

**Bonneville Metropolitan  
Planning Organization**

# **UNIFIED PLANNING WORK PROGRAM**

**Fiscal Year  
2017**

Task Descriptions

October 1, 2016—September 30, 2017

Approved and Adopted September 21, 2016

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

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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, Idaho Transportation Department and Targhee Regional Public Transportation Authority. 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 2017  
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 TRPTA; 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 2017. 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 2017 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 2017 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 2017 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 2017 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 21<sup>st</sup> day of September, 2016.



\_\_\_\_\_  
David Smith, Chairman  
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, Idaho Transportation Department (ITD) and Targhee Regional Public Transportation Authority (TRPTA).

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 2017 (October 1, 2016 - September 30, 2017). The UPWP represents a cooperative effort between the BMPO, TRPTA 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 2017

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:

- C 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 2016 through FY 2017

TABLE I

FUNDING SOURCES

Federal Share			Local Share			TRPTA Contract	
FY 2017 CPG (PL/5303) <sup>1</sup> 92.66%	FY 2016 CPG (PL/5303) <sup>2</sup> 92.66%	FY 2015/17 TAP GRANT <sup>3</sup> 92.66%	FY 2017 Local / State Match 7.34%	Unused Match and Reserves 7.34%	CDBG 7.34%	Contracted Services	TOTAL
225,055			17,828				242,883
	25,135			1,991			27,126
		48,497			3,842		52,339
						31,351	31,351
225,055	25,135	48,497	17,828	1,991	3,842	31,351	353,699

OTHER AGENCY TASKS

FY 2016/17 FTA/5307 <sup>4</sup> 80%	FY 2016/17 Local/State Match 20%	TOTAL
\$60,000	\$15,000	\$75,000

1 - KN 13589; KN 14306(17)

2 - Based on estimates of remaining funds, KN 13588; KN 14036(16)

3 - Based on estimates of remaining funds, KN 18874 and ORN 20287

4 - KN 14304(16/17)

After the amount of required local match is determined, \$2,250 is deducted from the amount to account for ITD and TRPTA 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	ADDITIONAL CONTRIBUTION*	TOTAL
City of Ammon	13,816	13.9	2,168	1,084	3,252
City of Idaho Falls	56,813	57.2	8,916	4,458	13,374
City of Iona	1,803	1.8	283	141	424
City of Ucon	1,108	1.1	174	87	261
Bonneville County MPA	25,723	25.9	4,037	2,018	6,055
SUB-TOTAL	99,263	100	15,578	7,788	23,366
ITD	-	-	2,000		2,000
TRPTA	-	-	250		250
MPO TOTAL	99,263	100%	\$17,828	\$7,788*	\$25,616

Local Match Percentages are taken from 2010 Census.

\* Unprogrammed contribution approved by Policy Board May 18, 2016.

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 2017 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.

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 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: BMPO will continue to meet with TAC members to gather input and disseminate information during the first quarter of the fiscal year. A final document will be produced during the second quarter.

PRODUCTS: An updated and approved transportation planning procedures document.

BUDGET:

	Work Hours	Federal Amount	Local/State Amount	Total
BMPO STAFF (CPG)	2,519	106,532	8,437	114,969
OVERHEAD (CPG)		31,468	2,493	33,961
TASK 1 TOTAL		138,000	10,930	148,930

**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 but not limited to 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. Review site plans and serve on various committees. Manage and perform other tasks as requested by the Bicycle and Pedestrian Committee.

A Bicycle and Pedestrian Needs Assessment/Plan was completed with funding from BMPO in FY 2014. BMPO staff will provide support to the local communities as they develop and update individual bicycle and pedestrian plans based on the needs assessment. BMPO staff will re-evaluate goals and objectives and begin to consolidate elements of the local plans into a coordinated regional plan for the prioritization and implementation of projects.

SCHEDULE: On-going activities. Major events include International Walk to School Day in October, Earth Day in April and Bike to Work Month in May.

PRODUCTS: Presentation and other materials for events. Draft materials of initial elements for regional bicycle and pedestrian plan.

***2B: Safe Routes to School (SR2S) Coordination***

BMPO staff (TAP/CPG) will direct a SR2S program that includes managing the grant processes and procedures, coordinating the work of vendors, and promoting and participating in SR2S activities and events.

SCHEDULE: On-going activities.

PRODUCTS: On-going response to SR2S planning activities.

***2C: Public Transportation Planning Activities***

BMPO staff (CPG) will serve on appointed committees that support planning, programming and coordinated public transportation between the urban and rural areas. BMPO staff will provide support to the Targhee Regional Public Transportation Authority (TRPTA) regarding public transportation opportunities and issues related to planning, programming/funding and operations.

TRPTA staff (FTA 5307) will perform general planning and mobility management activities on an as needed basis to improve and maintain the current services in the urbanized area.

SCHEDULE: On-going activities.

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

***2D: Short Range Transit Plan/Coordinated Human Services Transportation Plan***

TRPTA (FTA 5307) will provide resources for the update and development of their Short Range Transit Plan and a Coordinated Human Services Transportation Plan. BMPO staff (CPG) will be heavily involved in the development of the Plans including, but not limited to, data collection and presentation, GIS analyses and mapping, and, as appropriate and needed, lead agency to facilitate and coordinate input.

SCHEDULE: Work will begin at the first of the year and commence throughout the year until completion.

PRODUCTS: 2018-2022 Short Range Transit Plan and 2018-2021 Human Services Transportation Plan.

BUDGET:

Personnel	Work Hours	Federal Amount	Local/State Amount	Total
BMPO Staff (CPG)	679	33,616	2,663	36,279
BMPO Staff- SR2S (TAP Grant)	520	20,698	1,640	22,338
SR2S Support (TAP Grant)		27,798	2,202	30,000
BMPO TOTAL		82,112	6,505	88,617
TRPTA (FTA 5307)		60,000	15,000	75,000
TASK 2 TOTAL		142,112	21,505	163,617

**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**

BMPO staff (CPG) will continue to gather building permit data and develop demographic estimates.

SCHEDULE: Demographic estimates will be updated in June and include the 2017 data. Building permit data will be gathered throughout the entire year.

PRODUCTS: 2017 Socio-economic data posted and made available on ArcGIS 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.

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 average daily traffic (ADT) counts in the metropolitan planning area.

Also, BMPO staff (CPG) will explore opportunities to better collaborate traffic count collection and processes between multiple jurisdictions.

SCHEDULE: BMPO staff will collect data in March, April, May and September of this fiscal year. Also, counts will 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.

In February BMPO will begin to meet with local and state jurisdictions to evaluate the traffic count program.

PRODUCTS: Five-year traffic count data including 2017 counts will be posted and made available on ArcGIS Online.

Results of the jurisdictional meetings will be documented with recommendations, outcomes and implementation steps.

### ***3D: Travel Forecast Model***

If needed, BMPO staff (CPG) will use existing and future models to evaluate proposed project needs and impacts as necessary. BMPO staff (CPG) will coordinate with the state and other local entities on development of statewide and regional models. Maintenance, update and operation of the existing model will continue to ensure reliable traffic data can be provided when requested.

BMPO staff (CPG) will evaluate and compile model outputs such as VMT for performance measure development and assessment.

SCHEDULE: Specific project related model runs will be undertaken upon request. Coordination with the state and local entities on state-wide and regional models is an on-going activity. Model outputs will be developed in correlation with the development of related performance measures.

PRODUCTS: Results from the project specific model runs will be provided and documented. On-going activities will support the continued development of the existing and future model's documented method to utilize model outputs to gauge performance measures.

### ***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)	680	31,218	2,473	33,691
Consultant Services (CPG) – On Call Model/Engineering		9,266	734	10,000
<b>TASK 3 TOTAL</b>	<b>680</b>	<b>40,484</b>	<b>3,207</b>	<b>43,691</b>

**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 update the performance management section of the existing Long Range Transportation Plan. This will include establishing targets for measures that were yet to be determined, developing a tracking process, and other adjustments that come from coordinating measures with ITD and TRPTA.

SCHEDULE: On-going task with final completion prior to deadlines established by USDOT.

PRODUCTS: Updated performance management section of the Long Range Transportation Plan.

BUDGET:

Personnel	Work Hours	Federal Amount	Local/State Amount	Total
BMPO Staff (CPG)	480	24,086	1,908	25,994
<b>TASK 4 TOTAL</b>	<b>480</b>	<b>24,086</b>	<b>1,908</b>	<b>25,994</b>

**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 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.

Also, 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.

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

PRODUCTS: A FY 2018 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 2016 projects.

***Task 5c: Performance Measures***

BMPO staff (CPG) will work with the state and public transportation provider to establish performance based measures to guide the prioritization of projects related to the TIP.

SCHEDULE: On-going to be completed prior to the start of the next fiscal year.

PRODUCTS: Documented and approved performance measures will be integrated into the TIP.

BUDGET:

Personnel	Work Hours	Federal Amount	Local /State Share Amount	Total
BMPO STAFF (CPG)	270	14,006	1,109	15,115
TASK 5 TOTAL	270	14,006	1,109	15,115

**TASK 6: TRPTA MEMORANDUM OF UNDERSTANDING (MOU)**

PURPOSE: TRPTA has identified a need to outsource specific administrative tasks such as bookkeeping, grant/contract administration, website maintenance, social media connectivity, typing, monthly newsletters, proofreading, editing and other miscellaneous support tasks. TRPTA will enter into a MOU with BMPO to deliver the administrative tasks.

SCHEDULE: On-going activities.

PRODUCTS: Completion of tasks as agreed upon in the (MOU).

BUDGET:

Personnel	Work Hours	Total
BMPO STAFF (TRPTA MOU)	832	31,351
TASK 6 TOTAL	832	31,351

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

TABLE III

**BMPO BUDGET by TASK**

FY 2017 Tasks	Federal Share	Local Share	TRPTA Contract	Total
Task 1: Program Administration	106,532	8,437	-	114,969
*Task 1: Program Administration – Overhead	31,468	2,493	-	33,961
Task 2: Alternative Transportation Planning (includes TAP)	82,113	6,505	-	88,618
Task 3: Data Support and Modeling	40,484	3,207	-	43,691
Task 4: Metropolitan Transportation Plan	24,086	1,908	-	25,994
Task 5: Transportation Improvement Program	14,006	1,109	-	15,115
Task 6: TRPTA MOU	-	-	31,351	31,351
<b>BMPO Total</b>	<b>298,689</b>	<b>23,659</b>	<b>31,351</b>	<b>353,699</b>
Task 2: Alternative Transportation Planning (FTA 5307)	60,000	15,000	-	75,000
<b>Total Tasks</b>	<b>358,689</b>	<b>38,659</b>	<b>31,351</b>	<b>428,699</b>

Note: Federal funds are CPG unless noted

\* Overhead and direct costs charged to Transportation Administration

**BMPO LINE ITEM BUDGET**

Line Item	2017 Requested Allocation
1100 Administrative Salaries	82,819
1200 Assistance and Clerical	40,658
1300 Other Salaries & Wages	57,947
2100 Employee Benefits	98,314
3100 Office Supplies	1,000
4200 Professional Services	10,000
4400 Advertising (TIP, other)	250
4600 Insurance (ICRMP)	1,800
4700 Travel (ITD/STP-Urban - Boise, TP Conference, Bike/Pedestrian Conference)	5,900
4800 Dues/Subscriptions (AMPO, APA, APBP, ITE, miscellaneous subscriptions)	1,200
5100 Telephone	630
5500 Rental Buildings	10,000
5800 Repair/Maintenance Office Equip (ARC/GIS, copier)	4,200
6900 Miscellaneous (Adjustments General \$7,481; SR2S Coordinators, supplies, equipment \$30,000)	37,481
7400 Office Equipment (model and demographic software data)	1,500
<b>Total</b>	<b>\$353,699</b>