



# UNIFIED PLANNING WORK PROGRAM

**CY-2020 & 2021**

**January 1, 2020 through December 31, 2021**

Final approved by the BACTS Policy Committee on September 17, 2019

Amended by the BACTS Policy Committee on September 15, 2020

## POLICY STATEMENT

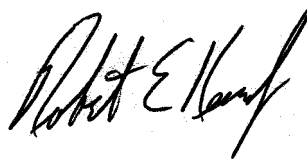
The Bangor Area Comprehensive Transportation System is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants and, to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any BACTS program or activity on the grounds of race, color, national origin, income, sex, age, disability, or limited English proficiency. BACTS assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

BACTS conducts its Title VI/Environmental Justice Program in a team approach involving all BACTS personnel. The Director of BACTS is responsible for BACTS' compliance with the Title VI/EJ implementing regulations.

Inquiries concerning BACTS' policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice, may be directed to the Director, Bangor Area Comprehensive Transportation System, 12 Acme Road Suite 104, Brewer, ME 04412, telephone 207-974-3111.

This policy statement must be circulated throughout BACTS and be included by reference in all contracts, agreements, programs and services administered by BACTS.

A handwritten signature in black ink, appearing to read "Robert E. Kenerson, Jr.", written in a cursive style.

Robert Kenerson, Jr.  
BACTS Director

September 30, 2018

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## INTRODUCTION

Federal regulations require that a Metropolitan Planning Organization (MPO) be designated to carry out a comprehensive, continuing and cooperative transportation planning process for urbanized areas (as defined by the U.S. Bureau of the Census) with a population of 50,000 or more. The Bangor Area Comprehensive Transportation System (BACTS) was designated in 1982 as the MPO responsible for conducting the federally mandated transportation planning work in the Greater Bangor Urbanized Area (UZA).

BACTS is governed by a Policy Committee made up of municipal officials from member communities, a member from Maine Department of Transportation (MaineDOT), Federal Transit Administration (FTA) and Federal Highway Administration (FHWA). The BACTS Policy Committee has the responsibility of planning and prioritizing transportation improvement projects funded in part by the U.S. Department of Transportation (USDOT) with funds provided through FHWA and FTA.

The BACTS Metropolitan Planning Area (MPA), includes all of Bangor, Brewer, Penobscot Indian Island, Veazie; and portions of Bradley, Hampden, Hermon, Milford, Old Town, Orono, and Orrington. There is one fixed route public transit operator in the BACTS metropolitan area. Community Connector, which is owned and operated by the City of Bangor, operates 11 routes in the municipalities of Bangor, Brewer, Hampden, Veazie, Orono and Old Town and the University of Maine. The City of Bangor is a direct recipient of FTA Section 5307 Urbanized Area Formula Funding.



BACTS' primary responsibility as an MPO is to establish a setting for effective decision making in the metropolitan area and develop regional planning products that federal legislation requires as part of the metropolitan transportation planning process. This includes the Unified Planning Work Program (UPWP), long-range Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), and an annual list of projects for which federal transportation funds are obligated. These plans and programs coordinate various elements of transportation networks into one cohesive regional transportation system, determine goals and evaluate options, track performance, identify investment priorities, and document how federal transportation funds are spent in the region.

## **THE UNIFIED PLANNING WORK PROGRAM**

Title 23 Section 450.308 requires that MPOs document the activities that will be performed with the federal funding provided in a Unified Planning Work Program (UPWP). Federal Highway Administration (FHWA) Planning (PL) funds and Federal Transit Administration (FTA) §5303 funds are allocated to BACTS by the Maine Department of Transportation (MaineDOT) to carry out the metropolitan transportation planning process and meet the transportation planning requirements of the joint FHWA/FTA planning regulations.

The FHWA regional office in Maine requires MaineDOT to execute agreements every two years to receive PL funding and distribute money to MPOs. Therefore, BACTS' UPWP is developed to cover two calendar years to align with this requirement. This UPWP satisfies the requirements of FHWA and FTA detailed in 23 CFR Part 450, Subpart A, and 49 CFR Part 613. It outlines the transportation planning activities proposed to be accomplished within the BACTS planning area from January 1, 2020 through December 31, 2021. It is the basis for the biennial cooperative agreement between BACTS and MaineDOT covering the same time period.

## **TRANSPORTATION PLANNING GOALS, PLANNING FACTORS, AND PLANNING EMPHASIS AREAS**

BACTS mission statement is to provide for the safe, economical, efficient, effective and convenient movement of people and goods over a multimodal transportation system compatible with the socioeconomic and environmental characteristics of the region. The BACTS Policy Committee has identified the following goals:

1. *Fiscal Responsibility* - Planning and programming within our means, focusing on the greatest needs and getting the greatest returns by targeting regional needs, leveraging partnerships, and sharing investment burdens appropriately.
2. *Economic Prosperity and Livability* – Promote transportation investments that support sustainable community and economic development.
3. *Safety and Security* – Ensure that BACTS has an ongoing process to improve the safety and security of our transportation system in the BACTS area.
4. *Public-Private Partnership and Coordination* - Local, state and federal stakeholders should be involved in partnerships to promote cost-effective decision-making: land use and transportation connections, coordinated capital investments, and joint purchasing, etc.
5. *Environmental Stewardship* - Ensure that the transportation system meets the social, cultural, historic, scenic and environmental needs of the public.
6. *Customer Oriented Focus* - Inclusive, balanced, early and effective public involvement that considers not only if projects should be done, but how.

### **Federal Planning Factors**

Federal transportation legislation defines ten specific planning factors to be considered when developing transportation plans and programs in MPO areas. The planning factors are found in Title 23 of the United States Code, Section 134(h). The ten planning factors and related federal initiatives are:

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 nonmotorized users.

3. Increase the security of the transportation system for motorized and nonmotorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the 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 throughout the metropolitan region, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

### **Planning Emphasis Areas**

At the discretion of the Secretary of the Department of Transportation, FHWA and FTA may jointly establish planning emphasis areas (PEA) to advance national goals as established by federal law to reflect priorities and respond to congressional direction established through the appropriations process. PEAs are intended to highlight subjects that should be addressed in FHWA and FTA funded planning programs. PEAs are designed to encourage the application of planning assistance to studies addressing national goals and priorities, in addition to goals and priorities directly benefiting local transportation operations or otherwise serving state and local needs. In their letter to Executive Directors of Metropolitan Planning Organizations dated March 18, 2015, FHWA and FTA jointly requested State DOTs and MPOs to reiterate and emphasize the planning emphasis areas (PEAs) in their work programs for fiscal year 2016. These PEAs remain in effect until superseded by newer PEAs.

#### **1. MAP-21 Implementation**

*Transition to Performance-Based Planning and Programming (PBPP)* - Further develop performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets.

#### **2. Regional Models of Cooperation**

*Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination Across Transit Agency, MPO, and State Boundaries* – To improve the effectiveness of transportation decision-making, adopt a coordinated approach to transportation planning which supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. Improved multi-jurisdictional coordination by State DOT, MPO, public transportation providers, and rural planning organizations can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple

MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas.

### 3. Ladders of Opportunity

*Access to Essential Services* - As part of the transportation planning process, identify transportation connectivity gaps in accessing essential services such as employment, health care, education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the decision making process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

### **Performance Based Planning and Programming Implementation Schedule**

Implementation of the Performance Based Planning and Programming rules began during the course of the previous UPWP and will be completed during this UPWP as the Transit Safety performance measures are required to be included in any updates or amendment to any TIP or MTP on or after July 20, 2021. The requirements for developing and reporting performance targets vary for each performance measure; however, the requirement to provide a system performance report in the MTP and including a description of the anticipated effect of the TIP toward achieving targets is consistent for each performance measure. The following lists the performance-based planning and programming schedules and requirements.

- Safety Performance Measures (PM1)
  - Set initial safety performance targets on or before February 27, 2018
  - Include safety performance measures and targets in any updates or amendments made to the MTP and TIP on or after May 27, 2018
  - Required to develop or adopt State targets **annually** on or before February 27
  - Required to provide written notice to MaineDOT
- Pavement/Bridge Performance Measures (PM2)
  - Set initial Pavement/Bridge condition performance targets on or before November 16, 2018
  - Include Pavement/Bridge condition performance measures and targets in any updates or amendments made to the MTP and TIP on or after May 20, 2019
  - Required to develop or adopt State targets **every four years** (next due 11.16.2022)
  - Required to provide written notice to MaineDOT
- System Performance Measures (PM3)
  - Set initial System Performance targets on or before November 16, 2018
  - Include System Performance measures and targets in any updates or amendments to the MTP and TIP on or after May 20, 2019
  - Required to develop or adopt State targets **every four years** (next due 11.16.2022) (*CMAQ performance targets are required every two years, if applicable. This does not apply to BACTS*)
  - Required to provide written notice to MaineDOT
- Transit Asset Management/State of Good Repair (TAM/SGR)

- Set initial regional Transit Asset Management/State of Good Repair (TAM/SGR) targets on or before June 30, 2017
- Include TAM/SGR performance measures and targets in any updates or amendments made to the MTP and TIP on or after October 1, 2018
- Required to develop TAM/SGR performance targets when MTP is updated
- Transit Safety Performance Measures
  - Set initial transit safety performance targets for the planning area on or before January 20, 2021
  - Include transit safety performance measures and targets in any updates or amendments to the MTP and TIP on or after July 20, 2021
  - Required to develop transit safety performance targets when MTP is updated

## **THE UPWP DEVELOPMENT AND PUBLIC PARTICIPATION PROCESS**

It is BACTS' goal to provide the public with reasonable opportunities to be involved in the metropolitan transportation planning processes included in developing and carrying out the 2020 - 2021 UPWP. A notice of availability for public input and intent to develop the UPWP was published, as well as distributed to the individuals on the BACTS Interested and Affected Parties list. No feedback was received.

The BACTS Public Participation Plan provides guidance on how BACTS engages the public in the transportation planning and programming processes. BACTS continues to emphasize participation of all interested parties. All BACTS Policy Committee and advisory committee meetings are open to the public, with meeting agendas and materials published in advance. In addition, all planning products are prepared with opportunities for participation throughout the process.

## **UPWP ADOPTION AND AMENDMENT/REVISION PROCESS**

The 2020-2021 UPWP is considered and approved by the BACTS Policy Committee prior to submittal to MaineDOT for review. Upon satisfactory review, MaineDOT forwards the UPWP to FHWA and FTA for their review and approval. Because the UPWP is the basis for the biennial cooperative agreement which provides the funding for BACTS to carryout its planning activities, MaineDOT and FHWA/FTA must indicate concurrence with the elements of the UPWP prior to the execution of the biennial cooperative agreement and BACTS must receive a letter of authorization to proceed prior to beginning work and incurring expenses.

Amendments or revisions to the UPWP are considered and approved by the BACTS Policy Committee then submitted to the MaineDOT MPO Coordinator via email. Amendment requests are reviewed by the MaineDOT MPO Coordinator and MaineDOT Multimodal Planning & Operations Section staff (if applicable) and forwarded to FHWA and/or FTA for review and approval. Revisions do not require approval.

An amendment is a:

- change to the federally approved total planning budget;
- change to the scope of federally approved task;
- addition or deletion of a task.

A revision is a:

- change that does not change the FHWA/FTA approved total planning budget;
- Change that does not change the scope of the federally funded work task.



## REPORTING OF PREVIOUS UPWP WORK COMPLETED

The Federal Highway Administration requires MPOs to submit progress reports each calendar year summarizing accomplishments and progress made on the UPWP planning tasks during the previous calendar year. BACTS submits reports to the MaineDOT MPO Coordinator by the first week of April each year. The Annual Report for Calendar Year 2018 provides a description of previous work completed.

### **BACTS Annual Report for CY 2018 January 14, 2019**

#### **PL Funds PIN #2163.18**

These funds were used to undertake highway related planning and administrative tasks included in calendar year 2018 of the CY 2018-2019 Unified Planning Work Program (UPWP).

#### **Task 1 – Administration/Coordination**

Funded the administrative cost for providing assistance to the BACTS Policy, Executive, Municipal Public Transit Advisory, and various Planning Study Advisory Committees at the local level. Administered and coordinated all aspects of the transportation planning effort between local, state, and federal agencies; participated on the Maine State Transportation Innovation Council (STIC) at MDOT; attended numerous Traffic Impact Permit scoping meetings in the BACTS area; conducted financial audits as required; and provided day-to-day direction and coordination of the BACTS MPO process.

#### **Task 2 – Professional Development**

Developed the capability of the BACTS staff and BACTS Committee members to respond to the regional traffic and data development needs of the BACTS municipalities.

#### Activities accomplished:

- Participated in numerous webinars on various transportation topics
- Attended FHWA Workshop on INVEST Self-Evaluation Tool
- Attended TRB Tools of the Trade Transportation Planning Conference in Kansas City, MO
- Attended Governor’s Institute on Community Design and Smart Growth America Workshop
- Attended NNECAPA Defining Resiliency for Northern New England Conference
- Attended Maine Transportation Conference
- Maine DOT Local Project Administration recertification class, May 2018

#### **Task 3 – Data Collection, Traffic Modeling & Database Management Activities**

Obtain additional data to supplement MDOT’s data. The data acquired through this task is used to support the urban transportation planning process and support the traffic model development for the BACTS area.

#### Activities accomplished:

- Collected and analyzed 18 TMC as part of studies for consultants
- Collected 21 ATR Counts and 5 TMC as part of the 2020/21 Capital Work Plan project selection criteria.
- Updated the Crash Data database.

#### **Task 4 – Public Outreach and Education**

Conducted the BACTS’ public outreach and education efforts as mandated by the Federal Highway Administration, Federal Transit Administration, and the Maine Department of Transportation.

#### Activities accomplished:

- Compiled and responded to public comments received on 2018 Metropolitan Transportation Plan
- Reviewed and updated the Public Participation Plan to ensure compliance with the Metropolitan Transportation Planning and Programming Rules.
- Reviewed and updated interested and affected parties distribution list to ensure accuracy and compliance with the Metropolitan Transportation Planning and Programming Rules.
- Developed presentation for municipal partners describing FTA funding and TIP development process.

- Met with Transportation for All to discuss FTA funding types, eligible activities, federal funding allocation and obligation process, transportation planning and programming,
- Responded to public comments received on TIP amendment process and planning requirements.
- Responded to public comment/questions regarding bus service in Hampden.
- Reviewed and commented on request to provide extended evening bus service for graduate students.
- Attended ribbon cutting ceremony for River Trail Wayfinding signage with City of Bangor, Bangor Walk N Roll, and Bicycle Coalition of Maine.
- Met with Bicycle Coalition of Maine members to discuss Bangor region.
- Reviewed and researched public participation tools and techniques/industry best practices.
- Public meeting notice interview with Channel 7.
- Pilot of live-streaming public meeting (with assistance from MaineDOT).
- Initial training on MetroQuest on-line public survey tool (provided by MaineDOT).
- Participated in various MaineDOT-sponsored local public meetings.
- Followed agendas and minutes of several local groups and committees which occasionally/frequently discuss transportation-related issues (e.g., Livable Communities, Chamber of Commerce, Downtown Business groups, etc.).

### **Task 5 – Signal Improvement Activities**

Review and relay any new traffic signal technology, ADA requirements and MUTCD changes to municipal officials.

Answered any questions and conducted minor signal studies for any of the BACTS municipalities.

### **Task 6 – Bicycle and Pedestrian Planning**

To foster a safe, interconnected, multi-modal transportation network with safe and convenient opportunities for non-motorized and active modes.

#### Activities accomplished:

- Participating Member of MaineDOT Bicycle and Pedestrian Council
- Participating Member of MaineDOT Interagency Bicycle and Pedestrian Safety Workgroup
- Provided municipalities with technical assistance on a variety of issues related to non-motorized transportation issues.
- Attended FHWA Bicycle and Pedestrian Road Safety Assessment Training Workshop.
- Participated in numerous webinars related to various non-motorized and multi-modal transportation planning issues (including creating livable communities).
- Participated in MaineDOT-sponsored “Heads Up” Public Pedestrian Safety Education and Enforcement Forums.
- Researched and reviewed Complete Streets policies and principles.
- Attended City of Brewer “Heads Up” pedestrian site safety review.
- Developed Long-Range Pedestrian and Bicycle Transportation Plan RFP, organized RFP review and selection committee and solicited bids from qualified consultants.
- Organized Pedestrian and Bicycle Plan Advisory Committee.
- Collected, researched and reviewed data on existing pedestrian and bicycle plans, studies, policies and facilities.

### **Task 7 – Transportation Safety**

Increased safety for all users of the transportation system by promoting a greater awareness of transportation safety design and practice and by implementing targeted safety projects at high-crash locations and in areas with high potential for vehicle-pedestrian conflicts.

#### Activities accomplished:

- Participated in MaineDOT-sponsored pedestrian safety public forums.
- Participated in numerous webinars related to various transportation safety related issues.
- Attended FHWA Bicycle and Pedestrian Road Safety Assessment Training Workshop
- Reviewed and analyzed State and regional crash data.
- Adopted and supported MaineDOT-developed Safety Performance Management Targets for 2018.
- Reviewed and analyzed MaineDOT 2017 Highway Safety data.

### **Task 8 – Transportation Security**

Attended and provided the administrative role for the Penobscot County Traffic Incident Management group's monthly meetings and occasional training sessions. Attended State Traffic Incident Management group meetings.

### **Task 9– Freight Planning**

Integrated Freight planning as an integral part of BACTS planning by keeping informed on state and local freight issues by reading pertinent information and attending meetings related to freight in the BACTS area.

### **Task 10– Transportation Improvement Program (TIP) Development**

Develop the TIP as required by Federal and State law.

#### Activities accomplished:

- Completed the Capital Improvement Work Plan for 2020/21
- Began planning for the 2022 Capital Improvement Work Plan
- Modified/Amended the 2018-2021 TIP as necessary
- Compiled and responded to public comments received on TIP Amendment/Modification.
- Reviewed and revised 2019-2022 workplan transit program of projects.
- Researched and reviewed performance management reporting requirements for TIPs.

### **Task 11– Development of Performance Measures and Targets**

To develop performance-based planning and programming, as required by MAP-21, for incorporation into BACTS plans, programs and processes, as well as develop required performance targets consistent with State and Federal performance measures and the requisite targets.

#### Activities accomplished:

- Participated in various MaineDOT, FHWA and FTA sponsored workshops, meetings and webinars about performance-based planning requirements, performance measure implementation and performance target development.
- Researched performance-based planning and programming and implementation requirements.
- Worked with MaineDOT to develop three-party Metropolitan Planning Agreement between MaineDOT, BACTS and City of Bangor to meet requirements of PBPP.
- Developed 2018 Annual PM-1 Safety performance target.
- Developed 2018 4-year PM-2 Infrastructure Condition performance targets.
- Developed 2018 4-year PM-3 System Performance targets.
- Researched various performance reporting tools and techniques.

### **Task 12 – Studies**

Conduct studies to improve transportation in the BACTS area.

#### Activities accomplished:

Long-Range Pedestrian and Bicycle Transportation Plan

- Developed RFP, organized RFP review and selection committee and solicited bids from qualified consultants.
- Executed contract in May 2018 and organized Advisory Committee.
- Held one Public Meeting
- Held four Advisory Committee Meetings
- Extended contract expiration from the end of November 2018 to May 2019.

### **Task 13 – Transit Planning**

To perform activities of short and long-range transit planning and analysis; including analysis of operation and service planning. This task is closely aligned with Maine DOT's stated mission of providing transit users with a safe and reliable transportation system by effectively managing safety and efficiency within reliable funding levels, supporting economic opportunity by wisely investing resources and demonstrating integrity, competence and service.

### Activities accomplished:

- Participated in numerous webinars on various transit related topics.
- Participated in various transit-related meetings, workshops and trainings.
- Participated in the MaineDOT Locally Coordinated Transit Plan Public Forum.
- Attended FY18 FTA Triennial Review Workshop (Jan. 2018) - Springfield MA.
- Attended Moving Maine: Coordinating Mobility Solutions Conference – Augusta.
- Attended NTI Transit Asset Management Implementation Course for Tier II Providers and Sponsors.
- Attended Tri-State Transit Conference - North Conway, NH.
- Attended FY19 FTA Triennial Review Workshop (Dec. 2018) – Nashua, NH.
- Served on the State of Maine Public Transit Advisory Council.
- Served on the Maine Transit Association.
- Facilitated the BACTS Municipal Partners Transit Committee meetings.
- Prepared transit element of annual TIP and TIP amendments/modifications.
- Provided guidance to BACTS members and public on various transit planning and funding questions/issues.
- Provided guidance/technical assistance to City of Bangor/Community Connector staff on various transit related issues.
- Worked with the City of Bangor to clarify purpose of proposed transit study and provide feedback on scope of transit study.
- Worked with the City of Bangor to develop bus purchase plan.
- Reviewed and provided feedback on Community Connector annual budget and maximizing funding.
- Reviewed and provided feedback on Community Connector TAM Plan.
- Reviewed Community Connector FTA Applications as submitted in TRAMS.
- Reviewed Community Connector NTD Report submissions as submitted in TRAMS.
- Reviewed application documents provided by the City of Bangor for FY16, FY17 and FY18 Discretionary Section 5339 Bus Grants.
- Researched and reviewed FTA regulatory requirements and changes.
- Researched and reviewed relationship and responsibilities of MPO/StateDOT/FTA Direct Recipients.
- Researched and reviewed transit-related performance metrics and best practices.
- Reviewed, analyzed and prepared reports of ridership data for fiscal years 2017 and 2018.
- Reviewed and analyzed transit funding and prepared report on local cost allocation methodologies.
- Reviewed, analyzed and prepared fiscal year-end transit performance report.

### **2020-2021 UPWP PROPOSED TASKS AND ACTIVITIES**

The tasks and activities listed in the BACTS 2020-2021 UPWP include those required to meet the mandated responsibilities for metropolitan transportation planning and programming, as well as priorities identified by BACTS. These tasks have been developed in consideration of meeting the national transportation planning goals, the ten federal planning factors, and joint FHWA/FTA and FHWA/FTA Planning Emphasis Areas. The matrix on page 28 lists each task and how they relate to the ten federal planning factors

## TASK 1 - MPO ADMINISTRATION AND COORDINATION

Objective: To facilitate the management and supporting administrative tasks necessary for the operation of the MPO, including providing assistance to the BACTS Policy Committee and various planning study advisory committees at the local level.

### Activities

1. *Invoices and Accounting:* Prepare invoices; maintain reports of current financial status for federal/state transportation planning funds, as well as proper care and flow of funds.
2. *Financial Management and Audit:* Prepare program budgets. Work with auditor to prepare audit information, as required by federal and state governments. This includes preparation of annual filings of financial condition as required by federal and state governments and the Audited Overhead Rate.
3. *UPWP Development and Administration:* Administer 2020-2021 Cooperative Agreement and any related consultant contracts or agreements relevant to the fulfillment of the 2020-2021 UPWP; complete annual reports; prepare amendments, as required; develop 2022-2023 UPWP.
4. *MPO Operations:* Direct and coordinate the continuing, cooperative and comprehensive metropolitan transportation planning process; facilitate and support the BACTS Policy Committee and Executive Committee; provide assistance on various planning study advisory committees at the local level; coordinate basic functions among federal, state, and local agencies including FHWA, FTA, and MaineDOT.
5. *Interagency Collaboration:* Attend MaineDOT/MPO Quarterly meetings; attend various collaborative meetings and/or workshops
6. *MPO Management:* General management and administration of the day to day activities of the MPO, including human resource functions.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Monthly Invoices to MaineDOT	BACTS	Monthly
Invoices to Membership for Local Share	BACTS	January 2020 January 2021
Audited Overhead Rate	BACTS/Accountant	November 2020 November 2021
Financial Review	BACTS/Accountant	November 2020 November 2021
Form 990	BACTS/Accountant	Nov 2020/Feb 2021 Nov 2021/Feb 2022
UPWP Annual Report	BACTS	April 2020 April 2021
2022-2023 UPWP	BACTS	October 2021
Committee Meeting Agendas and Minutes	BACTS	On going

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$265,414	FHWA PL	\$232,331.00
Consultant	\$25,000	MaineDOT	\$43,562.10
<b>Total</b>	<b>\$290,414</b>	Local	\$14,520.70

## TASK 2 –PROFESSIONAL DEVELOPMENT

Objective: To develop the capability of BACTS staff and committee members to respond to regional transportation and data development needs of BACTS municipalities.

### Activities

1. *Training and Conferences:* Attendance at workshops, conferences, and training classes to develop the analytical skills and maintain knowledge of current regulations and planning practices.
2. *Professional Memberships, Subscriptions, and Affiliations:* Participation in professional organizations; Subscriptions to stay current on regulations and planning practices, advance technical, professional and outreach skills, and participate in knowledge sharing with peers.
3. *Technical Programs, Manuals, and Publications:* Purchase of technical programs, software and/or guidance and reference manuals.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Trained Staff to implement effective regional transportation planning activities	BACTS	Ongoing
Subscription and/or Membership to professional organizations	BACTS	Ongoing
Reference Manuals/Publications	BACTS	Ongoing

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$40,000	FHWA PL	\$32,000
		MaineDOT	\$6,000
<b>TOTAL</b>	<b>\$40,000</b>	Local	\$2,000

### TASK 3 –TRAFFIC DATA COLLECTION AND DATABASE MANAGEMENT ACTIVITIES

Objective: To obtain, develop, and maintain traffic and roadway condition data to supplement MaineDOT provided data in support of the urban transportation planning process.

Activities

1. *Traffic Volume and Turning Movement Count Program:* Revise the annual schedule of traffic volume and turning movement counts based on need and requests from member municipalities; Conduct traffic volume and turning movement traffic counts per the established schedule; Share count data with MaineDOT and Municipality.
2. *Database Management:* Develop, update and maintain databases with information provided by MaineDOT, as well as information acquired from BACTS data collection programs.
3. *Pavement Condition:* Work with MaineDOT to obtain data from ARAN Van in a format which can be manipulated and analyzed using their software.
4. *Signal Improvement:* Work with Maine DOT and Municipalities to collect traffic signal data as needed.
5. *Safety/Crash Condition:* Review Maine DOT crash data and collect any data that would be useful in safety audits.
6. *Data Collection/Inventory Programs:* Collect and maintain other data that may be required to carry out planning responsibilities, such as pavement condition, speed and delay, signal timing and phasing, facility location, and inventory information.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Current traffic volume and turning movement counts	BACTS	Ongoing
Regional pavement condition ratings in map and spreadsheet formats.	BACTS/Maine DOT	Ongoing
Updated BACTS transportation databases	BACTS	Ongoing

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$115,000	FHWA PL	\$92,000
		MaineDOT	\$17,250
<b>TOTAL</b>	<b>\$115,000</b>	Local	\$5,750

## TASK 4 –GIS AND DEMOGRAPHIC DATA

Objective: Develop and improve existing GIS data and make efficient use of data to create maps and tools that enhance transportation planning efforts

Manage, coordinate and effectively utilize Geographic Information System (GIS) technologies to support transportation planning. This may include development, research, training, technical support and software and data maintenance.

### Activities

1. *Information/ Visualization Tools:* Develop comprehensive planning tools that effectively display demographic and land use information with traffic and transportation network inventory data to provide comprehensive planning tools.
2. Subscribe to data source platforms that can be used for various transportation studies.
3. *GIS Dataset and Resource Management and Organization:* Gather and organize GIS data obtained from MEGIS, municipalities, U.S. Census, etc.
4. *Map Design and Creation:* Create maps using data to insert in planning documents, or for use at meetings.
5. *GIS Analysis:* Use GIS to analyze data for use in MPO decision-making.
6. *Professional Development:* Join AMPO GIS User’s Group and MEGIS as appropriate to keep current on GIS efforts in peer MPOs.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Collect GIS data sets for use on BACTS products	BACTS	Ongoing
Various GIS products such as maps or analysis	BACTS	Ongoing

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$55,000	FHWA PL	\$44,000
		MaineDOT	\$8,250
<b>TOTAL</b>	<b>\$55,000</b>	Local	\$2,750



## TASK 5 – PUBLIC OUTREACH

Objective: To conduct public outreach and education efforts as mandated by FHWA, FTA, and MaineDOT to support and encourage citizen involvement in the transportation planning process.

### Activities

1. *Public Participation Plan:* Follow the procedures outlined in the public participation policy as adopted by the Policy Committee for each plan or program; Review and updated PPP, as deemed necessary through the planning process.
2. *Website and Social Media:* Manage and update the BACTS website and Facebook page to provide public notification and access to meeting agendas and related materials, as well as other documents and communications in support of transportation planning programs.
3. *Interested and Affected Parties List:* Review and update the Interested and Affected Parties List on an ongoing basis.
4. *Title VI/EJ/Non-Discrimination Plan:* Review and update Title VI/EJ/Non-Discrimination Plan; Prepare annual report of BACTS Goals and Accomplishments.
5. *Information/Education.* Attend local public/group meetings to provide input and information; Answer inquires and provide guidance as requested.
6. *Virtual Tools and Visualization Techniques:* Research and review new ways to communicate with the public outside of the traditional public meeting setting; Develop techniques to illustrate data in a manner that is easy for the general public to understand and is also easy to use and cost-effective.
7. *Professional Development:* Participate in various webinars, workshops, and trainings geared to increasing public participation in the transportation planning process.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Public Participation Plan Update	BACTS	April 2021
Interested and Affected Parties List	BACTS	Ongoing
Website and Facebook Page	BACTS	Ongoing
Title VI/Non-Discrimination Plan Update	BACTS	September 2020 September 2021
Title VI Annual Goals and Accomplishments	BACTS	September 2020 September 2021

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$9,000	FHWA PL	\$7,200
<b>TOTAL</b>	<b>\$9,000</b>	MaineDOT	\$1,350
		Local	\$450

## TASK 6 – BICYCLE AND PEDESTRIAN TRANSPORTATION PLANNING

Objective: To foster a safe, interconnected, multimodal transportation network with safe and convenient opportunities for nonmotorized and active modes.

### Activities

1. *Technical Assistance.* Provide advocacy and assistance to ensure bicycle and pedestrian facilities are considered during the planning and programming process for new-construction and reconstruction projects within the BACTS area.
2. *Ongoing Implementation of Performance Based Planning and Programming.* Develop annual safety performance targets; Prepare performance reports as required for federally mandated performance measures.
3. *Committee Participation/Interagency Collaboration.* Participate in Statewide Active Community Environment Workgroup (ACEW); Participate in Maine Bicycle and Pedestrian Council; Participate in State of Maine Interagency Bicycle and Pedestrian Safety Workgroup.
4. *Professional Development.* Attend MaineDOT and/or FHWA-sponsored Workshops; Participate in various webinars, workshops, and trainings; Professional Memberships; Reference Materials/Guidance.
5. *Pedestrian and Bicycle Transportation Facilities Design Guidance.* Develop a facilities best practice design guidance document to complement the 2019 Regional Pedestrian and Bicycle Transportation Plan.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Safety Performance Targets	BACTS	February 2020 February 2021
Design Guidance Best Practices Document	BACTS	October 2021

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$30,000	FHWA PL	\$24,000
<b>TOTAL</b>	<b>\$30,000</b>	MaineDOT	\$4,500
		Local	\$1,500

## TASK 7 –TRANSPORTATION SAFETY PLANNING

Objective: To increase safety for all users of the transportation system by promoting a greater awareness of transportation safety design and practice and by implementing targeted safety projects at high-crash locations and in areas with high potential for vehicle-pedestrian conflicts.

### Activities

1. *Data Collection and Analysis:* Monitor and update information as needed from Maine DOT's statewide database and hard-copy reports to analyze area crash statistics, identify contributing factors at problem locations, and develop appropriate countermeasures; Use GIS mapping tools as appropriate to focus in on crash locations with identifiable deficiencies in infrastructure, geometrics, excessive speed, signal length and/or coordination, etc.
2. *Technical Assistance.* Advocate for appropriate countermeasures at high-crash locations throughout the urbanized area. Provide technical assistance to communities as needed to implement these projects and evaluate their success in reducing crashes.
3. *Safety Performance Metrics.* Develop, or agree to support the MaineDOT-developed, PM1 Safety performance targets. and integrate performance measures into plans and programs; Develop performance target reporting, data collection and analysis procedure and track safety related performance target progress
4. *Committee Participation/Interagency Collaboration.* Attend State Interagency Bicycle and Pedestrian Safety Workgroup; Attend the State Highway Safety Committee meetings
5. *Professional Development.* Attend MaineDOT and/or FHWA-sponsored Workshops; Participate in various webinars, workshops, and trainings.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
PM1- Safety Performance Targets	BACTS	February 2020 February 2021

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$5,000	FHWA PL	\$4,000
		MaineDOT	\$750
<b>TOTAL</b>	<b>\$5,000</b>	Local	\$250

## TASK 8 –TRAFFIC INCIDENT MANAGEMENT

Objective: To improve safety for the traveling public and first responders through coordination, communication and training.

### Activities

1. *Penobscot County Traffic Incident Management Group.* Provide administrative services; train first responders in the area; conduct after-incident reviews; develop performance measures to reduce delays and improve safety during incidents.
2. *Statewide Traffic Incident Management Group.* Attend and participate in the Statewide Traffic Incident Management Group.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Attend and participation in the Penobscot County and Statewide Incident Management Groups	BACTS	Ongoing

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$28,000	FHWA PL	\$22,400
		MaineDOT	\$4,200
<b>TOTAL</b>	<b>\$28,000</b>	Local	\$1,400

## TASK 9 – TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

Objective: To develop a fiscally constrained program of investments, in cooperation with the State and public transportation operator, reflecting investment priorities and making progress toward achieving performance targets.

### Activities

1. *Project Ranking Criteria.* Review TIP project ranking criteria for roadway projects and adjust, as necessary.
2. *Project Submission and Workplan Selection.* Prepare Capital Workplan timeline and Request for Projects; Compile, review, and score roadway project request submissions; Hire Independent Contractor to develop project scopes and estimates; Review roadway projects on-site (project ride) with MaineDOT and FHWA staff; Obtain independent cost estimates from Maine DOT; Prepare final Workplan list for submission to MaineDOT.
3. *TIP Document Preparation.* Develop annual TIP document; Provide public notice and solicit comment in accordance with BACTS PPP; Review MaineDOT STIP for consistency with BACTS TIP; Prepare revisions/amendments, as required.
4. *Obligated Projects Listing.* Request project list from MaineDOT and City of Bangor Community Connector; Review, compile, and post listing of projects obligated in previous federal fiscal year.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Request for Projects	BACTS	April 2020
Preliminary Project Listing	BACTS	October 2020
Project Scoping and Estimates	BACTS/MaineDOT	January 2021
Project Ride	BACTS MaineDOT, FHWA Municipality	May 2021
Independent Cost Estimates	BACTS, MaineDOT	June 2021
Final Workplan	BACTS	July 2020 July 2021
TIP	BACTS	January 2020 January 2021
Annual Listing of Obligated Projects	BACTS/Maine DOT, City of Bangor	December 2020 December 2021

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$35,000	FHWA PL	\$28,000
		MaineDOT	\$5,250
<b>TOTAL</b>	<b>\$35,000</b>	Local	\$1,750

## TASK 10 – METROPOLITAN TRANSPORTATION PLAN UPDATE

Objective: To begin the process of updating the long-range Metropolitan Transportation Plan (MTP). The current MTP was adopted January 2018. Development of the updated MTP will begin in this UPWP, with most of the work being completed in the first year of the next UPWP.

### Activities

1. *MTP Development.* Prepare a tentative schedule and outline for the completion of the MTP update.
2. *Public Outreach.* Prepare and publish Public Notice of Intent to Develop MTP.
3. *Data Collection.* Begin data collection and inventorying of demographic data and existing conditions of the current transportation system.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
MTP Update Schedule and Outline	BACTS	October 2021
Notice of Intent to Develop MTP	BACTS	November 2021

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$5,000	FHWA PL	\$4,000
		MaineDOT	\$750
<b>TOTAL</b>	<b>\$5,000</b>	Local	\$250

## TASK 11 – SYSTEM PERFORMANCE METRIC DATA COLLECTION, TRACKING AND REPORTING

Objective: To collect and maintain data required to evaluate transportation system condition and performance with respect to performance metrics and track progress toward attainment of critical outcomes for the metropolitan area.

### Activities

1. *Performance Data Collection.* Collect data from appropriate MaineDOT departments, or obtain as available, from the State Asset Management Plan, HSIP, SHSP, State Freight Management Plan, or other relevant plans and documents.
2. *Performance Database Development.* Create databases to track annual condition and/or performance of systems for each performance measure.
3. *Performance Data Reporting.* Develop a performance report card (or dashboard) for each performance measure describing baseline data, performance targets, progress, and current condition/performance.
4. *Safety Performance Targets.* Develop, or agree to support the MaineDOT-developed, PM1 Safety performance targets; Submit performance targets to MaineDOT

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
PM1- Safety Performance Targets	BACTS	February 2020 February 2021
PM1 – Safety Database	BACTS	Ongoing
PM2 – Pavement and Bridge Condition Database	BACTS	Ongoing
PM3 – System Performance Database	BACTS	Ongoing
PM1 – Safety Report Card	BACTS	April 2020 April 2021
PM2 – Pavement and Bridge Condition Report Card	BACTS	July 2020 July 2021
PM3 – System Performance Report Card	BACTS	July 2020 July 2021

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$12,000	FHWA PL	\$9,600
		MaineDOT	\$1,800
<b>TOTAL</b>	<b>\$12,000</b>	Local	\$600

## TASK 12 – STUDIES

Objective: To conduct studies to improve transportation in the BACTS area.

Activities: Hire consultants to: 1) conduct a study of the I-395/Odlin Road intersection to improve safety and efficiency ; and 2) conduct a study to develop a coordinated traffic signals system in Orono and Old Town before and after major University of Maine events and also provide a transportation plan to be used in the event of an emergency evacuation of the University of Maine campus.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Reports and plans from the above-mentioned consultant studies with findings and recommendations.	BACTS, Consultants	Early 2020-early 2021

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$46,000	FHWA PL	\$124,800
Consultants	\$110,000	MaineDOT	\$23,400
<b>TOTAL</b>	<b>\$156,000</b>	Local	<b>\$7,800</b>



## TASK 13 – TRANSIT PLANNING

Objective: To coordinate, support, and implement the transit elements of the MPO core functions and planning products, including providing assistance to the BACTS Municipal Partners Transit Committee. Short- and long-range metropolitan transit planning and analysis; including monitoring public transportation ridership and overall system operation and service performance in the BACTS area.

### Activities

1. *Transportation Improvement Program.* Assist Community Connector with development of annual Program of Projects/Workplan; Submit transit POP/Workplan to MaineDOT; Prepare BACTS TIP; Prepare description of anticipated effect of TIP toward achieving performance targets, linking investment priorities to performance targets; Prepare revisions/amendments to the BACTS TIP, as required.
2. *Biennial Unified Planning Work Program.* Prepare annual progress reports; Develop 2022-2023 UPWP.
3. *Metropolitan Transportation Plan Update.* Develop schedule for update of MTP; Provide Notice of Intent to Develop MTP; Begin data collection.
4. *Financial Plans.* Work with City of Bangor/Community Connector to cooperatively develop 3-Year Projected Operations Financial Plan and 10-Year Capital Plan.
5. *Obligated Projects Listing.* Request list of obligated projects from MaineDOT and City of Bangor Community Connector; Review and compile annual listing of obligated projects.
6. *Title VI/EJ/LEP Plan.* Review and update BACTS Non-Discrimination Plan; Prepare annual report of BACTS Goals and Accomplishments; Review Community Connector Title VI Plan.
7. *Public Participation Plan.* Review and update BACTS' Interested & Affected Parties List; Provide public notice of activities and projects in accordance with PPP; Review and update PPP as needed; Answer inquires and provide guidance as requested; Attend public meetings; Attend local group meetings as requested; Review agendas and minutes of local group meetings; Review Community Connector Public Participation Plan.
8. *Transit System Performance Analysis.* Prepare fiscal year report of system performance to show analysis of ridership, fares, expenses, revenues, miles, and hours; Collect and maintain data required to evaluate transit system condition and performance with respect to TAM and Safety performance metrics and track progress; Develop performance report cards, or dashboards, for each federally mandated transit performance measure describing baseline data, performance targets, annual progress, and current condition/performance.
9. *Ongoing Implementation of Performance Based Planning and Programming.* Continue working with City of Bangor/Community Connector to implement timely and cooperative process for sharing and developing information required to track progress toward attainment of critical outcomes; Review and update Metropolitan Planning Agreement, as required; Prepare performance reports as required for federally mandated performance measures; Develop MPO public transportation safety performance targets (on or before January 20, 2021) and include in updates (or amendments) to the TIP and MTP on or after July 20, 2021.
10. *Bus Replacement Plan.* Work with City of Bangor/Community Connector to develop a Bus Replacement Plan in sync with the 10-Year Capital Plan, Transit Agency TAM Plan, Municipal Budget, and BACTS TIP and MTP.

**TASK 13 – TRANSIT PLANNING (Continued)**

11. *Technical Assistance.* Maintain knowledge of and provide compliance assistance with transit-related federal requirements; Review and provide input on proposed service/route changes; Review and provide input on annual budgets and maximizing available funding and resources; Review and provide input on annual NTD reporting.
12. *Committee Participation/Interagency Collaboration.* Facilitate and support BACTS Municipal Partners Transit Committee; Serve as Member of State of Maine Public Transit Advisory Council; Serve as Member of Maine Transit Association; Serve as Non-Voting Member of Black Bear Orono Express Shuttle Committee; Serve as Member of Community Connector ADA Paratransit Appeals Committee.
13. *Professional Development.* Attend FTA-sponsored Workshops; Attend Maine Transit Association Conference, Attend Tri-State Transit Conference; Participate in various FTA, NTI or other industry-sponsored transit, multimodal, and planning related webinars or trainings; Professional Memberships; Reference Materials/Guidance.
14. *Bus Stop Design Best Practice Guidance.* Develop best practice guidance for the location and design of designated bus stops; including bicycle and pedestrian connections to transit services.
15. *Transportation Demand Management.* Provide technical assistance to local employers and businesses to develop TDM programs which reduce single occupancy vehicle travel and promote alternative modes of transportation for employees and visitors; Develop listing of available facilities, services, and resources for SOV alternative transportation options.

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Transit POP/Workplan	BACTS City of Bangor	July 2020 July 2021
TIP	BACTS	January 2020 January 2021
Financial Plans	BACTS City of Bangor	August 2020 August 2021
UPWP Annual Report	BACTS	April 2020 April 2021
2022-2023 UPWP	BACTS	October 2021
Annual Listing of Obligated Projects	BACTS, MaineDOT, City of Bangor	December 2020 December 2021
Annual Transit System Performance Analysis	BACTS	November 2020 November 2021

<b>Anticipated Product/Outcome</b>	<b>Responsibility</b>	<b>Anticipated Schedule</b>
Transit Safety Performance Targets	BACTS	January 2021
TAM/SGR Performance Metric Database	BACTS	February 2020
TAM/SGR Performance Metric Report Card/Dashboard	BACTS	February 2020
Transit Safety Performance Metric Database	BACTS	March 2021
Transit Safety Performance Metric Report Card/Dashboard	BACTS	July 2021
Bus Replacement Plan	BACTS City of Bangor	May 2020
Bus Stop Design Best Practice Guidance	BACTS	October 2021
Transportation Demand Management Available Facilities, Services and Resources	BACTS	September 2021
MPTC Agendas and Minutes	BACTS	On-going

<b>Responsibility</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Amount</b>
BACTS	\$201,278	FTA \$5303	\$161,022
<b>TOTAL</b>	<b>\$201,278</b>	In-Kind	\$40,256

## TASK 14 – FIXED ROUTE BUS STOP DESIGNATION PLAN

Objective: To designate fixed bus stops for the Community Connector fixed route transit system.

### Activities

1. Workgroup Development - The workgroup will meet regularly to maintain a transparent process and solicit constructive communications throughout the project.
2. Outreach - We will create a page and post updates of the progress of the project on our website. Public meetings will be held and feedback will be solicited.
3. Data Collection – Various data will be collected and reviewed to assist in determining different factors that may affect the siting of bus stops.
4. Stop Location – Bus stops locations will be visualized based precisely on the parameters of the finalized Bus Stop Guidelines, then overlaid with major activity/trip generators. Adjustments will be made to address connectivity, accessibility, and environmental/geographical impediments as needed.
5. Draft Bus Stop Map – A draft map of each route will be developed with the location of each stop and type of stop/amenities recommended per guidelines.
6. Bus Stop Inventory - An inventory of all bus stops and bus stop infrastructure will be developed.
7. Facility Improvement/Needs Plan – An Improvement Plan will be developed to identify needs for each designated stop based on the approved Guidelines.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Workgroup Meetings	BACTS City of Bangor Municipal Partners	April 2021 – April 2022
Municipal Staff Meetings	BACTS Municipal Partners	July 2021 – February 2022
Public Outreach	BACTS City of Bangor	Ongoing
Project Webpage	BACTS	Ongoing
Draft Proposed Stop Location Maps	BACTS	January – December 2021
Bus Stop Inventory	BACTS	February 2022
Facility Improvement/Needs Plan	BACTS	March 2022
Final Bus Stop Location Maps	BACTS	April 2022

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$43,254	FTA CARES Act	\$43,254

**Note: The City of Bangor is the direct recipient of the funding for this task. This task is included as part of this document for information purposes. This task is funded separately from planning funds which all other tasks in this document are funded from and are the basis of the contract between BACTS and MaineDOT.**

## BACTS Budget Summary CY 2020-2021 Unified Planning Work Program

		Funding Source:									
Task	Task	FHWA "PL"	FTA 5303	MDOT	In Kind	Local	Total	Staff	Consultant	Direct Costs	Total
1	MPO Administration and Coordination	232,331.20		43,562.10		14,520.70	290,414.00	259,414.00	25,000.00	6,000.00	290,414.00
2	Professional Development	32,000.00		6,000.00		2,000.00	40,000.00	20,000.00		20,000.00	40,000.00
3	Traffic Data Collection and Database Management	92,000.00		17,250.00		5,750.00	115,000.00	110,000.00		5,000.00	115,000.00
4	GIS and Demographic Data	44,000.00		8,250.00		2,750.00	55,000.00	45,000.00		10,000.00	55,000.00
5	Public Outreach	7,200.00		1,350.00		450.00	9,000.00	8,000.00		1,000.00	9,000.00
6	Bicycle and Pedestrian Planning	24,000.00		4,500.00		1,500.00	30,000.00	28,500.00		1,500.00	30,000.00
7	Transportation Safety Planning	4,000.00		750.00		250.00	5,000.00	4,000.00		1,000.00	5,000.00
8	Traffic Incident Management	22,400.00		4,200.00		1,400.00	28,000.00	25,000.00		3,000.00	28,000.00
9	TIP Development	28,000.00		5,250.00		1,750.00	35,000.00	34,000.00		1,000.00	35,000.00
10	Metropolitan Transportation Plan Update	4,000.00		750.00		250.00	5,000.00	4,500.00		500.00	5,000.00
11	System Performance Metric Data Collection, Tracking, and Reporting	9,600.00		1,800.00		600.00	12,000.00	11,500.00		500.00	12,000.00
12	Studies	124,800.00		23,400.00		7,800.00	156,000.00	40,000.00	110,000.00	6,000.00	156,000.00
13	Transit Planning		161,022.40		40,255.60		201,278.00	196,278.00		5,000.00	201,278.00
<b>TOTALS</b>		<b>624,331.20</b>	<b>161,022.40</b>	<b>117,062.10</b>	<b>40,255.60</b>	<b>39,020.70</b>	<b>981,692.00</b>	<b>786,192.00</b>	<b>135,000.00</b>	<b>60,500.00</b>	<b>981,692.00</b>

### Municipal Biennial Local Share

If the local share is \$39,020.70 for two years.

		CY 2020	CY 2021
BANGOR	52.593% of \$39,020.70 =	\$20,522.19	\$10,261.09
BRADLEY	0.755% of \$39,020.70 =	\$294.59	\$147.29
BREWER	13.525% of \$39,020.70 =	\$5,277.61	\$2,638.80
HAMPDEN	5.491% of \$39,020.70 =	\$2,142.76	\$1,071.38
HERMON	0.261% of \$39,020.70 =	\$101.92	\$50.96
MILFORD	3.298% of \$39,020.70 =	\$1,287.06	\$643.53
OLD TOWN	9.828% of \$39,020.70 =	\$3,835.14	\$1,917.57
ORONO	11.849% of \$39,020.70 =	\$4,623.72	\$2,311.86
ORRINGTON	0.796% of \$39,020.70 =	\$310.64	\$155.32
VEAZIE	1.602% of \$39,020.70 =	\$625.07	\$312.53
<b>TOTAL</b>		<b>\$39,020.70</b>	<b>\$19,510.33</b>

## BACTS UPWP Tasks Relating to The FAST ACT Planning Factors and Planning Emphasis Areas

TASK	PROJECT	Federal Planning Factors										Planning Emphasis Areas		
		1	2	3	4	5	6	7	8	9	10	1	2	3
1	MPO Administration and Coordination	X	X	X	X	X	X	X	X	X	X	●	●	●
2	Professional Development	X	X	X	X	X	X	X	X	X	X	●	●	●
3	Traffic Data Collection & Database Management Act.	●	●	X	●	X		●	●	●	●	●	●	●
4	GIS	●	●	X	●	●	X	●	●	●	●	●	●	●
5	Public Outreach	X	X	X	X	X		X	X	X	X	●	●	●
6	Bicycle and Pedestrian Transportation Planning	●	●	X	●	●	●	●	●	X	●	●	●	●
7	Transportation Safety Planning	●	●	X		X		X	●	●	●	●	●	●
8	Traffic Incident Management	●	●	X	X	●	X	●	●	●	●	●	●	X
9	Transportation Improvement Plan Development	●	●	●	●	●	●	●	●	●	●	●	●	●
10	Metropolitan Transportation Plan Update	●	●	●	X	●	●	●	●	●	●	●	●	●
11	System Performance Metric Data Collection, Tracking, and Reporting	●	●	X	●	●	X	X	●	X	●	●	●	X
12	Studies	●	●	●	●	●	●	●	●	●	●	●	●	X
13	Transit Planning	●	●	●	●	●	●	●	●	●	●	●	●	●

● Highly related X Related

Federal Planning Factors: 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 nonmotorized users; 3) Increase the security of the transportation system for motorized and nonmotorized users; 4) Increase the accessibility and mobility of people and freight; 5) Protect and enhance the environment, promote energy conservation, improve the 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 throughout the metropolitan region, for people and freight; 7) Promote efficient system management and operation; 8) Emphasize the preservation of the existing transportation system; 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and 10) Enhance travel and tourism.

Planning Emphasis Areas: 1) MAP-21 Implementation; 2) Regional Models of Cooperation; and 3) Ladders of Opportunity.