Unified Planning Work Program 2027



Planned Approval - Nov/Dec 2027

DRAFT

Flint Hills MPO

DRAFT

Title VI Note

The Flint Hills Metropolitan Planning Organization (MPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the MPO receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the MPO. Any such complaint must be in writing and filed with the FHMPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at www.FlintHillsMPO.org

Disclaimer

The preparation of this report has been financed in part through funds from the Federal Highway Administration and Federal Transit Administration, U. S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

TABLE OF CONTENTS

INTRODUCTION **1**

What is the UPWP? *1*
What is the MPO transportation planning process? *1*
What is the MPO's role in the transportation planning process? *1*

2026 ACCOMPLISHMENTS **2**

2027 PLANNING PRIORITIES **2**

TASK 1.0—MPO SUPPORT AND ADMINISTRATION 3
Sub-task 1.1 - General Program Administration *3*
Sub-task 1.2 - Unified Planning Work Program (UPWP) *3*
Sub-task 1.3 - MPO Committee Support *4*
Sub-task 1.4 - Professional Development and Training *4*
TASK 2.0—INVOLVEMENT & OUTREACH 5
Sub-task 2.1 - Outside Agency Committees & Presentations *5*
Sub-task 2.2 - Internal Documents & Outreach Efforts *5*
TASK 3.0—REGIONAL PLANNING INITIATIVES 6
Sub-task 3.1 - Long-range Planning *6*
Sub-task 3.2 - Transportation Improvement Program (TIP) *6*
Sub-task 3.3 - Community Initiatives & Projects *7*
Sub-task 3.4 - Regional Datasets & Analytics *7*
Sub-task 3.5 – Complete Streets *7*

APPENDIX A: BUDGET SUMMARY **A-1**

DRAFT

Introduction

What is the UPWP?

The Flint Hills Metropolitan Planning Organization (MPO) Unified Planning Work Program (UPWP) identifies and budgets for the regional transportation planning projects that the MPO and its planning partners will undertake during the calendar year. The sources of funding for carrying out the planning activities come from the Consolidated Planning Grant (CPG), which is comprised of Planning (PL) funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Section 5303 funds, FTA Section 5307 funds, and local contributions. The CPG is administered by the Kansas Department of Transportation (KDOT) and allocated to the MPO each year based on a formula. The CPG funds require a non-federal match which is provided by the Cities of Manhattan, Junction City, and Wamego and the Counties of Riley, Geary, and Pottawatomie.

This UPWP was developed in cooperation with the Kansas Department of Transportation (KDOT), the Flint Hills Area Transportation Agency (FHATA), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

DRAFT

What is the MPO transportation planning process?

The metropolitan transportation planning process provides a forum for informed decision-making to improve and enhance a safe, efficient, and dependable regional transportation system. This decision-making process is cooperative, comprehensive, and continuous. It requires extensive coordination and cooperation with jurisdictional partners, local, state, and federal agencies, other stakeholders, and the public to identify common issues, concerns, and priorities for the regional transportation system.

What is the MPO's role in the transportation planning process?

The Flint Hills Metropolitan Planning Organization (MPO) is the designated Metropolitan Planning Organization (MPO) for the Manhattan, Kansas Urbanized Area. The MPO serves a much larger area than just the City of Manhattan; consisting of six cities (the Cities of Manhattan, Junction City, Wamego, Ogden, St. George, and Grandview Plaza), portions of three counties (Riley, Pottawatomie, and Geary Counties), and the southern portion of Fort Riley Military Base.

The MPO is comprised of a Technical Advisory Committee (TAC) and a Policy Board. The TAC is a staff-level committee, which provides technical support and recommendations to the MPO Policy Board. The Policy Board is the decision-making body comprised mainly of local elected officials and a representative from KDOT.

The MPO operates on an annual calendar beginning on January 1. Many projects and products found in the UPWP are assigned to specific quarters of the year.

1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

2026 Accomplishments

The items listed below are the major activities completed during the previous calendar year:

- Completed Connect 2050 public outreach
- Completed Big Blue River 2nd Connection Cost-Benefit study and began public outreach
- Completed 2026-2029 TIP Amendments #3, #4, #5, #6, & #7
- Lead local efforts on the US-24 Corridor Management Plan update
- Executed bookkeeper contract
- Launched Ft. Riley Safe Passage rideshare program, including contracting Lyft Inc.
- Completed ITS Architecture plan update

2027 Planning Priorities

- Amend 2026-2029 Transportation Improvement Program (TIP) as scheduled
- Create 2028-2031 Transportation Improvement Program (TIP) and amend as scheduled
- Lead local efforts on the US-24 Corridor Management Plan update and public outreach
- Lead local call for projects for Transportation Emissions Reduction Strategy (TERS) funds
- Continue public outreach for the Big Blue River 2nd Connection Cost-Benefit Analysis study
- Procure bookkeeper contract
- Continue to administer and lead the Ft. Riley Safe Passage rideshare program and complete data analysis and reporting
- Flint Hills Area Transportation Agency Junction City Stop Inventory & Route Realignment work

DRAFT

Task 1.0—MPO Support and Administration

2027 Goals

- Develop and adopt the 2027 UPWP and annual budget
- Execute bookkeeper contract

Sub-task 1.1—General Program Administration

Manage and administer the MPO and metropolitan transportation planning process in compliance with federal and state rules and regulations.

General MPO Management and Administration (Salaries)

General management and administration of the MPO, which includes the following activities and all other related activities. *(Any paid vacation, sick, holiday, or other leave is billed to this task.)*

- Overall agency leadership and management
- Perform staff performance evaluations
- Maintain MPO employee benefits, liability insurance, workers' comp. policies, and other required policies
- Maintain and update the Flint Hills MPO Operations Manual
- Perform day-to-day operations
- Process employee reimbursement forms
- Approve timesheets and review/approve payroll
- Reconcile quarterly expenses
- Compile and submit reimbursement requests to KDOT
- Maintain and process insurance policies
- Manage and invoice for the local match provided by the jurisdictions
- Execute agreements, as needed
- Execute bookkeeper contract extension

DRAFT

Products

Bookkeeper contract extension – 2nd Quarter

Sub-task 1.2—Unified Planning Work Program (UPWP)

Develop and maintain the annual UPWP, including the following and all other related activities:

- Draft, finalize, and adopt the 2027 UPWP and budget
- Maintain the 2027 UPWP and budget through UPWP amendments, as necessary
- Compile and submit quarterly activity reports to KDOT
- Prepare and submit quarterly DBE reporting forms
- Manage the MPO funding streams and track the status of the UPWP budget and activities
- Maintain the annual Consolidated Planning Grant contract and any subsequent amendments

Maintain the MPO's 5-year budget

Products

2026 Annual Report—1st Quarter
2027 UPWP Amendment #1 – 2nd Quarter
2027 UPWP Amendment #2 – 3rd Quarter
2028 UPWP Draft – 2nd – 4th Quarter

Sub-task 1.3—MPO Committee Support

Provide support and materials for the Policy Board and TAC meetings and members. This includes the following tasks:

- Develop, compile, and distribute meeting packets, including agendas, staff reports, and any additional information
- Record and transcribe meeting minutes
- Send out meeting agendas and post to the website
- Provide training for new Policy Board and TAC Members
- Maintain Policy Board and TAC committee bylaws
- Maintain committee membership and mailing lists

Sub-task 1.4—Professional Development and Training

Increase knowledge of metropolitan transportation planning process, regulations, planning techniques, and other relevant topics through professional development, education, and training opportunities. The MPO will seek opportunities to participate in online conferences and training. This may include:

- Attend relevant training, workshops, conferences, webinars, and other educational opportunities that include, but are not limited to:
    - Kansas Planning Conference
    - Attend KAMPO & other KDOT-lead planning events
    - Attend monthly Association of Pedestrian & Bicycle Professionals (APBP) KS-MO meetings
- Priority areas for MPO staff training include:
    - Leadership and Management
    - Best Practices in Transportation Planning

Note: Most of the Operating Expenses above are self-explanatory, however, the following provides further information for a few of the categories.

- Administration includes worker's compensation, liability insurance policy premiums, accounting, and payroll services, and professional legal services.
- Advertising includes costs associated with required public notices that are published in local papers when documents are out for public comment.
- Office Expenses/Supplies include postage, software, computer supplies, GIS license, computer hardware, website expenses, and general office supplies.

DRAFT

UPWP Task	Activities	Original	CPG (80%)	Local Funds (20%)
1.0	**MPO Support and Administration**	**$ 111,895.26**	**$ 89,516.21**	**$ 22,379.05**
1.1	**General Program Administration**	**$ 86,971.76**	**$ 69,577.41**	**$ 17,394.35**
	Salaries and Benefits	$ 47,536.76	$ 38,029.41	$ 9,507.35
	Total Operating Expenses	**$ 39,435.00**	**$ 31,548.00**	**$ 7,887.00**
	Administration	$ 15,565.00	$ 12,452.00	$ 3,113.00
	Advertising	$ 600.00	$ 480.00	$ 120.00
	Annual Audit	$ 5,310.00	$ 4,248.00	$ 1,062.00
	Communications	$ 500.00	$ 400.00	$ 100.00
	Demo/Counter Supplies	$ 1,000.00	$ 800.00	$ 200.00
	Office Expenses/Supplies	$ 9,210.00	$ 7,368.00	$ 1,842.00
	Printing and Copying Services	$ 1,250.00	$ 1,000.00	$ 250.00
	Mileage Reimbursement	$ 4,000.00	$ 3,200.00	$ 800.00
	Professional Development	$ 2,000.00	$ 1,600.00	$ 400.00
1.2	**Unified Planning Work Program**	**$ 7,451.03**	**$ 5,960.83**	**$ 1,490.21**
1.3	**MPO Committee Support**	**$ 6,577.72**	**$ 5,262.18**	**$ 1,315.54**
1.4	**Professional Development and Training**	**$ 10,894.74**	**$ 8,715.79**	**$ 2,178.95**

Task 2.0—Involvement & Outreach

Sub-task 2.1 – Outside Agency Committees & Presentations

Participate in various stakeholder boards, committees, or advisory groups, including presentations to such groups:

- Flint Hills Area Transportation Agency Board
- Flint Hills Area Transportation Agency Inc.
- Flint Hills Wellness Coalition and Live Well Geary County
- City of Manhattan's Downtown Manhattan Inc. & Poyntz Ave planning committees
- Presentations to the Cities and Counties, as needed
- State Transportation Innovation Council (STIC) meetings
- GravelKS Board – planning, communication, and outreach
- KS Drive to Zero Coalition
- Kansas Trails Inc. (Kansas Association of Trail Stewards) – meetings
- Regional DCIP (Defense Community Infrastructure Program) grant committee
- Downtown Manhattan Experience Inc. Board

Sub-task 2.2 – Internal Documents & Outreach Efforts

The MPO will continue to develop and distribute general information about the MPO planning process and products. This may include the following activities and all other related activities:

- Develop pamphlets, handouts, brochures, and other publications
- Update social media sites
- Maintain website
- Publish newsletters highlighting MPO work and projects, as needed

DRAFT

- KDOT Title VI Review

Products

2027 Title VI Annual Report—3rd Quarter
Participation at community advisory groups and public boards – 1st-4th Quarters
Outreach materials and documents for community engagement – 1st-4th Quarters
KDOT Title VI Review – 3rd & 4th Quarter

UPWP Task	Activities	Original	CPG (80%)	Local Funds (20%)
2.0	**Involvement & Outreach**	**$ 25,926.89**	**$ 20,741.51**	**$ 5,185.38**
2.1	**Outside Agency Committees/Presentations**	**$ 21,430.25**	**$ 17,144.20**	**$ 4,286.05**
2.2	**Internal Documents & Outreach Efforts**	**$ 4,496.64**	**$ 3,597.31**	**$ 899.33**

Task 3.0—Regional Planning Initiatives

2027 Goals

- Continue Big Blue River 2nd Connection Cost-Benefit Analysis public outreach
- Lead local efforts on US-24 Corridor Management Study updates and public outreach
- Create 2028-2031 Transportation Improvement Program (TIP) and amend as scheduled

DRAFT

Sub-task 3.1 – Long-range Planning

This includes any items related to Connect 2050, including:

- Complete Connect 2050 and all public outreach
- Revise & amend Connect 2050 as needed
- Update the Flint Hills ITS Architecture, as needed

Products

Connect 2050 Amendments – As needed

Sub-task 3.2 – Transportation Improvement Program (TIP)

Maintain a fiscally constrained Transportation Improvement Program (TIP) that programs regional transportation system improvement projects to be implemented over the next four years.

- Prepare reporting documents, including the Annual Listing of Obligated Projects
- Coordinate with planning partners regarding TIP activities
- Maintain the 2026-2029 TIP and develop amendments

Products

2026-2029 TIP Amendment #1 – 1st Quarter
2026-2029 TIP Amendment #2 & #3 – 2nd to 4th Quarters

2028-31 TIP – 3rd Quarter
2026 Annual Listing of Federally Obligated Projects – 4th Quarter

Sub-task 3.3—Community Initiatives & Projects

Participate in local and regional planning activities and initiatives that support the MPO's multimodal planning process.

- **US-24 Corridor Study Update:** Local coordination, planning, and data
- **Big Blue River 2nd Connection Cost-Benefit Analysis study:** Lead coordination, administration, and public outreach
- **Flint Hills ATA Studies:** Participate in the development of the Microtransit, Zero Emissions Vehicle, and Transit Analysis studies
- **Flint Hills Regional Council:** Partner on region-wide planning and grants
- **Senior Citizen Mobility Outreach:** Partner with Flint Hills Senior Center and others to address mobility needs of senior citizens
- **Electric Vehicle Studies:** Update EV Readiness Plan and other EV studies as needed
- **Various Regional Planning Activities:** Throughout the year numerous small projects, plans, and grants are worked on with regional partners (i.e. DCIP, RERC, SS4A, BUILD, KS River Trails, etc.)

Products

Participation and assistance to FHATA studies – 1st-4th Quarters
US-24 Corridor Study Update – 2026 carryover through 4th Quarter
Senior Mobility Study – 4th Quarter

Sub-task 3.4 – Regional Datasets & Analytics

Develop and maintain regional datasets, including the analysis of data to support the multimodal planning process. Activities include:

- **Pavement & Bridge Performance Measures (PM 2):** Data collection & analysis, target setting, create annual report
- **System Performance Measures (PM 3):** Data collection & analysis, target setting, create annual report
- **Functional Classification:** Review as requested
- **Interstate Traveler Counts:** Conduct as needed or requested
- **Pavement Condition Index:** Conduct PCI data collection for GE County
- **General Data:** Collect and analyze transportation data as needed

Products

Pavement & Bridge Performance Measures (PM 2) report – 1st Quarter
System Performance (PM 3) report – 1st Quarter
Pavement Condition Index data – 1st – 4th Quarters

DRAFT

Sub-task 3.5—Complete Streets

Complete Streets is an implementation strategy of the Safe System Approach, which sets an ethical imperative that no one should die or be seriously injured while using the street network. Complete Streets guidance was developed as part of "IIJA" and outlined in 23 CFR 630.108.

- **Safety Performance Measures (PM 1):** Data collection & analysis, target setting, create annual report
- **Fort Riley Safe Passage:** Data collection & analysis
- **TERS:** Lead local Transportation Emissions Reduction Strategy (TERS) program call for projects & administration
- **Transportation Alternatives and Grants:** Communication, participation, and support
- **Parking Data & Mapping:** Collect data on roadways and parking lots
- **Regional Bike-Pedestrian Data & Mapping:** collect regional datasets for walking and biking networks for use in complete streets, long-range plans, and other projects.
- **Poyntz Ave Study:** Partner with City of Manhattan on vision and plan for future roadway changes
- **Road Cycling Plan:** Create datasets and report
- **Bike & Pedestrian Counts:** Coordinate program, collect and analyze data
- **City of Manhattan's Bicycle Map & Trail Guide:** Update
- **City of Manhattan's Bike-Ped Newsletter:** Update and distribute
- **General Complete Streets Data, Mapping, & Planning**
- **City of Manhattan's Safety Report:** Data analysis & mapping, creation of one-time report

Products

City of Manhattan's Bike-Ped Newsletters – 2nd - 4th Quarters
Safety Performance Measures (PM 1) report – 1st Quarter
TERS call for projects and administration – 1st to 4th Quarters

UPWP Task	Activities	Original	CPG (80%)	Local Funds (20%)
3.0	**Regional Planning Initiatives**	**$ 156,453.07**	**$ 129,108.78**	**$ 27,344.30**
3.1	**Long-Range Transportation Plan**	**$ 3,019.44**	**$ 2,415.55**	**$ 603.89**
	Salaries and Benefits	$ 3,019.44	$ 2,415.55	$ 603.89
	Consultant Services: Travel Demand Model	$ -	$ -	$ -
3.2	**Transportation Improvement Program**	**$ 4,496.64**	**$ 3,597.31**	**$ 899.33**
3.3	**Community Initiatives & projects**	**$ 111,986.88**	**$ 89,589.50**	**$ 22,397.38**
3.4	**Regional Datasets & Analytics**	**$ 17,218.54**	**$ 13,774.83**	**$ 3,443.71**
3.5	**Complete Streets***	**$ 19,731.58**	**$ 19,731.58**	$ -

DRAFT

Appendix A: Budget Summary

This UPWP is in compliance with the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, which sets forth a minimum funding requirement of 2.5% for Safe Transportation Options.

2027 Budget - Original				
UPWP Task	**Activities**	**Original**	**CPG (80%)**	**Local Funds (20%)**
1.0	**MPO Support and Administration**	**$ 111,895.26**	**$ 89,516.21**	**$ 22,379.05**
1.1	**General Program Administration**	**$ 86,971.76**	**$ 69,577.41**	**$ 17,394.35**
	Salaries and Benefits	$ 47,536.76	$ 38,029.41	$ 9,507.35
	Total Operating Expenses	**$ 39,435.00**	**$ 31,548.00**	**$ 7,887.00**
	Administration	$ 15,565.00	$ 12,452.00	$ 3,113.00
	Advertising	$ 600.00	$ 480.00	$ 120.00
	Annual Audit	$ 5,310.00	$ 4,248.00	$ 1,062.00
	Communications	$ 500.00	$ 400.00	$ 100.00
	Demo/Counter Supplies	$ 1,000.00	$ 800.00	$ 200.00
	Office Expenses/Supplies	$ 9,210.00	$ 7,368.00	$ 1,842.00
	Printing and Copying Services	$ 1,250.00	$ 1,000.00	$ 250.00
	Mileage Reimbursement	$ 4,000.00	$ 3,200.00	$ 800.00
	Professional Development	$ 2,000.00	$ 1,600.00	$ 400.00
1.2	**Unified Planning Work Program**	**$ 7,451.03**	**$ 5,960.83**	**$ 1,490.21**
1.3	**MPO Committee Support**	**$ 6,577.72**	**$ 5,262.18**	**$ 1,315.54**
1.4	**Professional Development and Training**	**$ 10,894.74**	**$ 8,715.79**	**$ 2,178.95**
2.0	**Involvement & Outreach**	**$ 25,926.89**	**$ 20,741.51**	**$ 5,185.38**
2.1	**Outside Agency Committees/Presentations**	**$ 21,430.25**	**$ 17,144.20**	**$ 4,286.05**
2.2	**Internal Documents & Outreach Efforts**	**$ 4,496.64**	**$ 3,597.31**	**$ 899.33**
3.0	**Regional Planning Initiatives**	**$ 156,453.07**	**$ 129,108.78**	**$ 27,344.30**
3.1	**Long-Range Transportation Plan**	**$ 3,019.44**	**$ 2,415.55**	**$ 603.89**
	Salaries and Benefits	$ 3,019.44	$ 2,415.55	$ 603.89
	Consultant Services: Travel Demand Model	$ -	$ -	$ -
3.2	**Transportation Improvement Program**	**$ 4,496.64**	**$ 3,597.31**	**$ 899.33**
3.3	**Community Initiatives & projects**	**$ 111,986.88**	**$ 89,589.50**	**$ 22,397.38**
3.4	**Regional Datasets & Analytics**	**$ 17,218.54**	**$ 13,774.83**	**$ 3,443.71**
3.5	**Complete Streets***	**$ 19,731.58**	**$ 19,731.58**	$ -
	UPWP TOTAL	**$ 294,275.23**	**$ 239,366.50**	**$54,908.73**
Non-UPWP	**Ft. Riley Safe Passage**	**$ 6,936.96**	**$ -**	$ -
	TOTAL	**$ 301,212.18**	**$ 239,366.50**	**$54,908.73**

DRAFT

2027 MPO Funding Breakout	Total Budget	Non-UPWP Work	CPG: Complete Streets*	Net-UPWP Subject to Match Total	CPG	Local Funds
Budget Breakout	**$301,212.18**	$6,936.96	$19,731.58	**$274,543.65**	$219,634.92	$54,908.73
Percentage of Budget	**100%**	2.3%	6.6%	**91.1%**	80.0%	20.0%

* FHWA requires that Complete Streets (Task 3.5) work be >= 2.5% Planning budget. Task 3.5 will be funded at 100% CPG match.

2027 Local Match Breakout				
Jurisdiction	**% of population**	**Match Amount**	**May Estimate**	**Difference**
Manhattan	55.2%	$ 30,309.62	$ 31,544.73	$ (1,235.11)
Junction City	22.3%	$ 12,244.65	$ 12,743.61	$ (498.97)
Pottawatomie County	10.2%	$ 5,600.69	$ 5,828.92	$ (228.23)
Wamego	4.9%	$ 2,690.53	$ 2,800.17	$ (109.64)
Riley County	4.3%	$ 2,361.08	$ 2,457.29	$ (96.21)
Geary County	3.1%	$ 1,702.17	$ 1,771.53	$ (69.36)
TOTAL	**100.0%**	**$ 54,908.73**	**$ 57,146.24**	$ (2,237.51)

Population data updated and approved by Policy Board at 4.15.2026 meeting

Appendix B:

Certification of Restrictions on Lobbying

I, _____, the Flint Hills Metropolitan Planning Organization (MPO) Policy Board Chairperson, hereby certify on behalf of Flint Hills MPO that to the best of my knowledge:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

DRAFT

Executed this ___ day of December, 2026

X _____
Policy Board Signature

_____
Printed Name