

# Unified Planning Work Program 2021

Approved December 2, 2020



## **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, Executive Order 12898 on Environmental Justice, 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](http://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.

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# 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).

## 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.

## 2020 Accomplishments

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

- Adopted Connect 2040
- Transitioned to processing payroll in-house and using QuickBooks as accounting system
- Completed the Regional Connections Plan
- Completed the update of the Junction City Active Transportation Plan
- Completed the Wamego/USD 320 Safe Routes to School Plan

## 2021 Planning Priorities

- Adopt the 2022 Transportation Improvement Program (TIP)
- Complete the Green Valley Area Safe Routes to School Plan
- Complete update to the USD 383/Manhattan Safe Routes to School Plan
- Complete Safe Routes to School Plans for all USD 475 schools
- Complete Safe Routes to School Plan for St. George Elementary

## Task 1.0—MPO Support and Administration: \$119,697.21

### 2021 Goals

- Develop and adopt the 2022 UPWP and annual budget.

### Sub-task 1.1—General Program Administration: \$94,260.25

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): \$67,550.25

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, worker's comp policies and other required policies
- Maintain and update the Flint Hills MPO Operations Manual
- Perform day-to-day operations
- Process quarterly employee reimbursement forms
- On-board new staff
- Code transactions into QuickBooks
- Approve timesheets
- Review and approve payroll
- Reconcile monthly expenses
- Maintain and process insurance policies
- Maintain contracts with on-call accountant
- Enter and review expenses in QuickBooks
- Manage and invoice for the local match provided by the jurisdictions
- Execute agreements, as needed

#### Operating Expenses: \$26,710.00

The MPO budgets and tracks non-staff operating expenses. The table below shows the categories and related budgeted amounts.

##### Administration: \$11,000

Worker's Compensation and Liability Insurance Policy Premiums. Includes costs associated with Fiscal Agent expenses and legal or accounting services, as needed.

##### Advertising: \$600

Required public notices that are published in local papers when documents are out for public comment.

##### Office Expenses/Supplies: \$4,510

Postage, software, computer supplies, GIS license, computer hardware, website expenses, and general office supplies.

Office Rent: \$4,500

Includes office rent and included utilities.

Internet Service: \$800

WTC office internet connection

Printing and Copying Services: \$800

Printing and printing supplies

Mileage Reimbursement: \$2,500

Employees are reimbursed mileage at the federal rate for driving their personal vehicle to meetings

Travel and Training: \$2,000

Mileage reimbursement and expenses-related to attending conferences and trainings. This also includes costs associated for hosting KAMPO.

## **Sub-task 1.2— Unified Planning Work Program (UPWP): \$10,991.60**

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

- Draft, finalize, and adopt the 2022 UPWP and budget
- Maintain the 2021 UPWP and budget through UPWP amendments, as necessary
- Maintain records and process reimbursements to KDOT
- Complete quarterly activity reports
- Compile and submit monthly reimbursement requests to KDOT
- Compile and submit quarterly progress reports to KDOT
- Prepare and submit quarterly DBE and related reporting form
- 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

2021 Reimbursement Requests— Monthly

2020 Annual Report— 1<sup>st</sup> Quarter

2020 December Reimbursement Request – 1<sup>st</sup> Quarter

2020 4<sup>th</sup> Quarter Activities Report – 1<sup>st</sup> Quarter

2021 1st Quarter Activities Report– 2<sup>nd</sup> Quarter

2021 2nd Quarter Activities Report – 3<sup>rd</sup> Quarter

2021 3rd Quarter Activities Report – 4<sup>th</sup> Quarter

2021 UPWP Amendment #1 – 1<sup>st</sup> Quarter

2021 UPWP Amendment #2 – 3<sup>rd</sup> Quarter



### **Sub-task 1.3—MPO Committee Support: \$6,767.88**

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 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: \$7,677.48**

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 trainings. This may include:

- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include but are not limited to:
  - Kansas Chapter of the American Planning Association (KS APA) conference
  - FHWA Every Day Counts (EDC)
  - Attend virtual KAMPO
- Priority areas for MPO staff training include:
  - Performance Measures and Target setting

## **Task 2.0—Involvement & Outreach: \$21,232.29**

### **Sub-task 2.1 – Outside Agency Committees & Presentations: \$14,354.71**

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

- Manhattan Chamber of Commerce Transportation Committee
- Flint Hills Area Transportation Agency Board
- Flint Hills Wellness Coalition
- Manhattan Bicycle and Pedestrian Advisory Committee
- Live Well Geary County
- City-County-County Meetings
- Presentations to the Cities and Counties, as needed
- Kansas BikeWalk Coalition – planning, communication, and outreach
- BikeWalkMHK – planning, communication, and outreach
- Member of the State Transportation Innovation Council (STIC)



## **Sub-task 2.2 – Internal Documents & Outreach Efforts: \$6,877.59**

The MPO will continue to develop, update, and distribute general information about the MPO planning process and products. This may include the following detailed 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

### Products

2020 Title VI Annual Report—3<sup>rd</sup> Quarter

## **Task 3.0—Regional Planning Initiatives: \$124,306.23**

### **2021 Goals**

- Complete Safe Routes to School Plans for USD 383
- Complete Safe Routes to School Plan for Green Valley Area
- Complete Safe Routes to School Plan for USD 475
- Complete Safe Routes to School Plan for St. George Elementary School
- Develop 2022 TIP

## **Sub-task 3.1 – Long-range Planning: \$1,872.60**

This includes any items related to Connect 2040, including:

- Update Connect 2040, as needed
- Update the Flint Hills ITS Architecture, as needed

## **Sub-task 3.2 – Transportation Improvement Program (TIP): \$10,512.72**

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
- Develop 2022 TIP
- Coordinate with planning partners regarding TIP activities
- Carry out TIP-related public involvement activities
- Process Quarterly Amendments for the 2020-2023 TIP
- Process letters of support for project sponsors as needed

### Products

2020-2023 TIP Amendment #5—1<sup>st</sup> Quarter

2020-2023 TIP Amendment #6 –2<sup>nd</sup> Quarter

2022-2025 TIP – 3<sup>rd</sup> Quarter

### **Sub-task 3.3—Community Initiatives & Projects: \$88,343.29**

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

- Coordination of regional Safe Routes to School plans already adopted
- Prepare SRTS for USD 475 Schools for those that do not have one
- Develop Green Valley Area Safe Routes to School Plan
- Update the USD 383 Safe Routes to School Plan
- Develop a SRTS Plan for St. George Elementary School
- Develop a Iterative Project Delivery How-to Manual

#### Products

USD 383 Safe Routes to School Plan Update – 4<sup>th</sup> Quarter

USD 475 Safe Routes to School Plan Update – 4<sup>th</sup> Quarter

Green Valley Area Safe Routes to School Plan – 4<sup>th</sup> Quarter

St. George Elementary School Safe Routes to School Plan – 4<sup>th</sup> Quarter

Iterative Project Delivery How-to Manual

#### **Regional Transit Activities (included in Sub-task 3.3 total)**

The Flint Hills Area Transportation Agency (FHATA) has several transit activities planned. Many of the planning-related items are a joint effort between the staffs of both organizations.

- Update transit performance measures and targets
- Continue to evaluate and track transit services and activities
- Provide transit planning services, to include public outreach, data collection, analysis, and planning for Manhattan, Junction City, and K-State fixed routes
- Evaluate ridership on fixed-routes to determine any changes to stops or routes
- Continue planning efforts to expand K-18 Connector to Junction City

### **Sub-task 3.4—Regional Datasets & Analytics: \$23,577.62**

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

- Conduct 8<sup>th</sup> Annual Bicycle and Pedestrian Count Project
- Coordinate and collect automated bicycle and pedestrian counts
- Performance Monitoring and Reporting, including the establishment and updating of targets
- Install and collect data from automated bike/ped counters
- Collect and analyze data as needed
- Collect pavement condition data for the region

## Other Expenses

There are other expenses listed in the budget that are not reflected in the tasks above, outlined below:

### **Non-CPG Eligible Expenses: \$600**

Includes professional memberships and other items that are not eligible for federal reimbursements.

### **Vacation Leave Payout Contingency: \$5,000**

A placeholder used for budgeting purposes in the event the MPO has to pay an employee for vacation leave upon leaving the organization.

## Appendix A: Budget Summary

UPWP Task	Activities	CPG
<b>1.0</b>	<b>MPO Support and Administration</b>	<b>\$ 119,697.21</b>
1.1	General Program Administration	\$ 94,260.25
	Salaries and Benefits	\$ 67,550.25
	Total Operating Expenses	\$ 26,710.00
	Administration	\$ 11,000.00
	Advertising	\$ 600.00
	Office Expenses/Supplies	\$ 4,510.00
	Office Rent	\$ 4,500.00
	Phone/Internet Service	\$ 800.00
	Printing and Copying Services	\$ 800.00
	Mileage Reimbursement	\$ 2,500.00
	Travel & Training	\$ 2,000.00
1.2	Unified Planning Work Program	\$ 10,991.60
1.3	MPO Committee Support	\$ 6,767.88
1.4	Professional Development and Training	\$ 7,677.48
<b>2.0</b>	<b>Involvement &amp; Outreach</b>	<b>\$ 21,232.29</b>
2.1	Outside Agency Committees/Presentations	\$ 14,354.71
2.2	Internal Documents & Outreach Efforts	\$ 6,877.59
<b>3.0</b>	<b>Regional Planning Initiatives</b>	<b>\$ 124,306.23</b>
3.1	Long-Range Transportation Plan	\$ 1,872.60
3.2	Transportation Improvement Program	\$ 10,512.72
3.3	Community Initiatives & projects	\$ 88,343.29
3.4	Regional Datasets & Analytics	\$ 23,577.62
--	Non-CPG Eligible Expenses*	\$ 600.00
	Vacation Leave Payout Contingency	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 270,835.74</b>

\*Include professional memberships and non-CPG eligible expenditures

2021 MPO Funding Breakout	Consolidated Planning Grant (CPG)	Local Funds	Total
Budget Breakout	\$175,000.00	\$95,835.74	<b>\$270,835.74</b>
Percentage of Budget	65%	35%	<b>100%</b>

2021 Local Match Breakout		
Jurisdiction	% of population	Match Amount
Manhattan	54.4%	\$52,122.05
Junction City	24.3%	\$23,282.00
Pottawatomie County	7.6%	\$7,277.81
Riley County	5.9%	\$5,659.74
Wamego	4.5%	\$4,358.71
Geary County	3.3%	\$3,135.44
<b>Total</b>	<b>100.0%</b>	<b>\$95,835.74</b>

# 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.

Executed this 2<sup>nd</sup> day of December 2020.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name