Transportation Planning Prospectus

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1.0 Introduction

1.1 About the MPO

Since the 1960’s, the federal government has required that metropolitan areas undertake a continuing, comprehensive, and cooperative transportation 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. Metropolitan Planning Organizations (MPOs) exist throughout the United States in all urbanized areas of more than 50,000 people and have the authority to prioritize, plan, and program transportation projects in urban / metropolitan areas for federal funding. In Tennessee, eleven MPOs work in partnership with the Tennessee Department of Transportation (TDOT) in their respective planning areas to:

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

The Nashville Area MPO is the federally-designated transportation planning agency for the more than 3,000 square miles of Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson counties. The MPO leads the development of the region’s long-range transportation plan and short-range transportation improvement program and contributes to ongoing conversations about issues such as land use, economic development, climate change and the environment, safety and security, and public health.

While the MPO’s planning program (effective October 1, 2017) is administered by the Greater Nashville Regional Council (GNRC), the MPO is governed by the Transportation Policy Board (TPB), which is comprised of city and county mayors within the MPO’s planning area, as well as representatives from regional, state, and federal agencies. Each fiscal year the MPO publishes its anticipated planning activities and funding sources for the coming year in its Unified Planning Work Program (UPWP).

The MPO is funded in large part by grants made available through TDOT from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S. DOT). Additional funding is raised through annual membership dues. Each county government and every municipality of 5,000 or more people in the MPO’s planning area contribute at a per capita rate of 26 cents.

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/.
The Integration of the Nashville Area MPO into the Greater Nashville Regional Council

On May 17, 2017, the Executive Board (now called the “Transportation Policy Board”) of the Nashville Area MPO and the Executive Committee of the Greater Nashville Regional Council adopted a Joint Resolution that documented a mutual intent to integrate the MPO programming and administration into the GNRC. Prior to this change, the MPO had been staffed and administered by the Metropolitan Planning Commission of Nashville-Davidson County. Effective October 1, 2017, the GNRC will be responsible for carrying out the program activities described in this document on behalf of the Transportation Policy Board of the Nashville Area MPO. More information about integration can be found at COG.NashvilleMPO.org.

GNRC is one of nine regional economic development districts established by the Tennessee General Assembly under the Tennessee Development District Act of 1965. GNRC is a public body corporate and politic and operates as a council of governments (COG). It is owned and operated by its municipal and county government members in order to delivery regional programs and services that are funded, in part, by state and federal grant programs.

GNRC’s mission is to assist local communities and state agencies in the development of plans and programs that guide growth and development in the most desirable, efficient, and cost-effective manner, while ensuring the continued long-term livability of the region. GNRC is governed by a regional council comprised of city mayors, county mayors/executives, state legislators, appointments representing business/industry, and appointments representing minority populations and employs nearly 80 full-time staff.

About the Transportation Planning Prospectus

This Transportation Planning 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 Organizational Bylaws of the MPO’s governing body known as the Transportation Policy 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 updated by the MPO in May 2016. This Prospectus may be updated at any time following the formal adoption of or revisions to MPO plans and programs by the Transportation Policy Board. Amendments to the Organizational Bylaws of the Transportation Policy Board, contained in this Prospectus, must be adopted by the Transportation Policy Board according to the procedures outlined in said Bylaws.

MPO Planning Documents

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 this document, the Transportation Planning Prospectus, to provide further detail on the MPO’s organizational structure and planning process, and a Public Participation Plan (PPP) to help communicate to partners and the general public opportunities for involvement in the development of MPO products. The PPP also specifies the process and timelines for adopting and amending MPO plans and programs. All plans and programs are available on the MPO’s website at NashvilleMPO.org.

Regional Transportation Plan

The Regional Transportation Plan (RTP) is a long-range, 25-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 plans and strategies; interstate interchange justification studies; and environmental impact studies. The 2040 Regional Transportation Plan is available at http://nashvillememo.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 short-range 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 that are implemented by TDOT or local governments, or transit agencies. The TIP is required to cover at least a four-year span and to be updated at least every three years. 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 $1.5 billion dollars through the year 2020.


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

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

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

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

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

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

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

The report is available online at [http://www.nashvillechamber.com/vitalsigns](http://www.nashvillechamber.com/vitalsigns).

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

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

### Other Reports, Publications, Digital Media
The MPO publishes several reports and presentations each year to the website at [http://nashvillempo.org/publications_docs/](http://nashvillempo.org/publications_docs/). The MPO also produces or shares videos, photos, and presentations in the Multi-Media Center section of the website at [http://nashvillempo.org/media_center/](http://nashvillempo.org/media_center/).

## 1.4 The Metropolitan Planning Area

### Defining the Metropolitan Planning Area

Federal law requires all Census-defined Urbanized Areas (UZA) of 50,000 or more in population be part of an MPO in order to access federal transportation funds, therefore, the UZA is the basic building block of an MPO’s metropolitan planning area. In addition, the MPO must 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 population of at least 2,500 and less than 50,000 people. Urbanized Areas are urban areas with 50,000 or more people.

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

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

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

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

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

Finally, regarding funding eligibility, certain federal grant programs are intended 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. This 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.

**Regional Goals & Objectives**

Working through a comprehensive, continuing and cooperative effort with the Federal Highway Administration, Federal Transit Administration, Tennessee Department of Transportation, local transit operators, the public, and other interested
parties, the MPO strives to identify the most appropriate set of short-, mid-, and long-term projects that address the anticipated needs within the region as embodied by a set of guiding principles, regional goals, and major objectives developed through extensive public and stakeholder involvement.

Working through a collaborative effort which included its member governments, area non-profit organizations, the business community, and public citizens, the MPO has adopted four guiding principles to provide a framework for the policies and investment decisions of the MPO and to define how the organization will contribute to overall quality of life of 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.

The following goals and objectives provide further guidance to the MPO as it identifies transportation needs and priorities for federal and state funding opportunities.

| Goal 1. Maintain a Safe and Reliable Transportation System for People and Goods | • Continue with 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 on local communities.  
• Ensure the security of transportation assets from natural or man-made disasters and acts of terrorism. |
|---|---|
| Goal 2. 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 placemaking 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. |
| Goal 3. Enhance Economic Competitiveness by Improving Private Sector Performance | • 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. |
Goal 4. Spend Public Funds Wisely by Ensuring a Return on Investment

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

Federal Planning Factors, Emphasis Areas, and National Goals.

In 2015, the U.S. Congress passed and the President signed into law the transportation act entitled, Fixing America’s Surface Transportation Act (FAST Act). This federal legislation defines ten 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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.

In addition to the planning factors required by federal regulations, the MPO has incorporated the national goals outlined in 23 U.S.C. 150(b) and the federal emphasis areas outlined below into its planning process to ensure that long-range investments are accomplishing the goals intended by Congress.

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.

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’s Transportation Policy Board. Both TDOT and TDEC serve on the MPO’s Technical Coordinating Committee.

Federally-mandated transportation planning and programming responsibilities in Tennessee fall to the eleven MPOs and TDOT. Within Middle Tennessee, the Clarksville Urbanized Area MPO and the Nashville Area MPO take the lead in regional planning and programming for their respective metropolitan areas in coordination with TDOT. For rural areas
that fall outside of the MPO boundaries, TDOT works through rural planning organizations (RPOs) to establish priorities for state and federal transportation funding.

**Long Range Transportation Policy Plan**
TDOT’s Long-Range Transportation Plan (LRTP) is an important document for the Department and its stakeholders, as the plan allows TDOT to make key long-term funding and policy decisions about transportation investments throughout Tennessee. The LRTP brings together the needs for all modes of transportation, including rail, transit, ports and waterways, aviation, and pedestrians and bicycles, in addition to highways.


**State Transportation Improvement Program (STIP)**
As part of the federal requirements for transportation planning, TDOT develops a four-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 Transportation Improvement Program. Upon adoption, each project within the Nashville Area MPO’s TIP, within the federal fiscal years 2014-2017, will become, without exception, a part of the larger STIP by reference.


**TDOT Three-Year Work Program**
The TDOT three-year work program is an integral part of the State of Tennessee budget presented each year by the Governor and approved by the Tennessee General Assembly. The first year of the work program provides a list of projects and funding programs to be implemented with revenues appropriated by the state legislature, while the second and third years are presented for illustrative purposes only. Projects in the three-year work program slated for federal funding must also be included in the STIP, and the corresponding TIP should the project be located within an MPO area.

**Strategic Highway Safety Plan**
The Strategic Highway Safety Plan (SHSP) guides spending priorities for infrastructure improvements in the state around roadway safety, including utilization of funding sources such as Highway Safety Improvement Program funds. The plan also includes priorities for non-infrastructure spending such as promoting seat belt usage, discouraging distracting driving and reminding motorists not to drink and drive.
2.0 Organization & Management

2.1 Organizational Structure

The MPO’s formal structure is comprised of a Transportation Policy Board which is advised primarily by a Transportation Planning Staff and a Technical Coordinating Committee as depicted in the figure below and described in the following sections.

Transportation Policy Board
The Transportation Policy Board governs the policymaking and programming decisions of the MPO, and 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 Policy 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 of area public transit operators, a representative of area county highway departments, and staff from the Federal Highway Administration and Federal Transit Administration. A complete roster and contact information is available online at http://nashvillempo.org/about_mpo/exec_board.aspx.

Planning Oversight Committee
The Planning Oversight Committee (POC) monitors the progress of activities identified in the Unified Planning Work Program, and reviews and approves requests for reimbursement of expenses incurred by consultants contracted on behalf of the MPO by the MPO’s Sponsor Agency (GNRC as of October 1, 2017). The committee is tasked with drafting terms of agreement with the Sponsor Agency for the administration of the MPO planning grants and the provision of staffing support. The committee’s recommendations for this agreement must be adopted by the Transportation Policy Board in order to be enacted. The committee consists of the chairperson and vice-chairperson of the Transportation
Policy Board, the chairperson of the Technical Coordinating Committee, Policy Board members that represent the largest city within each Census-defined Urbanized Area located within the metropolitan planning area, a member of the Policy Board representing a municipality located outside of an Urbanized Area, a member of the Policy Board representing a county government, and a representative of the Tennessee Department of Transportation.

Technical Coordinating Committee
The Technical Coordinating Committee (TCC) is the lead advisory committee to the Policy Board. The TCC is responsible for assisting transportation planning staff with preparing and reviewing data, analyzing trends, and developing recommendations for the Transportation Policy 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. A complete roster and contact information is available online at http://nashvillempo.org/about_mpo/committees/tech_committee.aspx.

Other Advisory 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 policymakers, 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
- Law enforcement agencies

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, the Regional Transportation Authority, and Mid-Cumberland Human Resource Agency.

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.

Administration and Staffing Support
The MPO is staffed by the GNRC, which provides professional planners, engineers, communications specialists and policy analysts in support of the Transportation Policy Board. An MPO Coordinator oversees the day to day management of activities identified in the adopted UPWP. The GNRC provides administration and management of the MPO’s fiscal needs, and executes legal agreements and contracts on behalf of the MPO. More information about GNRC is available at http://www.gnrc.org.
2.2 Sources of Funding

Planning Activities
The planning activities of the Nashville Area MPO, like other MPOs 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 Block Grant 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. Matching funds are provided by city and county government members through annual membership 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 F.

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 MPO’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 and Plans Adoption
The MPO structure places responsibility for policymaking and transportation planning and programming with the Transportation Policy Board. The Policy Board may act without recommendation from the Technical Coordinating Committee, provided reasonable time has been afforded to the Committee to make a recommendation. Transportation Policy Board decisions are disseminated through staff and the TCC, with subsequent action being delegated to the local transportation planning staffs or study subcommittees as appropriate.
Administration and Staffing
The MPO Coordinator, a staff person of the MPO’s Sponsor Agency designated by agreement between the Planning Oversight Committee and the Sponsor Agency, is responsible for on-going coordination, direction, and supervision of the metropolitan transportation planning process for the Nashville area including the supervision of MPO program 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 MPO Coordinator 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 Transportation Policy Board to assure proper execution of all contracts, agreements and memorandum 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.

Implementation
Members of the MPO who represent local governments, public transit operators, and state agencies are responsible for the implementation of all transportation plans and projects. Their representatives to the Technical Coordinating Committee are responsible for the dissemination of transportation policies and plans to the respective jurisdiction or agency professionals for application.

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. Transportation Policy Board meetings are scheduled as needed, generally the third Wednesday of each month, to review transportation planning activities and take necessary actions to conduct the business of the MPO. The MPO Coordinator is responsible for scheduling and coordinating meetings, assembling required data, preparing meeting agendas, recording proceedings of meetings and dissemination of proceedings. The Coordinator 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 conducted by the MPO. Such involvement ensures that the planning process conforms to the goals, and objectives of the region. The MPO’s Public Participation Plan (PPP) provides guidelines for how the public and interested stakeholders will be involved in the development of the regional transportation plan. Specifically, the MPO reaches out to the community through a variety of forums with the strategic objective to engage a broad and diverse audience with efforts to target:

- The General public;
- Traditionally-underserved populations including the low-income, minority groups, and the disabled;
- Governmental partners including local, state, and federal agencies;
- Key transportation stakeholders including departments of transportation and public works, users and employees of public transportation, users of pedestrian walkways and bicycle facilities, and freight shippers and carriers.
- Business community including area chambers of commerce and economic developers; and
- Non-profit community including quality growth advocacy groups.

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**: The MPO website 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, Policy 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.

- **Traditional Media:** The MPO continues to use the traditional media to communicate its proposed plans and programs and to encourage public participation at regional events and local workshops. The MPO’s Public Participation Plan outlines the meeting notice and advertising requirement carried out annual.

- **Social Media:** The MPO uses social media platforms to diversify its communication methods and broaden its reach beyond traditional media.

- **Regional Symposia/Sums:** The MPO continues to host or co-host large regional summits or symposia 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. The MPO’s Annual Meeting has provided an opportunity for business and community leaders to engage in the planning process and showcase the work of the MPO and its members.

- **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 the 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. Every December the MPO produces its annual report entitled “State of Transportation in Middle Tennessee.” Additionally, multimedia tools have been developed that help explain the MPO process and communicate its major policy initiatives and regional plan both online and during presentations.

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 UPWP or in their local community planning process that aligns 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 Transportation Policy 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 Transportation Policy 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. Effective October 1, 2017, the GNRC is responsible for staffing and administering the MPO Program on behalf of the MPO Transportation Policy Board as described in the MPO Sponsorship Agreement located in Appendix E.

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.
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;
- Maintain a database and provide ridematching for carpools, vanpools or commuter bus service for clients traveling in and between counties 3.4 Public Transit Agencies in the MPO area;
- Participate as an MPO member in studies of regional transit corridors, contributing data from ridematching and other commuter programs; and
- 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.

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.

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.

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.

Nearly every municipality and county government in Middle Tennessee has its own comprehensive plan to help manage local resources and to prepare for future growth. These plans set land use policies and identify strategies to address needs for schools, parks, water and sewer, as well as transportation. Local transportation priorities are usually identified in the transportation element of these comprehensive plans, or as part of a separate local major thoroughfare plan. The
development of the regional transportation plan pulls from these plans to unify the region’s most important transportation priorities for federal funding into one document.

### 3.5 Private Non-Profit Organizations

The MPO has an ongoing partnership with each of the following non-profit organizations who help connect additional private-sector partners to the planning process.

- **Clean Air Partnership of Middle Tennessee**: The Clean Air Partnership of Middle Tennessee is administered by The TMA Group, a non-profit organization located in Franklin, TN. Together, the MPO and the Clean Air Partnership administer a public outreach campaign to educate residents and businesses on the importance of good air quality, and encourages alternatives to driving in order to minimize pollution generated by cars and trucks in the region.

- **Nashville Civic Design Center**: Founded in 2000, the Nashville Civic Design Center (NCDC) is a nonprofit organization whose mission is to elevate the quality of Nashville's built environment and to promote public participation in the creation of a more beautiful and functional city for all. The NCDC works with the MPO to integrate good urban design considerations into the transportation planning process. Together, the MPO, the NCDC, and the University of Tennessee at Knoxville School of Architecture and Design partner to publish two booklets per year that illustrate best practices and concepts to provide guidance to the region.

- **Nashville Area Chamber of Commerce**: Co-produces with the MPO an annual indicators report entitled, “Nashville Region’s Vital Signs” to help draw attention to the area’s strengths and weakness through ongoing tracking of various performance measures that relate to quality of life.

- **Cumberland Region Tomorrow**: Cumberland Region Tomorrow (CRT) is a private, non-profit, citizen-based regional organization working with public and private partners dedicated to advocating for good planning for the future livability and economic vitality of the ten-county region. The MPO partners with CRT on community events and outreach efforts to ensure that regional plans and programs are developed with the intent of accomplishing regional comprehensive planning goals.
4.0 Rules & Bylaws of the Transportation Policy Board

**Article 1. Name**

A. The name of the organization shall be the “Nashville Area Metropolitan Planning Organization” or “MPO.”

B. The governing body shall be the “Transportation Policy Board” or “Policy Board.”

**Article 2. Composition and Voting**

A. The Policy Board shall be comprised of the principal elected official from each local government located within the approved metropolitan planning area of the MPO to include 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 Policy Board occupied by the Metropolitan Mayor and Metropolitan Vice-Mayor to represent the former county and city governments.

C. The Policy Board also shall include the Governor of Tennessee, a representative of the Greater Nashville Regional Council, a representative of area public transit operators, a representative of county highway officials, the Tennessee Division Administrator of the Federal Highway Administration, and the Region IV Administrator of the Federal Transit Administration.

D. Each member of the Policy Board shall vote on proposed actions except for those in seats designated for the Federal Transit Administration, the Federal Highway Administration, and any member of the board designated to serve as the MPO Sponsor Agency per Article 3, Part H of these Bylaws, unless such member is a local municipality or county government.

**Article 3. Duties and Responsibilities**

A. The Policy Board shall serve as the policy-making body of the designated MPO for the Nashville-Davidson Urbanized Area, the Murfreesboro Urbanized Area, and all other parts of the Tennessee counties of Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson in order to provide a central forum for cooperative transportation decision-making in accordance with the provisions of Title 23, Part 450 of the Code of Federal Regulations.

B. The Policy Board shall, in cooperation with the Governor, adjust the boundary of the metropolitan planning area defined in Part A of this Article, as necessary, to account for continued urbanization of the region and to delineate the geography represented by the Policy Board and included in MPO plans and programs.

C. The Policy Board shall adopt and maintain a Transportation Planning Prospectus to describe the planning process and products, organizational structure, and decision-making procedures of the MPO.

D. The Policy Board shall adopt and maintain a Public Participation Plan to inform the public and interested stakeholders about the opportunities to participate in the planning process and to review and comment on plans and programs scheduled for adoption by the Policy Board.

E. The Policy Board shall adopt and maintain a Regional Transportation Plan to identify and prioritize multi-modal transportation needs and financial resources anticipated over the next 20 to 25 years.

F. The Policy Board shall adopt and maintain a Transportation Improvement Program to account for transportation projects scheduled for implementation during the next 4 to 5 years to include, at a minimum, all projects in receipt of funding provided under titles 23 and 49 of U.S.C.

G. The Policy Board shall adopt and maintain a Unified Planning Work Program to direct the research and planning activities to be carried out in support of federal planning requirements and to identify the use of federal transportation planning grants made available under titles 23 and 49 of U.S.C. and the required matching funds.
H. The Policy Board shall identify a Sponsor Agency to administer federal planning grants, execute contracts, and develop plans and programs on behalf of the MPO.

I. The Policy Board shall establish a Planning Oversight Committee to ensure that MPO planning funds are expended by the Sponsor Agency and other partners in a manner consistent with the adopted Unified Planning Work Program and to negotiate and monitor the terms of agreement with the Sponsor Agency.

J. The Policy Board shall establish a Technical Coordinating Committee comprised of professional staff from MPO member jurisdictions, state and federal agencies, and other relevant organizations to assist in the development and implementation of MPO plans and programs.

K. The Policy Board shall establish standing or ad hoc study committees as required to ensure cooperative, comprehensive, and continuing transportation planning is carried out across the planning area.

Article 4. Officers

A. The Policy 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 Policy Board who serve as an elected official of a municipal or county government 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 an elected official per Part B of this Article.

E. The executive director of the Sponsor Agency, or their designee, shall serve as the recording secretary to the Policy Board for the purposes of noticing meetings and recording minutes.

Article 5. Duties of the Chairperson

A. The chairperson, or in their absence the vice-chairperson, shall preside at all meetings of the Policy 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 and the secretary shall attest, by signature, all resolutions adopted by the Policy Board and the approved minutes of each meeting.

C. The chairperson shall have the right to debate and vote on any issue before the Policy Board.

D. The chairperson or his/her designated representative shall represent the Policy Board at hearings or meetings as required.

E. Should the office of chairperson or vice-chairperson become vacant, the Policy Board shall elect a successor for the unexpired term of office at its next regular meeting.

Article 6. Duties of the Planning Oversight Committee

A. The committee shall monitor the progress of activities identified in the Unified Planning Work Program, and review and approve requests for reimbursement of expenses incurred by consultants contracted by the Sponsor Agency on behalf of the MPO. The committee shall provide the Policy Board an update on the work program activities at least quarterly.

B. The committee shall be responsible for recommending the terms of agreement with the Sponsor Agency selected to administer MPO planning grants and to provide staffing services to the MPO. The committee shall present its recommendations to the Policy Board for approval.

C. The committee shall consist of the chairperson and vice-chairperson of the Policy Board, the chairperson of the Technical Coordinating Committee, Policy Board members that represent the largest city within each Census-
defined Urbanized Area located within the metropolitan planning area, a member of the Policy Board representing a municipality located outside of an Urbanized Area, a member of the Policy Board representing a county government, and a representative of the Tennessee Department of Transportation.

D. The members of the committee representing a municipality located outside of an Urbanized Area and a county government shall be appointed by the Policy Board chairperson, and confirmed by a simple majority of the Policy Board membership at the first meeting of each calendar year.

E. The committee shall meet in-person to conduct business.

F. The committee shall be permitted to approve MPO expenditures consistent with the publicly-adopted Unified Planning Work Program through electronic communication.

Article 7. Meetings

A. The Policy Board shall meet no less than quarterly, but as often as required to accomplish its duty to carry-out the relevant federal metropolitan planning requirements.

B. Prior to the end of a calendar year, the Policy Board shall adopt and publish a schedule of meetings for the upcoming calendar year in accordance with procedures outlined in the Public Participation Plan. All meetings of the Policy Board shall be open to the public.

C. Each Policy Board member may designate, in writing, an alternate representative to serve at meetings of the Policy Board or Planning Oversight Committee 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 Policy Board membership or designated alternates at board meetings shall constitute a quorum for business transaction.

E. Special Meetings may be called by the chairperson or recording secretary. 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. Special meetings must be publicly notices in accordance with the procedures established by the adopted Public Participation Plan.

F. Amendments to the meeting agenda of the Policy Board must be approved by a two-thirds vote of a quorum of the Policy Board.

G. The voting on all questions coming before the Policy Board shall be by voice vote. The recording 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. If a motion on a question fails, deliberation shall continue until a motion of definitive action is offered and passed.

H. Each action of the Policy Board shall be recorded in the minutes and supporting documentation retained. All minutes shall be made available to the public.

I. The Policy Board may defer action on any item provided the reason for deferral is reflected in the motion to defer. All deferrals shall be considered at the next meeting of the board.

J. 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 Policy Board shall conduct business as prescribed in Robert's Rules of Order unless provided otherwise by these Bylaws.

B. Unless otherwise appointed by the chairperson, the chief legal counsel of the Sponsor Agency shall serve as the Parliamentarian to the Board in order to provide assistance with the interpretation and application of the rules and Bylaws.

C. The Policy 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.
Article 9. Effective Date & Amendments

A. These Bylaws shall be effective upon adoption. Any other Bylaws of this Policy Board, or the preceding "MPO Executive Board," shall be repealed.

B. A certified copy of these Bylaws shall be maintained by the recording secretary to the board.

C. These Bylaws may be amended by an affirmative vote of a quorum of the Policy Board. A Bylaws change shall be presented for consideration at any board meeting with adoption being deferred until a subsequent publicly-noticed meeting.

D. Any changes to the voting structure of the Policy Board, or to the metropolitan planning boundary it represents, must be carried out in accordance with 23 CFR 450.
Appendix A. Map of the MPO Planning Area

Legend
- Nashville Metropolitan Planning Area
- Nashville Area MPO Federal Aid Urban Boundary
- Clarksville Urbanized Area MPO
- Greater Nashville Regional Council County
Appendix B. Transportation Policy Board Membership

Members of the Transportation Policy 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
- 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
- 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
- Representative** Greater Nashville Regional Council
- Representative* County Highway Departments
- Representative* Public Transit Operators
- Division Administrator** Federal Highway Administration
- Regional Administrator, Region IV** Federal Transit Administration

*Transit and Highway Department Representatives – 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. State law requires representation of county highway departments. The representative will be selected annually in partnership with the Tennessee County Highway Officials Association.

**Non-Voting Member
## Transportation Policy Board Voting Structure as of October 1, 2017

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>2010 CENSUS (3)</th>
<th>SHARE</th>
<th>Votes by Member</th>
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<tr>
<td>City of Brentwood</td>
<td>37,060</td>
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<tr>
<td>City of Columbia</td>
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<td>City of Fairview</td>
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<td>62,487</td>
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<td>City of Greenbrier</td>
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<td>City of Hendersonville</td>
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<td>Metropolitan Nashville-Davidson County</td>
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<td><strong>One seat each for former city and county governments</strong></td>
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<tr>
<td>Maury County</td>
<td>39,252</td>
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<td>Robertson County</td>
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<tr>
<td>State of Tennessee</td>
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<tr>
<td>Greater Nashville Regional Council (1)</td>
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<tr>
<td>Public Transit Representative</td>
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</tr>
<tr>
<td>County Highway Representative</td>
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<td></td>
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</tr>
<tr>
<td>Federal Highway Administration (2)</td>
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<tr>
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<td><strong>Total</strong></td>
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<td><strong>30</strong></td>
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</table>

(1) The MPO’s Sponsor Agency serves as a non-voting member of the board. (2) Federal agencies are non-voting members. (3) County population includes unincorporated areas plus municipalities under 5,000.
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
- Planning 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
- Regional Administrator, Region IV*: Federal Transit Administration

*Non-Voting Member
Appendix D. MPO Contact Information

Office Location and Hours
GNRC offices for MPO and transportation planning program staff are located on the third floor of 138 Second Avenue North, Nashville, TN 37201. GNRC administrative offices are located on the sixth floor of 501 Union Street, TN 37219. Offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except on holidays.

Telephone/ Fax Numbers
- GNRC Main Number: 615-862-8828
- GNRC Fax Number: 615-862-8840
- MPO/ Transportation Planning Section: 615-862-7204

Websites
- Main GNRC Website: http://www.GNRC.org
- MPO/ Transportation Planning Website: http://www.NashvilleMPO.org
- Online Database for MPO’s Transportation Improvement Program: http://TIP.NashvilleMPO.org

Key Staff Contacts*
- MPO Coordinator, Michelle Lacewell, mlacewell@gnrc.org
- Transportation Improvement Programming, Anna Emerson, aemerson@gnrc.org
- Research and Data, Max Baker, mbaker@gnrc.org
- Policy and Legislation, Peter Westerholm, pwesterholm@gnrc.org
- GNRC Finance Director, Gayle Wilson, gwilson@gnrc.org
- GNRC Executive Director, Michael Skipper, mskipper@gnrc.org

*Emails sent to the old NashvilleMPO.org address will be automatically forwarded to GNRC.org addresses for all current GNRC staff who previously had a NashvilleMPO.org email address. In the meantime, please note the change in email addresses.
Appendix E. MPO Sponsorship Agreement
Transportation Policy and Planning Agreement
between the
Transportation Policy Board of the Nashville Area MPO
and the
Greater Nashville Regional Council

Part A. Purpose of Agreement

The purpose of this document is to formalize an agreement between the Transportation Policy Board of the Nashville Area Metropolitan Planning Organization (MPO) and the Greater Nashville Regional Council (GNRC) for the administration of the federally-required metropolitan planning process across the designated Metropolitan Planning Area in accordance with the provisions of Title 23, Part 450 of the Code of Federal Regulations.

Part B. Terms of the Agreement

1. Authority of the Transportation Policy Board

   a. The MPO was established in 1970 by the Tennessee Highway Department and the Metropolitan Government of Nashville-Davidson County in response to requirements set forth by the Federal-Aid Highway Act of 1962 mandating that the nation’s urban areas carry-out a comprehensive, cooperative, and continuing transportation planning process as a condition of federal transportation funding.

   b. The Transportation Policy Board (TPB) is the policy-making body of the MPO and serves as a central forum for cooperative transportation decision-making in accordance with the provisions of Title 23, Part 450 of the Code of Federal Regulations.

   c. The TPB, as empowered by federal law, has the authority to oversee the development and adoption of regional transportation plans and improvement programs for the metropolitan planning area which it represents and to use the staff resources of other agencies, non-profit organizations, or contractors to develop metropolitan transportation plans and programs.

   d. The authority of the TPB is limited to the adoption of plans and programs and to the oversight of the metropolitan planning process, and relies on a partnership with a Sponsor Agency for professional staffing services, fiscal management, and contracting authority.

   e. The TPB, to the extent provided for in this agreement and as bound by statute or contract, designates the GNRC to serve as the MPO’s Sponsor Agency to provide the necessary capacity to carry-out the metropolitan transportation planning process.
2. Designation of GNRC as the MPO Sponsor Agency

a. The GNRC is a public body corporate and politic created pursuant to Title 64, Chapter 7, Part 1, Tennessee Code Annotated, as amended (the Act). The powers and duties of the Council are established by the Act and include regional transportation planning and coordination to prepare for expected growth and development.

b. The GNRC, to the extent provided for in this agreement and as bound by statute or contract, shall administer the metropolitan planning program on behalf of the TPB of the MPO to include the development of the following plans and programs, and any others required by federal or state law.

   i. Regional Transportation Plan (RTP) - A financially balanced 25-year multimodal transportation plan that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The plan is developed/updated and approved by the MPO at least every four years. (23 CFR 450.322)

   ii. Transportation Improvement Program (TIP) - A financially balanced, staged, multi-year intermodal program of transportation projects covering a metropolitan planning area which is consistent with the RTP. The TIP is developed in cooperation with the State and any affected public transportation operators. The TIP must be updated at least every four years and must cover a period or not less than four years. The TIP must be approved by the MPO transportation policy board and Governor. The TIP must then be incorporated directly or by reference into the State TIP. (23 CFR 450.324, 450.326(b))

   iii. Unified Planning Work Program (UPWP) - A document developed annually and adopted by the MPO describing 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 products that it will produce. (23 CFR 450.308(c))

   iv. Public Participation Plan (PPP) – A document that provides the general public and interested parties with an overview of the public involvement process involved in carrying out the metropolitan transportation planning 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.

   v. Transportation Planning Prospectus – A document that presents an overview of the 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 Transportation Policy Board.
c. In administering the metropolitan planning process on behalf of the Transportation Policy Board, the GNRC shall provide the following services:

   i. Executive management and administration,
   ii. Professional planning and engineering,
   iii. Legal counsel,
   iv. Fiscal management,
   v. Procurement and contracting,
   vi. Required reporting.

3. Approval Process for MPO Plans and Programs

   a. All MPO plans and programs shall be approved by the TPB in accordance with the procedures outlined in the adopted Public Participation Plan to include the participation of the Technical Coordinating Committee, interested stakeholders, and members of the general public.

   b. In no instance shall the governing body of the GNRC act on behalf of the TPB in the adoption of MPO plans and programs, however GNRC shall be permitted to incorporate such plans and programs into other regional documents.

4. Staffing Services

   a. The GNRC management team, working in coordination with the MPO’s Planning Oversight Committee (POC), shall be responsible for ensuring that the MPO program is sufficiently staffed, subject to federal funding availability, to carry-out the MPO planning activities outlined in the adopted UPWP. In meeting this requirement, the GNRC shall present a staffing plan to the POC during the development of the annual UPWP in order to negotiate any necessary changes prior to its adoption.

   b. The GNRC shall employ a qualified professional to serve as the MPO Coordinator to manage the day-to-day operations of the MPO program as directed by the adopted Unified Planning Work Program (UPWP).

   c. The GNRC shall ensure that members of the POC are provided an opportunity to participate in the standard performance evaluations conducted by GNRC management, no less than annually, of the staff member serving as MPO Coordinator. Any decision to terminate the staff member serving as MPO Coordinator on the basis of unsatisfactory professional performance shall be made by GNRC in cooperation with the POC. As the employer, the GNRC is authorized to terminate the person serving as MPO Coordinator independent of the POC in instances involving illegal activity or for continued non-compliance with GNRC personnel policies and procedures.
d. In the event that the staff member serving as MPO Coordinator is no longer available to fulfill those duties, the GNRC shall be responsible for working with the POC to prepare a job posting to be advertised to internal and external candidates according to GNRC hiring policies and procedures.

e. GNRC will evaluate resumes to identify qualified candidates and ensure that members of the POC are provided an opportunity to participate in interviews with the selected finalists. The GNRC shall obtain approval from the Committee prior to offering employment to the selected candidate. The compensation package will be defined based on the GNRC pay and benefit plan, with the starting salary level determined by level of experience and funding availability.

f. The staff member serving as MPO Coordinator and all other staff providing services in support of the MPO program are considered employees of the GNRC and shall abide by all GNRC personnel policies and procedures including those related to compensation, time and attendance, professional conduct, non-discrimination, drug and alcohol abuse, outside employment, among others.

g. The administrative support services needed to sustain the business of the MPO including legal services, human resources, finance and accounting services, and information technology shall be provided by GNRC and reimbursed from available state and federal grants for MPO activities and/or local revenue generated through MPO membership contributions. The costs of such services may be included in the calculated indirect cost rate charged to planning grant contracts.

5. Procurement and Contracts

a. GNRC is authorized to enter into contracts on behalf of the TPB in order to accept federal and state grants that fund MPO planning activities identified in the adopted Unified Planning Work Program (UPWP).

b. GNRC is authorized to enter into contracts and legal agreements on behalf of the TPB in order to procure consultant services to carry out activities identified in the UPWP. Such contracts shall meet all applicable state and federal laws and regulations imposed on programs funded with state and federal grants.

c. Any professional services contract using federal grant funds for MPO purposes must be associated with activity listed in the UPWP prior to execution. An amendment to the UPWP may be required prior to the procurement of services.

d. All contracts or legal agreements made on behalf of the TPB shall carry the signature of the chair of the TPB in addition to any signatures required by GNRC contracting and procurement policies and the policies.

e. Procurement of professional services, vendors, or tangible goods shall be carried out in accordance with the relevant policies and procedures of the GNRC and comply with the applicable federal and State law or regulations.
f. GNRC shall provide members of the TPB an opportunity to participate on the selection committee for procurements made on a competitive basis through a formal request for proposals.

6. Equipment and Property

a. Office equipment and technology hardware and software purchased solely with MPO federal planning grant funds and/or MPO membership dues shall be identified in the GNRC inventory as the property of the MPO.

b. Real property, furniture and fixtures, and other equipment purchased by funds outside of the MPO program shall remain under the ownership of the GNRC even if used for the benefit of the MPO program and regardless of any cost-sharing arrangement made with the MPO.

7. Financial Management and Program Monitoring

a. GNRC shall prepare an annual budget for the MPO program as part of the development of the Unified Planning Work Program (UPWP). The budget shall include anticipated staff and consultant expenses for the upcoming federal fiscal year (OCT-SEPT) and the revenue generated from membership dues. The draft UPWP shall be presented to the Transportation Policy Board in May, with adoption scheduled for August.

b. GNRC shall provide MPO members notice of proposed dues in February, along with any justification for changes in rates. GNRC will seek approval of MPO dues rates in May as part of its presentation of the draft UPWP. MPO dues will be billed in July and included as an itemized line item on the invoice for GNRC membership dues. Dues shall be payable by October 1 of the same calendar year to coincide with the beginning of the federal fiscal year.

c. GNRC will account for cash generated by MPO membership dues as a separate line item in the GNRC financial system. Any interest earned on MPO cash shall be retained by GNRC in order to offset the cost of any interest paid by GNRC to cover costs incurred on behalf of the MPO in advance of reimbursement by MPO planning grant contracts.

d. In order to ensure consistency with the adopted UPWP, all consultant invoices billed to GNRC for MPO activities shall be reviewed and approved by the POC prior to GNRC payment.

e. In addition to providing monthly financial reports to the GNRC Executive Committee for all GNRC-hosted programs, the GNRC Finance Department shall also provide monthly financial reports on MPO activities to the POC. All GNRC monthly financial reports are made available on the GNRC website.

f. GNRC shall maintain and make available to the POC upon request, financial records pertaining to the MPO program including employee timesheets, cost allocations to the MPO program funds for payroll and other direct expenses, and invoices paid for professional service contracts issued on behalf of the MPO.
g. The GNRC shall provide to the POC a copy of the annual independent audit filed with the Tennessee Comptroller and the annual indirect cost rate proposal submitted for approval by its cognizant agency.

h. GNRC shall provide the POC copies of all programmatic and financial audits of the MPO program conducted by the state or federal agencies including the federal certification review conducted by the Federal Highway Administration and the Federal Transit Administration every four years. Such audits shall be used by the POC for the purposes of monitoring the quality and effectiveness GNRC’s administration of the MPO program.

**Part C. Effective Period**

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 the Agreement, or to develop a plan to transition the role of Sponsor Agency to another organization.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, effective as of the 20th day of September, 2017.

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION:

[Signature]
Chair, Transportation Policy Board

[Signature]
Chair, Planning Oversight Committee

GREATER NASHVILLE REGIONAL COUNCIL:

[Signature]
President

[Signature]
Executive Director & Secretary

Approved as to Form and Legality:

[Signature]
Chief Legal Counsel

Transportation Policy and Planning Agreement as endorsed on August 30, 2017
Appendix F. MPO Membership Dues

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

Part 1. Policy
Membership dues shall be determined annually through the development of the MPO Unified Planning Work Program (UPWP) and shall be an amount sufficient to cover the required non-federal share of federal transportation planning grants provided by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) through the Tennessee Department of Transportation (TDOT). A portion of membership dues may be distributed to a contingency fund to cover MPO-related costs that are not eligible for reimbursement by federal planning grants.

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 reassigned to other planning activities.

Part 2. Applicability
The proposed policy applies to membership dues collected to fund MPO program staff salaries, benefits, operating expenses, consultant studies, and planning/research activities that are regional in nature. Regional studies include any study or activity that serves to meet federal transportation planning requirements for the MPO planning area such as the development of a long-range transportation plan, transportation improvement program, or unified planning work program.

Any study that involve less than the full collection of counties in the MPO planning area will be considered sub-regional in nature. Matching funds for sub-regional studies shall be provided for separately from regional membership dues by each jurisdiction participating in the effort. The formula for distribution that match requirement among participating entities shall be determined by those members and paid to the MPO prior to the final contract negotiations with the selected consultant team or the procurement of services. Upon request, the Transportation Policy Board may, by vote of 3/4 of its membership, determine that any study involving at least two counties be considered regional in nature.

Part 3. Effective Rate
Concurrent with the adoption of the FY 2018 Unified Planning Program, the effective per capita rate for members shall be 26 cents. Population figures will be based on the U.S. Census Bureau annual estimates published two years prior to the year of development for the annual UPWP. For FY 2018, which is prepared in 2017, the 2015 Census estimates will serve as the population basis.
Appendix G. Transportation Improvement Programming Policies

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 Block Grant Program (STBG), 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 Block Grant 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 Transportation Policy 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 Transportation Policy 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 H. 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.

The Honorable Mayor Rogers Anderson
Chairman, MPO Executive Board

Attest:

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-DAVISON 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.

[Signature]
The Honorable Mayor Rogers Anderson
Chairman, MPO Executive Board

Attest:

[Signature]
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

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION

By:  
Chair, Executive Committee

Date: 11/15, 2006

and

By:  
President & General Manager or Executive Director

Date: 10-18, 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 3rd day of October, 2006.
NASHVILLE METROPOLITAN TRANSIT AUTHORITY (MTA)

By: [Signature]  
Chief Executive Officer, MTA  
Date: 10-31, 2006

NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION (MPO)

By: [Signature]  
Chair, Executive Board  
Date: 11/15, 2006

and

By: [Signature]  
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

NASHVILLE AREA
METROPOLITAN PLANNING
ORGANIZATION

By:  
by Chair
Date: 10-23-06, 2006

By:  
Chair, Executive Committee
Date: 11/15 , 2006

and

By:  
General Manager
Date: 10-16 , 2006

and

By:  
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: [Signature] Mayor
Tommy Bragg, Mayor

Date: __________, 2006

ATTERT:

By: [Signature] City Recorder
James B. Penner, City Recorder

APPROVED AS TO FORM:

By: [Signature] City Attorney
Susan Emery McGannon, City Attorney
NASHVILLE AREA METROPOLITAN PLANNING ORGANIZATION

By: [Signature]
Chair, Executive Board

Date: 11/15, 2006

By: [Signature]
Vice-Chair, Executive Board

Date: 11/20, 2006
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 I. 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 criterion in judging the success of trip reduction programs.

BLOS – Bicycle Level of Service: A measure, expressed on a scale of A to F, of the general conditions of roadways for supporting bicycle travel. LOS indicates the level of comfort or perceived safety based on a combination of factors including the roadway’s vehicular speed limit, traffic volumes, shoulder widths, travel lane widths, and bicycle facilities.

BRT – Bus Rapid Transit (BRT-Lite): 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. BRT-Lite typically refers to a bus service that includes some components of BRT, but not operating within a dedicated guideway.

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.

CBIS – Computer Based Information System

CCTV – Closed Circuit Television: The use of video cameras to transmit a signal to a specific place or limited set of monitor/displays. CCTV is used for video surveillance of traffic conditions.

CFR – Code of Federal Regulations: The codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Federal transportation planning requirements pertaining to MPOs are generally provided in Titles 23 and 49.

CMAQ - Congestion Mitigation and Air Quality Improvement Program: Provides a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

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.
CO2 – Carbon Dioxide: A naturally occurring and important greenhouse gas. Burning of carbon-based fuels since the industrial revolution has rapidly increased its concentration in the atmosphere, leading to global warming. Emissions from transportation vehicles is a contributor to this increase in concentration.

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.

CRT – Cumberland Region Tomorrow: A nonprofit organization comprised of private-sector community leaders founded in 2000 to support quality growth planning across Middle Tennessee.

DMS – Dynamic Message Signs: An electronic roadway sign that allows for messages to be customized to travelers based on current conditions.

DMU – Diesel Multiple Unit: A type of propulsion technology for passenger trains requiring no separate locomotive. Instead, the engine is incorporated into one or more of the cars/carriages of a light rail, commuter rail, or street car system.

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 12898, 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: 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.

E-TRIMS – Enhanced Tennessee Roadway Information Management System: A database managed by the Tennessee Department of Transportation that includes attribute information for various transportation assets.

Executive Board [renamed to Transportation Policy 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 Davidson, Maury, Robertson, Rutherford, Sumner, Williamson and Wilson. Additional board members include the Tennessee Governor, a representative from the Greater Nashville Regional Council, a representative of area public transit operators, a representative of area county highway departments, and staff from the Federal Highway Administration and Federal Transit Administration. Board meetings are open to the public and where any member of the public can address the MPO on any transportation issue.

FHPF - 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.

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

Fiscal Constraint: A requirement that the MPO regional transportation plan and TIP include sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year.

FRA – Federal Railroad Administration: The modal administration of the United States Department of Transportation responsible for the safety and effectiveness of the nation’s railroad infrastructure.

FTA - Federal Transit Administration: The modal administration of the United States Department of Transportation responsible for federal transit planning and programs under title 49 U.S.C.
FTA - Franklin Transit Authority: The local transit agency for Franklin, Tennessee, currently operated on behalf of the city by The TMA Group.

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. In 2017, the GNRC was designated to serve as the MPO sponsor agency, and as such provides staffing and administrative services to the MPO Transportation Policy Board.

GPS – Global Positioning System: a space-based navigation system that provides location and time information in all weather conditions, anywhere on or near the Earth where there is an unobstructed line of sight to four or more GPS satellites.

HERS-ST – Highway Economic Requirements System-State Version: an engineering/economic analysis (EEA) tool that uses engineering standards to identify highway deficiencies, and then applies economic criteria to select the most cost-effective mix of improvements for system-wide implementation.

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.

HPMS – Highway Performance Monitoring System: a national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation’s highways.

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.

**LMT – Leadership Middle Tennessee:** A leadership institute founded in 1999 to broaden the perspective of community leaders to include a greater understanding of regional issues and challenges.

**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 Act:** 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.

**MPW – Metro Public Works:** The Metropolitan Government of Nashville-Davidson County Department of Public Works.

**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.

**NBI – National Bridge Inventory:** A compilation of bridge data supplied by the States to the FHWA for bridges located on public roads.

**NBIAS – National Bridge Investment Analysis System:** A tool developed by the FHWA to help analyze the financial needs to keep bridges in a state of good repair.

**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.

**NHPP – National Highway Performance Program:** A federal transportation grant program administered through the FHWA to support the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State’s asset management plan for the NHS.

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

**NOx – Nitrogen Oxides or oxides of nitrogen:** The third largest greenhouse gas. It 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.

**PLOS – Pedestrian Level of Service:** A measure, expressed on a scale of A to F, of the general conditions of roadways for supporting pedestrian travel. LOS indicates the level of comfort or perceived safety based on a combination of factors including the roadway’s vehicular speed limit, traffic volumes, travel lane widths, and pedestrian facilities.

**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.

**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 simulating and forecasting regional travel patterns as well as testing various growth patterns or transportation investment scenarios to measure the impact to area traffic. The base year travel patterns are determined from periodic survey research of travel behaviors among Nashville area households and data provided by the US Census.


**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, State, and local funding sources for each project. Transportation projects in the state’s 11 metropolitan areas are determined through Metropolitan Planning Organization process.

**STBG – Surface Transportation Block Grant Program (S-STBG, L-STBG, M-STBG, U-STP, O-STBG):** A federal grant program administered by the Federal Highway Administration that provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. S-STBG refers to STBG funding provided to TDOT for statewide use. L-STBG refers to STBG funding distributed to areas of 5,000 to 50,000 in population. M-STBG refers to STBG funding distributed to the Murfreesboro Urbanized Area. U-STBG refers to STBG funding distributed to the Nashville-Davidson Urbanized Area. O-STBG refers to the sum of L-STBG, M-STBG TP, U-STBG funding allocated in the regional transportation plan between the years 2021 and 2040.

**STRACNET – Strategic Rail Corridor Network:** A network consisting of 38,800 miles of rail lines important to national defense and which provides service to 193 defense installations whose mission requires rail service.

**STRAHNET – Strategic Highway Network:** A network of highways that provides defense access, continuity, and emergency capabilities for movements of personnel and equipment in both peace and war.

**TAZ – Traffic Analysis Zone:** A unit of geography - usually based on U.S. Census tracts, blockgroups, or blocks - used in travel demand models which predict the number of trips expected to occur between zones.

**TCA – Tennessee Code Annotated:** The codification of Tennessee state laws.
TCC - Technical Coordinating Committee: A standing committee of MPO area planners, engineers, and other transportation related agencies which provide advice on plans or actions of the MPO. TCC meetings are open to the public.

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 the quality of the natural environment, conserving natural and historic resources, and providing quality outdoor recreational activities through the state park system.

TDOS – Tennessee Department of Safety and Homeland Security: State agency responsible for driver’s licenses, vehicle titles, highway patrol, handgun permits, public safety, and homeland security.

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

TEA-21 - Transportation Equity Act for the 21st Century: Federal Legislation that authorized funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation clarified the role of the MPOs in the local priority setting process. TEA-21 emphasized increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation. TEA-21 preceded SAFETEA-LU.

TITAN – Tennessee Integrated Traffic Analysis Network: A database of traffic incidents report to TDOS by local and state law enforcement agencies.

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, state, and local 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 designation by the U.S. Department of Transportation given to all urbanized areas with a population of 200,000 or more (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 - 450.300-338.

Transportation Policy Board (formerly the 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 Davidson, Maury, Robertson, Rutherford, Sumner, Williamson and Wilson. Additional board members include the Tennessee Governor, a representative from the Greater Nashville Regional Council, a representative of area public transit operators, a representative of area county highway departments, and staff from the Federal Highway Administration and Federal Transit Administration. Board meetings are open to the public and where any member of the public can address the MPO on any transportation issue.

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.

TODD - Transit on Demand: a type of flexible transit service offered by the Franklin Transit Authority that is available upon request from customers.

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

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.

UGB – Urban Growth Boundary: A regional boundary, set in an attempt to control urban sprawl by mandating that the area inside the boundary be used for higher density urban development and the area outside be used for lower density development. In Tennessee, UGBs are defined through a public planning process involving a county and its municipalities.
**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.

**U.S.C – United States Code:** A consolidation and codification by subject matter of the general and permanent laws of the United States. Titles 23 and 49 of the USC pertain to highways and transportation.

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

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

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