



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.hepmpo.net

INTERSTATE COUNCIL MEETING

May 21, 2025, 1:30pm

AGENDA

In-Person –

Eastern West Virginia Regional Airport, 2nd Floor Conference Room, 170 Aviation Way, Martinsburg, WV 25405

Virtual -

Please join meeting from your computer, tablet or smartphone: [Microsoft Teams meeting link](#)

You can also dial in using your phone: United States +1 (240) 673-0780; Phone Conference ID: 443 923 879#

CALL TO ORDER, *Chair Elaine Bartoldson*

ROLL CALL OF PARTICIPANTS, *Deb Eckard, HEPMPPO/Washington County Department of Planning and Zoning*

APPROVAL OF MINUTES (March 19, 2025), *Chair Elaine Bartoldson – Discussion/Action*

I. Transportation Improvement Program

FY2025-2028 WEST VIRGINIA TRANSPORTATION IMPROVEMENT PROGRAM ADJUSTMENTS, *Michaela McDonough, Transportation Planner – Information/Discussion*

FY2025-2028 MARYLAND TRANSPORTATION IMPROVEMENT PROGRAM ADJUSTMENTS, *Michaela McDonough, Transportation Planner – Information/Discussion*

WASHINGTON COUNTY TRANSIT ASSET MANAGEMENT PERFORMANCE MEASURES, *Michaela McDonough, Transportation Planner - Information/Discussion*

II. Long Range Transportation Plan

HAGERSTOWN SAFETY ACTION PLAN, *Matt Mullenax, Executive Director – Information/Discussion*

US11 VIRGINIA AVENUE CORRIDOR STUDY, *Matt Mullenax, Executive Director – Information/Discussion*

WV9 EDWIN MILLER BOULEVARD CORRIDOR STUDY, *Matt Mullenax, Executive Director – Information/Discussion*

WV51 WASHINGTON STREET CORRIDOR STUDY, *Matt Mullenax, Executive Director – Information/Discussion*

EPTA TRANSIT DEVELOPMENT PLAN UPDATE, *Matt Mullenax, Executive Director – Information/Discussion*



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WASHINGTON COUNTY TRANSIT FACILITIES EXPANSION PLAN, *Matt Mullenax, Executive Director – Information/Discussion*

LONG RANGE TRANSPORTATION PLAN UPDATE, *Matt Mullenax, Executive Director – Discussion/Action*

US11 WINCHESTER AVENUE CORRIDOR STUDY, *Matt Mullenax, Executive Director – Discussion/Action*

WV9 BICYCLE PATH CONNECTION FEASIBILITY STUDY, *Matt Mullenax, Executive Director – Discussion/Action*

LOCUST AND MULBERRY STREETS SIGNAL EVALUATION PLAN, *Matt Mullenax, Executive Director – Discussion/Action*

III. Organizational Administration

DRAFT FY 2026 UNIFIED PLANNING WORK PROGRAM, *Matt Mullenax, Executive Director – Discussion/Action – Resolution 2025-13*

DRAFT PUBLIC PARTICIPATION PLAN UPDATE, *Matt Mullenax, Executive Director – Discussion/Action – Resolution 2025-14*

FINANCIAL STATUS UPDATE, *Jill Baker, HEPMPPO/Washington County Department of Planning and Zoning – Information/Discussion*

DIRECTOR'S REPORT, *Matt Mullenax, Executive Director – Information/Discussion*

STAFF REPORT, *Michaela McDonough, Transportation Planner – Information/Discussion*

IV. Executive Session

To discuss personnel matters that concern one or more specific individuals.

V. Other Business

PUBLIC COMMENT

NEXT MEETING AUGUST 20, 2025 – MARTINSBURG, WV (TENTATIVELY)

VI. Adjournment

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
March 19, 2025**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, March 19, 2025 at 1:30 p.m. both in person [at the Eastern Panhandle Regional Airport in Martinsburg, WV] and via tele-conference call. MD and WV Open Governmental Meetings Acts and HEPMPO Bylaws permit virtual only meetings of our committees and boards provided members can hear and be heard by each other and by any media or members of the public.

CALL TO ORDER

The Chairman called the meeting to order at 1:39 p.m.

ROLL CALL

The following were in attendance: Elaine Bartoldson, Chairperson, EPTA Director; Jill Baker, Vice-Chairperson, Washington County Dept. of Planning & Zoning; Matt Mullenax, HEPMPO Executive Director; Pam Mohn, Washington County Dept. of Engineering; Brian Carr, WV DOH; John Hardy, Berkeley County Commission; Elizabeth Ricketts, City of Charles Town; Andy Blake, City of Martinsburg; Rachael Snavelly, Region IX; Cara Keys, Jefferson County Commission; Shawn Kiernan, MDOT; and Mayor Bill McIntire, City of Hagerstown.

Also present was: Michaela McDonough, HEPMPO; Deb Eckard, Washington County Dept. of Planning & Zoning; Jim Bender, City of Hagerstown; Sean Varsalona, MD SHA; Kara Greathouse, WV FHWA; and Michael Dodd, WVDOT Bike/Ped Coordinator; and Chad Rooney, Town of Williamsport.

MINUTES

Motion and Vote: Ms. Snavelly made a motion to approve the minutes of the January 15, 2025 meeting as presented. The motion was seconded by Ms. Baker and unanimously approved.

-TRANSPORTATION IMPROVEMENT PROGRAM

FY 2025-2028 MD Transportation Improvement Program Amendments [Resolution 2025-10]

Ms. McDonough presented the following adjustments for the FY 2025-2028 MD TIP.

State Highway Administration - Amendments - (Formal action required)

- I-81 Ph 2 and 3 Highway Reconstruction, W2017-10
 - **Changes:** Change PE funding type to STBG. Add PE Funding in FY 2025: \$420,000 (\$252,000 Federal; \$168,000 State), FY 2026: \$1,200,000 (\$720,000 Federal; \$480,000 State), FY 2027: \$1,200,000 (\$720,000 Federal; \$480,000 State). Add ROW funding in FY 2026: \$343,000 (\$274,000 Federal; \$69,000 State); FY 2027: \$343,000 (\$274,000 Federal; \$69,000 State). Add CON funding in FY 2026: \$2,017,000 (\$1,916,000 Federal; \$101,000 State), FY 2027: \$21,154,000 (\$20,096,000 Federal; \$1,058,000 State), FY 2028: \$21,154,000 (\$20,096,000 Federal; \$1,058,000 State). Future in FY 2029: \$21,153,000 (\$20,095,000 Federal; \$1,058,000 State); FY 2030: \$21,153,000 (\$20,095,000 Federal; \$1,058,000 State)
- Areawide Environmental Projects, W2025-01
 - **Changes:** Add \$3,000,000 in FY 2026, FY 2027 and FY 2028; ENG: \$350,000 (\$333,000 Federal; \$17,000 State); ROW: \$100,000 (\$95,000 Federal, \$5,000 State); CON: \$2,550,000 (\$2,428,000 Federal; \$122,000 State)
- Areawide Safety and Spot Improvements, W2025-02

- **Changes:** Add \$6,000,000 in FY 2026, FY 2027, and FY 2028; ENG: \$900,000 (\$857,000 Federal; \$43,000 State); ROW: \$100,000 (\$95,000 Federal; \$5,000 State); CON \$5,000,000 (\$4,761,000 Federal; \$239,000 State)
- Areawide Resurfacing and Rehabilitation, W2025-03
 - **Changes:** Increase FY 2026 ENG funding to \$1,900,000 (\$1,520,000 Federal; \$380,000 State); Change FY 2026 ROW \$100,000 split from \$80,000 Federal; \$20,000 State) to \$95,000 Federal; \$5,000 State). Increase FY 2026 CON funding to \$20,000,000 (\$16,000,000 Federal, \$4,000,000 State). Add \$22,000,000 in FY 2027 and FY 2028: ENG: \$1,900,000 (\$1,520,000 Federal; \$380,000 State); ROW: \$100,000 (\$95,000 Federal; \$5,000 State); CON: \$20,000,000 (\$16,000,000 Federal; \$4,000,000 State). Total addition of \$54,300,000.
- Areawide Bridge Replacement and Rehabilitation, W2025-04
 - **Changes:** Add \$12,500,000 in FY 2026, FY 2027 and FY 2028 (\$37,500,000 total); ENG: \$4,800,000 (\$4,560,000 Federal; \$240,000 State); ROW: \$200,000 (\$190,000 Federal; \$10,000 State), CON: \$7,500,000 (\$7,125,000 Federal; \$375,000 State)
- Areawide Urban Reconstruction, W2025-05
 - **Changes:** Add \$1,000,000 in FY 2026, FY 2027, and FY 2028 (\$3,000,000 total); ENG: \$200,000 (\$190,000 Federal; \$10,000 State); ROW: \$50,000 (\$48,000 Federal; \$2,000 State); CON: \$750,000 (\$714,000 Federal; \$36,000 State)
- Areawide Congestion management, W2025-06
 - **Changes:** Add \$2,500,000 in FY 2026, FY 2027, and FY 2028 (\$7,500,000 total); ENG: \$950,000 (\$905,000 Federal; \$45,000 State); ROW: \$50,000 (\$48,000 Federal, \$2,000 State); CON: \$1,500,000 (\$1,428,000 Federal; \$72,000 State)
- Bridge Replacement on I-70 over MD 632, W2025-13
 - **Project Data:** ENG – Prior: \$917,000 (\$734,000 Federal, \$183,000 State); FY 2025: \$551,000 (\$441,000 Federal; \$110,000 State), FY 2026: \$551,000 (\$441,000 Federal; \$110,000 State); FY 2027: \$415,000 (\$332,000 Federal; \$83,000 State); CON: FY 2027: \$8,085,000 (\$6,468,000 Federal; \$1,617,000 State); FY 2028: \$14,436,000 (\$11,549,000 Federal; \$2,887,000 State); Future: \$7,060,000 \$5,648,000 Federal; \$1,412,000 State)
- Areawide Carbon Reduction Program, W2025-14
 - **Project Data:** ENG – FY2025: \$30,000 (\$24,000 Federal; \$6,000 State); FY 2026: \$60,000 (\$48,000 Federal; \$12,000 State); FY 2027: \$60,000 \$48,000 Federal; \$12,000 State); FY 2028: \$75,000 (\$60,000 Federal; \$15,000 State); Future: \$75,000 (\$60,000 Federal, \$15,000 State); ROW – FY 2025: \$8,000 (\$6,000 Federal; \$2,000 State); FY 2026: \$15,000 (\$12,000 Federal; \$3,000 State); FY 2027: \$15,000 (\$12,000 Federal; \$3,000 State); FY 2028: \$19,000 (\$15,000 Federal; \$4,000 State); Future \$19,000 (\$15,000 Federal; \$4,000 State); CON – FY 2025: \$114,000 (\$91,000 Federal; \$23,000 State); FY 2026: \$227,000 (\$182,000 Federal; \$45,000 State); FY 2027: \$226,000 (\$181,000 Federal; \$45,000 State); FY 2028: \$284,000 (\$227,000 Federal; \$57,000 State); Future: \$284,000 (\$227,000 Federal; \$57,000 State)

Federal Highway Administration

- Polly Pond Bridge, W2025-10
 - **Project Data:** CON FY2025: \$700,000 (Federal)

City of Hagerstown Engineering Department

- Hagerstown Safety Action Plan, W2025-11

- **Project Data:** ENG FY2025: \$200,000 (\$160,000 Federal; \$40,000 Local)

Motion and Vote: Ms. Ricketts made a motion to approve the FY 2025-2028 MD TIP as presented. The motion was seconded by Ms. Baker and unanimously approved.

FY 2025-2028 WV Transportation Improvement Program Amendments [Resolution 2025-09]

Ms. McDonough presented the following adjustments for the FY 2025-2028 WV TIP.

Berkeley County – Adjustments (No formal action required)

- WV 9 School House Intersection Improvements, B2025-06
 - **Change:** Move FY 2025 ROW phase to RY 2026.

Jefferson County – Adjustments (No formal action required)

- Harpers Ferry High Street, J2017-03
 - **Change:** Move FY 2025 CON phase to FY 2026.
- Armory Canal Trail, J2019-05.06
 - **Change:** Move Prior (FY24) ENG to FY 2025 and Prior (FY24) CON to FY 2026.
- VRU Eastern Panhandle+2, J2025-03
 - **Change:** Move FY 2025 CON phase to FY 2026.

Berkeley County – Amendments (Formal Action Required)

- Martinsburg Greenway Trail, B2025-10
 - **Project Data:** CON FY 2025: \$20,820,536 (Federal)
- WV 45 Apple Harvest Drive Grade Separation Study, B2025-11
 - **Project Data:** ENG FY 2025: \$1,800,000 (\$1,440,000 Federal; \$360,000 State)

Mr. Mullenax stated that the proposed changes were published for public comment from March 5th to 18th. No public comment was received; these changes were reviewed by the Technical Advisory Committee (TAC) during its morning meeting and were recommended for approval.

Motion and Vote: Mr. Blake made a motion to approve the FY 2025-2028 WV TIP Amendments as presented. The motion was seconded by Ms. Ricketts and unanimously approved.

Maryland Bridge and Pavement Condition Performance Measures [Resolution 2025-11]

Ms. McDonough explained that Maryland has recently updated its Bridge and Pavement Condition targets, which were originally adopted in 2023. MDOT has updated the percentage of bridges in poor condition on the National Highway System (NHS) from 2.2% to 2.4%.

Motion and Vote: Mr. Kiernan made a motion to adopt the MD Bridge and Pavement Condition Performance Measures as presented. The motion was seconded by Ms. Mohn and unanimously approved.

Maryland System and Freight Performance Measures [Resolution 2025-12]

Ms. McDonough presented changes from MDOT to its four-year System and Freight targets as follows: person miles traveled on the interstate that are reliable from 76.4% to 67.8%; person miles traveled on the non-interstate (NHS) that are reliable from 87.2% to 83.2%; and truck travel time reliability index from 1.81 to 1.89.

Motion and Vote: Ms. Baker made a motion to adopt the MD System and Freight Performance Measures as presented. The motion was seconded by Mr. Blake and unanimously approved.

EPTA Safety Performance Measures

Ms. McDonough presented, for informational purposes only, EPTA's 2024 safety performance measures as follows:

- fatalities for bus service and demand response services: 0
- fatalities (per 700K vehicle revenue miles (VRM)) for bus service: 0; demand response service (per 300K VRM): 0
- injuries for bus service and demand response service: 1
- injuries (per 700k VRM) for bus service: 2; demand response service (per 300k VRM): .07
- safety events for bus service and demand response service: 1
- safety events (per 700k VRM) for bus service: .05; demand response service (per 300k VRM): .07
- system reliability (VRM/failures) for bus service and demand response service: major failures >80,000 miles and minor failures >3,200 miles

Maryland Transit Administration Safety Performance Measures

Ms. McDonough stated that MTA is awaiting its PTASP to be finalized; therefore, the MPO is adopting the draft target measures conditionally as shown in the following chart:

Mode of Transit Service	Fatalities	Fatalities (per 1M VRM)	Injuries	Injuries (per 1M VRM)	Safety Events	Safety Events (per 1M VRM)	System Reliability (MDBF)
Local Bus	2	0.9 0.1	126 141	6.81 7.1	56 57	3.05 2.9	8,161 6,000
Light Rail	1	0.45 0.3	13 16	5.0 5.5	30 19	11.27 6.6	954 900
Metro Subway	2 1	0.42 0.2	34 42	7.79 9.3	19 8	4.38 1.9	4,973 5,000
Mobility	0	0.03 0	49 77	3.08 4.3	23 33	1.43 1.9	16,631 15,000
Commuter Bus	0	0	0	0	0	0	35,514 25,000

-LONG RANGE TRANSPORTATION PLAN

Hagerstown Safety Action Plan

Mr. Mullenax reported that the draft plan will be finalized and published soon. On April 1st the Plan will be presented to the Hagerstown City Council. Our consultants have been examining crash type and severity at all signalized intersections throughout the City. The public comment period will run April 2nd thru May 2nd. A public meeting has been scheduled for April 23rd from 5 to 6:30 p.m. at the Washington County Free Library in Hagerstown. The final plan will be considered for adoption by the City Council at the end of May.

US 11 Virginia Avenue Corridor Study, WV 9 Edwin Miller Boulevard Study and WV 51 Washington Street Corridor Study

Mr. Mullenax stated that the needs assessments been completed for each project and will be incorporated into the individual final draft reports. We anticipate the draft reports to be available for public comment in April with public meetings for each project to be held soon after.

EPTA Transit Development Plan Update

Mr. Mullenax reported that the first round of public meetings will be held on April 2nd in Charles Town and April 3rd in Martinsburg. These public meetings will focus on potential route changes, locations, service changes, frequency of service, etc. A second round of public meetings will be held in May to present the

entire draft TDP for public review and comment. After all public comments have been addressed, our consultants will present the final plan in June to EPTA's Board of Directors for their consideration.

Washington County Transit Facilities Expansion Plan

Mr. Mullenax announced that the draft plan has been completed. There are two outstanding issues that need to be addressed: 1) the Quit Claim process for a portion of a City-owned public alley that bisects WCT's property and 2) the lot consolidation process to help simplify future redevelopment. The final report is expected to be presented to the Washington County Board of County Commissioners in late Spring. Mr. Mullenax stated that he and MTA have submitted a \$2.8 million FY 2025 BUILD grant for the engineering, design and environmental NEPA work needed for this project. Grant awards are expected to be announced in June.

-ORGANIZATIONAL ADMINISTRATION

Draft FY 2026 Unified Planning Work Program (UPWP)

Mr. Mullenax explained that the UPWP contains the MPO's budget and work program for the upcoming fiscal year. In FY 2026, staff will be focusing on four major planning projects: 1) the first year of the Long Range Transportation Plan update; 2) US 11 Winchester Avenue Corridor Study in Martinsburg; 3) WV 9 Bike Path Connection Feasibility Study; and 4) Hagerstown Safety Feasibility Study based on recommendations from the Safety Action Plan.

Ms. Baker noted there are 10 tasks related to time and projects that the MPO is working on. A large amount of the FY 2026 funds will be spent on special studies and labor costs. She stated that funding from West Virginia stayed the same as last year with a very slight decrease in Maryland funding. Capital costs will decrease with operating costs increasing minimally. The draft budget includes a 3.5% increase for staff, which is on par with recent local government proposed increases.

Mr. Mullenax stated the draft UPWP will be advertised for public comment from April 19th thru May 20th. The draft will be posted online and hard copies will be placed in our region's three County libraries. Staff will present the draft for consideration and approval at the May 21st meeting.

Public Participation Plan (PPP) Update

Mr. Mullenax explained that our current PPP was approved in May 2022 and recommends review of our procedures every three years. The PPP explains how the MPO follows the metropolitan planning process as described in US Code as it relates to public involvement. Staff has updated dates, photos, websites, etc. within the Plan. The draft will be advertised for public comment from March 29th to May 13th and will be posted online and hard copies will be placed in the region's three County libraries. The final draft as well as any public comments received will be presented for approval at the May 21st meeting.

Financial Status Update

Ms. Baker presented the invoice summary for the second quarter of FY2025. The majority of costs were associated with our special studies and administration. We anticipate the same level of expenditures during the third quarter.

Director's Report

Mr. Mullenax gave a brief report on the following:

- The MPO in partnership with WVDOT submitted a BUILD construction grant application for the Harpers Ferry Strategic Infrastructure Enhancement project. This application includes full funding for the Armory Canal Trail, High Street and Washington Street sidewalks as well as resurfacing

projects throughout Bolivar and Harpers Ferry. Grant awards should be announced sometime in June.

Staff Report

Ms. McDonough gave a brief report on the following:

- Staff continues to work through the implementation of the new TIP software. There are still some mapping issues with the public facing side of the software which staff continues to work on with EcoInteractive.
- Staff has begun gathering data and drafting the application for a TAP grant for the Jefferson County Parks and Recreation. This application will be for river front trail, a pedestrian crosswalk, and ADA parking spaces as part of the Moulton Park expansion.

Public Comment

No citizens were present.

Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, May 21, 2025 at 1:30 p.m. This meeting will be held in person at the Eastern West Virginia Regional Airport in Martinsburg, WV, with a call-in option.

-ADJOURNMENT

Ms. Baker made a motion to adjourn the meeting at 2:50 p.m. The motion was seconded by Ms. Ricketts and so ordered by the Chair.

Respectfully submitted,

Elaine Bartoldson, Chairperson

Hagerstown/Eastern Panhandle MPO (HEPMPO)
FY2025-2028 TIP Revision
May 21, 2025

Within this document you will find one adjustment request from Maryland Department of Transportation (MDOT), one adjustment request from Maryland Transit Administration (MTA), three adjustment requests from Washington County Engineering, one adjustment request from the Eastern Panhandle Transit Authority (EPTA) and five adjustment requests from West Virginia Department of Transportation (WVDOT). Below is a staff summary of these changes. These changes will be presented during the regular meeting of the Interstate Council (ISC) on May 21st, 2025.

MARYLAND

MARYLAND DEPARTMENT OF TRANSPORTATION

EXISTING PROJECT

Project Name, TIP ID: Hagerstown Regional Airport Terminal Expansion, W2025-12
Description: Terminal Expansion
Requesting Agencies: MDOT
County, State: Washington, Maryland
Project Data: CON- FY2025: \$5,405,505 (\$5,250,000 Federal; \$155,505 Local), FY2026: \$120,811 (State).
Changes: Remove project.
Action: *Adjustment – No Formal Action Required.*

MARYLAND TRANSIT ADMINISTRATION

EXISTING PROJECT

Project Name, TIP ID: Operating Assistance – Section 5307, WT2025-02
Description: Operating assistance for transit services provided by Washington County
Requesting Agencies: MDOT MTA
County, State: Washington, Maryland
Project Data: Prior: \$5,601,246 (\$2,800,623 Federal; \$818,535 State; \$1,982,088 Local).
FY2025: \$1,867,082 (\$933,541 Federal; \$314,821 State; \$618,720 Local).
FY2026: \$1,867,082 (\$933,541 Federal; \$314,821 State; \$618,720 Local).
FY2027: \$1,867,082 (\$933,541 Federal; \$314,821 State; \$618,720 Local).
FY2028: \$1,867,082 (\$933,541 Federal; \$314,821 State; \$618,720 Local).
Changes: Decrease FY2025 State funding to \$251,857 and increase FY2025 Local funding to \$681,684. Total FY2025 amount remains the same.
Action: *Adjustment – No Formal Action Required*

WASHINGTON COUNTY ENGINEERING

EXISTING PROJECT

Project Name, TIP ID: Halfway Boulevard Extended Ph 1 & Ph 2, W2018-01
Description: Construct new connector road
Requesting Agencies: Washington County Engineering
County, State: Washington, Maryland
Project Data: PE- Prior: \$100,000 (Local). CON- Prior: \$9,373,000 (\$3,800,000 Federal; \$5,573,000 Local), FY2025: \$1,950,000 (Local).
Changes: Project obligated.
Action: *Adjustment – No Formal Action Required*

EXISTING PROJECT

Project Name, TIP ID: Local Federal Aid Projects, W2019-07
Description: Local Federal Aid Projects in Washington County
Requesting Agencies: Washington County Engineering
County, State: Washington, Maryland
Project Data: PE- Prior: \$5,180,000 (\$4,124,000 Federal; \$1,056,000 Local), FY2025: \$50,000 (Local), FY2026: \$250,000 (\$200,000 Federal; \$50,000 Local). CON- Prior: \$9,087,400 (\$6,951,400 Federal; \$2,136,000 Local), FY2025: \$12,620,200 (\$10,024,520 Federal; \$2,595,680 Local), FY2026: \$2,170,000 (\$1,720,000 Federal; \$450,000 Local).
Changes: Move FY2025 CON funding to FY2026. Add FY2027 CON funding: \$1,000,000 (\$800,000 Federal; \$200,000 Local).
Action: *Adjustment – No Formal Action Required*

EXISTING PROJECT

Project Name, TIP ID: Wright Road Relocation, W2021-07
Description: New Roadway Construction
Requesting Agencies: Washington County Engineering
County, State: Washington, Maryland
Project Data: PE- Prior: \$100,000 (Local). CON- Prior: \$1,698,000 (Local), FY2025: \$2,400,000 (\$1,000,000 Federal, \$1,400,000 State), FY2026: \$500,000 (Local), FY2027: \$799,000 (Local), FY2028: \$671,000 (Local).
Changes: Move FY2025 CON funding to FY2026.
Action: *Adjustment – No Formal Action Required*

WEST VIRGINIA

Eastern Panhandle Transit Authority

EXISTING PROJECT

Project Name, TIP ID: Section 5339 – Buses and bus Facilities Infrastructure Investment Program, WVT2021-08
Description: Bus Facility Construction
Requesting Agencies: EPTA
County, State: Berkeley, West Virginia
Project Data: FY2025: \$22,027,107 (\$19,686,107 Federal; \$2,341,000 Local).
Changes: Increase FY2025 funding to \$22,943,107 (\$20,418,907 Federal; \$2,524,200 Local).
Action: *Adjustment – No Formal Action Required*

West Virginia Department of Transportation

EXISTING PROJECT

Project Name, TIP ID: Nichols Overhead, B2021-19
Description: Clean and paint bridge
Requesting Agencies: WVDOT
County, State: Berkeley, West Virginia
Project Data: ENG- Prior: \$40,000 (\$32,000 Federal; \$8,000 State). ROW- Prior: \$10,000 (\$8,000 Federal; \$2,000 State). CON- FY2025: \$320,000 (\$256,000 Federal; \$64,000 State).
Changes: Increase FY2025 CON to \$525,000 (\$420,000 Federal; \$105,000 State).
Action: *Adjustment – No Formal Action Required*

EXISTING PROJECT

Project Name, TIP ID: Fifth Avenue Streetscape, J2023-03
Description: Construct new sidewalk and install lighting
Requesting Agencies: WVDOT
County, State: Jefferson, West Virginia
Project Data: ENG- Prior: \$60,935 (\$48,748 Federal; \$12,187 Local). CON- FY2025: \$1,544,287 (\$1,235,429 Federal; \$308,858 Local).
Changes: Increase FY2025 CON to \$2,884,085 (\$2,307,268 Federal; \$576,817 Local).
Action: *Adjustment – No Formal Action Required*

EXISTING PROJECT

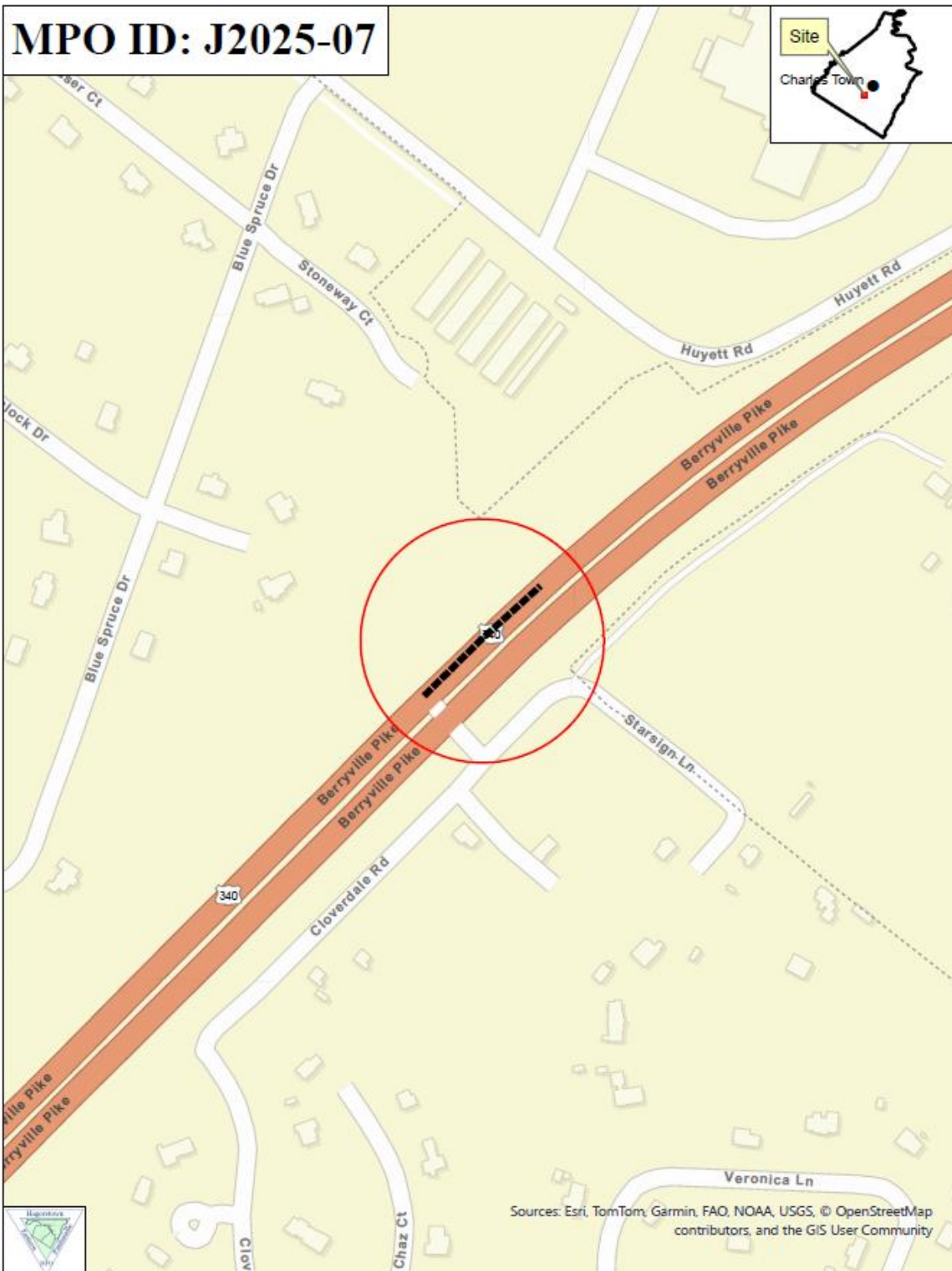
Project Name, TIP ID: US 340 Signing, J2023-05
Description: Signing
Requesting Agencies: WVDOT
County, State: Jefferson, West Virginia
Project Data: ENG- Prior: \$250,000 (\$200,000 Federal; \$50,000 State). CON- FY2025: \$2,500,000 (\$2,000,000 Federal; \$500,000 State).
Changes: Move FY2025 CON funding to FY2028 and increase to \$4,000,000 (\$3,200,000 Federal; \$800,000 State).
Action: *Adjustment – No Formal Action Required*

EXISTING PROJECT

Project Name, TIP ID: Blair Road Realignment, J2025-05
Description: Hazard Elimination
Requesting Agencies: WVDOT
County, State: Jefferson, West Virginia
Project Data: ENG- FY2025: \$300,000 (Federal). ROW- FY2026: \$350,000 (Federal). CON- FY2026: \$2,200,000 (Federal).
Changes: Incorporate an 80/20 Federal/State split to ROW and CON phases. Phase totals remain the same.
Action: *Adjustment – No Formal Action Required*

NEW PROJECT

Project Name, TIP ID: US 340LTL Extension @ Cloverdale Rd, J2025-07
Description: Widen/Install Turn Lane
Requesting Agencies: WVDOT
County, State: Jefferson, West Virginia
Project Data: ENG- FY2025: \$15,000 (\$12,000 Federal; \$3,000 State). CON- FY2025: \$300,000 (\$240,000 Federal; \$60,000 State).
Action: *Adjustment – No Formal Action Required*



W2025-12 - Hagerstown Regional Airport Terminal Expansion

StateID	Lead Agency	County	State
-	Hagerstown Regional Airport	Washington County	Maryland
Project Type	Performance Measures	Functional Classification	Groupable
Other	-	-	-
Description	Terminal Expansion		

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
CON	FAA BIL-ATP	-	\$5,250,000	-	-	-	-	\$5,250,000
CON	Local_WashCo(HGR)	-	\$155,505	-	-	-	-	\$155,505
CON	State_MD_MAA	-	-	\$120,811	-	-	-	\$120,811
Total CON		-	\$5,405,505	\$120,811	-	-	-	\$5,526,316
Total Programmed		-	\$5,405,505	\$120,811	-	-	-	\$5,526,316

WT2025-02 - Operating Assistance - Section 5307

StateID
n/a

Lead Agency
MTA

County
MD Transit

State
Maryland

Project Type
NA

Performance Measures
-

Functional Classification
-

Groupable
True

Description

Operating assistance for transit services provided by Washington County

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
Transit	5307	\$2,800,623	\$933,541	\$933,541	\$933,541	\$933,541	-	\$6,534,787
Transit	LOCAL_WCT	\$1,982,088	\$618,720 \$681,684	\$618,720	\$618,720	\$618,720	-	\$4,466,968 \$4,519,932
Transit	STATE_MD_MTA	\$818,535	\$314,821 \$251,857	\$314,821	\$314,821	\$314,821	-	\$2,077,819 \$2,014,855
Total Transit		\$5,601,246	\$1,867,082	\$1,867,082	\$1,867,082	\$1,867,082	-	\$13,069,574
Total Prior Costs		\$5,601,246	-	-	-	-	-	\$5,601,246
Total Programmed		\$5,601,246	\$1,867,082	\$1,867,082	\$1,867,082	\$1,867,082	-	\$13,069,574

W2018-01 - Halfway Boulevard Extended Ph 1 & Ph 2



StateID
n/a

Lead Agency
Washington County

County
Washington County

State
Maryland

Project Type
NA

Performance
Measures
-

Functional
Classification
Local

Groupable
False

Description

Construct a new connector road and new connector road between existing Halfway Boulevard and MD 63 (Phase II of the project).

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
CON	ARC	\$3,800,000	-	-	-	-	-	\$3,800,000
CON	LOCAL_WashCo	\$5,573,000	\$1,950,000	-	-	-	-	\$7,523,000
Total CON		\$9,373,000	\$1,950,000	-	-	-	-	\$11,323,000
PE	LOCAL_WashCo	\$100,000	-	-	-	-	-	\$100,000
Total PE		\$100,000	-	-	-	-	-	\$100,000
Total Prior Costs		\$9,473,000	-	-	-	-	-	\$9,473,000
Total Programmed		\$9,473,000	\$1,950,000	-	-	-	-	\$11,423,000

W2019-07 - Local Federal Aid Projects



StateID
n/a

Lead Agency
Washington County

County
Washington County

State
Maryland

Project Type
NA

Performance
Measures
-

Functional
Classification
NA

Groupable
True

Description

Local Federal Aid Projects in Washington County and the City of Hagerstown (see Table on Page 10 of the TIP for more detail).

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
CON	FA	\$6,951,400	\$10,024,620 \$0	\$1,720,000 \$11,744,520	\$800,000	-	-	\$18,695,920 \$19,495,920
CON	LOCAL_WashCo	\$2,136,000	\$2,595,680 \$0	\$450,000 \$3,045,680	\$200,000	-	-	\$5,181,680 \$5,381,680
Total CON		\$9,087,400	\$12,620,200 \$0	\$2,170,000 \$14,790,200	\$1,000,000	-	-	\$23,877,600 \$24,877,600
PE	FA	\$4,124,000	-	\$200,000	-	-	-	\$4,324,000
PE	LOCAL_WashCo	\$1,056,000	\$50,000	\$50,000	-	-	-	\$1,156,000
Total PE		\$5,180,000	\$50,000	\$250,000	-	-	-	\$5,480,000
Total Prior Costs		\$14,267,400	-	-	-	-	-	\$14,267,400
Total Programmed		\$14,267,400	\$12,670,200 \$50,000	\$2,420,000 \$15,040,200	\$1,000,000	-	-	\$29,357,600 \$30,357,600

W2021-07 - Wright Road Relocation



StateID
n/a

Lead Agency
Washington County

County
Washington County

State
Maryland

Project Type
NA

Performance
Measures
-

Functional
Classification
Local

Groupable
False

Description

New roadway construction, construction is consisting of grading, paving, concrete sidewalks.

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
CON	ARC	-	\$1,000,000 \$0	\$1,000,000	-	-	-	\$1,000,000
CON	LOCAL_WashCo	\$1,698,000	-	\$500,000	\$799,000	\$671,000	-	\$3,668,000
CON	STATE_MD_SHA	-	\$1,400,000 \$0	\$1,400,000	-	-	-	\$1,400,000
Total CON		\$1,698,000	\$2,400,000 \$0	\$500,000 \$2,900,000	\$799,000	\$671,000	-	\$6,068,000
PE	LOCAL_WashCo	\$100,000	-	-	-	-	-	\$100,000
Total PE		\$100,000	-	-	-	-	-	\$100,000
Total Prior Costs		\$1,798,000	-	-	-	-	-	\$1,798,000
Total Programmed		\$1,798,000	\$2,400,000 \$0	\$500,000 \$2,900,000	\$799,000	\$671,000	-	\$6,168,000

Maryland Public Transportation Programs

Washington County Transit (WCT), formerly known as the County Commuter, is the program manager for FTA §5307 Urbanized Area Formula Program Grants funding for public transportation in Hagerstown, MD.¹ Washington County is the official recipient of these FTA §5307 funds and then, by agreement, sub-allocates the funds to WCT. In turn, WCT provides public transit services for Hagerstown and the surrounding areas in Washington County that are eligible for transit service. Eligibility requires being within ¼ of a mile of existing fixed routes currently offered by WCT. Currently, WCT recovers 50% of its operation costs less far revenues, while 80% of its capital improvement and preventative maintenance expenses, as well as planning expenditures, from FTA. Washington County is also required to provide WCT with cash funds, as well as in-kind services, to cover the remaining expenses required for local match of the FTA program.

In cooperation with MTA, WCT also receives funding for qualifying projects through FTA §5339 Buses and Bus Facilities Program Grants.² In the past, MTA has assisted WCT with matching funds for capital improvements such as vehicle maintenance and replacements covered under the FTA §5339 program.

Maryland Federal-Aid Highway System Projects

Washington County, like other jurisdictions across the country, receives funding from the Federal Highway Trust Fund for use on designated federal-aid highway systems. This funding is generated through fuel taxes, as well as tire, truck, and trailer sales. Using their own priority ranking system, Washington County includes federal-aid systems in their Capital Improvement Program (CIP). Below is a listing of current projects contained in the adopted Washington County CIP FY 2022-2031. These projects are also included in HEPMPO's TIP as a line item project (W2019-07).

Project Name	Project Description	Funding Fiscal Year	Project Funding Total (000's)	Federal Funding
Crystal Falls Dr Bridge (W3051)	Replace two lane bridge	PE – FY 2015 CON -- FY2025 ^{FY2026}	PE - \$385.0 CON - \$2,503.3	PE - \$308.0 CON - \$1,971.8

¹ **Urbanized Area Formula Program Grants (49 U.S.C. §5307)** makes Federal resources available to urbanized areas and to Governors for transit capital and operating assistance and for transportation related planning in urbanized areas. An urbanized area is a Census-designated area with a population of 50,000 or more as determined by the U.S. Department of Commerce, Bureau of the Census.

² **Buses and Bus Facilities Program Grants (49 U.S.C. §5339)** makes Federal resources available to States and designated recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

Project Name	Project Description	Funding Fiscal Year	Project Funding Total (000's)	Federal Funding
Keedysville Rd Bridge (W5651)	Rehab stone arch bridge	PE – FY 2015 PE – FY 2025 PE - FY 2026 CON – FY 2025 FY 2026	PE - \$257.6 PE - \$50.0 PE - \$250.0 CON - \$2,707.0	PE - \$206.1 PE - \$0.0 PE - \$200.0 CON - \$2,165.6
Roxbury Rd. Bridge (W5372)	Replace two lane bridge	PE-FY 2015 PE-FY 2022 CON – FY 2025 FY 2026	PE - \$881.0 PE - \$85.2 CON - \$2,425.9	PE - \$480.0 PE - \$68.1 CON - \$1,940.7
Gardenhour Rd Bridge	Replace two lane bridge	PE – FY 2024 CON – FY 2026 CON - FY 2027	PE - \$750.0 CON - \$1,900.0 CON - \$1,000.0	PE – 600.0 CON - \$1,520.0 CON - \$800,000
Halfway Boulevard Bridges (W0912)	Repair Bridges	PE – FY 2018 PE – FY 2022 CON – FY 2025 CON – FY 2026	PE - \$235.0 PE - \$345.0 CON - \$2,425.9 CON - \$250.0 \$2,675.9	PE - \$188.0 PE - \$276.0 CON - \$3,987.2 CON - \$200.0 \$4,187.2

Source: Washington County Capital Improvement Plan FY 2024-2033

Maryland Projects Between Funding Stages

In addition to the federal-aid highway system project, under which funding is provided to counties, Washington County also programs various highway projects in its CIP using local, non-federal, and/ or non-state funding sources. It is not uncommon for Washington County to program construction dollars over multiple fiscal years for the purpose of accruing all needed project funds prior to beginning actual project construction. These projects may be eligible for alternative federal funding (e.g., competitive grants).

Project Name	Project Description	Funding Fiscal Year	Project Funding Total (000's)	Federal Funding
Eastern Boulevard Extended (W2017-09)	Construct new 4-lane road	PE - FY 2026 CON – FY2031	PE - \$150.0 CON - \$10,303.0	PE - \$0.0 CON - \$0.0

WVT2021-08 - Section 5339 - Buses and Bus Facilities Infrastructure Investment Program

StateID
n/a

Lead Agency
EPTA

County
WV Transit

State
West Virginia

Project Type
Transit

Performance Measures
Transit

Functional Classification
NA

Groupable
True

Description
Bus Facility Construction

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
Transit	5339	-	\$10,096,800 \$9,364,000	-	-	-	-	\$10,096,800 \$9,364,000
Transit	LOCAL_EPTA		\$2,524,200 \$2,341,000	-	-	-	-	\$2,524,200 \$2,341,000
Transit	RAISE		\$10,322,107	-	-	-	-	\$10,322,107
Total Transit			\$22,943,107 \$22,027,107	-	-	-	-	\$22,943,107 \$22,027,107
Total Programmed			\$22,943,107 \$22,027,107	-	-	-	-	\$22,943,107 \$22,027,107

B2021-19 - Nichols Overhead



StateID
S302 11 01469 00

Lead Agency
WV DOT

County
Berkeley County

State
West Virginia

Project Type
NA

Performance Measures
PM2 - Pavement and Bridge

Functional Classification
Principal Arterial

Groupable
True

Description
Clean and paint bridge

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
ENG	HWI-BR	\$28,800	-	-	-	-	-	\$28,800
ENG	STATE_WV	\$8,000	-	-	-	-	-	\$8,000
ENG	STBG-FLEX	\$3,200	-	-	-	-	-	\$3,200
Total ENG		\$40,000	-	-	-	-	-	\$40,000
ROW	HWI-BR	\$8,000	-	-	-	-	-	\$8,000
ROW	STATE_WV	\$2,000	-	-	-	-	-	\$2,000
Total ROW		\$10,000	-	-	-	-	-	\$10,000
CON	HWI-BR	-	\$256,000	-	-	-	-	\$256,000
CON	STATE_WV	-	\$64,000	-	-	-	-	\$64,000
Total CON		-	\$320,000	-	-	-	-	\$320,000
Total Prior Costs		\$50,000	-	-	-	-	-	\$50,000
Total Programmed		\$50,000	\$525,000	-	-	-	-	\$575,000

J2023-03 - Fifth Avenue Streetscape



StateID
TAP2022045D

Lead Agency
WV DOT

County
Jefferson County

State
West Virginia

Project Type
NA

Performance Measures
PM3 - System Performance, Freight, Congestion, and Air Quality

Functional Classification
Local

Groupable
True

Description

Construct new sidewalk and install lighting

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
ENG	LOCAL	\$12,187	-	-	-	-	-	\$12,187
ENG	TAP	\$48,748	-	-	-	-	-	\$48,748
Total ENG		\$60,935	-	-	-	-	-	\$60,935
CON	LOCAL	-	\$308,858 \$576,817	-	-	-	-	\$308,858 \$576,817
CON	TAP	-	\$1,235,429 \$2,307,268	-	-	-	-	\$1,235,429 \$2,307,268
Total CON		-	\$1,544,287 \$2,884,085	-	-	-	-	\$1,544,287 \$2,884,085
Total Prior Costs		\$60,935	-	-	-	-	-	\$60,935
Total Programmed		\$60,935	\$1,544,287 \$2,884,085	-	-	-	-	\$1,605,222 \$2,945,020

J2023-05 - US 340 Signing



StateID
U31934000000

Lead Agency
WV DOT

County
Jefferson County

State
West Virginia

Project Type
NA

Performance Measures
PM1 - Safety

Functional Classification
NA

Groupable
True

Description
Signing

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
ENG	CRP <5K POP	\$200,000	-	-	-	-	-	\$200,000
ENG	STATE_WV	\$50,000	-	-	-	-	-	\$50,000
Total ENG		\$250,000	-	-	-	-	-	\$250,000
CON	NHPP	-	\$2,000,000	-	-	\$3,200,000	-	\$2,000,000
CON	STATE_WV	-	\$500,000	-	-	\$800,000	-	\$500,000
Total CON		-	\$2,500,000	-	-	\$4,000,000	-	\$2,500,000
Total Prior Costs		\$250,000	-	-	-	-	-	\$250,000
Total Programmed		\$250,000	\$2,500,000	-	-	\$4,000,000	-	\$2,750,000

J2025-05 - Blair Road Realignment



StateID
U319 023 0 00

Lead Agency
WV DOT

County
Jefferson County

State
West Virginia

Project Type
Safety

Performance Measures
PM1 - Safety

Functional Classification
Local

Groupable
True

Description
Hazard Elimination

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
ENG	RHCH	-	\$300,000	-	-	-	-	\$300,000
Total ENG		-	\$300,000	-	-	-	-	\$300,000
ROW	RHCH	-	-	\$280,000	-	-	-	\$280,000
ROW	STATE_WV	-	-	\$350,000	-	-	-	\$350,000
Total ROW		-	-	\$350,000	-	-	-	\$350,000
CON	RHCH	-	-	\$1,760,000	-	-	-	\$1,760,000
CON	STATE_WV	-	-	\$2,200,000	-	-	-	\$2,200,000
Total CON		-	-	\$2,200,000	-	-	-	\$2,200,000
Total Programmed		-	\$300,000	\$2,550,000	-	-	-	\$2,850,000

J2025-07 - US 340 LTL Extension @ Cloverdale Rd

StateID
U319- 340 5.02 00

Lead Agency
WV DOT

County
Jefferson County

State
West Virginia

Project Type
Congestion

Performance Measures
PM3 - System Performance, Freight, Congestion, and Air Quality

Functional Classification
Principal Arterial

Groupable
True

Description
Widen/Install Turn Lane

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
ENG	CMAQ	-	\$12,000	-	-	-	-	\$12,000
ENG	STATE_WV	-	\$3,000	-	-	-	-	\$3,000
Total ENG		-	\$15,000	-	-	-	-	\$15,000
CON	NHPP	-	\$240,000	-	-	-	-	\$240,000
CON	STATE_WV	-	\$60,000	-	-	-	-	\$60,000
Total CON		-	\$300,000	-	-	-	-	\$300,000
Total Programmed		-	\$315,000	-	-	-	-	\$315,000

PERFORMANCE MEASURES

Transit Asset Management

Under the requirements of MAP-21, the Federal Transit Administration (FTA) Transit Asset Management Final Rule was published July 26, 2016 in the Federal Register and became effective October 1, 2016. The final rule established minimum Federal requirements for transit asset management that include:

- Establishing Transit Asset Management (TAM) Performance Targets
- Coordinating the Performance Targets with the State DOTs and MPOs
- Develop of Transit Asset Management Plans (TAMP)
- Reporting of asset inventories, conditions, and performance measures through the National Transit Database

The above requirements apply to all recipients of Federal financial assistance under 49 U.S.C. Chapter 53 who own, operate, or manage public transportation capital assets. Transit Asset Management (TAM), is a model that uses the condition of assets to guide the optimal prioritization of funding at transit agencies in order to keep transit networks in a State of Good Repair (SGR).

The FTA is implementing TAM using a two-tiered approach in order to reduce TAM requirements for agencies operating smaller fleets. They are defined as such:

- Tier I: A Tier I provider is a recipient who owns, operates, or manages 101 or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or who operates rail transit.
- Tier II: A Tier II provider is a recipient who owns, operates, or manages 100 or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode; a sub-recipient under the 5311 Rural Area Formula program; a sub-recipient under the 5310 Seniors and Individuals with Disabilities program who operates an open-door service; or any American Indian tribe.

Within the HEPMPO region, both the Washington County Transit (WCT) and Eastern Panhandle Transit Authority (EPTA) are classified as Tier II operators. The final performance measures that all Tier II Locally Operated Transit Services (LOTS) will be required to adopt are:

- **Rolling Stock (Revenue Vehicles):** Percent (%) of revenue vehicles within a particular asset class that have met or exceeded their useful life benchmark
- **Facilities:** Percent (%) of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) scale
- **Infrastructure (Guideway):** Percent (%) of guideway directional route miles with performance restrictions by class (*not applicable to the HEPMPO region*)

- **Equipment (Non-revenue vehicles):** Percent (%) of vehicles that have met or exceeded their useful life benchmark

To create consistency across Maryland, the Maryland Transit Authority (MTA) coordinated the participation between all the Tier II LOTS to develop a single set of unified TAM performance targets. These targets were then adopted by WCT and are shown in the charts below. Similarly, the West Virginia Division of Public Transit (WVDPT) also coordinated with all the Tier II LOTS in West Virginia to develop a single set of unified TAM performance targets. EPTA then adopted the targets shown in the charts below. Per the requirements of the TAM Final Rule, HEPMPO coordinated with MTA and WV DPT to establish the performance targets for the categories listed above. HEPMPO acknowledges that the transit projects contained within the TIP will help achieve the SGR targets.

Maryland – Washington County Transit (WCT)

The WCT performance targets are as follows:

Rolling Stock (Revenue Vehicles): % of assets at or past their useful life ⁶

Asset Class (NTD)*	Baseline (% past useful life)	FY2025 FY 2022 Targets
Bus (Heavy and Medium Duty)	11% 21%	10% 22%
Cutaway Bus	27% 24%	24% 28%
Automobile	45% 41%	46% 47%
Van	10% 5%	9% 11%

* The National Transit Database (NTD), administered by FTA

Equipment (Non-revenue vehicles): % of assets at or past their useful life ⁶

Asset Class (NTD)*	Baseline (% past useful life)	FY 2025 FY 2022 Targets
Trucks/ Other Rubber Tire Vehicles	62% 53%	60% 57%

* The National Transit Database (NTD), administered by FTA

⁶ Maryland MTA TAM Baseline and ~~FY 2021 Targets adopted February 2, 2022.~~
FY2025 Targets adopted May 21, 2025.

Facilities: % of assets rated below condition '3' on the TERM scale ⁶

Asset Class (NTD)*	Baseline (% below '3' on TERM Scale)	FY 2025 FY 2022 Targets
Administrative/ Maintenance	0%	0%
Passenger / Parking	0%	0%

* The National Transit Database (NTD), administered by FTA

West Virginia – Eastern Panhandle Transit Authority (EPTA)

EPTA Performance Targets ⁷

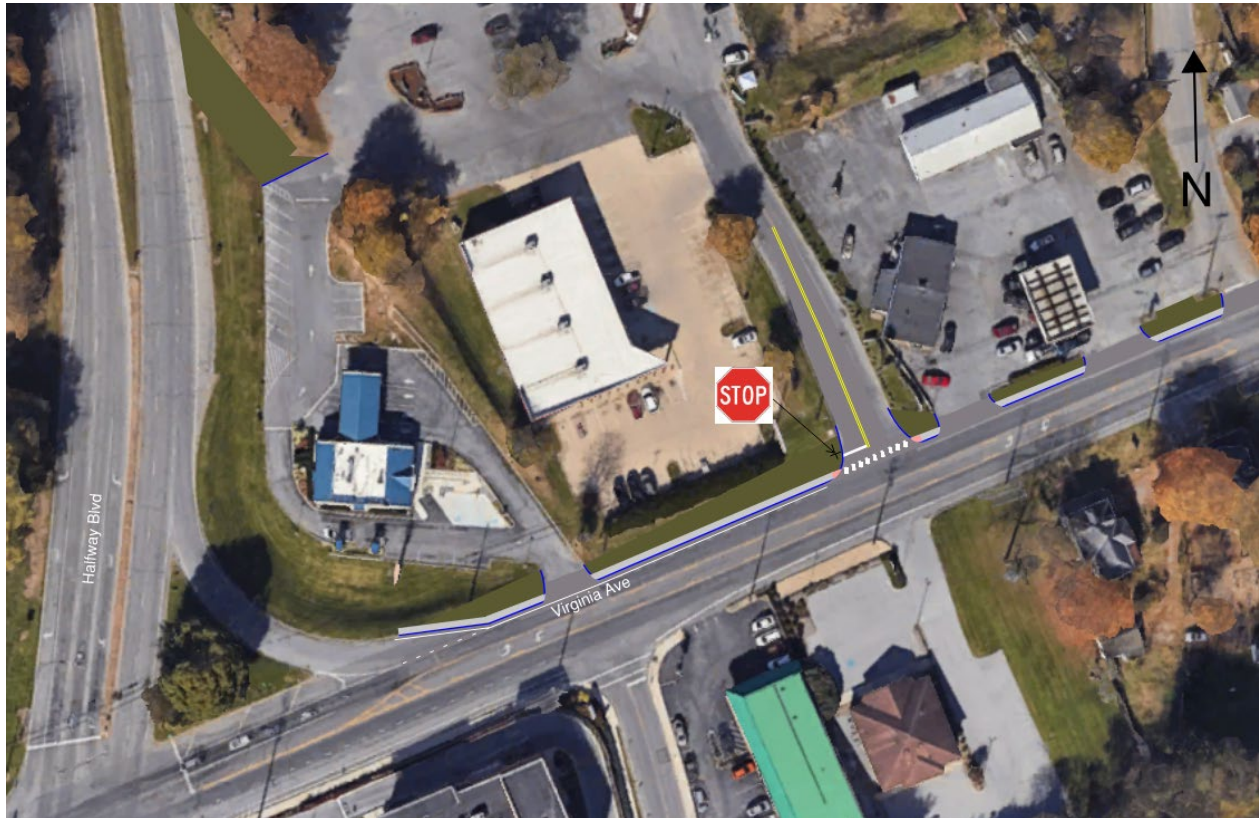
Category	Class	2024 Targets	2024 Actual	2025 Targets
Rolling Stock	12-Year / 500K Miles	95%	92%	93%
	10-Year / 350K Miles	89%	92%	93%
	7-Year / 200K Miles	75%	70%	72%
	5-Year / 150K Miles	73%	71%	73%
	4-Year / 100K Miles	79%	63%	65%
Facility	Admin, Maintenance, Storage	75%	70%	72%
	Transfer Center	100%	100%	100%
Equipment	Support Vehicles	40%	67%	69%
	Maintenance-Equipment	35%	41%	43%

* The National Transit Database (NTD), administered by FTA

⁷ West Virginia DPT TAM FY 2025 Targets adopted January 15, 2025.

Virginia Avenue and Halfway Boulevard Intersection Alternative 1 Safety Focus Action Items

Figure 24: Virginia Avenue and Halfway Boulevard – Alternative 1 Quick Fix – Proposed Countermeasures



- Eliminate Virginia Avenue WB right turn lane bay
- Eliminate parking lot egress to Halfway Boulevard from PNC Bank (eliminate cut through traffic using parking lots)
- Utilize the existing shoulder and right-turn bay to:
 - construct continuous curbline and sidewalk along the northern side of Virginia Avenue WB approach from Greenberry Road to Halfway Boulevard
 - Extend driveways to new travel lane edge
 - Eliminate dual lane stop controlled approach at Washington County Board of Elections driveway. Replace with single exit lane at STOP sign (so side by side vehicles do not create a sight distance obstruction for each other)
 - Install ADA ramps at Washington County Board of Elections driveway
 - Install high visibility crosswalk at County Board of Elections driveway

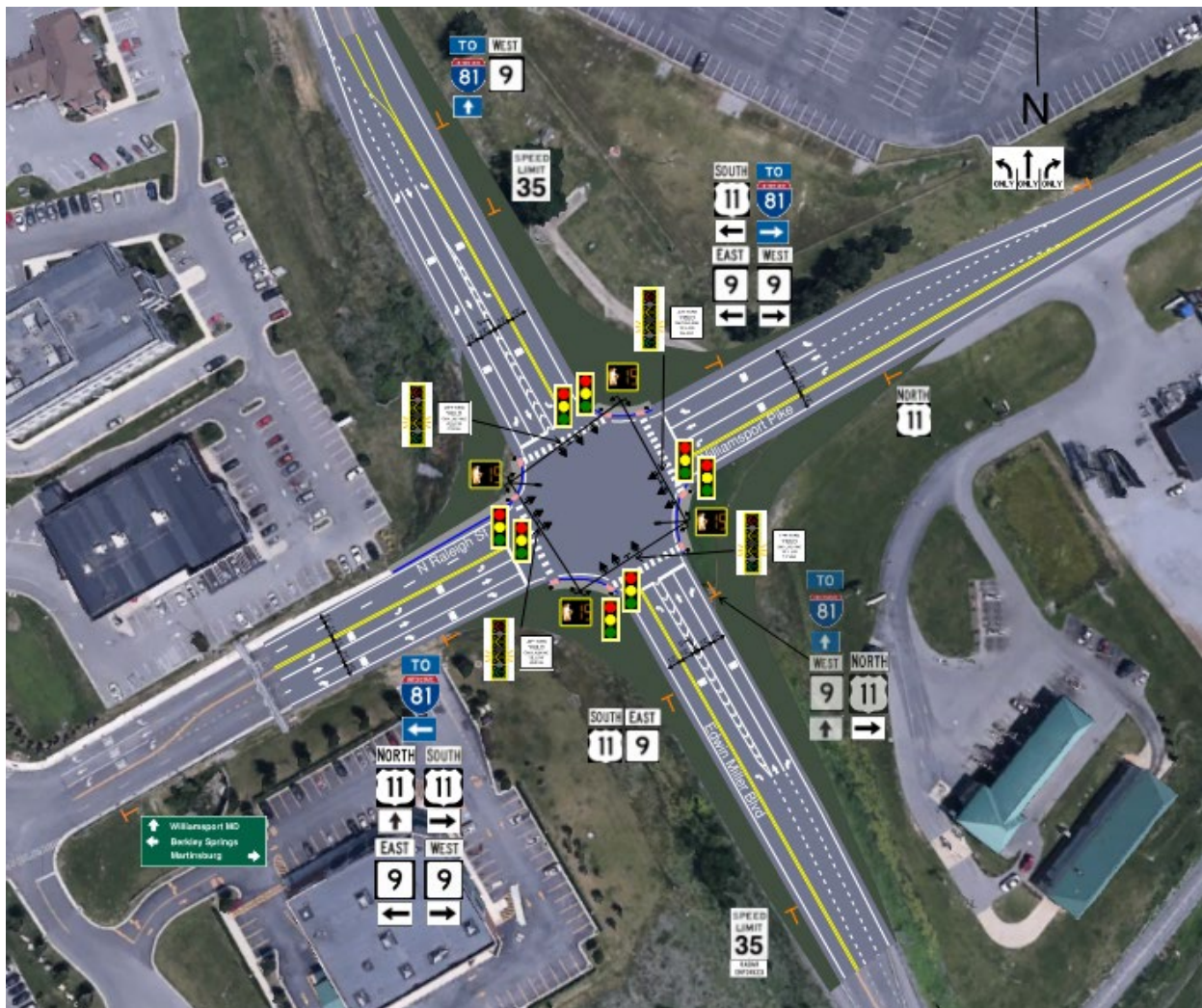
Concept Development

Two action item concepts were developed with proposed safety countermeasures and improvements along the Edwin Miller Boulevard corridor. These action items and locations were selected due to existing safety concerns and risk factors identified during the stakeholder meeting and field visit. The locations are:

- Edwin Miller Boulevard and Williamsport Pike / North Raleigh Street Intersection
- Edwin Miller Boulevard from Williamsport Pike / North Raleigh Street to Mid Atlantic Parkway / Mcmillan Court

Edwin Miller Boulevard and Williamsport Pike / N Raleigh Street Intersection Safety Focus Action Items

Figure 11: Edwin Miller Boulevard and Williamsport Pike/ N Raleigh Street Proposed Countermeasures



- Eliminate channelized yield right turn for all approaches. Operate lanes as standard exclusive right turn
 - Eliminate channelized right turn islands, relocate signing and signal equipment located within islands
 - Relocate signage adjacent the channelized right turn receiving merge lane
 - Revise Williamsport Pike WB approach lane designation signage
- Replace five section protected permissive left turn signal heads for all approaches with exclusive left turn lanes with Flashing Yellow Arrow protected permissive signal heads
- Obtain updated turning movement traffic counts and revise signal timing for variable mode protected permitted left turns based on time of day, and pedestrian actuation
- Install full suite of pedestrian features at the intersection
 - APS pedestrian push buttons
 - Countdown pedestrian signal heads
 - ADA ramps/access pads
 - High visibility crosswalks
 - Pedestrian actuated traffic signal phasing
- Extend sidewalk on north side of N Raleigh Street from existing terminus at end of channelized right turn lane to Edwin Miller Boulevard intersection for pedestrian access to intersection from shared use path at Forbes Avenue.

Figure 12: Edwin Miller Boulevard Improvements



Flowing Springs Road and Washington Street Intersection Safety Focus Action Items

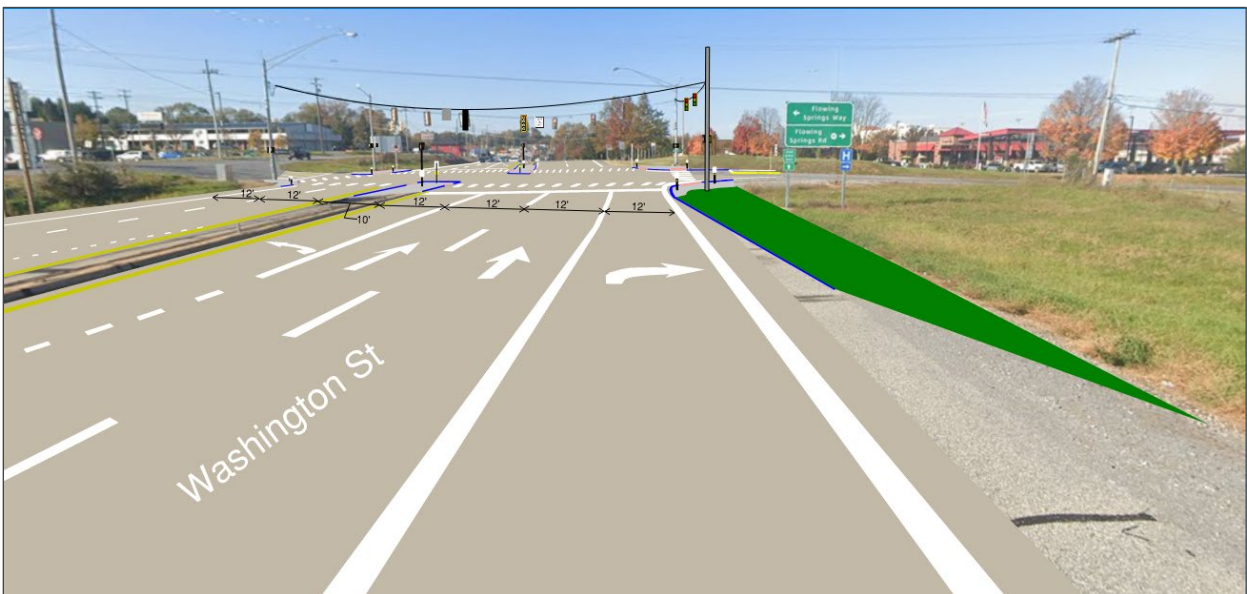
Figure 16: Flowing Springs Road and Washington Street Intersection Proposed Countermeasures

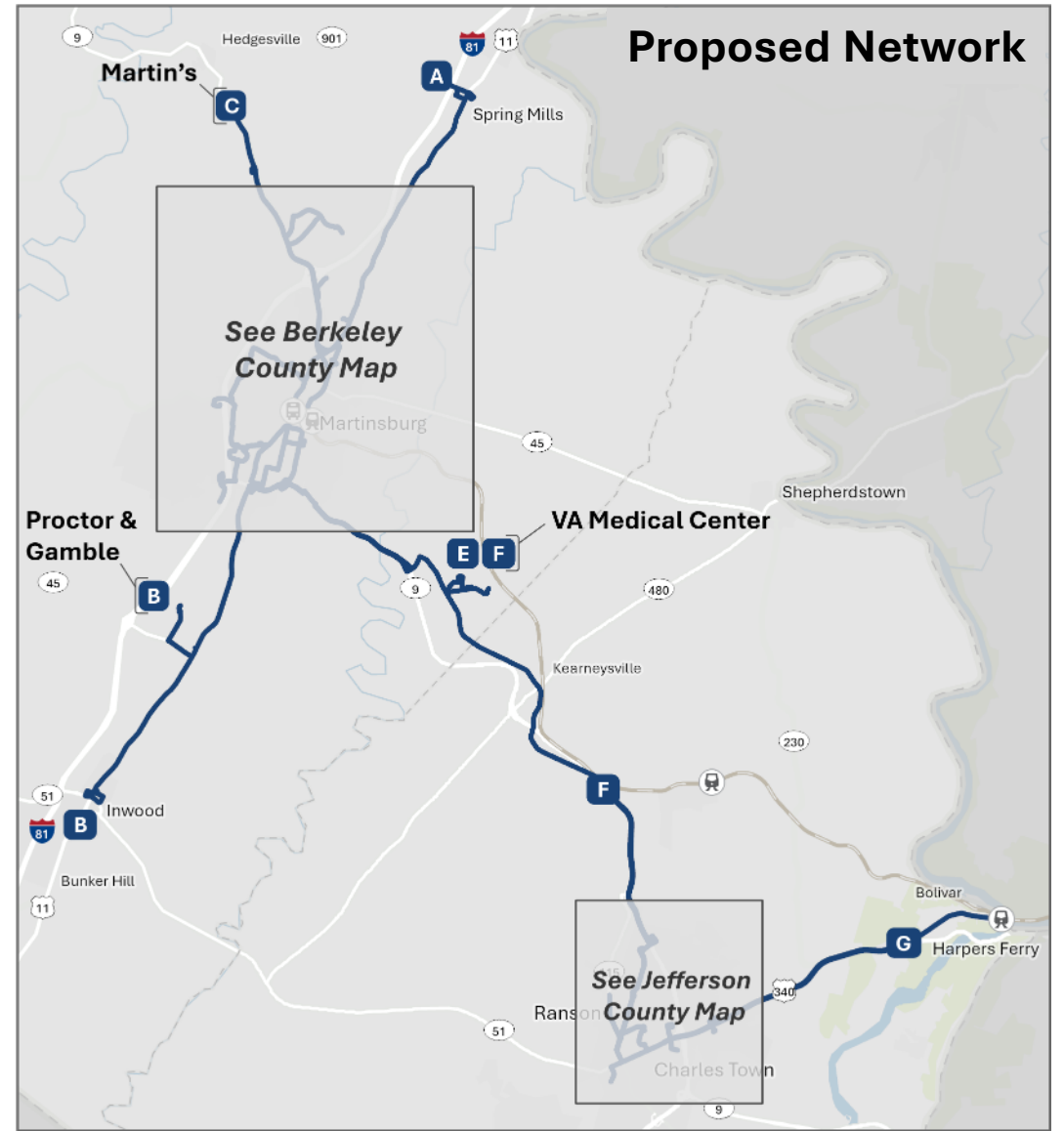
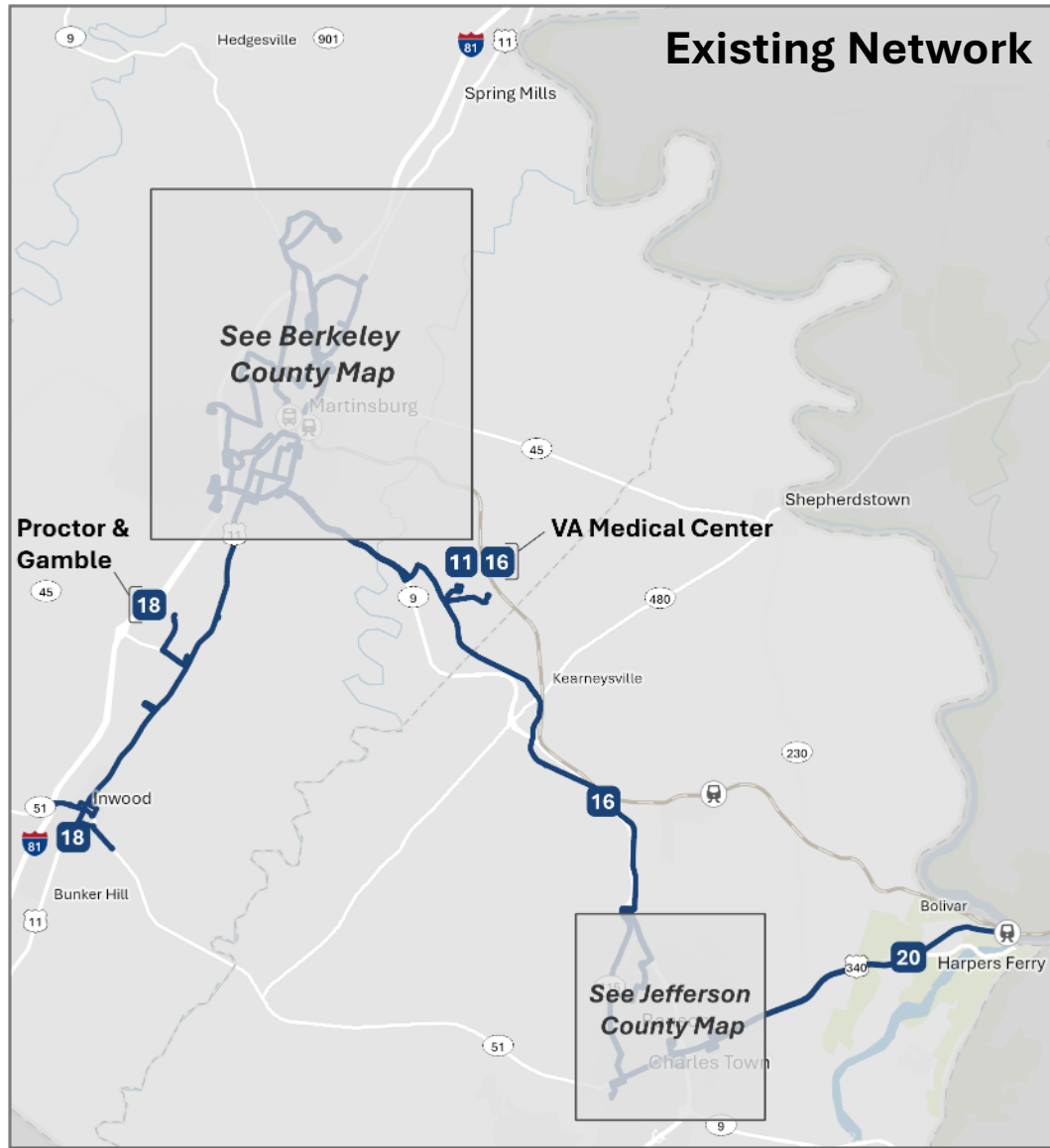


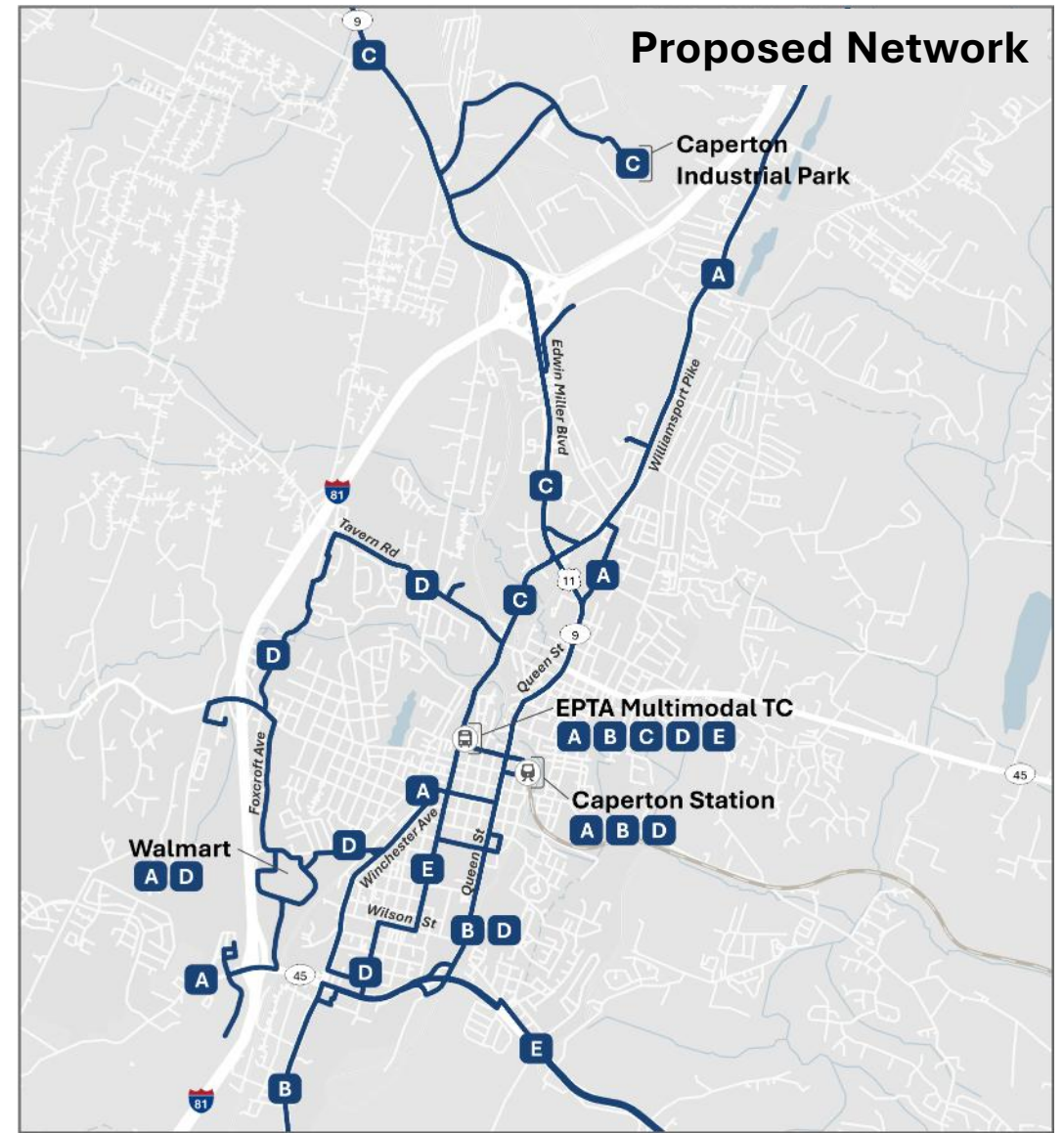
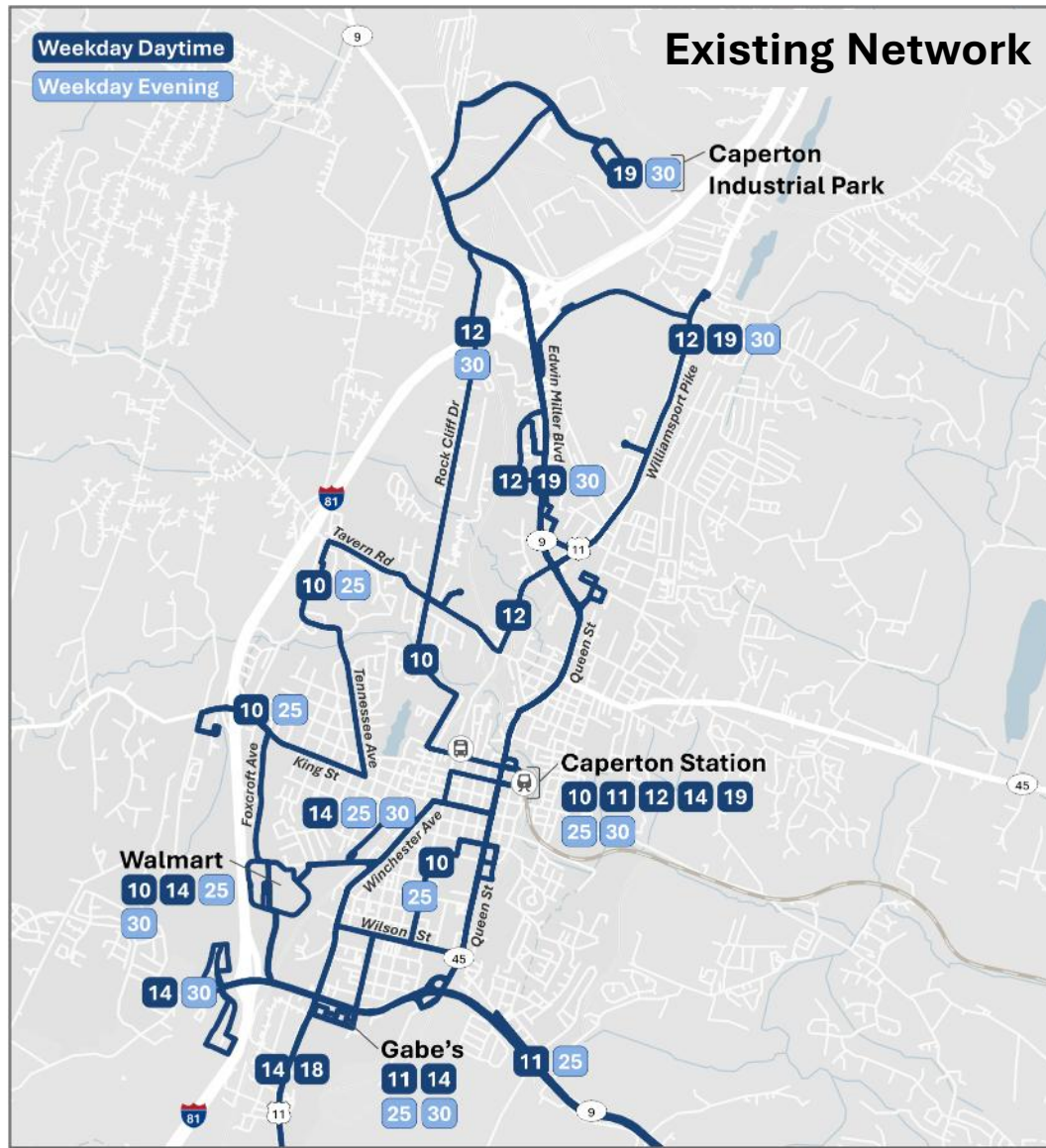
- Eliminate the channelized yield right turn from WB Washington Street to NB Flowing Springs Road. Reduce the northeast corner radius and operate as a standard exclusive right turn lane.
- Update the right-turn lane drop pavement markings and signing on SB Flowing Springs Road to meet /match MUTCD recommendation for lane drops. Reduce the radius for this right-turn movement to WB Washington Street to reduce turning speeds and reduce pedestrian crossing distances.
- Eliminate the painted channelized right-turn merge lane from the SB US 340 off-ramp to WB Washington St. Reduce the northeast corner radius and have the ramp traffic merge with the Washington Street through lane in a yield condition.
- Construct 6 ft to 10 ft wide median islands on both Washington Street approaches to serve as pedestrian refuge areas.
 - Install KEEP RIGHT signs and OBJECT MARKERS at median noses.

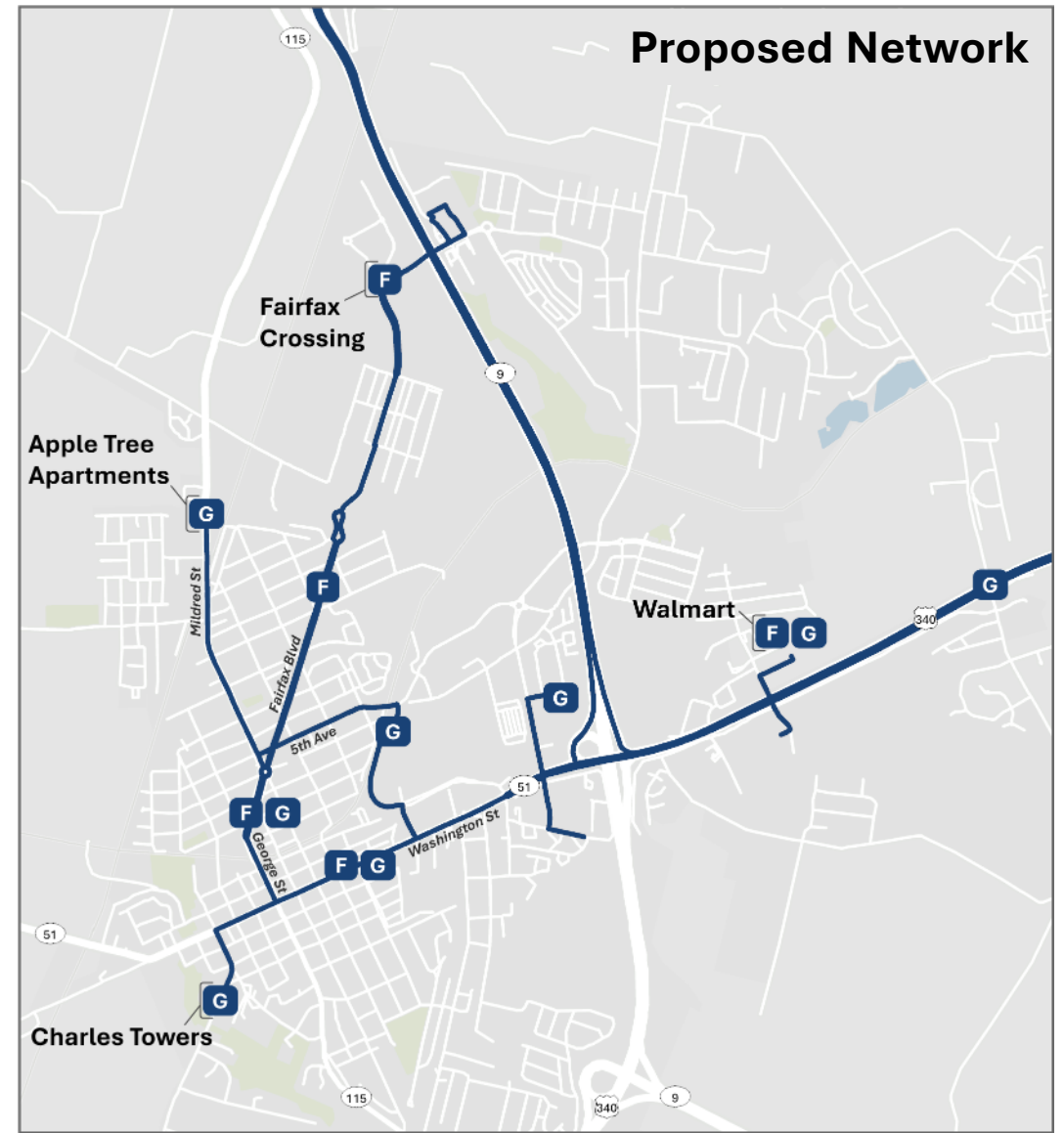
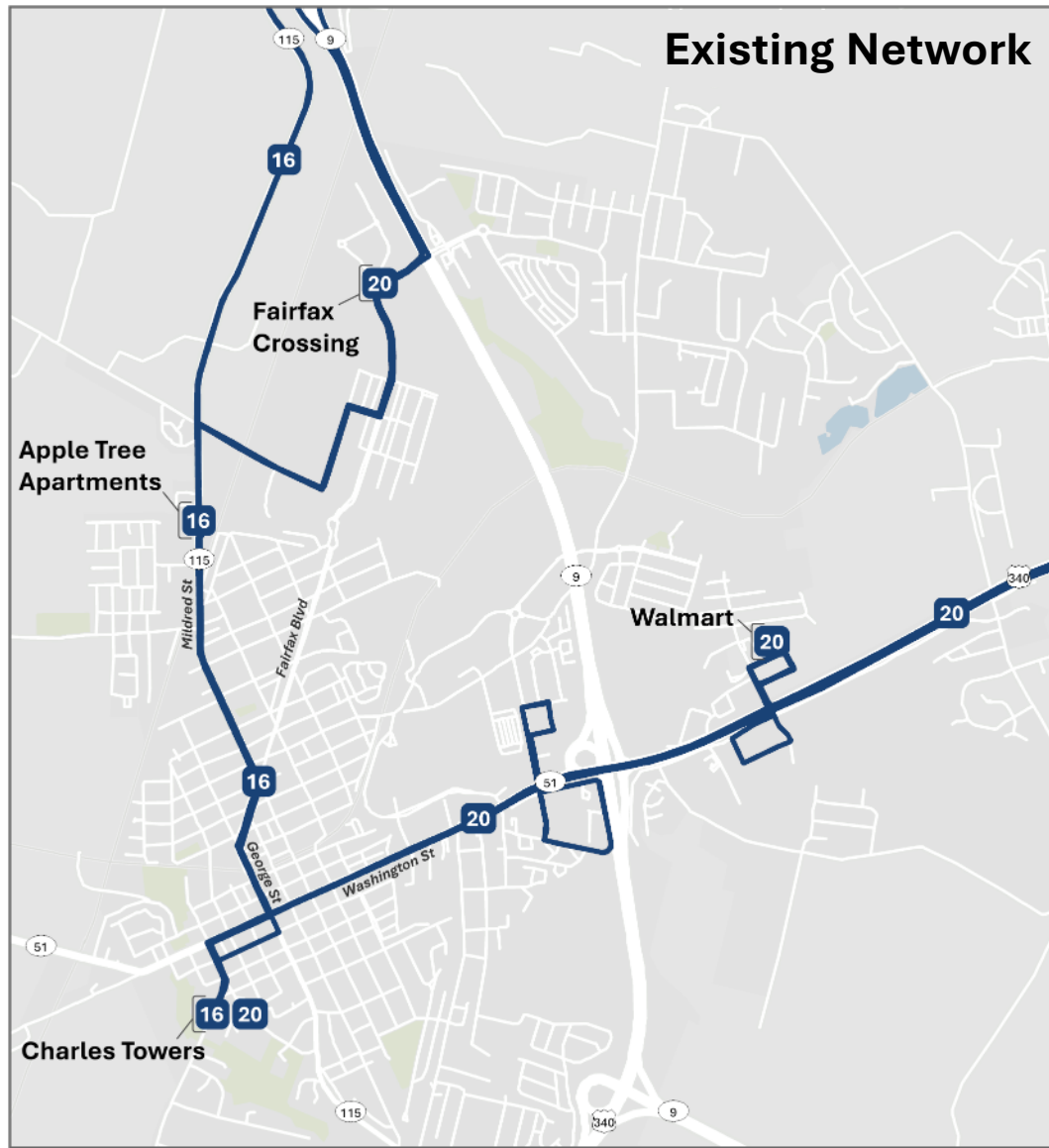
- Install ADA ramps for pedestrian crossing and pedestrian refuge within median islands.
- Install APS pedestrian push buttons and countdown pedestrian signal heads on pedestals in median islands.
- Consider implementing split pedestrian phases/ timings for crossing Washington St, allowing pedestrians to wait safely in the refuge islands.
- Install a full suite of pedestrian features at the intersection:
 - APS pedestrian push buttons
 - Countdown pedestrian signal heads
 - ADA-compliant ramps/access pads
 - High-visibility crosswalks
 - Pedestrian-actuated traffic signal phasing
- Replace the five-section protected-permissive left-turn signal heads for Washington Street exclusive left-turn lanes with Flashing Yellow Arrow protected-permissive signal heads.
- Obtain updated turning movement traffic counts and revise signal timing to provide variable-mode protected-permitted left-turns based on time of day and pedestrian actuation.
- To enhance traffic signal visibility and implement a proven safety countermeasure, install backplates with retroreflective strips on all signal heads.

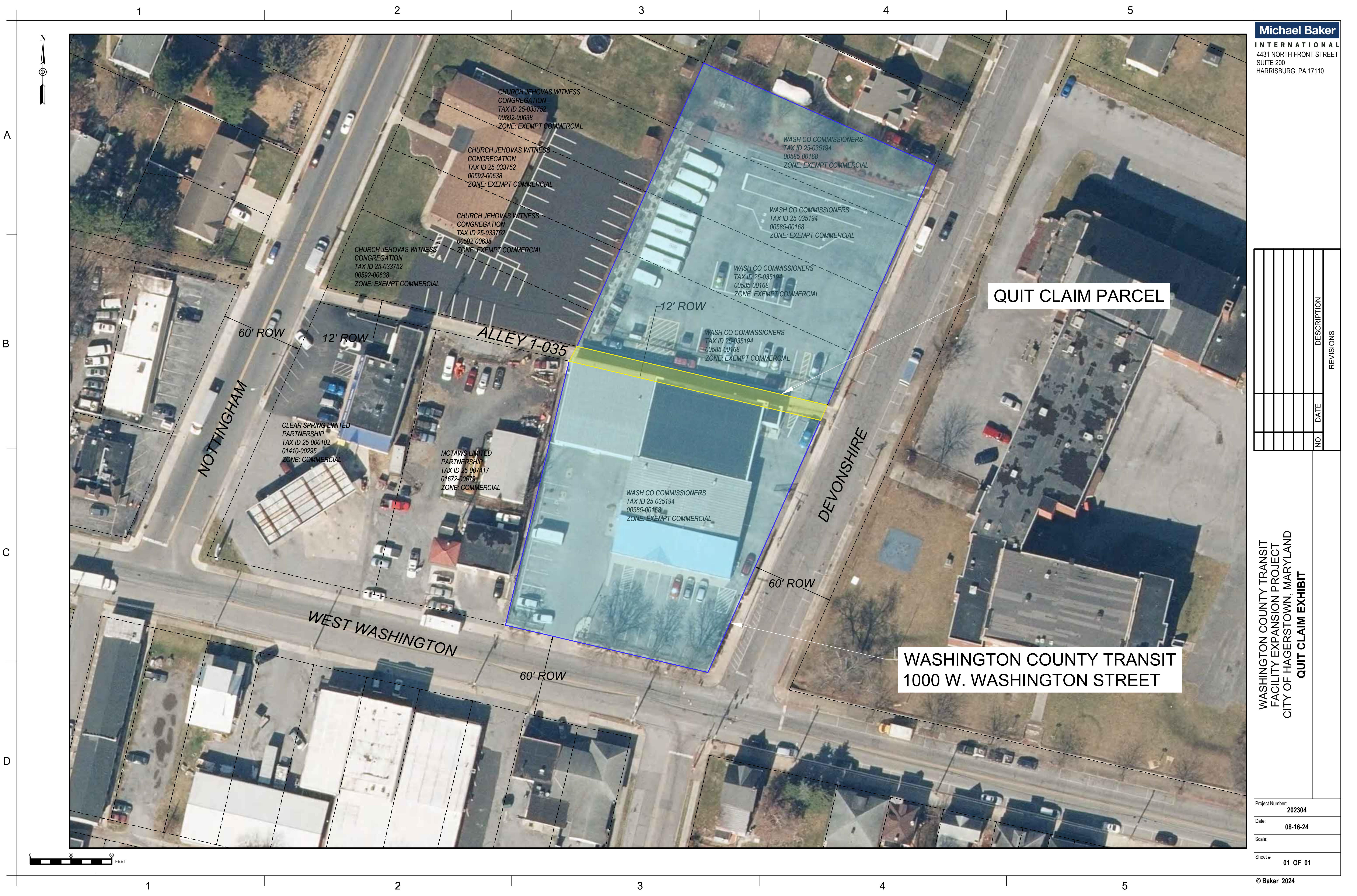
Figure 17: Proposed Washington Street Improvements











Michael Baker

INTERNATIONAL
4431 NORTH FRONT STREET
SUITE 200
HARRISBURG, PA 17110

REVISIONS		DESCRIPTION
NO.	DATE	

WASHINGTON COUNTY TRANSIT
FACILITY EXPANSION PROJECT
CITY OF HAGERSTOWN, MARYLAND
QUIT CLAIM EXHIBIT

Project Number: 202304

Date: 08-16-24

Scale:

Sheet # 01 OF 01

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HEPMPO TRANSPORTATION PLANNING CONTRACT

HEPMPO LRTP Update

July 1, 2025

Matt Mullenax
Executive Director
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO)
226 Pilot Way
Martinsburg, WV 25405

**RE: Work Order 24-07, 2024 HEPMPPO Transportation Planning Services:
HEPMPO Long Range Transportation Plan (LRTP) Update**

Dear Mr. Mullenax,

We are pleased to submit our scope of work, budget, and schedule for the above-referenced project. The scope of work outlines the tasks and objectives, while the deliverables specify the expected outcomes. The budget details the financial resources allocated, and the schedule provides a timeline for completion. Please review the attached files for comprehensive information.

The Project team includes Michael Baker International (MBI), Fehr and Peers (F/P), Foursquare ITP, and Integrated Design, Inc (ID). Jim Frazier will be the project manager with Dan Szekeres serving as the technical lead and deputy project manager. We will be supported by Nicole Waldheim and Tory Gibler with F/P, Jarred Toups with Foursquare ITP, and Karen Wieland with ID.

Please contact me should you have any questions.

Sincerely,

Jim Frazier, PMP
Project Manager
Michael Baker International

Scope of Work for HEPMPO LRTP Update

Project Management Plan

Michael Baker International (MBI) will provide comprehensive transportation planning and technical support for the development of the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Transportation Plan (LRTP) Update. The new plan, **Direction 2055**, will build upon the previous plan (**Direction 2050**) using updated data, insights from extensive outreach activities, and recommendations and needs identified in recent studies completed within the region. The previous LRTP was approved by the Interstate Council on May 18, 2022, with an expiration date of May 18 2027. This update must be adopted by the Interstate Council of the HEPMPO and approved by FHWA before the current expiration date, as required by federal Statewide Transportation Planning and Metropolitan Planning Regulations.

Jim Frazier, MBI's Project Manager, will oversee the completion of all tasks, coordinate with the HEPMPO Executive Director to ensure timely decisions and assumptions, manage the budget and schedule, and ensure effective coordination within the project team and with the MPO and other state and local agencies. The MBI team will implement quality assurance checks to ensure project deliverables are accurate, submitted on time, and meet the intent of the MPO as well as all federal requirements and guidelines.

The project team will coordinate meetings and local data collection needs through the HEPMPO director and staff. Any additional data or work requests for the project team will flow through the HEPMPO executive director for authorization. **Dan Szekeres**, the deputy project manager, will lead the technical requirements of the LRTP. The MBI team includes three subcontractors:

- **Fehr and Peers, DC** – Active transportation planning and safety analysis
- **Foursquare Integrated Transportation Planning Inc. (Foursquare ITP)** – Transit-related support
- **Integrated Designs, Inc. (ID)** – Public involvement, website and graphics support

Task Summary

There are ten tasks for developing the LRTP. The following table provides the tasks, key deliverables, and meetings planned under this scope of work. The Technical Advisory Committee (TAC) and agency coordination meetings will be either in-person or virtual (via Microsoft Teams) at the discretion of HEPMPO.

All deliverables will be electronic unless specified. Meeting materials will be printed for in-person meetings only. The MBI team will provide one printed copy of the final LRTP report, with all documents and GIS files delivered electronically.

Summary of HEPMPO LRTP Tasks, Deliverables and Meetings

Tasks	Deliverables	Meetings
Task 1: HEPMPO Planning Process	<ul style="list-style-type: none"> Meeting materials and minutes for all scheduled meetings Summary of the data collection efforts Summary of updated Goals and Objectives Interactive LRTP Map Set 	<ul style="list-style-type: none"> Project Kick-off Meeting Coordination meetings w/ HEPMPO staff TAC Kick-off Meeting (1)
Task 2: Public Outreach and Involvement	<ul style="list-style-type: none"> HEPMPO LRTP Dashboard Website Stakeholder Outreach and MetroQuest Survey with Summary Results Intercept Survey and Summary Results Public Meeting presentations and materials Public Input Summary Report 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff Public Outreach Intercept Survey Stakeholder Outreach Public Meetings (3)
Task 3: Transportation Needs Assessment	<ul style="list-style-type: none"> Congestion Analysis Summary Results Safety Analysis Technical Memorandum Asset Management Technical Memorandum Resiliency Assessment Technical Memorandum Meeting Materials and Minutes 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff TAC Existing Conditions Meeting (2)
Task 4: Multimodal Planning	<ul style="list-style-type: none"> Active Transportation Technical Memorandum Regional Freight Technical Memorandum Regional Transit Technical Memorandum 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff Coordination meetings with local planning and transit agencies
Task 5: Project Development for the LRTP	<ul style="list-style-type: none"> GIS maps and tables for unconstrained project list (draft and final) Cost Estimates for Unconstrained Plan 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff City/County Project Coordination Meetings
Task 6: Investment Plan	<ul style="list-style-type: none"> Funding forecast summary tables by State Technical memorandum on the funding forecast for the LRTP 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff, and State financial forecast
Task 7: Project Prioritization and Fiscally Constrained Project List	<ul style="list-style-type: none"> Project prioritization process and results technical memorandum Prioritization meeting materials and minutes Fiscally constrained project lists and Interactive map set 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff TAC Prioritization Meeting (3)

Tasks	Deliverables	Meetings
Task 8: Performance Planning	<ul style="list-style-type: none"> Draft and final System Performance Report Scenario planning alternatives technical memorandum 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff
Task 9: Preparing for the Future	<ul style="list-style-type: none"> Technical memorandum on emerging issues and technologies Summary list of potential future studies 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff
Task 10: Draft and Final LRTP Document	<ul style="list-style-type: none"> Template and Outline for the LRTP for HEPMPO approval ESRI Story Map with LRTP Summary (Executive Summary) Draft for Public Comment and Final LRTP LRTP appendices with public comments addressed 	<ul style="list-style-type: none"> Coordination meetings w/ HEPMPO staff TAC Draft Report Virtual Meeting #4 Public Meetings (3)

Task 1: HEPMPO Planning Process

1.1 Kick-off Meeting: The project team will meet with HEPMPO to initiate the project to review the scope of work, project objectives and schedule. During this meeting, the project team will identify the LRTP Stakeholders and schedule the initial Technical Advisory Committee (TAC) kick-off meeting to identify and develop project goals and objectives, timelines, and milestones for the Plan.

1.2 Review of Recent Plans and Data Collection

The MBI team will review all relevant studies and plans for the three-county HEPMPO region relating to transportation, land use, economic development, and associated issues. This task will focus on studies conducted since the development of **Direction 2050**. To the extent possible, HEPMPO staff will facilitate the collection and summary of studies in this task. The review of plans and studies will identify the following:

- HEPMPO Special Studies
- West Virginia and Maryland Statewide Transportation Plans
- State Freight Plans, Strategic Goods Movement Plans, and Truck Parking Studies
- Multimodal planning documents for transit, safety, and bicycle/pedestrian plans
- Local transit agencies Transit Development Plans (TDP)
- State and local planning studies conducted in the region
- State guidance documents related to performance measures and targets
- WVDOT/MDOT traffic counts, Highway Performance Monitoring System (HPMS) VMT, and crash data
- New developments planned in the region and supporting infrastructure
- City and County comprehensive planning documents and capital improvement plans
- Planned and implemented projects since the last LRTP (2022)
- Federal guidance documents
- Federal metropolitan planning and AMPO guidelines

Building off the work conducted locally including recent HEPMPO studies, the MBI team has collected many data sources that are readily available. This task will focus data collection efforts on new transportation data that may aid in assessing current and future traffic conditions, commuting patterns, socioeconomic, environmental, and other analysis needs. The data collection will include development of an interactive map:

- **LEHD/Census data:** Obtain commuting patterns of workers in the region.
- **INRIX/REPLICA Congestion:** INRIX data is available in Maryland and expected soon for the WV counties. This data will provide traffic volumes and congestion hotspots, vehicle speeds and travel times, and trip origin-destination patterns. MBI also has access to REPLICA data which can support congestion and travel pattern analyses.
- **Multimodal Data:** Data sources like Strava can provide pedestrian and bicycle routes and areas to identify popular destinations and travel patterns. Strava is available to HEPMPO and can provide access to the project team.
- **State Traffic Data:** WVDOH and MDOT SHA roadway and traffic data from the state's updated GIS/HPMS data system. This data system will be used to conduct base year traffic analyses to evaluate current congestion levels. The data will include the most recent count data to enhance data on-hand or not available since the previous plan update.
- **MD and WVDOH Accident Data:** Obtain updated GIS crash data from RITIS and Report Beam for reviewing accident and crash data within the region needed for safety and bike/pedestrian analyses as well as potential priority corridors.
- **Bridge Attribute/Scour Data:** GIS data used for bridge ratings for selected performance measures located on the National Highway System (NHS).
- **Stormwater Mapping/MS4 Data:** Identify information to support review of potential flooding areas.
- **Road Closure Data:** GIS data of known flooding areas to support enhanced environmental assessment and overlay with highway system and new projects.
- **WVDOT and MDOT Financial Forecast for the HEPMPO region**
- **Environmental Data:** State and local data sets for streams, wetlands, floodplains, slope data, public parks, and historic resources
- **Demographic and Socioeconomic Data:** Update demographic and socioeconomic data to reflect current and projected trends.
- **Land Use and Development Patterns:** Analyze current land use and future development patterns.
- **Transportation System Inventory:** Update the inventory of existing transportation infrastructure, including roads, transit systems, bike paths, and pedestrian facilities.

1.3 Land Use and Socioeconomic Data

An update to the base year and forecast year socioeconomic forecasts will be included in this LRTP. This includes the MD Department of Planning, Woods and Poole, or interim Census projections (at the block group level) and additional demographic forecasts and zoning updates as provided in recent city and county planning efforts. The MBI team will focus on obtaining new data and evaluating their impacts on existing and future congestion needs within the region.

The MBI team will conduct coordination meetings with local planning agencies in each county to gather insights on recent and planned developments, future planning efforts, and where growth is expected. The meetings will be in person if possible, or virtual.

1.4 Regional Project Highlights Since Last Plan

This task will include the development of a highlight brochure that may be integrated into public outreach and the LRTP documentation. This brochure will highlight examples of key transportation projects that have been completed in the region since the last LRTP update. A brief description of the project and its impacts both on the local economy and traffic will be provided. HEPMPO will support MBI in identifying the projects to include and the qualitative assessment of benefits.

1.5 Update Goals and Objectives

The MBI team will review and provide recommendations on the Plan's goals and objectives in compliance with the Infrastructure Investment and Jobs Act (IIJA), requiring a performance-based planning approach, necessitating the need for clear goals and quantifiable objectives, and taking into account the new federal guidelines.

1.6 Interstate Council & Technical Advisory Committee Meetings

The Interstate Council (ISC) is responsible for endorsing all MPO activities, including the study results and the final recommendations for this LRTP update. The Technical Advisory Committee (TAC) provides technical assistance and recommendations to the ISC. The MBI team will coordinate with HEPMPO's TAC, which will provide technical oversight and input throughout the development of the LRTP. The TAC will be responsible for approving the public involvement plan and reviewing the results of fiscal constraint, project recommendations, and the project prioritization process. The MBI team will also provide support to the TAC for presenting the final plan to the ISC.

The MBI team will plan for in-person meetings but realize virtual meetings may be required. The team will hold the following meetings with the TAC:

- **Kick-off Meeting:** Review LRTP goals and objectives, public involvement plan, project scope, and schedule.
- **Existing Conditions Meeting:** Overview of the public outreach activities, base demographics, traffic conditions, and multimodal activities.
- **Prioritization Meeting:** Review of project prioritization and plan recommendations.
- **Webinars/Conference Calls:** Up to five meetings as needed throughout the plan development process.

Deliverables

- Meeting materials and minutes for all scheduled meetings
- Summary of the data collection efforts
- Summary of updated Goals and Objectives
- Interactive LRTP Map Set
- Project highlights brochure

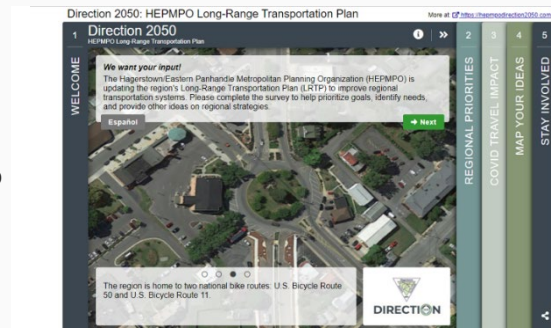
Task 2: Public Outreach and Involvement

2.1 Public Involvement Plan

The MBI team will develop and maintain a project dashboard website for the LRTP development and linked to the HEPMPO website (<https://hepmo.com/>). The project site platform will be flexible in design and will be able to track progress on the LRTP, post meeting minutes, surveys and results, and display interactive maps.

2.2 Public and Stakeholder Outreach – MetroQuest Survey

The public and stakeholder outreach will focus on a cost-effective approach through interactive digital means to receive valuable input. The outreach will use the MetroQuest web-based software and the LRTP project website to engage public input. The focus is to solicit feedback on goals and objectives for the plan as well as updates on transportation needs and strategies.



Michael Baker has a contract agreement with MetroQuest that provides a discount, with the maximum cost being \$4,500. Specific content is expected to include:

- Identify and rank regional priorities and goals
- Interactive map allowing users to provide insights on transportation projects and/or other project needs
- Survey questions developed in coordination with HEPMPO and TAC
- Land use activities and economic development efforts, current projects, transportation needs, safety concerns, and broad transportation issues such as goods movement, aging population, and transit-dependent concerns

The HEPMPO and TAC will review the draft framework of the MetroQuest website before the site becomes active for 30 days for public and stakeholder input.

2.3 Intercept Survey Outreach

To reach out to minority groups for input on their transportation needs, Integrated Designs (ID) will conduct bilingual intercept surveys based on the public outreach MetroQuest survey. Street teams will be deployed to three locations in areas of persistent poverty. ID will coordinate with MBI and HEPMPO on specific locations to conduct outreach.

2.4 Public Meetings

The MBI team and HEPMPO staff will conduct six (6) public meetings during the development of the LRTP. Two meetings will be held in each county in the HEPMPO region: Berkeley County, WV, Jefferson County, WV, and Washington County, MD. The first set of public outreach meetings will be

in conjunction with the MetroQuest Survey, and the remaining set will be with the release of the draft LRTP during the 30-day public comment period. Public meetings will be hybrid with in-person presentation and virtual for online participation. The handouts from the public meetings will be made available to the public on the project dashboard website.

Deliverables

- HEPMPO LRTP Dashboard Website
- Stakeholder Outreach and MetroQuest Survey with Summary Results
- Intercept Survey and Summary Results
- Public Meeting presentations and materials
- Public Outreach Summary Report

Task 3: Transportation Needs Assessment

3.1 Land Use Assessment

This task will include an assessment of land use and socioeconomic data assembled in Task 1.3. This effort will include the development of maps highlighting key areas of projected household and employment growth within the region. Additional descriptions will be developed to highlight recent growth trends and key forecast growth areas. These descriptions will address land use changes and their impact on economic development and traffic impacts.

3.2 Base Year Congestion Analyses

This task will incorporate the **HEPMPO Congestion Management Process** and evaluate the existing base year conditions using the HEPMPO Travel Demand Model, updated demographics, and RITIS / INRIX/REPLICA traffic and speed data collected in Task 2. The data and analyses will include:

- **Processing and evaluation of speed/congestion data:** Work efforts will consist of obtaining regional speed profiles, reformatting the data, and calculating congested speeds and peak travel time ratios. Results will be prepared incorporated into the LRTP map set.
- **Analysis of MDOT SHA and WVDOT traffic data:** Additional analyses will be conducted to evaluate traffic demand on regional roadways and, if possible, how those roadway volumes have changed since the last plan update. The data will also be linked to speed information to estimate performance measures including vehicle delay.

3.3 Forecast Traffic Growth

Following the socioeconomic forecast and project identification, the regional travel demand model will be run to produce a revised traffic forecast for the updated plan's horizon year that will include the impacts of regional demographic growth and committed transportation projects (E+C network). This task includes developing the travel model input data (including demographic input and highway network with committed transportation projects), running the travel model, and processing the

model outputs. The effects of changes that have been made to the forecasts and the results of the subsequent modeling will be documented and presented to the TAC.

For the demographic forecast, the MBI team will build upon the base conditions and combine GIS data, planning data, and input from local government and stakeholder meetings to identify potential growth areas in the region. This data plays an important role in determining and allocating land use growth in the region and preparing the inputs to the regional travel demand model. This exercise will include identification of areas anticipated to grow/decline in employment, households, or population within the region. HEPMPO staff will support the interpretation of the future land use information into future year forecasts at the TAZ-level.

3.3 Assessment of Regional Connections

Utilizing available REPLICA origin-destination and Census data, assessments will be made of regional travel connections for both passenger and freight modes. This task will focus on identifying and prioritizing (e.g., ranking) the primary trip connections within the HEPMPO 3-county region. The effort will build upon origin-destination analyses conducted for ***Direction 2050*** using available commuter information in the Census LEHD and information on low-wage jobs and workers available in other Census products. The assessment of regional connections will be used as criteria for assessing and prioritizing regional transportation projects and strategies.

3.4 Safety Analysis

The MBI team has compiled accident and crash data from the HEPMPO Regional Safety Action Plan (SAP) and corridor safety studies. The data will be updated for the latest available year of crashes. The concepts and corridors identified as safety concerns, as well as the safety corridors identified in the Regional SAP, will be integrated into this analysis. The safety corridors will be used as criteria to identify and prioritize safety strategies.

Performance-based planning remains a priority area of emphasis for the LRTP. The ISC adopted safety targets in coordination with WVDOT and MDOT. This LRTP will take additional steps to identify and report performance measures at different aggregations, including the development of a corridor-based system. The corridor measures will support future monitoring and provide important insights into project prioritization.

3.5 Asset Management

Asset management is a strategic and systematic process of operating, maintaining, and improving physical assets in the region. This task will include efforts to coordinate with each state DOT and county to identify statewide maintenance goals and to evaluate conditions and performance measures related to roadway pavement, bridges, traffic signals, and other associated assets on the NHS. The Pavement Management System data and the Bridge Attribute/Scour Data will be used to evaluate the road conditions of the pavement and bridges in the region. The reporting systems assist in planning for prioritized corridors and bridges for budgeting and programming appropriate maintenance activities. The identified deficiencies of roadways and bridges will be used as criteria in the project prioritization analysis.

MDOT and WVDOT asset management plans and performance measure targets for pavement and bridges will be used to evaluate and monitor the conditions in the region. The results will identify any asset investment needs to meet the targets and support the project selection process.

The transportation planning process is evolving to include a greater prominence for asset management in long-range plans, and this task will include:

- Description and mapping of the current condition and performance of the transportation system, including pavement (IRI) and bridge structural ratings
- Evaluation of the current system to determine the resources needed to sustain quality infrastructure
- Financial need estimates developed for each asset
- Documentation of the potential funding shortfall needed to sustain quality infrastructure

3.6 Resiliency of Transportation System

Extreme weather events present significant and growing risks to the safety, reliability, effectiveness, and sustainability of transportation infrastructure and operations. The IIJA has placed an increased emphasis on system resiliency by adding it as a planning factor for MPOs. The focus of this factor is to “improve the resiliency and reliability of the transportation system and to reduce or mitigate stormwater impacts of surface transportation.”

This task will focus on system resiliency within the long-range planning process. Specific work tasks will include:

- Integrate historic road closure data to identify potential flooding locations and emergency management planning activities in the region
- Identify extreme weather vulnerabilities with a focus on evaluating available information from DOT databases, stakeholder input, and GIS overlays with floodplain layers to determine highly vulnerable locations due to historic flooding
- Identify existing emergency response and hazard mitigation plan items related to transportation and how that information can be integrated
- Develop and integrate resiliency measures within the TIP and LRTP project prioritization process

Deliverables

- Congestion Analysis Summary Results
- Safety Analysis Technical Memorandum
- Asset Management Technical Memorandum
- Resiliency Assessment Technical Memorandum
- Meeting Materials and Minutes
- TAC Meeting #2, Existing Conditions

Task 4: Multimodal Planning

1. **Active Transportation:** Update bicycle and pedestrian infrastructure plans, identify new projects, and evaluate funding sources.
2. **Regional Freight Profile:** Analyze freight transportation trends, conditions, and forecasts.
3. **Transit System:** Review and update transit projects and services, considering recent changes and future needs.

4.1 Active Transportation

This task will expand on **HEPMPO Regional Bicycle and Pedestrian Plan** initiatives and recommendations for active transportation safety and connectivity. The MBI team, led by Fehr and Peers, will take a fresh look at recent trends and developments as they pertain to bicycle and pedestrian infrastructure, funding, amenities, education, safety, and policies.

The MBI team will identify planned initiatives, develop cost estimates for new projects, analyze performance measures and targets, and refine prioritization criteria to emphasize active transportation projects. Special emphasis will be placed on the recreational benefits and safety of bicycling and pedestrian activities, serving as a regional resource for communities pursuing their own active transportation initiatives.

4.2 Regional Freight Profile

This task will expand on the **HEPMPO Regional Freight Plan**. Understanding the performance of the freight transportation system and the challenges that come with increasing demand for freight transportation is important to improving mobility and productivity. Within the HEPMPO region, freight is a large contributor to the local economy, with truck traffic comprising a significant percentage of vehicles on area roadways.

The MBI team will review and analyze the historic trends and existing conditions in the region, including an analysis of commodity flows, import/export trading partners, local freight attractors and generators, freight networks and routing, economic impact of freight and logistics, etc. The regional freight profile will offer a description of the region's existing conditions as they relate to freight transport.

- Assessment of freight (truck and rail) generators in the region
- Truck origin and destination assessment and disaggregation
- Truck travel time and delay assessments
- Freight performance measures and targets

The MBI team will conduct a review and analysis of future conditions, including a forecast of future commodity flows and freight movements, and an evaluation of programmed and planned transportation improvements, future land use policies, and economic and community development plans that may affect or be affected by freight and goods movement. Freight forecasts will rely on data from state freight modeling and studies and collected from the latest FHWA Freight Analysis Framework (FAF).

4.3 Transit System

The MBI team with Foursquare ITP will build upon the recent **Eastern Panhandle Transit Authority (EPTA) and Washington County Transit (WCT) Transit Development Plans (TDPs)** and state Human Services Transportation Plans to conduct a review and inventory of the region's transit providers. The review will focus on changes in service and ridership, as well as a review of area demographics and expected growth in terms of residential and commercial development since the previous LRTP. The task will include coordination with each transit provider to obtain relevant data and available information on other local transportation providers, such as transit routes, private taxi and van services.

The MBI Team will update the list of transit projects from each transit agency and recommend future studies to support the transit agencies. The transit projects and services will then be assessed in terms of the region's fiscal constraints. The result will be the development of a list of transit capital projects and proposed transit services for the region that can be implemented over the planning horizon and that meet the community's needs. The projects and services that can be included in the fiscal constraint portion of the LRTP are local transit services, vehicle replacement, new services, regional or intercity services, transit facilities, park-and-ride lots, and commuter transit service (MARC and MTA Commuter Bus).

Deliverables

- Active Transportation Technical Memorandum
- Regional Freight Technical Memorandum
- Regional Transit Technical Memorandum

Task 5: Project Development for the LRTP

5.1 Develop Project Database

The MBI team will maintain a project database to manage the LRTP projects. The LRTP interactive map layers will be able to track all projects through the various phases, including E+C, project needs, constrained, and unfunded priorities project lists. It will include project identification numbers, cost estimates, boundaries, etc., and be capable of generating standard project reports and maps.

With the potential funding shortfalls expected, an increased emphasis will be placed on low-cost operational strategies like new signal technology, corridor improvements, safety concerns, and TSMO options. Another example would be the consideration of innovative intersection design to minimize cost and maximize the effectiveness of arterial improvements to address congestion and safety.

5.2 Project Recommendations

The MBI team will utilize the congestion analyses conducted under Task 3 and other recently completed transportation and land use studies in the HEPMPO region to build upon the **Direction 2050** unconstrained project list. This task may include minor modifications to the project list based on stakeholder/public input and congestion analyses.

The MBI team will coordinate with HEPMPO and reach out to the individual jurisdictions and counties to identify priority projects, review the unconstrained project lists, recommend changes, and identify other project alternatives for consideration within the plan. This includes identifying existing plus commented projects that have been implemented or have funding commitments in the TIP. The team will utilize the LRTP interactive maps summarizing the locations and details of each project alternative.

5.3 Cost Estimates for Projects

The MBI team will work with MDOT, WVDOH, and HEPMPO staff to review all existing and credible cost estimates for projects in the unconstrained project list. The MBI team will then apply a cost estimation method approved by MDOT and WVDOH to generate cost estimates for any remaining projects.

Deliverables

- Interactive map layers and tables for unconstrained project list (draft and final)
- Cost Estimates for Unconstrained Plan

Task 6: Financial Plan

The MBI team will coordinate with HEPMPO staff, State DOT officials, and transit providers to identify the projected funds available for capital improvement projects in the region. The analysis will include assumptions for inflating both costs and funds to the year-of-expenditure for the fiscally constrained plan. We will coordinate with EPTA and Washington County Commuter for anticipated transit funding for capital improvements. The projected state and federal funding will be consistent with State CTP reporting and include the following:

- **Funding Sources:** Identify potential funding sources for proposed projects.
- **Cost Estimates:** Develop cost estimates for short-range and long-range projects.
- **Financial Constraint:** Results used to ensure that the plan is financially constrained, with realistic funding scenarios.

Based on the findings and review, the financial plan will be incorporated into the Financial Element of the LRTP. This plan will outline potential funding revenues, identify funding sources, and explain the assumptions used to develop state and federal transportation funding forecasts. The financial forecast will guide the development of fiscally constrained projects.

Deliverables

- Funding forecast summary tables by State
- Technical memorandum on the funding forecast for the LRTP

Task 7: Project Prioritization and Fiscally Constrained Project List

7.1 Review of Prioritization Measures and Weighting

The priority process will integrate any new planning factors and analysis methods required by the IJJA. Once a list of fiscally unconstrained projects has been developed, the MBI team will coordinate with HEPMPO staff to incorporate the goals and objectives, performance measures, and targets into the prioritization process to rank the projects. The process will incorporate statewide prioritization criteria developed by WVDOT and MDOT, input from the public, stakeholders, and TAC, and results from the outreach surveys.

7.2 Rating of Projects

Once the performance measures have been chosen, the MBI team will evaluate the project scores of each individual project. Travel demand modeling, GIS analysis, and other scoring methods will be conducted for each project. We will review these rankings with the TAC, incorporating an assessment of the extent to which the projected funding will cover the projects as ranked. Consideration will be given to final adjustment of prioritization measure weighting and any projects to be rated as “local priority” that may be necessary to elevate certain projects to the upper levels of the ranking and/or address equity considerations.

Using the outcome of the final fiscally constrained project list, the projects will be coded into the project interactive map layer and the network for use in the travel demand model. This model run will be used to generate a performance assessment of the fiscally constrained plan.

Deliverables

- Project prioritization process and results technical memorandum
- Prioritization meeting materials and minutes
- Fiscally constrained project lists and Interactive map set

Task 8: Performance Planning

8.1 System Performance Report

Performance measures are a key emphasis for the LRTP and are essential to comply with the latest metropolitan planning requirements established by the IJJA. The MBI team will coordinate with HEPMPO staff to identify regional performance measures and targets that have been adopted by the State and ISC. Under this task, our team will:

- **Define benchmarks or baselines for the region:** Set historic trends to establish a starting point for how realistic performance measures and targets can be evaluated.
- **Identify performance measures:** Include data needs and evaluation techniques that focus on “achievable” targets.
- **Explore opportunities to further improve monitoring:** Capture a variety of measures that reflect the goals of the LRTP, with an increased emphasis on understanding the impacts of completed and planned projects.
- **Track and assess performance measures:** Throughout the LRTP development for each section of the LRTP, including federal/state measures in safety, bridge and pavement, and system performance that includes freight and CMAQ.
- **Compile the performance planning activities into a system performance report.**

The System Performance Report will be the monitoring plan with summaries of the HEPMPO performance-based planning initiatives used for the LRTP. As stated above, the plan is intended to be a working document that includes a summary for each performance measure, data needs to monitor and evaluate, methods of evaluation, and the benchmarks and targets associated with the measure.

Deliverables

- **Draft and final System Performance Report**

Task 9: Preparing for the Future

9.1 Emerging Issues and Technologies

Direction 2050 initiated the discussion on electric vehicles and infrastructure, connected and autonomous vehicles, and identified some initial opportunities related to technology. This task will build upon those discussions, sharing some of the latest developments and insights on the timing of the potential implementation of new technologies and applications of the operational strategies being considered.

9.2 Future Studies

This task will summarize HEPMPO's collaborative efforts with planning partner agencies and organizations for developing ideas for future studies. The recommended planning studies provided in this section reflect HEPMPO's continuing efforts to provide transportation planning support to meet the needs of the region, counties, and local jurisdictions. These efforts will address HEPMPO's continued role in supporting discretionary grant applications.

Deliverables

- Technical memorandum on emerging issues and technologies
- Summary list of potential future studies

Task 10: Draft and Final LRTP Document

10.1 LRTP to IIJA Compliant

The MBI team will redesign **Direction 2055** using a professional template developed by ID. The LRTP will feature a revised color scheme aiming to emphasize attractive formatting, infographics, diagrams, clear writing, and simplified presentation to enhance clarity and readability. The plan will include a stand-alone ESRI Story Map that serves as the Executive Summary, highlighting key points and summaries to help city and county officials and the public understand the planning and project selection process. The appendices, including public outreach and responses to comments received during the process, will be presented as a separate stand-alone document from the main LRTP.

10.2 Draft for Public Comment LRTP Document

The MBI team will develop the new LRTP based on the efforts outlined in this scope of work. It will demonstrate that the planning process and recommendations meet federal requirements, specifically addressing compliance with the IIJA. The draft plan, along with the draft StoryMap, will be presented to the TAC, and the Committee's comments will be incorporated into the Draft Plan before its release for public comment. The Draft for Public Comment LRTP will be posted electronically on the project dashboard and HEPMPO website for the 30-day public comment period.

10.3 Final LRTP Document

After public comments on the Draft LRTP are received, the MBI team will coordinate with the TAC and HEPMPO staff to identify any final changes to the LRTP. The document will be finalized based on the decisions of the TAC, and a final plan will be prepared and presented for adoption by the HEPMPO's ISC Board. The LRTP StoryMap and Appendices will be finalized and delivered to HEPMPO in electronic format.

Deliverables

- Template and Outline for the LRTP for HEPMPO approval
- ESRI Story Map with LRTP Summary (Executive Summary)
- Draft for Public Comment and Final LRTP
- LRTP appendices with public comments addressed



HEPMPO Long Range Transportation Plan

Michael Baker International Cost Estimate

Contract Year

2

Task	Activity	Project Manager	Task Leader	Senior Transporation Planner	Transportation Planner	Modeler	GIS Technician	Admin	Total Hours	Labor Dollars Total	Direct Expenses Total (Subs & ODCs)	Total Cost
1	HEPMPO Planning Process	24	24		40		60		88	\$ 27,491		\$ 27,491
2	Public Outreach and Involvement	32	20		32		80	16	84	\$ 31,682	\$ 25,000	\$ 56,682
3	Transportation Needs Assessment	24	20	8	40	60	100		152	\$ 45,578		\$ 45,578
4	Multimodal Planning	16	10		16		20		42	\$ 12,182	\$ 40,000	\$ 52,182
5	Project Development for the LRTP	24	16	8	40	32	80		120	\$ 36,349		\$ 36,349
6	Investment Plan	40	16		20		60		76	\$ 26,359		\$ 26,359
7	Project Prioritization and Fiscally Constrained Project List	24	8		24		80		56	\$ 23,789		\$ 23,789
8	Performance Planning	16	16	4	24	32	80		92	\$ 30,695		\$ 30,695
9	Preparing for the Future	24	16	8	24	8	24		80	\$ 20,993		\$ 20,993
10	Draft and Final LRTP Document	40	24	8	60	8	40	16	140	\$ 36,965	\$ 8,916	\$ 45,881
Michael Baker TOTALS		264	170	36	320	140	624	32	930	\$ 292,084	\$ 73,916	\$ 366,000

Fiscal Year Cost Summary				
	FY2026 Totals	\$ 132,475	\$ 33,525	\$ 166,000
	FY2027 Totals	\$ 159,609	\$ 40,391	\$ 200,000
	Project Totals	\$ 292,084	\$ 73,916	\$ 366,000
Michael Baker Team Summary				
	Michael Baker	\$	298,000	
	Fehr and Peers	\$	25,000	
	Foursquare ITP	\$	15,000	
	Integrated Designs, Inc.	\$	28,000	
	Labor Totals	\$	366,000	
Other Direct Costs				
	MetroQuest Survey	\$	4,500	
	Printing	\$	300	
	Travel	\$	1,116	
	ODC Totals	\$	5,916	



HEPMPO Long Range Transportation Plan Schedule

		FY2026										FY2027											
		July-September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June
Project Management Plan																							
	TAC Meetings		•				•		•						•					•			
	Coordination Meetings	•	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•			
	Public Meetings									•••		•••			•					•	•••		
	ISC Meetings																					•	
1	HEPMPO Planning Process		Kick-off Mtg																				
2	Public Outreach and Involvement						Existing Conditions		Public Engagement Survey	Intercept Surveys											3-Public Meetings Public Comment Period		
3	Transportation Needs Assessment																						
4	Multimodal Planning																						
5	Project Development for the LRTP																						
6	Investment Plan																						
7	Project Prioritization and Fiscally Constrained Project List																						
8	Performance Planning														Prioritization Meeting								
9	Preparing for the Future																						
10	Draft and Final LRTP Document																			Draft		Final	



HEPMPO TRANSPORTATION PLANNING CONTRACT

Winchester Avenue Safety Corridor Study

July 1, 2025

Matt Mullenax
Executive Director
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO)
226 Pilot Way
Martinsburg, WV 25405

**RE: Work Order 24-08, 2024 HEPMPPO Transportation Planning Services:
Winchester Avenue Safety Corridor Study**

Dear Mr. Mullenax,

We are pleased to submit our scope of work, budget, and schedule for the above-referenced project. The scope of work outlines the tasks and objectives, while the deliverables specify the expected outcomes. The budget details the financial resources allocated, and the schedule provides a timeline for completion. Please review the attached files for comprehensive information.

The Project team includes MBI and Fehr and Peers (F/P). Jim Frazier will be project manager with Rebecca Christman leading the traffic engineering, and Nicole Waldheim and Tory Gibler leading F/P.

Please contact me should you have any questions.

Sincerely,

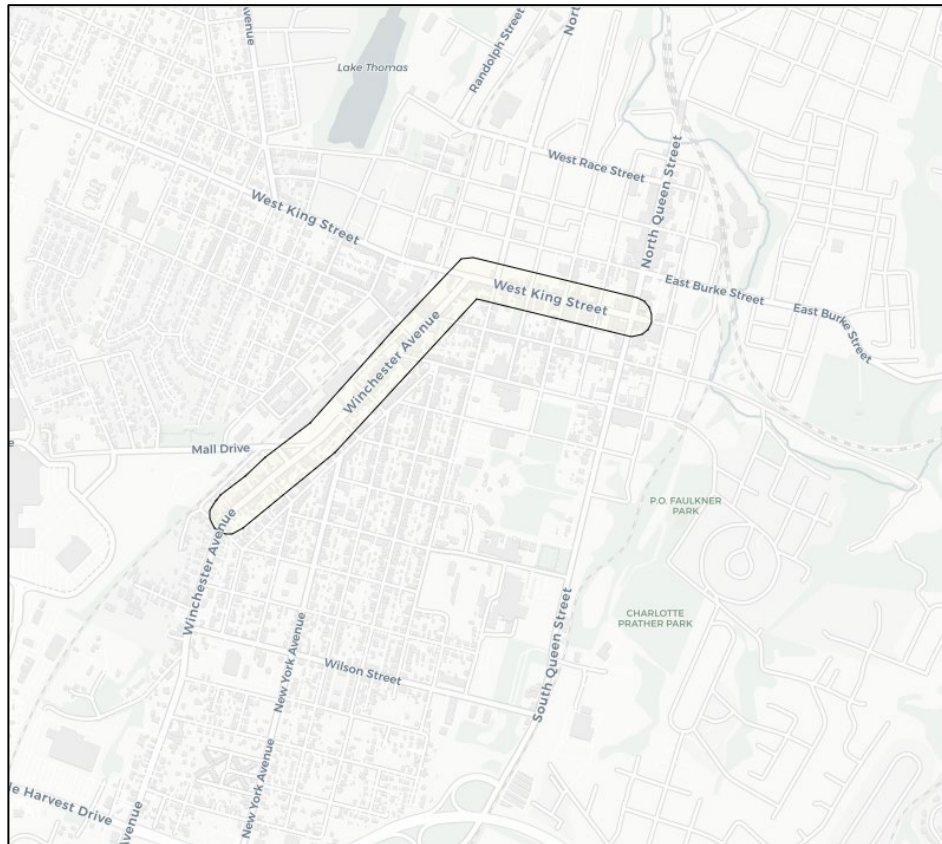
Jim Frazier, PMP
Project Manager

Project Overview

Building upon the Martinsburg Gateway Vision Plan and the HEPMPO Regional Safety Action Plan, which serves as the comprehensive safety action plan, this Safety Corridor Study aims to identify effective safety countermeasures and innovative solutions to reduce crashes and severe injuries along Winchester Avenue. The study's goals to create safer streets for all users include:

- Conducting an on-site safety evaluation to assess existing conditions.
- Identifying conceptual design renderings for safety improvements.
- Exploring innovative solutions aligned with the Safe System Approach.

The study will assess the Winchester Avenue Corridor between key intersections of King Street and Berry Street, and along King Street to South Queen Street in Martinsburg, WV. The corridor study will consider priority safety countermeasures, analyze crash data and collision history, and assess the impacts of planned developments and projects along the corridor.



1. Project Kickoff

The project team will conduct a kickoff meeting with HEPMPO and City of Martinsburg staff to initiate the project.

- Develop an interactive project map set using data from the Regional SAP, the corridor development plans, and improvements identified in the Martinsburg Gateway Vision Plan, as well as state and local sources.



- Identify stakeholders to participate in progress meetings and on-site assessments.
- Conduct stakeholder/project meetings.
- Perform data collection efforts for crash, traffic, socio-economic, active transportation, and project data. The data collection efforts will require coordination with the City of Martinsburg and their consultants to obtain planned corridor improvements.
- Review of the Interwoven Mill Development Traffic Impact Study.

2. Needs Assessment

The Needs Assessment will build upon the Martinsburg Gateway Vision Plan improvement recommendations for the corridor, aiming to enhance safety for all road users and optimize traffic flow by implementing targeted improvements. We will evaluate existing and future conditions to identify areas of safety concern and potential improvements. The future conditions include the planned developments at Interwoven Mill and the associated impact of traffic and vulnerable users on the corridor. This data will be summarized into a memorandum and shared with stakeholders in advance of the on-site evaluation. To prepare stakeholders for the site visit, a one-hour webinar will be held in advance. The following steps are to be completed:

Data Review and Analysis:

- Evaluate existing conditions (e.g., crashes, traffic volumes, land uses) to identify current safety concerns.
- Assess future conditions (e.g., projected traffic volumes, planned projects, land uses) to identify potential safety issues.
- Incorporate additional data sets such as speed, bicycle and pedestrian exposure, and other relevant factors to complete the safety narrative for the corridor.
- Develop Crash Profiles based on the corridor's crash history and other needs identified during the existing conditions evaluation and site visit.
- Perform signal and geometric evaluation to determine feasibility of left turning movements from Winchester Ave. onto King Street.

Utilize Regional SAP Survey Results:

- Analyze survey results to identify other potential safety needs, such as observed speeds and near misses.

Development of the Needs Assessment Memorandum:

- Summarize findings from the data review and analysis into a comprehensive memorandum.

Pre-Site Visit Webinar:

- Host a one-hour webinar with stakeholders to prepare them for the on-site evaluation.

On-Site Safety Evaluation:

- Conduct an on-site safety evaluation/assessment and summarize the findings.

Stakeholder Input:

- Confirm and obtain stakeholder input on the results of the on-site evaluation.

3. Concept Development

This task will integrate the results of the on-site safety evaluation and culminate in the development of concept renderings using Bluebeam, identifying recommended countermeasures along the corridor. The following steps will be completed:

Identify Proven Safety Countermeasures:

- Address existing and future safety challenges for all road users as identified in the Needs Assessment.
- Utilize national best practices, including FHWA Proven Safety Countermeasures, WVDOT safety guidelines, Safe System Roadway Design Hierarchy, and the CMF Clearinghouse

Develop Prioritization Methodology:

- Create a methodology to prioritize countermeasures along the corridor, ensuring alignment with the latest SS4A Notice of Funding Opportunity (NOFO) requirements, Highway Safety Improvement Program funding, and/or other relevant funding opportunities.

Prepare Planning Cost Estimates:

- Estimate the costs for implementing the identified safety measures and explore potential funding sources.

Develop a Signage Plan:

- Design a comprehensive signage plan for the corridor, ensuring compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and other relevant standards.

4. Microstation / CADD Drawings

This task will integrate the results from Task 3's concept development measures with sketches from the Gateway Vision Plan for Winchester Ave. to create preliminary design concepts using Microstation/CADD. No field survey work is included; instead, the task will rely on project-collected layers for utilities, street, and overhead map views. The design will incorporate safety countermeasures, turning radius scaling at critical intersections, and utility pole locations. The MBI team will develop corridor-level drawings and convert them to PDF formats.

5. Monitoring and Evaluation

To evaluate the effectiveness of the countermeasures in the phased implementation plan, project and programmatic performance metrics will be defined (e.g., reductions in KSI crashes, change in annual crash rate). This information will be included in Task 6, Final Report, and an Excel tool will be developed to assist HEPMPO staff with updating critical corridor information over time. The tool will include inputs for severe crashes (by mode), traffic counts, and other critical information established over the course of the study.

6. Corridor Study Report

The results of the corridor study will be summarized in a Word or InDesign document and include the results of the needs assessment, engagement opportunities from the on-site visits and stakeholders, and conceptual renderings of the safety measures for the corridor.

- **Draft for Public Comment and Final versions of the Corridor Study**
- Needs Assessment Technical Memorandum
- Microstation / CADD corridor level drawings
- Thirty-day public engagement period.
- Public comments and responses.

Michael Baker International			Contract Year										
Michael Baker International Cost Estimate			2										
Task	Activity	Michael Baker International	Project Manager	Task Leader	Senior Transportation Planner	Transportation Planner	Modeler	GIS Technician	Admin	Total Hours	Labor Dollars Total	Direct Expenses Total	Total Cost
1	Project Kickoff		8		4	8		4		24	\$ 4,901		\$ 4,901
2	Needs Assessment		10			24		22		56	\$ 9,785	\$ 155	\$ 9,940
3	Concept Development		4	4	4	32		40	20	104	\$ 15,961		\$ 15,961
4	MicroStation / CADD Drawings		4		4	20	20	40		48	\$ 14,891		\$ 14,891
5	Monitoring and Evaluation		2							2	\$ 521		\$ 521
6	Corridor Study Report		16	2	4	32		20		74	\$ 13,788		\$ 13,788
Michael Baker TOTALS			44	6	16	116	20	126	20	308	\$ 59,845	\$ 155	\$ 60,000

Task	Activity	FEHR PEERS		Task Leader	Senior Transportation Planner	Transportation Planner	Modeler		Administrative	Total Hours	Labor Dollars Total	Direct Expenses Total	Total Cost
1	Project Kickoff			6	2	8			6	22	\$ 3,871		\$ 3,871
2	Needs Assessment			8	4	40				52	\$ 8,955	\$ 100	\$ 9,055
3	Concept Development			8	6	18				32	\$ 6,177		\$ 6,177
4	MicroStation / CADD Drawings									0	\$ -		\$ -
5	Monitoring and Evaluation			16	6	24				46	\$ 9,278		\$ 9,278
6	Corridor Study Report			16	6	40				62	\$ 11,619		\$ 11,619
	Fehr & Peers TOTALS			54	24	130	0		6	214	\$ 39,900	\$ 100	\$ 40,000
									Project Totals	522	\$ 99,745	255	\$ 100,000

HEPMPO - Winchester Avenue Safety Corridor Study

		July	August	September	October	November	December	January	February	March	April	May	June
Project Management Plan		FY2026											
	Coordination / Stakeholders Meetings	●	●	●●□	●	●	●□	●	●	●	●□	●	
	Public Meeting											●	
	Public Comment Period												
1	Project Kickoff												
2	Needs Assessment												
3	Concept Development												
4	MicroStation / CADD Drawings												
5	Monitoring and Evaluation												
6	Corridor Study Report												

- Coordination Meetings
 □ Stakeholder Group Meetings



HEPMPO TRANSPORTATION PLANNING CONTRACT

WV Route 9 Bike Path Connectivity Plan

July 1, 2025

Matt Mullenax
Executive Director
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO)
226 Pilot Way
Martinsburg, WV 25405

**RE: Work Order 24-09, 2024 HEPMPPO Transportation Planning Services:
WV Route 9 Bike Path Connectivity Plan**

Dear Mr. Mullenax,

We are pleased to submit our scope of work, budget, and schedule for the above-referenced project. The scope of work outlines the tasks and objectives, while the deliverables specify the expected outcomes. The budget details the financial resources allocated, and the schedule provides a timeline for completion. Please review the attached files for comprehensive information.

The Project team includes MBI and Fehr and Peers (F/P). Jim Frazier will be the project manager, with Dan Szekeres and Chris Stanford leading the technical analyses, and Nicole Waldheim and Tory Gibler leading F/P.

Please contact me should you have any questions.

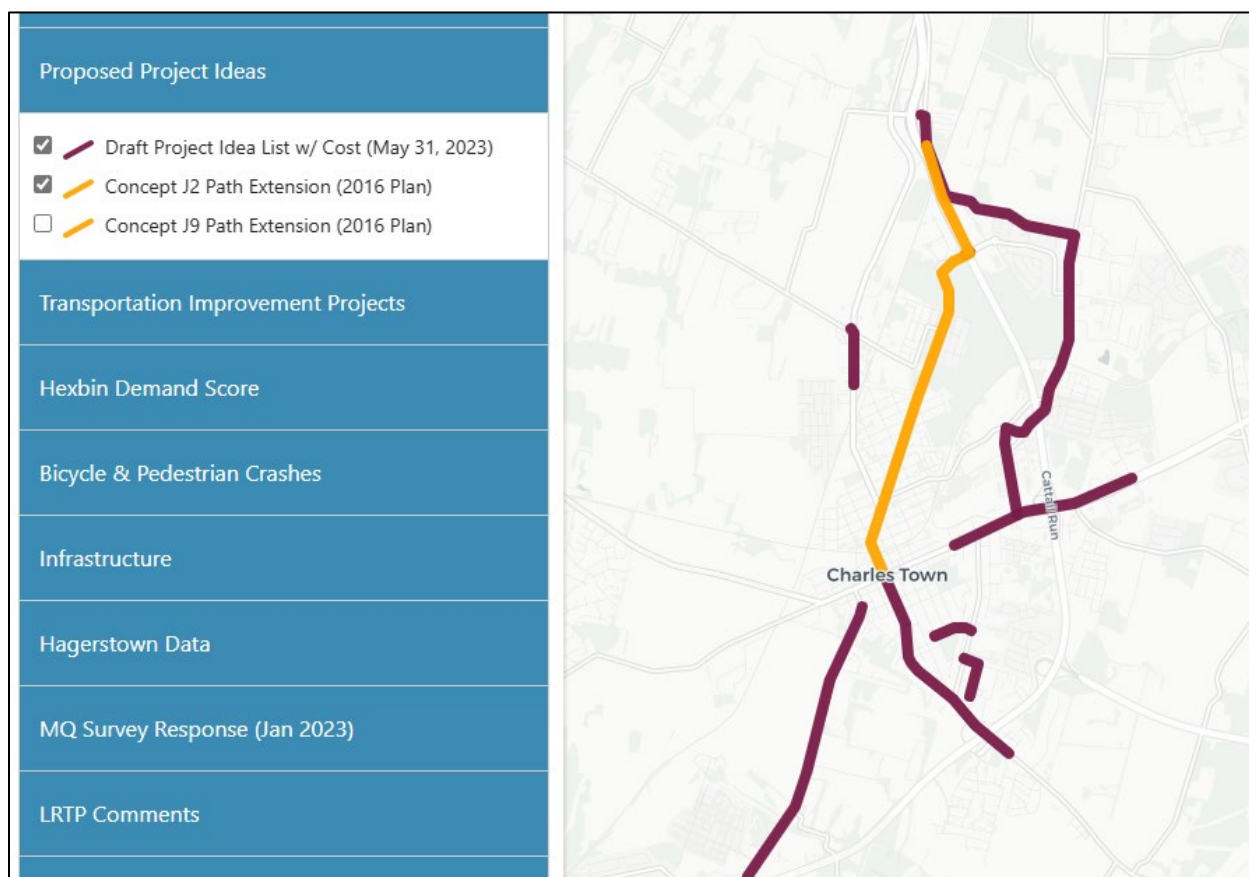
Sincerely,

Jim Frazier, PMP
Project Manager

Project Overview

This study aims to evaluate and propose solutions for connecting the WV Route 9 Bike Path to Charles Town, West Virginia. Building upon the HEPMPO Regional Bicycle and Pedestrian Plan recommendation, the project seeks to extend the existing bike path through Ranson or along Flowing Springs Avenue to Washington Street in Charles Town. The goal is to enhance the safety, accessibility, and connectivity of the bike path network, promoting sustainable transportation and recreational opportunities.

The study team will collaborate with the steering committee and HEPMPO staff to establish objectives, provide input throughout the process, offer recommendations, and review alternatives. This process involves assessing current conditions and previously considered alignments, identifying physical, infrastructural, and environmental barriers that may hinder seamless connectivity, developing three alternative bike path routes within the existing right-of-way, and evaluating each alternative, including cost estimates. The findings will be documented in both draft and final reports.



Project Task Description:

1. Project Kick-off

The MBI team will conduct a kickoff meeting with HEPMPO to introduce the project, outline its scope, and establish a collaborative environment. Identifying steering committee members is crucial to ensure all interested and affected parties are involved in the bike path connectivity study. These members may include local government officials, community groups, cyclists, and business owners.

Defining project goals, objectives, and deliverables is essential to provide clear direction and measurable outcomes for the study. This includes specifying what the project aims to achieve, the key milestones, and the expected results.

2. Data Collection and Interactive Mapping

The data collection and mapping phase involves several key activities to gather comprehensive information about the current conditions and challenges in the area. The MBI team will review previous studies, including the HEPMPO Regional Bicycle and Pedestrian Plan, and other studies in the area.

The MBI team will develop an interactive GIS map to store all project data in the study area, including the overall landscape of land uses, parcels, developments, traffic, crashes, etc., collected from previous studies. The map set will be maintained and available to all throughout the study's duration.

Site visits will be performed to assess the existing state of the bike paths and surrounding areas. These visits help identify physical barriers, safety concerns, and opportunities for improvement. Traffic analysis will examine traffic patterns and safety data, providing a quantitative assessment of how bike paths interact with vehicular traffic. An environmental assessment will evaluate the potential impacts and constraints related to the bike path connectivity project, considering factors such as natural habitats, water bodies, and land use to ensure environmentally sustainable solutions.

3. Existing Conditions, Opportunities, and Constraints Assessment

The MBI team will utilize the data collection efforts from Task 2 to assess the existing state of the bike paths in the surrounding area and include State design options. The assessment will include detailed layers in the interactive map that highlight the existing gaps and barriers within the bike path network. Connectivity analysis will use measures to evaluate

the bike path network, assessing how well the current network serves cyclists and identifying areas with poor connectivity and potential improvements. Connectivity measures may include network completeness, route directness, access to destinations, and low-stress connectivity. The goal is to understand the overall effectiveness of the bike path network and pinpoint specific areas for enhancement, and identify physical barriers, safety concerns, and opportunities for improvement.

4. Steering Committee Meetings and Stakeholder Engagement

MBI team will conduct three Steering Committee meetings to gather input and feedback. MBI will also host two public meetings to provide a platform for residents, cyclists, and other stakeholders to voice their opinions, share their experiences, and suggest improvements. Public engagement is crucial for ensuring that the proposed solutions align with the community's needs and preferences. One workshop will be conducted during the alternative assessment and the second will be during the public comment period.

The workshops will bring together representatives from local government, community organizations, businesses, and advocacy groups to collaborate on developing connectivity solutions. Workshops facilitate in-depth discussions, brainstorming sessions, and consensus-building, leading to more effective and widely supported outcomes.

5. Alternatives Assessment

Existing alternatives will be assembled along with input from the steering committee and stakeholder engagement. The available alternatives will be mapped, which may include new bike lanes, improved intersections, dedicated bike paths, and other infrastructure enhancements.

Advantages and disadvantages of each alternative will be documented, including the number of right-of-way acquisitions required, relative construction cost, number of road crossings required, permitting challenges, environmental impacts, trail user experience, safety concerns, community support, connectivity to parks/local destinations, railroad crossings, relative complexity for implementation, and other factors. A matrix will be developed to summarize and compare the pros and cons of each alternative. Input from the steering committee, County staff, and the public will be factored into the alternatives analysis process to select a preferred alternative.

Planning level cost estimates for each alternative will be included, calculating expenses for design, construction, maintenance, and if necessary land acquisition.

6. Preferred Alternative Concept and Implementation Plan

The preferred alternative will be shown on the finalized concept plans. Cross-sections and conceptual sketches will be prepared to illustrate the preferred concept in select areas of specialized concern. The MBI team will prepare conceptual road crossing plans for up to four critical locations where the path crosses high-volume roadways or complex intersections.

Recommendations for potential grant funding programs will be included, and concept-level design plans pursuant to state and federal regulatory requirements.

7. Bike Path Extension Study Report

A draft report will be prepared summarizing the findings and recommendations of the study. The draft report will include detailed maps, data analysis, design alternatives, feasibility assessments, and cost estimates, serving as a comprehensive document for stakeholders to review and provide feedback on.

The final report will details on the analyses and assessment including all relevant information and recommendations for the preferred alternative. It will serve as the official document guiding the implementation of the connectivity solutions.

The MBI team will coordinate with HEPMPO for the Draft for Public Comment Report, making it available for a 30-day comment period. A public meeting will be conducted to present the findings and recommendations of the study, identify the proposed solutions, and address any questions or concerns.

Deliverables:

1. Meeting materials and meeting summaries
2. Interactive Map Set containing all data collected for the project
3. Existing Conditions Assessment technical memorandum
4. Public workshop materials and summary
5. Alternatives Assessment
6. Draft and Final Extension Study Report
7. Public Meeting materials

Michael Baker INTERNATIONAL			HEPMPO - WV9 Bike Path Connectivity Study										
Michael Baker International Cost Estimate			Contract Year										
			2										
Task	Activity	Michael Baker INTERNATIONAL	Project Manager	Task Leader	Senior Transportation Planner	Transportation Planner	Modeler	GIS Technician	Admin	Total Hours	Labor Dollars Total	Direct Expenses Total	Total Cost
1	Project Kickoff		8	8	10					26	\$ 6,315		\$ 6,315
2	Data Collection and Interactive Mapping		8	8	12			40		28	\$ 12,557		\$ 12,557
3	Existing Conditions, Opportunities, and Constraints Assessment		4		8		8	20		20	\$ 7,278		\$ 7,278
4	Steering Committee Meetings and Stakeholder Engagement		10		12	12		20		34	\$ 10,216	\$ 603	\$ 10,819
5	Alternatives Assessment		8	8	12	36		20		84	\$ 15,659		\$ 15,659
6	Preferred Alternative Concept and Implementation Plan		8	4	12	8	12	20		44	\$ 12,306		\$ 12,306
7	Bike Path Extension Study Report		10	4	24	16		20	4	54	\$ 14,967	\$ 100	\$ 15,067
Michael Baker TOTALS			56	32	90	72	20	140	4	290	\$ 79,297	\$ 703	\$ 80,000

Task	Activity	FEHR & PEERS		Task Leader	Senior Transportation Planner	Transportation Planner	Modeler		Administrative	Total Hours	Labor Dollars Total	Direct Expenses Total	Total Cost
1	Project Kickoff			4	4					8	\$ 1,992		\$ 1,992
2	Data Collection and Interactive Mapping				6	4				10	\$ 1,905		\$ 1,905
3	Existing Conditions, Opportunities, and Constraints Assessment			4	12	18				34	\$ 6,385		\$ 6,385
4	Steering Committee Meetings and Stakeholder Engagement			4	12	12				28	\$ 5,508	\$ 166	\$ 5,674
5	Alternatives Assessment									0	\$ -		\$ -
6	Preferred Alternative Concept and Implementation Plan									0	\$ -		\$ -
7	Bike Path Extension Study Report			4	8	8				20	\$ 4,043		\$ 4,043
Fehr and Peers TOTALS				16	42	42	0		0	100	\$ 19,834	\$ 166	\$ 20,000
					Fehr & Peers Totals					100	\$ 19,834	\$ 166	\$ 20,000
									Project Totals	390	\$ 99,131	869	\$ 100,000

HEPMPO WVg Bike Path Connectivity Study

		July	August	September	October	November	December	January	February	March	April	May	June
Project Management Plan		FY2026											
	Coordination / Stakeholders Meetings	●	●	●●□	●	●●●	●	●□	●●	●□	●□	●	
	Public Meeting			●							●		
	Public Comment Period												
1	Project Kickoff												
2	Data Collection and Interactive Mapping												
3	Existing Conditions, Opportunities, and Constraints Assessment												
4	Steering Committee Meetings and Stakeholder Engagement												
5	Alternatives Assessment												
6	Preferred Alternative Concept and Implementation Plan												
7	Bike Path Extension Study Report												

- Coordination Meetings
 □ Stakeholder Group Meetings



HEPMPO TRANSPORTATION PLANNING CONTRACT

Locust and Mulberry Streets Signal Evaluation Plan

July 1, 2025

Matt Mullenax
Executive Director
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO)
226 Pilot Way
Martinsburg, WV 25405

RE: Work Order 24-10, 2024 HEPMPPO Transportation Planning Services: Locust and Mulberry Streets Signal Evaluation Plan

Dear Mr. Mullenax,

We are pleased to submit our scope of work, budget, and schedule for the above-referenced project. The scope of work outlines the tasks and objectives, while the deliverables specify the expected outcomes. The budget details the financial resources allocated, and the schedule provides a timeline for completion. Please review the attached files for comprehensive information.

The MBI team will be led by Jim Frazier as the project manager, with Rebecca Christman performing the technical analyses.

Please contact me should you have any questions.

Sincerely,

Jim Frazier, PMP
Project Manager

- **Signal Warrant Spreadsheet Tool:** The MBI team will utilize a traffic signal warrant spreadsheet tool, previously used in other states, and modify it as needed to meet MD-MUTCD requirements, and any other considerations mandated by MDOT SHA. HEPMPO and City Engineering staff will review the tool to ensure it complies with state MUTCD standards.

2. Traffic Signal Warrant Analysis

This task will evaluate the existing signals to determine if there is still a need or warrant for the signals. A signal warrant analysis will be conducted at nine intersections on Locust Street and four on Mulberry Street for a total of 13 Signal Warrants. The traffic signals at Washington and Franklin Streets will not be analyzed as they meet the warrant for a signal.

The Signal Warrant Spreadsheet Tool developed in Task 1 will be used to evaluate the signal warrants. The traffic volume and pedestrian activity collection efforts will be from INRIX / RITIS / Replica data, and crash data from the Hagerstown SAP. The MBI team will coordinate with City engineer staff to determine the signal coordination system and timing of the signals. The signal warrant analysis includes the following warrants:

1. **Eight-Hour Vehicular Volume:** Evaluate if the intersection meets the criteria for Warrant 1 based on eight-hour vehicular volume. Requires a minimum vehicular volume on the major street and minor street approaches during an eight-hour period.
2. **Four-Hour Vehicular Volume:** Assess the intersection against Warrant 2 criteria for four-hour vehicular volume, similar to Warrant 1.
3. **Peak Hour Volume:** Analyze peak hour traffic volumes to determine if Warrant 3 is satisfied. Requires a certain minimum vehicular volume during the peak hour of traffic.
4. **Pedestrian Volume:** Requires a minimum pedestrian volume during the peak hour of traffic. Check if pedestrian volumes meet the requirements for Warrant 4.
5. **School Crossing:** If applicable, applies to intersections near schools, considering factors like school hours and pedestrian volume to evaluate the intersection for Warrant 5 based on school crossing activity.
6. **Coordinated Signal System:** Considers the need for signals as part of a larger coordinated signal system for Warrant 6.
7. **Crash Experience:** Evaluates the crash history at an intersection to determine if a signal can improve safety. Review crash data to see if Warrant 7 is met.
8. **Roadway Network:** Considers the intersection's location within a broader roadway network and potential for coordination for Warrant 8.
9. **Intersection Near a Grade Crossing:** Determine if Warrant 9 applies based on proximity to any grade crossings.

The analyses involve examining collected data to determine if it meets MUTCD traffic signal warrants for the 13 intersections. Based on this analysis, potential safety and operational improvements will be identified to enhance traffic management and safety at the intersections along the Locust and Mulberry Street Corridors.

3. Draft and Final Technical Memorandum

The results of the traffic signal warrant analysis and recommended safety and operational improvements will be compiled into a **Draft Technical Memorandum**. This draft will include detailed findings, analysis results, and recommendations. The MBI team will present these to HEPMPO and the City of Hagerstown Engineering Staff for review and feedback.

The **Final Technical Memorandum** will incorporate comments and suggestions from the review meeting to ensure comprehensive and actionable recommendations.



HEPMPO - Hagerstown Safety Feasibility Study

Michael Baker International Cost Estimate

		Contract Year										
		2										
Task	Activity	Project Manager	Task Leader	Senior Transporation Planner	Transportation Planner	Modeler	GIS Technician	Admin	Total Hours	Labor Dollars Total	Direct Expenses Total	Total Cost
1	Project Initiation, Data Collection and Signal Warrant Tool	20	2	8	36		30		96	\$ 17,849	\$ 324	\$ 18,173
2	Traffic Signal Warrant Analysis	8		8	48		50		64	\$ 19,127		\$ 19,127
3	Draft and Final Technical Memorandum	4	2		30		40	4	36	\$ 12,701		\$ 12,701
Michael Baker TOTALS		32	4	16	114	0	120	4	196	\$ 49,676	\$ 324	\$ 50,000



HEPMPO - Hagerstown Safety Feasibility Study

		July	August	September	October	November	December	January	February	March	April	May	June
Project Management Plan		FY2026											
	Coordination / Stakeholders Meetings	•	•	••	••	••	•	•	•	•	•	•	
1	Project Initiation, Data Collection and Signal Warrant Tool												
2	Traffic Signal Warrant Analysis												
3	Draft and Final Technical Memorandum								Draft	Final			

• Coordination Meetings

DRAFT

FY 2026 Unified Planning Work Program

July 1, 2025 through June 30, 2026



**HAGERSTOWN/EASTERN PANHANDLE METROPOLITAN PLANNING
ORGANIZATION**

Adopted:

FY 2026 UNIFIED PLANNING WORK PROGRAM

Table of Contents

<u>Section</u>	<u>Page #</u>
Resolution of Adoption.....	ii
FHWA/FTA Approval letter	iv
Section I – Introduction	1
Section II - Organization and Management	2
Section III – US DOT Planning Emphasis Areas.....	5
Section IV - Work Program by Task	
6010 - Short Range Program	7
6020 - Transportation Improvement Program	10
6050 - Traffic Data.....	12
6051 - GIS and Traffic Modeling.....	14
6100 - Long Range Transportation Plan.....	16
6250 - Service.....	18
6300 - Air Quality/Conformity	20
6500 - Mass Transit Planning	22
6650 - Special Studies	24
6990 - Program Administration	26
Section V - Cost Allocation Plan	29
Section VI – Budget.....	31
Section VII – Public Participation Process.....	35

For further information contact:
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<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

DRAFT

UNIFIED PLANNING WORK PROGRAM FY 2026

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 2026 fiscal year that runs from July 1, 2025 through June 30, 2026. 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 2026 UPWP are both a continuation of work performed during FY 2025 and additional work items designed to meet the requirements of the current authorizing transportation legislation Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL) which was signed into law on November 15, 2021. During this FY, MPO 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 2025 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 IIJA 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, 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, Transit Operators, Franklin County and Frederick County.

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 ensure 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 FY2026 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, Region 9 Planning and Development Council (WV), Washington County Transit 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:

226 Pilot Way, Suite E
Martinsburg, WV 25405

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 FY2026 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 continues 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 ensure implementation of the requirements of the IIA 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 IIA 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 Program (TAP), Recreational Trail Program (RTP), and Federal Land Access Program (FLAP) grant applications, as well as Safe Routes to School (SRTS), Maryland Bikeways and Safe Streets and Roads For All (SS4A). Primarily, staff has written grants, reviewed grant applications, shared data and provided letters of support to the grant sponsors. In FY 2025, the MPO provided technical assistance on TAP applications in West Virginia, such as the Paw Paw Sidewalk Project, Sam Michaels Park Trail and South Berkeley Trail.

Staff also worked with State DOTs and local governments in FY 2025 to put on trainings, such as an ADA PROWAG workshop in the City of Charles Town. The staff also 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, Federal Land Access Program and Safe Streets and Roads For All 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, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$3,193	FHWA	\$2,555
		FTA	\$0
		MD DOT	\$319
		Local	\$319
		Subtotal	\$3,193
West Virginia Region 9	\$4,200	WV Federal	\$3,360
		WV DOT	\$420
		Local	\$420
		Subtotal	\$4,200
MPO Total	\$7,394	Federal	\$5,915
		MD DOT	\$319
		WV DOT	\$420
		MD Local	\$319
		WV Local	\$420
		Total	\$7,394

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 2025-2028 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 2026 STIP amendments.

B. Previous Work:

In FY 2018, the MPO implemented a new TIP software management system, known as TIPVue. TIPVue has since been discontinued and the MPO transitioned to a new software system known as EcoInteractive in FY 2025. Refinement and updates to EcoInteractive continued throughout FY 2025. Staff also 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 IIJA and any subsequent transportation authorization planning provisions and meets any required air quality conformity requirements.
2. Transition from implementation of new TIP software management system to maintenance. The estimated cost of this work is \$18,000.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$24,694	FHWA	\$19,756
		FTA	\$0
		MD DOT	\$2,469
		Local	\$2,469
		Subtotal	\$24,694
West Virginia Region 9	\$33,197	WV Federal	\$26,558
		WV DOT	\$3,320
		Local	\$3,320
		Subtotal	\$33,197
MPO Total	\$57,892	Federal	\$46,313
		MD DOT	\$2,469
		WV DOT	\$3,320
		MD Local	\$2,469
		WV Local	\$3,320
		Total	\$57,892

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 2025, 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 2025 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 and developing the current and new 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, 202 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$3,745	FHWA \$2,996 FTA \$0 MD DOT \$375 Local \$375 Subtotal <u>\$3,745</u>
West Virginia Region 9	\$4,848	WV Federal \$3,879 WV DOT \$485 Local \$485 Subtotal <u>\$4,848</u>
MPO Total	\$8,594	Federal \$6,875 MD DOT \$375 WV DOT \$485 MD Local \$375 WV Local \$485 Total <u>\$8,594</u>

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 FY 2022, 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. In FY 2025 Staff 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 into the TIP document. TIP project amendments were also presented for informational purposes at Interstate Council and Technical Advisory Committee meetings using 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 new 2055 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 maintain and 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, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$16,003	FHWA \$12,802 FTA \$0 MD DOT \$1,600 Local \$1,600 Subtotal \$16,003
West Virginia Region 9	\$23,115	WV Federal \$18,492 WV DOT \$2,311 Local \$2,311 Subtotal \$23,115
MPO Total	\$39,118	Federal \$31,294 MD DOT \$1,600 WV DOT \$2,311 MD Local \$1,600 WV Local \$2,311 Total \$39,118

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, tourism 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 2025, 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 continuing implementation of the current Long Range Transportation Plan, and beginning work on the Plan Update (to be completed in FY 2027). This Plan includes IIJA guidance for metropolitan transportation planning. The 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 ensure 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. Begin updating the adopted LRTP and ensure conformity with the IIJA and subsequent planning provisions. Estimated costs will be \$166,000 in FY 2026.
2. Continue to implement recommendations made in the adopted LRTP.
3. Continue to monitor transportation system's performance and condition and progress

achieved toward performance targets.

4. 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.
5. Purchase hardware, software and data as needed to ensure the MPO's ability to address long-range transportation planning needs within the region.
6. 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, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$118,556	FHWA \$94,845 FTA \$0 MD DOT \$11,856 Local \$11,856 Subtotal \$118,556
West Virginia Region 9	\$103,950	WV Federal \$83,160 WV DOT \$10,395 Local \$10,395 Subtotal \$103,950
MPO Total	\$222,506	Federal \$178,005 MD DOT \$11,856 WV DOT \$10,395 MD Local \$11,856 WV Local \$10,395 Total \$222,506

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 Transportation Alternative Programs, Safe Routes to School, Maryland Bikeways, Recreational Trail Program grants and others as appropriate.

In FY 2025, 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 FY 2025. 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, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$6,983	FHWA \$5,587 FTA \$0 MD DOT \$698 Local \$698 Subtotal \$6,983
West Virginia Region 9	\$9,886	WV Federal \$7,909 WV DOT \$989 Local \$989 Subtotal \$9,886
MPO Total	\$16,869	Federal \$13,495 MD DOT \$698 WV DOT \$989 MD Local \$698 WV Local \$989 Total \$16,869

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, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

Maryland Washington County	\$2,731	FHWA	\$2,185
		FTA	\$0
		MD DOT	\$273
		Local	\$273
		Subtotal	\$2,731
West Virginia Region 9	\$3,507	WV Federal	\$2,806
		WV DOT	\$351
		Local	\$351
		Subtotal	\$3,507
MPO Total	\$6,239	Federal	\$4,991
		MD DOT	\$273
		WV DOT	\$351
		MD Local	\$273
		WV Local	\$351
		Total	\$6,239

A. Objective:

To provide general planning assistance to the regional public transportation providers to ensure 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 FY 2025, Staff participated in numerous project meetings on the planning, administration and construction of the EPTA Transit Center project in Martinsburg. Staff was able to successfully maintain and update EPTA and Washington County Transit's General Transit Feed Specification (GTFS) data.

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 ensure 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 implement their respective recent transit planning efforts with the MPO, including the EPTA 2025-2030 Transit Development Plan and the Washington County Facilities Expansion Plan.

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, as well as implementation of their new 2025-2030 Transit Development Plan. Staff will also support Washington County Transit in implementing their new Transit Development Plan, Facilities Expansion Plan and any supporting grant opportunities.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$73,088	FHWA \$0 FTA \$58,470 MD DOT \$7,309 Local \$7,309 Subtotal <u>\$73,088</u>
West Virginia Region 9	\$14,665	WV Federal \$11,732 WV DOT \$1,467 Local \$1,467 Subtotal <u>\$14,665</u>
MPO Total	\$87,753	Federal \$70,203 MD DOT \$7,309 WV DOT \$1,467 MD Local \$7,309 WV Local \$1,467 Total <u>\$87,753</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 area's first Regional Freight Plan and the Regional Bicycle and Pedestrian Plan Update. In FY2024 HEPMPO completed the area's first Regional Safety Action Plan, as well as first Congestion Management Process. In FY2025 HEPMPO completed three corridor safety studies (US11/Virginia Avenue, WV9/Edwin Miller Boulevard and WV51/Washington Street), as well as two transit studies (EPTA TDP Update, WCT Facilities Expansion Plan).

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 2026, the MPO will consider developing Complete Streets projects in accordance with IIJA such as the WV9 Bicycle Path Connection Feasibility Study in Ranson/Charles Town (\$100,000). The MPO will consider additional special studies such as the Winchester Avenue Corridor Safety Study (\$100,000) and the Locust and Mulberry Streets Signal Evaluation Plan (\$50,000). Other special studies may be developed as they are identified and as funding permits. Staff will also continue to support the City of Hagerstown Safety Action Plan, WVDOT's I-81 Transportation Systems Management and Operations (TSMO) Plan, and the new City of Martinsburg Safety Action Plan. 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, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary	
Maryland Washington County	\$74,074	FHWA	\$46,074
		FTA	\$13,186
		MD DOT	\$7,407
		Local	\$7,407
		Subtotal	\$74,074
West Virginia Region 9	\$235,144	WV Federal	\$188,115
		WV DOT	\$23,514
		Local	\$23,514
		Subtotal	\$235,144
MPO Total	\$309,218	Federal	\$247,374
		MD DOT	\$7,407
		WV DOT	\$23,514
		MD Local	\$7,407
		WV Local	\$23,514
		Total	\$309,218

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 ensure 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 FY 2023 staff completed a major update to HEPMPO's website meeting all applicable web content accessibility guidelines. In FY 2025 staff completed an update of the Title VI Plan as well as revisions to the Public Participation Plan.

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 2026.
2. Compilation of quarterly progress reports to FHWA and FTA on the progress of the UPWP over FY 2026.
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, as well as following Public Participation Plan.

E. Work Schedule and Task Budget:

Work will be continuous throughout the fiscal year, July 1, 2025 - June 30, 2026. It is anticipated that all work will be completed by June 30, 2026.

State/Organization	Funding Total	Funding Summary
Maryland Washington County	\$21,262	FHWA \$17,010 FTA \$0 MD DOT \$2,126 Local \$2,126 Subtotal \$21,262
West Virginia Region 9	\$30,838	WV Federal \$24,671 WV DOT \$3,084 Local \$3,084 Subtotal \$30,838
MPO Total	\$52,100	Federal \$41,681 MD DOT \$2,126 WV DOT \$3,084 MD Local \$2,126 WV Local \$3,084 Total \$52,100

Section V - Cost Allocation Plan

This section presents the FY 2026 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	24,000
Insurance	2,200
Postage	100
Telephone	400

Travel	7520
Materials & Supplies	750
Equipment Leases	6000
Printing	100
Dues	1500
Legal Notice	5,000
Total	\$49,010

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

Labor Costs	\$317,870
Operating Costs	\$49,010
Capital Costs	\$25,900
Consultant Services	\$414,899
Total	\$807,679

Table B. Revenue Summary

Revenue	FY 2026 Allocation
Maryland	
MD FHWA	\$203,807
MD FTA (5305)	\$71,656
MD DOT	\$34,433
MD Local	\$34,433
MD Subtotal	\$344,329
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	\$807,679

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	30	30				60
6020 - TIP	175	450				625
6050 - Traffic Data	30	30				60
6051 - GIS	350	185				535
6100 - Long Range	400	400		25		825
6250 - Service	150	50				200
6300 - Air Quality/Conf.	20	20				40
6500 - Transit	200	150			1345	1695
6650 - Special Studies	400	550				950
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	\$2,555	\$0	\$319	\$319	\$3,193
6020 - TIP	\$19,756	\$0	\$2,469	\$2,469	\$24,694
6050 - TRAFFIC DATA	\$2,996	\$0	\$375	\$375	\$3,745
6051 - GIS	\$12,802	\$0	\$1,600	\$1,600	\$16,003
6100 - LONG RANGE	\$94,845	\$0	\$11,856	\$11,856	\$118,556
6250 - SERVICE	\$5,587	\$0	\$698	\$698	\$6,983
6300 - AIR QUALITY/CONF.	\$2,185	\$0	\$273	\$273	\$2,731
6500 - TRANSIT	\$0	\$58,470	\$7,309	\$7,309	\$73,088
6650 - SPECIAL STUDIES	\$46,074	\$13,186	\$7,407	\$7,407	\$74,074
6990 - ADMINISTRATION	\$17,009	\$0	\$2,126	\$2,126	\$21,261
MD Subtotal	\$203,807	\$71,656	\$34,433	\$34,433	\$344,329

TASK	WV CONSOL	WV DOT	WV LOCAL	WV TOTAL
6010 - SHORT RANGE	\$3,360	\$420	\$420	\$4,200
6020 - TIP	\$26,558	\$3,320	\$3,320	\$33,197
6050 - TRAFFIC DATA	\$3,879	\$485	\$485	\$4,848
6051 - GIS	\$18,492	\$2,311	\$2,311	\$23,115
6100 - LONG RANGE	\$83,160	\$10,395	\$10,395	\$103,950
6250 - SERVICE	\$7,909	\$989	\$989	\$9,886
6300 - AIR QUALITY/CONF.	\$2,806	\$351	\$351	\$3,507
6500 - TRANSIT	\$11,732	\$1,467	\$1,467	\$14,665
6650 - SPECIAL STUDIES	\$188,115	\$23,514	\$23,514	\$235,144
6990 - ADMINISTRATION	\$24,669	\$3,084	\$3,084	\$30,837
WV Subtotal	\$370,680	\$46,335	\$46,335	\$463,350

Table E
Work Task Cost Analysis

	MD FHWA	MD FTA	MDOT IIWY	MD LOCAL	MD TOTAL	WV CONSOL	WV DOT IIWY	WV LOCAL	WV TOTAL	MPO TOTAL
6010 - SHORT RANGE										
Direct	\$668.98	\$0.00	\$83.62	\$83.62	\$836.23	\$1,003.48	\$125.43	\$125.43	\$1,254.35	\$2,090.58
Fringe	\$320.70	\$0.00	\$40.09	\$40.09	\$400.88	\$481.05	\$60.13	\$60.13	\$601.32	\$1,002.20
Indirect	\$118.98	\$0.00	\$14.87	\$14.87	\$148.73	\$178.47	\$22.31	\$22.31	\$223.09	\$371.82
Other	\$1,445.87	\$0.00	\$180.73	\$180.73	\$1,807.34	\$1,697.33	\$212.17	\$212.17	\$2,121.66	\$3,929.00
Sub-Total	\$2,554.54	\$0.00	\$319.32	\$319.32	\$3,193.18	\$3,360.33	\$420.04	\$420.04	\$4,200.42	\$7,393.60
6020 - TIP										
Direct	\$6,229.69	\$0.00	\$778.71	\$778.71	\$7,787.11	\$9,344.54	\$1,168.07	\$1,168.07	\$11,680.67	\$19,467.78
Fringe	\$2,986.44	\$0.00	\$373.30	\$373.30	\$3,733.04	\$4,479.65	\$559.96	\$559.96	\$5,599.57	\$9,332.61
Indirect	\$1,107.99	\$0.00	\$138.50	\$138.50	\$1,384.99	\$1,661.98	\$207.75	\$207.75	\$2,077.48	\$3,462.47
Other	\$9,431.47	\$0.00	\$1,178.93	\$1,178.93	\$11,789.34	\$11,071.73	\$1,383.97	\$1,383.97	\$13,839.66	\$25,629.00
Sub-Total	\$19,755.59	\$0.00	\$2,469.45	\$2,469.45	\$24,694.48	\$26,557.90	\$3,319.74	\$3,319.74	\$33,197.38	\$57,891.86
6050 - TRAFFIC DATA										
Direct	\$668.98	\$0.00	\$83.62	\$83.62	\$836.23	\$1,003.48	\$125.43	\$125.43	\$1,254.35	\$2,090.58
Fringe	\$320.70	\$0.00	\$40.09	\$40.09	\$400.88	\$481.05	\$60.13	\$60.13	\$601.32	\$1,002.20
Indirect	\$118.98	\$0.00	\$14.87	\$14.87	\$148.73	\$178.47	\$22.31	\$22.31	\$223.09	\$371.82
Other	\$1,887.47	\$0.00	\$235.93	\$235.93	\$2,359.34	\$2,215.73	\$276.97	\$276.97	\$2,769.66	\$5,129.00
Sub-Total	\$2,996.14	\$0.00	\$374.52	\$374.52	\$3,745.18	\$3,878.73	\$484.84	\$484.84	\$4,848.42	\$8,593.60
6051 - GIS										
Direct	\$6,408.46	\$0.00	\$801.06	\$801.06	\$8,010.57	\$9,612.68	\$1,201.59	\$1,201.59	\$12,015.85	\$20,026.42
Fringe	\$3,072.13	\$0.00	\$384.02	\$384.02	\$3,840.17	\$4,608.20	\$576.03	\$576.03	\$5,760.25	\$9,600.42
Indirect	\$1,139.78	\$0.00	\$142.47	\$142.47	\$1,424.73	\$1,709.68	\$213.71	\$213.71	\$2,137.10	\$3,561.83
Other	\$2,181.87	\$0.00	\$272.73	\$272.73	\$2,727.34	\$2,561.33	\$320.17	\$320.17	\$3,201.66	\$5,929.00
Sub-Total	\$12,802.25	\$0.00	\$1,600.28	\$1,600.28	\$16,002.81	\$18,491.89	\$2,311.49	\$2,311.49	\$23,114.86	\$39,117.67
6100 - LONG RANGE										
Direct	\$9,380.68	\$0.00	\$1,172.58	\$1,172.58	\$11,725.85	\$14,071.02	\$1,758.88	\$1,758.88	\$17,588.77	\$29,314.62
Fringe	\$4,577.92	\$0.00	\$572.24	\$572.24	\$5,722.40	\$6,866.87	\$858.36	\$858.36	\$8,583.59	\$14,305.99
Indirect	\$1,586.44	\$0.00	\$198.31	\$198.31	\$1,983.05	\$2,379.66	\$297.46	\$297.46	\$2,974.58	\$4,957.63
Other	\$79,299.78	\$0.00	\$9,912.47	\$9,912.47	\$99,124.73	\$59,842.50	\$7,480.31	\$7,480.31	\$74,803.13	\$173,927.86
Sub-Total	\$94,844.82	\$0.00	\$11,855.60	\$11,855.60	\$118,556.03	\$83,160.06	\$10,395.01	\$10,395.01	\$103,950.07	\$222,506.10
6250 - SERVICE										
Direct	\$2,498.64	\$0.00	\$312.33	\$312.33	\$3,123.30	\$3,747.96	\$468.50	\$468.50	\$4,684.95	\$7,808.25
Fringe	\$1,197.82	\$0.00	\$149.73	\$149.73	\$1,497.27	\$1,796.73	\$224.59	\$224.59	\$2,245.91	\$3,743.18
Indirect	\$444.40	\$0.00	\$55.55	\$55.55	\$555.50	\$666.60	\$83.32	\$83.32	\$833.25	\$1,388.75
Other	\$1,445.87	\$0.00	\$180.73	\$180.73	\$1,807.34	\$1,697.33	\$212.17	\$212.17	\$2,121.66	\$3,929.00
Sub-Total	\$5,586.73	\$0.00	\$698.34	\$698.34	\$6,983.41	\$7,908.61	\$988.58	\$988.58	\$9,885.77	\$16,869.18
6300 - AIR QUALITY/CONF.										
Direct	\$445.99	\$0.00	\$55.75	\$55.75	\$557.49	\$668.98	\$83.62	\$83.62	\$836.23	\$1,393.72
Fringe	\$213.80	\$0.00	\$26.73	\$26.73	\$267.25	\$320.70	\$40.09	\$40.09	\$400.88	\$668.13
Indirect	\$79.32	\$0.00	\$9.92	\$9.92	\$99.15	\$118.98	\$14.87	\$14.87	\$148.73	\$247.88
Other	\$1,445.87	\$0.00	\$180.73	\$180.73	\$1,807.34	\$1,697.33	\$212.17	\$212.17	\$2,121.66	\$3,929.00
Sub-total	\$2,184.99	\$0.00	\$273.12	\$273.12	\$2,731.23	\$2,806.00	\$350.75	\$350.75	\$3,507.50	\$6,238.73
6500 - TRANSIT										
Direct	\$0.00	\$32,109.60	\$4,013.70	\$4,013.70	\$40,137.00	\$6,055.14	\$756.89	\$756.89	\$7,568.92	\$47,705.92
Fringe	\$0.00	\$24,196.93	\$3,024.62	\$3,024.62	\$30,246.17	\$2,902.76	\$362.84	\$362.84	\$3,628.45	\$33,874.61
Indirect	\$0.00	\$717.96	\$89.75	\$89.75	\$897.45	\$1,076.94	\$134.62	\$134.62	\$1,346.18	\$2,243.63
Other	\$0.00	\$1,445.87	\$180.73	\$180.73	\$1,807.34	\$1,697.33	\$212.17	\$212.17	\$2,121.66	\$3,929.00
Sub-Total	\$0.00	\$58,470.37	\$7,308.80	\$7,308.80	\$73,087.96	\$11,732.16	\$1,466.52	\$1,466.52	\$14,665.21	\$87,753.16
6650-SPECIAL STUDIES										
Direct	\$7,922.04	\$2,267.18	\$1,273.65	\$1,273.65	\$12,736.53	\$15,283.83	\$1,910.48	\$1,910.48	\$19,104.79	\$31,841.32
Fringe	\$3,797.73	\$1,086.86	\$610.57	\$610.57	\$6,105.73	\$7,326.88	\$915.86	\$915.86	\$9,158.60	\$15,264.33
Indirect	\$1,408.99	\$403.23	\$226.53	\$226.53	\$2,265.27	\$2,718.33	\$339.79	\$339.79	\$3,397.91	\$5,663.18
Other	\$32,944.87	\$9,428.36	\$5,296.65	\$5,296.65	\$52,966.54	\$162,785.97	\$20,348.25	\$20,348.25	\$203,482.46	\$256,449.00
Sub-Total	\$46,073.63	\$13,185.63	\$7,407.41	\$7,407.41	\$74,074.07	\$188,115.01	\$23,514.38	\$23,514.38	\$235,143.76	\$309,217.83
6990 - ADMINISTRATION										
Direct	\$8,705.54	\$0.00	\$1,088.19	\$1,088.19	\$10,881.93	\$13,058.32	\$1,632.29	\$1,632.29	\$16,322.90	\$27,204.83
Fringe	\$4,592.89	\$0.00	\$574.11	\$574.11	\$5,741.11	\$6,889.33	\$861.17	\$861.17	\$8,611.67	\$14,352.78
Indirect	\$1,123.42	\$0.00	\$140.43	\$140.43	\$1,404.27	\$1,685.12	\$210.64	\$210.64	\$2,106.40	\$3,510.67
Other	\$2,586.67	\$0.00	\$323.33	\$323.33	\$3,233.34	\$3,036.53	\$379.57	\$379.57	\$3,795.66	\$7,029.00
Sub-Total	\$17,008.52	\$0.00	\$2,126.07	\$2,126.07	\$21,260.65	\$24,669.30	\$3,083.66	\$3,083.66	\$30,836.63	\$52,097.28
TOTAL	\$203,807.20	\$71,656.00	\$34,432.90	\$34,432.90	\$344,329.00	\$370,680.00	\$46,335.00	\$46,335.00	\$463,350.00	\$807,679.00

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.

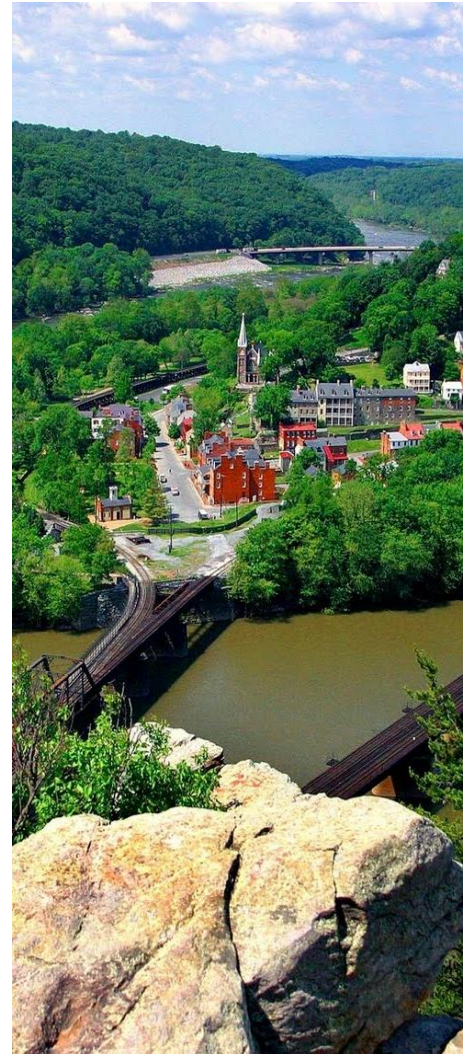
In accordance with the approved Public Participation Plan, a review and comment period of at least 30 days will be open prior to Interstate Council consideration of a new UPWP. The Interstate Council will review all comments received prior to adoption.

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.



HEPMPPO

Public Participation Plan



Hagerstown/Eastern Panhandle MPO
33 West Washington Street
4th Floor, Suite 402
Hagerstown, MD 21740
Phone: 240-313-2080
www.hepmpo.net

May 21, 2025
DRAFT



Table of Contents

Resolution of Adoption.....	ii
Purpose of the Public Participation Plan.....	1
HEPMPO History	1
Public Participation Procedures	2
Federal Requirements.....	2
Participation Plan	3
Open Meetings.....	3
Availability of Information	4
Public Notification and Participation Procedures.....	4
Visualization Techniques.....	5
Response to Public Comments	5
Specific Participation Strategies.....	5
1. Access to Information	5
2. Involvement and Education Strategies	10
Public Participation Processes for Major Transportation Planning Documents.....	15
Amendments to the Public Involvement Process.....	17
Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP)	18
Title VI Policy Statement.....	19
Contact.....	19

Appendix A: Public Information Act Request Regulations

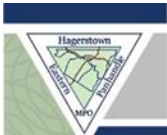
Appendix B: HEPMPO Resource Agencies

Appendix C: Memorandum of Understanding between HEPMPO and Franklin County, PA

Appendix D: Memorandum of Understanding between HEPMPO and Winchester-Frederick County MPO, VA



Resolution of Adoption



Purpose of the Public Participation Plan

The Public Participation Plan demonstrates the Hagerstown/Eastern Panhandle Metropolitan Planning Organization's (HEPMPO) commitment to open communications and an accessible regional transportation planning process. HEPMPO understands the importance of early and continued involvement of the public, relevant public agencies and stakeholders by providing reasonable access to information, timely public notices and full public access to key decisions in the development of the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

The Public Participation Plan serves as a guidebook for the public to engage in the transportation planning and decision-making process. It provides an overall framework for public involvement procedures including the following sections:

- [HEPMPO History](#) identifies the mission and role in an historic context.
- [Public Participation Procedures](#) identifies the federal requirements, decision-making board and committees, outreach techniques and how HEPMPO responds to public comments.
- [Specific Participation Strategies](#) provide an overview the HEPMPO website, how to submit comments, newspaper and social media announcements, and outreach activities.
- [Participation Processes for Major Transportation Planning Documents](#) identifies the public participation plan process for the development of the short and long-range planning documents and the HEPMPO work plan.
- [Americans with Disabilities Act \(ADA\) and Limited English Proficiency \(LEP\)](#) provides procedures to obtain assistance for meetings and materials.
- [Title VI Policy Statement](#) is the adopted policy of the HEPMPO Interstate Council.

HEPMPO History

The urban transportation planning process administered by Metropolitan Planning Organizations was born in the Federal Aid Highway Act of 1962, which required all federally assisted projects in urban areas with a population over 50,000 to be the product of a continuing, comprehensive and cooperative planning process, commonly referred to as the 3C planning process. The US Census Bureau, after each decennial census, uses data collected to determine the boundaries of Urban Areas (UA's).

The HEPMPO is the federal and state designated regional transportation planning body for the urban area in Berkeley and Jefferson Counties in West Virginia; Washington County, Maryland, a small portion of Franklin County, Pennsylvania and a small portion of Frederick County, Virginia. HEPMPO was organized in 1996 as an expansion of the Hagerstown Area Metropolitan Planning Organization. The HEPMPO coordinates the federally mandated transportation planning process in the Hagerstown, MD-WV-PA-VA Urban Area, a designation resulting from the 1990, 2000 and 2010 Census. The urban area was expanded in 2020 and now includes a small portion of Frederick County, VA. As per the agreement with Franklin County, PA ([Appendix C](#)) and Winchester-Frederick County MPO, VA ([Appendix D](#)) the HEPMPO planning area does not include the PA or VA portions of the urban area.

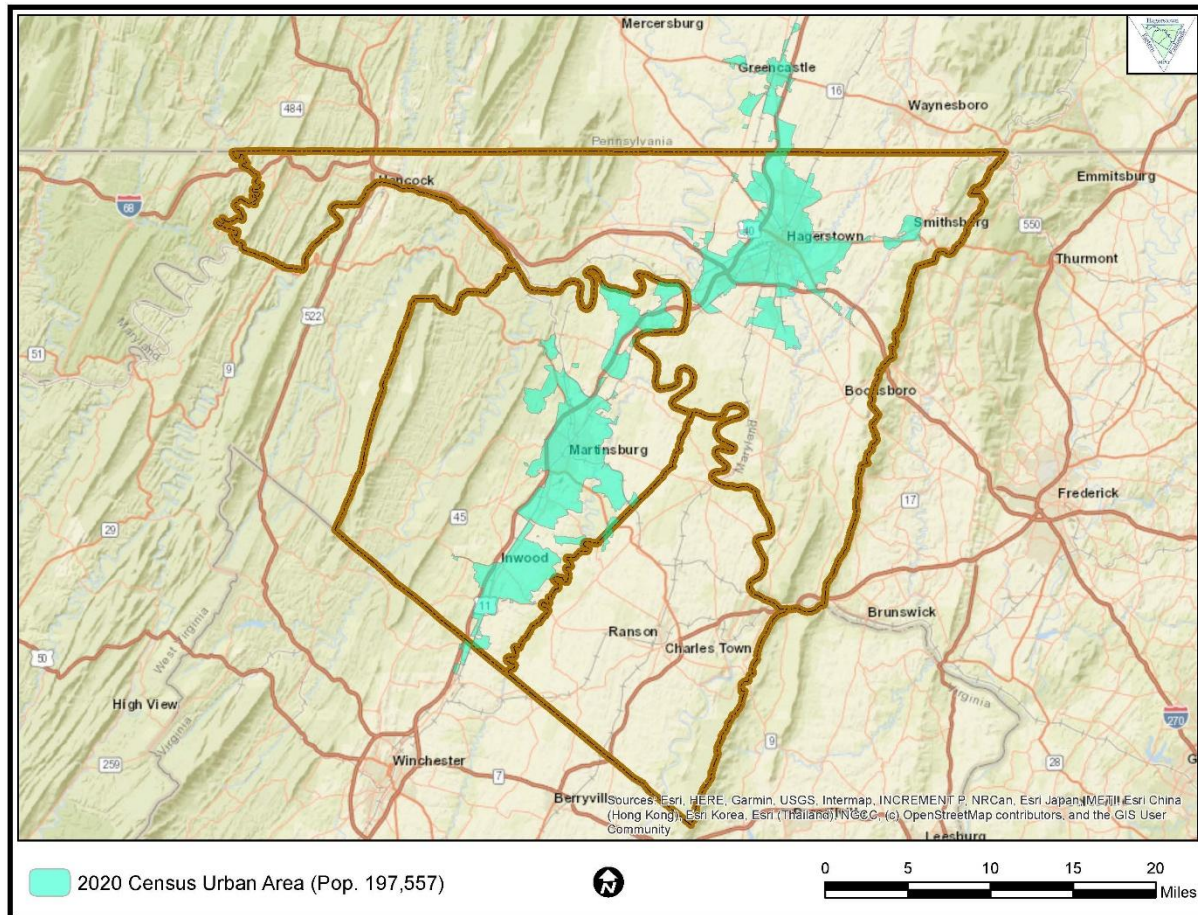
HEPMPO Mission

Provide a cooperative forum for regional collaboration, planning and public decision-making for short and long-term solutions that support mobility needs, economic development, environmental sensitivities, and multimodal connectivity for a safe, secure and efficient transportation system.



HEPMPO develops the LRTP and TIP by bringing together key decision-makers to coordinate planning and funding for the region's transportation system. They also develop an annual work plan and budget called the Unified Planning Work Program (UPWP) that includes a variety of studies and multi-modal projects. They rely on advisory committees and participation from the public and interested parties in order to make informed decisions. The Public Participation Plan supports this process and builds upon previous efforts and experiences designed to encourage participation and provide reasonable opportunities for citizens and other interested parties to be involved with the metropolitan planning process.

HEPMPO Urban and Metropolitan Planning Areas



Public Participation Procedures

Federal Requirements

The current federal transportation bill, "Infrastructure Investment and Jobs Act" (IIJA), signed into law on November 15, 2021, contains specific language outlining federal requirements regarding public involvement processes and procedures. In general, the IIJA legislation is built upon previous transportation legislation (MAP-21 and FAST Act) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public involvement activities. IIJA Legislation requires metropolitan planning organizations to provide citizens, affected public agencies,



representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

Public participation is an essential part of the transportation planning process and provides unique insights for producing meaningful products. HEPMPO's objectives focus on improving the public participation process by engaging people and organizations early and often with a variety of methods to improve the decision-making process. The participation activities discussed in this plan represent a process that meets the federal requirements and gains valuable input throughout the transportation planning process.

Participation Plan

The components of this Participation Plan are included in the development, adoption, and amendment of the metropolitan transportation plans (LRTP and TIP). The Participation Plan will be monitored and reviewed to evaluate its effectiveness. The strategies identified in this plan are intended to result in well-attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region.

Open Meetings

All HEPMPO meetings are open for the public to attend. This includes the meetings of the following bodies:

- **HEPMPO Interstate Council (ISC):** HEPMPO's decision making body of the organization. The group is comprised of representatives of the respective State departments of transportation, public transit operators, and local elected officials.
- **HEPMPO Technical Advisory Committee (TAC):** provides technical oversight, assistance and recommendations to the Interstate Council.
- **Air Quality Advisory Committee (AQAC):** an ad hoc sub-committee of the TAC charged to provide oversight of the transportation conformity process.
- Other working and advisory committees as needed for the ISC.

HEPMPO

Public Participation Plan Objectives

- ✓ *Create a process that will improve and increase participation in the transportation planning process by all stakeholders*
- ✓ *Provide for early involvement with adequate public notices to ensure opportunities to participate in key decisions*
- ✓ *Communicate effectively and provide clear and open access to information*
- ✓ *Encourage involvement in the planning process from diverse perspectives*
- ✓ *Promote a process that reflects the values of the communities that HEPMPO serves*
- ✓ *Respond with meaningful consideration to public input and feedback*



Opportunities for public comment are included on each meeting agenda. Since issues often pass from the TAC to the ISC, there will often be two opportunities to comment on issues. Due to the multi-state structure of HEPMPO, meetings are held throughout the region. Based on the location of the meetings, the appropriate State (MD or WV) "open meetings law" will be followed.

Meeting dates, times, and locations will be advertised in regional newspapers fourteen (14) days prior to the meeting date. In addition to newspaper ads, meeting notifications will be posted to the HEPMPO's website at www.hepmo.com and Facebook page at www.facebook.com/HEPMPO.

Availability of Information

HEPMPO staff will make written materials provided to committees available to the public upon request. HEPMPO will comply the Washington County regulations concerning Public Information Act Requests (**Appendix A**). Appropriate charges for copies and research will apply as outlined in **Appendix A**. All such materials are available for viewing at HEPMPO offices at no cost.

Public Notification and Participation Procedures

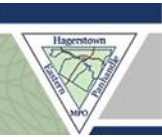
A variety of public notification and participation procedures will be used to encourage the early and continuous involvement of citizens, jurisdictions, communities, and other interests in the planning process and the decisions and actions of the HEPMPO. They will include but not be limited to the following:

- Public notices will be used to inform the general public and media of upcoming input opportunities.
- HEPMPO will conduct a public comment period prior to the adoption of a new LRTP, TIP or UPWP.
- The HEPMPO web page (www.hepmo.com), will include information about HEPMPO transportation responsibilities, plans, programs, committees, and meetings.
- For special studies, HEPMPO will attempt to include public outreach where appropriate, and/or partner with local jurisdictions, conduct surveys, hold public meetings, etc. for public comments.
- Meetings will be held in facilities that are accessible to persons with disabilities.

HEPMPO Sample Public Notice for a New TIP

Public Notice

The Hagerstown/Eastern Panhandle Interstate Council hereby notifies all interested persons that the proposed FY 2025-2028 Transportation Improvement Plan (TIP) for the Hagerstown, MD-WV-PA-VA Urban Area, that is in Washington County, MD and Berkeley and Jefferson counties, WV, is available for comment and review. The proposed TIP identifies more than \$100 million in projects for highway, transit and other related transportation services that are planned to be constructed or implemented over the next four years throughout the metropolitan area. This public participation process for the Transportation Improvement Program also serves to meet the Federal Transit Administration public participation requirements for the Maryland Transit Administration and Eastern Panhandle Transit Authority's Program of Projects (POP). Copies of the draft TIP are available online at the website www.hepmo.net; on display at the Washington County Free Library-Hagerstown, the Martinsburg-Berkeley County Library, the Charles Town Library; and the HEPMPO offices. The public comment period will begin on Friday, April 12, 2024 and end on Tuesday, May 14, 2024. Written comments may be mailed to the HEPMPO's office (33 W. Washington St., Suite 402, Hagerstown, MD 21740), sent via email to mmullenax@hepmo.net or submitted on-line at www.hepmo.net/contact. Only written comments will be accepted. Questions should be directed to Matt Mullenax at (240) 313-2081.



Visualization Techniques

HEPMPO will strive to improve our planning process to maximize its use of various visualization techniques to help inform the public and convey pertinent information concerning transportation plans, projects, and programs. Appropriate methods include, but are not limited to, static maps, interactive GIS demonstrations, model simulations, photographs, and artist renderings. For each plan, project, or program, HEPMPO will endeavor to utilize the best techniques available to inform the public.

Response to Public Comments

HEPMPO will acknowledge when public comments are received for the LRTP, TIP, UPWP and any other special study, and provide meaningful responses. The responses will be summarized along with any related key decision. Responses to comments will be made in a timely manner before decisions are made or plans and programs are adopted by the ISC. Final comments and responses will be kept on file, available for public review and documented as part of the plan, program, or other special study as adopted.

Specific Participation Strategies

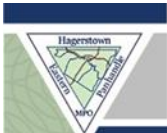
The HEPMPO intends to maximize the public's comment and input in the metropolitan transportation planning process. It is important to have participation from a wide array of participants. Therefore, HEPMPO will work to ensure that all interested and affected parties have an opportunity to participate in the planning process. Every reasonable attempt to reach all those interested or affected by the plans and programs of the MPO.

The activities described in this section will be used together or separately to incorporate public involvement in all HEPMPO metropolitan transportation planning processes, including the development of the LRTP, TIP and UPWP. The activities are designed to inform the public regarding opportunities to provide input into and expand the public's perception of transportation needs or deficiencies. This plan represents an improved effort of public inclusion, outreach and engagement and is consistent with the expectations of public involvement and participation per federal guidelines.

The two major categories of public involvement activities are (1) Access to Information and (2) Involvement and Education Strategies. These categories and their individual components are discussed separately below:

1. Access to Information

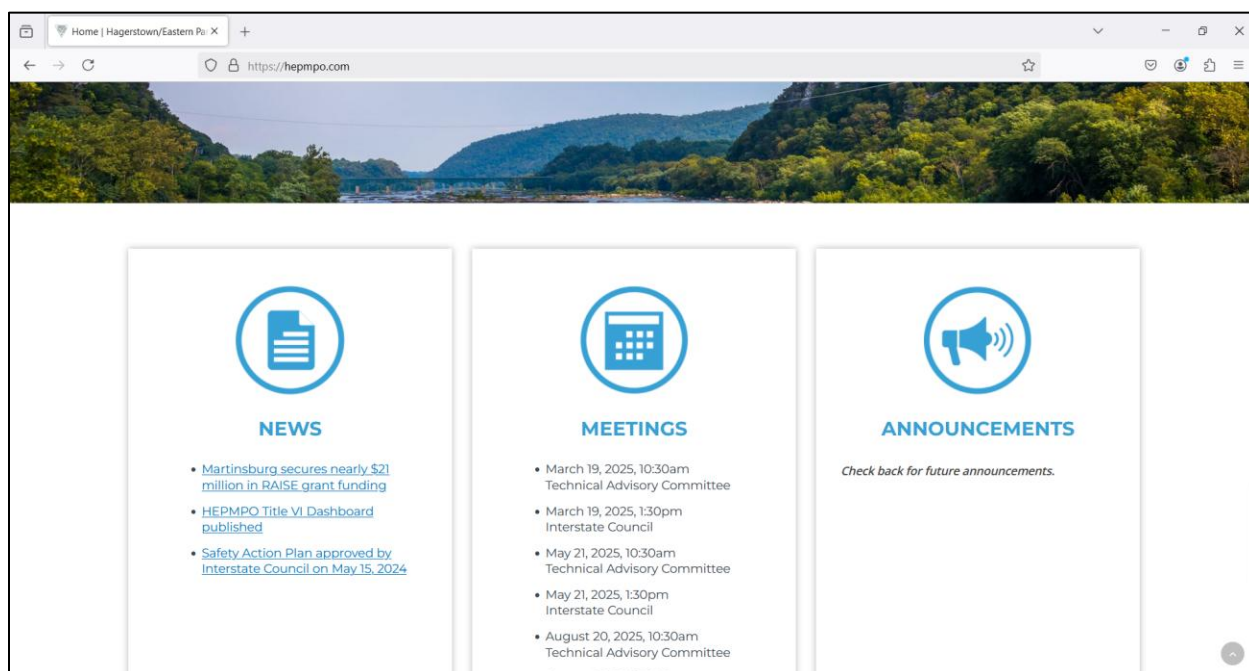
The transportation planning documents can be very complex and technical, and at times difficult to develop a complete understanding. HEPMPO recognizes the participation strategies should be appropriate for gathering public input and opinions of people with varying amount of available time and interest. To simplify the access of various transportation-related documents, HEPMPO utilizes their website, local newspapers and social media as outreach strategies to keep the public interested, informed and involved.



HEPMPO Website

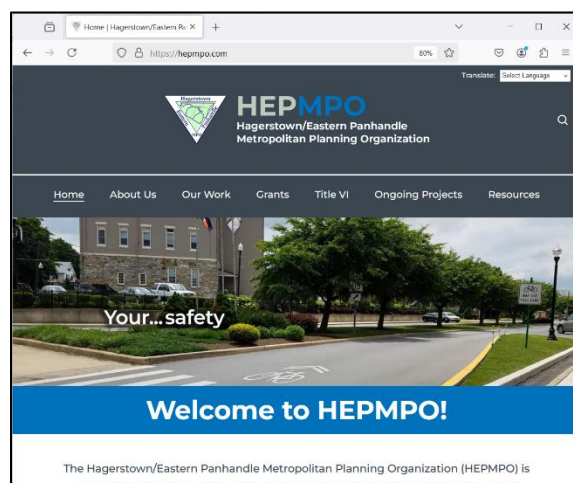
HEPMPO's website (www.hepmo.com) is the primary source for comprehensive information on current activities and regional transportation planning issues. The website was revamped in 2023 and now meets different web-content accessibility guidelines. The homepage provides the latest news and articles of transportation related newsfeeds and a list of upcoming public meetings.

HEPMPO Website "Latest News and Upcoming Meetings"



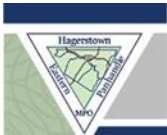
A key opportunity for the public to share their thoughts and ideas is during the public review and comment periods for the LRTP, TIP, air quality conformity determination and the UPWP. Federal regulations require a minimum of at least 30 days before key decisions are made and the documents are adopted. The current plans for each of these are located under the *"Transportation Planning"* link on the website.

Information necessary for the public to understand and comment on each document will be released for review. Examples may include readable, public-friendly executive summary, flyers, surveys, full draft report or links to project or sponsor websites.



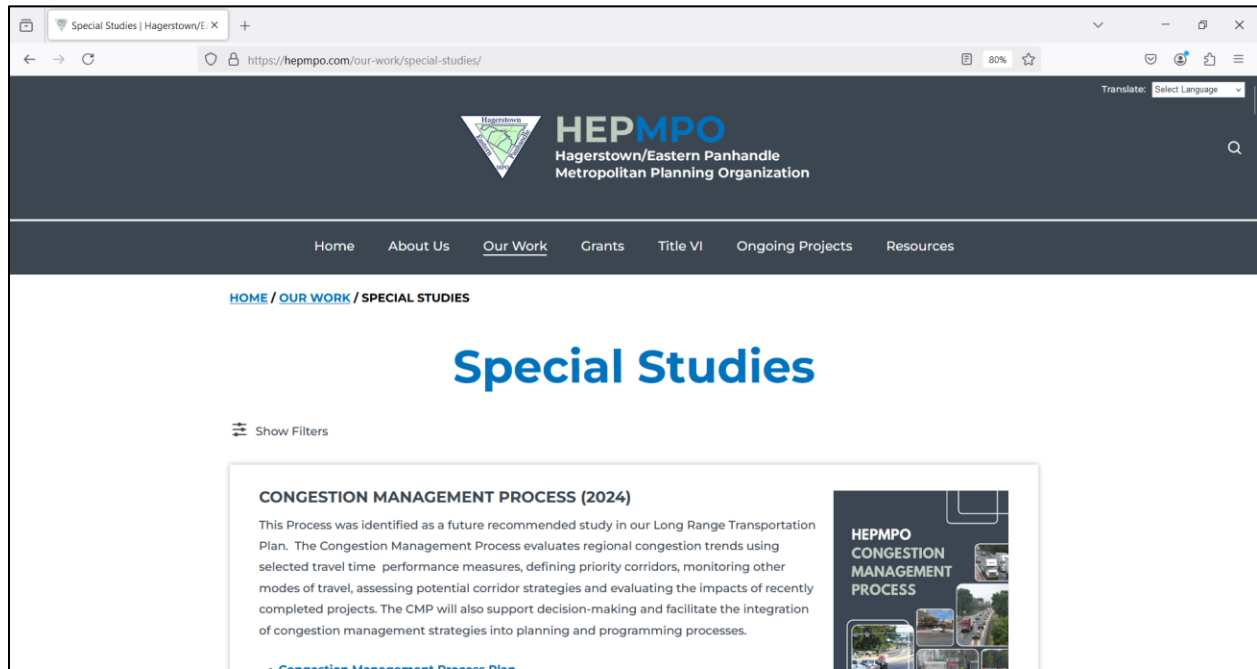
Other information posted on the HEPMPO website for public information includes the following:

- ✓ *Organization* – roles and members of the HEPMPO Interstate Council and committees

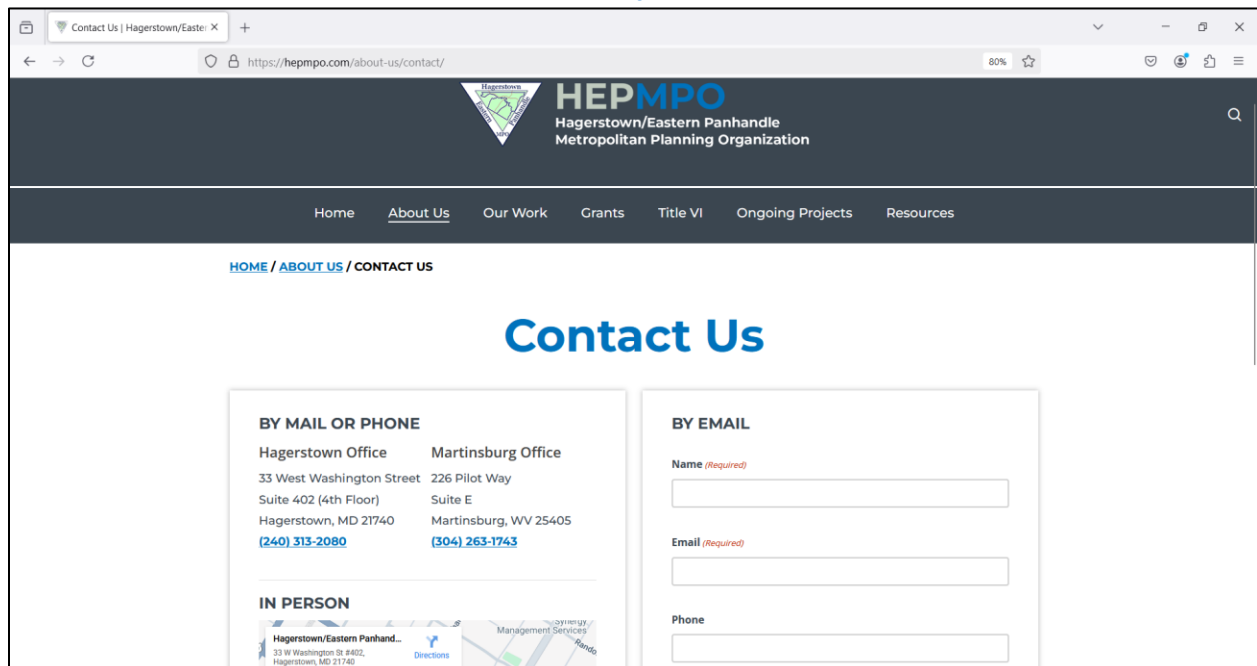


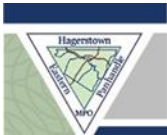
- ✓ [Special Studies](#) – the latest information on special studies sponsored by HEPMPO
- ✓ [Archives](#) – HEPMPO meeting minutes and archived planning documents
- ✓ [Links](#) – transportation links to HEPMPO planning partners
- ✓ [Contact](#) – HEPMPO contact information and site to submit public comments

[Links to HEPMPO's Special Studies](#)



[HEPMPO Contact Link for Public Comments](#)





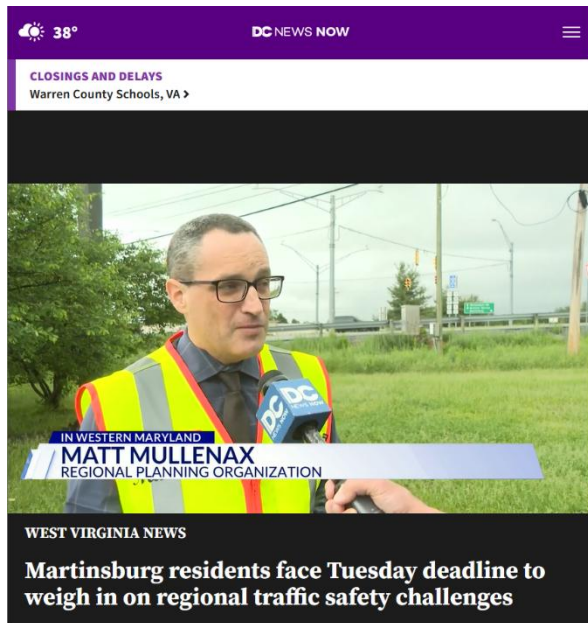
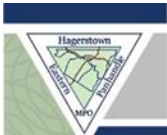
HEPMPO Interactive TIP Tool

HEPMPO's online Transportation Improvement Program (TIP) interactive map and database offers a reliable and streamlined internal database management system, as well as a public access portal, for the sharing of information within the TIP. The public site (<http://hepmo.eointeractive.com/>) allows for easy searching of projects based upon a number of search criteria and simple display of the results. Additionally, an interactive map is featured so projects may be located and viewed within a geographic context. HEPMPO incorporates amendments and administrative modifications/adjustments into the TIP Tool on a continuous basis.

MPO ID	State	County	Lead Agency	Project Title	Programmed Total Cost
B2024-17	West Virginia	Washington County	WV DOT	2024 D5 Guardrail Project	\$520,001
WVT2024-01	West Virginia	Washington County	EPTA	5307 Bus Replacement	\$900,001
WVT2024-02	West Virginia	Washington County	EPTA	5307 Operating Commuter Service	\$1,590,000
B2024-03	West Virginia	Berkeley County	WV DOT	Arden-Nollville	\$1,312,166
W2023-04	Maryland	MD Transit	MD DOT	Areawide Bridge Replacement & Rehabilitation	\$55,450,000
W2023-06	Maryland	MD Transit	MD DOT	Areawide Congestion Management	\$14,300,000
W2023-01	Maryland	WV Transit	MD DOT	Areawide Environmental Projects	\$22,800,000
W2023-03	Maryland	WV Transit	MD DOT	Areawide Resurfacing & Rehabilitation	\$98,500,000
W2023-02	Maryland	MD Transit	MD DOT	Areawide Safety & Spot Improvements	\$50,344,000

Primary Project Type	Number of Projects	Total Funding (\$000s)
Active Transportation	2	\$867,890
NA	119	\$699,079,708
Planning	1	\$2,750,000
Transit	1	\$1,726,456
Total	123	\$704,424,054

MPO ID	State	County	Lead Agency	Project Title	Programmed Total Cost
B2024-17	West Virginia	Washington County	WV DOT	2024 D5 Guardrail Project	\$520,001
WVT2024-01	West Virginia	Washington County	EPTA	5307 Bus Replacement	\$900,001
WVT2024-02	West Virginia	Washington County	EPTA	5307 Operating Commuter Service	\$1,590,000
B2024-03	West Virginia	Berkeley County	WV DOT	Arden-Nollville	\$1,312,166
J2019-05.06	West Virginia	Washington County	WV DOT	Armory Canal Trail	\$196,299



Media Coverage

HEPMPO will, to the extent feasible, work to develop and maintain a strong relationship with the print and broadcast media. HEPMPO recognizes the media as a valuable link to promote and motivate public involvement in the transportation planning process.

Specifically, HEPMPO will provide meeting information to local newspapers as well as radio/television providers. This activity is intended to spur a certain amount of visibility and coverage regarding HEPMPO business. The primary newspapers for media announcements include:

- **The Journal** (Martinsburg, WV)
<http://www.journal-news.net/>
- **Herald Mail Media** (Hagerstown, MD)
<http://www.heraldmillmedia.com/>

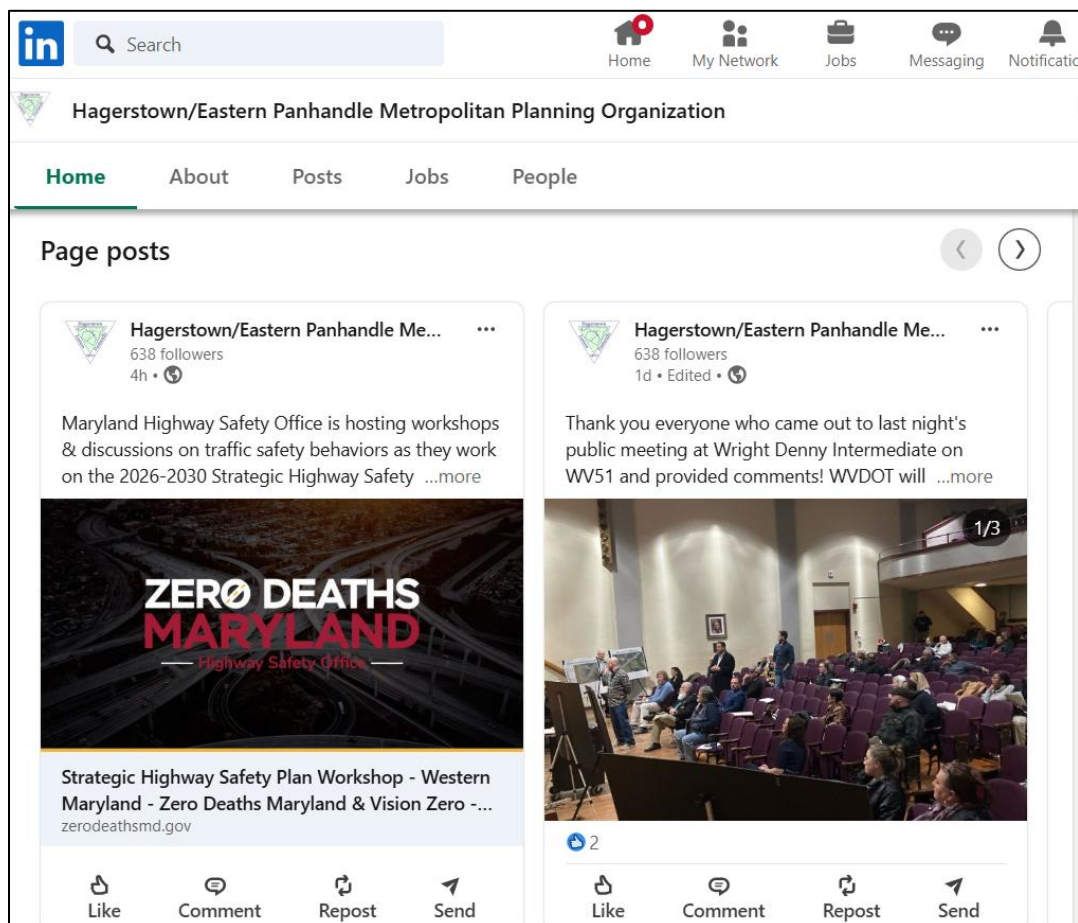
As opportunities and topics arise, HEPMPO will seek to gain public awareness by working with the local television stations to obtain appropriate coverage of activities. Examples may include interviews with DCNewsNow (www.dcnewsnow.com), news articles, radio interviews, letters to the editor, and other sources as necessary.

Social Media

HEPMPO recognizes the value of social media in the public involvement process. HEPMPO maintains a social media presence on Facebook (www.facebook.com/hepmo/) to announce meetings, events, public comment periods, the release of key publications and to share relevant information. HEPMPO also maintains social media presence through its YouTube channel and LinkedIn page.

Social media is strictly used for information and announcements. HEPMPO reserves the right to not respond to every post. Submitting formal comments to the planning process, public surveys or during the timeframe of a public comment period for a specific project must be made through the HEPMPO website (www.hepmo.com/about-us/contact/).



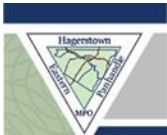


2. Involvement and Education Strategies

HEPMPO is aware that there is a need to increase public awareness of both the role of HEPMPO and the metropolitan transportation planning process. The community involvement and education components are designed to achieve a wide recognition of HEPMPO's mission in the community, and to enhance the community awareness that an open door exists to participate in the process. To achieve these goals, HEPMPO regularly works in partnership with community organizations and performs public outreach to increase awareness and seek valuable input on HEPMPO activities.

Community Organizations

HEPMPO collaborates with state and local governments, public agencies, private sector representatives, and transit operators that serve on committees or advisory groups. In addition, HEPMPO ensures a variety of interests are represented and heard by partnering with community agencies and organizations to participate in the transportation planning process. These community and resource agencies have an important role addressing environmental, business and civic interests as they relate to regional transportation matters. Organizations representing minority, low-income and disabled groups and other interested parties are consulted and engaged to gain their input and views. [Appendix B](#) of this document identifies the key organizations, which is updated on a continuous basis as new organizations partner with HEPMPO.

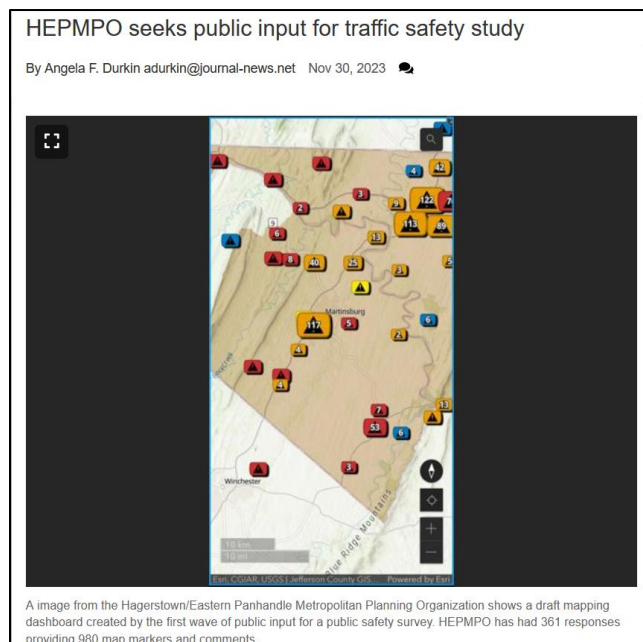


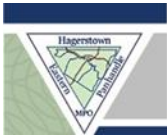
Public Outreach Activity

HEPMPO performs outreach activities to encourage more effective participation in the transportation planning process. Outreach activity simply means being more visible in the community. HEPMPO has performed various activities to solicit additional public input by attending meetings of other organizations, giving presentations to groups and citizens and conducting public surveys. The use of surveys has proven very successful. The examples below show HEPMPO outreach efforts to target specific users through print media coverage, a hybrid virtual/in-person public meeting, an on-line survey and a radio/YouTube interview. Along with the release of a survey, HEPMPO will advertise on their website and release a printed announcement providing the purpose and web links to make it easy for the public to participate.

In addition to traditional surveys, HEPMPO utilized intercept surveys during the Long Range Transportation Plan Update. Intercept Surveys are a focused public comment tool during which a field representative of HEPMPO elicits public comment on the spot at pre-selected geographic locations (i.e. libraries, transit centers). The Intercept Survey is an effective tool at reaching traditionally disadvantaged populations in the metropolitan transportation planning process. Intercept Surveys are conducted utilizing electronic tablets that contain the same survey as is posted on the HEPMPO website.

Samples of HEPMPO Public Outreach Activities





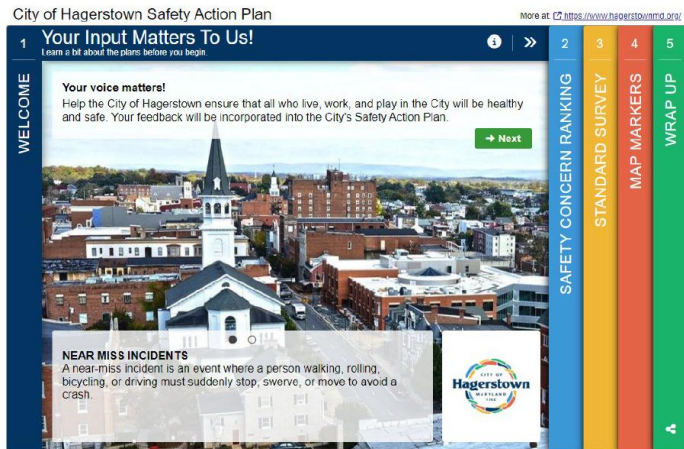
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Survey Results



1,927 Respondents

- Opened – September 4th
- Closed – October 4th



Safety Action Plan

Michael Baker
INTERNATIONAL

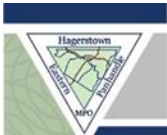
Intercept Survey

- Survey teams deployed in Hagerstown, Martinsburg and Charles Town



DIRECTION

Michael Baker
INTERNATIONAL



YouTube interface showing a video titled "Project Activities". The video content includes a list of activities and a pie chart titled "Would you take advantage of this commuter bus service?".

Project Activities

- Bi-weekly Progress Meetings
 - Key Stakeholders
- Public Survey – 228 Participants
 - Interest in taking this service
 - Preferred morning and afternoon departure times
 - Home and work ZIP codes
 - Start and end of the workday
 - Impact of COVID-19 on commuting patterns
 - Deciding factors for choosing to take the commuter service
 - Current transit usage.

Would you take advantage of this commuter bus service?

Response	Percentage
Yes	78%
No	22%

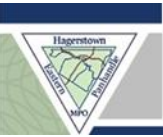
Draft EPTA Commuter Bus Service Plan - In-Person/Virtual Public Meeting (May 19, 2022)

YouTube interface showing a video titled "EPT: Elaine Bartoldsen Executive Director EPTA & Matt Mullenax Executive Director HEPMPO (6.12.2024)". The video content shows four participants in a radio studio setting.

Participants:

- ROB MARIO** (HOST)
- BILL STUBBLEFIELD** (CO-HOST)
- MARIA LORENSEN** (CO-HOST)
- ELAINE BARTOLDSSEN & MATT MULLENAX** (EXECUTIVE DIRECTOR OF EPTA & EXECUTIVE DIRECTOR OF HEPMPO)

EPT: Elaine Bartoldsen Executive Director EPTA & Matt Mullenax Executive Director HEPMPO (6.12.2024)



Public Participation Processes for Major Transportation Planning Documents

HEPMPO holds meetings throughout the year to address transportation issues and to deliberate on the strategies, projects, plans and programs that HEPMPO oversees. They include ISC open meetings, TAC Committee meetings and public hearings. The public hearings are intended to share information and obtain feedback on various plans and projects prior to ISC action to approve or adopt specific actions. The calendar for upcoming meetings and other public events is posted on the HEPMPO website at www.hepmo.com.

The major transportation planning documents are required by federal regulations and have to meet federal and state guidelines that include public input to the transportation planning process. These documents include:

- ✓ *Long Range Transportation Plan (LRTP)* – The transportation plan updated every five years resulting from regional collaboration and consensus within the HEPMPO three-county transportation system that serves as the defining vision for region's multi-modal transportation systems and services. The plan indicates all of the transportation improvements scheduled within the projected funding constraints over the next 20 years.
- ✓ *Transportation Improvement Program (TIP)* – The short term action plan updated every two years by HEPMPO that lists approved FHWA / FTA funded projects for the region within the next four year period.
- ✓ *Air Quality Conformity Determinations* – Process to assess the compliance of the HEPMPO LRTP and TIP or regionally significant project with state air quality implementation plans. The conformity determination is performed with every update to the LRTP and TIP and is federally regulated by the Clean Air Act.
- ✓ *Unified Planning Work Program (UPWP)* – The management plan for the HEPMPO planning program. The work program is updated annually and coordinates the planning activities of all participants in the transportation planning process.

Amendments of the approved TIP that occur off-cycle that are deemed by the HEPMPO as "*Administrative Changes*" are not subject to a formal public notification process. Input will be accepted but not solicited. An amendment to the adopted plans and programs may be considered an "administrative modification" or an "adjustment" based on any of the following criteria:

- To correct a non-substantive clerical error,
- Changes in funding levels are less than ten (10) million dollars and project is within a STIP grouped project category,
- The affected project/s are not regionally significant and exempt from transportation conformity requirements,
- Changes the funding type, but overall funding levels remain constant or do not exceed the requirement prior,

- Any other changes approved by the ISC that meet the criteria of an administrative amendment.

Amendments to the TIP, LRTP or UPWP that have regional significance as defined by the ISC, will be subject to the public participation process as defined in the next section.

Public Participation Process

HEPMPO understands the importance of the public participation process and is committed to providing easy access to transportation planning documents and timely notice of upcoming events and decision-making meetings of its governing board (ISC). The planning documents produced by HEPMPPO provide key information that the public will need to make more informed contributions to the transportation planning process.



Attempts will be made to employ appropriate visualization techniques to describe the plans. This could include any combination of maps, photographs, project descriptions, charts, etc. that are presented at public hearings, meetings, or used as displays directed at informing stakeholders and the public.

For the major transportation documents, HEPMPPO strives to meet and exceed the federal guidelines. The public participation process includes the following activities:

- ✓ All meetings and events will be governed by the respective Maryland and West Virginia Open Meetings and Public Information Acts.
- ✓ Conduct meetings and consult with stakeholders identified in [Appendix B](#) and other interested parties. Summaries of the meetings and consultations will be included in the plan document.
- ✓ Public advertisements of ISC and TAC meetings will be published in primary newspapers 14 days prior to date of meetings.
- ✓ The review and comment period will be at least 30 days for the adoption of major transportation planning documents. If the final version of any major transportation planning document differs significantly from the version made available for public comment, HEPMPPO will provide additional opportunity for public comment.
- ✓ All comments received by HEPMPPO will be reviewed at the ISC meeting prior to adoption and included as an appendix with a meaningful response in the appropriate document.
- ✓ HEPMPPO will coordinate with the statewide transportation planning public involvement and consultation processes throughout the development and revision of major transportation planning documents.
- ✓ TIP amendments, revisions to the UPWP and LRTP amendments will have a minimum 14-day public comment period.

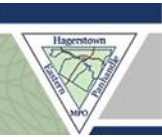
- ✓ For the LRTP and any accompanying air quality conformity determination, one public meeting will be conducted in each county prior to adoption. The draft documents will be available on the HEPMPO website, in public libraries of each county's seat and at the HEPMPO offices.



Amendments to the Public Involvement Process

In accordance with federal guidance (CFR 450.316(a)3), HEPMPO establishes a public comment period of forty-five (45) days before revision or implementation of the public involvement process. Significant revisions to the basic procedures contained herein will require a comment period before such revisions may be utilized. However, activities which will enhance the opportunity for public comment, as outlined by the basic procedures herein, shall not be considered revisions subject to public comment. Draft documents will be made available for public review at the MPO website, all county seat libraries, and HEPMPO's regional offices in Hagerstown, MD and Martinsburg, WV.

Written comments on these procedures will be accepted via mail, e-mail, Interstate Council open meetings and TAC meetings. All comments received on the public involvement process will be responded to by the HEPMPO prior to implementation of the public involvement process. All comments and responses will be maintained until implementation or until HEPMPO conducts a periodic review of the effectiveness of the procedures. In order to help assure that the process is effective in providing full and open access to all, HEPMPO will review the specifics of these procedures at least once every three (3) years. Final adopted documents will be posted to the HEPMPO website (<http://www.hepmo.com/our-work/transportation-planning/>).



Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP)

The American with Disabilities Act (ADA) is federal legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities. Limited English proficiency (LEP) is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language. To have an opportunity to participate effectively in or benefit from any aid, service or benefit, people with LEP must communicate in their primary language.

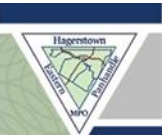
Meetings and hearings, which are open for public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting locations will be convenient and ADA accessible. In addition to general meetings, events and activities, reasonable efforts will be made to reach those who are particularly affected. ADA and LEP assistance or alternative formats of this publication are available upon request. Please allow at least seven working days for preparation of the material.

HEPMPO ADA and LEP Coordinator

Mr. Matthew Mullenax

Phone (240) 313-2081 or

Email: mmullenax@hepmo.net



Title VI Policy Statement

On January 15, 2025, HEPMPO Interstate Council adopted a “Title VI Plan to Ensure Nondiscrimination in all Programs and Activities,” which was developed to document the efforts HEPMPO undertakes on a continual basis to ensure compliance with Title VI and related statutes regarding nondiscrimination and environmental justice. The Plan includes a Title VI Policy Statement (in box below), Title VI Assurances, organization and compliance responsibilities and nondiscrimination complaint procedures. It also describes how HEPMPO ensures that Title VI requirements, including Environmental Justice and transportation equity considerations, are met.

HEPMPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations prohibiting discrimination in all programs and activities. For more information, or to file a Title VI related complaint, see www.hepmo.com/title-vi/ or call (240) 313-2080. If information is needed in another language, then contact (240) 313-2080. 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.

Contact

Mr. Matthew T. Mullenax, Executive Director

mmullenax@hepmo.net

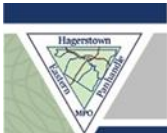
HEPMPO
33 West Washington Street
4th Floor, Suite 402
Hagerstown, MD 21740
(240) 313-2080

HEPMPO
226 Pilot Way
Suite E
Martinsburg, WV 25405
(304) 263-1743



Appendix A

Public Information Act Request Regulations



REGULATIONS CONCERNING PUBLIC INFORMATION ACT REQUESTS

POLICY NUMBER:
ADOPTION DATE: January 2, 2001
EFFECTIVE DATE: January 1, 2001
FILING INSTRUCTIONS: _____

TABLE OF CONTENTS

Chapter 01 Public Information Act RequestA-2

.01 General A-2

.02 Definitions A-2

.03 Who May Request A-2

.04 Necessity for Written Request A-3

.05 Contents of Written Request A-3

.06 Filing Written Request..... A-3

.07 Response to Written Request A-3

.08 Notification of Persons Who May Be Affected By Disclosure..... A-4

.09 Records Temporarily Unavailable..... A-4

.10 Records Destroyed or Lost A-4

.11 Review of the Denial..... A-4

.12 Disclosure Against Public Interest A-5

.13 Fees A-5

.14 Time of Inspection A-6

.15 Place of Inspection A-6



CHAPTER 01 PUBLIC INFORMATION ACT REQUESTS

.01 General.

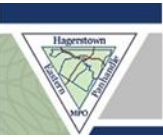
These regulations set out procedures for filing requests with Washington County, Maryland for the inspection and copying of records under the Public Information Act, State Government Article 10-611 through 10-628, Annotated Code of Maryland. It is the policy of the County to facilitate public access to the records of the County, when such access is allowed by law, by minimizing costs and time delays to persons requesting information.

.02 Definitions.

- A. "Act" means the Public Information Act, State Government Article 10- 611 through 10-628, Annotated Code of Maryland.
- B. "Applicant" means a person requesting disclosure of public records.
- C. "County" means Washington County, Maryland.
- D. "Custodian" means an authorized person employed by the County having personal custody and control of public records of the County.
- E. "Official Custodian" means the person who is responsible for the maintenance, care, and keeping of the public records of the County. Unless otherwise provided by law, the County Attorney is the official custodian of the County's records.
- F. "Public records" means all paper, correspondence, forms, books, photographs; photostats, films, microfilm, sound recordings, maps, drawings, or other written documents, regardless of physical form or characteristics. "Public records" includes all copies made or received by the County in connection with the transaction of public business and includes the salaries of all employees of the County.
- G. "Working day" means a day other than Saturday, Sunday, or a County holiday.
- H. "Written documents" means all books, papers, maps, photographs, cards, tapes, recordings, computerized records including e-mails, and other documentary materials, regardless of physical form or characteristics.

.03 Who May Request.

Any person may request to inspect or copy public records of the County.



.04 Necessity for Written Request.

A. Inspections.

- (1) Except as otherwise provided in this chapter, the custodian shall generally make public records available for inspection by an applicant without demanding, a written request.
- (2) The custodian shall require a written request if the custodian reasonably believes that the Act or any other law may prevent the disclosure of the record to the applicant or that a written request will materially assist the County in responding to the request.

B. Copies.

If the applicant is requesting a copy of any public record, the custodian may require a written request by the applicant.

.05 Contents of Written Request.

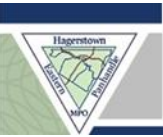
A written request shall contain the applicant's name and address, shall be signed by the applicant, and shall reasonably identify by brief description the record sought.

.06 Filing Written Request.

A written request shall be addressed to the custodian of the record. If the custodian is unknown to the applicant, the request may be addressed to the County Attorney.

.07 Response to Written Request.

- A. If the custodian decides to grant a written request for inspection, the custodian shall produce the record for inspection immediately or within a reasonable period, not to exceed 30 days from the date of the request where such period of time is needed to retrieve the information;
- B. If the custodian decides to deny the written request, the custodian shall do so within 30 days of the written request and immediately upon deciding to deny the request, notify the applicant of the denial.
- C. If a requested public record is not in the custody or control of the person to whom written application is made, that person shall, within 10 working days of the receipt of the request, so notify the applicant. If that person knows the name of the custodian of the record or the location or possible location of the record, this information shall also be given to the applicant.



- D. With the consent of the applicant, any time limit imposed by .07 A to C may be extended for an additional period not to exceed 30 days.

.08 *Notification of Persons Who May Be Affected By Disclosure.*

Unless prohibited by law, the custodian should notify any person who could be adversely affected by disclosure of a record that a request for inspection or copying of the record has been made. The custodian may consider the views of that person before deciding whether to disclose the record to the applicant.

.09 *Records Temporarily Unavailable.*

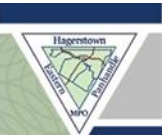
If a requested public record is in the custody and control of the person to whom written application is made but is not immediately available for inspection or copying, the custodian shall, within 10 working days of the receipt of the request, so notify the applicant and set a date and hour within a reasonable time for inspection or copying.

.10 *Records Destroyed or Lost.*

If a requested record has been destroyed' or lost, the custodian to whom the application is made shall, within 10 working days of the request, notify the applicant of this fact and explain in the response the reasons why the record cannot be produced.

.11 *Review of the Denial.*

- A. If a written request is denied by the custodian for a reason other than that the record is temporarily unavailable, the applicant may, within 30 days after receipt of the notice of the denial, request an administrative hearing.
- B. If the applicant requests a hearing, the hearing shall be conducted by a hearing officer designated by the County Attorney and the hearing shall be governed by Title 10, Subtitle 2 of the State Government Article. After the hearing, the hearing officer shall prepare a recommended decision for the County Attorney. The County Attorney shall issue the final decision of the County.
- C. If the hearing results in a total or partial denial of the written request, the applicant may file an appropriate action in the circuit court under 10-623 of the Act.
- D. If the applicant chooses not to request a hearing under ~A above, the applicant may file an action for judicial enforcement under 10-623 of the Act without exhausting that administrative remedy. HEPMPO Draft Participation Process 1/11/2007 14 of 19



.12 Disclosure Against Public Interest.

If, in the opinion of the County Attorney, disclosure of any public record that may otherwise be subject to disclosure under the Act would do substantial injury to the public's interest, the County Attorney may temporarily deny the request in writing and apply within 10 working days of the denial to the appropriate circuit court for an order permitting continued denial or restriction of access. Notice of the application filed with the circuit court shall be served on the applicant in the same manner that is provided for service of process by the Maryland Rules of Procedure.

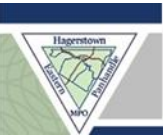
.13 Fees.

A. The fee schedule for copying and certifying copies of records is as follows:

- (1) Copies. The fee for each copy is \$.15 per page if reproduction is made by a photocopying machine within the County. If records are not susceptible to photocopying (for example, punch cards, magnetic tapes, blueprints, and microfilm), the fee for copies will be based on the actual cost of reproduction. There will be no charge for a request for five (5) copies or fewer.
- (2) Certification of Copies. If a person requests that a copy of a record be certified as a true copy, an additional fee of \$1.00 per page, or if appropriate, per item shall be charged.
- (3) Other documents. Standard engineering drawings (24" x 36") and half-sheet or right-of-way plat sizes will be charged at \$2.50 per sheet, and the cost of copying larger plats shall be computed by the total area of the document at the rate of \$2.25 plus \$.04 per square foot.
- (4) Search Fee Charged. A search fee of \$15.00 per hour will be charged for the time required to search for and assemble documents in response to the request. No charge will be assessed for the first two hours incurred.

B. Notwithstanding paragraph A above, if the fees for copies, printouts, photographs, or certified copies of any record are specifically prescribed by a law other than the Act or this regulation, the prescribed fee shall be charged.

C. If the custodian is unable to copy a record within the County, the custodian shall make arrangements for the prompt reproduction of the record at public or private facilities outside the County. The custodian shall either collect from the applicant a fee to cover the actual cost of reproduction or direct the applicant to pay the cost of reproduction directly to the facility making the copy.



- D. Before copying a record, the custodian shall estimate the cost of reproduction and either obtain the agreement of the applicant to pay the cost or demand prepayment of any estimated fee before reproducing the record.
- E. Except as provided in subsection F, the official custodian shall charge the fee set forth in section .13(A)(4) for official's or employee's time expended searching for requested records or for any time expended preparing records for inspection and copying. '
- F. The official custodian may not charge any search or preparation fee for the first two hours of official or employee time that is needed to respond to a request for information.
- G. Upon request, the official custodian may waive or reduce any fee charged pursuant to this regulation if the custodian determines that the waiver or reduction is in the public interest. The official custodian shall consider, among other relevant factors, the ability of the applicant to pay the cost or fee.
- H. If the applicant requests that copies be mailed or delivered to the applicant, the custodian may charge the applicant for the cost of postage or delivery to the applicant.

.14 *Time of Inspection.*

An applicant may inspect any public record that the applicant is entitled to inspect during the normal working hours of the County.

.15 *Place of Inspection.*

The place of inspection shall be the place where the document is located unless the custodian, after taking into account the applicant's expressed wish, determines that another place of inspection is more suitable and convenient.



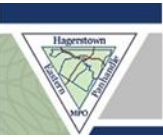
Appendix B

HEPMPO Resource Agencies



Federal guidelines of the metropolitan planning process requires the outreach of local planning partners to provide better insight to the needs and objectives of the region. HEPMPO understands the importance and benefits of reaching out to resource agencies in the community. The following list identifies the potential agencies/ organizations that have an interest or have participated in HEPMPO's metropolitan transportation planning process. The list will be updated frequently as HEPMPO's outreach efforts identify additional resource agencies.

Maryland	West Virginia
ARC of Washington County	Appalachian Trail Conservancy
Community Action Council	Berkeley County Office of Homeland Security and Emergency Management
CSX Railroad	Berkeley County Parks and Recreation
Greater Hagerstown Committee	Blue Ridge Community & Technical College
Hagerstown Community College	Eastern Panhandle Home Builders Association
Hagerstown Housing Authority	Eastern Panhandle Regional Airport
Hagerstown Regional Airport	Jefferson County Chamber of Commerce
Hagerstown-Washington County Chamber of Commerce	Jefferson County Convention and Visitor Bureau
Hagerstown-Washington County Convention and Visitors Bureau	Jefferson County Development Authority
Housing Authority of Washington County	Jefferson County Office of Emergency Management
Maryland Department of Natural Resources	Martinsburg-Berkeley County Chamber of Commerce
National Park Service - C&O Canal, Antietam Battlefield	Martinsburg-Berkeley County Library
Norfolk-Southern Railroad	Martinsburg Housing Authority
PenMar Development Corporation	National Park Service - Harpers Ferry, Appalachian Trail
University System of Maryland - Hagerstown	Shepherd University
Washington County Buildings, Grounds, and Parks Department	West Virginia Department of Environmental Protection
Washington County Commission on Aging	
Washington County Home Builders Association	
Washington County Emergency Services	
Washington County Volunteer Fire and Rescue Association	
Washington County Free Library	
Winchester and Western Railroad	



Appendix C

Memorandum of Understanding Between HEPMPO and Franklin County, PA



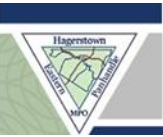
MEMORANDUM OF UNDERSTANDING
Coordination of the Transportation Planning Processes
Between
Franklin County Metropolitan Planning Organization
and
Hagerstown/Eastern Panhandle Metropolitan Planning Organization

I. Background and Purpose

- A. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and the Franklin County Metropolitan Planning Organization (Franklin MPO) recognize that the Hagerstown, Maryland, Urbanized Boundary extends into Franklin County, Pennsylvania. The purpose of this agreement is to define the roles and responsibilities of the Metropolitan Planning Organizations (MPOs).
- B. This agreement provides the framework for the responsibilities of the Franklin MPO and HEPMPPO in regard to the federally mandated transportation planning and programming for the Hagerstown Urbanized Area within Franklin County. Each MPO will coordinate with the other on planning and programming of studies and projects that will impact the economy, environment, transportation systems and quality of life for the citizens within their respective planning areas.

II. General Points of Understanding and Agreement

- A. We agree to collaborate in the planning, conduct and reporting of transportation related information at the state and regional levels. We agree to share information and plans in order to achieve the goals of state and regional transportation plans, and to assist, where appropriate, in the joint selection of projects, and improve the coordination of investment across borders.
- B. We agree to work together to achieve compliance with all federal planning regulations and guidance.
- C. We agree that staffs of both MPOs will meet as needed to review progress of cooperative efforts, to discuss key findings from program activities, and to discuss the scope, plans and implementation of activities under consideration for the next planning cycle.
- D. We agree that Franklin County will maintain a non-voting seat on the HEPMPPO Board and a representative from the HEPMPPO will have a non-voting seat on the Franklin County MPO Board.
- E. This agreement will be reviewed when either agency identifies the need for a review.



III. Specific Points of Understanding and Agreement

A. MPO Boundary

1. We recognize the Franklin MPO Boundary is the entire County of Franklin.

B. Long Range Transportation Plans (LRTPs)

1. We recognize the currently adopted Franklin County Metropolitan Planning Organization Long Range Transportation Plan is the transportation plan for Franklin County, Pennsylvania. This includes the portion of the Hagerstown Urbanized Area in Franklin County.
2. We agree the Franklin MPO should address planning/programming needs of the Hagerstown Urbanized Area within Franklin County. Findings of the Franklin MPO concerning its portion of the Hagerstown Urbanized Area will be incorporated in the Long Range Transportation Plan for the Franklin MPO.

C. Transportation Improvement Program (TIP)

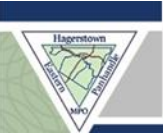
1. We agree to work together on planning and programming transportation projects for the Hagerstown Urbanized Area within Franklin County where applicable funds are spent on projects and programs that improve the transportation system. However, the Franklin County MPO will program the projects for the section of the Hagerstown Urbanized Area within Franklin County.

D. Unified Planning Work Program (UPWP)

1. The Franklin MPO will develop and submit a work plan for all work in the Hagerstown Urbanized Area within Franklin County.
2. To help ensure the continuity of federal funds and help support the planning process within the two existing MPO planning area boundaries, each agency agrees to abide by the methodology and process currently used to allocate planning funds to the respective MPOs.

E. Other Planning Activities

1. We agree to work together to identify the need for corridor projects that cross the MPO boundary.
2. We agree the Franklin MPO will address urban area boundary issues and review the functional classification of all public roads and streets within



Franklin County on a periodic basis. This review will be completed using the National Functional Classification System guidelines.

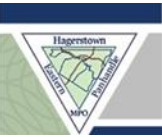
3. We agree to cooperate with planning and implementation of our respective management and monitoring systems, especially the congestion management processes (CMP) system.
4. We agree to coordinate air quality maintenance and conformity issues as they affect the regional attainment status and conformity of each MPO's Long Range Transportation Plan and Transportation Improvement Program. However, the Franklin County MPO will be responsible for air quality maintenance and conformity relative to the Hagerstown Urbanized Area within Franklin County.

Martin E. Brubaker, Chairman
Hagerstown/Eastern Panhandle MPO

June 5, 2013
Date

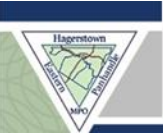
Robert Thomas, Chairman
Franklin County MPO

May 1, 2011
Date



Appendix D

Memorandum of Understanding Between HEPMPO and Winchester-Frederick County MPO, VA



MEMORANDUM OF UNDERSTANDING
Coordination of the Transportation Planning Processes
Between

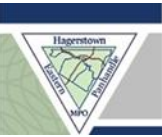
Winchester-Frederick County (WinFred) Metropolitan Planning Organization (MPO)
and
Hagerstown/Eastern Panhandle (HEP) Metropolitan Planning Organization (MPO)

I. Background and Purpose

- A. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and the Winchester-Frederick County Metropolitan Planning Organization (WinFred MPO) recognize that the Hagerstown, Maryland, Urban Boundary extends into Frederick County, Virginia. The purpose of this agreement is to define the roles and responsibilities of the Metropolitan Planning Organizations (MPOs).
- B. This agreement provides the framework for the responsibilities of the WinFred MPO and HEPMPO in regard to the federally mandated transportation planning and programming for the Hagerstown Urbanized Area within Frederick County. Each MPO will coordinate with the other on planning and programming of studies and projects that will impact the economy, environment, transportation systems and quality of life for the citizens within their respective planning areas.

II. General Points of Understanding and Agreement

- A. We agree to collaborate in the planning, conduct and reporting of transportation related information at the state and regional levels. We agree to share information and plans to achieve the goals of state and regional transportation plans, and to assist, where appropriate, in the joint selection of projects, and improve the coordination of investment across borders.
- B. We agree to work together to achieve compliance with all federal planning regulations and guidance.
- C. We agree that staff of both MPOs will meet as needed to review progress of cooperative efforts, to discuss key findings from program activities, and to discuss the scope, plans and implementation of activities under consideration for the next planning cycle.
- D. We agree that Frederick County will maintain a non-voting seat on the HEPMPO Board and a representative from the HEPMPO will have a non-voting seat on the WinFred MPO Board.
- E. This agreement will be reviewed when either agency identifies the need for a review.



III. Specific Points of Understanding and Agreement

A. MPO Boundary

1. We recognize the WinFred MPO boundary is the eastern portion of Frederick County and the City of Winchester.

B. Metropolitan Transportation Plans (MTPs)

1. We recognize the currently adopted WinFred MPO Metropolitan Transportation Plan is the transportation plan for WinFred MPO. This includes the portion of the Hagerstown Urbanized Area in Frederick County.
2. We agree the WinFred MPO should address planning/programming needs of the Hagerstown Urbanized Area within Frederick County. Findings of the WinFred MPO concerning its portion of the Hagerstown Urbanized Area will be incorporated in the Metropolitan Transportation Plan for the WinFred MPO.

C. Transportation Improvement Program (TIP)

1. We agree to work together on planning and programming transportation projects for the Hagerstown Urbanized Area within Frederick County where applicable funds are spent on projects and programs that improve the transportation system. However, the WinFred MPO will program the projects for the section of the Hagerstown Urbanized Area within Frederick County.

D. Unified Planning Work Program (UPWP)

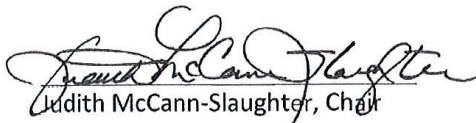
1. The WinFred MPO will develop and submit a work plan for all work in the Hagerstown Urbanized Area within Frederick County.
2. To help ensure the continuity of federal funds and help support the planning process within the two existing MPO planning area boundaries, each agency agrees to abide by the methodology and process currently used to allocate planning funds to the respective MPOs.

E. Other Planning Activities


1. We agree to work together to identify the need for corridor projects that cross the MPO boundary.
2. We agree the WinFred MPO will address urban area boundary issues and VDOT review the functional classification of all public roads and streets within Frederick County on a periodic basis. This review will be completed using the National Functional Classification System guidelines.



3. We agree to coordinate air quality maintenance and conformity issues as they affect the regional attainment status and conformity of each MPO's Metropolitan Transportation Plan and Transportation Improvement Program. However, the WinFred MPO will be responsible for air quality maintenance and conformity relative to the Hagerstown Urbanized Area within Frederick County.


Judith McCann-Slaughter, Chair
Winchester Frederick County MPO

9-26-2023
Date


Kevin D. Cerrone, Chair
Hagerstown/Eastern Panhandle
MPO

10-18-23
Date

Invoice Summary

	Amount Programmed FY 2025	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Year total	Percent Expended	Unused funds
Total MPO Expense:	\$811,388.00	\$83,806.44	\$237,862.41	\$195,799.30				
Maryland Expense:	\$348,038.00	\$47,152.18	\$114,872.61	\$96,282.09				
West Virginia Expense:	\$463,350.00	\$36,654.26	\$122,989.80	\$99,517.21				
MD Breakdown:								
MD FHWA Funds (80%)	\$204,001.00	\$19,763.52	\$68,319.74	\$57,077.45		\$145,160.71		\$58,840.29
MD FTA (80%)	\$74,429.00	\$17,958.22	\$23,578.35	\$19,948.24		\$61,484.81		\$12,944.19
MD DOT Matching Funds (10%)	\$34,804.00	\$4,715.24	\$11,487.26	\$9,628.20		\$25,830.70		\$8,973.30
Local Share (10%)	\$34,804.00	\$4,715.20	\$11,487.26	\$9,628.20		\$25,830.66		\$8,973.34
MD Total	\$348,038.00	\$47,152.18	\$114,872.61	\$96,282.09	\$0.00	\$258,306.88	74.2%	\$89,731.12
WV Breakdown:								
NEW PLANNING FUNDS								
WV Fed Consolidated PL Funds (80%)	\$370,680.00	\$29,323.41	\$98,391.84	\$79,613.77	\$0.00	\$207,329.02		\$163,350.98
WV DOT Matching Funds (10%)	\$46,335.00	\$3,665.43	\$12,298.98	\$9,951.72	\$0.00	\$25,916.13		\$20,418.87
Region IX Local (10%)	\$46,335.00	\$3,665.43	\$12,298.98	\$9,951.72	\$0.00	\$25,916.13		\$20,418.87
Regular Planning Subtotal	\$463,350.00	\$36,654.26	\$122,989.80	\$99,517.21	\$0.00	\$259,161.27	55.9%	\$204,188.73

Cost Summary Analysis												
		Short Range (6010)	TIP (6020)	Traffic Data (6050)	GIS (6051)	Long Range (6100)	Service (6250)	AQ Conf (6300)	Transit (6500)	Sp. Studies (6650)	Admin. (6990)	Total
Current Invoice Expenditures												
	MD	\$281.37	\$14,713.97	\$960.00	\$1,642.68	\$3,528.25	\$230.05		\$17,894.88	\$51,754.46	\$5,276.43	\$96,282.09
	WV	\$522.20	\$14,666.52	\$1,240.27	\$3,943.22	\$9,970.66			\$3,093.94	\$60,792.07	\$5,288.33	\$99,517.21
	Total Invoice	\$803.57	\$29,380.49	\$2,200.27	\$5,585.90	\$13,498.91	\$230.05		\$20,988.82	\$112,546.53	\$10,564.76	\$195,799.30
Year-to-Date Expenditures												
Invoice #1	MD	\$276.95	\$3,457.02	\$153.37	\$3,398.76	\$230.05	\$306.74		\$18,900.73	\$15,924.21	\$4,504.35	\$47,152.18
	WV	\$340.95	\$3,972.87	\$76.68	\$3,344.93	\$920.22	\$0.00		\$4,846.92	\$17,535.01	\$5,616.68	\$36,654.26
Invoice #2	MD	\$153.37	\$3,095.49	\$0.00	\$1,095.12	\$383.42	\$1,073.59		\$17,793.45	\$83,077.59	\$8,200.58	\$114,872.61
	WV	\$311.16	\$3,440.87	\$0.00	\$3,285.35	\$996.91	\$0.00		\$3,219.44	\$102,403.68	\$9,332.39	\$122,989.80
Invoice #3	MD	\$281.37	\$14,713.97	\$960.00	\$1,642.68	\$3,528.25	\$230.05		\$17,894.88	\$51,754.46	\$5,276.43	\$96,282.09
	WV	\$522.20	\$14,666.52	\$1,240.27	\$3,943.22	\$9,970.66			\$3,093.94	\$60,792.07	\$5,288.33	\$99,517.21
Invoice #4	MD											
	WV											
YTD Subtotal	MD	\$711.69	\$21,266.48	\$1,113.37	\$6,136.56	\$4,141.72	\$1,610.38		\$54,589.06	\$150,756.26	\$17,981.36	\$258,306.88
	WV	\$1,174.31	\$3,972.87	\$1,316.95	\$10,573.50	\$11,887.79	\$0.00		\$11,160.30	\$180,730.76	\$20,237.40	\$259,161.27
FY 2025 BUDGET												
	MD	\$4,419.00	\$23,192.00	\$2,517.00	\$13,532.00	\$12,904.00	\$7,617.00	\$1,741.00	\$69,421.00	\$184,754.00	\$27,939.00	\$348,036.00
	WV	\$6,352.00	\$48,072.00	\$3,876.00	\$19,618.00	\$18,360.00	\$10,849.00	\$2,334.00	\$17,774.00	\$298,881.00	\$37,232.00	\$463,348.00
	Overall	\$10,771.00	\$71,264.00	\$6,393.00	\$33,150.00	\$31,264.00	\$18,466.00	\$4,075.00	\$87,195.00	\$483,635.00	\$65,171.00	\$811,384.00
Remaining Budget (+/-)												
	MD	\$3,707.31	\$1,925.52	\$1,403.63	\$7,395.44	\$8,762.28	\$6,006.62	\$1,741.00	\$14,831.94	\$33,997.74	\$9,957.64	\$89,729.12
	WV	\$5,177.69	\$44,099.13	\$2,559.05	\$9,044.50	\$6,472.21	\$10,849.00	\$2,334.00	\$6,613.70	\$118,150.24	\$16,994.60	\$204,186.73
	Overall	\$8,885.00	\$46,024.65	\$3,962.68	\$16,439.94	\$15,234.49	\$16,855.62	\$4,075.00	\$21,445.64	\$152,147.98	\$26,952.24	\$293,915.85