

Unified Planning Work Program 2021

Approved December 2, 2020
Amended May 19, 2021



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).

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

Amendment #1 Summary of Changes

- Overall budget refinement based on expenditures
- Update sub-task 1.4 with relevant training opportunities
- Update timeline for product completions
- Remove Vacation Leave Payout from budget

Task 1.0—MPO Support and Administration

2021 Goals

- Develop and adopt the 2022 UPWP and annual budget.

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

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

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
- Complete quarterly activity reports
- 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

2020 Annual Report—1st Quarter
2020 December Reimbursement Request – 1st Quarter
2020 4th Quarter Activities Report – 1st Quarter
2021 1st Quarter Activities Report– 2nd Quarter
2021 2nd Quarter Activities Report – 3rd Quarter
2021 3rd Quarter Activities Report – 4th Quarter
2021 UPWP Amendment #1 – 2nd Quarter
2021 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 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 trainings. This may include:

- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include but are not limited to:
 - American Planning Association (APA) Kansas conference
 - APA Kansas Spring Symposium
 - FHWA Every Day Counts (EDC)
 - Attend virtual KAMPO
 - Attend virtual APA National Conference
 - Attend virtual webinars on relevant transportation or leadership topics
- Priority areas for MPO staff training include:
 - Performance Measures and Target setting
 - Leadership and Management
 - Best Practices in Transportation Planning

UPWP Task	Activities	Amendment #1	Original Budget
1.0	MPO Support and Administration	\$ 114,999.14	\$ 119,697.21
1.1	General Program Administration	\$ 98,901.10	\$ 94,260.25
	Salaries and Benefits	\$ 70,433.10	\$ 67,550.25
	Total Operating Expenses	\$ 28,468.00	\$ 26,710.00
	Administration	\$ 12,970.00	\$ 11,000.00
	Advertising	\$ 600.00	\$ 600.00
	Office Expenses/Supplies	\$ 4,710.00	\$ 4,510.00
	Office Rent	\$ 4,240.00	\$ 4,500.00
	Phone/Internet Service	\$ 648.00	\$ 800.00
	Printing and Copying Services	\$ 800.00	\$ 800.00
	Mileage Reimbursement	\$ 2,500.00	\$ 2,500.00
	Travel & Training	\$ 2,000.00	\$ 2,000.00
1.2	Unified Planning Work Program	\$ 4,392.25	\$ 10,991.60
1.3	MPO Committee Support	\$ 3,350.53	\$ 6,767.88
1.4	Professional Development and Training	\$ 8,355.26	\$ 7,677.48

Note: Most of the Operating Expenses above are self-explanatory, however the following provide 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.

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 Wellness Coalition and Live Well Geary County
- Manhattan Bicycle and Pedestrian Advisory Committee
- 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

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

2021 Title VI Annual Report—3rd Quarter

UPWP Task	Activities	Amendment #1	Original Budget
2.0	<i>Involvement & Outreach</i>	\$ 25,058.67	\$ 21,232.29
2.1	Outside Agency Committees/Presentations	\$ 19,806.52	\$ 14,354.71
2.2	Internal Documents & Outreach Efforts	\$ 5,252.16	\$ 6,877.59

Task 3.0—Regional Planning Initiatives

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

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)

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—1st Quarter

2020-2023 TIP Amendment #6 –2nd Quarter

2022-2025 TIP – 3rd Quarter

2021 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.

- 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

Products

USD 383 Safe Routes to School Plan Update – 4th Quarter

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

Green Valley Area Safe Routes to School Plan – 4th Quarter

St. George Elementary School Safe Routes to School Plan – 4th 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 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

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

- Conduct 8th 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

UPWP Task	Activities	Amendment #1	Original Budget
3.0	<i>Regional Planning Initiatives</i>	\$ 107,307.55	\$ 124,306.23
3.1	Long-Range Transportation Plan	\$ 4,953.38	\$ 1,872.60
3.2	Transportation Improvement Program	\$ 3,538.61	\$ 10,512.72
3.3	Community Initiatives & projects	\$ 84,170.91	\$ 88,343.29
3.4	Regional Datasets & Analytics	\$ 14,644.65	\$ 23,577.62

Appendix A: Budget Summary

UPWP Task	Activities	Amendment #1	Original Budget
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3.4	Regional Datasets & Analytics	\$ 14,644.65	\$ 23,577.62
--	Non-CPG Eligible Expenses*	\$ 600.00	\$ 600.00
	Vacation Leave Payout	\$ -	\$ 5,000.00
	TOTAL	\$ 247,965.37	\$ 270,835.74

*Includes professional memberships and non-CPG eligible expenditures

2021 MPO Funding Breakout	Consolidated Planning Grant (CPG)	Local Funds	Total
Budget Breakout	\$173,525.00	\$74,440.37	\$247,965.37
Percentage of Budget	70.0%	30.0%	100%

2021 Local Match Breakout		
Jurisdiction	% of population	Match Amount
Manhattan	54.4%	\$40,495.56
Junction City	24.3%	\$18,089.01
Pottawatomie County	7.6%	\$5,657.47
Riley County	5.9%	\$4,391.98
Wamego	4.5%	\$3,349.82
Geary County	3.3%	\$2,456.53
Total	100.0%	\$74,440.37

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 2nd day of December 2020.

X _____
Signature

Printed Name