

Unified Planning Work Program 2024

Approved November 15, 2023
Amended January 17, 2024



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

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).

In December 2021, FHWA and FTA jointly issued updated Planning Emphasis Areas (PEAs). The following page lists the PEAs and the projects in the MPO UPWP connected to each PEA. The projects in the UPWP have been developed in consideration/compliance with PEAs. Detailed information on PEAs can be found in this [link](#).

The 2024 Planning Emphasis Areas are:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Networks and US Department of Defense Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environmental Linkages
- Data in Transportation Planning

USDOT's 2024 Planning Emphasis Areas

Planning Emphasis Area	Sub-task		Details	Cost**	
Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	1.4	Professional Development & Training	KDOT Carbon Reduction Program	\$193.14	
	2.1	Outside Agency Committees & Presentation	KDOT Carbon Reduction Program work, FHATA Microtransit, & Zero Emissions Vehicles Studies	\$917.70	
	Cost Estimate*	3.1	Long-range Planning	Flint Hills ITS Architecture & Transportation Demand Model update	\$376.68
	\$3,500	3.3	Community Initiatives & Projects	FHATA Microtransit & Zero Emissions Vehicles Studies	\$917.70
		3.4	Regional Dataset & Analytics	Performance Monitoring and Reporting	\$1,094.65
Equity and Justice40 in Transportation Planning	3.1	Long-range Planning	Update Connect 2040	\$965.70	
	Cost Estimate*	3.2	Transportation Improvement Program	Maintain current 2022-2025 & develop 2024-27 TIP: EJ Analysis	\$482.85
	\$6,229	3.3	Community Initiatives & Projects	FHATA Microtransit & Zero Emissions Vehicles Studies	\$917.70
		3.3	Community Initiatives & Projects	Safe Routes to School Reports for USD 383 & USD 475	\$3,862.82
Complete Streets	3.4	Regional Dataset & Analytics	Performance Monitoring and Reporting	\$2,189.30	
	Cost Estimate*	3.4 & 3.5	Community Initiatives & Projects	Safe Routes to School Reports for USD 383 & USD 475	\$17,615.13
	\$22,942	3.5	Regional Dataset & Analytics	Annual Bicycle & Pedestrian Counts	\$3,137.14
Public Involvement	1.3	MPO Committee Support	TAC & Policy Board meetings	\$122.36	
	Cost Estimate*	2.1	Outside Agency Committees & Presentation	All outside committies/organizations	\$482.85
	\$1,288	2.2	Internal Documents & Outreach Efforts	Maintain website & social media sites	\$682.58
Strategic Highway Networks and US Department of Defense Coordination	1.3	MPO Committee Support	TAC & Policy Board meetings	\$122.36	
	Cost Estimate*	3.1	Long-range Planning	Transportation Demand Model update	\$193.14
	\$798	3.4	Regional Dataset & Analytics	Performance Monitoring and Reporting	\$482.85
Federal Land Management Agency (FLMA) Coordination	1.3	MPO Committee Support	TAC & Policy Board meetings	\$305.90	
	Cost Estimate*	3.1	Long-range Planning	Transportation Demand Model update	\$305.90
	\$612				
Planning and Environmental Linkages	3.1	Long-range Planning	Connect 2040 update	\$2,978.06	
	Cost Estimate*				
	\$2,978				
Data in Transportation Planning	1.4	Professional Development & Training	Performance Monitoring and Reporting	\$254.32	
		2.1	Outside Agency Committees & Presentation	All outside committies/organizations	\$482.85
	Cost Estimate*	2.2	Internal Documents & Outreach Efforts	Maintain website	\$682.58
	\$6,592	3.1	Long-range Planning	Connect 2040 update	\$2,012.35
		3.1	Long-range Planning	Transportation Demand Model update	\$778.35
		3.4	Regional Dataset & Analytics	Performance Monitoring and Reporting	\$659.80
		3.4	Regional Dataset & Analytics	Annual Bicycle & Pedestrian Counts	\$1,721.52

* PEA Cost Estimate: The sum of costs in this table do not equal the UPWP budget as projects can cover a portion of the hours planned in a UPWP task or be included in multiple PEAs, thus they are counted multiple times

** Costs: calculated using the UPWP worksheet, with hours identified for each Sub-task by employee hours, and multiplied by the employee rate p hour

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

2023 Accomplishments

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

- Adopted Connect 2040 Amendment #2
- Adopted updated Title VI
- Adopted updated Limited English Proficiency Plan
- Executed bookkeeper contract
- 2022 TIP Amendments #4 and #5
- Executed Transportation Demand Model contract
- Completed Safe Routes to School Plans for all schools in USD 383-Manhattan/Ogden
- Addition of new Transportation Planner

2024 Planning Priorities

- Procure bookkeeper contract
- Adopt 2024-2027 Transportation Improvement Program Amendments
- Connect 2040 Amendments
- Continue Transportation Demand Model process
- Land Use & Financial Updates for Long Range Transportation Plan (Connect 2050) update
- Complete updated Safe Routes to School Plans for USD 475-Geary County
- Flint Hills Area Transportation Agency Microtransit and Zero Emissions Vehicles Studies
- Execute Electric Vehicle Readiness Plan contract and begin study

Amendment Updates

- Update of Complete Streets (item 3.5) budget to reflect required 2.5% match of items in 3.0. The previous UPWP incorrectly assigned item 3.5 at 2.5% of entire budget.
- Update of Local Match
- Break out of item 3.6 from 3.3

Task 1.0—MPO Support and Administration

2024 Goals

- Develop and adopt the 2025 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

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 2025 UPWP and budget
- Maintain the 2024 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

2023 Annual Report—1st Quarter
2023 4th Quarter Activities Report – 1st Quarter
2024 1st Quarter Activities Report– 2nd Quarter
2024 2nd Quarter Activities Report – 3rd Quarter
2024 3rd Quarter Activities Report – 4th Quarter
2024 UPWP Amendment #1 – 2nd Quarter
2024 UPWP Amendment #2 – 3rd 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 virtual KAMPO
- Priority areas for MPO staff training include:
 - Performance Measures and Target setting
 - 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.

UPWP Task	Activities	Original UPWP
1.0	MPO Support and Administration	\$ 100,815.43
1.1	General Program Administration	\$ 79,352.83
	Salaries and Benefits	\$ 44,407.83
	Total Operating Expenses	\$ 34,945
	<i>Administration</i>	\$ 12,085
	<i>Advertising</i>	\$ 600
	<i>Annual Audit</i>	\$ 4,200
	<i>Communications</i>	\$ 1,490
	<i>Demo/Counter Supplies</i>	\$ 450
	<i>Office Expenses/Supplies</i>	\$ 6,560
	<i>Office Rent</i>	\$ 4,560
	<i>Printing and Copying Services</i>	\$ 1,000
	<i>Mileage Reimbursement</i>	\$ 2,000
	<i>Professional Development</i>	\$ 2,000
1.2	Unified Planning Work Program	\$ 6,536.44
1.3	MPO Committee Support	\$ 5,673.94
1.4	Professional Development and Training	\$ 9,252.22

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 Area Transportation Agency Microtransit and Zero Emissions Vehicles Studies
- Flint Hills Wellness Coalition and Live Well Geary County
- City of Manhattan’s Downtown Manhattan Inc. planning committee
- Presentations to the Cities and Counties, as needed
- BikeWalkMHK – planning, communication, and outreach
- Participate in the State Transportation Innovation Council (STIC)
- GravelKS Board – planning, communication, and outreach

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

Products

2023 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

UPWP Task	Activities	Original UPWP
2.0	<i>Involvement & Outreach</i>	\$ 21,836.80
2.1	Outside Agency Committees/Presentations	\$ 18,012.60
2.2	Internal Documents & Outreach Efforts	\$ 3,824.20

Task 3.0 – Regional Planning Initiatives

2024 Goals

- Complete Safe Routes to School Plans for USD-475
- Continue Transportation Demand Model process
- Review federal functional classification map for possible changes
- Execute Electric Vehicle Readiness Plan contract

Sub-task 3.1 – Long-range Planning

This includes any items related to Connect 2040, including:

- Coordinate Land Use and Financial updates for Connect 2040, as needed
- Prepare, edit, and distribute data for Transportation Demand Model (TDM) update
- Update the Flint Hills ITS Architecture, as needed

Products

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 2024-2027 TIP and develop amendments

Products

2024-2027 TIP Amendment #1—1st Quarter

2024-2027 TIP Amendment #2 – 2nd Quarter

2024-2027 TIP Amendment #3 – 3rd Quarter

2024 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.

- Update the USD 475 Safe Routes to School Plan
- Lead the development of the Kansas River Trails Master Plan to include a regional bicycle trail system to connections to riverfront amenities
- Participate in the development of Flint Hills Area Transportation Agency Microtransit Study
- Participate in the development of Flint Hills Area Transportation Agency Zero Emissions Vehicle Study
- Lead development of the Electric Vehicle Readiness Plan
- Partner with the Flint Hills Regional Council on region-wide planning and grants
- Update the City of Manhattan's Bicycle Map & Trail Guide
- Update and distribute the City of Manhattan's Bike-Ped Newsletter
- Update Wamego Sidewalk Master Plan

Products

USD 475 Safe Routes to School Plan Update – 4th Quarter

Participation and assistance to FHATA studies – 1st-4th Quarters

City of Manhattan Bicycle Map & Trail Guide – 1st Quarter

City of Manhattan's Bike-Ped Newsletters – 2nd - 4th Quarters

Wamego Sidewalk Master Plan Update – 1st Quarter

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 have been a joint effort between the staff of both organizations.

- Provide training on transit planning services and software to FHATA planning staff
- Provide transit planning in reaction to anticipated local match funding cuts, including system reductions and rerouting
- Evaluate ridership on fixed routes to determine any changes to stops or routes
- Continue planning efforts to improve transit services in the region

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:

- Coordinate and collect automated bicycle and pedestrian counts
- Conduct 2nd Annual Interstate Traveler 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
- Review and update federal functional classification map

Products

Safety Performance Measures (PM 1) report

Pavement & Bridge Performance Measures (PM 2) report

System Performance (PM 3) report

Interstate Traveler Counts – 1st-4th Quarters

Sub-task 3.5—Complete Streets

Participate in regional planning initiatives and develop and maintain datasets used in the application of Complete Streets plans and policies. Activities include:

- Conduct 11th Annual Bicycle and Pedestrian Count Project
- Update the USD 475 Safe Routes to School Plan
- Update Wamego Sidewalk Master Plan

Products

Bike-Ped Annual Counts – 3rd Quarter

USD 475 Safe Routes to School Plan Update – 3rd Quarter

Wamego Sidewalk Master Plan Update – 1st Quarter

Sub-task 3.6—Electric Vehicle Readiness Plan

Develop the region's first Electric Vehicle Readiness Plan, which consists of current assets, future needs based on scenario development, and programs and policy recommendations.

- Establish and manage stakeholder meetings and public outreach
- Prepare, edit, and distribute data requested by consultant.

Products

Draft recommendations – 4th Quarter

Final Deliverables – 1st Quarter 2025

UPWP Task	Activities	A1
3.0	<i>Regional Planning Initiatives</i>	\$ 263,221.51
3.1	Long-Range Transportation Plan	\$ 46,021.14
	Salaries and Benefits	\$ 14,021.14
	Consultant Services: Travel Demand Model	\$ 32,000.00
3.2	Transportation Improvement Program	\$ 3,912.20
3.3	Community Initiatives & projects	\$ 66,695.55
3.4	Regional Datasets & Analytics	\$ 15,498.63
3.5	Complete Streets*	\$ 6,666.14
3.6	Electric Vehicle Readiness Plan	\$ 124,427.85
	Salaries and Benefits	\$ 24,427.85
	Consultant Services: Electric Vehicle Readiness Plan	\$ 100,000.00

Appendix A: Budget Summary

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

UPWP Task	Activities	A1
1.0	MPO Support and Administration	\$ 100,815.43
1.1	General Program Administration	\$ 79,352.83
	Salaries and Benefits	\$ 44,407.83
	Total Operating Expenses	\$ 34,945
	Administration	\$ 12,085
	Advertising	\$ 600
	Annual Audit	\$ 4,200
	Communications	\$ 1,490
	Demo/Counter Supplies	\$ 450
	Office Expenses/Supplies	\$ 6,560
	Office Rent	\$ 4,560
	Printing and Copying Services	\$ 1,000
	Mileage Reimbursement	\$ 2,000
	Professional Development	\$ 2,000
1.2	Unified Planning Work Program	\$ 6,536.44
1.3	MPO Committee Support	\$ 5,673.94
1.4	Professional Development and Training	\$ 9,252.22
2.0	Involvement & Outreach	\$ 21,836.80
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3.0	Regional Planning Initiatives	\$ 263,221.51
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3.3	Community Initiatives & projects	\$ 66,695.55
3.4	Regional Datasets & Analytics	\$ 15,498.63
3.5	Complete Streets*	\$ 6,666.14
3.6	Electric Vehicle Readiness Plan	\$ 124,427.85
	Salaries and Benefits	\$ 24,427.85
	Consultant Services: Electric Vehicle Readiness Plan	\$ 100,000.00
	TOTAL	\$ 385,873.75

2024 MPO Funding Breakout	Total Budget	CPG: Complete Streets (100%)	Non-Complete Streets Total	CPG	Local Funds
Budget Breakout	\$385,873.75	\$6,666.14	\$379,207.61	\$303,366.09	\$75,841.52
Percentage of Budget	100%	1.7%	98.3%	80.0%	20.0%

2024 Local Match Breakout		
Jurisdiction	% of population	Match Amount
Manhattan	54.1%	\$41,030.26
Junction City	22.9%	\$17,367.71
Pottawatomie County	9.9%	\$7,508.31
Riley County	5.0%	\$3,792.08
Wamego	4.8%	\$3,640.39
Geary County	3.3%	\$2,502.77
Total	100.0%	\$75,841.52

* FHWA requirement to be 2.5% of eligible planning budget (Items in 3.0)

Appendix B:

Certification of Restrictions on Lobbying

I, Ronna Larson, 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 17th day of January, 2024

X Ronna Larson
Policy Board Signature

Ronna Larson
Printed Name