Nashville Area Metropolitan Planning Organization

Prospectus & Organizational Bylaws

Respectfully updated in April 2015 for the citizens of
Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson Counties by the:

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MPO RESOLUTION 2014-003

A RESOLUTION AMENDING THE MPO PROSPECTUS AND BYLAWS TO EXTEND VOTING PRIVLEDGES TO NEW MEMBERS AND TO REFLECT CHANGES IN THE REGIONAL TRANSPORTATION PLANNING PROCESS

WHEREAS, the Nashville Area Metropolitan Planning Organization (MPO) is responsible for carrying out a federally-required comprehensive, cooperative, and continuing transportation planning process throughout its designated Metropolitan Planning Area (MPA); and

WHEREAS, the Executive Board of the MPO has endorsed a revision to the MPA to include all portions of Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson counties in Tennessee, and

WHEREAS, the Governor of the State of Tennessee has provided concurrence with those revisions, designating the MPO as being responsible for carrying out federal planning and programming requirements across those seven counties in the Nashville area; and

WHEREAS, the *Prospectus* of the MPO provides an overview of the organization's structure, responsibilities, and procedures and describes other agencies involved in the regional transportation planning process; and

WHEREAS, the *Rules and Bylaws* establish the organization's composition amd voting structure, and defines the duties of the MPO Executive Board and its officers; and

WHEREAS, revisions to the *Prospectus and Bylaws* are necessary in order to reflect changes to the MPA and to comply with a new federal law enacted by the *Moving Ahead for Progress in the 21st Century Act* (MAP-21) that requires each MPO to include a representative of public transportation operators on their governing board;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Nashville Area MPO, that: 1) its *Bylaws* be amended to extend full privileges and voting membership to a representative of public transportation operators, to Maury County and Robertson County, and to all their municipalities with a population of 5,000 or more persons as of the last U.S. decennial census, and 2) its *Prospectus* be updated to reflect recent changes in the MPO's organizational structure and regional transportation planning process.

Adopted this 18th day of June, 2014 by the Executive Board of the Nashville Area Metropolitan Planning Organization.

The Honorable Mayor Ken Wilber
Chairman, MPO Executive Board

Attest:

Michael Skipper, AICP
Executive Director and Secretary

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1.0 Introduction

1.1 About the MPO and Prospectus

Established through federal legislation, MPOs exist throughout the United States in all urbanized areas of more than 50,000 people and 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 Metropolitan Planning Organization (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 21st 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; and
- 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.
- 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 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/.**

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**, by calling the MPO at (615) 862-7204, or by visiting the MPO offices at 800 Second Avenue South, Nashville, 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/** 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 roadway 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 current TIP accounts for approximately one billion dollars through the year 2017.

More information about the TIP is available online at **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/**.

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/**.

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/**.

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 governments 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/**.

Other Reports, Publications, Digital Media

The MPO publishes several reports and presentation each year to the website at **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/**.

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 also include areas outside of the UZA that are expected to urbanize over the next 20 years. This ensures that the region is appropriately planning for the infrastructure associated with anticipated growth and development. Guidance from the FHWA and FTA also 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 dissemination 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 pollution 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 suballocatoin 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 only for rural areas. Whereas funds suballocated to urban areas may be used 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 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. The Nashville-Davidson UZA has a population just shy of one million people, and the Murfreesboro UZA has just over 150,000. 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."

Following 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 areas outside of Davidson County including the cities of Hendersonville and Brentwood 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.

In June 2014, the MPO expanded its boundaries again to its recent form 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 pubic 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), also known as PLAN*Go*, brings together the needs for all modes of transportation, including rail, transit, ports and waterways, aviation, pedestrians and bicycles in addition to highways. Although TDOT had developed transportation plans in the past, PLAN*Go* was the first multimodal plan that integrated all modes of transportation into a seamless system.

PLAN*Go* is currently being updated by TDOT 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.

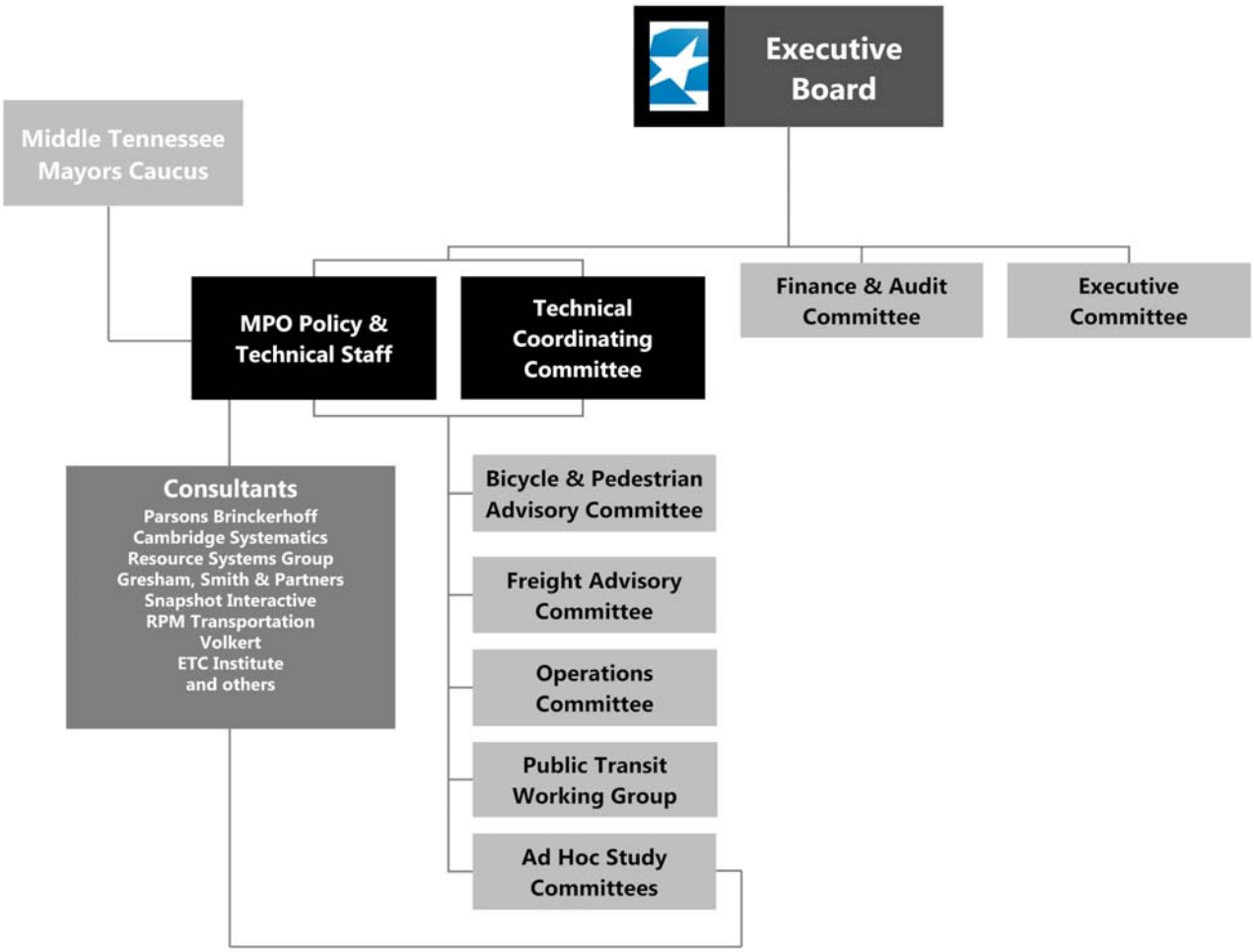
The STIP is available online at **http://www.tdot.state.tn.us/programdev/**.

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**.

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 the representation from the Executive Board, the Technical Coordinating Committee, TDOT, and the MPO's host agency/fiscal agent. The committee meets as needed.

Finance and Audit Committee

This 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 host agency/ fiscal agent. The committee meets by email once per month, as needed, and includes the representation from the Executive Board, the Technical Coordinating Committee, TDOT, and the MPO's host agency/fiscal agent. The

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**.

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 of 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 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**.

MPO Host Agency and Fiscal Agent

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 other states where MPOs have not been granted contracting authority under State law. The role and responsibility of the host 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) 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 113 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 divided into 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 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 of the FTA Urban Transit 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 our 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. 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. Matching funds for regional consultant activities are provided by city and county government members through annual dues. Additional contributions may be 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/.**

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 all 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 MPO's website the week prior to the scheduled meetings.

2.4 Public & Stakeholder Participation

Public involvement is a critical element of all planning that is done through the MPO. Such 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, 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 busy 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 State 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 through an annual audit.

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 Regional 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 must 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 ensuring that any program or project involving State or federal funds or aid is based on a continuing and comprehensive transportation planning process carried on cooperatively by the State and local communities. The Long Range Planning Division is also responsible for the ongoing data collection program that provides inventories of all transportation modes and needs, development of transportation plans, needs, and programs, administering and conducting transportation research programs, and serving as liaison between TDOT and FHWA. The division includes the Office of Community Transportation which represents TDOT in community and regional planning efforts.

Project Planning Division: The division is one of four divisions under the Chief of Environment and Planning. This Division is comprised of three offices: Short Range Planning Office, Conceptual and National Environmental Policy Act (NEPA) Planning Office and Safety Planning and Travel Data Office. It is primarily responsible for the management, development and planning of all Travel Data Operations and Short Range Planning, Conceptual Planning, NEPA Planning Guidelines, and all statewide project planning studies for State, Federal and local federal aid highways and the Highway Rail Grade

Crossing Program. The Project Planning Division is a vital component in achieving the mission of TDOT's Strategic Management Plan.

Division of Multimodal Transportation Resources: The division is responsible for formulating programs of financial and technical assistance for comprehensive planning, development, and administration of public transportation facilities and services, studying public transportation problems and providing technical assistance to local governments, encouraging research and experimentation in developing new area mass transportation facilities and services, recommending policies, programs, and actions designed to improve utilization of urban and commuter mass transportation facilities in keeping with the goals of the long range statewide transportation plan, and administering the program of public transportation capital grants provided by the State.

TDOT Program Development and Project Management Division: The division is comprised of four offices.

- Program Development and Scheduling is responsible for developing transportation programs and establishing project schedules.
- Local Programs Development is responsible for the coordination of various State and federal programs with local governments.
- Program Operations is responsible for establishing project funding authorizations and serves as the Liaison with the Federal Highway Administration.
- Project Management is responsible for the development and delivery of selected transportation projects as well as administration of the State Industrial Access Program (SIA).

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 requires 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, Steward, 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 two Rural Planning Organizations that sit adjacent to the Nashville Area MPO and provide 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 Greater Nashville 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 planning input and service for 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 Transit Authority.

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. 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 ADA-accessible paratransit service to eligible clients who live within a certain distance of the fixed bus routes. 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 plays an active role in the regional transportation planning process as its staffs the board of the RTA and serves as the "designated recipient" of formula grants funds provided to the Nashville-Davidson Urbanized Area by the Federal Transit Administration.

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.

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 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, unless such a majority is achieved solely by the vote of a single governmental jurisdiction.
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 action to modify the boundaries of the MPO planning area must include an affirmative vote of the central city government and 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 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 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 by the 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.

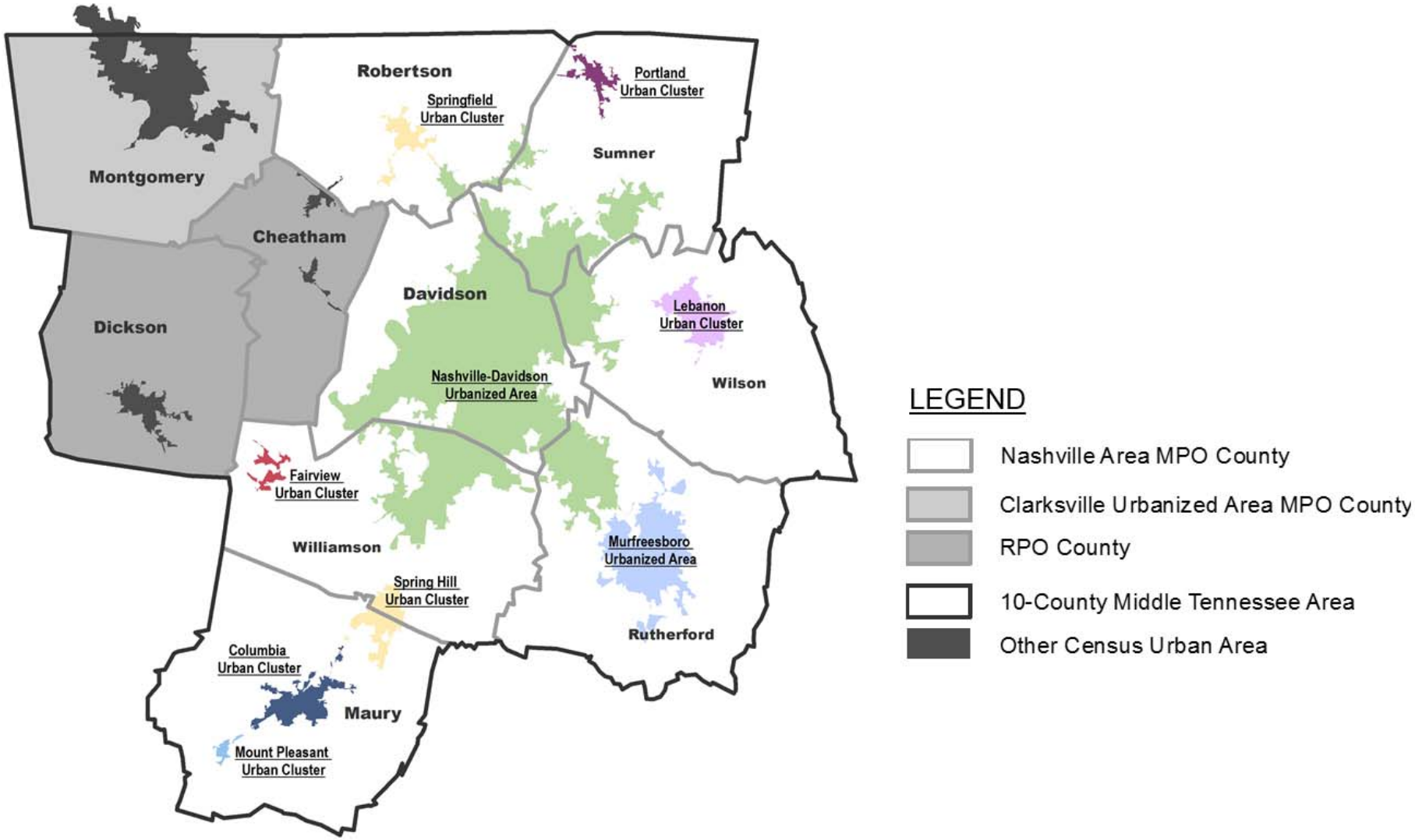
Article 8. Rules of Order

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



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
Total	**1,494,344**		**30**	**203**

(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	Metro Nashville Airport Authority
• Traffic Engineer	Metro Nashville Traffic & Parking Commission
• Director	Metro Nashville Department of Finance
• Director	Metro Nashville Health Department Pollution Control
• Traffic Director	City of Murfreesboro
• Public Transp. 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
• Planning 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
Michael Skipper, AICP, Executive Director	862-7204	skipper@nashvillempo.org
Program Administration, Regional Coordination, Policy and Legislative Matters, Transportation Funding		
Michelle Lacewell, APR, Deputy Director & Comm. Officer	880-2452	lacewell@nashvillempo.org
Communications, Marketing and PR, Title VI Coordination		
Lou Edwards, Administrative Assistant	862-7204	edwards@nashvillempo.org
Office Administration, Meeting Coordination, Legal Notices, Contracts		
Jeffrey Leach, Finance Officer	862-7159	leach@nashvillempo.org
Invoicing, Accounts Payable		
Leslie Meehan, AICP, Director of Policy	862-7211	meehan@nashvillempo.org
Public Health Coordination, Active Transportation & Healthy Communities		
Peter Bang, Director of Technical Programs	862-7182	bang@nashvillempo.org
Technical Applications, Regional Modeling		
Anna Emerson, Senior Planner	862-7157	emerson@nashvillempo.org
Transportation Improvement Program, Regional Transportation & Land Use Studies		
Mary Connelly, Senior Planner	880-3239	connelly@nashvillempo.org
Public Transit, Freight and Goods Movement, Safety Programs		
Rochelle Carpenter, Senior Policy Analyst	862-7172	carpenter@nashvillempo.org
Social Equity, Creative-Placemaking, Federal and State Transportation Policy		
Wesley Rhodes, Policy Analyst	862-7196	rhodes@nashvillempo.org
Environmental Policy and Planning		
Hary(ono) Prawiranata, Senior Modeler	862-7215	hary@nashvillempo.org
Transportation & Land Use Modeling		
Nicholas Lindeman, Economic and Systems Data Analyst	862-7198	lindeman@nashvillempo.org
Econometrics, Demographic Analysis		
Sam Williams, GIS Analyst	862-6877	williams@nashvillempo.org
Geographic and Spatial Analyst		
Mary Beth Ikard, Social Media Coordinator	862-7204	ikard@nashvillempo.org
Facebook/NashvilleMPO and Twitter @nashvillempo		

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 are 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 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 & 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 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 staff and consultant expenses 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.

Part 6. Designation of the MPO Sponsor Agency

The Metropolitan Planning Commission of Nashville-Davidson County is the designated sponsor and fiscal agent for the MPO. 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 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 membership dues will be shifted to the MPO contingency account or used to buy down rates 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 negations 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 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 Urban Transit 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 (e.g., FHWA Congestion Mitigation Air Quality), for which spending discretion also is provided.

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 project to improve 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, projects that

improve safety or multi-modal opportunities on routes not identified on the federal-aid system (e.g., sidewalks on local roads, greenways, transit routes, etc.) 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 contained within the geographic area of the associated grant program (e.g., urbanized area Surface Transportation Program funds), but exceptions may be granted in cases where an MPO priority project located outside of the area 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 Planning Agreements

- Resolution naming Transit Designated Recipient
- MOA on Regional Transit Planning

MPO RESOLUTION 2013-006

A RESOLUTION APPOINTING THE NASHVILLE METROPOLITAN TRANSIT AUTHORITY (MTA) AS THE DESIGNATED RECIPIENT OF FTA SECTION 5307 GRANT FUNDS (URBAN AREA TRANSIT PROGRAM) FOR THE NASHVILLE-DAVIDSON URBANIZED AREA

WHEREAS, the Nashville Area Metropolitan Planning Organization (MPO) is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process throughout Davidson, Rutherford, Sumner, Williamson, Wilson and portions of Maury and Robertson counties; and

WHEREAS, the United States Bureau of the Census has designated the Nashville-Davidson Urbanized Area (UZA) to include Davidson County and portions of Rutherford, Robertson, Sumner, Williamson, and Wilson counties; and

WHEREAS, the Nashville-Davidson UZA qualifies for federal grant funding provided by the Federal Transit Administration under 49 U.S.C. Section 5307 (the Urbanized Area Formula Program); and

WHEREAS, the Federal Transit Administration (FTA) requires that a Designated Recipient be named to administer the Section 5307 grant program; and

WHEREAS, the Nashville MTA has long served as the Designated Recipient of FTA formula based Section 5307 funds in the Nashville-Davidson Urbanized Area; and

WHEREAS, local transit agencies operating within the urbanized area support the MPO's appointment of the Nashville MTA as the Designated Recipient for FTA Section 5307 funds;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Nashville Area Metropolitan Planning Organization, that the Nashville Metropolitan Transit Authority is recommended to the Governor of the State of Tennessee as the Designated Recipient of the FTA Section 5307 program funds for the Nashville-Davidson Urbanized Area.

Adopted this 18th day of September, 2013 by the Executive Board of the Nashville Area Metropolitan Planning Organization.

Rogers Anderson

The Honorable Mayor Rogers Anderson
Chairman, MPO Executive Board

Attest:

MS

Michael Skipper, AICP
Executive Director and Secretary of the Board

MPO RESOLUTION 2013-007

A RESOLUTION APPOINTING THE NASHVILLE METROPOLITAN TRANSIT AUTHORITY (MTA) AS THE DESIGNATED RECIPIENT OF FTA SECTION 5310 GRANT FUNDS (ENHANCED MOBILITY FOR SENIOR AND INDIVIDUALS WITH DISABILITIES) FOR THE NASHVILLE-DAVIDSON URBANIZED AREA

WHEREAS, the new federal transportation Act - Moving Ahead for Progress in the 21st Century (MAP-21) that became effective on October 1, 2012 modified many of the grant programs overseen by the Federal Transit Administration (FTA); and

WHEREAS, the FTA made significant changes to the Section 5310 - Enhanced Mobility for Seniors and Individuals with Disabilities grant program by (1) merging it with Section 5317 - New Freedom grant program and (2) providing to urbanized areas over 200,000 in population a direct allocation of funds; and

WHEREAS, the new goal of the Section 5310 grant program is to provide enhanced mobility for seniors and persons with disabilities by providing funds for programs to service the special needs of transit dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services; and

WHEREAS, projects selected for Section 5310 funding must be included in a locally developed coordinated human services transportation plan and the approved Transportation Improvement Program; and

WHEREAS, the FTA requires that a Designated Recipient be named to administer the Section 5310 grant program; and

WHEREAS, the Nashville MTA has experience serving as the Designated Recipient for other FTA formula grant programs on behalf of the Nashville-Davidson urbanized area; and

WHEREAS, local transit agencies operating within the urbanized area support the MPO's appointment of the Nashville MTA as the Designated Recipient for FTA urbanized area formula funds;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Nashville Area Metropolitan Planning Organization, that the Nashville Metropolitan Transit Authority is recommended to the Governor of the State of Tennessee as the Designated Recipient of the FTA Section 5310 program funds for the Nashville-Davidson Urbanized Area.

Adopted this 18th day of September, 2013 by the Executive Board of the Nashville Area Metropolitan Planning Organization.

The Honorable Mayor Rogers Anderson
Chairman, MPO Executive Board

Attest:

Michael Skipper, AICP
Executive Director and Secretary of the Board

MPO RESOLUTION 2014-005

A RESOLUTION APPOINTING THE NASHVILLE METROPOLITAN TRANSIT AUTHORITY (MTA) AS THE DESIGNATED RECIPIENT OF FTA SECTION 5337 GRANT FUNDS (STATE OF GOOD REPAIR PROGRAM) FOR THE NASHVILLE-DAVIDSON URBANIZED AREA

WHEREAS, the federal transportation Act - Moving Ahead for Progress in the 21st Century (MAP-21) modified several of the grant programs overseen by the Federal Transit Administration (FTA); and,

WHEREAS, the Nashville Area Metropolitan Planning Organization (MPO) is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process throughout Davidson, Rutherford, Sumner, Williamson, Wilson and portions of Maury and Robertson counties; and

WHEREAS, the United States Bureau of the Census has designated the Nashville-Davidson Urbanized Area (UZA) to include Davidson County and portions of Rutherford, Robertson, Sumner, Williamson, and Wilson counties; and

WHEREAS, the Nashville-Davidson UZA qualifies for federal grant funding provided by the Federal Transit Administration under 49 U.S.C. Section 5337 (State of Good Repair Formula Grants); and

WHEREAS, the Federal Transit Administration (FTA) requires that a Designated Recipient be named to administer the Section 5337 grant program; and

WHEREAS, the Nashville MTA has long served as the Designated Recipient of FTA formula based Section 5307 Urbanized Area Formula Program funds in the Nashville-Davidson Urbanized Area; and

WHEREAS, local transit agencies operating within the urbanized area support the MPO's appointment of the Nashville MTA as the Designated Recipient for FTA Section 5307 and FTA Section 5310 funds;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Nashville Area Metropolitan Planning Organization, that the Nashville Metropolitan Transit Authority is recommended to the Governor of the State of Tennessee as the Designated Recipient of the FTA Section 5337 program funds for the Nashville-Davidson Urbanized Area.

Adopted this 20th day of August, 2014 by the Executive Board of the Nashville Area Metropolitan Planning Organization.

The Honorable Mayor Kenneth Wilber
Chairman, MPO Executive Board

Attest:

Michael Skipper, AICP
Executive Director & Secretary

MPO RESOLUTION 2014-006

A RESOLUTION APPOINTING THE NASHVILLE METROPOLITAN TRANSIT AUTHORITY (MTA) AS THE DESIGNATED RECIPIENT OF FTA SECTION 5339 GRANT FUNDS (BUS AND BUS FACILITIES PROGRAM) FOR THE NASHVILLE-DAVIDSON URBANIZED AREA

WHEREAS, the federal transportation Act - Moving Ahead for Progress in the 21st Century (MAP-21) modified several of the grant programs overseen by the Federal Transit Administration (FTA); and,

WHEREAS, the Nashville Area Metropolitan Planning Organization (MPO) is responsible for carrying out a comprehensive, cooperative, and continuing transportation planning process throughout Davidson, Maury, Rutherford, Sumner, Robertson, Williamson, and Wilson counties; and

WHEREAS, the United States Bureau of the Census has designated the Nashville-Davidson Urbanized Area (UZA) to include Davidson County and portions of Rutherford, Robertson, Sumner, Williamson, and Wilson counties; and

WHEREAS, the Nashville-Davidson UZA qualifies for federal grant funding provided by the Federal Transit Administration under 49 U.S.C. Section 5339 (Bus and Bus Facilities Formula Grants); and

WHEREAS, the Federal Transit Administration (FTA) requires that a Designated Recipient be named to administer the Section 5339 grant program; and

WHEREAS, the Nashville MTA has long served as the Designated Recipient of FTA formula based Section 5307 Urbanized Area Formula Program funds in the Nashville-Davidson Urbanized Area; and

WHEREAS, local transit agencies operating within the urbanized area support the MPO's appointment of the Nashville MTA as the Designated Recipient for FTA Section 5307 and FTA Section 5310 funds;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Nashville Area Metropolitan Planning Organization, that the Nashville Metropolitan Transit Authority is recommended to the Governor of the State of Tennessee as the Designated Recipient of the FTA Section 5339 program funds for the Nashville-Davidson Urbanized Area.

Adopted this 20th day of August, 2014 by the Executive Board of the Nashville Area Metropolitan Planning Organization.

The Honorable Mayor Kenneth Wilber
Chairman, MPO Executive Board

Attest:

Michael Skipper, AICP
Executive Director & Secretary

MEMORANDUM OF UNDERSTANDING (MOU)
for
PLANNING COORDINATION AND COOPERATION
between
NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION (MPO)
and
THE REGIONAL TRANSPORTATION AUTHORITY (RTA)

The purpose of this MOU is to establish a formal cooperative working arrangement between the Nashville Area Metropolitan Planning Organization ("MPO") and the Regional Transportation Authority ("RTA") as part of the regional transportation planning process. This MOU specifies cooperative procedures for carrying out specific transit-related transportation planning activities in the Nashville planning area ("planning area").

The parties to this MOU hereby agree to the following roles and responsibilities in the regional transportation process:

I.

RTA, as one of the publicly owned transit providers in the MPO planning area, shall, only to the extent that it may be bound by contracts which may hereafter be entered into, be responsible for the following:

1. Make available any records, documents or information necessary to accomplish the MPO's planning objectives and the development of the Long Range Transportation Plan ("LRTP") and the Transportation Improvement Program ("TIP"), including, but not limited to, transit ridership data, budgets and other reports;

2. Conduct long range transit planning activities including, but not limited to, identification and development of fixed guideway transit markets with growth potential; studies related to operations and management planning of such transit markets; development and application of advanced public transportation systems; and monitor new and revised transit services;

3. Assist in development of public involvement activities related to the LRTP and TIP;

4. Assist the MPO in the development of the annual Unified Planning Work Program ("UPWP") by identifying activities, schedules and budgets to be undertaken by RTA;

5. Provide input to the MPO regarding major transit planning issues for MPO use in preparation of annual certification to FHWA and FTA;

6. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment study is identified, to determine the extent of the analyses and define each agency's role in the development of the study;

7. Provide information as requested about alternatives to single-occupancy vehicle commuting, and exchange information with the MPO about entities and/or individuals who are interested in commute alternatives;

8. Provide technical support for activities in areas including, but not limited to, transportation and air quality planning; travel surveys and models; sub area and inter-modal studies; ITS planning; congestion management planning; and bicycle and pedestrian planning;

9. The funding to be allocated to the RTA to provide transit planning is included in Attachment I; and

10. Provide other assistance the parties hereto mutually agree upon.

II.

The parties hereby further agree that the MPO, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Prepare and publish a fiscally balanced multi-modal transportation plan with at least a 20 years horizon that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods in the planning area;

2. Conduct long range transit planning activities including, but not limited to, evaluation of feasibility and location of fixed guideway facilities and other transit infrastructure;

3. Prepare, publish and maintain a financially balanced three-year or four year multi-modal TIP.

4. Assist RTA with public involvement activities related to identification and development of fixed guideway transit markets with growth potential; studies related to operations and management planning of such transit markets; development and application of advanced public transportation systems;

5. Prepare an annual UPWP to document planning activities to be performed in the next fiscal year, in sufficient detail to indicate who will perform the work, the schedule for completion, associated budget and the procedures that it will produce;

6. Coordinate and gather input from other public transit providers regarding transportation planning process certification issues;

7. Annually certify, concurrently with TDOT, FHWA and FTA that the planning process is addressing the major issues facing the planning area and is being conducted in accordance with all applicable federal laws;

8. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment study is identified, to determine the extent of the analyses and define each agency's role in the development of the study;

9. Provide and exchange information as requested about commuting alternatives. Information may relate to alternatives to single-occupancy vehicle commuting, and entities and/or individuals who are interested in commute alternatives;

10. Provide local government technical assistance and training opportunities including, but not limited to, travel demand forecasting services, travel and demographic data and information and opportunities; technical transportation planning assistance seminars; and commute options marketing and program development training; and

11. Provide other assistance the parties hereto mutually agreed upon.

III.

This Agreement shall remain in effect until either party notifies the other in writing that the Agreement is no longer suitable. If or when this occurs, the parties agree to meet as soon as practicable to discuss possible modifications to this cooperative working Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement effective as of the 15 day of November, 2006.

REGIONAL TRANSPORTATION AUTHORITY

By: William R. Orange
Chair, Board of Commissioners

Date: 10-18, 2006

and

By: _____
President & General Manager
or Executive Director

Date: 10-18, 2006

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION

By: _____
Chair, Executive Committee

Date: 11/15, 2006

and

By: _____
Vice-Chair, Executive Committee

Date: 11/20, 2006

ATTACHMENT I
TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE NASHVILLE AREA METROPOLITAN
PLANNING ORGANIZATION AND THE REGIONAL
TRANSPORTATION AUTHORITY

The Nashville Region desiring to have a successful transit system, needs the benefit of the knowledge and skills of short range transportation planning, especially transit planning.

In order to facilitate that goal, the MPO agrees to provide the following funding to the Regional Transportation Authority on an annual basis, consistent with a scope of services provided to the MPO annually prior to April 15 of that year:

- Seven and one-half percent (7.5%) of the Nashville share of FTA Section 5303 Funding for funding up to and including $119,999 and;
- A minimum of $4,875, to be supplemented by FHWA Section 112 Funds if the FTA Section 5303 Funds are less than $65,000
- If FTA Section 5303 Funding is equal to or greater than $120,000, the amount greater than $100,000 will be negotiated between the MPO and each of the other publicly operated transit agencies on a specific needs basis each year.

MEMORANDUM OF UNDERSTANDING (MOU)
for
TRANSIT PLANNING COORDINATION AND COOPERATION
between
NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION (MPO)
and
THE METROPOLITAN TRANSIT AUTHORITY (MTA) of METROPOLITAN NASHVILLE-DAVIDSON COUNTY

The purpose of this MOU is to establish a formal cooperative working arrangement between the Nashville Area Metropolitan Planning Organization ("MPO") and the Metropolitan Transit Authority ("MTA") as part of the regional transportation planning process. This MOU specifies cooperative procedures for carrying out specific transit-related transportation planning activities in the Nashville planning area ("planning area").

The parties to this MOU hereby agree to the following roles and responsibilities in the regional transportation process:

I.

MTA, as one of the publicly owned transit providers in the MPO planning area, shall, only to the extent that it may be bound by contracts which may hereafter be entered into, be responsible for the following:

1. Make available any records, documents or information necessary to accomplish the MPO's planning objectives and the development of the Long Range Transportation Plan ("LRTP") and the Transportation Improvement Program ("TIP"), including, but not limited to, transit ridership data, budgets and other reports.

2. Conduct short to mid-range transit planning activities including, but not limited to, identification and development of transit markets with growth potential; studies related to operations and management planning; development and application of advanced public transportation systems; monitor new and revised transit services, and cooperatively with the MPO, evaluate the feasibility and location of fixed guideway facilities and other transit infrastructure within the MTA service area, as necessary.

3. Assist in development of public involvement activities related to the LRTP and TIP.

4. Assist the MPO in the development of the annual Unified Planning Work Program ("UPWP") by identifying activities, schedules and budgets to be undertaken by MTA.

5. Provide input to the MPO regarding major transit planning issues for MPO use in preparation of annual certification to FHWA and FTA.

6. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment study is identified, to determine the extent of the analyses and define each agency's role in the development of the study.

7. Provide information as requested about alternatives to single-occupancy vehicle commuting, and exchange information with the MPO about entities and/or individuals who are interested in commute alternatives.

8. Provide technical support for activities undertaken by the MPO in areas including, but not limited to, transportation and air quality planning; travel surveys and models; subarea and inter-modal studies; ITS planning; congestion management planning; and bicycle and pedestrian planning.

9. The funding to be allocated to the MTA to provide transit planning is included in Attachment I.

10. Provide other assistance the parties hereto mutually agree upon.

II.

The parties hereby further agree that the MPO, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Prepare and publish a fiscally balanced 20-year multi-modal transportation plan that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods in the planning area.

2. Conduct long range transit planning activities including, but not limited to, evaluation of feasibility and location of regional fixed guideway facilities and other transit infrastructure cooperatively with MTA and other public transit agencies within the region as appropriate.

3. Prepare, publish and maintain a financially balanced three-year or four year multi-modal TIP.

4. Assist MTA, as one of the designated recipients, with public involvement activities related to the Program-of-Projects requirements of the Federal Transit Administration's Urbanized Area Formula Program.

5. Prepare an annual UPWP to document planning activities to be performed in the next fiscal year, in sufficient detail to indicate who will perform the work, the schedule for completion, associated budget and the procedures that it will produce.

6. Coordinate and gather input from public transit providers regarding transportation planning process certification issues.

7. Annually certify, concurrently with TDOT, FHWA and FTA that the planning process is addressing the major issues facing the planning area and is being conducted in accordance with all applicable federal laws.

8. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment study is identified, to determine the extent of the analyses and define each agency's role in the development of the study.

9. Provide and exchange information as requested about commuting alternatives. Information may relate to alternatives to single-occupancy vehicle commuting, and entities and/or individuals who are interested in commute alternatives.

10. Provide local government technical assistance and training opportunities including, but not limited to, travel demand forecasting services, travel and demographic data and information and opportunities; technical transportation planning assistance seminars; and commute options marketing and program development training.

11. Provide other assistance the parties hereto mutually agreed upon.

III.

This Agreement shall remain in effect until either party notifies the other in writing that the Agreement is no longer suitable. If or when this occurs, the parties agree to meet as soon as practicable to discuss possible modifications to this cooperative working Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement effective as of the 31st day of October, 2006.

NASHVILLE METROPOLITAN TRANSIT AUTHORITY (MTA)

By: _____
Chief Executive Officer, MTA

Date: 10-31, 2006

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION (MPO)

By: _____
Chair, Executive Board

Date: 11/15, 2006

and

By: _____
Vice-Chair, Executive Board

Date: 11/20, 2006

ATTACHMENT I

TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION AND THE METROPOLITAN TRANSIT AUTHORITY

The Nashville Region desiring to have a successful transit system, needs the benefit of the knowledge and skills of short range transportation planning, especially transit planning.

In order to facilitate that goal, the MPO agrees to provide the following funding to the Metropolitan Transit Authority on an annual basis, consistent with a scope of services provided to the MPO annually prior to April 15 of that year:

- 75% of the Nashville share of FTA Section 5303 Funding for funding up to and including $119,999 and;
- A minimum of $48,750, to be supplemented by FHWA Section 112 Funds if the FTA Section 5303 Funds are less than $65,000
- If FTA Section 5303 Funding is equal to or greater than $120,000, the amount greater than $100,000 will be negotiated between the MPO and each of the other publicly operated transit agencies on a specific needs basis each year.

MEMORANDUM OF UNDERSTANDING (MOU)
for
PLANNING COORDINATION AND COOPERATION
between
NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION (MPO)
and
THE FRANKLIN TRANSIT AUTHORITY (FTA)

The purpose of this MOU is to establish a formal cooperative working arrangement between the Nashville Area Metropolitan Planning Organization ("MPO") and the Franklin Transit Authority ("FTA") as part of the regional transportation planning process. This MOU specifies cooperative procedures for carrying out specific transit-related transportation planning activities in the Nashville planning area ("planning area").

The parties to this MOU hereby agree to the following roles and responsibilities in the regional transportation process:

I.

FTA, as one of the publicly owned transit providers in the MPO planning area, may, only to the extent that it may be bound by contracts which may hereafter be entered into, be responsible for the following:

1. Make available, with reasonable notice, any records, documents or information necessary to accomplish the MPO's planning objectives and the development of the Long Range Transportation Plan ("LRTP") and the Transportation Improvement Program ("TIP"), including, but not limited to, transit ridership data, budgets and other reports.

2. Conduct short range transit planning activities including, but not limited to, identification and development of local transit markets with growth potential; studies related to operations and management planning of such transit markets; and monitor new and revised transit services.

3. Assist in development of public involvement activities related to the LRTP and TIP.

4. Assist the MPO in the development of the annual Unified Planning Work Program ("UPWP") by identifying activities, schedules and budgets to be undertaken by FTA.

5. Provide input to the MPO regarding major transit planning and operational issues for the MPO's use in preparation of annual certification to FHWA and FTA.

6. Provide information as requested about alternatives to single-occupancy vehicle commuting, and exchange information with the MPO about entities and/or individuals who are interested in commute alternatives.

7. Provide technical support, as staff and budget permit, for activities in areas including, but not limited to, transportation and air quality planning; travel surveys and models; subarea and inter-modal studies; ITS planning; congestion management planning; and bicycle and pedestrian planning.

8. Provide other assistance the parties hereto mutually agree upon.

9. The funding to be allocated to the FTA to provide transit planning is included in Attachment I.

10. Provide other assistance the parties hereto mutually agree upon.

II.

The parties hereby further agree that the MPO, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Prepare and publish a fiscally balanced multi-modal transportation plan with at least a 20 years horizon that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods in the planning area.

2. Conduct long range transit planning activities including, but not limited to, evaluation of feasibility and location of fixed guideway facilities and other transit infrastructure.

3. Prepare, publish and maintain a financially balanced three-year multi-modal TIP.

4. Prepare an annual UPWP to document planning activities to be performed in the next fiscal year, in sufficient detail to indicate who will perform the work, the schedule for completion, associated budget and the procedures that it will produce.

5. Coordinate and gather input from other public transit providers regarding transportation planning process certification issues.

6. Annually certify, concurrently with TDOT, FHWA and FTA that the planning process is addressing the major issues facing the planning area and is being conducted in accordance with all applicable federal laws.

7. Provide and exchange information as requested about commuting alternatives. Information may relate to alternatives to single-occupancy vehicle commuting, and entities and/or individuals who are interested in commute alternatives.

8. Provide local government technical assistance and training opportunities, through The TMA Group or their successor, including, but not limited to, travel demand forecasting services, travel and demographic data and information and opportunities; technical transportation planning assistance seminars; and commute options marketing and program development training.

9. Provide other assistance the parties hereto mutually agreed upon.

III.

This Agreement shall remain in effect until either party notifies the other in writing that the Agreement is no longer suitable. If or when this occurs, the parties agree to meet as soon as practicable to discuss possible modifications to this cooperative working Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement effective as of the eighteenth day of September, 2006.

FRANKLIN TRANSIT AUTHORITY

By: Doug Sampton
by Chair

Date: 10-23-06, 2006

and

By: Diane Thorne
General Manager

Date: 10-16, 2006

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION

By: [illegible]
Chair, Executive Committee

Date: 11/15, 2006

and

By: [illegible]
Vice-Chair, Executive Committee

Date: 10/20, 2006

ATTACHMENT I
TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION AND THE FRANKLIN TRANSIT AUTHORITY

The Nashville Region desiring to have a successful transit system, needs the benefit of the knowledge and skills of short range transportation planning, especially transit planning.

In order to facilitate that goal, the MPO agrees to provide the following funding to the Franklin Transit Authority on an annual basis, consistent with a scope of services provided to the MPO annually prior to April 15 of that year:

- Seven and one-half percent (7.5%) of the Nashville share of FTA Section 5303 Funding for funding up to and including $119,999 and;
- A minimum of $4,875, to be supplemented by FHWA Section 112 Funds if the FTA Section 5303 Funds are less than $65,000
- If FTA Section 5303 Funding is equal to or greater than $120,000, the amount greater than $100,000 will be negotiated between the MPO and each of the other publicly operated transit agencies on a specific needs basis each year.

MEMORANDUM OF UNDERSTANDING (MOU)
for
PLANNING COORDINATION AND COOPERATION
between
NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION (MPO)
and
THE CITY OF MURFREESBORO PUBLIC TRANSPORTATION DEPARTMENT

The purpose of this MOU is to establish a formal cooperative working arrangement between the Nashville Area Metropolitan Planning Organization ("MPO") and the City of Murfreesboro Public Transportation Department ("Murfreesboro") as part of the regional transportation planning process. This MOU specifies cooperative procedures for carrying out specific transit-related transportation planning activities in the Nashville planning area ("planning area").

The parties to this MOU hereby agree to the following roles and responsibilities in the regional transportation process:

I.

Murfreesboro, as one of the public transit providers in the MPO planning area, shall, only to the extent that it may be bound by contracts which may hereafter be entered into, be responsible for the following:

1. Make available any records, documents or information necessary to accomplish the MPO's planning objectives and the development of the Long Range Transportation Plan ("LRTP") and the Transportation Improvement Program ("TIP"), including, but not limited to, transit ridership data, budgets and other reports.

2. Conduct short range transit planning activities including, but not limited to, identification and development of local transit markets with growth potential; studies related to operations and management planning of such transit markets; and monitor new and revised transit services.

3. Assist in development of public involvement activities related to the LRTP and TIP.

4. Assist the MPO in the development of the annual Unified Planning Work Program ("UPWP") by identifying activities, schedules and budgets to be undertaken or funded by Murfreesboro.

5. Provide input to the MPO regarding major transit planning issues for MPO use in preparation of annual certification to FHWA and FTA.

6. Provide information as requested about alternatives to single-occupancy vehicle commuting, and exchange information with the MPO about entities and/or individuals who are interested in commute alternatives.

7. Provide technical support for activities in areas including, but not limited to, transportation and air quality planning; travel surveys and models; sub-area and inter-modal studies; ITS planning; congestion management planning; and bicycle and pedestrian planning.

8. Provide other assistance the parties hereto mutually agree upon.

9. The funding to be allocated to the Murfreesboro to provide transit planning is included in Attachment I.

II.

The parties hereby further agree that the MPO, only to the extent that it may be bound by contracts and regulations which may hereafter be entered into, shall be responsible for the following:

1. Prepare and publish a fiscally balanced multi-modal transportation plan with at least a 20 year horizon that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods in the planning area.

2. Conduct long range transit planning activities including, but not limited to, evaluation of feasibility and location of fixed guideway facilities and other transit infrastructure.

3. Prepare, publish and maintain a financially balanced three-year or four year multi-modal TIP.

4. Prepare an annual UPWP to document planning activities to be performed in the next fiscal year, in sufficient detail to indicate who will perform the work, the schedule for completion, associated budget and the product that it will produce.

5. Coordinate and gather input from other public transit providers regarding transportation planning process certification issues.

6. Annually certify, concurrently with TDOT, FHWA and FTA that the planning process is addressing the major issues facing the planning area and is being conducted in accordance with all applicable federal laws.

7. Provide and exchange information as requested about commuting alternatives. Information may relate to alternatives to single-occupancy vehicle commuting, and entities and/or individuals who are interested in commute alternatives.

8. Provide local government technical assistance and training opportunities including, but not limited to, travel demand forecasting services, travel and demographic data and information and opportunities; technical transportation planning assistance seminars; and commute options marketing and program development training.

9. Provide other assistance the parties hereto mutually agreed upon.

III.

This Agreement shall remain in effect until either party notifies the other in writing that the Agreement is no longer suitable. If or when this occurs, the parties agree to meet as soon as practicable to discuss possible modifications to this cooperative working Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding effective as of the 15 day of November, 2006.

CITY of MURFREESBORO

By: Tommy Bragg, Mayor
Tommy Bragg, Mayor

Date:_____, 2006

ATTEST:

By: James B. Penner
James B. Penner, City Recorder

APPROVED AS TO FORM:

By: Susan Emery McGannon
Susan Emery McGannon, City Attorney

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION

By: _____ Date: 11/15, 2006
Chair, Executive Board

By: _____ Date: 11/20, 2006
Vice-Chair, Executive Board

ATTACHMENT I
TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE NASHVILLE AREA METROPOLITAN
PLANNING ORGANIZATION AND
THE CITY OF MURFREESBORO
PUBLIC TRANSPORTATION DEPARTMENT

The Nashville Region desiring to have a successful transit system, needs the benefit of the knowledge and skills of short range transportation planning, especially transit planning.

In order to facilitate that goal, the MPO agrees to provide the following funding to the City of Murfreesboro Public Transportation Department on an annual basis, consistent with a scope of services provided to the MPO annually prior to April 15 of that year:

- Seven and one-half percent (7.5%) of the Nashville share of FTA Section 5303 Funding for funding up to and including $119,999 and;
- A minimum of $4,875, to be supplemented by FHWA Section 112 Funds if the FTA Section 5303 Funds are less than $65,000
- If FTA Section 5303 Funding is equal to or greater than $120,000, the amount greater than $100,000 will be negotiated between the MPO and each of the other publicly operated transit agencies on a specific needs basis each year.

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.

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 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 elected officials from the cities over 5,000 population and the counties of Nashville-Davidson, Rutherford, Sumner, Williamson and Wilson in the urbanized area. The Executive Board also has representatives from TDOT, representing the Governor. The Board is responsible for creating policies regarding transportation planning issues. 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 all plans be financially – constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long-Range Transportation Plan.

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 21st 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: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15 percent) miles of road.

NOx – Nitrous Oxide: The third largest greenhouse gas, nitrous oxide 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-21emphasized 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 and certification; requirements identified in 23 CFR - 450.300-33.6.

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: An output of the travel demand model and is a measure of traffic flow over a highway segment. While 1000 vehicles traveling over a mile road and 1 vehicle traveling over 1000 miles are mathematically.

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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