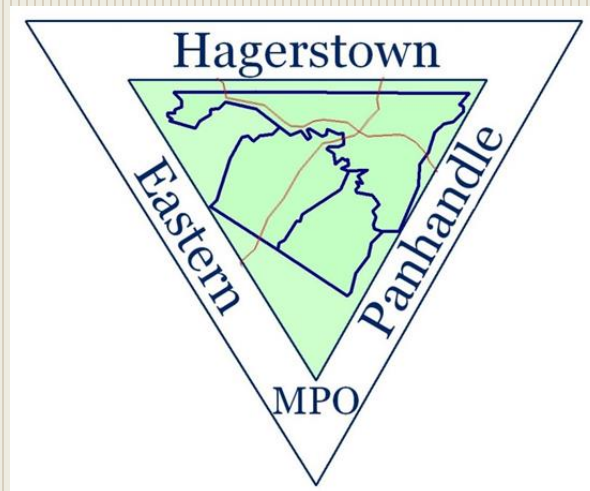


FY 2025 Unified Planning Work Program

July 1, 2024 through June 30, 2025



**HAGERSTOWN/EASTERN PANHANDLE METROPOLITAN PLANNING
ORGANIZATION**

Adopted: May 15, 2024
Revised: August 21, 2024

FY 2025 UNIFIED PLANNING WORK PROGRAM

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

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

Federal Project ID: 20.205 CFDA



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

RESOLUTION NUMBER 2024-11

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

ADOPTING THE FY 2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

RECITALS

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

WHEREAS, the proposed UPWP was developed to outline the planning activities of HEPMPO for Fiscal Year 2024 beginning July 1, 2024 and concluding on June 30, 2025; and

WHEREAS, the attached FY 2025 UPWP was adopted in accordance with the Public Participation Plan which provides opportunity for public input and was circulated among funding organizations for review and comment, and

WHEREAS, the MPO Technical Advisory Committee has reviewed and recommended adoption of the FY 2025 UPWP by the Interstate Council; and

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

NOW, THEREFORE, BE IT RESOLVED that the Hagerstown/Eastern Panhandle Metropolitan Planning Organization formally adopts the FY 2025 Unified Planning Work Program.

PASSED AND DULY ADOPTED after motion this 15th day of May 2024.

HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION

By


Elaine Bartoldson, Chair

Attest:


Debra Sue Eckard



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

RESOLUTION NUMBER 2025-03

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

AMENDING THE FY 2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

RECITALS

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

WHEREAS, the FY 2025 UPWP was developed to outline the planning activities of HEPMPPO for Fiscal Year 2025 beginning July 1, 2024 and concluding on June 30, 2025 and was adopted by resolution on May 15, 2024; and

WHEREAS, staff have made revisions to the FY 2025 UPWP to reflect the expected funding expenditures for special studies and program administration anticipated during this fiscal year; and

WHEREAS, the proposed Unified Planning Work Program amendments were publicized for a 14-day review from August 7, 2024 to August 20, 2024. No comments were received on this revision.

WHEREAS, the Technical Advisory Committee has reviewed and recommended Interstate Council adoption of Resolution 2025-03 amending the FY 2025 UPWP.

NOW, THEREFORE, BE IT RESOLVED that the Hagerstown/Eastern Panhandle Metropolitan Planning Organization formally adopts the attached amendment to the FY2025 Unified Planning Work Program.

PASSED AND DULY ADOPTED this 21st day of August 2024.

HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION

By



Jill Baker, Vice Chair

Attest:





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

Maryland Division

June 26, 2024

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

In Reply Refer To:
HDA-MD

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

Dear Ms. Martin:

The Fiscal Year 2025 Unified Planning Work Programs (UPWPs) that were developed and adopted by the following Metropolitan Planning Organizations (MPOs): Baltimore Regional Transportation Board MPO; Wilmington Area Planning Council MPO; Salisbury/Wicomico MPO; Calvert-St. Mary's MPO; and Hagerstown/Eastern Panhandle MPO have been reviewed by FHWA and are approved effective July 1, 2024.

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

We appreciate your staff and MPOs' efforts in the development of the Final FY 2025 UPWPs. If you have any questions, please feel free to call Jasmine Champion at (410) 779-7158.

Sincerely,

VALERIYA
REMEZOVA
Valeriya Remezova
Division Administrator

Digitally signed by
VALERIYA REMEZOVA
Date: 2024.06.26
16:35:35 -04'00'

cc:

Mr. Dan Janousek, MDOT
Ms. Kari Snyder, MDOT
Mr. Todd Lang, Baltimore Regional Transportation Board MPO
Ms. Karly Maltby, Calvert-St. Mary MPO
Mr. Matt Mullenax, Hagerstown/Eastern Panhandle MPO
Ms. Tigist Zegeye, Wilmington Area Planning Council MPO
Mr. Keith Hall, Salisbury/Wicomico MPO
Mr. Ryan Long, FTA



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

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

1835 Market Street
Suite 1910
Philadelphia, PA 19103-2932
215-656-7100

June 27, 2024

Mr. Geoff Anderson
Acting Director, Office of Planning and Capital Programming
Maryland Department of Transportation
7201 Corporate Center Drive
Hanover, MD 21076

Re: Fiscal Year 2025 Unified Planning Work Programs for Maryland

Dear Mr. Anderson:

The Federal Transit Administration has reviewed and hereby approves the FY 2025 Unified Planning Work Programs (UPWPs) that were developed and adopted by the following Metropolitan Planning Organizations (MPOs) throughout the State of Maryland: Baltimore Regional Transportation Board, Calvert-St. Mary’s MPO, Hagerstown/Eastern Panhandle MPO, Salisbury/Wicomico MPO, and Wilmington Area Planning Council.

Collectively, the work programs represent a Continuing, Comprehensive and Cooperative planning effort and addresses the relevant planning issues facing Maryland’s metropolitan areas. Our review indicates that the uses of federal funds for planning as indicated in the MPO UPWPs are appropriate and eligible.

The Maryland MPOs may request funding for the program in accordance with established procedures. FTA finalizes Federal funding for activities included in the UPWP upon approval of a grant application. Dan Sommerville is available at 215-656-7243 or daniel.sommerville@dot.gov, if you have any questions concerning this approval.

Sincerely,

**LAURA ANNE
KEELEY** Digitally signed by LAURA
ANNE KEELEY
Date: 2024.06.27 07:55:59
-04'00'

Laura Keeley, Director
Office of Planning and Program Development

CC: Dan Janousek, MDOT
Kari Snyder, MDOT
Michelle Martin, MDOT
Todd Lang, BRTB
Karly Maltby, C-SMMPO
Matt Mullenax, HEPMPO
Keith Hall, S/WMPO
Tigist Zegeye, WILMAPCO
Dan Sommerville, FTA
Jasmine Champion, FHWA

UNIFIED PLANNING WORK PROGRAM FY 2025

Section I - Introduction

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) was organized in 1996 as an expansion of the Hagerstown Area Metropolitan Planning Organization. The planning area boundary has been expanded to include all of Washington County (Maryland) and Berkeley and Jefferson Counties (West Virginia). The 2020 Census Urban Area boundary includes small sections of Franklin County, Pennsylvania and Frederick County, Virginia, which are covered under planning agreements with neighboring MPOs.

This Unified Planning Work Program (UPWP) for the Hagerstown/Eastern Panhandle Metropolitan Planning Organization hereafter referred to as HEPMPO, documents the transportation planning activities and budget for the 2025 fiscal year that runs from July 1, 2024 through June 30, 2025. The objective of this work program is to ensure that a continuing, cooperative, and comprehensive approach for metropolitan transportation planning is established and maintained for the planning area, with proper coordination with neighboring jurisdictions and the Departments of Transportation for the States of Maryland and West Virginia, and as needed, with the Commonwealth of Pennsylvania.

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

The work tasks included in the FY 2025 UPWP are both a continuation of work performed during FY 2024 and additional work items designed to meet the requirements of the current authorizing transportation legislation Investment Infrastructure and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL) which was signed into law on November 15, 2021. During this FY, the staff will continue developing organizational data collection, databases and GIS layers. Staff will work with the transportation planning consultant to assist with planning activities related to the adopted Long Range Transportation Plan (LRTP), with special focus on performance measures, reporting and target-setting. Additional focus of the consultant will be assistance with transportation conformity (air quality) as needed and special planning studies. MPO staff will continue to work on activities associated with the newly approved Transportation Improvement Program (TIP), the newly approved LRTP, implementation of visualization techniques into the planning activities, the public

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

During FY 2024, Staff worked with the Maryland and West Virginia Departments of Transportation, as well as with the area's locally operated transit systems to develop, adopt and assist implementing highway and transit performance measure targets. Staff continued to integrate performance-based plans and processes, and support recommendations in both Maryland and West Virginia Departments of Transportation State Freight Plans.

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

Section II - Organization and Management

A. Metropolitan Planning Organization:

The HEPMPO is the designated agency responsible for transportation planning in the urbanized area of Washington County, MD; Berkeley and Jefferson Counties in West Virginia and a small segments of Franklin County, Pennsylvania and Frederick County, Virginia. With the Franklin County MPO formed in 2013 and establishing their metropolitan planning area as all of Franklin County, the HEPMPO entered a Memorandum of Understanding to assure appropriate planning efforts for this area are continued. As stated in the MOU, the Franklin County MPO will be responsible for all planning activities, including UPWP development, in the Pennsylvania portion of the HEPMPO urbanized area. In October 2023 an MOU was entered with the Winchester-Frederick County MPO to cover all planning activities following the 2020 Census. The MPO is organized to address issues on both a state and regional level. The Interstate Council contains voting representation from:

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

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

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

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

B. Technical Committee:

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

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

C. MPO STAFF

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

It is expected in FY2025 that support will continue to come from various staff in Washington County. Support costs are estimated as part of the work program including clerical support, planning and data collection support.

D. Operational Procedures and By-laws:

The MPO operates under its own by-laws. Support service staff provided by Washington County in the form of administrative, legal, financial, purchasing, and personnel, operate under the

rules and procedures of Washington County and the State of Maryland. In addition to by-laws, the MPO has executed Memorandums of Understanding with MDOT, WVDOT, WV Region 9 Planning and Development Council, and the Eastern Panhandle Transit Authority outlining roles and responsibilities of the various agencies. Included within these agreements are sections referring to purpose, responsibilities, administration, compensation, finances, accounting, termination, and debarment and suspension.

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

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

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

Section III – US DOT Planning Emphasis Areas

FHWA and FTA sent a letter to MPOs nationwide encouraging priority given to planning emphasis areas (PEAs). The PEAs are topical areas that FHWA and FTA want to place emphasis on as the MPOs and State DOTs develop their respective planning work programs. The nine PEAs for Federal FY 2021 include:

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

- Ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.

Equity and Justice⁴⁰ in Transportation Planning

- Advance racial equity and support for underserved and disadvantaged communities.

Complete Streets

- Review current policies, rules, and procedures to determine their impact on safety for all road users.

Public Involvement

- Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

- Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.

Federal Land Management Agency (FLMA) Coordination

- Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.

Planning and Environmental Linkages (PEL)

- Implement PEL as part of the transportation planning and environmental review processes.

Data in Transportation Planning

- Incorporate data sharing and consideration into the transportation planning

process.

The HEPMPO will seek to address these PEAs through continuing, comprehensive and coordinated planning of the work tasks in this FY2025 Unified Planning Work Program. Staff will continue to monitor development of federal guidance in all areas pertaining to the metropolitan transportation planning process as IIJA begins to be implemented. A detailed description of each task is included under each task heading of this document.

Section IV - Work Program by Task

Task 6010**Short Range Planning**

A. Objective:

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

B. Previous Work:

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

The MPO has also worked with local municipalities to develop Transportation Alternatives (TAP), Recreational Trail (RTP), and Congestion Mitigation and Air Quality (CMAQ) grant applications, as well as Safe Routes to School (SRTS) and Maryland Bikeways. Primarily, staff has written grants, reviewed grant applications and provided letters of support to the grant sponsors. In FY2024, the MPO provided technical assistance on TAP applications in West Virginia, such as the Paw Paw TAP project in Paw Paw.

Staff also worked with State DOTs and local governments in FY 2024 to develop studies, such as the City of Charles Town ADA transition plan. The staff worked with local government and other transportation committees to provide input from a regional perspective.

C. Methodology:

The MPO staff will work with the various cities, towns, counties and public transit providers to identify transportation problems and to identify and implement strategies to address issues such as safety, homeland security, freight movement, improved traffic flow and implementation of GIS technology.

Potential projects will be reviewed by MPO staff and the Technical Advisory Committee. Recommendations for project implementation, amendment or additional study will be made to the Interstate Council. In some instances, the staff may recommend that additional planning/study be conducted by way of a more in depth special study project. Staff will work with the TAC to

recommend revisions to the TIP and LRTP. The intent of the work performed in this section is to provide the appropriate planning information and support to develop short-term solutions to identified problem areas within the MPO region. Potential projects identified would ultimately become part of the LRTP, TIP or Transit Development Plans (TDP).

D. Product:

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

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary												
Maryland Washington County	\$4,419	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">FHWA</td> <td style="text-align: right;">\$3,535</td> </tr> <tr> <td>FTA</td> <td></td> </tr> <tr> <td>MD DOT</td> <td style="text-align: right;">\$442</td> </tr> <tr> <td>Local</td> <td style="text-align: right;">\$442</td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right; border-top: 1px solid black;">\$4,419</td> </tr> </table>	FHWA	\$3,535	FTA		MD DOT	\$442	Local	\$442	Subtotal	\$4,419		
FHWA	\$3,535													
FTA														
MD DOT	\$442													
Local	\$442													
Subtotal	\$4,419													
West Virginia Region 9	\$6,352	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">WV Federal</td> <td style="text-align: right;">\$5,082</td> </tr> <tr> <td>WV DOT</td> <td style="text-align: right;">\$635</td> </tr> <tr> <td>Local</td> <td style="text-align: right;">\$635</td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right; border-top: 1px solid black;">\$6,352</td> </tr> </table>	WV Federal	\$5,082	WV DOT	\$635	Local	\$635	Subtotal	\$6,352				
WV Federal	\$5,082													
WV DOT	\$635													
Local	\$635													
Subtotal	\$6,352													
MPO Total	\$10,771	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Federal</td> <td style="text-align: right;">\$8,617</td> </tr> <tr> <td>MD DOT</td> <td style="text-align: right;">\$442</td> </tr> <tr> <td>WV DOT</td> <td style="text-align: right;">\$635</td> </tr> <tr> <td>MD Local</td> <td style="text-align: right;">\$442</td> </tr> <tr> <td>WV Local</td> <td style="text-align: right;">\$635</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$10,771</td> </tr> </table>	Federal	\$8,617	MD DOT	\$442	WV DOT	\$635	MD Local	\$442	WV Local	\$635	Total	\$10,771
Federal	\$8,617													
MD DOT	\$442													
WV DOT	\$635													
MD Local	\$442													
WV Local	\$635													
Total	\$10,771													

A. Objective:

To coordinate MPO review and approval of the consolidated multi-year Transportation Improvement Program (TIP) developed from TIP proposals from the various State Departments of Transportation, transit providers and the MPO. The current TIP covers planning years FY 2023-2026 and shall be amended as necessary to accommodate revisions/updates to the Statewide Transportation Improvement Programs (STIP). This work program shall cover activities associated with implementation and maintenance of the newly created FY 2025-2028 TIP, including the FY 2025 STIP amendments.

B. Previous Work:

In FY 2018, the MPO implemented a new TIP software management system, known as TIPVue. Refinement and updates to TIPVue continued in FY2022. Staff developed a new TIP covering Fiscal Years 2025 – 2028. The MPO works continually with the State DOT's to maintain an up to date and accurate TIP. Staff continued updating the TIP project web mapping application for public display and information.

C. Methodology:

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

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

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

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

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

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

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

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

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

D. Product:

1. The final product of this task will be a “Consolidated” TIP that conforms to IJJA and any subsequent transportation authorization planning provisions and meets any required air quality conformity requirements.
2. Update to new TIP software management system. The estimated cost of this work is \$39,600.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$23,192	FHWA	\$12,154
		FTA	\$6,400
		MD DOT	\$2,319
		Local	\$2,319
		Subtotal	\$23,192
West Virginia Region 9	\$48,072	WV Federal	\$38,458
		WV DOT	\$4,807
		Local	\$4,807
		Subtotal	\$48,072
MPO Total	\$71,264	Federal	\$57,012
		MD DOT	\$2,319
		WV DOT	\$4,807
		MD Local	\$2,319
		WV Local	\$4,807
		Total	\$71,264

A. Objective:

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

B. Previous Work:

During FY 2024, the MPO continued to acquire traffic counts (by counter location and road segments), turning movements and accident data which were integrated into the GIS. Spatial analysis was performed to determine areas on the road network that have experienced significant volume gains/losses. Staff maintained web mapping applications assimilating and displaying count and accident data from State and Federal sources. In FY 2024 staff collected traffic data in the form of traffic impact studies required by county planning departments and traffic count and crash information from the Departments of Transportation.

As part of the recent Long Range Transportation Plan update, traffic count data and traffic analysis zone enhancements were incorporated into the MPO's travel demand model by the planning consultant in FY 2022.

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

C. Methodology:

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

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

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

D. Product:

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

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

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$2,517	FHWA \$2,013 FTA MD DOT \$252 Local \$252 Subtotal \$2,517
West Virginia Region 9	\$3,876	WV Federal \$3,100 WV DOT \$388 Local \$388 Subtotal \$3,876
MPO Total	\$6,393	Federal \$5,113 MD DOT \$252 WV DOT \$388 MD Local \$252 WV Local \$388 Total \$6,393

A. Objective:

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

B. Previous Work:

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

In FY2022, Staff published a number of web maps highlighting the projects and recommendations of the Long Range Transportation Plan Update. In addition staff participated in a number of regional GIS User Group meetings, as well as received training on the latest geospatial technological advancements. Staff also created online StoryMap and mapping applications, crash data maps and other GIS products in support of special studies and developed transit mapping data.

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

C. Methodology:

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

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

D. Product:

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

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$13,532	FHWA	\$10,826
		FTA	\$0
		MD DOT	\$1,353
		Local	\$1,353
		Subtotal	<u>\$13,532</u>
West Virginia Region 9	\$19,618	WV Federal	\$15,694
		WV DOT	\$1,962
		Local	\$1,962
		Subtotal	<u>\$19,618</u>
MPO Total	\$33,150	Federal	\$26,520
		MD DOT	\$1,353
		WV DOT	\$1,962
		MD Local	\$1,353
		WV Local	<u>\$1,962</u>
		Total	<u>\$33,150</u>

A. Objective:

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

B. Previous Work:

During FY 2022 the MPO utilized a consultant to assist in the development of the region's Long Range Transportation Plan Update which was approved and adopted on May 18, 2022. Staff also worked to identify work elements for the recently adopted Long Range Transportation Plan.

In FY 2024, staff attended various training activities sponsored by both the Maryland and West Virginia DOTs. Staff responded to various data, project and financial requests related to the current LRTP. Staff continued to work to address long term planning needs on the major transportation corridors within the region (Interstate 81, US 340, etc). Staff continued to monitor other regional project developments and amended the LRTP as necessary in partnership with State DOTs.

C. Methodology:

The primary work effort for the MPO for this fiscal year will be implementing the current Long Range Transportation Plan over fiscal years 2023-2027. This Plan includes changes resulting from the transportation re-authorization (IIJA) guidance for metropolitan transportation planning, including performance measures, reporting and target setting. This Plan will be revised as needed in accordance with federal transportation performance management requirements to accomplish State highway and transit performance measure targets, as well as amend and include measures and targets as needed. The staff will continue to work with the federal partners and state DOTs to insure that conformity is addressed as required. The HEPMPO will continue to work to identify projects, make data revisions and work to explore visualization techniques to use in the planning process.

D. Product:

1. Continue to implement recommendations made in the adopted LRTP.
2. Continue to monitor transportation system's performance and condition and progress achieved toward performance targets.

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

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$12,904	FHWA \$4,724
		FTA \$5,600
		MD DOT \$1,290
		Local \$1,290
		Subtotal \$12,904
West Virginia Region 9	\$18,360	WV Federal \$14,688
		WV DOT \$1,836
		Local \$1,836
		Subtotal \$18,360
MPO Total	\$31,264	Federal \$25,012
		MD DOT \$1,290
		WV DOT \$1,836
		MD Local \$1,290
		WV Local \$1,836
		Total \$31,264

A. Objective:

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

B. Previous Work:

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

In FY 2024, staff continued the implementation of the Public Participation Plan, including specific participation, involvement and education strategies and the Title VI Plan. Updates to both the Public Participation Plan and Title VI Plan were completed in FY22. Staff continued to employ key elements of the Limited English Proficiency (LEP) implementation plan found in the Title VI Plan. Staff also continues to update and refine the MPO website and social media pages for public consumption.

C. Methodology:

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

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

In particular, staff will continue to participate in and provide assistance to regional transportation committees, such as the Greater Hagerstown Committee Transportation Forum, local Chambers of Commerce, the Interstate 81 Corridor Coalition, the Appalachian Regional Commission's Network Appalachia Steering Committee, the WV Association of Metropolitan Planning Organizations, the MDOT MPO Roundtable, the WVDOH/Regional Planners Roundtable, the Washington County Traffic Advisory Committee and the Association of Metropolitan Planning Organizations (AMPO).

D. Product:

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

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$7,617	FHWA FTA MD DOT Local Subtotal	\$6,093 \$762 \$762 <hr/> \$7,617
West Virginia Region 9	\$10,849	WV Federal WV DOT Local Subtotal	\$8,679 \$1,085 \$1,085 <hr/> \$10,849
MPO Total	\$18,466	Federal MD DOT WV DOT MD Local WV Local Total	\$14,772 \$762 \$1,085 \$762 \$1,085 <hr/> \$18,466

A. Objective:

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

B. Previous Work:

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

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

C. Methodology:

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

D. Product:

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

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary												
Maryland Washington County	\$1,741	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">FHWA</td> <td style="text-align: right;">\$1,393</td> </tr> <tr> <td>FTA</td> <td></td> </tr> <tr> <td>MD DOT</td> <td style="text-align: right;">\$174</td> </tr> <tr> <td>Local</td> <td style="text-align: right;">\$174</td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right; border-top: 1px solid black;">\$1,741</td> </tr> </table>	FHWA	\$1,393	FTA		MD DOT	\$174	Local	\$174	Subtotal	\$1,741		
FHWA	\$1,393													
FTA														
MD DOT	\$174													
Local	\$174													
Subtotal	\$1,741													
West Virginia Region 9	\$2,334	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">WV Federal</td> <td style="text-align: right;">\$1,868</td> </tr> <tr> <td>WV DOT</td> <td style="text-align: right;">\$233</td> </tr> <tr> <td>Local</td> <td style="text-align: right;">\$233</td> </tr> <tr> <td>Subtotal</td> <td style="text-align: right; border-top: 1px solid black;">\$2,334</td> </tr> </table>	WV Federal	\$1,868	WV DOT	\$233	Local	\$233	Subtotal	\$2,334				
WV Federal	\$1,868													
WV DOT	\$233													
Local	\$233													
Subtotal	\$2,334													
MPO Total	\$4,075	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Federal</td> <td style="text-align: right;">\$3,261</td> </tr> <tr> <td>MD DOT</td> <td style="text-align: right;">\$174</td> </tr> <tr> <td>WV DOT</td> <td style="text-align: right;">\$233</td> </tr> <tr> <td>MD Local</td> <td style="text-align: right;">\$174</td> </tr> <tr> <td>WV Local</td> <td style="text-align: right;">\$233</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$4,075</td> </tr> </table>	Federal	\$3,261	MD DOT	\$174	WV DOT	\$233	MD Local	\$174	WV Local	\$233	Total	\$4,075
Federal	\$3,261													
MD DOT	\$174													
WV DOT	\$233													
MD Local	\$174													
WV Local	\$233													
Total	\$4,075													

A. Objective:

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

B. Previous Work:

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

In FY24, Staff participated in numerous project meetings on the development of the EPTA Transit Center project in Martinsburg. Staff was able to successfully update EPTA and Washington County Transit's GTFS feeds in Google Maps.

C. Methodology:

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

D. Product:

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

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

The MPO staff will also work with MTA, Washington County Transit and the Eastern Panhandle Transit Authority on implementing recommendations in their respective Transit Development Plans, long range plans and technical studies. Staff will also continue to support the Eastern Panhandle Transit Authority's new Transit Center project in Martinsburg and help develop their new 2025-2030 Transit Development Plan special study. Staff will also support Washington County Transit in developing a Facilities Expansion Plan special study and supporting grant

opportunities.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$69,421	FHWA FTA \$55,561 MD DOT \$6,930 Local \$6,930 Subtotal <u>\$69,421</u>
West Virginia Region 9	\$17,774	WV Federal \$14,220 WV DOT \$1,777 Local \$1,777 Subtotal <u>\$17,774</u>
MPO Total	\$87,195	Federal \$69,781 MD DOT \$6,930 WV DOT \$1,777 MD Local \$6,930 WV Local \$1,777 Total <u>\$87,195</u>

A. Objective:

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

B. Previous Work:

In FY2023 HEPMPO completed the Regional Freight Plan and the Regional Bicycle and Pedestrian Plan Update. In FY2024 HEPMPO completed the area's Regional Safety Action Plan, as well as Congestion Management Process.

C. Methodology:

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

D. Products:

During FY 2025, the MPO will consider developing Complete Streets projects in accordance with IIJA such as the US11/Virginia Avenue Corridor Safety Study in Hagerstown, the WV9/Edwin Miller Boulevard Corridor Safety Study in Martinsburg and the WV51/Washington Street Corridor Safety Study in Charles Town, each study in the amount of \$65,000 (\$195,000 total). Other special studies may be developed as they are identified and as funding permits. Other special studies include the EPTA Transit Development Plan Update (\$125,000) and the Washington County Transit Facilities Expansion Plan (\$90,000). As the MPO continues to support the I-81 Corridor Coalition through tasks 6100 and 6250, it will also look to support any transportation planning initiatives on Interstate 81 as appropriate.

E. Work Schedule:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$184,754	FHWA FTA MD DOT Local Subtotal	\$147,804 \$18,475 \$18,475 <hr/> \$184,754
West Virginia Region 9	\$298,881	WV Federal WV DOT Local Subtotal	\$239,105 \$29,888 \$29,888 <hr/> \$298,881
MPO Total	\$483,635	Federal MD DOT WV DOT MD Local WV Local Total	\$386,909 \$18,475 \$29,888 \$18,475 \$29,888 <hr/> \$483,635

A. Objective:

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

B. Previous Work:

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

In FY2022 staff completed an update of the Title VI Plan as well as revisions to the Public Participation Plan. In FY2023 staff completed a major update to HEPMPO's website meeting all applicable web content accessibility guidelines.

Staff has employed major elements of the Limited English Proficiency implementation plan and is continues forward with the public involvement process.

C. Methodology:

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

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

D. Products:

1. Continued implementation and maintenance of the Unified Planning Work Program for FY 2025.
2. Compilation of quarterly progress reports to FHWA and FTA on the progress of the UPWP over FY 2025.
3. Continually reviewing and updating organizational documents as needed, such as MPO bylaws, the public involvement process, and their associated agreements with organizations, such as the state DOTs, air quality agencies, and transit operators.
4. Continued implementation of recommendations in the Long Range Transportation Plan.
5. The MPO will analyze and update existing planning documents and procedures for compliance with the IIJA and other required regulations.
6. Ensure compliance with all Title VI requirements, including an update of the 2022 Title VI Plan. Estimated cost of this work is \$17,000.
7. Staff will update the 2022 Public Participation Plan.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2024 - June 30, 2025. It is anticipated that all work will be completed by June 30, 2025.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$27,939	FHWA	\$15,459
		FTA	\$6,868
		MD DOT	\$2,806
		Local	\$2,806
		Subtotal	<u>\$27,939</u>
West Virginia Region 9	\$37,232	WV Federal	\$29,786
		WV DOT	\$3,723
		Local	\$3,723
		Subtotal	<u>\$37,232</u>
MPO Total	\$65,171	Federal	\$52,113
		MD DOT	\$2,806
		WV DOT	\$3,723
		MD Local	\$2,806
		WV Local	\$3,723
		Total	<u>\$65,171</u>

Section V - Cost Allocation Plan

This section presents the FY 2025 Cost Allocation Plan and contains information detailing how fringe and indirect rates were calculated. The following parameters were used in development of the cost allocation plan:

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

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

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

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

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

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

8. Operational Budget

Rent	\$1,440
Admin fee – Region 9	12,000
Insurance	2,200
Postage	100
Telephone	1,500
Travel	7,500

Materials & Supplies	500
Printing	100
Dues	2,800
Legal Notice	5,000
<hr/>	
Total	\$33,140

These figures reflect costs associated with both the Maryland and West Virginia coordination efforts. Costs specific to a state coordination effort will be billed for reimbursement purposes totally to that state's program funds. Costs associated with the regional operation of the MPO will be billed on a 54% West Virginia/46% Maryland ratio.

Section VI – Budget

Table A. Budget Summary

Expenditures:

Labor Costs	\$307,146
Operating Costs	\$33,140
Capital Costs	\$43,500
Consultant Services	\$427,602
 Total	 \$811,388

Table B. Revenue Summary

Revenue	FY 2025 Allocation
Maryland	
MD FHWA	\$204,001
MD FTA (5305)	\$74,429
MD DOT	\$34,804
MD Local	\$34,804
MD Subtotal	\$348,038
WV - PL Allocation	
WV Consolidated PL Funds	\$370,680
WV DOT	\$46,335
WV Local - Region IX	\$46,335
WV Subtotal	\$463,350
 MPO Total	 \$811,388

Additional Notes:

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

Table C - Estimated Person Hours By Task						
Task	Position					
	Executive Director	Planner/ GIS Analyst	PT Admin Assistant	PT Planner	MD Transit Clerk	MPO Total
6010 - Short Range	80	80				160
6020 - TIP	175	300				475
6050 - Traffic Data	30	30				60
6051 - GIS	300	185				485
6100 - Long Range	200	200		25		425
6250 - Service	150	100				250
6300 - Air Quality/Conf.	20	20				40
6500 - Transit	200	250			1345	1795
6650 - Special Studies	600	700				1300
6990 - Administration	325	215	150	50		740
TOTAL	2080	2080	150	75	1345	5730

**Table D
Funding Source Allocations**

TASK	MD FHWA	MD FTA	MD DOT	MD LOCAL	MD TOTAL
6010 - SHORT RANGE	\$3,535	\$0	\$442	\$442	\$4,419
6020 - TIP	\$12,154	\$6,400	\$2,319	\$2,319	\$23,193
6050 - TRAFFIC DATA	\$2,013	\$0	\$252	\$252	\$2,516
6051 - GIS	\$10,826	\$0	\$1,353	\$1,353	\$13,533
6100 - LONG RANGE	\$4,724	\$5,600	\$1,290	\$1,290	\$12,905
6250 - SERVICE	\$6,093	\$0	\$762	\$762	\$7,617
6300 - AIR QUALITY/CONF.	\$1,393	\$0	\$174	\$174	\$1,741
6500 - TRANSIT	\$0	\$55,561	\$6,930	\$6,930	\$69,421
6650 - SPECIAL STUDIES	\$147,804	\$0	\$18,475	\$18,475	\$184,755
6990 - ADMINISTRATION	\$15,459	\$6,868	\$2,806	\$2,806	\$27,938
MD Subtotal	\$204,001	\$74,429	\$34,804	\$34,804	\$348,038

TASK	WV CONSOL	WV DOT	WV LOCAL	WV TOTAL
6010 - SHORT RANGE	\$5,082	\$635	\$635	\$6,352
6020 - TIP	\$38,458	\$4,807	\$4,807	\$48,073
6050 - TRAFFIC DATA	\$3,100	\$388	\$388	\$3,876
6051 - GIS	\$15,694	\$1,962	\$1,962	\$19,618
6100 - LONG RANGE	\$14,688	\$1,836	\$1,836	\$18,360
6250 - SERVICE	\$8,679	\$1,085	\$1,085	\$10,848
6300 - AIR QUALITY/CONF.	\$1,868	\$233	\$233	\$2,335
6500 - TRANSIT	\$14,220	\$1,777	\$1,777	\$17,775
6650 - SPECIAL STUDIES	\$239,105	\$29,888	\$29,888	\$298,881
6990 - ADMINISTRATION	\$29,786	\$3,723	\$3,723	\$37,233
WV Subtotal	\$370,680	\$46,335	\$46,335	\$463,350

Section VII – Public Participation Process

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

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

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