

# Unified Planning Work Program

2018



Amended December 20, 2017

## **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](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.

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# Introduction

## What is the UPWP?

The Flint Hills Metropolitan Planning Organization (FHMPO) Unified Planning Work Program (UPWP) identifies and budgets for the regional transportation planning projects that the FHMPO 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 Flint Hills Regional Transportation Administration (FHRTA), 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 FHMPO is the designated Metropolitan Planning Organization (MPO) for the Manhattan Urbanized Area. The FHMPO 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
- Adopt the Junction City Safe Routes to School Phase I Plan
- Develop the Wamego Safe Routes to School Phase I Plan
- Develop the Wamego Bicycle and Pedestrian Master Plan
- Complete the Multimodal Integration Project
- Initiative update of the Travel Demand Model
- Develop a Pavement Condition Index for the Flint Hills Region

## 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

# Task 1.0 – MPO Support and Administration

## 2018 Goals

- Develop and adopt the 2019 UPWP and annual budget.

## Sub-task 1.1 – General Program Administration

Manage and administer the FHMPO and metropolitan transportation planning process in compliance with federal and state rules and regulations.

### General MPO Management and Administration

**Lead Agencies:** FHMPO and FHRC

General management and administration of the MPO, which includes the following 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
- Includes vacation, sick, and holiday leave
- Update the Cooperative Agreement to include Performance Based Planning and Programming

### 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 and budget, process monthly billings, and quarterly progress reports.

**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 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 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—1<sup>st</sup> Quarter

2017 Annual Report—1<sup>st</sup> 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
  - 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

### 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
- Manhattan Bicycle and Pedestrian Advisory Committee
- Live Well Geary County
- Presentations to the Cities and Counties

### Sub-task 2.2 – Internal Documents & Outreach Efforts

The FHMPPO 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
- 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—2<sup>nd</sup> Quarter

Limited English Proficiency Plan—3<sup>rd</sup> Quarter

Public Participation Plan—4<sup>th</sup> Quarter

2017 Title VI Annual Report—3<sup>rd</sup> Quarter

## Task 3.0—Regional Planning Initiatives

### 2018 Goals

- Update 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 Safe Routes to School Plan
- Develop and Adopt the Wamego Bicycle and Pedestrian Master 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
- Update the Travel Demand Model
- Continue working on the performance monitoring and reporting required by the FAST Act for inclusion with the next FHTTP Update:
  - Develop performance measures and targets
  - Work with KDOT to establish performance thresholds
  - Initiate performance tracking
  - Begin developing parameters for long-range plan scenarios

#### Products

RFP for TDM Update—1<sup>st</sup> Quarter

Execute Agreement with TDM consultant-1<sup>st</sup> Quarter

RFP for On-call Consultant for FHTTP Update—4<sup>th</sup> Quarter

Execute Agreement with On-Call FHTTP Consultant—4<sup>th</sup> Quarter

RFP for FHTTP Cost Estimates—1<sup>st</sup> Quarter 2019

Execute Agreement with Cost Estimate Consultant—1<sup>st</sup> 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 2016-2019 TIP
- Develop the 2018-2021 TIP
- Process letters of support for project sponsors as needed

#### Products

2016-2019 TIP Amendment #5—1<sup>st</sup> Quarter

2016-2019 TIP Amendment #6—2<sup>nd</sup> Quarter

2016-2019 TIP Amendment #7—3<sup>rd</sup> Quarter

2018-2021 TIP Approval—3<sup>rd</sup> Quarter

2018-2021 TP Amendment #1—1<sup>st</sup> Quarter 2018

2017 Annual Listing of Federally Obligated Projects – 4<sup>th</sup> Quarter

### **Sub-task 3.3—Community Initiatives & Projects**

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

- Complete deliverables associated with the Multimodal Integration Project
  - Marketing and educational components
- Coordination of regional Safe Routes to School plans
- Coordinate with FHATA and FHRTA 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 CPG Competitive Funding
- Work with USD 475 to implement a Bicycle Safety and Awareness Program (BSAP)
- Develop Wamego Safe Routes to School Plan
- Develop St. George Safe Routes to School Plan
- Develop Wamego Bicycle and Pedestrian Master Plan

**Products**

SRTS Phase I Plan for Junction City—3<sup>rd</sup> Quarter  
 SRTS Phase I Plan for St. George—4<sup>th</sup> Quarter  
 SRTS Phase I Plan for Wamego—4<sup>th</sup> Quarter  
 Wamego Bicycle and Pedestrian Master Plan—4<sup>th</sup> Quarter  
 Final Deliverables from MIP—1<sup>st</sup> Quarter

**Regional Transit Activities**

The Flint Hills Area Transportation Agency (FHATA) and Flint Hills Regional Transit Administration (FHRTA) have several transit activities planned.

- Planning for centralized dispatching service (FHRTA, FHATA)
- Emergency Management Plan (FHATA)
- Establish transit performance measures and targets (MPO and FHATA)
- Continue to evaluate and track transit services and activities (FHATA and MPO)
- Assist with implementation of new fixed-route system in Manhattan (MPO and FHATA)
- Assist FHATA with the evaluation of transit services (MPO)
- Report on monthly ridership to TAC and Policy Board (MPO)
- Evaluate ridership on fixed-routes to determine any changes to stops or routes (MPO)
- Continue to evaluate feasibility of fixed, regional routes (FHATA and MPO)

<b>FHATA Led Planning Activity</b>	<b>FHATA Contribution</b>
Centralized Dispatching Service	\$15,000
Jardine Route/Park and Ride Service	\$1,500

**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
- Develop a Pavement Condition Index for the regional system
- Identify data sources and create a regional data repository for performance data

**Products**

Pavement Condition Index—3<sup>rd</sup> Quarter

## Appendix A: UPWP Budget Summary

UPWP Task	Activities	FHMPO	FHRTA
1.0	<b><i>MPO Support and Administration</i></b>	\$ 102,441.81	
1.1	General Program Administration	\$ 72,467.98	
	Salaries and Benefits	\$ 48,417.98	
	<b>Total Operating Expenses</b>	\$ 24,050	
	Advertising	\$ 600	
	Audit Fees	\$ 2,500	
	Office Expenses	\$ 6,000	
	Phone/Internet Service	\$ 2,000	
	Printing and Copying Services	\$ 1,750	
	Travel and Training	\$ 11,000	
	Independent Legal Services	\$ 200	
1.2	UPWP and Budget	\$ 12,651.94	
1.3	Professional Development and Training	\$ 17,321.88	
2.0	<b><i>Involvement &amp; Outreach</i></b>	\$ 19,985.14	
2.1	Outside Agency Committees/Presentations	\$ 13,637.56	
2.2	Internal Documents & Outreach Efforts	\$ 6,347.58	
3.0	<b><i>Regional Planning Initiatives</i></b>	\$ 163,269	\$ 187,121
3.1	Flint Hills Transportation Plan	\$ 52,046.60	
	Salary and Benefits	\$ 32,046.60	
	Consultant Services: Travel Demand Model	\$ 20,000.00	
3.2	Transportation Improvement Program	\$ 4,899.37	
3.3	Community Initiatives & Projects	\$ 75,309.81	\$187,121.00
	Salary and Benefits	\$ 40,309.81	
	Consultant Services: Multimodal Integration Project	\$ 35,000.00	
3.4	Regional Datasets & Analytics	\$ 31,012.95	
	<b>TOTAL</b>	\$ 285,695.68	\$ 187,121.00

2018 FHMPO Funding Breakout	Consolidated Planning Grant (CPG)	Competitive CPG	Local Funds	Total
Budget Breakout	\$200,556.54	\$28,000.00	\$57,139.14	<b>\$285,695.68</b>

2018 FHRTA Funding Breakout	FTA 5307	State Funds	Local Funds	Total
Budget Breakout	\$80,007	\$89,262	\$17,852	<b>\$187,121</b>

# 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 8<sup>th</sup> day of November 2017.



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