

**CALVERT – ST. MARY’S METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM FY 2021**

**UNIFIED PLANNING WORK PROGRAM
(UPWP)**

Fiscal Year 2021

July 1, 2020 - June 30, 2021

Adopted: May ____, 2020

Resolution: 0__-2020

Calvert - St. Mary’s Metropolitan Planning Organization
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Calvert - St. Mary’s Metropolitan Planning Organization	
<i>Council Member</i>	<i>Empowered Representative</i>
<p>Steven R. Weems Commissioner, Calvert County</p>	<p>Mary Beth Cook Director, Calvert County Department of Planning & Zoning</p>
<p>Todd B. Morgan Commissioner, St. Mary’s County</p>	<p>Bill Hunt Director, St. Mary’s County Department of Land Use and Growth Management</p>
<p>Gregory Slater Secretary, Maryland Department of Transportation</p>	<p>Heather Murphy Director, Planning and Capital Programming, Maryland Department of Transportation</p>
<i>Program Administrator</i>	
<p>Ben Cohen Program Administrator, C-SMMPO MPO Planner, St. Mary’s County Department of Land Use and Growth Management</p>	
<i>Calvert County Representatives</i>	
<p>Tamara Blake-Wallace Principal Planner, Calvert County Department of Planning & Zoning</p>	
<p>Mary Layman Fiscal Manager, C-SMMPO Department of Finance & Budget, Calvert County</p>	

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INTRODUCTION

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A. Metropolitan Transportation Planning

The 2010 U.S. Census established the Lexington Park—California—Chesapeake Ranch Estates Urbanized Area (See Figure 1) based on a contiguous area population of 58,000. At greater than 50,000 people, the Lexington Park—California—Chesapeake Ranch Estates areas met the criteria for designation as an Urbanized Area and therefore a Metropolitan Planning Organization (MPO) was required to be established for handling transportation planning coordination for the area. In accordance with the U.S. Department of Transportation requirements, a MPO was designated by Maryland Governor Martin O’Malley on December 31, 2013.

Since the 1960’s, the federal government has established urban transportation planning requirements in all metropolitan areas, as a prerequisite to the approval of federal transportation funding (23 CFR Part 450 and 49 CFR Part 613). The regulations require a continuing, comprehensive and cooperative (3-C) planning process for all Urbanized Areas. The Calvert - St. Mary’s MPO is the planning agency responsible for transportation planning within the identified planning area in accordance with federal regulations.

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) was passed. This act revised some of the established regulations and procedures and placed a new emphasis on MPOs. As part of this Act, the MPO planning process has been more specifically defined and new planning requirements have been prescribed.

In 1998, the Transportation Equity Act for the 21st Century (TEA-21) was passed continuing the initiatives of the 1991 Act and adding several new provisions and programs.

In 2005, the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was passed, building on the foundation established by ISTEA and TEA-21 and representing the largest surface transportation investment in the nation’s history.

SAFETEA-LU expired in 2009 and after a series of continuing resolutions; Moving Ahead for Progress in the 21st Century (MAP-21) was signed into law by President Barack Obama in July 2012. MAP-21 is a two-year bill that seeks to build on and refine many of the highway, transit, bicycle and pedestrian programs and policies established by ISTEA in 1991.

In response to Moving Ahead for Progress in the 21st Century (MAP-21), the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly issued Planning Emphasis Areas (PEAs). The PEAs represent core topical areas for MPOs and State Departments of Transportation (DOTs) to emphasize in the development and implementation of their unified planning work programs.

The PEAs for Federal FY 2021 include the following:

1. MAP-21 Implementation – Transition to performance based planning and programming.

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The Calvert-St. Mary’s Metropolitan Planning Organization’s (C-SMMPO) FY2021 UPWP acknowledges the transition to performance based planning and programming as part of the on-going training activities included in the MPO.

2. Models of Regional Planning Cooperation – Promote cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning.

The C-SMMPO is a two County MPO. Cooperative efforts are ongoing between the two Counties. This includes allocated funding in the FY 2021 UPWP for projects of regional planning significance, including, but not limited to: the Calvert/St. Mary’s Fixed Route Base Commuter Bus System and Transit Improvements in Calvert and St. Mary’s counties. St. Mary’s and Calvert County MPO staff members are members of the Regional Infrastructure Advisory Committee (RIAC) and the Bicycle Infrastructure Advisory Committee (BIAC). These committees seek to foster transportation planning and bicycle and pedestrian planning on a regional level.

3. Ladders of Opportunity – Access to essential services – as part of the transportation planning process identify transportation connectivity gaps in access to essential services.

MPO staff has worked closely and continues to work closely with Transportation staff to analyze the transit system as a whole. Through the St. Mary’s County Transportation Advisory Committee, Calvert and St. Mary’s will use survey responses obtained from bus riders and non-bus riders to improve the transit system and increase ridership.

Performance Management Measures

The FAST Act has continued the transition, started by MAP-21, of the nation’s surface transportation program to a performance and outcome-based program, in which resources are invested in projects to achieve targets toward regional, state, and national goals. The bill established seven national goals described in 23 USC§150(b). The goals are:

1. **Safety** - Achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition** - Maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion Reduction** - Achieve a significant reduction in congestion on the National Highway System.
4. **System Reliability** - Improve the efficiency of the surface transportation system.

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5. **Freight Movement and Economic Vitality** - Improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
Environmental Sustainability - Enhance the performance of the transportation system while protecting/enhancing the natural environment.
6. **Reduced Project Delivery Delays** - Reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices.

The FHWA and FTA have published a series of rules that establish regulations to assess progress towards the seven national goals. The regulations direct states, MPOs, and transit providers to establish targets and track specific measures related to the conditions and performance of their surface transportation systems in areas that include bridges, pavement, safety, congestion, freight, and transit asset management. States and MPOs are incorporating these measures into their planning activities contained in the UPWP. These measures are also being incorporated into transportation improvement programs and long-range transportation plans, so that they can demonstrate how proposed transportation projects will help make progress towards the goals. Based on federal guidance, MDOT has established statewide targets and measures, and has been working with the Calvert-St. Mary’s MPO through the process. MDOT already tracks performance through its Annual Attainment Report, which provides information on measures of funding, investment, mobility, and safety.

Based on federal guidance, MDOT and C-SMMPO have established transportation performance targets and measures across all six performance goals. The C-SMMPO will continue to work closely with the MDOT in FY 2021 to establish and update transportation targets and measures as needed to meet federal reporting requirements for both highway and transit systems, including transportation safety.

The C-SMMPO has documented its process here:

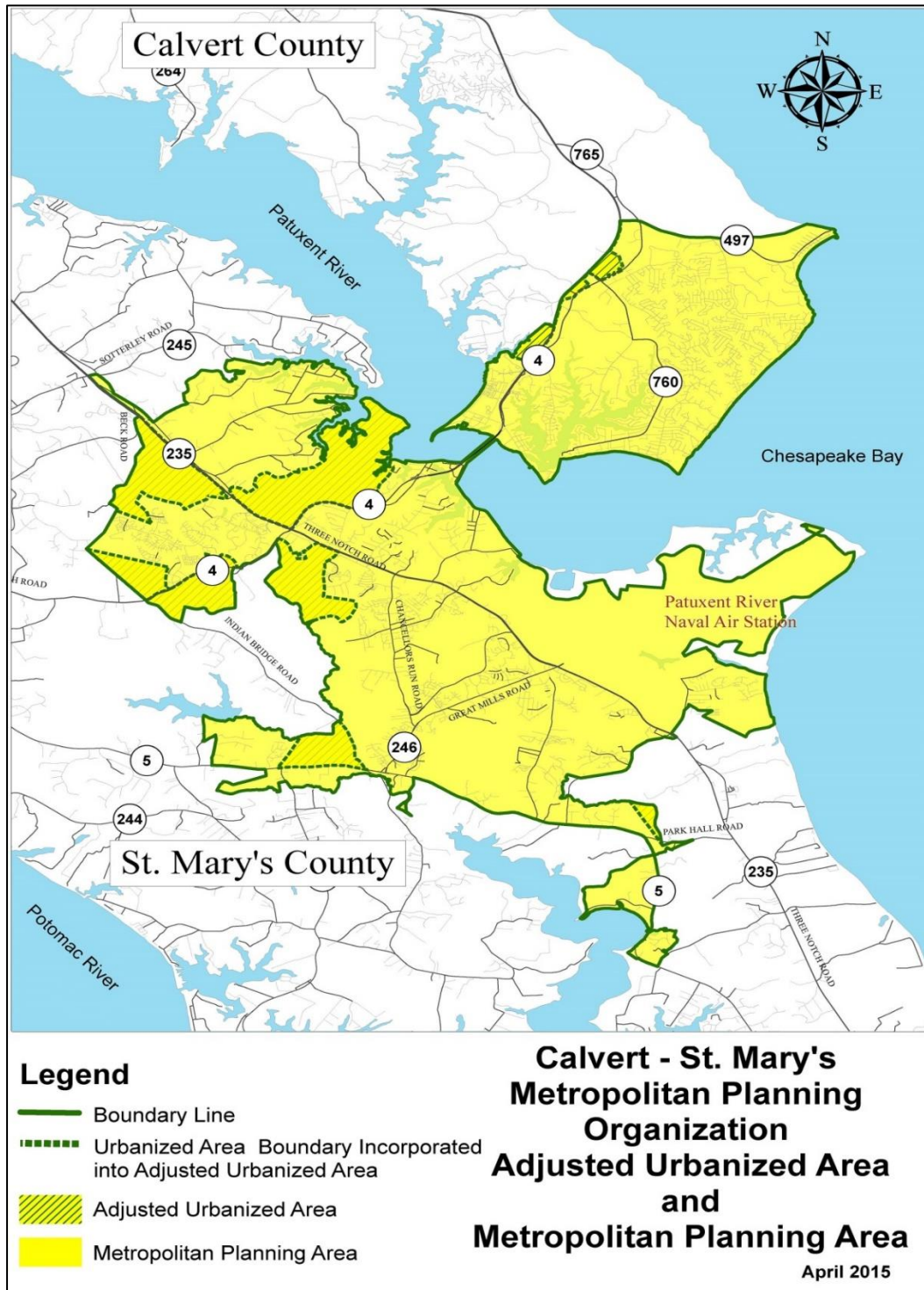
<https://www.calvert-stmarysmpo.com/182/Performance-Measures>

The performance targets and measures for the C-SMMPO region are thoroughly documented in the approved long range transportation plan Moving Forward 2045:

<https://www.calvert-stmarysmpo.com/156/Long-Range-Transportation-Plan-LRTP>

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Figure 1: Lexington Park—California—Chesapeake Ranch Estates Urbanized Area



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This Unified Planning Work Program (UPWP) is a cooperative planning effort by federal, state and local transportation agencies serving the Calvert - St. Mary’s MPO Area, and serves as the annual work program for the MPO. The purpose of the UPWP is to describe and coordinate all transportation planning activities to be completed with federal, state and local resources during the next fiscal year, and is designed to make the transportation planning process consistent with the appropriate federal regulations, as listed above. Included in the UPWP is a budget detailing how each funding source will be utilized. The UPWP is required to be revised and adopted annually.

B. Unified Planning Work Program Development Process

The UPWP is required as a basis and condition for all federal funding assistance for transportation planning by the joint planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The Fiscal Year (FY) 2021 Unified Planning Work Program (UPWP) contains the planning projects that can be undertaken by MDOT and the C-SMMPO. However, the C-SMMPO must provide a 10% match for all planning projects that it undertakes. It is through the FY 2021 UPWP, that the Calvert - St. Mary’s MPO will address and support the short-term and long-range transportation planning priorities of the Lexington Park—California—Chesapeake Ranch Estates Urbanized Area.

The UPWP is funded through an 80 percent planning grant provided by FHWA and FTA and a 20 percent match provided by Maryland Department of Transportation (MDOT) and the local governments of the Lexington Park—California—Chesapeake Ranch Estates Urbanized Area. Federal funding sources for Federal fiscal year 2021 include Title 1, Section 112 metropolitan planning funds [Federal Highway Act (PL-93-87)] (\$71,375) and Title III, Section 5303 (\$33,801) metropolitan planning funds. The amount of funding available for the FY 2021 transportation planning activities for the Calvert-St. Mary’s County MPO region is \$275,399. This amount includes funds not utilized in FY 2020 and carried over to FY 2021.

C. Metropolitan Planning Organization

The Calvert-St Mary’s MPO is one of the agencies responsible for transportation planning within the MPO’s Planning Area. The governing body consists of voting representatives from the Maryland Department of Transportation, Calvert County, and St. Mary’s County.

D. MPO Staff

The Calvert-St. Mary’s MPO staff consists of personnel from the Calvert County Department of Planning and Zoning and St. Mary’s County Department of Land Use and Growth Management. The staff manages the operations of the MPO as directed by the Council and coordinates all planning projects and activities identified by the Council. The staff also acts as a local liaison to the state and federal agencies involved in transportation planning within the Metropolitan Planning Area.

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Calvert County also provides support services to the MPO, including fiscal and procurement services. St. Mary’s County provides support services to the MPO by acting as the administrative agent and webmaster.

E. Technical Advisory Committee (TAC)

The Council may request TAC input for evaluating transportation projects and reviewing the work of consultants hired by the C-SMMPO. The TAC has representatives such as planners and engineers from transportation organizations as well as various subject matter experts throughout the State, which provides the opportunity to achieve an informed transportation planning effort. The TAC provides technical expertise and develops recommendations for presentation to the Council.

F. Bylaws

The Calvert-St. Mary’s MPO has adopted bylaws that can be found on the C-SMMPO webpage: - <http://www.calvert-stmarysmo.com>.

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WORK PROGRAM BY TASK

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A. Core Planning

Task: 1. Transportation Improvement Program

Objective:

To update the Calvert-St. Mary’s MPO FY2018-2021 Transportation Improvement Program (TIP) as specified by federal urban transportation planning requirements in compliance with MAP-21 and the FAST-Act.

Previous Work:

FY 2015-2018 TIP, FY2018-2021 TIP.

Description:

Update the list of regionally significant transportation improvements recommended for implementation during the 4-year program period. The document contains the region’s transportation priorities and includes realistic financially-constrained cost estimates. Performance based planning approaches will be phased in to comply with MAP-21 and the FAST Act.

End Product:

FY 2021–2024 Calvert-St. Mary’s MPO Transportation Improvement Program and Amendments.

Staffing:

MDOT and MPO staff.

Funding:

Funding for this task totals \$600 in FY 2021, as listed below by source. The task will continue beyond FY 2021 and additional funds will be programmed to complete the task.

Source	Funding
Federal	\$480
MDOT	\$60
Local	\$60
Total:	\$600

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Task: 2. Unified Planning Work Program

Objective:

To maintain and amend the Calvert-St. Mary’s MPO Unified Planning Work Program (UPWP) for FY 2021, as required by federal urban transportation planning requirements.

Previous Work:

FY 2015, FY 2016, FY 2017, FY 2018, FY 2019, & 2020 UPWP.

Description:

The FY 2021 UPWP will be amended throughout the year and the annual update will commence in March 2021. This task will be performed by the MPO and MDOT with assistance from FHWA and FTA. Specific tasks to be included in the FY 2021 will be based in part on organizational activities undertaken during the previous year’s UPWP.

End Product:

FY 2021 Calvert-St. Mary’s MPO Unified Planning Work Program.

Staffing:

MDOT and MPO staff.

Funding:

Funding for this task totals \$6,000 in FY 2021, as listed below by source.

Source	Funding
Federal	\$4,800
MDOT	\$600
Local	\$600
Total:	\$6,000

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Task: 3. Long Range Transportation Plan

Objective:

To continue to implement recommendation made in the adopted maintain the Calvert-St. Mary’s MPO Long Range Transportation Plan (LRTP).

To continue to review or amend the LRTP as required by federal urban transportation planning requirements.

Previous Work:

Staff worked with MDOT and Consultant in Long Range Transportation Plan, Adopted March 9, 2016 and Long Range Transportation Plan, Adopted March 6, 2020.

Description:

This task will be performed by the MPO and MDOT. The Calvert - St. Mary’s MPO staff will be heavily involved with other aspects of the update including, but not limited to, organizing public participation, outreach efforts, and leading the review process.

End Product:

Contingent upon available funding, the anticipated deliverables for this task will include a FY 2020 Calvert-St. Mary’s MPO Long Range Transportation Plan.

Staffing:

MDOT and MPO staff.

Funding:

Funding for this task totals \$600 in FY 2021, as listed below by source. The task will continue beyond FY 2021.

Source	Funding
Federal	\$480
MDOT	\$60
Local	\$60
Total:	\$600

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B. MPO Administration

Objective:

Implementation of performance-based planning; MPO staff had Planning Agreements as required by Federal mandate.

This task also includes typical administrative duties associated with daily operations of staffing the MPO and its activities. In addition to these daily operations, during FY 2021 the following on-going activities are anticipated:

- Staff training – Staff will continue to receive training on the Metropolitan Transportation Planning Process. This item is timely given the passage of the Moving Ahead for Progress in the 21st Century (MAP-21) enacted in 2012 and the FAST Act in December 2015. This training will include opportunities offered through membership, participation, and attendance at conferences and training activities of the Association of Metropolitan Planning Organizations (AMPO) and other applicable transportation related training opportunities offered through various agencies.
- Review and Revision of Governing and Planning Documents – Calvert - St. Mary’s MPO Staff will conduct an ongoing review with recommended revisions, when necessary, to documents previously adopted or to be adopted by the Calvert - St. Mary’s MPO Council, including, but not limited to the Bylaws, Long Range Transportation Plan, TIP, UPWP, and Title VI Plan.

Managing the Calvert - St. Mary’s MPO includes all of the activities that need to be performed to keep the Calvert - St. Mary’s MPO operational. These activities include, but are not limited to, the following:

- Manage the daily operations of the MPO, including time allocated to various aspects of project management;
- Contract administration between the MPO and other entities and vendors;
- Calvert - St. Mary’s MPO accounting and financial requirements;
- Calvert - St. Mary’s MPO invoice tracking database;
- Prepare monthly or quarterly reimbursement requests and progress reports;
- Staff and support Calvert - St. Mary’s MPO Council and Technical Advisory Committee;
- Represent the Calvert - St. Mary’s MPO at meetings and conferences; and
- Attend training, conferences, and seminars to ensure the Calvert - St. Mary’s MPO staff are knowledgeable about the federal and state regulations that the Calvert - St. Mary’s MPO must follow; and
- Maintaining the MPO website.

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Previous Work:

Maintained the C-SMMPO website, assisted the public with MPO related questions, attended a Maryland MPO Roundtable meeting.

Description:

These sub-tasks will be performed by the Calvert - St. Mary’s MPO and MDOT. The developmental work will be based in some degree on Maryland’s other small MPOs and will be consistent with federal MPO Guidelines.

End Product:

- Training of Calvert - St. Mary’s MPO Staff.
- Calvert - St. Mary’s MPO Invoice tracking database to streamline internal efforts to prepare reimbursements, as well as to process invoices.
- Calvert - St. Mary’s MPO streamline internal efforts to prepare special studies for implementation.

Staffing:

MDOT and MPO staff.

Funding:

Funding for this task totals \$48,000 in FY 2021, as listed below by source. The task will continue beyond FY 2020 and additional funds will be programmed in 2021 to complete the task.

Source	Funding
Federal	\$38,400
MDOT	\$4,800
Local	\$4,800
Total:	\$48,000

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C. PAST SPECIAL STUDIES

In all, five projects were completed on time and within budget. The completed special projects were examples of surface transportation planning projects and programs conducted in the region. The projects identified the weaknesses of the transportation system under both existing conditions and future demands in the C-SMMPO region. The projects complimented the comprehensive/land-use master planning process and provided Information to government officials, local communities, and the general public about their desires and transportation options in the metropolitan planning area. Finally, the studies and its planning process established a base from which modifications, trends and priorities can be made to meet new and changing community needs. The completed project planning studies and tasks were as follows:

- Calvert/St. Mary’s Naval Base Commuter Multi-Modal System.
- St. Andrew’s Church Road Improvement Study.
- North Parcel of Lexington Manor.
- St. Mary’s County Regional Airport.
- Bus Stop Improvement Program.

D. PAST UNCOMPLETED SPECIAL STUDIES

Appeal Lane Sidewalk Special Study (Task 9 in FY 20 / Task 4 in FY17)

This project was planned to determine the feasibility of providing sidewalks along Appeal Lane in Lusby Town Center to connect two elementary schools, community center, senior center, a senior center, a 1,400 home residential community and three commercial centers

Amount: \$5,320 in FY 2017

Reason for Uncompletion: The project has been incorporated and added in FY21

Bus Stop Improvement Program – Phase II (Task 10 in FY20)

The objective of this study was to expand upon the C-SM MPO Bus Stop Assessment and Plan’s Phase I findings and recommendations for improvements at high priority bus stops within the MPO. This study would have served as a Phase II of a multi-phased and multi-year effort to improve bus stop locations within the study area

Amount: \$65,000 in FY 2020,

Reason for Uncompletion: Many of Phase II objectives were in Phase I. Project objectives and budget to be revised. Project deferred for a future Special Study.

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E. PROPOSED SPECIAL STUDY FY 21

Task 4: Complete Streets Plan for the C-SMMPO Area

4.1 Objective:

To conduct a regional analysis (supply and demand of inventory) to identify deficiencies and opportunities (gap analysis) of non-motorized transportation (pedestrian, sidewalks, crosswalks, bicycle and trail facilities, bicycle friendly streets, interconnected greenways) that connects to neighborhoods, destinations, parks, schools, pedestrian oriented developments and transit hubs for a complete street plan with standards, policies and guidelines.

4.2 Previous related Planning Studies:

Calvert County Master Plan/Calvert County Transportation Plan
Calvert County Land Preservation, Parks and Recreation Plan
Solomon’s Town Center Master Plan
St Mary’s County Comprehensive Plan/Lexington Park Dev. District Plan
St Mary’s County Transportation Plan
St Mary’s County Land Preservation, Parks and Recreational Plan
Lexington Manor Passive Park/MPO Bus Stop Assessment Study
Navy Base Multi Modal Study/St Andrews Church Road Improvement Study
Long Range Transportation Plan *Moving Forward 2045*

4.3 Methodology:

C-SMMPO will seek professional consulting services to assist with the completion of task that will include analyzing networks of existing pedestrian, trails, sidewalks, crosswalks, bicycle and its linkages to main streets, neighborhoods and transit hubs in the MPO Area. Modes of the networks will be assessed to determine level of service based on current and future usages and to identifies barriers. A need assessment and performance measures-based scoring system will be developed with new guidelines, policies and codes to promote a Complete Streets Plan.

4.4 Types of Pedestrian and Bicycle Facilities and Walkways

Sidewalks, Share Use Path, Off-Road Path Bikeway, Bike lanes, Buffered Bike Lanes, Off-Road Routes, Bicycle Trails, Footpaths, Crosswalks.

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4.5 Area of Specific Interest and Linkages

CALVERT COUNTY	ST MARY’S COUNTY
Solomon’s Island Sidewalk Phase II	Three Notch Trail and Linkages
Appeal Lane Sidewalk	NAS, Shangri-La Drive, FDR Corridor
Cove Point Park Trail	Town Center clusters
Dowell Sidewalk Extension	Great Mills Corridor
Patuxent Parkway Crosswalks	Tulagi Place STS Transfer Stop Relocation

4.6 End product:

The expected deliverables for this task will include the following non-motorized existing and proposed improvements:

A Final Plan Report summarizing the following:

- Review existing conditions of streets, sidewalks, bike lanes, trails, and transit hub.
- Identification of sites in neighborhoods connections with Community Assistance.
- Physical barriers where either fences or man-gates prevent direct connections between neighborhoods.
- Highlight potential sites where ‘road diet’ can improve safety.
- Policies and guidelines for a Complete Street Pattern.
- Guidelines regarding regulations for Complete Streets implementation.
- Prioritization, phasing, planning-level and scenarios for improvements.
- GIS mapping files and database of existing and proposed network.
- Complete Streets Concept plans.
- Cost estimates for non-motorized transportation recommendations.

Staffing:

St. Mary’s County, Calvert County Staff, C-SMMPO, SHA, Tri-County, Consultant staff and Community Participation.

Funding:

Funding for this task totals \$90,000 in FY 2021 as listed below by source.

Source	Funding
Federal	\$72,000
MDOT	\$9,000
Local	\$9,000
Total:	\$90,000

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Task 5: Lusby Parkway Extension Conceptual Design:

5.1 Objective:

A Conceptual Planning Design to improve and extend the existing Lusby Parkway to connect to Town Square Drive including an upgrading of the Thunderbird Drive intersection that will enhance circulation of vehicles, bicycles and pedestrian traffic.

5.2 Previous work:

In house feasibility study to determine the need and scope for the roadway extension.

5.3 End Product:

Evaluation of items identified in the feasibility study from an engineering approach and conceptual project alignment that includes a geotechnical reconnaissance, initial site assessment, median options, CEQA Checklist at a Conceptual level, project scheduling, picture packages, view corridors and a conceptual layout plans that will assist in a future design project.

5.4 Staffing:

Calvert County, MPO, SHA and Consultant staff.

Funding:

Estimated Conceptual Design Cost: \$30,000 in FY 2021

Source	Funding
Federal	\$24,000
MDOT	\$3,000
Local	\$3,000
Total:	\$30,000

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BUDGET

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**Completion Date: To Be Determined
Adopted:**

A. Source of Funding by Task

A. CORE PLANNING				
	<u>Federal</u>	<u>MDOT</u>	<u>Local</u>	<u>Total</u>
1. TIP	\$480	\$60	\$60	\$600
2. UPWP	\$4,800	\$600	\$600	\$6,000
3. Long Range Transportation Plan	\$480	\$60	\$60	\$600
Subtotal	\$5,760	\$720	\$720	\$7,200
B. MPO ADMINISTRATION				
	<u>Federal</u>	<u>MDOT</u>	<u>Local</u>	<u>Total</u>
Subtotal	\$38,400	\$4,800	\$4,800	\$48,000
C. SPECIAL STUDIES				
	<u>Federal</u>	<u>MDOT</u>	<u>Local</u>	<u>Total</u>
4. Complete Street	\$72,000	\$9,000	\$9,000	\$90,000
5. Lusby Conceptual Design	\$24,000	\$3,000	\$3,000	\$30,000
Subtotal	\$96,000	\$12,000	\$12,000	\$120,000
Total:	\$140,160	\$17,520	\$17,520	\$175,200

* Note 1: All UPWP planning projects are federally funded: 80% Federal/10% State/10% Local

B. Federal Funding Sources

FFY	Federal Highway	Federal Transit	<u>Total</u>
FFY2021	\$71,375	\$33,801	\$105,176
Carryover	\$102,133	\$68,090	\$170,223
Total	\$173,508	\$101,891	\$275,399

*Note 2: Carryover: 60% FHWA 40% FTA