
Unified Planning Work Program

2014



Amended May 21, 2014

Title VI Note

The Flint Hills Metropolitan Planning Organization (FHMPO) 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 FHMPO 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 FHMPO. 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.FlintHillsRegion.org/FHMPO.

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 (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
- Drafted the Public Participation Plan
- 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:

- Adoption 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
- Develop and adopt the Title VI Program Guidance 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

Amendment #1 Justification of Changes

- Reorganized activities to make it easier to track activities
- Added “Activity 2.5—Regional Transportation Target Advisory Group”
- Added task “3.1 General Long-Range Planning Activities” to include the Comprehensive Plans.
- Added “Activity 4.1.1—Bike/Ped Count Project” to develop the first regional bike/ped count database.
- Deleted “Task 5—Transit and Paratransit Activities” and combined these activities into other tasks to account for a more multimodal approach.
- Budget Changes:
 - Updated MTP Project Cost based on finalized contract amount
 - Updated TDM Project Cost based on expenditures in 2013
 - Revised allocations of tasks based on 2013 expenditures and expenditures to-date
 - Re-allocated FHMPO Intern’s time based on new activities
 - Revised MPO Secretary Salary since this is now a part-time position

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 – 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.
- 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—Unified Planning Work Program (UPWP)

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 FHMPO 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 Reimbursement Requests—Monthly/Quarterly

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 (KS APA) conference
- Kansas Association of Metropolitan Planning Organizations (KAMPO) – bi-yearly

Priority areas for FHMPO staff training in 2014 include:

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

Task 2.0 – Public Involvement

2014 Goals

- Adopt the Public Participation Plan
- Complete the Public Involvement Database
- Adopt Title VI Program Guidance
- Adopt Limited English Proficiency (LEP) Plan

Sub-task 2.1 – Public Participation Plan (PPP)

The PPP was drafted in 2013. The Technical Advisory Committee recommended approval to the Policy Board in January and the Policy Board adopted the PPP in February 2014. While the PPP has been adopted by the Policy Board, FHMPO staff will periodically review the document for updates or changes.

Products

PPP--1st Quarter

Sub-task 2.2 – Title VI Program Guidance

Develop the FHMPO's Title VI Program Guidance, which describes how the FHMPO intends to uphold the planning process to meet Title VI regulations.

Products

Title VI Program Guidance –2nd Quarter

Title VI Complaint Procedure and Complaint Form –1st Quarter

Sub-task 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.

Product

LEP Plan – 4th Quarter

Sub-task 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.
- Develop and maintain Public Involvement Contact Database
- Maintain FHMPO website.

Product

Public Involvement Contact Database—1st Quarter

Sub-task 2.5 – Stakeholder Involvement

Coordinate and collaborate with Flint Hills MPO planning partners and stakeholders on issues concerning the transportation planning process in the FHMPO region. This includes the following detailed activities and any 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, including
 - Serving as a member of the Manhattan Chamber of Commerce Transportation Committee
 - Serving as a member on the Flint Hills Area Transportation Agency Board
- Provide quarterly updates on FHMPO activities to the FHRC Board

Activity 2.5—Regional Transportation Target Advisory Group

The Chambers of Commerce from the three counties have established Target Advisory Groups (TAGs) to address various topics at a regional level. One of the TAGs is focused on transportation (including air and rail), which the FHMPO staff have been asked to serve as the staff liaisons and provide technical support. Activities related to this activity will include; attending TAG work sessions and meetings and preparing materials/data for meetings.

Task 3.0—Long-Range Planning

Sub-tasks

3.1 – General Long-Range Planning Activities

3.2 – Travel Demand Model

3.3 – Metropolitan Transportation Planning

2014 Goals

- Initiate the development of the region’s first Metropolitan Transportation Plan
- Continue to work with Olsson Associates to develop the Travel Demand Model

Sub-task 3.1 – General Long-Range Planning Activities

This task includes any long-range planning activity that does not fall into the work being done on the TDM or MTP.

Activity 3.1 – Comprehensive Plan Activities

Timeframe: January 2014 – December 2014

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.

FHMPO staff serves on the Manhattan Urban Area Technical Advisory Committee and Manhattan Area Transportation Study Committee. The FHMPO attends planning board meetings or other informational meetings regarding the Junction City/Geary County Comp Plan update as well. Time is also spent by FHMPO staff reviewing and providing comments on draft chapters or materials for each of these projects.

Note: The Comprehensive Plans are the responsibility of the local jurisdictions and are not funded with any FHMPO funding.

| 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 |
| TOTAL | | \$410,000 |

Sub-task 3.2 – Travel Demand Model

Activity 3.2 – Travel Demand Model Development

Timeframe: December 2013 – Spring 2015

Work with Olsson Associates to continue to develop the region's TDM, hold quarterly meetings with the TDM Steering Committee, provide feedback and oversight during the process, and process invoices.

Sub-task 3.3 – Metropolitan Transportation Plan

Activity 3.3 – Metropolitan Transportation Plan Development

Timeframe: December 2013 – December 2015

The FHMPO will select a consultant to assist the region in developing the first long-range transportation plan. Activities include:

- Selection of a consultant
- Development and execution of a consultant agreement
- Monitoring the agreement and invoices
- Bi-weekly conference calls with the consultant team
- Bi-monthly meetings with the MTP Project Advisory Committee
- Participation in the MTP process

Products

MTP Consultant Contract – 1st Quarter

MTP Draft Document – October 2015

MTP Final Document – December 2015

Task 4.0 – Short-Range Planning

Sub-tasks

4.1 – General Short-Range Planning Activities

4.2 – Transportation Improvement Program (TIP)

2014 Goals

- Establishing a regional bike/ped count program
- Maintain the 2014-2017 TIP and process amendments

Sub-task 4.1 – General Short-Range Planning Activities

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's multimodal planning process.

Activities include:

- Participate in the Flint Hills Frontiers project

- Prepare maps, data, or other materials.
- Attend KDOT Regionalization meetings in the Flint Hills Region
- Provide technical support to the Flint Hills Regional Transit Administration

Activity 4.1 – Bike/Ped Count Project

Timeframe: Spring 2014 – October 2014

The National Bicycle and Pedestrian Documentation Project has developed guidelines to conduct annual bike/ped counts to provide data for making more informed decisions when it comes to alternative mode transportation projects. Initiating a bike/ped count program will allow the FHMPO to monitor bike and pedestrian activity at multiple identified locations throughout the region. The counts will be done using volunteers and FHMPO staff.

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 – 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
- Provide letters of support to project sponsors as needed.

Products

TIP Amendment #1 – 1st Quarter

TIP Amendment #2--Quarterly TIP Amendments

2014 Annual Listing of Federally Obligated Projects – 4th Quarter

Appendix A: 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 | MPO Support and Administration | \$ 80,135.49 | \$ 80,135.49 | |
| 1.1 | General Program Administration | \$ 42,135.93 | \$ 42,135.93 | |
| | Salaries and Benefits | \$ 31,335.93 | \$ 31,335.93 | |
| | Total Operating Expenses | \$ 10,800.00 | \$ 10,800.00 | |
| | Telephone/Internet Service | \$ 1,000.00 | \$ 1,000.00 | |
| | Postage | \$ 500.00 | \$ 500.00 | |
| | Advertising | \$ 1,500.00 | \$ 1,500.00 | |
| | Computer Hardware | \$ - | \$ - | |
| | Software | \$ 2,000.00 | \$ 2,000.00 | |
| | Printing and Photocopying Services | \$ 2,000.00 | \$ 2,000.00 | |
| | Office Equipment (furniture) | \$ 300.00 | \$ 300.00 | |
| | Office Supplies | \$ 500.00 | \$ 500.00 | |
| | Mileage Reimbursement | \$ 2,500.00 | \$ 2,500.00 | |
| | Independent Legal Services | \$ 500.00 | \$ 500.00 | |
| 1.2 | UPWP and Budget | \$ 12,704.59 | \$ 12,704.59 | |
| 1.3 | TPB and TAC Meeting Support | \$ 12,727.52 | \$ 12,727.52 | |
| 1.4 | Professional Development and Training | \$ 4,822.60 | \$ 4,822.60 | |
| | Salaries and Benefits | \$ 4,322.60 | \$ 4,322.60 | |
| | Travel and Training Expenses | \$ 500.00 | \$ 500.00 | |
| 1.5 | Vacation, Sick, and Other Leave including Holiday Pay | \$ 7,744.85 | \$ 7,744.85 | |
| 2.0 | Public Involvement | \$ 17,682.85 | \$ 17,682.85 | |
| 2.1 | Public Participation Plan | \$ 1,387.24 | \$ 1,387.24 | |
| 2.2 | Title VI Program | \$ 4,066.04 | \$ 4,066.04 | |
| 2.3 | Limited English Proficiency Plan | \$ 2,904.32 | \$ 2,904.32 | |
| 2.4 | General Outreach | \$ 3,048.97 | \$ 3,048.97 | |
| 2.5 | Stakeholder Involvement | \$ 6,276.28 | \$ 6,276.28 | |
| 3.0 | Long-Range Planning | \$ 718,145.57 | \$ 308,145.57 | \$ 410,000.00 |
| 3.1 | General Long-Range Planning Activities | \$ 411,193.20 | \$ 1,193.20 | \$ 410,000.00 |
| 3.2 | Travel Demand Model | \$ 114,105.19 | \$ 114,105.19 | |
| | Salaries and Benefits | \$ 4,605.19 | \$ 4,605.19 | |
| | Consultant Services: Travel Demand Model | \$ 109,500.00 | \$ 109,500.00 | |
| 3.3 | Metropolitan Transportation Plan | \$ 192,847.19 | \$ 192,847.19 | \$ - |
| | Salaries and Benefits | \$ 22,847.19 | \$ 22,847.19 | |
| | Consultant Services: MTP | \$ 170,000.00 | \$ 170,000.00 | |
| 4.0 | Short-Range Planning | \$ 11,832.96 | \$ 11,832.96 | |
| 4.1 | General Short-Range Planning Activities | \$ 6,198.81 | \$ 6,198.81 | |
| 4.2 | TIP | \$ 5,634.15 | \$ 5,634.15 | |
| | TOTAL | \$ 827,796.87 | \$ 417,796.87 | \$ 410,000.00 |

| Total 2014 UPWP Funding Breakout | Federal Funds | Local/State Funds | Total |
|----------------------------------|---------------------|---------------------|---------------------|
| CPG Funded Activities | \$272,151.98 | \$145,644.89 | \$417,796.87 |
| Non-CPG Funded Activities | --- | \$410,000.00 | \$410,000.00 |
| Total UPWP Budget | \$272,151.98 | \$555,644.89 | \$827,796.87 |

*Costs in the *Non-CPG Funded Activities* column are not FHMPD activities and are only included for informational purposes.

Appendix B: 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 18th day of December 2013

By  _____
Policy Board Chairperson
Flint Hills Metropolitan Planning Organization