

Unified Planning Work Program

2018



Amended August 15, 2018

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.FlintHillsMPO.org

Disclaimer

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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 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 Flint Hills Area Transportation Agency (FHATA), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

What is the FHMPO 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 FHMPO's role in the transportation planning process?

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

2017 FHMPO Accomplishments

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

- Implemented various components of the Multimodal Integration Project
 - Developed new Manhattan Fixed-Route System
 - Create new bus passes and bus stop signs
 - Developed a Stop Typology for new bus stops
 - Create Green Apple Bike Report
- Procurement of Bicycle and Pedestrian Counters
- Incorporate Ogden into USD 383's Safe Routes to School Phase I Plan
- Adopted the 2018 Transportation Improvement Program
- Updated Federal Functional Classification Map
- Adoption of the Junction City Bicycle Master Plan

2018 Planning Priorities

- Continue to develop Performance Measures and Targets
- Develop the Junction City Safe Routes to School Phase I Plan
- Develop the Wamego Safe Routes to School Phase I Plan
- Develop the St. George Safe Routes to School Phase I Plan
- Closeout the Multimodal Integration Project
- Initiate update of the Travel Demand Model
- Draft Transportation Chapters for Ogden and Grandview Plaza Comprehensive Plans

Summary of Changes

Amendment #1

- Update Multimodal Integration with a completion date of March 2018 and update the budget accordingly
- Add updating Cooperative Agreement to include Performance Measures language

Amendment #2

- Update Budget based on current expenditures and 2017 expenses
- Sub-Task 1.1—Add activities related to new fiscal agent and the responsibilities that come along with the new arrangement.
- Move “Wamego Bike and Pedestrian Master Plan” to 2019.

Amendment #3

- Remove “Develop a Pavement Condition Index” from Task 3.4, as KDOT will provide information for the state system for performance monitoring and target setting.
- Add additional tasks under “Regional Transit Activities” in Task 3.3 to better reflect the coordination between FHATA and the MPO.
- Add “Assist with the Flint Hills Regional Council with the development of transportation chapters for Comprehensive Plans for Grandview Plaza and Ogden” to Task 3.3.
- Add under Task 3.4 “Analyze county-wide crash data for Pottawatomie County”.
- Under Task 3.1, add “Adopt System Performance Target by November 16th”
- Add “Planning of the K-18 Connector route” under Task 3.3.
- Addition of Mobility Manual and Bicycle and Pedestrian Systems Plan under Task 3.3
- Add “Work with the Kansas Department of Health and Environment's SRTS Matching Grant program funded by Center for Disease Control and Prevention’s SPAN grant” in Task 2.1
- Added funding for office space and a printer

Task 1.0—MPO Support and Administration

2018 Goals

- Develop and adopt the 2019 UPWP and annual budget.
- Establish new Fiscal Agent and associated processes.

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

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
- 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
- Maintain MPO employee benefits, liability insurance, worker’s comp policies and other required policies.
- Maintain and update the Flint Hills MPO Operations Manual.
- Work the City of Manhattan (Fiscal Agent) on all accounting requirements and processes.
- Update the Cooperative Agreement to include Performance Based Planning and Programming
- Update Fiscal Agreement to revise parameters of local match carryover.

Operating Expenses

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

Total Operating Expenses	\$	28,000
Administration*	\$	5,340
Advertising	\$	600
Office Expenses	\$	3,400
Office Rent	\$	2,000
Phone/Internet Service	\$	1,260
Printing and Copying Services	\$	1,000
Travel, Training, & Mileage Reimbursement	\$	12,000

Administration

Worker's Compensation and Liability Insurance Policy Premiums and account fees charged by the bank for managing our account.

Advertising

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

Office Expenses/Supplies

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

Office Rent

Rent for office space and any utilities or related expenses.

Phone/Internet Service

Verizon Mifi, the cell phone reimbursement and internet reimbursement expenses. This is the only overhead expenses the MPO currently has.

Printing and Copying services

Printing costs, printing supplies, and purchase of a printer for office.

Travel, Training, & Mileage Reimbursement

Mileage reimbursement and expenses-related to attending conferences and trainings.

Policy Board and TAC Meeting Support

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
- Provide training for new Policy Board and TAC Members
- Maintain Policy Board and TAC committee bylaws
- Maintain committee membership and mailing lists

Sub-task 1.2—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 2019 UPWP and budget
- Maintain the 2018 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 and invoice for the local match provided by the jurisdictions
- Manage the FHMPO funding streams and 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

Products

2018 Reimbursement Requests—Monthly
 2017 4th Quarter Activities Report—1st Quarter
 2017 Annual Report—1st Quarter
 2018 1st Quarter Activities Report—2nd Quarter
 2018 2nd Quarter Activities Report—3rd Quarter
 2018 3rd Quarter Activities Report—4th Quarter
 2018 UPWP Amendments—at least one mid-year

Sub-task 1.3—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. This may include:

- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include; but not limited to:
 - National Highway Institute (NHI)
 - National Transit Institute (NTI)
 - Transit Planning Courses (fixed-route)
 - Federal Highway Administration (FHWA) or Federal Transit Administration (FTA)
 - American Planning Association (APA) Conference in New Orleans
 - Flint Hills Regional Leaders' Retreat in Kansas City
 - Inter-Regional Visit hosted by the three Chambers
 - Kansas Chapter of the American Planning Association (KS APA) conference
 - Kansas Chapter of the American Planning Association Spring Symposium
 - Kansas Association of Metropolitan Planning Organizations (KAMPO) – bi-yearly
- Priority areas for FHMPO staff training include:
 - Performance Measures and Target setting
 - Long-range transportation planning
 - Transit Planning for fixed-routes
 - MPO managerial courses
 - Intelligent Transportation Systems Architecture

Task 2.0—Involvement & Outreach

2018 Goals

- Update LEP Plan and Title VI Program

Sub-task 2.1 – Outside Agency Committees & Presentations

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 Regional Transit Administration Technical Committee
- Flint Hills Coordinated Transit Council meetings
- Flint Hills Regional Council
- Flint Hills Wellness Coalition
- Manhattan Bicycle and Pedestrian Advisory Committee
- Live Well Geary County
- Presentations to the Cities and Counties
- KDOT's Kansas Strategic Highway Safety Plan—Drive to Zero—Pedestrian and Bicycle Emphasis Area Team
- Kansas Department of Health and Environment's SRTS Matching Grant program funded by Center for Disease Control and Prevention's SPAN grant

Sub-task 2.2 – Internal Documents & Outreach Efforts

The FHMPO 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 quarterly newsletters
- Update the LEP Plan prior to August 2018
- Update the Title VI Program prior to May 2018
- Update the Public Participation Plan prior to February 2019

Products

Title VI Program—2nd Quarter

Limited English Proficiency Plan—2nd Quarter

Public Participation Plan—4th Quarter

2018 Title VI Annual Report—3rd Quarter

Task 3.0 – Regional Planning Initiatives

2018 Goals

- Initiate update of the Travel Demand Model
- Fourth Annual Bike and Pedestrian Counts
- Adopt the Junction City/USD 475 Safe Routes to School Plan
- Develop and Adopt Wamego/USD 320 Safe Routes to School Plan
- Develop and Adopt the Wamego Bicycle and Pedestrian Master Plan
- Develop and Adopt Regional Connections Plan
- Initiate the development of a Mobility Manual and Bicycle and Pedestrian Systems Plan

Sub-task 3.1 – Flint Hills Transportation Plan

This includes any items related to the Flint Hills Transportation Plan, including:

- Maintain the Flint Hills Regional ITS Architecture
- Initiate updating the Travel Demand Model
- Continue working on the performance monitoring and reporting required by the FAST Act for inclusion with the next FHTP Update:
 - Develop performance measures and targets
 - Adopt Safety Targets prior to February 28th
 - Adopt System Performance (PM3) Target by November 16th
 - Work with KDOT to establish performance thresholds
 - Initiate performance tracking
 - Begin developing parameters for long-range plan scenarios

Products

RFP for TDM Update—1st Quarter

Execute Agreement with TDM consultant-1st Quarter

Adopt Safety Targets—1st Quarter

RFP for On-call Consultant for FHTP Update—4th Quarter

Execute Agreement with On-Call FHTP Consultant—1st Quarter 2019

RFP for FHTP Cost Estimates—1st Quarter 2019

Execute Agreement with Cost Estimate Consultant—1st Quarter 2019

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
- Carry out TIP-related public involvement activities
- Process Quarterly Amendments for the 2018-2021 TIP
- Process letters of support for project sponsors as needed

Products

2018-2021 TIP Amendment #2—1st Quarter

2018-2021 TIP Amendment #3—3rd Quarter

2018-2021 TIP Amendment #4—3rd Quarter

2018 Annual Listing of Federally Obligated Projects – 4th Quarter

Sub-task 3.3—Community Initiatives & Projects

Develop and maintain MPO maps and data; as well as participate in local and regional planning activities and initiatives that support the MPO’s multimodal planning process.

- Complete deliverables associated with the Multimodal Integration Project
 - Marketing and educational components
- Coordination of regional Safe Routes to School plans that are already adopted
- Coordinate with FHATA to implement the Coordinated Public Transit Plan
- Participating in regional long-range planning activities including, but not limited to, the following:
 - US-24 Corridor Stakeholder Meetings (Quarterly)
 - K-113 Corridor Plan
- Apply for Competitive CPG Funding
- Complete Regional Connections Plan to include within the FHTP
- Work with USD 475 to implement a Bicycle Safety and Awareness Program (BSAP)
- Develop USD 475 Safe Routes to School Plan
- Develop Wamego Safe Routes to School Plan
- Develop St. George Safe Routes to School Plan
- Initiate development of Wamego Bicycle and Pedestrian Master Plan
- Assist the Flint Hills Regional Council to develop a transportation chapters for Comprehensive Plans for Grandview Plaza and Ogden

Products

SRTS Phase I Plan for Junction City—3rd Quarter

SRTS Phase I Plan for St. George—4th Quarter

SRTS Phase I Plan for Wamego—4th Quarter

Mobility Manual—1st Quarter 2019

Bicycle and Pedestrian Systems Plan—3rd Quarter 2019

Regional Connections Plan—Incorporate into the FHTP

Mobility Manual and Bicycle and Pedestrian Systems Plan

Working with the City of Manhattan, the MPO will procure a consultant to assist with the development of a Mobility Manual to encourage a multimodal transportation system during the development or redevelopment process. The next phase of the project will be to update the City’s Bicycle and Pedestrian Systems Plan, which hasn’t been done since 1999. This will be accomplished by using the Mobility Manual and will feed into the Flint Hills Transportation Plan.

Products

Mobility Manual—1st Quarter 2019

Bicycle and Pedestrian Systems Plan—4th Quarter 2019

Regional Transit Activities

The Flint Hills Area Transportation Agency (FHATA) has several transit activities planned for the 2018 calendar year. Many of the planning-related items are a joint effort between the staffs of both organizations. The MPO and FHATA share an intern who bills time between the two agencies. Hours worked on activities that directly benefit FHATA (i.e. bus wrap design, bus stop sign design, route brochures, etc.) is directly billed to

- Planning for centralized dispatching service (FHATA)
- Develop an Emergency Management Plan (FHATA)
- Establish transit performance measures and targets
- Continue to evaluate and track transit services and activities
- Assist with implementation of new fixed-route system in Manhattan
- Planning for the new K-18 Connector route
- Assist FHATA with the evaluation of transit services
- Report on monthly ridership to TAC and Policy Board
- Evaluate ridership on fixed-routes to determine any changes to stops or routes
- Create a Complementary Paratransit Plan
- Continue to evaluate feasibility of fixed, regional routes
- Work with FHATA to improve bus stop amenities
- Analyze Safe Ride for efficiencies or improvements

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 regional bicycle and pedestrian counts
- Coordinate with state and local partners to monitor on-going Bluetooth data collection
- Identify data sources and create a regional data repository for performance data
- Analyze county-wide crash data for Pottawatomie County

Products

Pottawatomie County Crash Data Report—4th Quarter

Appendix A:

UPWP Budget Summary

UPWP Task	Activities	MPO	5307 Admin
1.0	<i>MPO Support and Administration</i>	\$ 91,043.32	
1.1	General Program Administration	\$ 67,261.74	
	Salaries and Benefits	\$ 39,261.74	
	Total Operating Expenses	\$ 28,000	
	Administration*	\$ 5,340	
	Advertising	\$ 600	
	Office Expenses/Supplies	\$ 3,400	
	Office Rent	\$ 2,000	
	Phone/Internet Service	\$ 1,260	
	Printing and Copying Services	\$ 1,000	
	Travel, Training, & Mileage Reimbursement	\$ 12,000	
	On-call CPA Services	\$ 2,200	
	Independent Legal Services	\$ 200	
1.2	UPWP and Budget	\$ 9,490.12	
1.3	Professional Development and Training	\$ 14,291.47	
2.0	<i>Involvement & Outreach</i>	\$ 16,201.97	
2.1	Outside Agency Committees/Presentations	\$ 11,282.21	
2.2	Internal Documents & Outreach Efforts	\$ 4,919.76	
3.0	<i>Regional Planning Initiatives</i>	\$ 278,422	\$ 97,859
3.1	Flint Hills Transportation Plan	\$ 67,570.10	
	Salary and Benefits	\$ 37,570.10	
	Consultant Services: Travel Demand Model and Data Sets	\$ 30,000.00	
3.2	Transportation Improvement Program	\$ 4,559.13	
3.3	Community Initiatives & Projects	\$ 186,732.55	\$97,859.00
	Salary and Benefits	\$ 59,477.37	
	Consultant Services: Mobility Manual & Systems Plan (Outreach)	\$ 50,000.00	
	Consultant Services: Mobility Manual & Systems Plan (Planning)	\$ 50,000.00	
	Consultant Services: Multimodal Integration Project	\$ 27,255.18	
3.4	Regional Datasets & Analytics	\$ 19,560.50	
	TOTAL	\$ 385,667.57	\$ 97,859.00

*Includes costs associated with Fiscal Agent expenses, insurance policies, etc.

2018 FHMPD Funding Breakout	Consolidated Planning Grant (CPG)	Competitive CPG		Local Funds	Total
		Multimodal Integration Plan	Mobility Manual and Systems Plan		
Budget Breakout	\$206,729.91	\$21,804.14	\$80,000.00	\$77,133.52	\$385,667.57

5307 Program Funding Breakout	FTA 5307	Local Funds	Total
Budget Breakout	\$80,007	\$17,852	\$97,859

Appendix B:

Certification of Restrictions on Lobbying

I, Cory Davis, the Flint Hills Metropolitan Planning Organization (MPO) Policy Board Vice-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 8th day of November 2017.


