

# Unified Planning Work Program 2022

Approved November 17, 2021  
Amendment #2 – October 19, 2022



## **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.

# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>1</b>
<i>What is the UPWP? .....</i>	<i>1</i>
<i>What is the MPO transportation planning process? .....</i>	<i>1</i>
<i>What is the MPO's role in the transportation planning process? .....</i>	<i>1</i>
<b>2021 ACCOMPLISHMENTS .....</b>	<b>2</b>
<b>2022 PLANNING PRIORITIES .....</b>	<b>2</b>
TASK 1.0—MPO SUPPORT AND ADMINISTRATION .....	3
<i>Sub-task 1.1—General Program Administration .....</i>	<i>3</i>
<i>Sub-task 1.2—Unified Planning Work Program (UPWP) .....</i>	<i>3</i>
<i>Sub-task 1.3—MPO Committee Support .....</i>	<i>4</i>
<i>Sub-task 1.4—Professional Development and Training .....</i>	<i>4</i>
TASK 2.0—INVOLVEMENT & OUTREACH .....	5
<i>Sub-task 2.1 – Outside Agency Committees &amp; Presentations .....</i>	<i>5</i>
<i>Sub-task 2.2 – Internal Documents &amp; Outreach Efforts .....</i>	<i>6</i>
TASK 3.0—REGIONAL PLANNING INITIATIVES .....	6
<i>Sub-task 3.1 – Long-range Planning .....</i>	<i>6</i>
<i>Sub-task 3.2 – Transportation Improvement Program (TIP) .....</i>	<i>7</i>
<i>Sub-task 3.3—Community Initiatives &amp; Projects .....</i>	<i>7</i>
<i>Sub-task 3.4—Regional Datasets &amp; Analytics .....</i>	<i>7</i>
<b>APPENDIX A: BUDGET SUMMARY .....</b>	<b>A-1</b>
<b>APPENDIX B: CERTIFICATION OF RESTRICTIONS ON LOBBYING .....</b>	<b>B-1</b>

# 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.

## 2021 Accomplishments

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

- Adopted the 2022 Transportation Improvement Program (TIP)
- Completed Safe Routes to School Plan for St. George Elementary
- Adopted Connect 2040 Amendment #1

## 2022 Planning Priorities

- Revise urban area boundary and metropolitan planning area boundary after Census numbers are released
- Execute bookkeeper contract
- Update Title VI Program
- Update Limited English Proficiency Plan
- Complete Safe Routes to School Plan for USD 383
- Complete Safe Routes to School Plans for all USD 475 schools
- Update federal functional classification map

## Amendment #2 Summary of Changes

- General budget refinement based on expenditures to date
  - Added funds to “Demo/Counter Supplies” to cover costs of counter repair
  - Decrease in “Printing and Copying Services” to reflect projected expenses
  - Updated Funding Breakout tables to reflect increased CPG funding

## Task 1.0—MPO Support and Administration

### 2022 Goals

- Develop and adopt the 2023 UPWP and annual budget
- Execute bookkeeper contract extension

### 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
- Personnel related activities
- Code transactions into QuickBooks
- Approve timesheets and review and approve payroll
- Reconcile quarterly expenses
- Compile and submit 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
- Execute bookkeeper contract extension

#### Products

Bookkeeper contract extension – 2<sup>nd</sup> 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 2023 UPWP and budget
- Maintain the 2022 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

2021 Annual Report—1<sup>st</sup> Quarter

2021 4<sup>th</sup> Quarter Activities Report – 1<sup>st</sup> Quarter

2022 1st Quarter Activities Report– 2<sup>nd</sup> Quarter

2022 2nd Quarter Activities Report – 3<sup>rd</sup> Quarter

2022 3rd Quarter Activities Report – 4<sup>th</sup> Quarter

2022 UPWP Amendment #1 – 2<sup>nd</sup> Quarter

2022 UPWP Amendment #2 – 3<sup>rd</sup> 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:

- Help to plan professional development opportunities for the Kansas Chapter of APA
- Attend relevant training, workshops, conferences, webinars, and other educational opportunities that include but are not limited to:
  - American Planning Association (APA) Kansas conference
  - APA Kansas Spring Symposium
  - Attend virtual KAMPO
- Priority areas for MPO staff training include:
  - Performance Measures and Target setting
  - Leadership and Management
  - Best Practices in Transportation Planning

UPWP Task	Activities	Amendment #2	Amendment #1	Original UPWP
1.0	<b>MPO Support and Administration</b>	\$ 126,021.50	\$ 126,021.50	\$ 119,637.21
1.1	<b>General Program Administration</b>	\$ 108,863.61	\$ 108,863.61	\$ 92,464.26
	Salaries and Benefits	\$ 79,275.01	\$ 79,275.01	\$ 71,604.26
	<b>Total Operating Expenses</b>	\$ 29,589	\$ 29,589	\$ 20,860
	<i>Administration</i>	\$ 10,549	\$ 10,549	\$ 8,500
	<i>Advertising</i>	\$ 1,000	\$ 1,000	\$ 500
	<i>Annual Audit</i>	\$ 3,800	\$ 3,800	\$ 4,300
	<i>Communications</i>	\$ 1,380	\$ 1,380	\$ 1,380
	<i>Demo/Counter Supplies</i>	\$ 800	\$ 400	\$ 400
	<i>Office Expenses/Supplies</i>	\$ 3,880	\$ 3,880	\$ 3,880
	<i>Office Rent</i>	\$ 2,880	\$ 2,880	\$ 1,000
	<i>Printing and Copying Services</i>	\$ 300	\$ 700	\$ 700
	<i>Mileage Reimbursement</i>	\$ 2,000	\$ 2,000	\$ 2,000
	<i>Professional Development</i>	\$ 3,000	\$ 3,000	\$ 2,500
1.2	<b>Unified Planning Work Program</b>	\$ 6,241.85	\$ 6,241.85	\$ 12,223.66
1.3	<b>MPO Committee Support</b>	\$ 3,747.41	\$ 3,747.41	\$ 6,753.13
1.4	<b>Professional Development and Training</b>	\$ 7,168.63	\$ 7,168.63	\$ 8,196.16

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. This also includes costs associated with advertising open employment positions.
- Office Expenses/Supplies include postage, software, computer supplies, GIS license, computer hardware, website expenses, and general office supplies.

## Task 2.0 – Involvement & Outreach

### 2022 Goals

- Update Title VI Program
- Update Limited English Proficiency Plan

### 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
- Participate in monthly KS Chapter of APA meetings
- Participate in 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
- Update Title VI Program
- Update Limited English Proficiency (LEP) Plan
- Participate in Title VI Program Review

#### Products

Title VI Program—3<sup>rd</sup> Quarter

LEP Plan—3<sup>rd</sup> Quarter

2022 Title VI Annual Report—3<sup>rd</sup> Quarter

UPWP Task	Activities	Amendment #2	Amendment #1	Original UPWP
2.0	<b>Involvement &amp; Outreach</b>	\$ 16,589.12	\$ 16,589.12	\$ 21,211.92
2.1	Outside Agency Committees/Presentations	\$ 13,420.28	\$ 13,420.28	\$ 14,458.79
2.2	Internal Documents & Outreach Efforts	\$ 3,168.84	\$ 3,168.84	\$ 6,753.13

## Task 3.0 – Regional Planning Initiatives

### 2022 Goals

- Complete Safe Routes to School Plans for USD 383
- Complete Safe Routes to School Plans for USD 475
- Review federal functional classification map for possible changes

### 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
- Coordinate with planning partners regarding TIP activities
- Maintain the 2022-2025 TIP

#### Products

2022-2025 TIP Amendment #1 – 1<sup>st</sup> Quarter

2022-2025 TIP Amendment #2 – 2<sup>nd</sup> Quarter

2022 Annual Listing of Federally Obligated Projects – 4<sup>th</sup> 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 383 Safe Routes to School Plan
- Update the USD 475 Safe Routes to School Plan
- Participate in the development of the Kansas River Trails Master Plan to include a regional bicycle trail system and connections to riverfront amenities
- Participate in the Sunflower Foundation Trails Cohort with the City of Manhattan and Chamber of Commerce

#### 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

#### **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 staff of both organizations.

- 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 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:

- Conduct 9<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
- Review and update federal functional classification map
- Update urban area boundary and metropolitan area planning boundary

UPWP Task	Activities	Amendment #2	Amendment #1	Original UPWP
<b>3.0</b>	<b><i>Regional Planning Initiatives</i></b>	<b>\$ 93,203.98</b>	<b>\$ 93,203.98</b>	<b>\$ 106,058.79</b>
3.1	Long-Range Transportation Plan	\$ 2,150.85	\$ 2,150.85	\$ 1,398.73
3.2	Transportation Improvement Program	\$ 5,113.97	\$ 5,113.97	\$ 6,512.62
3.3	Community Initiatives & projects	\$ 70,500.38	\$ 70,500.38	\$ 80,337.36
3.4	Regional Datasets & Analytics	\$ 15,438.78	\$ 15,438.78	\$ 17,810.08

## Appendix A: Budget Summary

UPWP Task	Activities	Amendment #2	Amendment #1	Original UPWP
<b>1.0</b>	<b>MPO Support and Administration</b>	<b>\$ 126,021.50</b>	<b>\$ 126,021.50</b>	<b>\$ 119,637.21</b>
1.1	General Program Administration	\$ 108,863.61	\$ 108,863.61	\$ 92,464.26
	Salaries and Benefits	\$ 79,275.01	\$ 79,275.01	\$ 71,604.26
	<b>Total Operating Expenses</b>	<b>\$ 29,589</b>	<b>\$ 29,589</b>	<b>\$ 20,860</b>
	Administration	\$ 10,549	\$ 10,549	\$ 8,500
	Advertising	\$ 1,000	\$ 1,000	\$ 500
	Annual Audit	\$ 3,800	\$ 3,800	\$ 4,300
	Communications	\$ 1,380	\$ 1,380	\$ 1,380
	Demo/Counter Supplies	\$ 800	\$ 400	\$ 400
	Office Expenses/Supplies	\$ 3,880	\$ 3,880	\$ 3,880
	Office Rent	\$ 2,880	\$ 2,880	\$ 1,000
	Printing and Copying Services	\$ 300	\$ 700	\$ 700
	Mileage Reimbursement	\$ 2,000	\$ 2,000	\$ 2,000
	Professional Development	\$ 3,000	\$ 3,000	\$ 2,500
1.2	Unified Planning Work Program	\$ 6,241.85	\$ 6,241.85	\$ 12,223.66
1.3	MPO Committee Support	\$ 3,747.41	\$ 3,747.41	\$ 6,753.13
1.4	Professional Development and Training	\$ 7,168.63	\$ 7,168.63	\$ 8,196.16
<b>2.0</b>	<b>Involvement &amp; Outreach</b>	<b>\$ 16,589.12</b>	<b>\$ 16,589.12</b>	<b>\$ 21,211.92</b>
2.1	Outside Agency Committees/Presentations	\$ 13,420.28	\$ 13,420.28	\$ 14,458.79
2.2	Internal Documents & Outreach Efforts	\$ 3,168.84	\$ 3,168.84	\$ 6,753.13
<b>3.0</b>	<b>Regional Planning Initiatives</b>	<b>\$ 93,203.98</b>	<b>\$ 93,203.98</b>	<b>\$ 106,058.79</b>
3.1	Long-Range Transportation Plan	\$ 2,150.85	\$ 2,150.85	\$ 1,398.73
3.2	Transportation Improvement Program	\$ 5,113.97	\$ 5,113.97	\$ 6,512.62
3.3	Community Initiatives & projects	\$ 70,500.38	\$ 70,500.38	\$ 80,337.36
3.4	Regional Datasets & Analytics	\$ 15,438.78	\$ 15,438.78	\$ 17,810.08
	<b>TOTAL</b>	<b>\$ 235,814.60</b>	<b>\$ 235,814.60</b>	<b>\$ 251,857.92</b>

2022 MPO Funding Breakout	Consolidated Planning Grant (CPG)	Local Funds	Total
Budget Breakout	\$188,651.68	\$47,162.92	<b>\$235,814.60</b>
Percentage of Budget	80%	20%	<b>100%</b>

2022 Local Match Breakout		
Jurisdiction	% of population	Match Amount
Manhattan	54.1%	\$25,515.14
Junction City	22.9%	\$10,800.31
Pottawatomie County	9.9%	\$2,263.82
Riley County	5.0%	\$2,358.15
Wamego	4.8%	\$1,556.38
Geary County	3.3%	\$4,669.13
<b>Total</b>	<b>100.0%</b>	<b>\$47,162.92</b>

# Appendix B:

## Certification of Restrictions on Lobbying

I, John Ford, 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 27 day of October 2022.

X   
Policy Board Signature

John Ford  
Printed Name