



Bonneville Metropolitan Planning Organization

FY 2021

Unified Planning Work Program

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

Approved and adopted on
September 16, 2020



Fiscal Year 2021
Unified Planning Work Program
Approved and Adopted September 16, 2020

Task Descriptions
October 1, 2020 - September 30, 2021

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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Darrell M. West
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 2021
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 2021. 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 2021 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 2021 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 2021 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 2021 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 16th day of September, 2020.

A handwritten signature in black ink, appearing to read "Jim Freeman", written over a horizontal line.

Jim Freeman, Chair
BMPO Policy Board

ATTEST:

A handwritten signature in black ink, appearing to read "Darrell M. West", written over a horizontal line.

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 2021 (October 1, 2020 - September 30, 2021). 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 “Fixing America’s Surface Transportation” or “FAST Act”, 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 “Fixing America’s Surface Transportation” or “FAST Act”, 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 2021

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 2020 through FY 2021

TABLE I

FUNDING SOURCES

Federal Share				Local Share				
FY 2021 CPG (PL/5303) ¹ 92.66%	Previously Unprogrammed FY 2020 CPG (PL/5303) ² 92.66%	Programmed Unused FY 2020 CPG (PL/5303) ² 92.66%	FY 2020-21 TAP GRANT ³ 92.66%	FY 2021 Local / State Match 7.34%	FY 2020 Local / State Match (new) 7.34%	Unused Match and Reserves 7.34%	School Districts 7.34%	TOTAL
201,817				15,987				217,804
	46,661				3,696			50,357
		16,783				1,329		18,112
			55,596				4,404	60,000
								346,273

OTHER AGENCY TASKS

FY 2021 FTA/5307 ⁴ 80%	FY 2021 Local/State Match 20%	TOTALS
8,000	2,000	10,000

1 – KN 20204; KN 14306 (21)

2 – Based on estimates of remaining funds, KN 19494; KN 14306(20)

3 – Based on estimates of 2020 remaining funds and 2021 new funds, KN 22040 and KN 22041

4 – KN 14304(21)

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.

TABLE II

LOCAL MATCH PERCENTAGES

ENTITY	POPULATION	PERCENTAGE	LOCAL MATCH
City of Ammon	16,475	14.8	2,618
City of Idaho Falls	61,535	55.3	9,778
City of Iona	2,351	2.1	374
City of Ucon	1,155	1.0	183
Bonneville County MPA	29,766	26.8	4,730
SUB-TOTAL	111,282	100%	17,683
ITD	-	-	2,000
MPO TOTAL	111,282	100%	19,683

Local Match Percentages are taken from US Census 2018 Population Estimates.

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 2021 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, “Fixing America’s Surface Transportation” or “FAST Act”, 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.

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.

1D: Transportation Planning Overview, Process and Guidelines

BMPO staff (CPG) will continue to update the 2001 Transportation Planning Overview, Planning and Guidelines document to current conditions. The updated document will establish new or modified procedures and guidelines for implementing program requirements and for achieving other transportation planning program objectives. Action steps will be identified and carried out in order to implement recommended processes and guidelines. Also, related governing documents and agreements will be reviewed and updated as deemed necessary.

SCHEDULE: Over half of this document is drafted. Two more chapters, the LRTP process and TIP process need to be documented. This task is a lower priority and will be completed as time permits, meaning a completion date for a final document is undetermined.

PRODUCTS: Ultimately, an updated and approved transportation planning procedures document.

BUDGET:

	Work Hours	Federal Amount	Local/State Amount	Total
BMPO STAFF (CPG)	1800	71,752	5,684	77,436
OVERHEAD (CPG)		35,842	2838	38,680
TASK 1 TOTAL		107,594	8,522	116,116

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 BMPA 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, Earth Day, Bike to Work Month 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 restores public transit to Idaho Falls. These efforts include but are not limited to planning, programming and if needed coordinating public transportation services. BMPO staff participation also includes providing data and resources, coordinating project programming processes, and taking part in open houses or surveys as needed.

SCHEDULE: On-going activities.

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

BUDGET:

Personnel	Work Hours	Federal Amount	Local/State Amount	Total
BMPO Staff (CPG)	710	33,850	2,682	36,532
BMPO Staff- SR2S (TAP Grant)	520	21,924	1,737	23,661
SR2S Support (TAP Grant)		33,672	2,667	36,339
TASK 2 TOTAL	1230	89,446	7,086	96,532

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: Demographic Estimates and Projections

BMPO staff (CPG) will continue to gather building permit data and develop demographic estimates. BMPO will explore alternative 2035 and 2050 projections based potential workforce expansion. Preliminary discussions with major employers indicate that there may be a major increase in employment and population growth due to potential expansion of technology research and development. BMPO staff will work with community staff and leaders to assess the need for alternative growth scenarios.

SCHEDULE: Demographic estimates will be updated as soon as data is made available and includes 2020 and 2021 data. Building permit data will be gathered throughout the entire year.

PRODUCT: Socio-economic data will be posted and made available on ArcGIS Online. If determined as needed 2035 and 2050 alternative projections will be developed between November 2020 and January 2021. The projections would be integrated into the TransCAD model.

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. A primary effort will be updating and creating additional maps for the 2050 Long Range Transportation Plan. This will include user friendly and interactive on-line maps. As needed, BMPO will create maps based on the findings and recommendations from the public transportation study.

BMPO staff (CPG) will update mapping on the BMPO website to provide a user friendly system to better provide 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 (CPG) will maintain and gather from other entities average daily traffic (ADT) counts in the metropolitan planning area. BMPO staff (CPG) will explore opportunities to better collaborate traffic count collection and processes between multiple jurisdictions.

SCHEDULE: BMPO staff will not collect data during the normal rotation. Counts will only be gathered from other entities and processed on an on-going basis. The transfer of data to an electronic format is an on-going activity.

PRODUCTS: Five-year traffic count data including 2020 counts will be posted and made available on ArcGIS Online.

3D: Travel Forecast Model

The current 2019, 2035 and 2050 model will be used to evaluate existing and proposed project needs and impacts as necessary. Alternative 2035 and 2050 projections may also be developed and used to evaluate project needs and impacts. BMPO staff (CPG) will coordinate modeling efforts on 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 runs will be undertaken upon request. Coordination with the state on their plans and studies within the BMPA is an on-going activity.

PRODUCTS: Results of the final 2019, 2035 and 2050 travel forecast model runs will be presented in the Long Range Transportation Plan. 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)	360	18,275	1,448	19,723
Consultant Services (CPG) – On Call Model/Engineering		16,216	1,284	17,500
TASK 3 TOTAL	360	34,491	2,732	37,223

TASK 4: METROPOLITAN TRANSPORTATION PLAN

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

Task 4a: Long Range Transportation Plan

BMPO staff (CPG) will take previously developed plans, studies and other activities and incorporate them into an updated 2050 long range transportation plan. The following identifies the primary activities that BMPO staff will engage in to update the plan. Note demographics and travel demand modeling for the plan were completed in fiscal year 2020.

- Update existing and future roadway functional classifications compliant with federal requirements.
- Evaluate multi-modal transportation conditions and needs based on various scenarios. Includes an assessment of existing system and service connectivity.
- Identify safety and security issues and actions to create a safer transportation system.
- Develop financial assessment and investment strategies.
- Prioritize plan and project needs.
- Identify impacts including economic, environmental, safety, etc. related to plan implementation.

SCHEDULE: Develop 2050 Long Range Transportation Plan schedule and scope. The 2050 LRTP will be completed during fiscal year 2022.

PRODUCT: Completion of tasks as outlined in the 2050 LRTP schedule and scope.

Personnel	Work Hours	Federal Amount	Local /State Share Amount	Total
BMPO STAFF (CPG)	1500	71,850	5,691	77,541
TASK 4 TOTAL	1500	71,850	5,691	77,541

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 2022 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 2020 projects.

BUDGET:

Personnel	Work Hours	Federal Amount	Local /State Share Amount	Total
BMPO STAFF (CPG)	310	17,476	1,385	18,861
TASK 5 TOTAL	310	17,476	1,385	18,861

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

TABLE III

BMPO BUDGET by TASK

FY 2021 Tasks	Federal Share	Local Share	Total
Task 1: Program Administration	71,752	5,684	77,436
*Task 1: Program Administration – Overhead	35,842	2,838	38,680
Task 2: Alternative Transportation Planning (includes TAP)	89,446	7,086	96,532
Task 3: Data Support and Modeling	34,491	2,732	37,223
Task 4: Metropolitan Transportation Plan	71,850	5,691	77,541
Task 5: Transportation Improvement Program	17,476	1,385	18,861
BMPO Total	320,857	25,416	346,273

Note: Federal funds are CPG unless noted

* Overhead and direct costs charged to Transportation Administration

BMPO LINE ITEM BUDGET

Line Item	2021 Allocation
1100 Administrative Salaries (CPG)	91,229
1200 Assistance and Clerical (CPG)	19,099
1300 Other Salaries & Wages (BMPO CPG \$49,670; SR2S Grant \$16,557)	66,227
2100 Employee Benefits (BMPO CPG \$70,095; SR2S Grant \$7,104)	77,199
3100 Office Supplies	1,400
3400 Minor Equipment (printer/scanner)	300
4200 Professional Services (model support, LRTP, general services)	17,500
4400 Advertising (LRTP, TIP, other)	1,200
4600 Insurance (ICRMP)	1,400
4700 Travel (ITD/STP-Urban – Boise \$1,500; AMPO Conference \$2,500; Bike and Pedestrian Conference \$2,500)	6,500
4800 Dues/Subscriptions (AMPO \$555; APA \$275; ITE \$300; miscellaneous subscriptions \$250)	1,380
5100 Telephone	650
5500 Rental Buildings	12,000
5800 Repair/Maintenance Office Equip (ARC/GIS \$3,000; TRAKiT/Bluebeam \$1,950; TransCAD \$1,200)	6,150
6900 Miscellaneous (Adjustments General \$6,000; SR2S Coordinators, supplies, equipment \$36,339)	42,339
7400 Office Equipment (Desktop Computer)	1,700
Total	346,273