MPO's performance of activities and expenditures of all funds under a UPWP. TDOT and KYTC are responsible for reviewing the MPO's activities and expenditures of funds and will comment on and make suggestions relating to those activities and expenditures.
- C. Distribute federal and/or state transportation planning funds to the MPO based on a formula developed by the Department, in consultation with the MPO and KYTC, and approved by FHWA, FTA, and other applicable federal agencies.
- D. Provide to the MPO, as appropriate, technical assistance and guidance for the collection, processing, and forecasting of socio-economic data needed for the development of traffic forecasts, plans, programs, and planning proposals within the metropolitan area, including the collection, processing, and forecasting of vehicular travel volume data in cooperation with the MPO.
- E. Consistent with MPO by-laws, jointly promote the development of transportation projects within the metropolitan area by identifying points in the system where access, connectivity, and coordination between the modes and inter-urban facilities would benefit the entire system.
- F. Coordinate with the MPO and CTS in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan.
- G. Update the MPO on relevant statewide transportation initiatives and priorities as needed.
- H. Inform the MPO relative to federal and state statutes, policies, regulations, and guidelines which bear upon metropolitan transportation planning and programming activities and contractual arrangements.
- I. Monitor the MPO's transportation planning process, when such monitoring is required by federal law or regulation, to ensure compatibility with state and USDOT programs and objectives and compliance with all applicable federal requirements.



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**Article 4. Responsibilities of the MPO**

The MPO is an organization created to ensure that existing and future expenditures on transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process. The responsibilities of the MPO are as follows:

- A. Document planning activities in a UPWP to indicate who will perform the work, the schedule for completing the work, and all products or deliverables that will be produced, the proposed funding by activity/task, and a summary of the total amounts and sources Federal and matching funds. In cooperation with TDOT, KYTC, and public transportation operators as defined by 23 CFR Part 450, the MPO must biennially develop a UPWP, subject to federal approval, that meets federal requirements.
- B. Use funds to develop and maintain a comprehensive regional transportation planning program in conformity with the requirements of 23 U.S.C. § 134, and 49 U.S.C. § 5303.
- C. Develop, adopt, and periodically review a MTP/LRTP/RTP, a TIP, and a UPWP for the Metropolitan Planning Area (MPA), consistent with applicable federal laws. At a minimum, the MPO shall consider in the planning process the applicable factors outlined in 23 U.S.C. § 134.
- D. Create and appoint members to the MPO Policy Board as stipulated by 23 CFR § 450.310. Additionally, for any MPO subject to T.C.A. § 64-8-301, a voting member who resides in the MPA shall be chosen in consultation with the Tennessee County Highway Officials Association to represent county highway departments operating within the planning area.
- E. Coordinate with TDOT, KYTC, and CTS in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan including, but not be limited to, an assessment of available services and transportation needs, identification of strategies, actions, and projects to address gaps between services and needs and improve service efficiencies, and identification of priorities for implementation.
- F. Assemble and maintain an adequate, competent staff with the knowledge and experience necessary to perform all appropriate MPO activities as required by law.
- G. Acquire, forecast, and maintain appropriate socio-economic, roadway, and travel data on a timely basis, in cooperation with TDOT and KYTC.
- H. Prepare all required plans, programs, reports, and data, and obtain all required certifications in a timely manner.
- I. Share information and sources of information concerning transportation planning issues with TDOT, KYTC, other jurisdictions and planning agencies, and interested members of the public, in a manner consistent with the provisions set forth in the approved Public Participation Plan.
- J. Ensure that all meetings and records concerning the business of the MPO comply with the requirements prescribed in 23 CFR Part 450, T.C.A. Title 8, Chapter 44, Part 1, and KRS 61.870 to 64.884.
- K. Comply with the Americans with Disabilities Act of 1990 plan certification procedures as required by 49 CFR § 37.139.
- L. Comply with Title VI of the Civil Rights Act and maintain a current Title VI Program as required by FTA's Title VI Circular 4702.1B.
- M. Comply with DOT 5610.2(a) Environmental Justice; National Environmental Policy Act 42 U.S.C. § 4321 et seq.; and Executive Order 12898 Environmental Justice.
- N. Comply with DOT FR 239 Responsibilities to Limited English Proficiency (LEP) Persons.

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- O. Ensure that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of the MPO on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The MPO shall, upon request, produce proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

**Article 5. Responsibilities of CTS**

The responsibilities of CTS, which is governed by the City of Clarksville, are as follows:

- A. Actively participate in the MPO activities to represent public transit interests and ensure awareness and consideration of public transit plans, programs, projects, and policies in MPO decision-making.
- B. Cooperate in the development and maintenance of the MTP/LRTP/RTP and TIP as a participating jurisdiction, providing information requested by the MPO in a timely manner relative to public transit projects and services to be deployed within the MPA in order to ensure consideration for inclusion in the MTP/LRTP/RTP and TIP. This includes information relative to the availability, or anticipated availability, of federal and local financial aids for public transit improvements and services within the MPA.
- C. Cooperate in the development and maintenance of the UPWP as a participating jurisdiction, providing information requested by the MPO in a timely manner related to transit planning activities or technical assistance to be deployed within the MPA for inclusion in the UPWP. This includes informing the MPO to the availability, or anticipated availability, of federal and state financial aids and technical assistance for public transit planning activities.
- D. Work cooperatively with the MPO and TDOT in the preparation of an Annual Listing of Obligated Projects (ALOP) funded under 23 U.S.C. or 49 U.S.C. Chapter 53 to include supplying information about federal obligations of grant funds administered through FTA in a reasonable time following the end of the federal fiscal year.
- E. Cooperate with TDOT and KYTC in the development of the Statewide Long Range Transportation Plan (Statewide LRTP) pursuant to the provisions of 23 U.S.C. 135.
- F. Coordinate with the MPO, TDOT, and KYTC in the preparation and maintenance of a Coordinated Public Transit – Human Services Transportation Plan.
- G. Coordinate with TDOT, KYTC, and the MPO on the conduct of short-range transit plans or operational analyses that affect or inform regional or statewide transportation plans and programs.
- H. Prepare and submit applications for federal public transportation capital assistance grants and state operating assistance grants and administer approved grants.
- I. Collect data to meet the requirements of 49 U.S.C. 5335 regarding the National Transit Database.
- J. At least once per year, present to the MPO an update on local public transit initiatives and priorities that either affect regional transportation plans and programs or that should be considered in their development.
- K. Prepare and update paratransit service plans in conformance with the Americans with Disabilities Act of 1990.



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**Article 6. Unified Planning Work Program**

- A. Every two (2) years, the MPO shall submit to TDOT and KYTC a program of work that includes goals, objectives, and tasks required by each of the relevant agencies involved in the metropolitan transportation planning process. This program of work is to be called the Unified Planning Work Program (UPWP), or any successor name. The UPWP shall be developed and adopted by the MPO Policy Board, in accordance with 23 CFR § 450.314, and must be approved by FHWA prior to the MPO carrying out any work items from the UPWP.
- B. The UPWP shall be prepared for a period of two (2) years. The UPWP shall reflect only the work that can be accomplished during the time period of the UPWP, in accordance with 23 CFR § 420.113 (a) (5) and 23 CFR § 420.115 (a).
- C. The UPWP shall reflect transportation planning work tasks to be funded by federal, state, or local transportation, or transportation-related (e.g., air quality), planning funds. The budget and statement of work will be included in the UPWP. The MPO may not incur costs until final approval of the UPWP by TDOT, as the lead agency, and ultimate federal authorization.

**Article 7. Metropolitan Transportation Plan (MTP), Long Range Transportation Plan (LRTP), and/or Regional Transportation Plan (RTP)**

- A. Every five (5) years, or every four (4) years for MPOs in nonattainment or maintenance areas, the MPO shall develop and adopt a MTP/LRTP/RTP which shall include recommended transportation investments and strategies determined cooperatively by the MPO, TDOT, KYTC, and CTS. The MTP/LRTP/RTP shall be adopted by the MPO Policy Board, in accordance with 23 CFR § 450.324.
- B. The investments and strategies put forth in the MTP/LRTP/RTP shall address no less than a 20-year planning horizon.
- C. The MPO shall issue a formal call for projects from local government members and agency partners, including CTS, TDOT, KYTC, and local governments, early in the MTP/LRTP/RTP development process. The projects will be considered through the MPO's project selection process.
- D. At the request of the MPO, TDOT and KYTC shall provide data to assist in the development of the MTP/LRTP/RTP.
- E. CTS shall provide to the MPO relevant data needed for the evaluation of existing and proposed transit projects and policies, including existing transit services and routes, existing and projected ridership figures, and existing and projected operations and maintenance costs.
- F. The MPO shall, in consultation with TDOT, KYTC, CTS, and local government partners, set the inflation rates used to develop year of expenditure (YOE) costs in the MTP/LRTP/RTP.
- G. At the MPO's request, TDOT and KYTC shall provide the MPO with a description of their respective performance measures and performance targets used in assessing the performance of the transportation system; provide the MPO with a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in 23 CFR § 450.306(d); and inform the MPO on progress achieved by TDOT and KYTC in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data.

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- H. Consistent with 23 CFR § 450.324(f), the MPO shall, in consultation with TDOT and KYTC, develop a methodology for financial planning for the MTP/LRTP/RTP, including system-level estimates of costs and revenue sources, estimates of funds that will be available to support plan implementation, additional financing strategies to fund projects and programs, and an inflation rate(s) to reflect year of expenditure (YOE) dollars based on reasonable financial principles and information.
  - I. The MPO shall approve revenue forecasts and year of expenditure (YOE) cost estimates.
  - J. The MPO must approve the MTP/LRTP/RTP and any subsequent revisions, and shall not delegate the approval authority, except for administrative adjustments. Administrative adjustments do not change the scope of work, result in an increase or decrease in the amount of task funding, or affect the overall budget. Examples include typographical, grammatical, or syntax corrections.

**Article 7. Transportation Improvement Program (TIP)**

- A. Every three (3) years the MPO, in cooperation with TDOT, KYTC, and CTS, shall develop and adopt a fiscally-constrained TIP which shall include the federally-funded and/or regionally significant (regardless of funding source) transportation projects anticipated in the MPA over the next four (4) years. Only projects consistent with the MTP/LRTP/RTP are eligible for inclusion in the TIP. The TIP shall be adopted by the MPO Policy Board, in accordance with 23 CFR § 450.326.
- B. The MPO shall issue a formal call for projects from local government members and agency partners, including the CTS, TDOT, and KYTC, early in the TIP development process. The projects will be considered through the MPO's project selection process.
- C. The MPO, in cooperation with TDOT, transit operators, and all constituent local governments, shall evaluate the candidate projects against regional priorities, goals and objectives, and funding availability.
- D. Each project sponsor shall provide cost estimates for any projects proposed or endorsed by the sponsor.
- E. The MPO shall, in consultation with TDOT, KYTC, CTS, and local government partners, set the inflation rates used to develop YOE costs in the TIP.
- F. In accordance with the MPO's established TIP policies and the existing MOA between TDOT and the MPO regarding the definition and need for amendments/administrative adjustments to the STIP and TIP, the MPO must approve the TIP and any subsequent revisions, and shall not delegate the approval authority, except for administrative adjustments.
- G. After approval by the MPO and the Governors, TDOT and KYTC shall integrate the approved TIP, without change, into their respective STIPs directly or by reference. Once complete, the STIPs shall be forwarded by their respective agencies to FHWA/FTA for review and action.
- H. TDOT shall inform the MPO upon FHWA/FTA's initial approval of the STIP.

**Article 9. Annual Listing of Obligated Projects**

In accordance with 23 CFR § 450.334, within ninety (90) days after the close of the federal fiscal year, the MPO shall publish an Annual Listing of Obligated Projects (ALOP). An obligation report shall be



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provided by TDOT and KYTC in funds obligated under 23 U.S.C. § 134 for the MPO area such that the MPO has sufficient time to develop and publish the ALOP by the prescribed deadline.

**Article 10. Congestion Management Process**

In accordance with 23 CFR § 450.322, every four (4) or five (5) years, as applicable, concurrent with the update to the MTP/LRTP/RTP, MPOs that are designated as TMAs shall, in cooperation with TDOT, KYTC, and CTS, develop a Congestion Management Process (CMP).

**Article 10. Public Participation Plan**

In accordance with 23 CFR § 450.316, the MPO shall adopt and maintain a formal, written Public Participation Plan. The Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the MPO's transportation planning and programming processes, including opportunities for preliminary review and comment at key decision points. Initial or revised Public Participation Plan procedures shall undergo a minimum forty-five (45) day draft public review and comment period.

**Article 11. Performance Based Metropolitan Planning Process Responsibilities**

In accordance with 23 CFR § 450.314 (h), the MPO, TDOT, KYTC, and CTS shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see 23 CFR § 450.306(d)), and the collection of data for the state asset management plan for the National Highway System (NHS).

These terms were formally agreed upon in the MOA for cooperatively developing, sharing, and reporting information related to performance measures and performance targets which was signed by the TDOT Commissioner, the MPO, and the City of Clarksville, acting as the governing body of CTS.

**Article 12. Travel Demand Modeling and Coordination on State Planning**

The MPO is responsible for maintaining and updating the regional transportation model for all roadways of significance, including all interstates, freeways, and arterials, within the MPO study area. The model shall be developed and reviewed in a manner consistent with the guidance outlined in *Minimum Travel Demand Model Calibration and Validation Guidelines for the State of Tennessee*.



Clarksville Urbanized Area MPO Planning Agreement

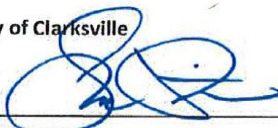
THIS AGREEMENT IS EXECUTED by the MPO, TDOT, KYTC, and the City of Clarksville, signing as the governing body of CTS.

Clarksville Urbanized Area MPO

  
Chair  
MPO Executive Board

Joe Pitts  
Typed or Printed Name  
10/18/19  
Date

City of Clarksville

  
Mayor  
City of Clarksville


Joe Pitts  
Typed or Printed Name  
10/18/19  
Date

Tennessee Department of Transportation

  
Commissioner  
Tennessee Department of Transportation

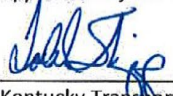
Clay Bright  
Typed or Printed Name  
11/6/2019  
Date

Kentucky Transportation Cabinet

  
Secretary  
Kentucky Transportation Cabinet

Paul C. Looney  
Typed or Printed Name  
9/29/19  
Date

Approved as form and legality

  
Kentucky Transportation Cabinet, Office of Legal  
Services  
8/28/19  
Date



