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U.S. Department of Transportation

December 23, 2013

Mr. Dennis R. Slimmer, P.E.
Chief, Bureau of Transportation Planning
Kansas Department of Transportation
Topeka, Kansas 66603

Subject: FHWA/FTA Approval of
FHMPO's 2014 UPWP

Dear Mr. Slimmer:

As requested by Ms. Davonna Moore's December 19th, 2013 letter, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have reviewed and approve the Flint Hills Metropolitan Planning Organization's (FHMPO) 2014 Unified Planning Work Program (UPWP) as an adequate description of work to support FHWA and FTA funded planning activities. The authorized UPWP approval period is January 1st, 2014 through December 31st, 2014. If you have any questions or need additional information, please contact Paul Foundoukis of FHWA at (785) 271-2448 or Jeremiah Shuler of FTA at (816) 329-3940.

Sincerely yours,

Mokhtee Ahmad
Regional Administrator
Federal Transit Administration

J. Michael Bowen, P.E.
Division Administrator
Federal Highway Administration

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700 S.W. Harrison Street
Topeka, KS 66603-3745

Mike King, Secretary
Dennis R Slimmer, P.E., Chief



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Sam Brownback, Governor

December 19, 2013

Mr. Mokhtee Ahmad
Region Administrator
FTA, Region VII
901 Locust St., Suite 404
Kansas City, MO 64106

Mr. J. Michael Bowen
Division Administrator
FHWA, Kansas Division
6111 SW 29th St., Suite 100
Topeka, KS 66611-2237

Dear Mr. Ahmad and Mr. Bowen:

RE: FHMPO 2014 Unified Planning Work Program (UPWP)

KDOT has reviewed and approved the 2014 Unified Planning Work Program (UPWP) for the Manhattan metropolitan planning area that was approved by the Flint Hills MPO Policy Board at their meeting on December 18, 2013. We are requesting your concurrence of approval of the FY 2014 UPWP. Please note that the 2014 UPWP is matched with local cash.

Sincerely,

Dennis R. Slimmer, P.E.
Chief of Bureau of Transportation Planning

A handwritten signature in black ink that reads "Davonna C. Moore". The signature is written in a cursive, flowing style.

Davonna C. Moore
Metro Planning Manager

Attachments: 2014 Unified Planning Work Program
Request Letter from FHMPO



**FLINT HILLS
METROPOLITAN PLANNING ORGANIZATION**

December 19, 2013

Davonna Moore
Metro Planning Manager
Kansas Dept. of Transportation
700 SW Harrison St.
Topeka, KS 66603

Re: FHMPO 2014 UPWP Approval

Dear Ms. Moore:

The Flint Hills Metropolitan Planning Organization (FHMPO) Policy Board approved the 2014 Unified Planning Work Program (UPWP) at their December 18, 2013 meeting.

The FHMPO held a 30 day public comment period, as well as a public hearing at the Policy Board meeting. No comments were received.

If you have questions or need additional information regarding this letter, please contact me at (855) 785-3472 or Stephanie@FlintHillsRegion.org.

Sincerely,

Stephanie Watts
Transportation Planner

Enclosures: FHMPO 2014 UPWP

Unified Planning Work Program

2014



Approved December 18, 2013

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.

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Introduction

What is the UPWP?

The Flint Hills Metropolitan Planning Organization (FHMPO) 2014 Unified Planning Work Program (UPWP) identifies and budgets for the regional transportation planning projects that the FHMPO and its planning partners will undertake during 2014. The two 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 and local contributions. The CPG funds are administered by the Kansas Department of Transportation (KDOT) and allocated to the FHMPO each year based on a formula. The CPG funds require a non-federal match.

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

What is the Flint Hills 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 general public to identify common issues, concerns, and priorities for the regional transportation system.

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

The FHMPO is the designated Metropolitan Planning Organization (MPO) for the Manhattan Urbanized Area. The FHMPO region includes four cities (Manhattan, Junction City, Ogden, and Grandview Plaza), portions of three counties (Riley, Pottawatomie and Geary Counties) as well as the southern portion of the Fort Riley Military Base.

What is MAP-21?

The Moving Ahead for Progress in the 21st Century (MAP-21) is the federal legislation that currently regulates and funds the Flint Hills MPO transportation planning process. MAP-21 calls for Flint Hills MPOs to use a performance based planning approach and to use federal funding programs to achieve the following goals:

- **Safety**—To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.

- **Infrastructure condition**—To maintain the highway infrastructure asset system in a state of good repair.
- **Congestion reduction**—To achieve a significant reduction in congestion on the National Highway System (NHS).
- **System reliability**—To improve the efficiency of the surface transportation system.
- **Freight movement and economic vitality**—To 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**—To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced project delivery delays**—To 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.

2013 FHMPO Accomplishments

The FHMPO was designated as an MPO in February of 2013. The activities listed below are the major activities the FHMPO completed during 2013:

- Executed the Fiscal Agent MOU
- Created and appointed members to the Technical Advisory Committee (TAC)
- Adopted Bylaws for the Policy Board and TAC
- Hired a Transportation Planner
- Revised the MPA Boundary
- Established the Adjusted Urban Area Boundary
- Developed a Functional Classification Map
- Approved the 2014-2017 TIP
- Hired a consultant to continue the development of the Travel Demand Model

2014 Planning Priorities

The main priorities for the FHMPO for 2014 is working on the Travel Demand Model and beginning work on the Metropolitan Transportation Plan. The main products initiated during 2014 will be:

- Completion of the Public Participation Plan
- Continue to work with KDOT and the selected consultant on the Travel Demand Model
- Procure a consultant to assist staff in developing the Metropolitan Transportation Plan

- Title VI Program and Limited English Proficiency Plan

Overview of 2014 UPWP Tasks

Task Overview

The regional transportation planning activities and products contained in this UPWP are categorized by five major tasks:

- Task 1.0 –MPO Support and Administration
- Task 2.0 - Public Involvement
- Task 3.0 – Long-Range Planning
- Task 4.0 – Short-Range Planning
- Task 5.0—Transit and Paratransit Planning

2014 UPWP Tasks and Sub-Tasks

Task 1.0—MPO Support and Administration

Sub-tasks

1.1 – General Program Administration

1.2 – UPWP and Budget

1.3 – Policy Board and TAC Meeting Support

1.4 – Professional Development, Education, and Training

1.5 – Vacation, Sick and Other Leave including Holiday Pay

2014 Goals

- Develop and adopt the 2015 UPWP and annual budget.

Sub-task 1.1—General Program Administration

Efficiently and effectively, manage and administer the FHMPO agency and the overall metropolitan transportation planning process in compliance with federal and state rules and regulations.

Activity 1.1.1 – General Management, Secretarial, and Administration

Lead Agencies: FHMPO and FHRC

General management, secretarial, and administration includes the following detailed activities and all other related activities:

- Overall agency leadership and management.
- Perform staff performance evaluations.

- Answer phones and make photocopies.
- Process travel vouchers, maintain records, and process payments.
- Process payroll and mail.
- Process financial documents to purchase and pay for goods, services and materials.
- Complete timesheets and monthly activity reports.
- Attend weekly staff meetings.

Sub-task 1.2—UPWP and Budget

Develop and maintain the annual UPWP and budget, process monthly billings, and quarterly progress reports.

Activity 1.2 – UPWP and Budget

Lead Agencies: FHMPO and FHRC

Develop and maintain the UPWP and budget including the following detailed activities and all other related activities:

- Draft, finalize, and adopt the 2015 UPWP and budget.
- Maintain the 2014 UPWP and budget through UPWP amendments, as necessary.
- Compile and submit monthly reimbursement requests to KDOT
- Compile and submit quarterly progress reports to KDOT.
- Manage the Flint Hills MPO funding streams.
- Track the status of the UPWP budget and activities.
- Maintain the annual Consolidated Planning Grant contract and any subsequent amendments.
- Carry out UPWP-related public involvement activities.
- Maintain the FHMPO's 5-year budget.
- Coordinate with planning partners regarding UPWP activities.

Products

2014 Monthly Reimbursement Requests--Monthly

2013 4th Quarter Activities Report

2013 Annual Report

2014 1st Quarter Activities Report– 2nd Quarter

2014 2nd Quarter Activities Report – 3rd Quarter

2014 3rd Quarter Activities Report – 4th Quarter

2014 UPWP Amendments – As Needed

2015 UPWP–4th Quarter

Sub-task 1.3—Policy Board and TAC Meeting Support

Support the Policy Board and TAC committees with meeting packet development, distribution and other meeting support and administrative duties.

Activity 1.3 – Policy Board and TAC Meeting Support

Lead Agencies: FHMPO and FHRC

Meeting support includes the following detailed activities and all other related activities.

- Develop, compile, and distribute meeting packets, including agendas, staff reports, and any additional information.
- Record and transcribe meeting minutes.
- Send out meeting agendas
- Maintain Policy Board and TAC committee bylaws.
- Maintain committee membership and mailing lists.

Sub-task 1.4 – Professional Development, Education, and Training

Increase knowledge of metropolitan transportation planning process, regulations, planning techniques, and other relevant topics through professional development, education, and training opportunities.

Activity 1.4 – Professional Development

Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities:

- National Highway Institute (NHI)
- National Transit Institute (NTI)
- Federal Highway Administration (FHWA) or Federal Transit Administration (FTA)
- American Planning Association (APA)
- Kansas Chapter of the American Planning Association (KsAPA) conference
- Kansas Association of Metropolitan Planning Organizations (KAMPO) – bi-yearly

Priority areas for Flint Hills MPO staff training in 2014 include:

- MAP-21
- Performance Measures
- Long-range transportation planning

Task 2.0 – Public Involvement

2014 Goals

- Complete the PPP Database
- Develop a Title VI Program
- Draft the Limited English Proficiency (LEP) Plan

Activity 2.1 – Public Participation Plan (PPP)

Continuing work on the draft PPP, including:

- Finalize draft PPP
- Submit for public comment
- Host open houses
- Present to the TAC and Policy Board for approval
- Periodically review the PPP for updates or changes.

Activity 2.2 – Title VI Program

Begin development the FHMPO’s Title VI Program which describes how the FHMPO intends to uphold the planning process to meet Title VI regulations and develop a complaint process.

Activity 2.3 – Limited English Proficiency (LEP) Plan

Initiate the development of the LEP Plan which identifies the reasonable steps the FHMPO will take to ensure persons who do not speak English as their primary language or who have a limited ability to read, speak, or understand English have meaningful access to the MPO’s programs and activities.

Activity 2.4 – General Outreach

Developing, updating, and distributing general information about the Flint Hills MPO planning process and products includes the following detailed activities and all other related activities.

- Develop pamphlets, handouts, brochures, and other publications.
- Update social media sites.
- Maintain FHMPO website.

Activity 2.5 – Stakeholder Involvement

Coordinate and collaborate with Flint Hills MPO planning partners and stakeholders on issues concerning the transportation planning process in the Flint Hills MPO region. This includes the following detailed activities and all other related activities:

- Make presentations to local organizations and clubs, as requested.
- Participate in federal, state, and local committees and advisory groups on issues concerning the metropolitan transportation planning process in the Flint Hills MPO region.
- Provide quarterly updates on FHMPO activities to the FHRC Board.
- Participate on the steering committee for Manhattan’s Comprehensive Plan Update.
- Participate as needed in Junction City’s Comprehensive Plan Update.

Products

PPP--1st Quarter

PPP Database—3rd Quarter

Title VI Program Document –4th Quarter

LEP Plan – 2nd Quarter

Task 3.0 – Long-Range Planning

Sub-tasks

3.1 – Travel Demand Model Development

3.2 – Metropolitan Transportation Planning

2014 Goals

- Continue to work with selected consultant to develop the TDM.

Sub-task 3.1 – Travel Demand Model

Activity 3.1.1 – Travel Demand Model Development

Timeframe: March 2013 – Spring 2015

Work with the TDM consultant to continue to develop the region's model

Sub-task 3.2 – Metropolitan Transportation Plan

Activity 3.2.1 – Metropolitan Transportation Plan Contract

Timeframe: Early Summer 2014 – Late Fall 2015

Develop an RFP and begin the selection process to hire a consultant to assist the FHMPO with the development of the MPO's first MTP.

Products

MTP RFP – 1st Quarter

MTP Consultant Contract – 2rd Quarter

Task 4.0 – Short-Range Planning

Sub-tasks

4.1 – General Short-Range Planning

4.2 – Transportation Improvement Program (TIP)

2014 Goals

- Maintain the 2014-2017 TIP and process amendments

Sub-task 4.1 – General Short Range Planning

Activity 4.1.1 – General Short Range Planning

Develop and maintain FHMPO maps and data to support the planning process. Participate in local and regional planning activities and initiatives that support the FHMPO planning process.

- Participate in the FHRC's *Frontiers* transportation working group.
- Participate as needed in the City of Manhattan and City of Junction City's Comprehensive Plan updates

Activity 4.1.2 – Comprehensive Plan Updates

Both Manhattan and Junction City will be undergoing Comprehensive Plan updates during 2014. Manhattan will be collaborating with Riley County and Pottawatomie Counties to update the Manhattan Urban Area Comprehensive Plan, adopted in 2003. This update will also include an update to the Utility Plan and the Manhattan Area Transportation Strategy (MATS), which outlines a unified approach to land use and transportation; specifically regarding street and road networks that include multi-modal and complete street designs.

Junction City and Geary County will be updating the 2006 Comprehensive Plan, working through the Metropolitan Planning Commission of Junction City and Geary County. The update will focus on a physical development plan for the area with implementation strategies; including the transportation needs to enhance growth and economic development.

Project Name	Project Cost	Total Cost
Manhattan Urban Area Comprehensive Plan Update	\$150,000	\$335,000
MATS Update	\$125,000	
Utility Plan Update	\$60,000	
Junction City Comprehensive Plan Update	\$75,000	\$75,000

Sub-task 4.2 – Transportation Improvement Program (TIP)

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

Activity 4.2.1 – 2014-2017 TIP Maintenance

Maintain the TIP and process amendments quarterly or as needed.

- Prepare reporting documents, including the Annual Listing of Obligated Projects
- Coordinate with planning partners regarding TIP activities.
- Carry out TIP-related public involvement activities.
- Process Quarterly Amendments.

Products

Quarterly TIP Amendments

2014 Annual Listing of Federally Obligated Projects – 4th Quarter

Task 5.0 – Transit and Paratransit

2014 Goals

- Continuation of transit regionalization efforts

Activity 5.1 – General Transit and Paratransit Planning

Lead Agencies: FHMPO and the Flint Hills aTa

Incorporate transit and paratransit planning activities into the multimodal MPO planning process.

- General planning support for transit and paratransit activities.
- Serve as a resource to the FHRC during the process of identifying a 5307 direct recipient.
- Continue to work with KDOT on the transit regionalization efforts.
- Planning activities regarding the inter-city shuttle between Manhattan, Fort Riley, and Junction City.
- Planning for centralized dispatching service.

Appendix A: Certification of Restrictions on Lobbying

I, Dave Lewis, 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.

Executed this 20th day of November 2013.

By 
Dave Lewis, Policy Board Chairperson
Flint Hills Metropolitan Planning Organization

Appendix B: UPWP Budget Summary

UPWP Tasks/Sub-Tasks	Description	2014 Total UPWP Budget	Funding Sources	
			CPG Funded Activities	Non-CPG Funded Activities
			Federal CPG funds + local match	Federal, State or Local Funds
1.0	<i>MPO Support and Administration</i>	\$ 96,230.13	\$ 96,230.13	
1.1	General Program Administration	\$ 44,431.89	\$ 44,431.89	
	Salaries and Benefits	\$ 35,331.89	\$ 35,331.89	
	Total Operating Expenses	\$ 9,100.00	\$ 9,100.00	
	Telephone/Internet Service	\$ 1,000.00	\$ 1,000.00	
	Postage	\$ 250.00	\$ 250.00	
	Advertising	\$ 750.00	\$ 750.00	
	Computer Hardware	\$ -	\$ -	
	Software	\$ 2,000.00	\$ 2,000.00	
	Printing and Photocopying Services	\$ 1,000.00	\$ 1,000.00	
	Office Equipment (furniture)	\$ 100.00	\$ 100.00	
	Office Supplies	\$ 250.00	\$ 250.00	
	Misc Goods	\$ 250.00	\$ 250.00	
	Mileage Reimbursement	\$ 2,000.00	\$ 2,000.00	
	Independent Legal Services	\$ 1,500.00	\$ 1,500.00	
1.2	UPWP and Budget	\$ 16,910.38	\$ 16,910.38	
1.3	TPB and TAC Meeting Support	\$ 26,699.41	\$ 26,699.41	
1.4	Professional Development, Education, and Training	\$ 5,081.37	\$ 5,081.37	
	Salaries and Benefits	\$ 3,581.37	\$ 3,581.37	
	Travel and Training Expenses	\$ 1,500.00	\$ 1,500.00	
1.5	Vacation, Sick, and Other Leave including Holiday Pay	\$ 3,107.08	\$ 3,107.08	
2.0	<i>Public Involvement</i>	\$ 12,816.69	\$ 12,816.69	
2.1	<i>Public Participation Plan</i>	\$ 1,941.92	\$ 1,941.92	
2.2	<i>Title VI Program</i>	\$ 2,912.88	\$ 2,912.88	
2.3	<i>Limited English Proficiency Plan</i>	\$ 2,912.88	\$ 2,912.88	
2.4	<i>General Outreach</i>	\$ 3,107.08	\$ 3,107.08	
2.5	<i>Stakeholder Involvement</i>	\$ 1,941.92	\$ 1,941.92	
3.0	<i>Long-Range Planning</i>	\$ 653,501.51	\$ 243,501.51	\$ 410,000.00
3.1	Travel Demand Model	\$ 95,345.43	\$ 95,345.43	
	Salaries and Benefits	\$ 10,345.43	\$ 10,345.43	
	Consultant Services: Travel Demand Model	\$ 85,000.00	\$ 85,000.00	
3.2	Metropolitan Transportation Plan	\$ 558,156.08	\$ 148,156.08	\$ 410,000.00
	Salaries and Benefits	\$ 8,156.08	\$ 8,156.08	
	Consultant Services: MTP	\$ 550,000.00	\$ 140,000.00	\$ 410,000.00
4.0	<i>Short-Range Planning</i>	\$ 8,241.98	\$ 8,241.98	
4.1	General Planning (mapping, data collection)	\$ 3,107.08	\$ 3,107.08	
4.2	TIP	\$ 5,134.91	\$ 5,134.91	
5.0	<i>Transit and Paratransit Planning</i>	\$ 26,161.43	\$ 6,138.53	\$ 20,022.90
	TOTAL	\$ 796,951.75	\$ 366,928.85	\$ 430,022.90

Total 2014 UPWP Funding Breakout	Federal Funds	Local/State Funds	Total
CPG Funded Activities	\$267,570.00	\$99,358.85	\$366,928.85
Non-CPG Funded Activities	---	\$430,022.90	\$430,022.90
Total UPWP Budget	\$267,570.00	\$529,381.75	\$796,951.75