



2024

Unified Planning Work Program



BMPO
545 Shoup, Suite 257
Idaho Falls ID 83401

Fiscal Year 2024
Unified Planning Work Program
Approved and Adopted September 20, 2023

Task Descriptions
October 1, 2023 - September 30, 2024

Serving the citizens of the Cities of Ammon, Idaho Falls, Iona and Ucon
and the urbanized portions of Bonneville County

For:
Transportation Planning
Bonneville Metropolitan Planning Organization
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Director

This document was prepared by the Bonneville Metropolitan Planning Organization in cooperation with the Cities of Ammon, Idaho Falls, Iona and Ucon, and Bonneville County and Idaho Transportation Department. It was financed in part by funds from the U.S. Department of Transportation. The opinions, findings, and conclusions expressed in this publication are those of the author and not necessarily those of the U.S. Department of Transportation.

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RESOLUTION

PROVIDING for
ADOPTION of the FISCAL YEAR 2024
UNIFIED PLANNING WORK PROGRAM/BUDGET
of the
BONNEVILLE METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the Bonneville Metropolitan Planning Organization (BMPO) is a forum for cooperative transportation decision making for the urbanized area under the direction of elected officials from the Cities of Ammon, Idaho Falls, Iona and Ucon and Bonneville County, as well as the Idaho Transportation Department; and

WHEREAS, BMPO has been designated by the Governor of Idaho as the Metropolitan Planning Organization responsible for transportation planning and programming; and

WHEREAS, the BMPO is responsible to develop and follow a Unified Planning Work Program (UPWP) as the basis for documenting tasks to be accomplished during the fiscal year 2024. The UPWP describes transportation related activities including travel forecast modeling, transportation studies, Demographic Estimates, Transportation Improvement Program, and other documents. BMPO has prepared the Fiscal Year 2024 UPWP/Budget for the purpose of initiating Federal funding and grant applications in a timely manner by submitting local funding requirements to member agencies early in the budgeting process; and

WHEREAS, said Fiscal Year 2024 UPWP/Budget has been reviewed by the Technical Advisory Committee and has been recommended for approval by the BMPO Policy Board.

NOW, THEREFORE, BE IT RESOLVED, that the BMPO Policy Board adopts the Fiscal Year 2024 UPWP/Budget for Federal application and local review purposes, subject to reconsideration upon receipt of final comments from local and Federal agencies.

BE IT FURTHER RESOLVED, that the BMPO assures the appropriate necessary local match funds are available for the Federal Highway Administration, Federal Transit Administration and all other Federal/State/local grants and contracts as noted in the BMPO Fiscal Year 2024 UPWP/Budget, which is attached hereto as an integral part of this resolution.

BE IT FURTHER RESOLVED, that the Policy Board Chairman and BMPO Director are authorized to submit all Federal allocations and grant requests as well as contract applications. Furthermore, the Policy Board Chairman and BMPO Director are authorized to sign all necessary documents for grant and contract purposes.

APPROVED and ADOPTED the 20th day of September 2023.

Lisa Burtenshaw, Chair
BMPO Policy Board

ATTEST:

Darrell M. West
BMPO Director

INTRODUCTION

This document was prepared by the Bonneville Metropolitan Planning Organization (BMPO) in cooperation with the Cities of Idaho Falls, Ammon, Iona and Ucon and Bonneville County and Idaho Transportation Department (ITD).

The Unified Planning Work Program (UPWP) for transportation planning in the Idaho Falls metropolitan planning area is the basis for documentation of tasks to be accomplished during the Fiscal Year 2024 (October 1, 2023 - September 30, 2024). The UPWP represents a cooperative effort between the BMPO and ITD as defined by the following items:

1. Identify transportation and transportation related planning as described in the “Infrastructure Investment and Jobs Act” or “IIJA”, as defined in 23 CFR 450 and 500 and 49 CFR 613, within the next one-year period, including the planning activities funded with PL funds from the Federal Highway Administration (FHWA).
2. Identify transportation and transportation related planning as described in the “Infrastructure Investment and Jobs Act” or “IIJA”, as defined in 23 CFR 450 and 500 and 49 CFR 613, within the next one-year period, including the planning activities funded with funds from the Federal Transit Administration (FTA).
3. Describe and propose work activities and assignments.

The urban transportation planning process includes the development of a Long Range Transportation Plan, transportation modeling via the use of the TransCAD computer software program, development of the metropolitan Transportation Improvement Program (TIP) and other planning and project development activities deemed necessary by BMPO and ITD staff to assist in addressing transportation problems and issues in the planning area.

Pointed out under responsibilities as defined by the Articles of Association, the BMPO Policy Board, through its Technical Advisory and public input, has the primary responsibility for coordinating the local transportation planning process. The City of Idaho Falls Planning Director and the BMPO Director are responsible for the general administration of the BMPO. The ITD has a dual role of assuring that the planning process conforms to State and Federal standards and participation with the various BMPO committees.

BMPO WORK PROGRAM FISCAL YEAR 2024

BMPO receives funding from various Federal, State, and local sources. The majority of funds received by BMPO are FHWA planning (PL) and FTA 5303 funds which require matching dollars from local entities in the metropolitan area and are allocated annually. Other Federal, State, and local funds are available and can be accessed for transportation planning activities by BMPO. However, funding from other Federal or State programs is not allocated or applied for annually and would vary from year to year. Additional local contributions also vary from year to year and are based on needs. Other local or public agencies may request BMPO to perform certain duties that are not directly linked to transportation planning activities, but which BMPO is capable of performing. These funds would also vary annually and may be set up on a contractual basis with the local or public agency. Work programmed to be performed for the City of Idaho Falls outside the scope of BMPO's normal transportation planning activities is charged directly to the City's budget without reimbursement.

Federal funds require matching dollars from the local entities. The ratio provided by the Federal program and the ratio used by the local entities to match the program is identified as follows:

- 92.66% provided by FHWA PL/FTA 5303 funds allocated in the Consolidated Planning Grant (CPG) and 7.34% provided by local match for allocations distributed by FHWA/FTA for FY 2022 through FY 2024

TABLE I

FUNDING SOURCES

Federal Share				Local Share				
FY 2023/2024 CPG (PL/5303) ¹ 92.66%	Previously Unprogrammed FY 2022 CPG (PL/5303) ² 92.66%	FY 2024 TAP GRANT ³ 92.66%	FY 2022 STBG-U 92.66 ⁴	FY 2023/2024 Local / State Match 7.34%	FY 2022 Local / State Match (new) 7.34%	School Districts 7.34%	Match for STBG-U Planning Activity	TOTAL
271,585				21,513				293,098
	22,678				1,796			24,474
		55,596				4,404		60,000
271,585	22,678	55,596		21,513	1,796	4,404		377,572
			277,980				22,020	300,000*
271,585	22,678	55,596	277,980	21,513	1,796	4,404	22,020	677,572

1 – KN 22496 (24); KN22110 (23); KN 14306 (24/23)

2 – KN 20665 (22); KN 14306 (22)

3 – KN 23869 (24)

4 – KN 23022 (22) – *Programmed and encumbered in FY 2022 however most of the funds will be expended in the FY 2023

After the amount of required local match is determined, \$2,000 is deducted from the amount to account for ITD contributions. Population percentages are applied to the remaining balance to ensure each local entity is properly assessed their portion of the total required local match. Table II identifies the funding contribution required of each entity to meet the local match for the normal annual tasks. Also, for this UPWP local match required for the High Capacity Roadway Study (Task 4b) has been identified.

TABLE II

LOCAL MATCH PERCENTAGES

ENTITY	POPULATION	PERCENTAGE	LOCAL MATCH
City of Ammon	17,694	14.9	2,907
City of Idaho Falls	64,818	54.7	10,674
City of Iona	2,717	2.3	449
City of Ucon	1,160	1.0	195
Bonneville County MPA	32,088	27.1	5,288
SUB-TOTAL	118,477	100%	19,513
ITD	-	-	2,000
MPO TOTAL	118,477	100%	21,513

Local Match Percentages are taken from US Census 2020 Population

Once the total anticipated funds are identified, they are assigned to individual tasks programmed to be performed during the fiscal year. The following pages provide a description of each task, anticipated workdays per staff, anticipated cost to complete the task, and Federal and local share of the total cost.

BMPO FISCAL YEAR 2024 WORK TASKS

TASK 1: PROGRAM ADMINISTRATION

PURPOSE: Provide administrative support to meet the requirements of the metropolitan planning program as outlined in the transportation act, “Infrastructure Investment and Jobs Act” or “IIJA”, as defined in 23 CFR 450 and 500 and 49 CFR 613.

1A: General Administration

BMPO staff (CPG) will perform the secretarial and office needs, prepare or update as requested or needed governing documents and perform other miscellaneous activities related to the management of the transportation planning program. BMPO staff (CPG) will review and, if required, update the Title VI and Environmental Justice Plan. Establish document that outlines procedures and guidelines for implementing program requirements.

SCHEDULE: On-going activities.

PRODUCTS: BMPO letters, policies, procedures, resolutions, and governing documents including up-to-date agreements, articles and by-laws.

1B: Financial Administration

BMPO staff (CPG) will perform the fiscal needs of the transportation program, including financial reimbursements, contract development and management, procurements and required progress and financial reports. This entails the development and management of a Unified Planning Work Program (UPWP) that documents the regional planning activities and financial resources to fund the activities.

SCHEDULE: On-going activities. A budget will be developed in May and the UPWP will be finalized in August. Requests for reimbursement with supporting documentation will be prepared monthly. An annual financial report and year-end summary will be prepared at the end of the fiscal year.

PRODUCTS: A current UPWP, reviewed and approved requests for reimbursement and financial report with year-end summary, current contractual agreements and any other board requested documents.

1C: Agency Coordination and Public Outreach

BMPO staff (CPG) will set-up and provide support for board and committee meetings, coordinate and attend other meetings including training, workshops and public involvement responsibilities related to the tasks outlined in this document. BMPO staff will manage a web-site, social media and e-mail lists to inform the agencies and general public of BMPO meetings, activities and products.

SCHEDULE: On-going activities.

PRODUCTS: Meeting notices, agendas and minutes that have been posted and documented. A well maintained and accessible BMPO website and other networking accounts.

BUDGET:

	Work Hours	Federal Amount	Local/State Amount	Total
BMPO STAFF (CPG)	2220	93,626	7,417	101,043
OVERHEAD (CPG)		66,808	5,292	72,100
TASK 1 TOTAL		160,434	12,709	173,143

TASK 2: ALTERNATIVE TRANSPORTATION PLANNING

PURPOSE: Provide support to plan, develop, maintain, and emphasize the use of alternative forms of transportation that are reliable, convenient, and safe.

2A: Bicycle and Pedestrian Planning Activities

BMPO staff (CPG) will plan, develop, and participate in bicycle and pedestrian activities including infrastructure planning, bicycle/pedestrian counts, review of site plans, and serve on various committees. Manage and perform other tasks as requested by the Bicycle and Pedestrian Committee.

BMPO staff (CPG) will identify area needs and proceed to establish direction for future projects. Work with jurisdictions in the BMTA to determine growth patterns and best locations for future bicycle/pedestrian infrastructure. The Bicycle Pedestrian Advisory Committee (BPAC) will use scoring measures established in the COC to evaluate projects.

SCHEDULE: On-going activities. Major events include Community Bike Ride, Bike Month/Safety Opening Social, Promoting Biking to Work, and Promote Youth Courses for cycling. Bicycle and pedestrian maps will be updated during the fiscal year.

PRODUCTS: Presentation and other materials for events. New bicycle and pedestrian maps will be published for residents and visitors as well as posted on BMPO's website.

2B: Safe Routes to School (SR2S) Coordination

BMPO staff (TAP) will direct a SR2S program that includes managing the grant processes and procedures, coordinating the work of vendors, coordinating with School District 91 and 93 to implement biking and walking safety, promoting, and participating in SR2S activities and events.

SCHEDULE: On-going activities. International Walk to School Day, Polar Walk, Bike Challenges and Bike Rodeos and other events that educate and promote the use of safe bicycling and walking.

PRODUCTS: On-going response to SR2S planning activities.

2C: Public Transportation Planning Activities

BMPO staff (CPG) will participate in efforts that support the pilot project that potentially restores public transit to the Idaho Falls area. These efforts include coordinating planning and programming processes and if needed sharing public transportation data, information, and other pertinent resources.

SCHEDULE: On-going activities.

PRODUCTS: On-going response to public transportation planning activities.

2D: Complete Street Planning Activities

BMPO staff (CPG) will plan, develop, and propose adoption of Complete Street design models. Staff will work with a workgroup including planners from the BMTA to identify best Complete Street practices and designs for roadway classifications. The work will be done in coordination with the Access Management Plan and High-Capacity Roadway Study.

SCHEDULE: On-going activities. Major events will include completion of the Access Management Plan, determination of roadway classifications and design of Complete Streets.

PRODUCT: Provide road development guidelines for future new roadways and guidance for existing roadways.

BUDGET:

Personnel	Work Hours	Federal Amount	Local/State Amount	Total
BMPO Staff (CPG)	750	36,364	2,880	39,244
BMPO Staff- SR2S (TAP Grant)	520	24,062	1,906	25,968
SR2S Support (TAP Grant)		31,535	2,497	34,032
TASK 2 TOTAL	1270	91,961	7,283	99,244

TASK 3: DATA SUPPORT AND MODELING

PURPOSE: Collect data and perform transportation modeling to enable the BMPO to make informed decisions regarding transportation needs, improvements, and investments.

3A: Urban Boundary and Demographic Estimates

BMPO staff (CPG) will evaluate the 2020 US Census designated urban area boundaries and present alternatives expanded urban area boundaries that are consistent with the roadway network, potential growth, and jurisdictional boundaries. The expanded (smoothed) urban area boundaries will be approved by the BMPO.

BMPO staff (CPG) will continue to gather building permit data and develop demographic estimates. US Census annual estimated for incorporated places and the County will be use as control totals. Building permit data will be identified by TAZ. Percentage of growth will be determined by TAZ to reach the overall control totals. Households will be established by the 2020 US Census ratio of population per household.

SCHEDULE: The urban area boundary will be developed and approved during the first quarter of the fiscal year. Building permit data will be gathered throughout the entire year.

PRODUCT: An approved smoothed urban area boundary. 2023 socio-economic data when finalized will be posted and made available online.

3B: Geographical Information Systems

BMPO staff (CPG) will maintain and update the Geographical Information System (GIS). ArcGIS will be used to assess and track demographics, land use and transportation conditions, and develop maps of and for transportation facilities and services. The maps will be user friendly, interactive and on-line.

BMPO staff (CPG) will coordinate and work with the local entities to create and update a user friendly map that better visualizes the locations and routes of biking and walking facilities.

SCHEDULE: On-going activities.

PRODUCTS: Maps posted online or printed for bicycle and pedestrian, demographics, public transportation, traffic counts and other transportation planning purposes.

3C: Traffic Counts

BMPO staff (CBG) will work with local and state entities to evaluate the present traffic count program. A workgroup including BMPO entities, Idaho Falls Power, ITD traffic count staff, and BMPO staff, to develop a process to gather and maintain needed counts. Also, BMPO staff will maintain and gather from other entities average daily traffic (ADT) counts in the metropolitan planning area.

SCHEDULE: Workgroup will be developed, process will be established, and current counts will be gathered. The transfer of data to an electronic format is an on-going activity.

PRODUCT: Guidelines to gather and maintain counts. Five-year traffic count data will be posted and made available on ArcGIS Online.

3D: Travel Forecast Model

The current, 2035 and 2050 model will be used to evaluate existing and proposed project needs and impacts as necessary. BMPO staff (CPG) will coordinate modeling efforts for the High Capacity Roadway Study and state plans and studies within the BMPA. Maintenance, update and operation of the existing model will continue to ensure reliable traffic data can be provided when requested.

SCHEDULE: Specific project related model run results will be provided upon request. Coordination with the state on their plans and studies within the BMPA is an on-going activity.

PRODUCTS: The High Capacity Roadway Study will document existing and future model results. These results will be used to aid in the decision making process for establishing an improved functional roadway network. Results from the project specific model runs will be provided and documented.

3E: Transportation Services

BMPO staff and on-call consultant (CPG) will provide time to meet the requests from the public and member agencies to provide transportation data and/or perform data analyses. These requests include but are not limited to; traffic counts, model runs, capacity analyses, review of local transportation related plans and analyses, etc.

SCHEDULE: On-going activities.

PRODUCTS: On-going staff response to requests for data and assistance. As appropriate, documents that record results and findings may be produced and disseminated to the requesting parties.

BUDGET:

Personnel	Work Hours	Federal Amount	Local/State Amount	Total
BMPO Staff (CPG)	720	39,289	3,113	42,402
TASK 3 TOTAL	720	39,289	3,113	42,402

TASK 4: METROPOLITAN TRANSPORTATION PLAN

PURPOSE: The activities listed under this task will be incorporated into and help shape the BMPO Transportation Plan.

Task A: High Capacity Roadway Study

BMPO staff will continue to manage the contract and provide assistance for the on-going development of the High Capacity Roadway Study. BMPO staff will also manage the contract. The study will address growth in order to maintain an efficient and effective transportation network. This will be accomplished

in part by identifying the best location for expressway and strategic arterial routes through the assessment of new alignments, existing roadway modifications, and creating relevant standards. The study will also provide a tool for the local jurisdictions to better identify and preserve corridors, define right-of-way needs and identify the location of future infrastructure installations in relation to growth. The findings will be incorporated in an amended LRTP.

SCHEDULE: It is anticipated that the High Capacity Roadway Study will be completed by July 2024.

PRODUCT: A document that assists the locals in maintaining the efficient and effective movement of people and goods in and throughout the area in order to support economic prosperity, a safe roadway network and high quality of life.

BUDGET:

Personnel	Work Hours	Federal Amount	Local /State Share Amount	Total
BMPO STAFF (CPG)	590	34,313	2,718	37,031
High Capacity Roadway Study Contract (STBG-U)		277,980	22,020	300,000
TASK 4 TOTAL	590	312,293	24,738	337,031

TASK 5: TRANSPORTATION IMPROVEMENT PROGRAM

PURPOSE: Develop a four-year prioritized project list known as the Transportation Improvement Program (TIP) within the metropolitan planning area assigned to funding opportunities.

Task 5A: Transportation Improvement Program (TIP) Update

BMPO staff (CPG) will implement a process that entails but is not limited to; requesting new projects, making annual programming modifications based on project readiness, cost adjustments and available funds, identifying project priorities in order to make programming decisions and public input.

Throughout the year BMPO staff (CPG) will prepare and submit appropriate reports and other documents and track programmed projects to identify if administrative modifications or amendments are necessary. The TIP will include performance measures and the efforts in the BMPA to meet approved performance targets.

SCHEDULE: Yearly process from project submittals, prioritization, to finalized TIP. Tracking and monitoring projects is an on-going activity.

PRODUCTS: A FY 2024 TIP required under Federal funding guidelines and source document for four-year planned transportation improvements.

Task 5B: Annual Listing

BMPO staff (CPG) will develop a document that identifies the status of programmed projects from the previous fiscal year.

SCHEDULE: This task will be completed in December.

PRODUCTS: A document listing the status of FY 2023 projects.

BUDGET:

Personnel	Work Hours	Federal Amount	Local /State Share Amount	Total
BMPO STAFF (CPG)	400	23,862	1,890	25,752
TASK 5 TOTAL	400	23.862	1,890	25,752

Table III summarizes the funds budgeted for each task and the split between Federal and local funds.

TABLE III

BMPO BUDGET by TASK

FY 2022 Tasks	Federal Share	Local Share	Total
Task 1: Program Administration	93,626	7,417	101,043
*Task 1: Program Administration – Overhead	66,808	5,292	72,100
Task 2: Alternative Transportation Planning	36,364	2,880	39,244
Task 2: Alternative Transportation Planning (SR2S Funds)	55,597	4,403	60,000
Task 3: Data Support and Modeling	39,289	3,113	42,402
Task 4: Metropolitan Transportation Plan	34,313	2,718	37,031
Task 5: Transportation Improvement Program	23,862	1,890	25,752
BMPO Total	349,859	27,713	377,572
Task 4: High Capacity Roadway Study Contract (STBG-U)	277,980	22,020	300,000
Grand Total	627,839	49,733	677,572

Note: Federal funds are CPG unless noted

* Overhead and direct costs charged to Program Administration

BMPO LINE ITEM BUDGET

Line Item	2024 Allocation
1100 Administrative Salaries (CPG)	100,075
1200 Assistance and Clerical (CPG)	21,181
1300 Other Salaries & Wages (BMPO CPG \$55,844; SR2S Grant \$18,615)	74,459
2100 Employee Benefits (BMPO CPG \$68,372; SR2S Grant \$7,353)	75,725
3100 Office Supplies	1,400
3400 Minor Equipment (printer/scanner, computer)	0
4200 Professional Services (model support, LRTP, general services)	30,000
4400 Advertising (LRTP, TIP, other)	1,000
4600 Insurance (ICRMP)	1,800
4700 Travel (ITD/STP-Urban – Boise \$1,500; AMPO Conference \$3,250; Bike and Pedestrian Conference \$3,250)	8,000
4800 Dues/Subscriptions (AMPO \$600; APA \$375; ITE \$325; miscellaneous subscriptions \$250)	1,550
5100 Telephone	600
5500 Rental Buildings	12,000
5800 Repair/Maintenance Office Equip (ARC/GIS \$3,000; TRAKiT/Bluebeam \$1,950; TransCAD \$1,500)	6,450
6900 Miscellaneous (Adjustments General \$6,500; SR2S Coordinators, supplies, equipment \$34,032)	40,532
Total	377,572