

FY 2025

Unified Planning and Work Program

UPWP

June 2024



**Regional
Intergovernmental
Council**

Kanawha-Putnam Metropolitan Planning Organization

Charleston, WV Urban Area

315 D Street

South Charleston, WV 25303

TABLE OF CONTENTS

Section 1:

Introduction.....2

RIC Planning Area.....3

Public Involvement and UPWP Monitoring.....5

Financial Feasibility.....5

Complete Streets Requirements and Local Match Waiver5

Financial Overview.....6

Work Elements.....7

Management and Administration.....7

General Highway.....9

Transportation Improvement Program.....12

Complete Streets.....14

Database and GIS.....16

General Transit.....18

Applied Research.....20

Section 2: Memorandum and Letter of Complete Streets Planning Local Match Waiver.....22





Introduction

As authorized under 23 U.S.C. 104(b), Metropolitan Planning (PL) and 49 U.S.C. § 5303 Metropolitan Planning (MPP) funds are provided by congressional transportation legislation and are distributed by State Departments of Transportation (DOTs) from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). These funds subsequently distributed to metropolitan planning organizations (MPOs) to conduct the transportation planning activities required by 23 U.S.C. 134 (Metropolitan Transportation Planning). First authorized under the Federal-aid Highway Act of 1962, PL funds have been reauthorized under subsequent surface transportation legislation reauthorization acts. PL and MPP Funds enable MPOs to fund activities necessary for a continuous, comprehensive, and cooperative transportation planning process.

As a condition of receiving Federal planning assistance for transportation planning, the Charleston, WV urbanized area must maintain a continuing, cooperative, and comprehensive planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area. The Unified Planning and Work Program (UPWP) is a multi-modal transportation planning budget document required by the United States Department of Transportation (DOT) to fulfill the objectives of the Metropolitan Transportation Planning (MTP) Process. For the purpose of conducting regional comprehensive transportation planning, the Charleston, WV Metropolitan Planning Area includes all of Kanawha and Putnam counties. The described territory is the planning area boundary of the Regional Intergovernmental Council Metropolitan Planning Organization (RIC MPO).

The Fiscal Year 2024 UPWP for the Charleston, West Virginia Metropolitan Area includes transportation planning elements to be implemented in state fiscal year 2025. The fiscal year, followed by the State of West Virginia and the RIC MPO, begins on July 1 and ends on June 30. The UPWP is prepared in cooperation with the US Department of Transportation's Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the West Virginia Department of Transportation (WVDOT), the Kanawha Valley Regional Transportation Authority (KRT), and local communities.

Federal rules regarding UPWP development federal planning funds are continued by the latest transportation authorization legislation and described in 23 CFR § 450.308 - Funding for transportation planning and unified planning work programs. This document will describe the RIC Planning Area, describe each work element by major activity or task, who will perform the work, the resulting products, the proposed funding, and sources of federal and matching dollars. All planning activities described in this document are eligible to complete work under 23 CFR § 450.306 – Scope of the metropolitan transportation planning process and FTA C 8100.1D Chapter II Part 2a. Costs incurred to complete planning activities described in this document will follow cost principles described in 2 CFR Part 200 Subpart E – Cost Principles. The RIC MPO shall seek compliance with 23 USC 104 (d)(2)(B) – Apportionment, Metropolitan Planning, Distribution of amounts within states, Reimbursement, states, "Not later than 15 business days after the date of receipt by a State of a request for reimbursement of expenditures made by a metropolitan planning organization for carrying out section 134, the State shall reimburse, from amounts distributed under this paragraph to the metropolitan planning organization by the State, the metropolitan planning organization for those expenditures."

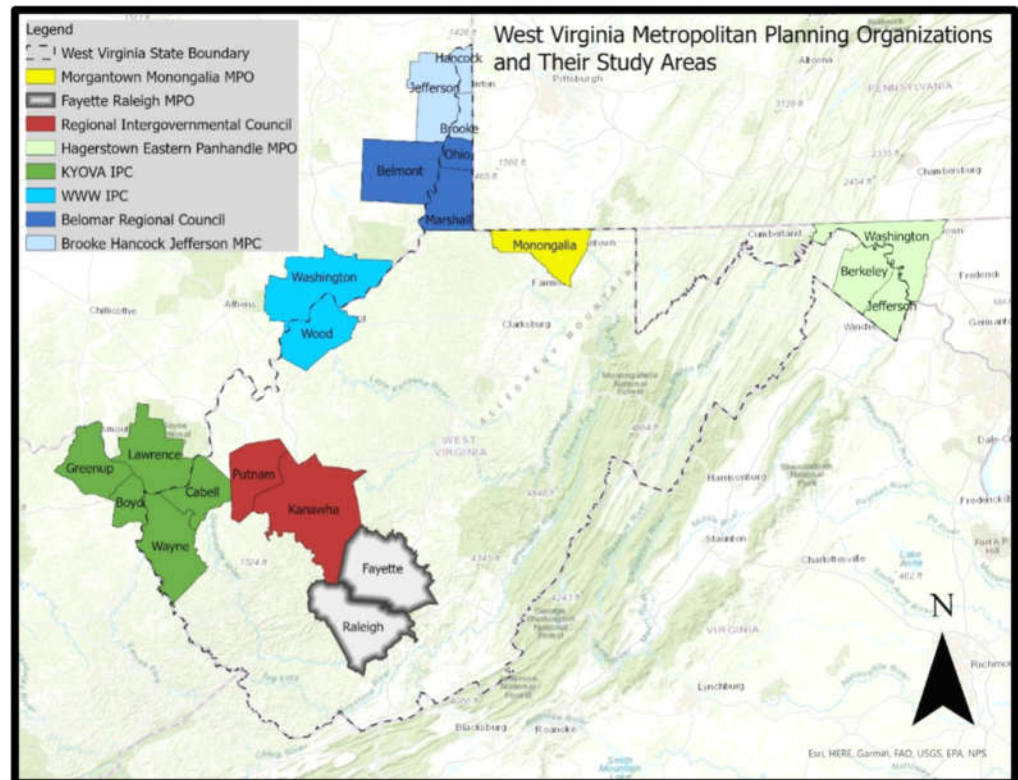


RIC Planning Area

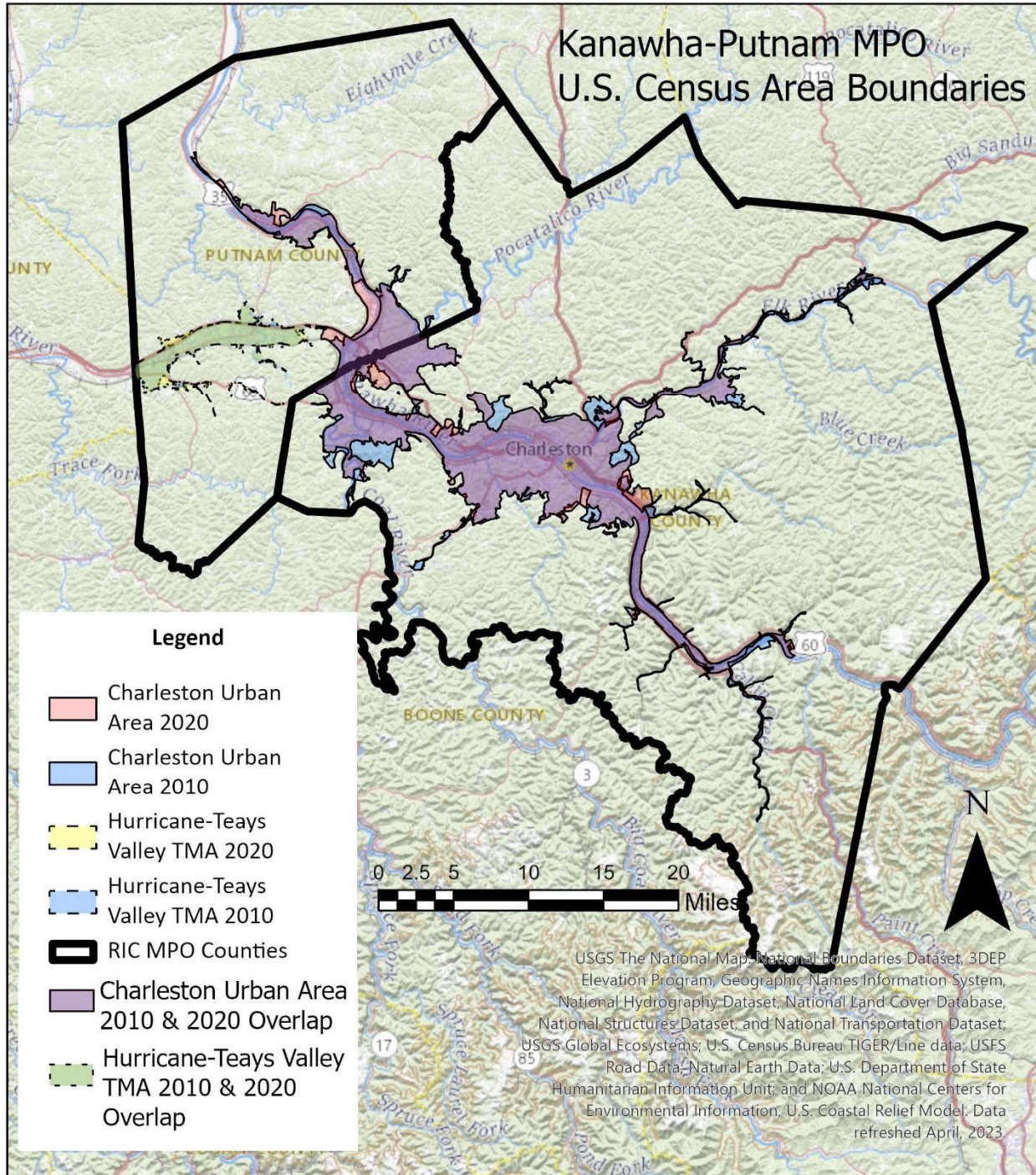
The Region 3 Planning and Development Council, known as the B-C-K-P Regional Intergovernmental Council, (RIC) consists of Boone, Clay, Kanawha and Putnam counties and its municipalities and citizens. On December 5, 1973, the RIC assumed responsibility for coordinating transportation planning in Region 3 as the Charleston Urban Area is fully contained within Kanawha and Putnam counties.

Titles 23 and 49 of the United States Code (23 U.S.C. 134 (k) (I) (A) and 49 U.S.C. 5303 (k) (I) (A) requires the Secretary of Transportation to designate urbanized areas over 200,000 population as Transportation Management Areas (TMA). It can also be designated by special request from the state Governor or by the designated MPO for the urbanized area. On July 16, 2012, the U.S. Census Bureau released its urbanized area delineations from the 2010 Census. The Huntington, WV-KY-OH urbanized area exceeded the 200,000-population threshold signifying a new TMA which included portions of Cabell, Putnam, and Wayne counties in WV, portions of Boyd and Greenup counties in KY, and part of Lawrence County, OH. The KYOVA Interstate Planning Commission began to oversee the transportation planning activities in the Huntington, WV-KY-OH TMA on July 1, 2013, except for the TMA portion in Putnam County, WV. The Regional Intergovernmental Council (RIC) Metropolitan Planning Organization located in South Charleston, WV retains all transportation planning responsibility for the Putnam County portion of the Huntington, WV-KY-OH TMA.

Below is a map of all the metropolitan planning organizations in the state of West Virginia and their study areas.



Below is a map of the Charleston Urban Area and the Hurricane-Teays Valley portion of the Huntington TMA, and the respective changes of those boundaries based on the 2010 and 2020 Census. According to the U.S. Census Bureau Urban Area Data, the entire Huntington TMA, including the Hurricane-Teays Valley TMA portion, had a population of 202,637 in 2010, which declined by 2,480 to 200,157 by 2020. The total land area was 130.34 mi² in 2010, which declined by 1.47 mi² to 128.87 mi² in 2020. The Charleston, WV Urban Area had a population of 153,199, which declined by 12,241 to 140,958 by 2020. As a result, the total land area in 2010 was 98.21 mi², which declined by 5.29 mi² in 2020 to 92.92 mi².





Public Involvement and UPWP Monitoring

The RIC Public Participation Plan requires a 45-day public comment period prior to adoption of a new or amended UPWP. As a result, 45 days prior to the adoption, a legal advertisement is placed in Charleston Newspapers with an accompanying public notice on social media. The UPWP will be made available for public review on the RIC website for the entire 45-day public comment period. Furthermore, the proposed UPWP is made available for public review during regular quarterly meetings of the RIC Transportation Technical Advisory Committee (TTAC) and the RIC Policy Board, first as a draft in the quarter prior to the proposed quarter of adoption. These activities fulfill the requirement to develop the UPWP cooperatively with the public and interagency partners.

Furthermore, in FY 2024 the RIC MPO began posting a public monitoring of the UPWP progress through quarterly reports that are available for public and interagency partner review on the RIC website. This UPWP will continue to be monitored through the publication of quarterly reports in FY 2025.

Financial Feasibility and Local Match Source


Allocation of the amount of planning funds made available to the RIC MPO is directly tied to the U.S. Census designated urbanized area (UZA) population of the planning area. In the case of the RIC MPO, this includes the Charleston, WV UZA population plus the population of the Hurricane-Teays Valley portion of the Huntington, WV TMA. Rollover dollars are available based on the PL funds not used by all WV MPOs in the previous year. They are placed in a statewide Consolidated Planning Grant (CPG) allocation and redistributed based on WV population for the following year. Each MPO receives a base allocation of \$100,000. A 10% contingency fund is removed from the apportionment. The source of the funds are the annual FHWA PL allocation, the annual FTA MPP allocation, and the consolidated rollover dollars. All these funds are consolidated into a singular Consolidated Planning Grant (CPG) at the state level.

The RIC MPO receives local match funding from the Regional Intergovernmental Council Planning and Development Council. RIC's funding is derived from a combination of sources. One source is the collection of membership dues from the four-county region of Boone, Clay, Kanawha, and Putnam Counties, who comprise the RIC Policy Board as the final decision makers for this product, and all RIC MPO products, contracts, and agreements. Furthermore, RIC receives an allocation of dollars directly from the State of West Virginia. Finally, RIC generally expects to receive an annual grant from the Appalachian Regional Commission, which becomes local RIC dollars once they are transferred to RIC.

Complete Streets Requirements Local Match Waiver

On January 5th, 2023, the FHWA Administrator approved the Memorandum "ACTION: Waiver of Non-Federal Match for State Planning and Research (SPR) and Metropolitan Planning (PL) Funds in Support of Complete Streets Planning Activities (BIL § 11206)." This document, found in section 2 of this UPWP, provides a waiver of the non-federal match for complete streets planning activities up to the required 2.5% complete streets set aside of the annual FHWA PL allocations to the RIC MPO. As a result, a complete streets element is displayed in this UPWP source funding table with no non-federal local match provided for the required 2.5% complete streets set aside of the FHWA PL allocation. It is





necessary to describe the source of the CPG separately, as FTA issued a March 10th, 2023, Dear Colleague Letter in which FTA approved a waiver regarding federal funding for the Metropolitan Planning Program and State Planning Research Program funds for Complete Streets planning activities with no limit or cap on the amount of FTA funds that may be spent on complete streets planning activities. As a result, the source of CPG MPP FTA funds are displayed separately, and a portion of MPP funds are allocated to the Complete Streets element with no local match.

Financial Overview

The following two tables will describe the RIC Transportation Planning Budget for FY 2025 broken down by work element and the funding sources for each work element. The second table describes the RIC Transportation Planning Budget by expense type for FY 2025 for each work element. Following the two tables, each work element is described in detail.



RIC MPO UPWP Fiscal Summary SFY 25 by Source

ID	Element	FHWA PL	Percent of RIC MPO FFY 24 PL Allocation	FTA 5303	Planning Grant (CPG) Rollover	Total Federal CPG	Local WVDOT	Local RIC	Total Match	Total Element	Element Percent of Total Expense
301025	Management and Administration	\$ 59,329	14.38%		\$ 59,329	\$ 118,658	\$ 14,832	\$ 14,832	\$ 29,665	\$148,323	13%
301125	General Highway	\$ 125,115	30.32%		\$ 125,115	\$ 250,231	\$ 31,279	\$ 31,279	\$ 62,558	\$312,788	28%
301225	TIP	\$ 26,861	6.51%		\$ 26,861	\$ 53,723	\$ 6,715	\$ 6,715	\$ 13,431	\$67,153	6%
301425	Complete Streets	\$ 10,315	2.50%	\$ 172,759		\$ 183,075	\$ -	\$ -	\$ -	\$ 183,707	16%
301625	Database and GIS	\$ 45,173	10.95%		\$ 45,173	\$ 90,345	\$ 11,293	\$ 11,293	\$ 22,586	\$ 112,932	10%
301725	General Transit	\$ 7,071	1.71%	\$ 691	\$ 7,071	\$ 14,834	\$ 1,768	\$ 1,768	\$ 3,536	\$ 17,678	2%
301825	Applied Research	\$ 117,777	28.54%		\$ 117,777	\$ 235,554	\$ 29,444	\$ 29,444	\$ 58,888	\$ 294,442	26%
	Total Expense Budget	\$ 391,642	94.92%	\$ 173,450	\$ 381,327	\$ 946,419	\$ 95,332	\$ 95,332	\$ 190,663	\$1,137,024	100%
	<i>Funds Available</i>	<i>\$ 412,616</i>	<i>100.00%</i>	<i>\$ 173,450</i>	<i>\$ 400,752</i>	<i>\$ 986,819</i>	<i>\$ 129,375</i>	<i>\$ 97,452</i>	<i>\$ 226,827</i>	<i>\$ 1,213,646</i>	

RIC MPO UPWP Fiscal Summary SFY 25 by Expense

ID	Element	Direct Expenses					Total Direct	Indirect	Total Element
		Salaries	Fringe Benefits	Contracted Services	Travel	*Other			
301025	Management and Administration	\$ 67,880	\$ 22,951	\$ -	\$ 7,700	\$ 20,128	\$ 118,658	\$ 29,665	\$ 148,323
301125	General Highway	\$ 58,194	\$ 23,836	\$ 160,000	\$ 3,200	\$ 5,000	\$ 250,231	\$ 62,558	\$ 312,788
301225	TIP	\$ 39,520	\$ 14,202				\$ 53,723	\$ 13,431	\$ 67,153
301425	Complete Streets	\$ 4,916	\$ 1,949	\$ 140,000	\$ 100		\$ 146,966	\$ 36,741	\$ 183,707
301625	Database and GIS	\$ 41,348	\$ 14,998			\$ 34,000	\$ 90,345	\$ 22,586	\$ 112,932
301725	General Transit	\$ 9,390	\$ 3,753	\$ -		\$ 1,000	\$ 14,143	\$ 3,536	\$ 17,678
301825	Applied Research	\$ 79,226	\$ 24,327	\$ 130,000	\$ 1,000	\$ 1,000	\$ 235,554	\$ 58,888	\$ 294,442
	Total Expense Budget	\$ 300,475	\$ 106,016	\$ 430,000	\$ 12,000	\$ 61,128	\$ 909,619	\$ 227,405	\$ 1,137,024

*Denotes memberships, certifications, training fees, printing, publications, software, hardware, equipment and other costs desirable to complete work tasks described in each element

Work Elements
301025 Management and Administration

301025	Management and Administration	Budget	CPG Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)
Direct Expenses	Salaries	\$ 67,880	\$54,304	\$6,788	\$6,788
	Fringe Benefits	\$ 22,951	\$18,360	\$2,295	\$2,295
	Contracted Services	\$ -	\$0	\$0	\$0
	Travel	\$ 7,700	\$6,160	\$770	\$770
	*Other	\$ 20,128	\$16,102	\$2,013	\$2,013
	Total Direct	\$ 118,658	\$94,927	\$11,866	\$11,866
	Indirect	\$ 29,665	\$23,732	\$2,966	\$2,966
	Total Element	\$ 148,323	\$118,658	\$14,832	\$14,832

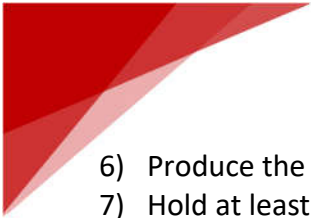
Description:

- 1) Complete transportation planning related submissions including invoices, budgets, audits, contracts, and applications as required throughout the fiscal year.
- 2) Supervise daily transportation planning activities performed by RIC staff.
- 3) Continue to maintain an effective and strategic continuing, cooperative, and comprehensive (3-C) planning process.
- 4) Review and amend, as needed, all contracts and agreements which impact the transportation planning process.
- 5) Conduct needed planning, monitoring, and administrative review functions.
- 6) Develop coordination procedures with all transportation-related resource agencies.
- 7) Convene regular and special meetings of the RIC Policy Board for the purpose of discussing, debating, and making decisions regarding regional transportation issues.
- 8) Research and comply with state and federal ethics code applicable to administrative functions.
- 9) Manage the work activities of RIC Transportation Team.

Work Activities:

- 1) Recommend transportation planning activities, policies, projects, and priorities to the RIC Policy Board.
- 2) Maintain necessary staffing levels and provide staff training, as needed, to meet the demands of the transportation planning process.
- 3) Maintain records, reports, budgets, financial records, and applications as needed.
- 4) Perform any other tasks necessary for compliance with the latest transportation funding authorization legislation, CAA, Title VI and Environmental Justice requirements.
- 5) Research and comply with federal code as it relates to administrative functions.



- 
- 6) Produce the “RIC Messenger” quarterly newsletter and the RIC Annual Report.
 - 7) Hold at least three regular meetings and one annual meeting of the RIC Policy Board: hold RIC Executive Committee meetings. Undertake all activities to establish, schedule, and hold said meetings, including publicity, records, and reports both before and after such meetings, including compliance with the Open Government Meetings Act of West Virginia.
 - 8) Manage and delegate the work activities of RIC Transportation Team.

Products:

- 1) Draft FY 2026 Budget and Unified Planning Work Program (UPWP)
- 2) Final FY 2026 Budget and Unified Planning Work Program (UPWP)
- 3) Quarterly UPWP Progress Reports.
- 4) FY 2025 Budget Amendments as necessary
- 5) Financial records as required.
- 6) Revenue and Expenditure reports,
- 7) Three issues of the “RIC Messenger” quarterly newsletter and one RIC Annual Report
- 8) Agendas, minutes, and all meeting materials for RIC Policy Board meetings
- 9) Adequate staffing to maintain a credible and effective 3-C process.
- 10) A well-strategized transportation planning process.
- 11) RIC Transportation Team and administrative time records as required.
- 10) An effective and well-strategized continuing, cooperative, and comprehensive (3-C) Planning Process.



301125 General Highway


301125	General Highway	Budget	CPG Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)
Direct Expenses	Salaries	\$ 58,194	\$46,555	\$5,819	\$5,819
	Fringe Benefits	\$ 23,836	\$19,069	\$2,384	\$2,384
	Contracted Services	\$ 160,000	\$128,000	\$16,000	\$16,000
	Travel	\$ 3,200	\$2,560	\$320	\$320
	*Other	\$ 5,000	\$4,000	\$500	\$500
	Total Direct	\$ 250,231	\$200,184	\$25,023	\$25,023
	Indirect	\$ 62,558	\$50,046	\$6,256	\$6,256
Total Element		\$ 312,788	\$250,231	\$31,279	\$31,279

Description:

In FY 2025, RIC will continue its process to update the RIC Metropolitan Transportation Plan (MTP) through contracted services and support from the RIC MPO Transportation Team. In FY 2024, \$60,000 was obligated in contracted service to update the MTP. It is expected that these funds will be expended by June 30th, 2024 (FY 2024) with another \$160,000 expected in obligation for FY 2025. Finally, the remaining scope of work will be completed and funded with another \$53,730 in contracted services by September or December 2025 (FY 2026).

- 1) RIC will conduct general highway planning activities. This may include planning support and technical assistance to municipalities as it relates to the interconnected multimodal transportation network, including but not limited to personal commuter vehicles, public transportation, complete streets, freight, intercity passenger rail, and aviation.
- 2) General highway or all-encompassing transportation planning activities that seek to comply with air quality conformity requirements, the RIC Public Participation Plan, the RIC Title VI Plan, environmental justice.
- 3) Work in collaboration with the KYOVA Interstate Planning Commission MPO on the ongoing implementation and administration of the Congestion Management Plan and Process for the Putnam County portion of the Huntington, WV TMA, as needed.
- 4) Work cooperatively with KYOVA, WVDOT, and interagency partners on general highway projects or plans that may impact or be located within the Putnam County portion of the Huntington, WV TMA, as needed.
- 5) Continuing implementation and integration of Transportation Performance Management (TPM) initiatives as required as it relates to general highway planning activities.




- 
- 6) Maintain coordinated work efforts with interagency partners to develop and set performance targets for the planning area as it relates to general highway planning.
 - 7) Perform ongoing monitoring of the highway transportation system through data analysis to determine congestion rates as it relates to general highway planning.
 - 8) Ensure consistency between RIC's Comprehensive Economic Development Strategy (CEDS) and local municipal comprehensive plans as it relates to general highway planning.
 - 9) Assist with the development of and technically analyze local municipal comprehensive plans to strengthen the relationship between land use, economic vitality, and general highway planning.
 - 10) Maintain a system performance report as part of RIC's Congestion Management Process.
 - 11) Continue, communicate, and gather and produce materials for the regular quarterly meetings of the RIC Transportation Technical Advisory Committee.

Work Activities:

- 1) Review and recommend projects from the MTP and amend the plan as necessary.
- 2) Determine financial feasibility of potential projects requiring further study.
- 3) Coordinate and facilitate the public involvement process for the MTP update.
- 4) Ensure any plan amendments conform to the Clean Air Act (CAA), as amended, and the State Implementation Plan (SIP), and will satisfy transportation conformity requirements.
- 5) Implement the final scope of work for the MTP update.
- 6) Update population, employment, and school enrollment forecasts or projections to be utilized in the MTP update. Update any other data as needed.
- 7) Implement the project agreement for professional consultant services to assist in the development of the MTP update.
- 8) Acquire, review, and summarize all relevant existing data, studies, and plans performed for the regional transportation system for integration in the MTP update.
- 9) Generate an MTP compliance checklist and implement it.
- 10) Perform any other work tasks necessary to comply with the Infrastructure Investment and Jobs Act (IIJA), CAA, Title VI of the Civil Rights Act of 1964, Environmental Justice, or other requirements.
- 11) Continuing the Transportation Technical Advisory Committee activities in the transportation planning process.
- 12) Maintain RIC's public participation and Title VI process as it relates to highway planning.
- 13) Support objectives of performance-based planning and programming and target setting as it relates to highway planning.
- 14) Maintain technical committees (TTAC and ad hoc as necessary), including activities such as distributing meeting notices, minutes, planning study information, maintenance of membership, and orientation of members.
- 15) Provide information and education to the Transportation Technical Advisory Committee on RIC's ongoing highway transportation planning activities.



- 
- 16) Administer and monitor the Putnam County portion of the Huntington, WV TMA Congestion Management Process.
 - 17) Complete necessary requirements to maintain TMA certification.

Products:

- 1) A 3-C, federal, state, and locally compliant and stakeholder and community-driven MTP development process.
- 2) Presentation of the findings and recommendations from consultant services to stakeholders as they develop throughout the MTP development process.
- 3) Transportation Conformity Determination for MTP update and plan amendments as necessary.
- 4) Interagency Consultation (IAC) with federal, State, and local planning entities as necessary
- 5) Perform work tasks to maintain compliance with the IIJA/BIL, CAA, as amended, SIP, Title VI, Environmental Justice, and other requirements as necessary.
- 6) Continued meaningful public outreach and expansion of web-based public participation opportunities to solicit feedback on programs, plans, and other planning products.
- 7) Routinely updated population, employment, school enrollment, and trip generator forecasts.
- 8) Stakeholder committee and public involvement meetings for MTP development.
- 9) Execution of the contract for the scope of Work for MTP update.
- 10) Summarized existing transportation system conditions report.
- 11) CSAP implementation through traffic safety marketing aimed at the safety of personal commuter motor vehicles and freight.
- 12) Assistance with the development of local community-driven comprehensive land use or economic vitality plans that strengthen the relationship between land use, economic vitality, and general highway planning.
- 13) Four meetings, agenda, and minutes of the Transportation Technical Advisory Committee.



301225 Transportation Improvement Program (TIP)

301225	TIP	Budget	CPG Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)
Direct Expenses	Salaries	\$39,520	\$31,616	\$3,952	\$3,952
	Fringe Benefits	\$14,202	\$11,362	\$1,420	\$1,420
	Contracted Services				
	Travel				
	*Other				
	Total Direct	\$53,723	\$42,978	\$5,372	\$5,372
	Indirect	\$13,431	\$10,745	\$1,343	\$1,343
	Total Element	\$67,153	\$53,723	\$6,715	\$6,715


Description:

- 1) Advance candidate transportation projects for inclusion in the TIP.
- 2) Amend the TIP as needed, including adding new transportation improvement projects, as well as revising funding amounts and type, schedule, etc.
- 3) Maintain a database indicating the status of all highway and transit improvement projects included within the TIP.
- 4) Incorporate transportation performance measures and targets into the TIP and ensure that all TIP projects reflect performance-based planning.
- 5) Ensure RIC's TIP and all transportation projects contained within it comply with all requirements of the Clean Air Act (CAA), as amended and the State Implementation Plan (SIP).
- 6) Ensure RIC's TIP and all transportation projects contained within it comply with all Title VI and Environmental Justice requirements.
- 7) Maintain a federal, state, and local compliant TIP.
- 8) Maintain RIC's public participation and Title VI process as it relates to the TIP.

Work Activities:

- 1) Coordinate and receive candidate transportation improvement projects for inclusion in the TIP from the West Virginia Division of Highways, the Kanawha Valley Regional Transportation Authority, the West Virginia Division of Public Transit and other agencies.
- 2) Update the current TIP document, including the addition of amendments and adjustments.
- 3) Update RIC's TIP transportation improvement projects database as needed.
- 4) Provide proposed TIP amendments and accompanying project descriptions to RIC's Transportation Technical Advisory Committee (TTAC) and Policy Board for review and approval.
- 5) Follow all transportation conformity requirements for proposed TIP Amendments.



- 
- 6) Review all proposed TIP amendments to ensure conformity with performance-based planning, Clean Air Act, Title VI and Environmental Justice requirements.
 - 7) Perform any other tasks necessary for compliance with the Infrastructure Investment and Jobs Act (IIJA), CAA, Title VI and Environmental Justice requirements.
 - 8) Publish legal notices within the Charleston Gazette-Mail advertising any proposed amendments to the TIP.
 - 10) Prepare an annual list of obligated projects.
 - 11) Maintain currently adopted TIP document and amendments list on the RIC website.
 - 12) Maintain updates to the RIC TIP equity analysis web-based tool on the RIC website.
 - 13) Explore alternative methods, software, and hardware for efficiently and effectively maintaining the TIP project listing.

Products:

- 1) TIP amendments, including new projects and administrative modifications that support current performance targets
- 2) Updated TIP project database
- 3) Publish legal notices in Charleston Gazette-Mail as required and on social media.
- 4) An up-to-date compliant TIP.
- 5) Annual listing of obligated projects
- 6) Publication of quarterly RIC TIP amendments lists on the RIC website
- 7) Maintain web-based component of RIC's current TIP on the RIC website
- 8) Updated RIC TIP equity analysis tool on the RIC website



301425 Complete Streets

301425	Complete Streets	Budget	CPG Federal Share (100%)	WVDOT Local Share (0%)	RIC Local Share (0%)
Direct Expenses	Salaries	\$ 4,916	\$4,916	\$0	\$0
	Fringe Benefits	\$ 1,949	\$1,949	\$0	\$0
	Contracted Services	\$ 140,000	\$140,000	\$0	\$0
	Travel	\$ 100	\$100	\$0	\$0
	*Other		\$0	\$0	\$0
	Total Direct	\$ 146,966	\$146,966	\$0	\$0
	Indirect	\$ 36,741	\$36,741	\$0	\$0
	Total Element	\$ 183,707	\$183,707	\$0	\$0

Description:

Implement the Kanawha-Putnam Bicycle and Pedestrian Plan by the continuation of the RIC Bicycle and Pedestrian Advisory Committee (BPAC) to advise the RIC Transportation Technical Advisory Committee (TTAC) on issues specifically related to nonmotorized transportation. RIC will provide technical and planning assistance to local communities as it relates to complete streets. In FY 2025, RIC will use the Complete Streets element to acquire contracted services that will inform a Complete Streets prioritization plan, including the bicycle and pedestrian movement data and economic vitality and land use analysis as it relates to complete streets and transit routes and nodes.

- 1) Ensure consistency between RIC’s Comprehensive Economic Development Strategy (CEDS) and local municipal comprehensive plans as it relates to transit-oriented development and movement that supports movement of bicyclists and pedestrians.
- 2) Assist with the development of and technically analyze local municipal comprehensive plans to strengthen the relationship between land use, economic vitality, transit-oriented development, and the movement of bicyclists and pedestrians.
- 3) Utilize contracted services that will inform the development of a Complete Streets Prioritization Plan that analyzes the relationship between land use, economic vitality, transit-oriented development, and complete streets.
- 4) Utilize contracted services that will inform the development of a Complete Streets Prioritization Plan that provides data on regional bicyclist and pedestrian traffic movements.

Work Activities:

- 1) Provide technical assistance to local municipalities in Kanawha and Putnam counties as it relates to bicyclist and pedestrian safety and accessibility.



- 2) Perform work in cooperation with KYOVA on transportation projects or plans that may impact or be located within the Putnam County portion of the Huntington TMA as it relates to transit rider, bicyclist, and pedestrian safety and accessibility.
- 3) Implement and integrate Transportation Performance Management practices into the RIC transportation planning program appropriately as it relates to transit rider, bicyclist, and pedestrian safety and accessibility.
- 4) Assist in the development of the RIC Comprehensive Economic Development Strategy (CEDS) and local municipal comprehensive plans as it relates to transit-oriented development and movement that supports movement of bicyclists and pedestrians to ensure consistency.
- 5) Promote complete streets solutions to RIC's Congestion Management Process.
- 6) Review a list of congestion and crash hot spot locations and promote complete streets solutions.
- 7) Target areas described in the Title VI Plan for the promotion of complete streets and public involvement on matters related to complete streets.
- 8) Perform tasks to support the objectives of the Congestion Mitigation and Air Quality Improvement Program (CMAQ) and promote complete streets solutions.
- 9) Perform any other tasks to comply with the Infrastructure Investment and Jobs Act (IIJA), CAA, as amended, Title VI, Environmental Justice, and other requirements as necessary as it relates to complete streets.
- 10) Developing complete streets site and street 3D graphical renderings through RIC or contracted services.

11)

Products:

- 1) Transportation planning assistance and technical support to local municipalities in Kanawha and Putnam counties as it relates to bicyclists and pedestrian safety and accessibility.
- 2) Comprehensive Economic Development Strategy (CEDS) and local comprehensive land use plans complete streets elements, including promoting the complete streets benefits of mixed use development.
- 3) Updated congestion and vulnerable road user crash hot spot location list to target for complete streets improvements.
- 4) CSAP implementation through traffic safety marketing aimed at the safety of vulnerable road users such as bicyclists, pedestrians, and transit riders.
- 5) Data visualization and analysis through contracted that will inform a Complete Streets Prioritization Plan including acquiring location-based bicycle and pedestrian traffic movement and complete streets, transit, and its relationship to economic vitality and land use data.
- 6) Complete streets site and street 3D graphical renderings through RIC or contracted services.



301625 Database and GIS

301625	Database and GIS	Budget	CPG Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)
Direct Expenses	Salaries	\$ 41,348	\$33,078	\$4,135	\$4,135
	Fringe Benefits	\$ 14,998	\$11,998	\$1,500	\$1,500
	Contracted Services		\$0	\$0	\$0
	Travel		\$0	\$0	\$0
	*Other	\$ 34,000	\$27,200	\$3,400	\$3,400
	Total Direct	\$ 90,345	\$72,276	\$9,035	\$9,035
	Indirect	\$ 22,586	\$18,069	\$2,259	\$2,259
Total Element		\$ 112,932	\$90,345	\$11,293	\$11,293


Description:

- 1) Maintain transportation database.
- 2) Continue development and maintenance of GIS databases, including staffing, education, hardware, software, and data acquisition.
- 3) Maintain and update the RIC crash and traffic count database as needed.
- 4) Respond to census data requests, census mapping, and traffic count mapping requests from RIC staff, regional agencies, businesses, and the public.
- 5) Assist local governments with GIS-based mapping for the results of the 2020 Decennial Census.
- 6) Provide GIS-based analysis and mapping assistance to interagency partners.
- 7) Develop mapping and other GIS-based capabilities in support of the MTP update.
- 8) Execute Esri Enterprise Service Agreement through statewide pool service agreement pool for regional councils.

Work Activities:

- 1) Acquire data using GIS capabilities to update RIC's databases to analyze, interpret, and present transportation data as needed.
- 2) Continuing staff training in GIS.
- 3) Upgrade hardware and software components as needed.
- 4) Provide maps and data for RIC transportation planning activities and local governments as needed.
- 5) Incorporate crash data, traffic volume, or other transportation data into RIC's databases.
- 6) Coordinate with WVDOT on regional and statewide GIS activities.
- 7) Provide GIS services and mapping to interagency partners.



- 
- 8) Update the RIC multi-modal crash database to coordinate with performance target reporting requirements or corridor or intersection studies as needed.
 - 9) Obtain highway Average Daily Traffic (ADT) counts and provide traffic count data and traffic count maps for RIC staff, regional agencies, and the public as requested.
 - 10) Work with WVDOT and municipalities to improve traffic count database.
 - 11) Update census database and produce census data maps for RIC staff, regional agencies, and the public as requested.
 - 12) Assist local governments with Census data.

Products:

- 1) Updated maps as new data is acquired.
- 2) Additional GIS data layers as they become available or are developed by RIC staff.
- 3) GIS services and mapping for interagency partners.
- 4) Mapping, geospatial analysis and data presentation in support of the MTP update.
- 5) Travel demand model data visualization products.
- 6) Updated crash databases as data becomes available.
- 7) Updated roadway traffic count data and maps for RIC staff, regional agencies, and the public as requested.
- 8) Updated census data reports and maps as requested by RIC staff, regional agencies, businesses, and the public.



301725 General Transit

301725	General Transit	Budget	CPG Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)
Direct Expenses	Salaries	\$ 9,390	\$7,512	\$939	\$939
	Fringe Benefits	\$ 3,753	\$3,002	\$375	\$375
	Contracted Services	\$ -	\$0	\$0	\$0
	Travel		\$0	\$0	\$0
	*Other	\$ 1,000	\$800	\$100	\$100
	Total Direct	\$ 14,143	\$11,314	\$1,414	\$1,414
	Indirect	\$ 3,536	\$2,829	\$354	\$354
Total Element	\$ 17,678	\$14,143	\$1,768	\$1,768	

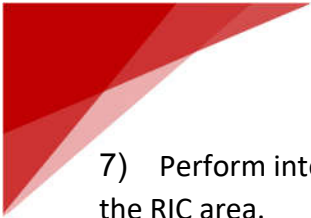
Description:

- 1) Provide general transit planning services including transit performance-based planning.
- 2) Provide coordination, scheduling, hiring and training for personnel conducting surveys.
- 3) Provide public participation assistance to transit.
- 4) Provide technical assistance to transit agencies including, but not limited to, mapping, GIS analysis and facility location geocoding.
- 5) Provide intergovernmental review of Section 5310 Capital Assistance grant applications within the region.
- 6) Provide a forum for coordination and communication among regional transit providers.
- 7) Provide a 3-C transit planning process.
- 8) Maintain RIC's public participation and Title VI process as it relates to transit planning.
- 9) Carpool, vanpool, or ferry operational and feasibility planning.

Work Activities:

- 1) Perform transit planning tasks for transit agencies as requested.
- 2) Coordinate surveys for transit to analyze ridership trends and solicit public feedback as requested.
- 3) Coordinate with transit agencies and communities to relocate bus shelters and signs.
- 4) Coordinate and host public participation meetings for transit agencies at various locations as requested.
- 5) Produce mapping and perform GIS analysis for transit agencies and regional paratransit agencies as requested.
- 6) Coordinate with transit agencies to set and adopt transit related performance targets. Ensure potential projects support achievement of performance targets.



- 
- 7) Perform intergovernmental reviews of Section 5310 Capital Assistance grant applications within the RIC area.
 - 8) Convene meetings of regional transit providers as needed to facilitate coordination and communication among them as needed.
 - 9) Provide a forum for discussions around transit at the RIC TTAC.
 - 10) Ensure compliant inclusion of transit agencies within the RIC TIP.
 - 11) Carpool, vanpool, or ferry operational and feasibility planning.

Products:

- 1) Technical assistance and support for general transit planning.
- 2) Ridership surveys, public meetings, and regional transit providers meetings as requested or to support grant applications.
- 3) Maps and GIS-based analyses for transit and paratransit agencies as requested.
- 4) Planning documents and projects that support transit performance targets.
- 5) Complete intergovernmental reviews of Section 5310 grant applications.
- 6) Maintenance of the Region III Public-Transit Coordinated Human Service Plan.
- 7) Maintenance of the transit provider listing on the RIC website.
- 8) Develop a feasibility proposal for a carpool and vanpool system in Kanawha and Putnam counties.




301825 Applied Research

301825	Applied Research	Budget	CPG Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)
Direct Expenses	Salaries	\$ 79,226	\$63,381	\$7,923	\$7,923
	Fringe Benefits	\$ 24,327	\$19,462	\$2,433	\$2,433
	Contracted Services	\$ 130,000	\$104,000	\$13,000	\$13,000
	Travel	\$ 1,000	\$800	\$100	\$100
	*Other	\$ 1,000	\$800	\$100	\$100
	Total Direct	\$ 235,554	\$188,443	\$23,555	\$23,555
	Indirect	\$ 58,888	\$47,111	\$5,889	\$5,889
	Total Element	\$ 294,442	\$235,554	\$29,444	\$29,444

Description:

Applied research is research to gain knowledge or understanding to determine how a specific, recognized need may be met. Applied research includes investigations oriented to discovering new scientific knowledge that has specific commercial objectives with respect to products, processes, or services. It may include research and investigation in the sciences, social sciences, or humanities. Traffic and transportation study falls into this category. Traffic and transportation system performance with regards to accessibility, congestion, infrastructure condition, air quality, system resilience and reliability, and safety in constant need of an ongoing applied research plan for the Kanawha-Putnam region. Each performance measure and target needs to be analyzed scientifically in-depth. Research is conducted to identify the problem and create a solution that achieves the desired outcomes. This may include applied research aimed at reducing the number of traffic fatalities and serious injuries by studying crash data or hotspot locations, accelerating the rate of improved pavement and bridge conditions, identifying network gaps, analyzing and making changes to the travel demand model, monitoring air quality, developing solutions to improve air quality as it relates to transportation, and communicating and developing presentations on the findings or any other performance measure necessary for a complete transportation planning process. Furthermore, this may also include studying and coming up with solutions to strengthen and create a more harmonious balance between transportation, land use, and economic vitality. This may also include performing subarea, corridor, intersection and/or other multimodal studies based upon recommendations from the Metropolitan Transportation Plan (MTP), or by request or recommendation from a local municipality or WVDOT. Such a study might collect and analyze highway or other transportation system data, determine traffic patterns and/or signal timing, and identify problems or deficiencies. Potential improvements will be identified and evaluated through a data-driven screening process and final recommendations for improvement projects will be developed. RIC transportation staff will continue updating the crash analysis on an annual basis as crash data becomes available to help guide RIC’s studies and plans and improve roadway safety in Kanawha and Putnam counties. In FY 2025, RIC will solicit for contracted services to conduct a Main Street Trail Town Study for the Town of Belle that will develop a





community-driven and technically feasible Main Street plan for East Dupont Avenue within the Town's boundaries. \$40,000 is budgeted for contracted services for this plan. Finally, RIC will conduct Road Safety Assessments at two locations in FY 2025 utilizing contracted services with a total dollar amount of no more than \$90,000. Both items in contracted services for applied research require utilizing a formal RFQ process.

Work Activities:


- 1) Identify crash, congestion, or air quality hot spots.
- 2) Conduct research on technology to improve performance measures.
- 3) Research and generate innovative and proven data and engineering solutions to improve performance measures.
- 4) Conduct technical engineering analysis on data and infrastructure.
- 5) Study and improve the travel demand model.
- 6) Test alternative performance measure and travel demand model scenarios.
- 7) Assess impact of specific projects on performance measures.
- 8) Technically analyze the CSAP, the System Performance Report, Congestion Mitigation Plan and implement solutions.
- 9) Study the feasibility of proven safety countermeasures system wide and generate a prioritized project location map based on feasibility, project readiness, cost, equity, and performance measure impact.
- 10) Generate planning level cost estimates, planning and environmental linkages, and planning level surveys.
- 11) Amend and update the CSAP as needed.
- 12) Create, update, and implement a plan for the Applied Research work element.
- 13) Provide technical engineering assistance municipalities with self-evaluations, sidewalk inventories, and ADA transition plan and comprehensive plan development.
- 14) Conduct studies and develop projects that promote the initiatives set forth by the Infrastructure Investment and Jobs Act (IIJA).
- 15) Promote solutions by providing technical assistance to secure funding opportunities.
- 16) Utilize a formal Request for Qualifications process (RFQ) to solicit for contracted services to develop the Town of Belle's Main Street Trail Town Plan in the context of the Upper Kanawha Valley Recreational Trail Plan.
- 17) Utilize a formal Request for Qualifications process (RFQ) to solicit for contracted services to implement the RIC Comprehensive Safety Action Plan (CSAP) by conducting traffic safety studies at two locations a year.

Products:


The following products will be completed by the RIC Transportation Team.

- 1) Town of Belle's Main Street Trail Town Plan completed by contracted services with support from the RIC staff.
- 2) Traffic safety studies at two locations a year completed by contracted services with support from RIC staff.



- 
- 3) Technical engineering assistance for ADA self-evaluations and comprehensive plans that strengthen the relationship between transportation, land use, and economic vitality.
 - 4) A prioritized mapped list of proven safety countermeasures to implement system wide.
 - 5) Develop area-specific studies to improve performance measures.
 - 6) A well-researched and technically sound System Performance Report and work efforts to implement solutions.
 - 7) A well-researched and technically sound System Performance Report and work efforts to implement solutions.
 - 8) A well-researched and technically sound Congestion Mitigation Plan and work efforts to implement solutions.
 - 9) A well-researched and technically sound Comprehensive Safety Action Plan (CSAP) and work efforts to implement solutions.
 - 10) System-wide and project locations technical engineering and data analysis, research, and feasible and innovative solutions.
 - 11) Updated system crash analysis and location crash diagrams.
 - 12) Planning level cost estimates, planning and environmental linkages, and planning level surveys for prioritized projects.





Section 2: Memorandum and Letter of Complete Streets
Planning Local Match Waiver





U.S. Department
of Transportation
**Federal Transit
Administration**

Administrator

1200 New Jersey Avenue, SE
Washington, DC 20590

March 10, 2023

Dear Colleague:

This letter is to inform you that the Federal Transit Administrator (FTA) has approved a waiver of the non-Federal match for the Metropolitan Planning Program (MPP) and the State Planning and Research Program (SPRP) authorized at 49 U.S.C. § 5305 for Complete Streets planning activities conducted by States and Metropolitan Planning Organizations (MPOs) in their transportation planning processes. The waiver will support the full consideration of public transportation in the development and implementation of Complete Street policies that require or encourage a safe, comfortable, integrated transportation network for all users, regardless of age, ability, income, ethnicity, or mode of transportation. Therefore, the Administrator has determined that it is in the interests of the Government not to require a State or local match.

FTA is taking this action in coordination with the January 5, 2023, decision by the Federal Highway Administrator, Shailen Bhatt, to waive the non-Federal match requirement for State Planning and Research and Metropolitan Planning funds for eligible Complete Streets planning activities under Section 11206 of the Infrastructure Investment and Jobs Act (Public Law 117-58), also known as the Bipartisan Infrastructure Law (BIL). (See: [Waiver of Non-Federal Match for State Planning and Research \(SPR\) and Metropolitan Planning \(PL\) Funds in Support of Complete Streets Planning Activities \(BIL § 11206\) \(dot.gov\)](#)). The MPP and SPRP (23 CFR part 450) are jointly administered by FTA and the Federal Highway Administration (FHWA).

The non-Federal match waiver for SPRP and MPP funds is limited to Complete Streets planning activities identified in BIL § 11206(C). If permissible under State and local laws, these may include:

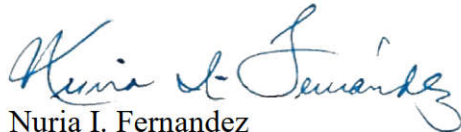
- (1) Adoption of Complete Streets standards or policies;
- (2) Development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street;
- (3) Development of transportation plans to:
 - (A) Create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and childcare services, or other community activity centers;
 - (B) Integrate active transportation facilities with public transportation service or improve access to public transportation;

- (C) Create multiuse active transportation infrastructure facilities (including bikeways or pedestrian and bicycle trails) that make connections within or between communities;
 - (D) Increase public transportation ridership; and
 - (E) Improve the safety of bicyclists and pedestrians.
- (4) Regional and megaregional planning (i.e., multi-jurisdictional transportation planning that extends beyond MPO and/or State boundaries) that address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail; and
- (5) Development of transportation plans and policies that support transit-oriented development.

The waiver of the non-Federal match of SPRP and MPP funds for Complete Streets planning activities is in effect for each fiscal year under the BIL and subject to the following conditions: (1) the SPRP and MPP funds would be expended on Complete Street planning activities identified under BIL § 11206(c)); and (2) the waiver will end once a State or MPO receives FHWA approval of a request to opt out of meeting the requirements described in BIL § 11206(e). Once a State or MPO opts out, they must notify FTA.

Should you have any questions or need additional information regarding this matter, please contact Mr. Fleming El-Amin, Director, Office of Planning at (202) 493-0316 or Fleming.El-Amin@dot.gov.

Sincerely,



Nuria I. Fernandez



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: **ACTION:** Waiver of Non-Federal Match
for State Planning and Research (SPR) and
Metropolitan Planning (PL) Funds in
Support of Complete Streets Planning
Activities (BIL § 11206)

Date: January 5, 2023

From: Kenneth Petty
Acting Associate Administrator for Planning,
Environment and Realty

In Reply Refer To:
HEPP-1

To: Shailen P. Bhatt
Administrator

This request is for your approval to waive the non-Federal match requirement for State Planning and Research (SPR) and Metropolitan Planning (PL) funds in support of Section 11206 (Increasing Safe and Accessible Transportation Options) of the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58), also known as the Bipartisan Infrastructure Law (BIL). This section addresses “Complete Streets planning activities” (*see* BIL § 11206(c)) conducted by States and Metropolitan Planning Organizations (MPOs) in their transportation planning processes.

BIL § 11206(a) defines *Complete Streets standards or policies* as “...standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.” BIL § 11206(b) requires States and MPOs to use not less than 2.5 percent of SPR and PL funds, respectively, on Complete Streets planning activities. Further, BIL § 11206(d) provides that “[t]he Federal share of the cost of an activity carried out under this section shall be 80 percent, unless the Secretary determines that the interests of the Federal-aid highway program would be best served by decreasing or eliminating the non-Federal share.”

FHWA encourages States and communities to adopt and implement Complete Streets policies that prioritize the safety of all users in transportation network planning, design, construction and operations. Application of a Complete Streets design model is recommended on roadways where adjacent land use suggests that trips could be served by varied modes, and to achieve complete travel networks for various types of road users. This includes urban and suburban non-freeway arterials or rural arterials that serve as main streets in smaller communities, consistent with the AASHTO *A Policy on Geometric Design of Highways and Streets* (2018) (“Green Book”) context classifications of urban core, urban, suburban and rural town.

States and MPOs use SPR and PL funds, respectively, to carry-out “3-C” (comprehensive, continuous, and cooperative) transportation planning processes pursuant to 23 U.S.C. 135 (Statewide and Non-Metropolitan Transportation Planning) and 23 U.S.C. 134 (Metropolitan Transportation Planning). Those processes are the basis for subsequent

transportation investment decisions made in partnership with and collaboration between States, MPOs, and local governments (including cities and counties).

The Office of Planning, Environment and Realty (HEP) recommends that the non-Federal match for SPR and PL funds on Complete Streets planning activities be waived. BIL § 11206 implementation is one of FHWA's initiatives supporting the Department's National Roadway Safety Strategy and Safe System Approach. Providing safe streets for all users (i.e., reducing fatal and injury accidents, including bicyclists and pedestrians) is in the national interest of the Federal-aid highway program, and this non-Federal match waiver further encourages and makes it easier for States and MPOs to advance Complete Streets activities within their transportation planning processes. Further, implementation of BIL § 11206 provisions and issuance of this waiver of the non-Federal match for SPR and PL funds for Complete Streets planning activities will foster the development of metropolitan and statewide transportation plans, metropolitan Transportation Improvement Programs (TIPs), and Statewide Transportation Improvement Programs (STIPs) that consider the unique circumstances affecting community members' safety and mobility needs and allocate resources consistently with those needs, enabling the transportation network to effectively serve all community members. Eliminating the non-Federal share will serve the interests of the Federal-aid highway program by providing additional resources to promote timely development of these important safety-related plans.

The non-Federal match waiver for SPR and PL funds for Complete Streets planning activities will assist the States and MPOs in including within their respective SPR Work Programs and Unified Planning Work Programs (UPWPs) an activit[ies] "to increase safe and accessible options for multiple travel modes for people of all ages and abilities," which, if permissible under State and local laws, may include (*see* BIL § 11206(c)):

- (1) Adoption of Complete Streets standards or policies;
- (2) Development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street;
- (3) Development of transportation plans to...
 - (A) Create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and childcare services, or other community activity centers;
 - (B) Integrate active transportation facilities with public transportation service or improve access to public transportation;
 - (C) Create multiuse active transportation infrastructure facilities (including bikeways or pedestrian and bicycle trails) that make connections within or between communities;
 - (D) Increase public transportation ridership; and
 - (E) Improve the safety of bicyclists and pedestrians.
- (4) Regional and megaregional planning (i.e., multi-jurisdictional transportation planning that extends beyond MPO and/or State boundaries) that address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail; and
- (5) Development of transportation plans and policies that support transit-oriented development.

HEP recommends that waiving the non-Federal match of SPR and PL funds for Complete Streets planning activities would be effective for each fiscal year under the BIL, subject to the following

conditions: (1) it would cover the 2.5 percent minimum SPR and PL fund expenditure thresholds described in BIL § 11206(b); and (2) it would end once a State or MPO receives FHWA approval of a request to opt out of meeting the requirements described in BIL § 11206(e). Separate implementation guidance on this provision will be submitted for your review and approval.

I concur and grant the waiver consistent with HEP's recommendation:



Signature



Date

I DO NOT Concur:

Signature

Date