



NASHVILLE AREA

# Metropolitan Planning Organization

THE HONORABLE KENNETH WILBER, CHAIRMAN  
DOUG DEMOSI, TECHNICAL COMMITTEE CHAIRMAN  
MICHAEL SKIPPER, EXECUTIVE DIRECTOR & SECRETARY

## MPO Executive Board

Wednesday, April 15, 2015 @ 9:00 AM

Second Floor Conference Room of the Nashville MTA Music City Central Station  
400 Charlotte Avenue in Nashville, Tennessee

**1. ACTION ITEM: Approve March 18, 2015 Meeting Minutes (attachment)**

**2. Public Comment**

**3. MPO Chair's Report**

**4. ACTION: MPO Prospectus and Organizational Bylaws (attachment)**

MPO staff has drafted an update to the Prospectus and Organizational Bylaws to account for the expansion of the MPO's planning area and voting membership enacted in 2014, and changes in federal law since the passage of MAP-21. Many elements within the Prospectus are required by federal regulations.

**RECOMMENDATION: Approve updates to the Prospectus and Organizational Bylaws document**

**5. PRESENTATION: Findings from Regional Bicycle & Pedestrian Planning Activities**

MPO staff will present findings from the recent update to regional bicycle and pedestrian datasets and analysis including facility inventories, level of service analysis, and latent demand modeling.

*More information can be found in the technical memorandums posted on the MPO website at:*

[http://www.nashvillempo.org/regional\\_plan/walk\\_bike/regional\\_study.aspx](http://www.nashvillempo.org/regional_plan/walk_bike/regional_study.aspx)

**6. PRESENTATION: Report from NashvilleNext: Metro Nashville's General Plan Update**

Jennifer Carlat from the Metro Planning Department and the NashvilleNext team will provide an update on the NashvilleNext process. The draft plan was released on March 27 for a public comment period extending through April 30.

*The draft plan is available for review at <http://www.NashvilleNext.net> including a twenty-page overview called the Guidebook at:*

<http://www.nashville.gov/Portals/0/SiteContent/Planning/docs/NashvilleNext/DraftPlan/next-guidebook-3.pdf>

**7. MPO Director's Report**

**8. Other Business**

**9. Adjourn until May 20, 2015**

**Agenda Item 1. A UfVW % XB Meeting Minutes**

**MINUTES**  
**EXECUTIVE BOARD**  
**of the**  
**Nashville Area Metropolitan Planning Organization**  
**March 18, 2015**

Attendees: Mayor Rogers Anderson, Mr. Andy Barlow (for Mayor Ed Hagerty), Mr. Steve Bland, Mayor Howard Bradley, Mayor Paige Brown, Mayor Ernest Burgess, Mayor Patti Carroll, Mr. Corbin Davis, Mayor Bonnette Dawson, Mayor Karl Dean, Mr. Tim Ellis (for Mayor John Coombs), Mayor Scott Foster, Mr. Harry Gill (for Mayor Mary Esther Reed), Mayor Rick Graham, Mr. Gerald Herman (for Mayor Michael Arnold), Executive Anthony Holt, Mayor Randall Hutto, Mr. Larry McGoogin, Mr. Ken McLawhon (for Mayor Jimmy Alexander), Ms. Caryn Miller (for Mayor Timothy Lassiter), Mayor Ken Moore, Mayor Charlie Norman, Mr. Paul Nutting (for Mayor Billy Paul Carneal), Mr. Toks Omishakin (for Gov. Bill Haslam), Mr. Dana Richardson (for Mayor Shane McFarland), Mr. Tim Roach, Mayor Ken Wilber

**Approve January 21, 2015 meeting minutes**

Mayor Ken Wilber, Chair, opened the meeting at 9:00 a.m. Mayor Howard Bradley moved to approve the January 15, 2015 meeting minutes with Mayor Randall Hutto seconding. The motion passed unanimously.

**Public Comment**

Ms. Margo Chambers, Nashville, said that the MPO's sponsor agency should be listed as the Metropolitan Nashville-Davidson County Council, not the Metropolitan Planning Commission due to the funding approval issues. She also said that the Metropolitan Planning Commission is considering approving a land use issue at St. Thomas Hospital on Harding Road It is Application 2013SP 018-001. This will trigger an automatic cancellation of the Harding Town Center UDO that will negatively affect the MPO's CMAQ and transit federal funds. She also stated that she agreed with the Weighted Vote as described in the MPO Bylaws and Prospectus.

**MPO Chair's Report**

Mayor Wilber said that he had represented this MPO at U.S. Secretary of Transportation Foxx's Mayor's Challenge for Safer People, Safer Streets in Washington, D.C. last week. He said that this initiative is focused on promoting complete streets and encouraged other mayors to participate.

More information at <http://www.dot.gov/mayors-challenge>

## **Proposed Amendments to the FYs 2014-2017 TIP**

Mr. Michael Skipper, MPO Director, said that the following proposed amendments to the *Transportation Improvement Program* (TIP) have been out for the required 21-day public comment period. There has been no comments received to-date.

Mayor Wilber opened the public hearing. Ms. Margo Chambers said that she supports the non-Weighted Vote provision in the MPO Bylaws. With no other comments, Mayor Wilber closed the public hearing.

Mayor Karl Dean moved to adopt Resolution 2015-001 amending the FYs 2014-2017 TIP. Mayor Ken Moore seconded and the motion passed unanimously.

More information is available at [NashvilleMPO.org/plans\\_programs/tip/](http://NashvilleMPO.org/plans_programs/tip/).

### **PROPOSED AMENDMENTS:**

<b>Amend#</b>	<b>TIP #</b>	<b>Project Name</b>	<b>Sponsor</b>	<b>Action</b>
2015-020	2014-75-021	Hamilton Springs Station Construction	RTA	Commit Construction Reserve Funds
2015-021	2015-65-075	Vehicle Replacements for Vanpool	Williamson County/TMA Group	Add Project to TIP
2015-022	2014-85-015	Vanpool Vehicle Replacements	MPO	Shift Funds
2015-023	2014-85-014	Regional Park & Ride	Williamson County/TMA Group	Shift Funds
2015-024	2015-69-076	I-40 Truck Climbing Lane	TDOT	Add Project to TIP
2015-025	2015-87-077	Signage of US Bike Route 23	TDOT	Add Project to TIP
2015-026	2014-86-6666	MPO Active Transportation Program	MPO	Shift Funds
2015-027	2008-71-038	Beckwith Road/Eastern Connector	Mt. Juliet	Edit Project Scope

### **SCHEDULE:**

- *2/4 – TCC Endorsement*
- *2/18 –XB Endorsement*
- *2/20-3/18 – Public Review and Comment Period*
- *3/4 – First Public Hearing (TCC)*
- **3/18 – Second Public Hearing / Adoption (XB)**

### **MPO Prospectus and Organization Bylaws**

Mr. Skipper presented the update to the Prospectus and Organizational Bylaws. He said that the update reflects 1) changes in the MPO area, 2) changes of federal regulations in MAP-21, and 3) clearer explanation of the MPO process. He said that the requirement to change this document is to present it to the Board at one meeting and to put it to a vote at the next meeting.

Mr. Skipper asked that when the members for their review and comment prior to the next meeting. Mr. Skipper said that he would do an Executive Summary of the changes and also include a preface of

Frequently Asked Questions. Mr. Larry McGoogin asked how often this document is updated. Mr. Skipper said that there is no set schedule, but that it should be updated periodically to reflect the current state of planning and MPO requirements.

Mayor Ernest Burgess asked about the Prospectus and its relationship to the status of the proposed legislation (HB1275) that seeks to alter the MPO's voting structure.

Mr. Skipper said that the original language in HB 1275 is expected to be amended to allow the current voting structure to remain intact, but require that it include a representative from area county highway departments. The bill would also prohibit the use of weighed voting. As drafted, the bill would apply only to MPOs operating wholly within Tennessee. The MPOs in Memphis, Chattanooga, Clarksville, and Bristol would not be affected.

In all 4 out of the 11 MPOs in Tennessee have a weighted vote provision in their bylaws. These are typically in place to ensure that a board is representative of the population for MPOs whose board composition is not. Under normal conditions, each individual member of the Nashville Area MPO board has an equally weighted vote – one vote per member. However, the bylaws allow any member to enact the weighted vote provision which would effectively apply a population-proportionate weight to each member's vote. The weighted vote can only be used on matters pertaining to the Regional Transportation Plan, the Transportation Improvement Program – which are both responsible for allocated dollars intended for the urbanized area within the MPO region. Any action that is subject to a weighted vote must pass with 2/3 (66%) majority of the board. Metro Nashville's weighed vote is less than 42%.

The weighted vote can also be used on amendments to the bylaws. This allowance is intended to be consistent with federal law which requires that any substantive changes to the MPOs governance structure be approved with the concurrence of elected officials representing at least 75% of the MPO's total population AND the largest incorporated city.

Mr. Skipper described the the MPO geography which includes rural and urban areas. He said that there are two urbanized areas (UZAs) which received an annual allocation of funding for which the board is responsible for programming. He said that while this Board has demonstrated its willingness to program those UZA funds to members outside the UZA, the weighed vote ensures that funds ultimately go to those intended locations by allowing the communities with more population to have a greater say in their distribution. He said that the State has other pots of money for the areas outside the UZAs.

Mayor Rick Graham asked what the difference is between urban clusters and urbanized area. Mr. Skipper said that each is a particular type of urban area as defined by the Census Bureau. Urban clusters are areas with less than 50,000 in population and urbanized areas have more than 50,000 in population.

Executive Holt asked if the weighted vote only applies to Davidson County or to the entire UZA. Mr. Skipper said that the weighted vote applies to everyone. In a weighed vote situation, each jurisdictions vote is based on its share of the region's population. He said that the reason it is there is to make sure that the board is representative of the region's population [instead of the number and distribution of

government entities] and that partners inside the UZA have more say in how UZA funds are spent within the region.

Mayor Dean asked if the weighted vote only applies to the UZA. Mr. Skipper said no, it applies to the entire area, but can only be used on matters pertaining to the RTP, TIP, or bylaws. Mr. Skipper said that the MPO has discretion on how this UZA funding is spent even outside the UZAs. Areas outside of the UZA have access to other funding sources.

Mayor Scott Foster asked what problem the Legislature is trying to solve by this Bill. Mr. Skipper said that there hasn't been any clear indication of what problem the sponsor or constituents is trying to solve that is related specifically to the board's voting structure, but that constituents have testified that they were displeased with the Amp project.

Mr. Toks Omishakin said that Federal law supersedes the Bill. Mayor Ernest Burgess said that it seemed absurd for anyone to think that Davidson County has more power than the rest of the Board combined.

Mr. Skipper said that letters will go out shortly showing the estimated dues for budgeting purposes. These will be due before December 31, 2015.

Mayor Dean asked what the County Highway Association is. Mr. Skipper said it represents all of the county highway departments within the State. He said that the county highway departments are public entities and the Bill would allow the Association to determine who would be on our Board.

Mayor Anderson said that there needs to be a county highway representative on the Board to share what is going on. Mr. Omishakin said that the representative should be from a highway department not from the Association. Mr. Skipper said that this could be done without legislation. Mayor Wilber suggested that issue be discussed at the next meeting but that members should continue to voice their opposition to the legislation which seems unnecessary.

### **Transportation and Public Health Outcomes**

Dr. Geoffrey Whitfield, The Centers for Disease Control and Prevention, presented the findings from his analysis using the MPO's Integrated Transportation and Health Impact model (ITHIM). He said that ITHIM is a brand new tool that estimates the benefits to public health resulting from changes in regional travel behaviors (e.g., increased walking, bicycling, transit use). Initially developed in the United Kingdom, this is the first deployment of the model in the United States outside of a few locations in California. MPO staff has been working with the CDC and California counterparts to advance the state of the practice.

He said that having complete streets can lead to lower vehicular trips and more active transportation which in turn reduces air pollution which causes respiratory disease. Increased physical activity can lead to a reduction in many chronic diseases. However, more active transportation (walking, biking) increases vulnerability in traffic.

Mr. Whitfield said that Tennessee ranks 4<sup>th</sup> highest in the nation in obesity. He said that 62% of Tennesseans do not meet aerobic physical activity guidelines with Nashville ranking 57%. He said that by increasing the activity level can reduce disease and can save \$300,000.00 in healthcare a year.

For more information go to [www.cdc.gov/healthyplaces](http://www.cdc.gov/healthyplaces) or email Mr. Whitfield at [XDH5@cdc.gov](mailto:XDH5@cdc.gov)

With no further business, the meeting was adjourned at 10:10 a.m.

Date: \_\_\_\_\_

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The Honorable Kenneth Wilber  
Chairman, MPO Executive Board

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Michael Skipper, AICP  
Executive Director and Secretary

**Agenda Item 4. Draft Prospectus & Organizational Bylaws**

**Nashville Area Metropolitan Planning Organization**

# **Prospectus & Organizational Bylaws**

*Respectfully drafted in March 2015 for the citizens of  
Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson Counties by the:*

**Nashville Area Metropolitan Planning Organization**

800 Second Avenue South

Nashville, Tennessee 37201

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[www.NashvilleMPO.org](http://www.NashvilleMPO.org)



Funding for this document was provided by the U.S. Department of Transportation Federal Highway Administration and Federal Transit Administration, the Tennessee Department of Transportation, and local government members of the Nashville Area Metropolitan Planning Organization.



### **Non-Discrimination Policy | Equal Employment Opportunity Employer**

The Nashville Area Metropolitan Planning Organization does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices because of non-merit factors shall be prohibited.

**ADA and Title VI inquiries** should be forwarded to: Michelle Lacewell, Nashville Area MPO, 800 Second Avenue South, Nashville, TN 37201, (615) 880-2152, Lacewell@NashvilleMPO.org.

*Inside Cover Photo: Tennessee Bicentennial Mall, Max Baker, Nashville Area MPO*

# Table of Contents

<b>1.0 Introduction</b>	<b>1</b>
1.1 About the MPO and Prospectus	1
1.2 Federal Requirements	1
1.3 MPO Planning Products	2
1.4 The Metropolitan Planning Area	4
1.5 Mission, Guiding Principles, Regional Goals	5
1.6 Statewide Transportation Planning & Programming	7
<b>2.0 Organization &amp; Management</b>	<b>8</b>
2.1 Organizational Structure	8
2.2 Sources of Funding	10
2.3 Governance & Decision-Making	11
2.4 Public & Stakeholder Participation	12
<b>3.0 Partnering Agencies</b>	<b>14</b>
3.1 Federal Agencies	14
3.2 State Agencies	14
3.3 Regional Agencies	15
3.4 Public Transit Agencies	16
<b>4.0 Rules &amp; Bylaws of the Executive Board</b>	<b>18</b>
Article 1. Name	18
Article 2. Composition and Voting	18
Article 3. Duties	18
Article 4. Organization	19
Article 5. Duties of the Chairperson	19
Article 6. Duties of the Financial and Audit Committee	19
Article 7. Meetings	19
Article 8. Rules of Order	20
Article 9. Effective Date & Amendments	20
<b>Appendix A. Map of the MPO Planning Area</b>	<b>A-1</b>
<b>Appendix B. Executive Board Membership &amp; Voting</b>	<b>B-1</b>
<b>Appendix C. Technical Committee Membership</b>	<b>C-1</b>
<b>Appendix D. MPO Staff Contacts</b>	<b>D-1</b>
<b>Appendix E. MPO Policies</b>	<b>E-1</b>
MPO Sponsorship Policy	E-1
Regional Membership Dues Policy	E-4
Transportation Funding/ Programming Polices	E-5
<b>Appendix F. Regional Transit Agreements</b>	<b>F-1</b>
<b>Appendix G. Acronyms and Definitions</b>	<b>G-1</b>

# 1.0 Introduction

## 1.1 About the MPO and Prospectus

Established through federal legislation, Metropolitan Planning Organizations (MPOs) exist throughout the United States in all urbanized areas of more than 50,000 people. MPOs have the authority to prioritize and program transportation projects in their respective regions for federal funding appropriated by the United States Congress.

The Nashville Area MPO is the federally-designated transportation planning agency for nearly 1.5 million people across Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson counties. Serving as a regional partnership among the U.S. Department of Transportation (U.S. DOT), Tennessee Department of Transportation (TDOT), local governments, and public transit agencies, the MPO provides an opportunity for the business community and citizens across the seven county planning area to participate in the development of the region's long-range transportation plan and short-range improvement program. In addition, the MPO contributes to ongoing conversations about economic growth and development, land use and urban design, climate change and the environment, public safety and security, and public health and wellness. The MPO is responsible for ensuring the region is in compliance with federal transportation planning requirements and national ambient air quality standards.

This prospectus presents an overview of the Nashville Area MPO, its organizational structure and responsibilities, and the procedures used to carry out the federally-mandated transportation planning process in the Nashville region. The prospectus also provides a summary of other agencies involved in regional planning activities and includes the bylaws of the MPO's governing body known as the Executive Board.

The planning process is periodically updated to account for ever-changing federal regulations, advancements in technology, and shifts in national and local community priorities. As such, this document replaces the previous prospectus adopted by the MPO in August 2007 and updated in March 2010. Moreover, this prospectus may be amended at any time by a majority vote of the MPO Executive Board. Amendments must be presented in writing at a board meeting, and adopted at a subsequent meeting.

## 1.2 Federal Requirements

Since the 1960's, the federal government has required that metropolitan areas undertake a continuing, comprehensive, and cooperative planning process. Legislation requires that all modes of surface transportation be considered during the planning process including private automobiles, public transit, walking, and bicycling, as well as movements for people and goods.

In 2012, the U.S. Congress passed and the President signed into law the transportation act entitled, *Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP-21). This federal legislation defines eight specific planning factors to be considered when developing transportation plans and programs in a metropolitan area to ensure consistency with national goals and objectives:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

Across the U.S., this federally-required planning process is administered through State departments of transportation and carried out by the appropriate MPO. In Tennessee, TDOT is responsible for ensuring compliance with the federal requirements carried out by eleven MPOs including the Nashville Area MPO. MPOs are responsible for:

- Monitoring the conditions of the existing transportation network;
- Identifying existing capacity or safety problems through detailed planning studies to develop candidate transportation improvements;
- Forecasting future population and employment growth for the region;
- Evaluating the effects that future land use plans will have on transportation infrastructure within major growth corridors throughout the region;
- Developing alternative growth scenarios to evaluate the affects that land use and transportation choices made today will have on the region's future;
- Estimating the impact that an expanding transportation system will have on air quality;
- Developing a financial plan that identifies the costs and revenues associated with the continued operation and maintenance, and future expansion of the region's transportation system; and
- Working with the public and stakeholders to determine the region's priorities for improving the transportation system with the anticipated revenue.

### **Federal Certification of the MPO**

Federal regulations require that the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation jointly review and evaluate the transportation planning process carried out by MPOs in areas with an urbanized area population of 200,000 or more people, no less than every four years.

The Nashville Area MPO was last reviewed and certified by the FHWA Tennessee Division Office and Region IV Office of the FTA in August 2014. That certification review was comprised of a desk review, an on-site visit, and a public involvement opportunity hosted by FHWA and FTA. Federal certification reports are available online at [http://nashvillempo.org/publications\\_docs/](http://nashvillempo.org/publications_docs/).

## **1.3 MPO Planning Products**

In order to carry out its responsibilities, the MPO produces three major work products: a Regional Transportation Plan (also known as the RTP or long range transportation plan), a Transportation Improvement Program (TIP), and a Unified Planning Work Program (UPWP). The MPO also produces a Public Participation Plan (PPP) to help communicate to partners and the general public opportunities for input. The PPP also specifies the process and timelines for adopting and amending MPO plans and programs.

MPO plans and programs are available to the public and interested parties at the MPO's website at [NashvilleMPO.org](http://NashvilleMPO.org), by calling the MPO at (615) 862-7204, or by visiting the MPO offices at 800 Second Avenue South, Nashville, Tenn. 37210.

### **Regional Transportation Plan**

The Regional Transportation Plan (RTP) is a long-range, twenty-five year multimodal strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities to help manage congestion, increase regional mobility options, and conform to national air quality standards. The RTP is updated every four or five years and may be amended as a result of changes in anticipated federal, state, and local funding; major investment studies; congestion management systems plans; interstate interchange justification studies; and environmental impact studies. The 2035 Regional Transportation Plan is available at [http://nashvillempo.org/plans\\_programs/RTP/](http://nashvillempo.org/plans_programs/RTP/) and includes:

- Introduction to the metropolitan planning process and requirements,
- Overview of the metropolitan area and regional challenges and opportunities,
- Summary of public and stakeholder outreach and input,
- Overview of regional goals and objectives,
- Population and employment growth trends and forecasts,
- Land use and traffic trends and forecasts,
- Evaluation of existing transportation systems,
- Identification of future transportation system deficiencies and project needs,
- Recommendations for local and regional transit improvements,
- Recommendations for local and regional pedestrian and bicycle facility improvements,
- Recommendations for improvements to area roadways and bridges,
- A 5, 10, and 25-year financial plan that directs \$6 billion into regional priorities,
- Evaluation of the impact of proposed projects on vulnerable populations and natural environments.

## **Transportation Improvement Program**

The Transportation Improvement Program (TIP) is a four or five-year work program that lists all regionally significant and federally funded transportation projects and services in the MPO planning area. This includes highway and street projects, public transit projects, as well as bicycle and pedestrian projects. All projects included in the TIP must be consistent with, or selected from, the adopted regional transportation plan. Additionally, the TIP must be fiscally constrained by federal appropriations or estimated revenues.

The TIP identifies the location and scope of work for transportation improvements and authorizes federal grant amounts and phases of work (e.g., engineering, construction, etc.) by program year. Federal transportation funds may not be used by TDOT or local agencies in the region until they are authorized in the TIP. The TIP typically accounts for approximately one billion dollars in transportation investments across the Nashville area over a four to five year period.

More information about the TIP is available online at [http://nashvillempo.org/plans\\_programs/tip/](http://nashvillempo.org/plans_programs/tip/). An interactive map of projects in the TIP is available at <http://TIP.NashvilleMPO.org>.

## **Unified Planning Work Program**

Each August, the MPO adopts a Unified Planning Work Program (UPWP) that identifies all federally-funded regional transportation planning activities or studies that will be carried out by MPO staff, consultants, or partnering agencies during the upcoming federal fiscal year. The UPWP also serves as the MPO's annual operating budget and provides the schedule for membership dues.

The Unified Planning Work Program is available online at [http://nashvillempo.org/plans\\_programs/upwp/](http://nashvillempo.org/plans_programs/upwp/).

## **Public Participation Plan**

The Public Participation Plan (PPP) provides the general public and interested parties with an overview of the MPO's public involvement process. This includes information about the strategies deployed to engage the public and stakeholders, and the specific timelines and requirements for public comment during the development and adoption of the MPO's plans and programs.

The Public Participation Plan is available online at [http://nashvillempo.org/publications\\_docs/](http://nashvillempo.org/publications_docs/).

## **State of Transportation in Middle Tennessee**

Each November, the MPO releases its annual report that includes general information about the MPO's organizational structure and operating budget, a list of major accomplishments for the year, an overview of emerging trends and issues, highlights from the adopted regional transportation plan, a summary of ongoing planning activities, and summary of how federal dollars were distributed in the preceding fiscal year.

The State of Transportation in Middle Tennessee is available online at [http://nashvillempo.org/publications\\_docs/](http://nashvillempo.org/publications_docs/).

## **Nashville Region's Vital Signs**

Each October, the Nashville Area Chamber of Commerce and MPO publish a major report to the region that tracks data points related to key issues affecting Middle Tennessee's economic well-being and quality of life in order to facilitate conversation about community-driven solutions to reinforce our strengths and address our weaknesses.

The report is available online at <http://www.nashvillechamber.com/vitalsigns>.

## **Annual Listing of Federally-Obligated Projects**

Each December, the MPO publishes a complete list of all transportation projects that have had federal funds obligated during the preceding federal fiscal year. The obligation of funds is the federal government's promise to pay for all eligible expenses incurred by TDOT or the local implementing agency. Grant funds must be approved by the MPO and included in the RTP and TIP prior to their obligation by the federal government.

The annual list is available online at [http://nashvillempo.org/transportation\\_projects/](http://nashvillempo.org/transportation_projects/).

## **Other Reports, Publications, Digital Media**

The MPO publishes several reports and presentations each year to the website at [http://nashvillempo.org/publications\\_docs/](http://nashvillempo.org/publications_docs/). The MPO also produces or shares videos, photos, and presentations in the Multi-Media Center section of the website at [http://nashvillempo.org/media\\_center/](http://nashvillempo.org/media_center/).

## 1.4 The Metropolitan Planning Area

### Defining the Metropolitan Planning Area

Federal law requires all Census-defined Urbanized Areas (UZA) of 50,000 or more in population be part of an MPO in order to access federal transportation funds, therefore, the UZA is the basic building block of an MPO's metropolitan planning area. In addition, the MPO must include areas outside of the UZA that are expected to urbanize over the next 20 years. This ensures that the region is adequately planning for the infrastructure associated with anticipated growth and development. Federal regulations also require that, "additional adjustments be made to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, reduces access disadvantages experienced by modal systems, and promotes efficient overall transportation investment strategies." To that end, guidance from the FHWA and FTA suggests that the MPO consider additional factors in determining the boundaries of their metropolitan planning area including:

- Incorporation of regional commuter/ travel sheds,
- Alignment with regional economic development areas,
- Conformity with National Ambient Air Quality Standards, and
- Consistency with the geography of the federally-defined Metropolitan Statistical Area.

Ultimately, substantial changes to the official metropolitan planning area or governing board structure must be approved by an MPO's current governing board with concurrence from the Governor. In securing governing board approval, local governments representing at least 75 percent of the metropolitan area's total population, including the largest incorporated city, must also be in agreement.

### Census Urbanized Areas

In preparation for classifying and disseminating demographic data collected through the decennial Census or the ongoing American Community Survey, the U.S. Bureau of the Census defines areas of the nation as being either urban or rural. This determination is made without regard to local municipal boundaries, instead focusing on actual distribution of residential, commercial, and other non-residential land uses across the landscape. The Census defines areas as urban when the density of population or urban activity exceeds a minimum threshold. All portions of the U.S. not included in the urban area definition are considered rural.

Once an urban area is defined, it is categorized as either an Urbanized Area (UZA) or an Urban Cluster (UC). Urban Clusters are urban areas with a population of at least 2,500 and less than 50,000 people. Urbanized Areas are urban areas with 50,000 or more people.

### Implications of Geographic Boundaries on Planning Requirements and Funding Eligibility

As the basic building block of an MPO, the Census-defined UZA holds a lot of significance in the metropolitan planning process. Perhaps more importantly, Census urban areas are the basis for funding eligibility and distribution for a range of federal transportation grant programs.

Regarding federal metropolitan planning requirements, MPOs for UZAs of 200,000 or more people have additional requirements than their smaller counterparts. In return, those MPOs are provided suballocated federal funds at amounts determined by the U.S. Congress for the UZAs over 200,000 located within the planning area. MPOs with UZAs with populations of 50,000 to 200,000 are provided a suballocation of funding, but the specific amount is determined by the State. In either case, all federal funding identified for projects in an MPO area - whether suballocated to the MPO or held by the State for statewide consideration -- must be approved by the MPO governing board.

Once funds are suballocated to an MPO for a specific UZA, the MPO is permitted to use that funding on eligible projects anywhere within the metropolitan planning area - which may include other urban or rural areas. Such practice is left to the discretion of the MPO.

In addition to the suballocation of funds to UZAs, the U.S. Congress also requires states to consider suballocation to the smaller Urban Clusters with 5,000 or more people. Individual suballocation amounts are the discretion of the state, but subject to the total funding availability made by Congress. If an Urban Cluster is located within an MPO boundary, those funds must be programmed in the TIP and approved by the MPO's governing board.

Finally, regarding funding eligibility, certain federal grant programs are intended for rural areas. Whereas funds suballocated to urban areas may be used anywhere within MPO boundaries including in rural areas, grant programs targeting rural areas must be used in a rural area. Like all other grants, rural funds used in an MPO planning area must be programmed in the MPO's TIP and approved by its governing board.

## **Growth of the Nashville Area MPO**

The metropolitan planning area, included in map form as Appendix A, comprises seven counties including Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson. That area contains two UZAs including the Nashville-Davidson UZA which spans parts of six counties, and the Murfreesboro UZA which generally includes the city of Murfreesboro and parts of unincorporated Rutherford County. According to the U.S. Census Bureau, the Nashville-Davidson UZA had a 2010 population just shy of one million people (969,587), and the Murfreesboro UZA had a 2010 population of 133,228. The MPO also includes Urban Clusters around the areas of Columbia, Mt Pleasant, and Spring Hill in Maury County; Springfield in Robertson County; Portland in Sumner County; Fairview and Spring Hill in Williamson County; and Lebanon in Wilson County. All other portions of the metropolitan planning area are considered rural by the U.S. Census Bureau.

While a robust region today, the planning area has changed dramatically from its inception. When an MPO was first established in the Nashville area in the 1960s, it consisted only of Nashville and Davidson County. The agency operated for many years under the name of "Nashville Urban Transportation Study."

In 1977, the organization grew to include the City of Hendersonville and portions of unincorporated Sumner County and was renamed the Nashville Urban Area MPO. With the 1980 Census, it was clear that the urban growth of Nashville and surrounding cities was beginning to bleed together. As such, the MPO expanded its planning boundary to include additional areas outside of Davidson County to correspond to the growth in the Census-defined Urbanized Area (UZA).

By the end of the 1980's, the nation had begun to place an increased emphasis on air quality. In 1990, the United States Congress passed Amendments to the Clean Air Act, setting stricter national air quality standards for ozone and carbon monoxide. Areas of the country that did not meet the national air quality standards were designated as "non-attainment," and had to establish plans showing how they would reduce key air pollutants.

In 1991, Congress passed the federal transportation bill known as the Intermodal Surface Transportation Efficiency Act, or "ISTEA." That legislation recommended that metropolitan planning organizations expand their boundaries to include nearby non-attainment areas since personal automobiles and freight trucks account for a substantial portion of ozone-causing pollutants. Before adopting any plan consisting of new transportation projects, a non-attainment area must show that those projects will not cause unacceptable levels of new air pollution.

In December 1992, the governing board of the Nashville Area MPO voted to expand its membership to include the local governments within Davidson, Rutherford, Sumner, Wilson, and Williamson counties to correspond to the Nashville region's non-attainment area as defined by the U.S. Environmental Protection Agency.

The MPO functioned as a five-county organization until 2002 when the planning area was expanded again to include the portions of Robertson County that had been added to the Nashville-Davidson urbanized area as a result of the 2000 Census, and the areas of Maury County included in the Spring Hill urban cluster which straddles the Williamson County line.

In June 2014, the MPO expanded its boundaries again to include all of Maury and Robertson counties in order to address the growing need for collaboration across the rapidly urbanizing Middle Tennessee and to support the implementation of the regional transit vision identified in the MPO's 2035 Regional Transportation Plan adopted in December 2010.

## **1.5 Mission, Guiding Principles, Regional Goals**

### **Mission Statement**

The Nashville Area MPO facilitates strategic planning for the region's multimodal transportation system by serving as a forum for collaboration among local communities and State leaders. The vision of the MPO is to develop policies and programs that direct public funds to transportation projects that increase access to opportunity and prosperity, while promoting the health and wellness of Middle Tennesseans and their environment.

### **Guiding Principles**

The MPO's four guiding principles provide the necessary direction and a framework within which the agency will work collaboratively with State and local government agencies, non-profit organizations, the business community, and citizens to contribute to overall quality of life for the region.

- **Livability:** Enhance quality of life by prioritizing initiatives that increase opportunities for housing, learning, employment, recreation, and civic involvement while maintaining affordability.
- **Sustainability:** Encourage growth and prosperity without sacrificing the health, natural environment, historical and cultural assets, or financial stability of this or future generations.
- **Prosperity:** Contribute to the region’s economic well-being by targeting solutions that attract talent, connect workforce with jobs, reduce the cost of doing business, and leverage additional investment.
- **Diversity:** Respect the multitude of backgrounds and the variety of perspectives of Middle Tennesseans by pursuing an array of strategies that are customized to local community needs and character.

## **Regional Goals & Objectives**

The regional goals and objectives embody the desired outcomes of the Nashville Area MPO and provide targets by which its plans and programs are developed and measured.

### ***Maintain a Safe and Reliable Transportation System for People and Goods***

- Integrate a “fix-it-first” mentality to keep existing infrastructure in a State of good repair.
- Reduce the number and severity of crashes by designing roadways to accommodate all users.
- Incorporate information technologies to improve traffic operations and help optimize traveler decisions.
- Manage the negative impact of traffic congestion by providing alternatives to driving.
- Designate and implement a regional freight network to efficiently move goods and minimize negative impacts to local communities.

### ***Help Local Communities Grow in a Healthy and Sustainable Way***

- Align transportation decisions with economic development initiatives, land use planning, and open space conservation efforts.
- Integrate healthy community design strategies and promote active transportation to improve the public health outcomes of the built environment.
- Encourage the deployment of context-sensitive solutions to ensure that community values are not sacrificed for a mobility improvement.
- Incorporate the arts and creative place-making into planning and public works projects to foster innovative solutions and to enhance the sense of place and belonging.
- Pursue solutions that promote social equity and contain costs for transportation and housing.
- Minimize the vulnerability of transportation assets to extreme weather events.

### ***Enhance Economic Competiveness to Attract Private Investment***

- Recognize major shifts in demographics and market preferences for transportation and housing and respond with solutions that keep Middle Tennessee an attractive place to live and do business.
- Improve the connectivity between workforce and jobs by offering a range of options to manage commuting distances and travel times.
- Improve mobility within and between centers of commerce across the region by providing a diversified transportation system, rather than relying solely on roadway capacity.
- Keep the region connected to national and global markets by improving travel times on US Interstates, upgrading intermodal connections to water, air, and rail freight systems, and by ensuring Middle Tennessee is included in plans for national high speed passenger rail.

### ***Spend Public Funds Wisely by Ensuring a Return on Investment***

- Increase public ownership in the planning process to help identify the most significant problems.
- Foster regional interdisciplinary collaboration to prioritize the most effective solutions.
- Evaluate the full costs and benefits of public investment in infrastructure.
- Strive for quality over quantity by implementing all elements of priority projects to maximize value.
- Consider public-private partnerships to encourage innovative approaches to project design and delivery.
- Accelerate project delivery schedules by involving the public early and often, minimizing bureaucratic delay, and ensuring that funding is available to implement projects once designed.
- Monitor and track the performance of public investments to demonstrate accountability.
- Find ways to bridge the gap between revenue shortfalls and the growing cost of transportation needs.

## 1.6 Statewide Transportation Planning & Programming

While the primary purpose of the Nashville Area MPO is to provide coordinated long and short-term transportation planning within the greater Nashville region, TDOT performs both long and short-term planning across the entire state, taking a lead in rural areas, and working with MPOs in the eleven metropolitan areas.

### Tennessee Long-Range Transportation Plan

Tennessee's current Long-Range Transportation Plan (LRTP) brings together the needs for all modes of transportation, including rail, transit, ports and waterways, aviation, pedestrians and bicycles in addition to highways. TDOT is currently in the process of updating the LRTP in order to assist with its goal of providing the best multimodal transportation system in the nation over the next 25 years. As part of the effort, the plan will provide a strategic investment program that will identify funding priorities for the next 10 years.

More information is available online at <http://www.tdot.state.tn.us/transportationplan/>.

### State Transportation Improvement Program

As part of the federal requirements for transportation planning, TDOT develops a 4-year short-term improvement program called the Statewide Transportation Improvement Program (STIP). To develop the STIP, TDOT works directly with the Rural Planning Organizations (RPOs) and MPOs throughout the State to determine project needs. For urban areas, the State participates in the metropolitan planning process to ensure the inclusion of State projects in the appropriate MPO TIP. Upon adoption, each project within the Nashville Area MPO's TIP becomes, without exception, a part of the larger STIP.

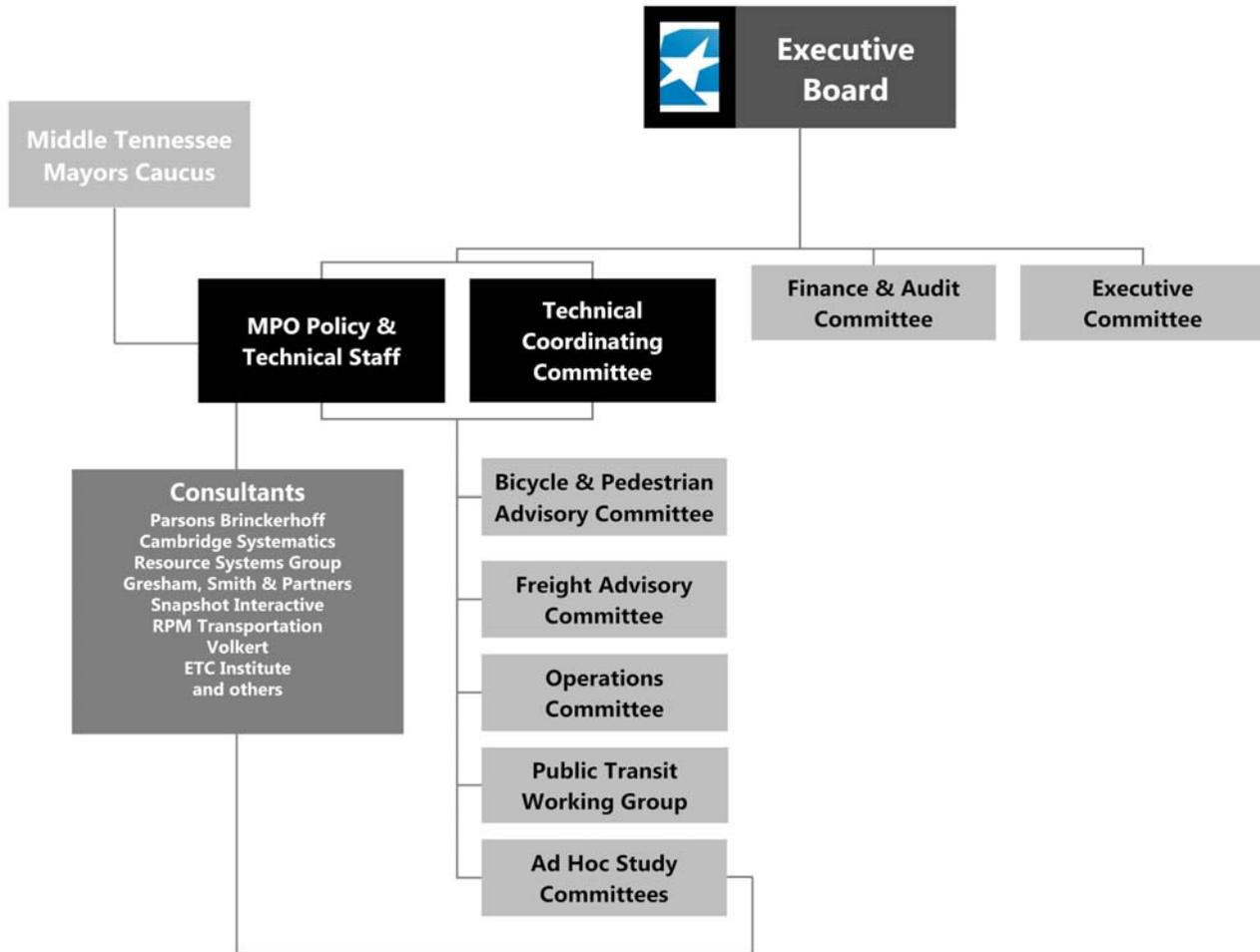
The STIP is available online at <http://www.tdot.state.tn.us/programdev/>.

## 2.0 Organization & Management

### 2.1 Organizational Structure

The MPO is comprised of an Executive Board, advisory committees, and professional staff as depicted in the figure below and described in the following sections.

MPO Organizational Chart



#### Executive Board

The Executive Board governs the decision-making process of the MPO which serves as the primary forum for collaboration among local communities, State officials, and interested parties related to regional transportation policies, plans, programs, and funding. The Executive Board consists of the principal elected official (e.g., mayor or county executive) from each of the counties within the approved metropolitan planning area, as well as cities in those counties with a population of 5,000 or more people. Additional board members include the Tennessee Governor, a representative from the Greater Nashville Regional Council, a representative from the public transit operators, and staff from the Federal Highway Administration and Federal Transit Administration.

The rules and bylaws of the Executive Board are provided in Section 4.0 of this document. A list of current members and voting weights is provided in Appendix B. A complete roster and contact information is available online at [http://nashvillempo.org/about\\_mpo/exec\\_board.aspx](http://nashvillempo.org/about_mpo/exec_board.aspx).

## Oversight Committees

### ***Executive Committee***

The Executive Committee serves as the organization's strategic planning arm and provides oversight and direction to the executive director. The committee is responsible for conducting the annual performance evaluation of the executive director and serves as the selection team during vacancies at the position. The committee includes representation from the Executive Board, the Technical Coordinating Committee, TDOT, and the MPO's sponsor agency/fiscal agent. The committee meets as needed.

### ***Finance and Audit Committee***

The Finance and Audit committee is responsible for ensuring that expenditures on external consultant resources are consistent with the MPO's approved Unified Planning Work Program. The committee is comprised of the chair and vice-chair of the Executive Board, the chair of the Technical Coordinating Committee, a second representative from the TCC, and a representative of the MPO's sponsor agency/ fiscal agent. The committee meets by email once per month, as needed.

## Advisory Committees

### ***Technical Coordinating Committee***

The lead advisory committee to the Executive Board is the Technical Coordinating Committee (TCC). The TCC is responsible for assisting MPO staff with preparing and reviewing data, analyzing trends, and developing recommendations for the Executive Board. In addition, the TCC takes a lead role in coordinating local implementation of MPO-endorsed projects and policies. The committee consists of the administrative and technical leadership of member jurisdictions and agencies including local planning and public works departments, public transit agencies, public health departments, the Tennessee Department of Transportation, the Tennessee Department of Environment and Conservation, the Federal Highway Administration, and the Federal Transit Administration. The committee meets once per month, as needed.

A list of current members of the TCC is provided in Appendix C. A complete roster and contact information is available online at [http://nashvillempo.org/about\\_mpo/committees/tech\\_committee.aspx](http://nashvillempo.org/about_mpo/committees/tech_committee.aspx).

### ***Other Committees***

The MPO solicits ongoing advice on key regional issues from local experts and industry representatives through its standing committee structure. Currently, the MPO hosts the following standing committees:

***Bicycle and Pedestrian Advisory Committee:*** This advisory group, also known as the BPAC, guides the MPO's bicycle and pedestrian planning efforts and helps to evaluate proposed transportation projects to ensure that they are scoped to accommodate all modes of transportation. In addition, the committee plays a key role in the project selection process associated with the MPO's Active Transportation Program which provides dedicated federal funding for the improvement of walking and bicycling conditions across the area. The BPAC consists of representatives from MPO member jurisdictions, State agencies, area non-profit organizations, local bicycle clubs, and law enforcement.

***Freight Advisory Committee:*** This advisory group guides the MPO's regional freight planning efforts. The primary responsibility of the committee is to help public-sector policy-makers, planners, and engineers better understand the complexities associated with freight movement to more effectively target public investment in the transportation infrastructure. The MPO has assembled a team of experts from the following sectors and industries:

- Trucking companies,
- Rail transport companies,
- Airports and aviation businesses,
- Municipal and county planning and engineering departments,
- Academia,
- Large manufacturers and warehouses,
- Federal and State planning and environmental agencies, and
- Law enforcement agencies.

***Planning for Operations Committee:*** The MPO is in the initial stages of developing a planning for operations committee that will assist with activities related to Intelligent Transportation Systems (ITS), incident response management, and other traffic operations strategies. Once formed, the committee will include representatives from the Federal Highway

Administration, TDOT, local traffic commissions, public works departments, law enforcement, towing industry, and academia.

**Public Transit Workgroup:** This advisory group guides the MPO's regional transit planning efforts. It is comprised of representatives from each of the fixed-route public transit agencies operating within the planning area including the Nashville MTA, Franklin Transit Authority, Murfreesboro Rover, and the Regional Transportation Authority.

**Ad Hoc Study Committees:** In addition to its standing committees, the MPO establishes ad hoc committees to provide guidance to the staff and consultant partners during the conduct of regional planning studies. Ad hoc committees typically include local field experts, local and State agency staff, local elected officials, and other regional public agency or non-profit partners.

**Middle Tennessee Mayors Caucus:** In addition to the committees included in the formal structure of the MPO, staff works closely with the Middle Tennessee Mayors Caucus. The Middle Tennessee Mayors Caucus was formed on July 22, 2009 in order to provide leadership on important issues facing a rapidly changing regional landscape. Transportation, and particularly the pursuit of a modern mass transit system, served as the early catalyst, but in its brief history the Caucus has served as an effective forum to build personal relationship among the mayors, improve relationships among jurisdictions, and helped local governments support each other on issues ranging from flood recovery to proposed State regulation.

The Caucus includes approximately 40 city and county mayors from across the 10 Middle Tennessee counties of Cheatham, Davidson, Dickson, Maury, Montgomery, Robertson, Rutherford, Sumner, Williamson, and Wilson.

## Executive Director and Staff

The MPO is staffed by a group of professional planners, engineers, communications specialists, and policy analysts who function under the direction and supervision of the MPO executive director. MPO policy and technical staff and consultant partners provide professional transportation planning services and ongoing administration of planning projects to the entire region. The executive director is accountable to the MPO Executive Board.

A list of current staff members and office contacts is provided in Appendix D and is available online at: [http://nashvillempo.org/about\\_mpo/mpo\\_staff.aspx](http://nashvillempo.org/about_mpo/mpo_staff.aspx).

## MPO Sponsor Agency and Fiscal Agent

MPO staff is hosted (sponsored) by the Metropolitan Planning Commission of Nashville-Davidson County which serves as the fiscal agent and legal contracting authority for the MPO Executive Board. This arrangement is common across the State of Tennessee and other states where MPOs have not been granted contracting authority under State law. The role and responsibility of the sponsor agency is defined by the MPO Sponsorship Policy, available in Appendix E.

## 2.2 Sources of Funding

### Planning Activities

The planning activities of the Nashville Area MPO, like others across the nation, are primarily funded through grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Federal grants funds are made available to the MPO through TDOT, with non-federal matching funds provided by the state or local government members.

#### **Federal Transportation Planning Grants**

Federal transportation planning grants are provided on an annual basis to cover the costs of MPO staffing and consultant studies and must be applied to activities listed in the MPO's Unified Planning Work Program, which also serves as the MPO's annual operating budget.

- **FHWA Section 112 Metropolitan Planning (PL) Grant Program:** Federal PL funds are distributed by the Federal Highway Administration to states according to a formula adopted by the U.S. Congress and are intended to assist MPOs in carrying out federal planning requirements. In Tennessee, PL funds are distributed to eleven separate MPOs based on a formula agreed to by TDOT and MPOs. Each MPO receives a base amount, plus an amount based on the population of the Census-defined urbanized area within the metropolitan planning area. The MPO is responsible for providing the required non-federal match of 20 percent.

- **FTA Section 5303 Metropolitan Planning Grant Program:** Section 5303 funds are similar in nature to the PL grant program but are distributed out of the Federal Transit Administration. The MPO is responsible for covering half of the required 20 percent non-federal match. TDOT provides the other half.
- **FHWA State Planning and Research (SPR) Grant Program:** SPR funds are distributed out of the Federal Highway Administration for the purposes of assisting State Departments of Transportation meet their federal transportation planning requirements. In Tennessee, TDOT shares SPR funds with MPOs whose boundaries extend beyond the Census-defined urbanized areas. A 20 percent match is required and may be provided by either TDOT or MPO local government members, depending on the nature of the project.

### **Other Federal Funding**

Federal regulations allow MPOs and their member jurisdictions to use other types of federal transportation grants to pay for planning activities. Typically, those funds come from the FHWA Surface Transportation Program or the FTA Section 5307 Urbanized Area Formula Program and are intended to cover the costs of corridor or project-level planning activities. In addition, the U.S. Department of Transportation and other federal agencies periodically make available other grant programs that can be used for the purposes of carrying out regional planning activities. Those programs are typically administered on a competitive basis and require a formal application and proposal.

### **Non-Federal Matching Funds**

In most cases, federal grant funds require at least a 20 percent non-federal match. The MPO receives funding from its member jurisdictions to cover that match in one of three ways. First, in-kind contributions in the form of in-direct costs are provided by the MPO fiscal agent (Metropolitan Government of Nashville–Davidson County) to leverage federal planning funds to pay for MPO staffing and operating expenses. Second, matching funds for regional consultant activities are provided by city and county government members through annual dues. Third, additional contributions are provided by MPO members, TDOT, or regional partners in order to cover special efforts or those that affect only a subset of the membership. The policy regarding membership dues is provided in Appendix E.

## **Transportation Improvement Projects**

Federal funding used to cover the costs of the design, engineering, or construction of transportation projects, or the provision of public transit services, is programmed in the MPO's Transportation Improvement Program and tracked separately from the agency's operating budget for planning activities. More information about the TIP is available at [http://nashvillempo.org/plans\\_programs/tip/](http://nashvillempo.org/plans_programs/tip/).

## **2.3 Governance & Decision-Making**

### **Policy Direction**

The MPO structure places responsibility for policymaking with the Executive Board, which constitutes the forum for cooperative decision-making by principal elected officials of general purpose local government and State officials. Final responsibility for transportation planning and programming is vested with the Executive Board, which may act without recommendation of the Technical Coordinating Committee, provided a reasonable time has been afforded to the Committee for a recommendation. Executive Board decisions are disseminated through the executive director and the TCC, with subsequent action being delegated to the local transportation planning staffs or study subcommittees as appropriate.

### **Implementation**

The TCC, with direction from the Executive Board and guidance from the executive director, is responsible for the implementation of transportation plans and projects. The members of this committee, by virtue of their position in State or local government, disseminate transportation policies and plans to the respective agency professionals for application.

### **Administration**

The MPO executive director is responsible for on-going coordination, direction, and supervision of the metropolitan transportation planning process for the Nashville area including the supervision of MPO staff, the coordination of transportation planning activities among participants in the area, and compliance with federal transportation legislation and other regulations and requirements for metropolitan planning. The executive director carries out those responsibilities by performing the following administrative tasks:

- Documentation of all transportation meeting proceedings and dissemination thereof to all participants to the process.

- Monitoring of all MPO sponsored activities and studies including the preparation of minor amendments reflecting policy objectives and changing standards.
- Preparation of contracts, agreements and memoranda of understanding.
- Coordination with Executive Board to assure proper execution of all contracts, agreements and memoranda of understanding.
- Dissemination of relevant information to public officials and concerned citizens.
- Document performance of overall transportation planning program and specifically the elements as required to maintain certification.
- Distributes invoices to member jurisdictions for their fair-share of non-federal match funds used to leverage federal planning dollars.

### **MPO Meetings**

Due to the complex nature and magnitude of transportation activity in the Nashville Area, meetings of the TCC are generally the first Wednesday of each month unless no items are scheduled for consideration. Executive Board meetings are scheduled as needed, generally the third Wednesday of each month, to set policy guidelines, and review transportation planning activities. The MPO executive director is responsible for scheduling and coordinating meetings, assembling required data, preparing meeting agendas, recording proceedings of meetings and dissemination of proceedings. The director distributes meeting notices and agendas by email and via the MPO's website the week prior to the scheduled meetings in accordance with the Public Participation Plan.

## **2.4 Public & Stakeholder Participation**

Public involvement is a critical element of all planning that is done through the MPO. This involvement ensures that the planning process conforms to the goals and objectives of the region. The MPO's PPP provides guidelines for how the public and interested stakeholders will be involved in the development of the regional transportation plan. Specifically, the MPO reaches out to the community through a variety of forums with the strategic objective to engage a broad and diverse audience with efforts to target the following:

- General public;
- Traditionally-underserved populations including the low-income and minority groups;
- Governmental partners including local, state, and federal agencies;
- Local and regional transit agencies and private transit operators;
- State officials and local elected leadership;
- Business community including area chambers of commerce and economic developers;
- Non-profit community including quality growth advocacy groups; and
- Freight shippers and transportation providers.

In order to engage those audiences in the most effective way, the MPO has invested in a variety of tools and techniques to augment the standard public workshops that are often used in public planning.

- **MPO Website:** In early 2010, the MPO launched a brand new website developed to make regional plans and programs more accessible to the general public. The website provides an overview of the MPO and its responsibilities and information about staff, executive board leadership, regional planning efforts, regional data and forecasts, meeting information, and items for public review and comment. The website also contains a multi-media section which houses relevant videos, PowerPoint presentations, and photo slideshows, and a public involvement section containing access to social media outlets.
- **Print, Radio, and Television Media:** Throughout the past several years, the MPO has used the traditional media to communicate its proposed plans and programs and to encourage public participation at regional events and local workshops. During the development of the RTP, MPO staff and board leadership contribute to numerous newspaper articles and conduct radio and television interviews.
- **Social Media:** In early 2010, the MPO launched a presence on social media outlets, including Facebook and Twitter, to broaden its outreach to highly mobile individuals looking to be involved in shaping the region's future.
- **Regional Symposiums/ Summits:** Since 2008, the MPO has hosted or co-hosted large regional summits or symposiums to educate the public and stakeholders about important regional issues including context sensitive solutions, complete streets, school-siting, regional transit development, and regional growth and development.

- **Speaker's Bureau:** MPO staff members have been active over the last several years visiting a variety of organizations throughout the region to provide presentations aimed at communicating proposed plans and programs as well as soliciting input through facilitated conversations.
- **Survey Research:** In recent years, the MPO has conducted various telephone and web-based surveys to measure attitudes and perceptions towards transportation policy. The largest of the efforts included statistically valid telephone surveys of 1,100 residents from across Middle Tennessee region conducted in 2010, and again in 2014.
- **Videos and other Visualizations:** The MPO has invested significantly in recent years to produce visualization tools in order to increase the public's understanding of proposed plans and programs. The MPO recently released its first annual report entitled "State of Transportation in Middle Tennessee," along with two five to seven-minute videos that help explain the MPO process and communicate its major policy initiatives.

In addition to the regular meetings and outreach efforts of the MPO, the public is encouraged to participate in the various regional planning activities identified in the Unified Planning Work Program or in their local community planning process which is nested with regional and statewide planning efforts.

## 3.0 Partnering Agencies

### 3.1 Federal Agencies

The MPO collaborates with a host of federal agencies including the Environmental Protection Agency, Department of Health and Human Services, and Department of Housing and Urban Development, and the Army Corps of Engineers. The Federal Highway Administration and Federal Transit Administration of the U.S. Department of Transportation both serve as non-voting members of the MPO Executive Board and Technical Coordinating Committee.

#### Federal Highway Administration

The Federal Highway Administration (FHWA) of the U.S. Department of Transportation is responsible for administering all federal-aid highway monies available for highway planning and implementation pursuant to the provisions of Title 23, United States Code. FHWA is responsible, through the Tennessee Division Office, for issuing to the State all regulations and guidelines relative to expenditure of Federal-aid highway monies; monitoring all highway planning, programming and implementation activities; and exercising fiscal control of all Federal-aid highway expenditures.

#### Federal Transit Administration

The Federal Transit Administration (FTA) of the U.S. Department of Transportation is responsible for administering all federal-aid monies available through grant allocation for public transportation planning, capital improvement, demonstration and operations pursuant to the provisions of Title 49, United States Code. The FTA, through the Region IV Office, is responsible for issuing to all grant recipient agencies and public transportation operators regulations and guidelines relative to expenditure of Federal Transit funds, monitoring public transportation planning and demonstration projects, and exercising fiscal controls.

### 3.2 State Agencies

The MPO coordinates with various functions of State government including the Governor's Office, the Department of Safety, the Department of Health, and the Department of Economic and Community Development, and works regularly with the Tennessee Department of Transportation and Tennessee Department of Environment and Conservation (TDEC). TDOT typically represents the Governor's Office on the MPO Executive Board. Both TDOT and TDEC serve on the MPO's Technical Coordinating Committee.

#### Tennessee Department of Transportation

The Tennessee Department of Transportation (TDOT) is the State agency responsible for managing, operating, and maintaining U.S. Interstates and the State route system. This includes oversight of the design and construction of transportation improvement projects for those roadways, as well as other federal-aid routes when requested to do so on behalf of local communities. Within the context of planning, TDOT is responsible for the preparation of a statewide transportation plan; administration of a data collection program relative to transportation modes and needs; and cooperation with local governments through MPOs in the development of metropolitan area transportation plans.

The MPO and the Tennessee Department of Transportation cooperate and coordinate their respective actions and programs very closely. TDOT discharges its legislated and delegated planning responsibilities as follows:

**Long Range Planning Division:** The Division is responsible for the planning, development and management of statewide transportation studies and planning tools that help guide the policies and programs of TDOT and its various divisions. The division identifies transportation needs through the analysis of travel and safety data, and engages the communities to obtain public input on transportation investments. Specific responsibilities include developing the statewide long range transportation plan, preparation of corridor studies, University research, travel data collection, feasibility studies and metropolitan and rural transportation planning coordination. The division is also responsible for GIS mapping.

**Strategic Transportation Investments Division:** The Division provides strategic support for projects that address safety, congestion, and economic development needs across the state. This includes Expedited Project Delivery (EPD) whose goal is to address the immediate issues on the highway system and propose the proper solution. The Division will also conduct operational analysis of non-highway transportation projects as they impact the highway system. Investments relates to the work of this division in determining what new commitments (i.e. investments) TDOT will be making. This process includes the new "Needs Assessment Process" which will determine the appropriate level of study and Project

Prioritization (DL3) which uses technical data, schedule and cost to provide a prioritized list of major projects to assist in the development of the 3-year Multimodal Transportation Program.

**Division of Multimodal Transportation Resources:** The Division includes Public Transportation; Rail and Waterways; Bicycle and Pedestrian Programs; Rail Inspection and Safety; and the Section 130 Rail-Highway Grade Crossing Program. The Division administers state and federal grant programs for public transportation. On rail and water transportation, inspects railroads and rail crossings for safety, provides safety upgrades at key highway-rail crossings. The Division's Bicycle and Pedestrian Program provides coordination with TDOT resurfacing projects, awards the Multimodal Access Grants to local communities and serves as a liaison between TDOT and with bicycle and pedestrian stakeholders.

**Program Development and Project Management Division:** This Division is responsible for developing and implementing TDOT's highway programs. The State Transportation Improvement Program (STIP) is compiled and administered through this division. It establishes and maintains a schedule of development on all highway improvements, except for those managed through the Project Management Division. Other responsibilities include generating and processing state and federal project allotments and funding authorizations and administering state funds and federal funds through FHWA used by local agencies for highway, safety and enhancement improvements.

### **Tennessee Department of Environment and Conservation**

The Tennessee Department of Environment and Conservation (TDEC) Division of Air Pollution Control is directed to maintain the purity of the air resources of the State of Tennessee consistent with the protection of normal health, general welfare, and physical property of the people while preserving maximum employment and enhancing the industrial development of the State. The Division of Air Pollution Control establishes emission standards and procedures required to monitor industries in the State. These standards and procedures are established and carried out through the Tennessee Air Pollution Control Board which adopts regulations, holds hearings, and initiates court actions to enforce such regulations.

The Clean Air Act Amendments (CAA) of 1977 and of 1990 require the coordination of transportation and air quality planning processes to ensure that local transportation plans and programs are consistent with State air quality plans (called State Implementation Plans, or SIPs) which indicate how metropolitan areas and states will meet or maintain air quality standards. Relative to transportation and transportation related air quality, the Division of Air Pollution Control is responsible for emissions inventories, emissions budgets, air quality modeling, attainment demonstration, control strategy implementation plan revisions, regulatory transportation control measures (TCMs), updated motor vehicle emission factors, meeting all U.S. Environmental Protection Agency (EPA) reporting requirements related to air quality, and responding to all comments concerning the SIP.

EPA designates areas as nonattainment or maintenance for any of the pollutants specified by the CAA. On November 14, 1994, the State of Tennessee through the Division of Air Pollution Control submitted a Maintenance Plan and a request to the EPA to redesignate the Middle Tennessee area from moderate nonattainment to attainment for ozone. Effective on October 30, 1996, EPA approved the Maintenance Plan and redesignation from moderate ozone nonattainment to attainment. The MPO is required to ensure that neither the transportation system as a whole nor individual transportation projects cause new air quality violations or worsen existing violations. This evaluation is known as Transportation Conformity and essentially compares the projected Plan emissions to the emission budgets allowed by EPA for the maintenance area.

The TDEC Air Pollution Control Division has established procedures relative to the roles and responsibilities of the MPO, State, FHWA, FTA, and EPA in complying with the transportation and transportation air quality requirements of the Clean Air Act and Federal Transportation Act. These procedures are prescribed in *Tennessee Code Chapter 1200-3-34 – Conformity* and will be adhered to by all parties pursuant to this prospectus.

## **3.3 Regional Agencies**

### **Greater Nashville Regional Council**

The Greater Nashville Regional Council (GNRC) is a joint regional council of governments and development district organization for 13 counties in northern Middle Tennessee including Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Trousdale, Williamson, and Wilson counties.

GNRC has the authority: (1) to prepare broad plans for the development of the region, including comprehensive land use plans, plans for transportation, schools, and other public facilities, and overall economic development programs; (2) to review and make recommendations on projects which affect regional development; (3) to prepare and disseminate data

on the economic and community resources of the region; (4) to receive and expend funds for planning, research, coordination, and other activities of the work program; (5) to cooperate and coordinate activities with local and State planning agencies and with Federal agencies responsible for planning; (6) to recommend projects which will enhance the development of regional resources; and (7) to contract with local planning agencies for preparation of specific documentation and plans.

Many of these functions and responsibilities require close coordination with transportation facilities and services. The council's role is to assist in the close coordination of their responsibilities and the transportation planning process.

### **South Central Tennessee Development District**

The South Central Tennessee Development District (SCTDD) is an association of 35 municipal and 13 county governments in southern middle Tennessee organized to advocate and promote economic and community development within the region. The region includes Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne counties.

The primary goals of the district are: to assist local governments in researching, obtaining, and administering federal and private funding; to promote and enhance the quality of life in South Central Tennessee; to develop jobs, upgrade the labor force and help raise the per capita income of the region's citizens; to help promote a regional environment conducive to attracting and retaining industry and furthering economic growth; to assist in the formation of public policy for better transportation systems and infrastructure; to serve as a clearinghouse for member governments with information concerning federal, state, and local services available to assist in the solution of common problems; to identify needs and advocate services for the elderly population of the region; and, to foster intergovernmental relations between all branches of government.

SCTDD staffs the South Central West Rural Planning Organization (RPO) and the South Central East RPO which sit adjacent to the Nashville Area MPO, and provides rural public transportation services across its 13 county area.

### **Mid-Cumberland Human Resource Agency**

The Mid-Cumberland Human Resource Agency (MCHRA) is a nonprofit, tax-exempt organization (501(c)(3)) whose governing body is composed of citizen representatives and elected officials from the counties they serve: Rutherford, Sumner, Williamson, Wilson, Cheatham, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart and Trousdale.

The agency staffs the Middle Tennessee Rural Planning Organization and provides public transportation services through the Mid-Cumberland Regional Transit System. This is primarily a van-based system that provides transportation to the general public, with emphasis on senior citizens and persons with disabilities. Most of the system's funding comes through the Tennessee Department of Transportation with local match requirements. Various agencies and organizations also contract with MCHRA to subsidize the cost of rides for their clients, particularly those who serve people with a greater economic need.

MCHRA's transportation role in the Nashville Area MPO region is to provide input into the planning process and to provide transit service to clients who travel within and between areas where they are not served by another transit authority, and whose trips do not qualify for commuter vans operated by the Regional Transportation Authority. Priority is given to clients with disabilities that prevent them from using an existing fixed-route system, and who are not located within areas where they might be eligible for paratransit services from MTA, the Franklin Transit Authority, or the Murfreesboro Public Transportation Department.

## **3.4 Public Transit Agencies**

### **Regional Transportation Authority**

The Regional Transportation Authority (RTA) was created by State legislation to carry out regional plans for public transit services. Its legislation authorizes it either to operate those services directly or to contract with other existing entities to do so. RTA covers nine counties including Davidson, Cheatham, Dickson, Montgomery, Robertson, Rutherford, Sumner, Williamson, Wilson and cities within those counties. The RTA Board of Directors is staffed by the Nashville Metropolitan Transit Authority (MTA). RTA's transportation role in the MPO area is:

- To provide transit services for customers with recurring work trips that take them between counties, or from rural portions of MPO counties that cannot be reasonably served by other existing fixed-route transit systems.
- To maintain a database and provide ridematching for carpools, vanpools or commuter bus service for clients traveling in and between counties in the MPO area.

- To participate as an MPO member in studies of regional transit corridors, contributing data from ridematching and other commuter programs.
- To act as lead agency in implementing, constructing, and operation regional transit projects that are identified and recommended from the MPO's regional planning process and adopted into the RTA master plan.

### **Nashville Metropolitan Transit Authority**

The Nashville Metropolitan Transit Authority (MTA) provides transit services within Metropolitan Nashville/Davidson County, including fixed-route bus service and paratransit services to eligible customers with a disability who live within a certain distance of the fixed routes as required by the Americans with Disabilities Act (ADA). MTA also has the authority to operate transit services outside Davidson County on a contractual basis. For example, MTA currently serves as operator for the regional Relax 'n Ride commuter bus service between Nashville and Murfreesboro through a contract with the RTA.

Short-term transit planning and some mid-range transit planning are carried out within MTA and coordinated with the Metropolitan Nashville/Davidson County Departments of Planning and Public Works, with project-specific assistance as requested from the MPO. Long-range transit planning efforts in Davidson County are typically led by the MPO in cooperation with MTA and Metro Departments of Planning and Public Works.

The Nashville MTA staffs the governing board of the RTA.

### **Franklin Transit Authority**

The Franklin Transit Authority provides fixed-route, ADA-accessible trolley service in the downtown Franklin and Cool Springs area, with deviations up to three-quarters of a mile from regular routes for clients who call ahead.

Program administration, service delivery, and short-range planning for this system is provided by The TMA Group, a private contractor hired by the City of Franklin. Long-range transit planning efforts are the responsibility of the MPO in cooperation with the Franklin Transit Authority and local governments in the affected area(s). The Franklin Transit Authority plays an active role as participant in regional transit corridor studies that involve Williamson County.

### **Murfreesboro Public Transportation Department**

The City of Murfreesboro provides fixed-route, ADA-accessible transit service in the City of Murfreesboro with deviations up to three-quarters of a mile from regular routes for clients who call ahead through its Public Transportation Department, also called "Rover." The Department carries out short-range and some mid-range transit planning duties. Long-range transit planning efforts are the responsibility of the MPO in cooperation with the Department and local governments in the affected area(s). The Murfreesboro Public Transportation Department plays an active role as participant in regional transit corridor studies that involve Murfreesboro and Rutherford County.

### **Designated Recipient of Urbanized Area Transit Funds**

Federal law requires that a "designated recipient" be identified for each Urbanized Area (UZA) for the purposes of receiving formula grant funds from the Federal Transit Administration. The role of the designated recipient is to develop a "program of projects" for the amount of funding being made available by the FTA. The process to award FTA formula grant funds is carried out by the MPO, in cooperation with the designated recipient. The MPO resolution naming the Nashville MTA as the UZA's designated recipient, and the regional agreement that formalizes distribution of funds, is included in Appendix F. TDOT serves as the designated recipient for the Murfreesboro UZA.

## 4.0 Rules & Bylaws of the Executive Board

### Article 1. Name

- A. The name of the organization shall be the “Nashville Area Metropolitan Planning Organization” or “Nashville Area MPO.”
- B. The governing body shall be the “Executive Board.”

### Article 2. Composition and Voting

- A. The Executive Board shall be comprised of the principal elected official of each county government and each municipal government with a population of 5,000 or more people as of the last decennial U.S. Census.
- B. The Metropolitan Government of Nashville-Davidson County shall have two seats on the Executive Board occupied by the Metro Mayor and Metro Vice-Mayor to represent the former county and city governments.
- C. The Executive Board also shall include the Governor of Tennessee, a representative of the Greater Nashville Regional Council, a representative of area public transit operators, the Administrator of the Federal Highway Administration Tennessee Division, and the Regional Administrator of the Federal Transit Administration.
- D. Each member or designated alternate of the Executive Board shall vote on proposed actions except representatives of the Federal Transit Administration and Federal Highway Administration who serve in a non-voting capacity.
- E. Each voting member of the Executive Board shall be granted one equally weighed vote, but must be present to cast that vote at the time of the proposed action.
- F. Proposed actions shall be approved with a simple majority of a quorum of the voting membership.
- G. Any voting member may enact a 'critical issue' provision on any proposed action by the Executive Board related to the adoption of or amendment to the Transportation Improvement Program or Regional Transportation Plan, or any amendment to the Prospectus of the MPO or these bylaws.
- H. If a 'critical issue' has been called there cannot be a vote by the Executive Board on the proposed action until thirty (30) days thereafter from the announcement of the issue of critical importance unless that member announcing the critical issue so agrees.
- I. Any 'critical issue' must be approved by a two-thirds (2/3) weighted vote of the Executive Board.
- J. The weight of each members vote under the 'critical issue' provision shall be determined based on the population as of the last decennial U.S. Census. Voting members representing the State of Tennessee, the Greater Nashville Regional Council, and public transit operators will each have a single vote.
- K. Per federal regulations, any substantial change to the MPO governance structure must include concurrence from the principal elected officials representing at least 75 percent of the population within the MPO planning area, including the largest incorporated city, and the Governor of the State of Tennessee.

### Article 3. Duties

- A. Serve as the central forum for cooperative transportation decision-making across the Nashville metropolitan area pursuant to the provisions of Title 23, United States Code.
- B. Provide administrative oversight of the Executive Director and fiscal control of MPO operating revenue and expenditures.
- C. Establish membership policies.
- D. Review and provide final approval or adoption of all transportation plans and programs.
- E. Establish study committees as required to ensure cooperative, comprehensive, and continuing transportation planning. The Executive Board may establish temporary committees by motion of the body to study specific issues or may establish standing subcommittees by resolution.
- F. Develop and adopt a Public Participation Plan and to consider public input prior to making decisions.
- G. Adopt an annual Unified Planning Work Program to direct the activities of the Executive Director and to establish membership dues for the upcoming fiscal year.

- H. Consider any issue pertinent to the purposes and functions of the Executive Board that may be brought before the Board by the Technical Coordinating Committee or by any subcommittee that the Executive Board may create. Any minority or objecting report or issue may be brought before the Board by any member of the Technical Coordinating Committee.
- I. Establish a joint Financial and Audit Committee to monitor the external expenditures of MPO funds.

## **Article 4. Organization**

- A. The Executive Board shall elect a chairperson and vice-chairperson from its membership. Such election shall be by a majority of the membership.
- B. Only those members on the Executive Board who serve as a principle elected official of a local governmental unit may serve in the role of chairperson or vice-chairperson.
- C. Election of officers shall take place on or before the first meeting of the calendar year and the term of office shall be for one year or until such time as new officers are elected.
- D. Officers may succeed themselves, with no limitation to number of terms, contingent upon eligibility as the result of being a principal elected official.
- E. The executive director shall serve as the secretary of the Executive Board.

## **Article 5. Duties of the Chairperson**

- A. The chairperson, or in his/her absence the vice-chairperson, shall preside at all meetings of the Executive Board. In the event neither officer is present, the chairperson's representative or the vice-chairperson's representative shall preside.
- B. The chairperson shall authenticate, by his signature, and the secretary shall attest, all resolutions adopted by the Executive Board and the approved minutes of each meeting.
- C. The chairperson shall have the right to debate and vote on any issue before the Executive Board.
- D. The chairperson or his/her designated representative shall represent the Executive Board at hearings or meetings as required.
- E. Should the office of chairperson or vice-chairperson become vacant, the Executive Board shall, at its next regular meeting, elect a successor for the unexpired term of office.

## **Article 6. Duties of the Financial and Audit Committee**

- A. The Financial and Audit Committee shall monitor the progress of consultant and regional partner agency activities identified in the Unified Planning Work Program, and review and approve their requests for reimbursement. The committee or executive director shall provide the Executive Board an update on the work program activities at least quarterly.
- B. The committee shall consist of the chairperson and vice-chairperson of the Executive Board, the chairperson of the Technical Coordinating Committee (TCC), a member of the TCC appointed by the chairperson of the TCC, and a representative of the MPO fiscal agency for a total of five (5) members.
- C. The chairperson of the committee shall be the chairperson of the Executive Board. Vice-chairperson shall be the chairperson of the TCC.
- D. Members of the committee may designate, in writing, an alternate representative to serve at meetings during said member's absence. The representative shall have full voting privileges in the member's absence.
- E. The committee shall meet in-person or by way of electronic communication on a monthly basis, unless no business is scheduled.
- F. Requests for reimbursement by consultants and regional partner agencies must be submitted at least two (2) weeks prior to the committee meeting in order to be considered for payment for that corresponding period.
- G. Decisions of the committee may be appealed to the Executive Board.

## **Article 7. Meetings**

- A. The Executive Board shall meet regularly as required to accomplish administrative and policy direction of the planning and programming process.

- B. The Executive Board shall, by its first meeting of a calendar year, establish an anticipated schedule of meetings for the upcoming year.
- C. Each Executive Board member may designate, in writing, an alternate representative to serve at meetings during said member's absence. The representative shall have full voting privileges in the member's absence.
- D. The presence of a majority of the Executive Board membership or designated alternates at board meetings shall constitute a quorum for business transaction.
- E. Special Meetings may be called by the executive director or any member. Written notification of the time, place and purpose of the meeting shall be sent to each member at least three (3) days prior to the meeting. At a special meeting, only the business designated as the purpose of the meeting may be transacted.
- F. Amendments to the agenda must be approved by a two-thirds vote of a quorum of the Executive Board.
- G. All meetings of the Executive Board are open to the public and are to be advertised in a newspaper of general circulation in the metropolitan area according to the MPO Public Participation Plan adopted by the board.
- H. The voting on all questions coming before the Executive Board shall be by voice vote. The secretary or any member may ask for a roll call vote and the ayes and noes shall be entered upon the minutes of such meeting. When "critical issue" has been called, all voting shall be by roll call. If a motion on a question fails, deliberation shall continue until a motion of definitive action is offered and passed.
- I. Each action of the Executive Board shall be recorded in the minutes and supporting documentation retained. All minutes shall be available to the public.
- J. The Executive Board may defer action on any item provided the reason for deferral is reflected in the motion to defer. All deferrals shall be to the next meeting of the board. No item may be deferred more than twice.
- K. The grounds for disapproval of any motion shall be stated in the motion and recorded in the minutes.

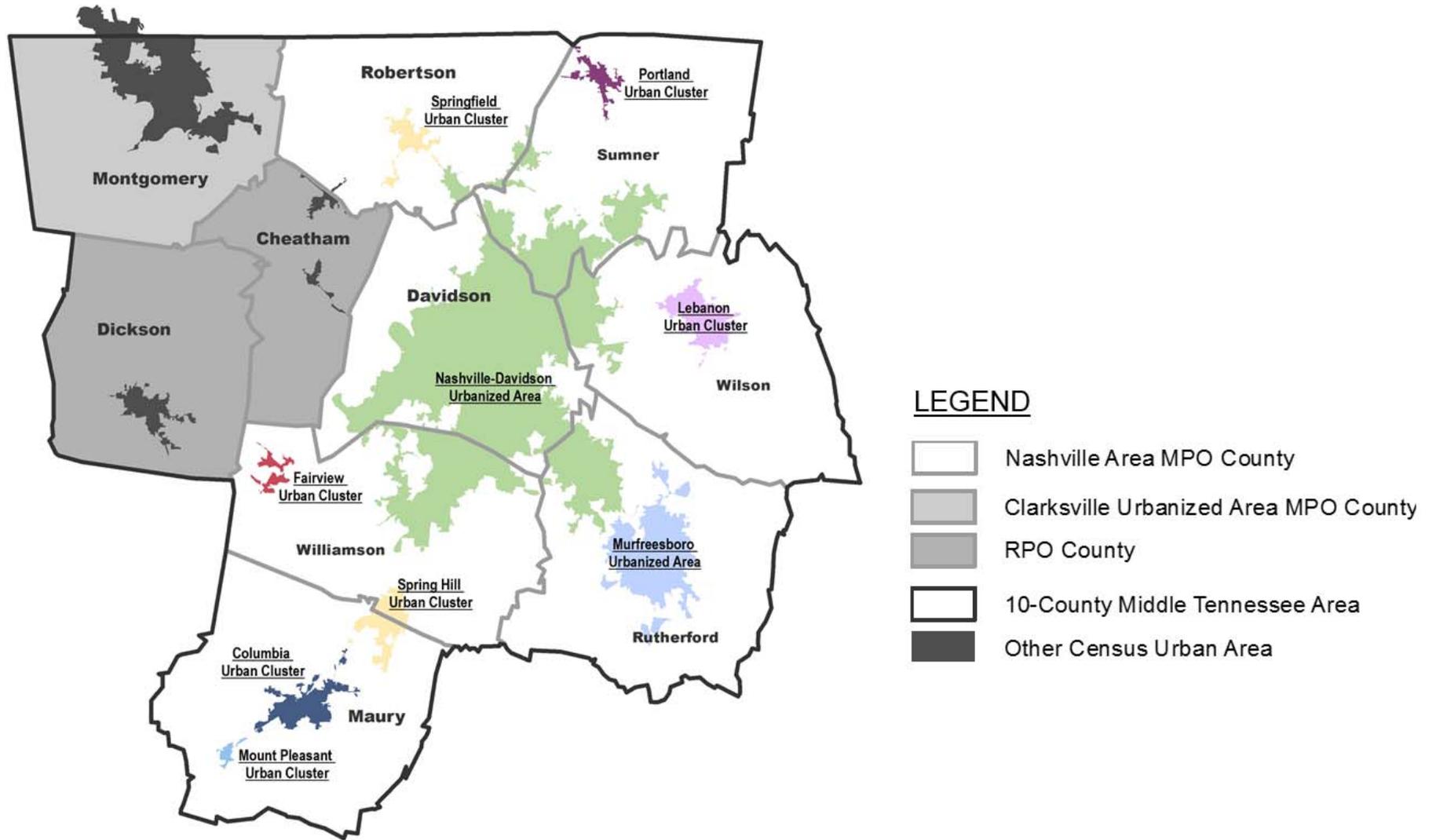
## **Article 8. Rules of Order**

- A. The Executive Board shall conduct business as prescribed in Robert's Rules of Order unless prescribed otherwise by these Bylaws.
- B. The Chairperson of the Executive Board shall appoint the board's Parliamentarian.
- C. The Executive Board is the final authority as to the meaning of these rules. Occasionally, the board may make an exception to these rules for extraordinary cases, setting out the reasons therefore. The "critical issue" provisions of these Bylaws may not be excepted.

## **Article 9. Effective Date & Amendments**

- A. These Bylaws shall be effective upon adoption. Any other rules, procedures, or Bylaws of the Executive Board previously adopted are repealed.
- B. A certified copy of these Bylaws shall be maintained by the secretary to the board.
- C. These Bylaws may be amended by an affirmative vote of a quorum of the Executive Board (unless critical issue has been called). A Bylaws change shall be presented for consideration at any board meeting with adoption being deferred until a subsequent meeting.

# Appendix A. Map of the MPO Planning Area



RPO – Rural Planning Organization

## Appendix B. Executive Board Membership & Voting

### Members of the MPO Executive Board

- Governor State of Tennessee
- Mayor City of Brentwood
- Mayor City of Columbia
- Mayor City of Fairview
- Mayor City of Gallatin
- Mayor City of Franklin
- Mayor City of Goodlettsville
- Mayor City of Greenbrier
- Elected Official Greater Nashville Regional Council
- Mayor City of Hendersonville
- Mayor City of LaVergne
- Mayor City of Lebanon
- County Mayor Maury County
- Metro Mayor Metropolitan Government of Nashville and Davidson County
- Vice-Mayor Metropolitan Government of Nashville and Davidson County
- Mayor City of Millersville
- Mayor City of Mt. Juliet
- Mayor City of Murfreesboro
- CEO/Board Member\* Nashville Metropolitan Transit Authority(MTA)
- Mayor Town of Nolensville
- Mayor City of Portland
- County Mayor Robertson County
- County Mayor Rutherford County
- Mayor Town of Smyrna
- Mayor City of Springfield
- Mayor City of Spring Hill
- County Executive Sumner County
- Mayor City of White House
- County Mayor Williamson County
- County Mayor Wilson County
- Division Administrator\*\* Federal Highway Administration
- Director, Region IV\*\* Federal Transit Administration

\* *Transit Agency Representative* – The federal law known as “MAP-21” requires that the MPO governing board include direct representation for public transit operators. The MPO bylaws provide a voting seat to the CEO, or a member of the agency’s board, of each transit provider serving as “designated recipient” of FTA urbanized area formula funds. Currently, the Nashville MTA is the only “designated recipient” within the MPO planning area. The transit representative acts on behalf of all other public transit operators within the region.

\*\**Non-Voting Member*

## Executive Board Voting Weights

MEMBER	2010 CENSUS (3)	SHARE	Votes by Member	Weighted Votes (4)
City of Brentwood	37,060	2.48%	1	5
City of Columbia	34,681	2.32%	1	5
City of Fairview	7,720	0.52%	1	1
City of Franklin	62,487	4.18%	1	8
City of Gallatin	30,278	2.03%	1	4
City of Goodlettsville	15,921	1.07%	1	2
City of Greenbrier	6,433	0.43%	1	1
City of Hendersonville	51,372	3.44%	1	7
City of LaVergne	32,588	2.18%	1	4
City of Lebanon	26,190	1.75%	1	4
City of Millersville	6,440	0.43%	1	1
City of Mount Juliet	23,671	1.58%	1	3
City of Murfreesboro	108,755	7.28%	1	15
City of Portland	11,480	0.77%	1	2
City of Spring Hill	29,036	1.94%	1	4
City of Springfield	16,440	1.10%	1	2
City of White House	10,255	0.69%	1	1
Town of Nolensville	5,861	0.39%	1	1
Town of Smyrna	39,974	2.68%	1	5
Nashville-Davidson County	616,362	41.25%	2	82
Maury County	39,252	2.63%	1	5
Robertson County	36,945	2.47%	1	5
Rutherford County	81,287	5.44%	1	11
Sumner County	51,683	3.46%	1	7
Williamson County	48,041	3.21%	1	6
Wilson County	64,132	4.29%	1	9
State of Tennessee			1	1
Greater Nashville Regional Council			1	1
Transit Representative (1)			1	1
Federal Highway Administration (2)			0	0
Federal Transit Administration (2)			0	0
<b>Total</b>	<b>1,494,344</b>		<b>30</b>	<b>203</b>

(1)The federal law known as "MAP-21" requires that the MPO governing board include direct representation for public transit operators. The MPO bylaws provide a voting seat to the CEO, or a member of the agency's board, of each transit provider serving as "designated recipient" of FTA urbanized area formula funds. Currently, the Nashville MTA is the only "designated recipient" within the MPO planning area. The transit representative acts on behalf of all other public transit operators within the region. (2)Federal agencies are represented as non-voting members. (3)County population includes unincorporated areas plus municipalities under 5,000. (4)Each member has an equally weighted vote, when present, except for cases when a member calls for a 'critical issue' vote. In those cases, a motion may only be approved with a two-thirds majority using a population proportional vote, and only at a subsequent meeting held no less than 30 days from the call for a vote, unless the member calling for a 'critical issue' vote agrees.

## Appendix C. Technical Committee Membership

- City Manager City of Brentwood
- City Manager City of Columbia
- City Manager City of Fairview
- Planning Director City of Franklin
- City Planner City of Gallatin
- Planning Director City of Goodlettsville
- City Manager City of Greenbrier
- Planning Director City of Hendersonville
- City Administrator City of LaVergne
- City Planner City of Lebanon
- City Manager City of Millersville
- City Manager City of Mt. Juliet
- Planning Director City of Nolensville
- Director Metro Nashville Department of Public Works
- Executive Director Metro Nashville Planning Commission
- President/CEO Metro Nashville Airport Authority
- Traffic Engineer Metro Nashville Traffic & Parking Commission
- Director Metro Nashville Department of Finance
- Director Metro Nashville Health Department Pollution Control
- Transportation Director City of Murfreesboro
- Asst. Transportation Director City of Murfreesboro
- Planning Director City of Portland
- City Engineer Town of Smyrna
- City Manager City of Springfield
- City Manager City of Spring Hill
- City Administrator City of White House
- Planning Director Maury County
- Planning Director Robertson County
- Planning Director Rutherford County
- Planning Director Sumner County
- Community Dev. Director Williamson County
- Planning Director Wilson County
- Executive Director Greater Nashville Regional Council
- CEO/General Manager Regional Transportation Authority
- President/CEO Nashville Metropolitan Transit Authority
- Executive Director Franklin Transit Authority/ TMA Group
- Director TDEC Air Pollution Control Division
- Director TDOT Planning Division
- Director TDOT Multimodal Resources Division
- Division Administrator\* Federal Highway Administration
- Director, Region IV\* Federal Transit Administration

*\*Non-Voting Member*

## Appendix D. MPO Staff Contacts

STAFF MEMBER	(615)	@nashvillempo.org
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Lou Edwards, Administrative Assistant <i>Office Administration, Meeting Coordination, Legal Notices, Contracts</i>	862-7204	<a href="mailto:edwards@nashvillempo.org">edwards@nashvillempo.org</a>
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Sam Williams, GIS Analyst <i>Geographic and Spatial Analyst</i>	862-6877	<a href="mailto:williams@nashvillempo.org">williams@nashvillempo.org</a>
Mary Beth Ikard, Social Media Coordinator <i>Facebook/NashvilleMPO and Twitter @nashvillempo</i>	862-7204	<a href="mailto:ikard@nashvillempo.org">ikard@nashvillempo.org</a>

### Office Location and Hours

MPO offices are located on the second floor of 800 Second Avenue South, Nashville, TN 37210 and open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except on holidays.

#### The USPS mailing address:

PO BOX 196300  
Nashville, TN 37219

# Appendix E. MPO Policies

## MPO Sponsorship Policy

### Purpose

MPO staff is hosted by the Metropolitan Planning Commission of Nashville-Davidson County which serves as the fiscal agent and legal contracting authority for the MPO Executive Board. This arrangement is common across the State of Tennessee and others where MPOs have not been granted contracting authority under State laws.

This policy defines the roles and responsibilities for the MPO Executive Board and the MPO sponsor agency in the oversight of MPO personnel and finances, the procurement of goods and services, the execution of contracts and legal agreements.

### Part 1. Personnel

#### Executive Director

The Executive Board shall be responsible for the oversight of the MPO executive director. The Executive Board chair shall appoint an Executive Committee to conduct the annual performance evaluation of the director. The committee shall make every effort to conduct the review prior to the board's December meeting, but must be completed no later than the next anniversary of the director's date of hire.

The committee shall include, at a minimum, the executive director of the MPO sponsor agency, a representative from TDOT, a member of the TCC, and a member of the Executive Board.

The executive director of the MPO sponsor agency shall accept the recommendation of the committee in decisions regarding employment contracts for the MPO executive director, including any decision to terminate the contract.

Should the position be vacated, the committee shall appoint an interim director and advertise the position. The committee shall be responsible for screening and interviewing qualified candidates in order to produce a recommendation for the Executive Board. The executive director of the MPO sponsor agency shall extend an offer and negotiate an employment contract with the candidate selected by the Executive Board.

#### Professional Staffing

The MPO executive director shall be responsible for all MPO personnel decisions including those related to the hiring, promotion, performance evaluation, training, professional development, and termination of staff assigned to MPO activities.

The executive director of the MPO sponsor agency shall accept the recommendation of the MPO executive director in carrying out employment contracts for MPO professional staff.

The MPO executive director shall submit a draft staffing plan to the executive director of the MPO sponsor agency each year during the development of the MPO's Unified Planning Work Program for use in preparing the sponsor agency's budget. The staffing plan shall be approved by the Executive Board as an integral part of the Unified Planning Work Program.

#### Salaries & Benefits

MPO staff shall be paid in accordance to the payroll policies and procedures of the MPO sponsor agency and be offered the same benefits provided to the employees of the sponsor agency. All eligible costs for salaries and benefits incurred by the sponsor agency shall be reimbursed by MPO federal planning grant funds. The indirect cost rate of the sponsor agency shall be used to satisfy the non-federal match requirements, effectively making the direct cost of MPO staff fully reimbursable.

Should grant funds not be available to reimburse the sponsor agency for those direct costs, or should the indirect cost rate not be sufficient to match the available federal grants, the MPO Executive Board shall be afforded the opportunity to identify additional local funding in order to authorize salaries and benefits. To the extent practical, the source of supplemental funding for staffing should be identified through a memorandum of agreement prior to costs being incurred by the sponsor agency.

The sponsor agency shall apply cost-of-living adjustments or scheduled salary increments to MPO staff when such increases are provided to the equivalent pay grade of employees of the sponsor agency.

Salary adjustments for merit or promotion shall be determined by the MPO executive director and be based on a completed annual performance evaluation. The executive director of the sponsor agency shall make every reasonable effort to implement the recommendation of the MPO executive director in decisions regarding merit-based salary increases or promotions for MPO staff, when MPO funds are available to cover the associated costs.

The executive director of the sponsor agency shall make every reasonable effort to implement the recommendation of the MPO Executive Board in decisions regarding salary increases for the MPO executive director, when MPO funds are available to cover the associated costs.

## **Part 2. Procurement and Contracts**

To the extent allowed by law, the sponsor agency is responsible for executing contracts and legal agreements on behalf of the MPO Executive Board. This includes, but is not limited to, contracts for procurement of professional services when funding for such services is included in the approved Unified Planning Work Program. The sponsor agency is authorized to accept federal and state grants funds on behalf of the MPO Executive Board.

All contracts or legal agreements made on behalf of the MPO by the sponsor agency shall carry the signature of the chair and secretary (MPO executive director) of the MPO Executive Board.

Procurement of professional services, vendors, or goods shall be carried out in accordance with the relevant policies and procedures of the sponsor agency and comply with the requirements imposed by grant funding contracts and applicable federal and State law or regulations.

## **Part 3. Financial Oversight**

The MPO executive director shall prepare an annual budget, as part of the development of the Unified Planning Work Program, to include all anticipated costs for staffing, travel, supplies, consultant services, and other direct costs for the upcoming federal fiscal year (OCT-SEPT). The draft UPWP shall be presented to the Executive Board no later than the end of June. The Executive Board shall adopt the UPWP no later than the end of August.

Invoices for regional dues shall be sent to each member within 30 days of adoption of the UPWP, and payment for dues shall be due by the end of December. The sponsor agency agrees to deposit MPO cash generated by member dues into an account designated for the MPO.

Invoices billed to the MPO shall first be approved for payment by the MPO executive director AND the MPO Finance and Audit Committee prior to payment by the sponsor agency.

Expenses associated with MPO activities that are not generally allowed under the policies of the sponsor agency (e.g., moving expenses for new staff, certain travel reimbursements, etc.) shall be considered eligible for the MPO when the executive director makes the business case and identifies the funding to pay for such activities.

The sponsor agency shall provide to the MPO any annual internal audit reports necessary to calculate the indirect cost rate that will be used to meet the match requirements of federal planning grant funds.

The sponsor agency shall assist the MPO executive director in preparing invoices for reimbursement from state and federal grant contracts.

## **Part 4. Support Services**

The administrative support services needed to sustain the business of the MPO including legal services, finance and accounting services, and information technology support shall be provided by the sponsor agency. The reasonable costs of such services shall be included in the calculated indirect cost rate and made available as match to the federal planning grant funds used to reimburse the sponsor agency for the direct costs of MPO staff and operating expenses.

## **Part 5. Equipment and Property**

Office equipment, computers, software and other property paid for with federal planning grant funds shall be the property of the MPO, regardless of the local match amount or source. Office space and property, including furniture and fixtures, provided by the sponsor agency shall remain the property of the sponsor agency.

## **Part 6. Designation of the MPO Sponsor Agency**

The Metropolitan Planning Commission of Nashville-Davidson County is the designated sponsor agency and fiscal agent for the MPO Executive Board.

The Executive Board shall re-designate its sponsor agency and/or fiscal agent with a 2/3 vote of the membership.

In the event the sponsor agency chooses to discontinue or modify this arrangement, such notice shall be provided prior to the initial presentation of the draft Unified Planning Work Program to the Executive Board, with such changes enacted no earlier than the beginning of the next federal fiscal year.

# Regional Membership Dues Policy

## Purpose

The policy establishes a formal procedure to identify, collect, and manage non-federal match contributions from MPO member jurisdictions. These contributions are to be used for the purposes of leveraging federal funds for MPO regional planning studies and covering MPO expenditures not eligible for federal grant reimbursement.

## Part 1. Policy

Annual dues shall be established annually through the development of the MPO Unified Planning Work Program and shall be sufficient to cover the required non-federal share of proposed regional planning studies or activities. A share of dues may also be set-aside into a contingency fund to cover costs not reimbursable by federal planning grants.

Individual member dues shall be determined by multiplying the adopted UPWP local match dollar requirement by the jurisdiction's percentage of the MPO's regional population, according to the most recent decennial US Census, and paid by the end of December into an account designated for the Nashville Area MPO.

The failure of any member to keep dues current will result in the loss of access to the Transportation Improvement Program, up to and including the ability to add projects to the work program or the risk of losing projects already programmed (but not obligated by the federal government).

Should funds remain after the anticipated year of expenditure, said funds shall remain in reserve to use as needed as the assigned planning activities progress. Upon the completion of the assigned planning activity, unexpended revenue from membership dues will be shifted to the MPO contingency account or used to reduce membership dues in future years, at the discretion of the Executive Board.

## Part 2. Applicability

The proposed policy applies to membership dues collected to fund studies and or activities that are regional in nature and that require consultant assistance or other resources beyond those provided by MPO staff. Regional studies include any study and/or activity that serves to meet federal transportation planning requirements for the MPO planning area such as the development of a long range transportation plan, transportation improvement program, or unified planning work program.

Any study that involve less than the full collection of counties in the MPO planning area will be considered sub-regional in nature. Matching funds for sub-regional studies shall be provided for separately from regional membership dues by each jurisdiction participating in the effort. The formula for distribution that match requirement among participating entities shall be determined by those members and paid to the MPO prior to the final contract negotiations with the selected consultant team or the procurement of services. Upon request, the Executive Board may, by vote of 2/3 of its membership, determine that any study involving at least two counties be considered regional in nature.

In general, federal planning funds used for MPO staff salaries, benefits, and operating expenses shall be locally matched through a soft match generated by the indirect cost incurred by the MPO's sponsor agency.

## Part 3. Effective Rates

Based on current funding needs identified in the Unified Planning Work Program, the effective dues rate is 12.5 cents per capita for municipal government members and 11 cents per capita for county government members. County governments are responsible for the population within the unincorporated portion of the county, as well as the population in municipalities with less than 5,000 people. All population and per capita rates are determined by the last decennial U.S. Census.

# Transportation Funding/ Programming Polices

## Purpose

The MPO has adopted the following policies to provide guidance for the development and maintenance of the regional Transportation Improvement Program (TIP) which is responsible for allocating federal grant dollars to projects scheduled for implementation over the next four to five years. The policies also assist in the effective administration of MPO-managed federal grant funds. Currently, the MPO manages federal grant funding appropriated by the U.S. Congress through the Federal Highway Administration and Federal Transit Administration to local government and agencies within the MPO planning area. Specifically, the MPO manages grant funds from the FHWA Surface Transportation Program (STP), the FHWA Transportation Alternatives Program (TAP), and the FTA Section 5307 Urbanized Area Formula Program Congressionally-required to be set-aside for urbanized areas. From time to time, the MPO may receive a suballocation of revenues from other funding sources.

## Policy 1. Compliance with Regional Plan

For a project to be eligible for the TIP, it first must be included in the adopted regional transportation plan. Large capital projects, roadway capacity, and/or general purpose roadway projects must be individually listed or clearly part of a larger project included in the fiscally-constrained component of the plan. Certain projects seeking to improve safety, increase multi-modal opportunities, or enhance the existing transportation system may be programmed in the TIP without individual identification in the regional plan, so long as they are consistent with the established goals and objectives of the plan, are funded with revenue identified by the plan, and are included in the assumptions of the air quality conformity determination (if required).

## Policy 2. Compliance with Air Quality Standards

Prior to the adoption of a TIP or the approval of any subsequent amendment or modification to the TIP, the MPO shall ensure that the collection of projects comprising the work program conform to applicable air quality standards and/ or meet state and federal air quality regulations or requirements. Such regulations or requirements may necessitate that members of the MPO submit to the MPO detailed information about any project that adds vehicular capacity to the major roadway system -- whether funded with federal grants or not.

## Policy 3. Compliance with State Transportation Work Program

No TIP project may assume the receipt of state revenues or state-managed federal grant funds unless those funds are included in the state's three-year work program presented annually to the Tennessee General Assembly, or unless otherwise authorized in writing by the Tennessee Commissioner of Transportation. Valid contractual agreements between the State of Tennessee and a local grant recipient may serve as sufficient proof of the State's commitment.

## Policy 4. Fiscal Constraint Limitations

The MPO shall not program in the TIP any MPO-managed federal grant funds for which funding cannot be identified, either as part of unobligated amounts appropriated by Congress in the current or previous federal fiscal years, or as part of the MPO's adopted financial forecast for the corresponding TIP year(s).

## Policy 5. Illustrative Priorities

Upon adoption of the TIP and in each year thereafter, the MPO shall endorse or reaffirm its commitment to seeking resources for regional priority projects not funded by grants provided by the TIP. The endorsed list of priorities shall be used to identify next-in-line projects to receive additional funding available to the MPO, either through higher-than-expected appropriations or new federal grant programs, or from funding that is returned to the MPO general fund from any project not able to use its award. The list also shall be used to communicate the region's top priorities for other funding opportunities to TDOT, state legislators, the U.S. Congressional delegation, and other interested parties.

## Policy 6. Eligibility for MPO-Managed Federal Grant Funds

At minimum, any proposed improvement to the safety, capacity, operations, or physical condition of roadways identified on the MPO's federal-aid network are eligible for MPO-managed federal grant funds. In addition, improvements to

bridges conditions or roadway safety, or to facilities that support public transit, walking, and bicycling on routes not on the federal-aid network also are eligible as long as they meet any applicable federal codes and regulations. Certain MPO-managed federal grant funds may require additional conditions be met in order to be considered eligible (e.g., CMAQ funds require an air quality benefit).

In general, MPO-managed federal grant funds should be awarded to projects that serve locations within the geographic area of the associated grant program (e.g., urbanized area Surface Transportation Program funds), but exceptions may be granted for any regionally significant priority when it is shown to have benefit to the region as a whole, and where that project has no other opportunity for funding within the desired implementation schedule. Such exception must be approved by the MPO Executive Board and be supported by the communities located within the area for which the funds were originally suballocated.

## **Policy 7. MPO Commitment to Projects**

With the adoption of the TIP, or its subsequent amendment, the MPO formally commits to ensuring that MPO-managed federal grant funds identified for a project are provided as programmed unless such funding is not available due to changes in law or federal regulations, or if funding is not appropriated at anticipated levels, or is lost to the periodic rescission of unobligated balances. Should MPO-managed federal grant funding be removed from a project as a result of a decrease in funding levels, that project shall remain a top priority for funding once revenues are identified or restored.

Any project programmed in the TIP with MPO-managed federal grant funds, which continues to meet all eligibility requirements while maintaining the proper support of the project sponsor, shall continue to be a priority for the MPO as the region develops a new TIP. Projects with federal funding already obligated shall automatically have unobligated programmed funds carried forward to the new TIP, along with the appropriate increase in funding to cover inflation (see Policy 11) unless that project is proven to have a fatal flaw, loses support from the project sponsor, or is estimated to cost more than 10% beyond previous cost estimates provided to the MPO (see Policy 12).

## **Policy 8. Project Sponsor Commitment to Projects**

Project sponsors hold ultimate responsibility for ensuring that project information contained in the TIP is correct, that it accurately represents the scope of work being performed, and the amount of funding being requested. The sponsor is responsible for providing to the MPO an honest accounting of project details including: costs, implementation schedules, and local matching fund sources, at the time of the application for federal funds and anytime such details change, or at the request of the MPO.

For a project funded with MPO-managed federal funds to remain eligible for those funds, the project's sponsor must provide proof of stated local matching funds at least 3-months prior to the beginning of the federal fiscal year for which the funds are programmed for use. Should a sponsor fail to satisfy the requirement, the project may be allowed a one-year grace period (see Policy 10).

## **Policy 9. Construction Funding**

To facilitate the timely delivery of projects and to prevent the lapse of obligation authority provided by Congress to the state and MPO, the construction phase of projects shall not be formally programmed with MPO-managed federal grant funds until all preliminary engineering (PE) work is completed. This approach assists in the management of federal funds by providing a realistic construction cost estimate and implementation schedule, thus preventing large amounts of funding from being held up on delayed projects.

In order to ensure the availability of MPO-managed federal grant funds for projects ready for construction, the MPO will reserve at least 80% of the amount of funding needed for construction on projects programmed in the TIP (which have not completed PE) as unprogrammed funds. Funding will be programmed on projects in the TIP after the completion of the PE phase on a first-come, first-serve basis as funding is made available.

In order to be eligible for MPO-managed federal grant funds for a construction phase, the project sponsor must submit a construction cost estimate at the time of the MPO's call-for-projects associated with the development of a new TIP. If the project is selected for funding, the MPO's federal share of construction costs will be shown as "illustrative," until the PE phase has been completed.

Should the construction cost estimate identified after the completion of PE exceed the original estimate by 10% or more, the project sponsor must find an alternative source of revenue, make a special request to the MPO Executive Board for additional funding, or compete for the additional funding as part of the MPO's next call-for-projects. In such competition, priority will be given to viable projects previously programmed in the TIP (see Policy 7).

### **Policy 10. Dormant or Inactive Projects**

Project sponsors are given a one-year grace period to obligate funding on projects beyond the originally programmed year of work. Failure to do so may cause federal funds to be returned to the MPO general fund and re-programmed to the next highest eligible MPO priority as identified by the MPO's annual list of priorities (see Policy 5).

Project phases which have been obligated, but have not realized any activity within a 12-month timeframe, may be subject to de-obligation and grant funds returned to the MPO general fund. Returned funds will be re-programmed to the next-highest eligible MPO priority, as identified by the MPO's annual list of priorities.

### **Policy 11. Inflation Adjustments**

Whenever a project is deferred or carried over from one TIP to another, the MPO shall automatically increase the project award by 5% and up to 10%, unless evidence suggests that such adjustment is not necessary. Should evidence show that project cost estimates have increased by more than 10% on a project in a previous TIP, the project sponsor must compete for the additional funding. In such competition, priority will be given to viable projects previously programmed in the TIP (see Policy 7).

### **Policy 12. Cost Increases/ Cost Over-Runs**

In cases where a project that is awarded MPO-managed federal grant funds does not have sufficient funding to fulfill the scope of the project as originally programmed, the project sponsor may be granted the flexibility to shift funding across phases and/or years (pending the availability of funding) to cover increased cost estimates for the affected phase. Should additional funding be required to implement the phase, the project sponsor will be responsible for securing that additional funding from an alternative source of revenue or compete for additional funds at the next available MPO call-for-projects. In such competition, priority will be given to viable projects previously programmed in the TIP (see Policy 7).

The responsibility for any cost over-run on a project already under contract shall be determined by the prevailing contractual agreement between TDOT and the project sponsor. Such contractual agreement shall not bind the MPO to pay for cost-overruns with MPO-managed federal grant funds. The project sponsor may shift funding across phases and/or years (pending the availability of funding) to cover increased costs, however, should additional funding be required to conduct the programmed phase, the project sponsor will be responsible for securing that additional funding from an alternative source of revenue or compete for additional funds at the next available MPO call-for-projects. In such competition, priority will be given to viable projects previously programmed in the TIP (see Policy 7).

### **Policy 13. Changes in the Scope of Work**

All changes to the scope of work for projects programmed in the TIP with MPO-managed federal grant funds must first be approved by the MPO. Projects are evaluated, scored, ranked, and prioritized, and selected based on the benefits and costs of the project as proposed at the time the TIP is developed. Any changes that significantly depart from the original scope may require that project to compete for federal funds during the next MPO call-for-projects.

### **Policy 14. Project Tracking**

In order to facilitate the implementation of the TIP policies, the MPO will work with TDOT and project sponsors to present to MPO members, at least quarterly, a full accounting of the funds obligated for each project and any changes in the status of those projects.

### **Policy 15. TIP Amendment Cycles**

MPO will consider amendments to the TIP on a quarterly basis. The annual schedule of amendment cycles shall be adopted by the MPO prior to the beginning of each federal fiscal year (October 1). Any project sponsor requesting an amendment not deemed to be an emergency must wait for the next amendment cycle or reimburse the MPO for the direct costs incurred to pay for the required public noticing.

## **Appendix F. Regional Transit Agreements**

- Resolutions naming Designated Recipient for the Nashville-Davidson UZA
- Memorandum of Agreement concerning Regional Transit Funding in the Nashville-Davidson UZA
- Memorandum of Understanding between Transit Agencies and MPO for Planning Coordination and Cooperation

## Appendix G. Acronyms and Definitions

**Active Transportation:** Transportation which requires physical activity as part of the mode. Typically, active transportation refers to walking, bicycling and to transit, as transit trips begin and end with a walking or bicycling trip.

**ADA - Americans with Disabilities Act of 1990:** Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

**ADT - Average Daily Traffic:** The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.

**ATRI – American Transportation Research Institute:** A well-known leader in transportation-related research, is an organization whose hallmark is innovative thinking, critical analysis and uncompromised excellence. As part of the American Trucking Associations (ATA) Federation, ATRI benefits from the broad support of the ATA and its members.

**AVL – Automated Vehicle Locator:** A device that makes use of the Global Positioning System (GPS) to enable a business or agency to remotely track the location of its vehicle fleet by using the Internet.

**AVO - Average Vehicle Occupancy:** The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.

**BRT – Bus Rapid Transit:** A high speed bus system operated within an exclusive right-of-way. BRT incorporates exclusive transit ways, modern stations, on-board fare collection, high-tech vehicles and frequent service. BRT systems can be built incrementally and designed for vehicles - rather than people - transfer from local bus routes to the high speed lines.

**CAAA - Clean Air Act Amendments:** 1990 amendments to the federal Clean Air Act which classify non-attainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

**CFR – Code of Federal Regulations:** is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

**CMAQ - Congestion Mitigation and Air Quality Improvement Program:** A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.

**CMP - Congestion Management Process (previously known as Congestion Management System):** A systematic process required under SAFETEA-LU for all TMAs that shall address congestion management through the metropolitan planning process that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under title 23 and chapter 53 of title 49 through the use of travel demand reduction and operational management strategies. The CMP is required under 23 CFR 450.320 and 23 CFR 500.109 and shall include methods to monitor and evaluate the performance of the multi-modal transportation system, identify causes of congestion, identify and evaluate alternative actions, provide information supporting the implementation of actions, and evaluate the efficiency and effectiveness of implementation actions. The CMP is periodically reviewed for efficiency and effectiveness of the implemented strategies, the results of this evaluation shall be provided to decision-makers to provide guidance on selection of effective strategies for future implementation purposes.

**Complete Streets –** Streets that offer transportation choices that are safe and convenient for all ages and ability levels. These choices may include transit, walking, bicycling and automobile travel.

**CONST – Construction (phase of a project):** The phase of a project after the preliminary environmental and engineering work is completed, where the project is being built and the improvements are prepared for implementation.

**DOT - Department of Transportation:** Agency responsible for transportation at the local, state, or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean the Federal Transit Administration.

**E+C – Existing plus Committed Transportation Network:** Also called a No-Build network, this is a test of how a roadway network, consisting of an existing network plus currently funded future roadway projects, could withstand the demand of projected population and employment growth.

**EA – Environmental Assessment:** The process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant effects of development proposals prior to major decisions being taken and commitments made. The purpose of the assessment is to ensure that decision-makers consider environmental impacts before deciding whether to proceed with new projects

**EIS - Environmental Impact Statement:** A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

**EJ - Environmental Justice:** Derived from Title VI of the Civil Rights Act of 1964, and established by Executive Order, EJ requires federally funded plans and programs to assess their impact, either positive or negative, on traditionally underserved (e.g., low-income, minority, etc.) communities or segments of the population. The goal of EJ is to ensure public involvement of low income and minority groups in decision making to prevent disproportionately high and adverse impacts on low income and minority groups, and to ensure that these groups receive equal benefits from transportation improvements.

**EPA – U.S. Environmental Protection Agency:** is an agency of the federal government of the United States charged with protecting human health and with safeguarding the natural environment: air, water, and land.

**Executive Board:** A standing committee created for the purpose of serving as spokespersons for the citizens of the metropolitan area and is the designated MPO to prioritize and direct federal transportation funds to local projects. The Board is comprised of mayors of the cities over 5,000 population and county mayors/ executives across counties of Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson. The Executive Board also includes the Tennessee Governor and a representative from GNRC and a representative of public transit operators. The FHWA Tennessee Division Administrator and the FTA Region IV Administrator serve on the board in a non-voting capacity. The Executive Board meetings are open to the public and where any member of the public can address the MPO on any transportation issue.

**FHPP - Federal High Priority Projects:** Discretionary projects earmarked by the U.S. Congress as high priorities at the federal level during the Congressional appropriations and re-authorization process. This amounts to roughly 5 percent of the total transportation budget.

**FHWA - Federal Highway Administration:** Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under title 23 U.S.C.

**Fiscal Constraint:** A requirement, originally of ISTEA, that transportation plans demonstrate how proposed projects and programs will be implemented with a reasonable estimate of federal, state, and local sources of revenue.

**FTA - Federal Transit Administration:** Federal entity responsible for transit planning and programs under title 49 U.S.C.

**Functional Classification:** Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

**FY - Fiscal Year:** A federal fiscal or budget year; runs from October 1 through September 30 for the MPO and the federal government. State and local governments operate on a fiscal year beginning July 1 and ending June 30.

**HIA – Health Impact Assessment:** An assessment conducted ideally in the planning phases of a built environment project which estimates any positive or negative impacts that a project may have on environmental or personal health. The assessment makes recommendations for improvements to the project to mitigate negative impacts such as reducing emissions or improving positive impacts such as increasing physical activity.

**GIS – Geographic Information System:** a system for capturing, storing, analyzing and managing data which is spatially referenced to the earth. GIS is a tool that allows users to create interactive queries (user created searches), analyze the spatial information, edit data, maps, and present the results of all these operations.

**GNRC – Greater Nashville Regional Council:** a regional organization created by State law to serve as the development district for 13 counties in northern Middle Tennessee. GNRC serves as the Area Agency on Aging and Disability, the Middle Tennessee Tourism Council, and provides community planning and economic development assistance to its local government members.

**HOV - High Occupancy Vehicle:** In Tennessee, vehicles carrying two (2) or more people receive this designation and may travel on freeways, expressways and other large volume roads in lanes designated for high occupancy vehicles. Motorcycles are also authorized to use these lanes.

**HUD – United States Department of Housing and Urban Development:** Federal agency charged with helping to create strong, sustainable, inclusive communities and quality, affordable homes.

**HTS (or HHTS) – Household Travel Survey:** A major survey effort conducted periodically to collect socio-economic and travel behavior information from a random selection of households across the planning area. Data from the survey are used in travel demand modeling to predict future transportation trends.

**IM – Interstate Maintenance:** A funding category created by the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the IM authorizes funding for activities that include the reconstruction of bridges, interchanges, and over crossings along existing Interstate routes, including the acquisition of right-of-way where necessary, but shall not include the construction of new travel lanes other than high occupancy vehicle lanes or auxiliary lanes.

**IMS - Incident Management System:** A systematic process required under SAFETEA-LU to provide information on accidents and identify causes and improvements to the Transportation system to increase safety of all users.

**ISTEA - Intermodal Surface Transportation Efficiency Act of 1991:** Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation. ISTEA preceded TEA-21 and SAFETEA-LU.

**ITE - Institute of Transportation Engineers:** An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).

**ITS - Intelligent Transportation System:** Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection” and “transit information kiosks.”

**Intergovernmental Agreement:** Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

**LOS - Level of Service:** A qualitative assessment of a road’s operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

**LRT – Light Rail Transit:** a particular class of urban and suburban passenger railway that utilizes equipment and infrastructure that is typically less massive than that used for rapid transit systems, with modern light rail vehicles usually running along the system.

**LRTP – Long-Range Transportation Plan:** A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years. It is fiscally constrained, i.e., a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

**MAP-21 – Moving Ahead for Progress in the 21<sup>st</sup> Century:** The federal transportation act passed by Congress and signed into law in 2012 that authorized federal surface transportation programs for FYs 2013 and 2014.

**MG - Minimum Guarantee:** A funding category created in TEA-21 that guarantees a 90 percent return of contributions on formula funds to every state.

**MPO Activities:** Are plans, programs and projects related to the MPO process.

**MPO - Metropolitan Planning Organization:** The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000.

**MTA – Metropolitan Transit Authority:** The public transit agency serving Nashville/Davidson County.

**NEPA – National Environmental Policy Act:** Passed in 1970, NEPA requires federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

**NHS - National Highway System:** Consists of roadways important to the nation’s economy, defense, and mobility. The NHS includes the Interstate System, principal arterial highways in rural and urban areas, the Strategic Highway Networks and connectors for national defense purposes, and intermodal connectors that tie together the surface, air, water, and rail transportation systems.

**NOx – Nitrogen Oxides:** The third largest greenhouse gas, nitrogen oxides also attacks ozone in the stratosphere, aggravating the excess amount of UV light striking the earth's surface.

**Obligated Funds:** Funds that have been authorized by and committed to legally by a federal agency to pay for the federal share of the project cost.

**Officials:** Are people who have governmental decision-making, planning or administrative responsibilities that relate to MPO activities.

**PE – Preliminary Engineering (phase of project):** a process to begin developing the design of the facilities and system, to analyze the function and operation of the system, evaluation cost efficiencies and prepare for the final design of the project.

**PMS - Pavement Management System:** A systematic process utilized by State agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost-effective pavement construction, rehabilitation, and maintenance programs;

required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of State and local officials; criteria found in 23 CFR 500.021-209.

**PPP – Public Participation Plan:** a federally-required document that describes the MPO’s process for involving the public and interested stakeholders in the development and adoption of required plans and programs, and the formal procedures used to adopt or amend the Long-Range Transportation Plan, the Transportation Improvement Program, and Unified Planning Work Program.

**Public:** Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

**Public Participation:** Is an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO in an exchange of data and ideas. Public participation offers an open process in which the rights of the community, to be informed to provide comments to the Government and to receive a response from the Government, are met through a full opportunity to be involved and to express needs and goals.

**ROW - Right-of-Way:** Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

**RTA – Regional Transportation Authority:** Nine-county regional agency that plans and develops regional transit in the Nashville area.

**RTDM - Regional Travel Demand Model:** This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative solutions to traffic patterns. The travel patterns are determined from US Census results and in simple terms tell where residents live and where they go to work or school on a regional wide basis.

**SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users** - legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. SAFETEA-LU was preceded by ISTEA and TEA-21.

**School Siting:** the process by which a community decides where to locate a new public school. The placement of schools and the zones of populations assigned to attend a school affect transportation patterns in the community as well as the modal types used to make a home to school trip.

**SIP – State Implementation Plan (for air quality):** the regulations and other materials for meeting clean air standards and associated Clean Air Act requirements.

**SR – State Route:** a roadway owned, financed and maintained by a state.

**SRTS – Safe Routes to School:** the name of a national movement and a component of SAFETEA-LU by which communities provide infrastructure and education to enable and encourage children to walk and bicycle to school.

**STA – State gas tax fund:** Also called motor fuel excise tax, this is a tax charged by the gallon and collected as consumers pay at the pump. The tax goes primarily towards basic operating costs, highway maintenance contracts, resurfacing, bridges, major reconstruction, new construction, consultant contracts, right-of-way purchases, and to match federal funds.

**STIP - State Transportation Improvement Program:** A priority list of transportation projects developed by the Tennessee Department of Transportation that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and State funding sources for each project. Transportation projects in the state’s 11 urban areas are determined through Metropolitan Planning Organization process.

**STP – Surface Transportation Program (L-STP or U-STP):** A program funded by the National Highway Trust Fund.

**L-STP** provides funding to areas of 5,000 to 50,000 in population for improvements on routes functionally classified urban collectors or higher. **U-STP** Provides funding to Census designated urbanized areas over 50,000 in population (e.g. MPO areas based on US Census) for improvements on routes functionally classified urban collectors or higher.

**TCC - Technical Coordinating Committee:** A standing committee of most metropolitan planning organizations (MPOs); function is to provide advice on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).

**TDM – Transportation Demand Management:** a method of planning for and implementing transportation improvement in a manner that reduces traffic congestion and pollution by influencing changes in travel behavior.

**TDEC – Tennessee Department of Environment and Conservation:** State agency responsible for protecting and improving the quality of Tennessee’s land, air, water and recreation resources.

**TDOT – Tennessee Department of Transportation:** State agency responsible for the planning and implementation of Tennessee’s multimodal transportation system including roads and bridges, aviation, public transit, waterways, and railroads.

**TEA-21 - Transportation Equity Act for the 21st Century:** Federal Legislation that authorized funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation clarified the role of the MPOs in the local priority

setting process. TEA-21 emphasized increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation. TEA-21 preceded SAFETEA-LU.

**TIP - Transportation Improvement Program:** A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the four (4) year period following its adoption; must include documentation of federal and State funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.

**TMA - Transportation Management Area:** An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection, federal certification, and others identified in 23 CFR - 450.300-.338.

**The TMA Group:** A local non-profit organization headquartered in Williamson County responsible for carrying out certain transit services on behalf of the Regional Transportation Authority and the Franklin Transit Authority, and for the administration of the regional Clean Air Partnership of Middle Tennessee, under contract to Williamson County and the Nashville Area MPO.

**TOD - Transit Oriented Development:** a mixed-use development that is anchored by a transit station. The transit mode may include bus or rail, and the development may include uses such as housing, office and retail.

**Transportation Disadvantaged:** People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

**Transportation Enhancements:** Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

**TRIMS – Tennessee Roadway Information Management System:** An Oracle database application which enables TDOT to capture, maintain, and view critical roadway data. The TRIMS application provides users with a view of roadway data, traffic, bridges, crashes, railroad grade crossings, pavement conditions and photolog digital images.

**TSM - Transportation Systems Management:** Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

**UPWP - Unified Planning Work Program:** Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

**V/C Ratio Volume over Capacity Ratio:** A roadway performance measure to show how a highway volume compares with a highway's capacity.

**VMT - Vehicle Miles Traveled:** A measure calculated from observed traffic counts and travel behaviors or from a travel demand model to convey the total distanced traveled by automobiles. May also be expressed on per capita basis.

**VOC – Volatile Organic Compounds:** Organic chemical compounds that have high enough vapor pressures under normal conditions to significantly vaporize and enter the atmosphere. Included among these compounds are dry-cleaning solvents and some constituents of petroleum fuels.



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