

Unified Planning Work Program 2020

Approved November 20, 2019
Amended May 20, 2020



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.

2019 Accomplishments

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

- Initiated the updated for *Connect 2040*
- Continued to work on the travel demand model
- Completed the Bicycle and Pedestrian Systems Plan for Manhattan
- Initiated the update of the Junction City Bicycle Master Plan, titled Active Transportation Plan
- Completed analysis and planning for updating the Manhattan Fixed Route System
- Developed and adopted the 2020 Transportation Improvement Program (TIP)
- Begin to analyze and develop new fixed-routes transit system for Junction City

2020 Planning Priorities

- Adopt *Connect 2040*
- Finalize the Junction City Active Transportation Plan
- Complete analysis and planning for updating the Junction City Fixed Routes
- Complete an ITS Architecture Update
- Update the Title VI Program and LEP Plan

Amendment #1 Summary or Changes

- Remove Wamego Bicycle and Pedestrian Plan
- Update budget and activities with new payroll and accounting costs
- Revise timeline for deliverables
- Add “MPO Committee Support” as a sub-task
- Amend Travel & Training Activities
- Removed “Update Title VI Program” and “LEP Plan” from 2.2
- Add “Draft STIC Project Proposal for STEP Countermeasures” under 3.3
- Add “Begin preparing SRTS Plans for Junction City schools” under 3.3
- Add “Finalize Regional Connections Plan” under 3.3

Task 1.0—MPO Support and Administration: \$103,676.66

2020 Goals

- Develop and adopt the 2021 UPWP and annual budget.

Sub-task 1.1—General Program Administration: \$70,760.27

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): \$44,990.27

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 quarterly employee reimbursement forms
- Process quarterly reimbursement requests to ATA
- Prepare and submit quarterly DBE reporting form
- Reconcile expenses monthly
- Execute CPG Agreements
- Maintain and process insurance policies
- Solicit independent payroll provider and on-call accountant
- Maintain operations manual
- Enter and review expenses in QuickBooks

Operating Expenses: \$25,770

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

Administration: \$10,220

Costs associated with payroll processing, accounting, and on-call legal or accounting services. This also include premiums for worker's comp and general liability insurance.

Advertising: \$600

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

Office Expenses, Supplies, and Software: \$3,000

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

Office Rent: \$4,240

Includes office rent and included utilities.

Phone/Internet Service: \$2,010

WTC office internet connection and the employee mobile phone allowance

Printing and Copying Services: \$1,200

Printing and printing supplies

Mileage Reimbursement: \$2,000

Employees are reimbursed mileage at the federal rate for driving their personal vehicle to meetings

Travel and Training: \$2,500

Mileage reimbursement and expenses-related to attending conferences and trainings. This also includes costs associated for hosting KAMPO.

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

Finances: \$13,805.67

Develop and maintain the annual UPWP, including the following activities and all other related activities:

- Draft, finalize, and adopt the 2021 UPWP and budget
- Maintain the 2020 UPWP and budget through UPWP amendments, as necessary
- Process travel vouchers, maintain records, and process payments
- Process documentation to support payroll
- Process financial documents to purchase and pay for goods, services, and materials
- Complete timesheets and monthly activity reports
- Compile and submit monthly reimbursement requests to KDOT
- Compile and submit quarterly progress reports to KDOT
- Work with the City of Manhattan (Fiscal Agent) on all accounting requirements and processes
- Manage and invoice for the local match provided by the jurisdictions
- 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 Reimbursement Requests— Monthly

2019 Annual Report— 1st Quarter

2019 Final Reimbursement Requests – 1st Quarter

2020 Quarterly Activities Report– quarterly

2020 UPWP Amendment #1 – 2nd Quarter

2020 UPWP Amendment #2 – as needed

Sub-task 1.3—MPO Committee Support: \$7,309.78

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: \$11,800.94

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:
 - Organize, host, and attend KAMPO
 - Flint Hills Regional Leaders' Retreat in Kansas City
 - Kansas Chapter of the American Planning Association (KS APA) conference
 - Kansas Leadership Center Courses
- Priority areas for MPO staff training include:
 - Performance Measures and Target setting
 - Long-range transportation planning
 - Transit Planning for fixed routes

Task 2.0—Involvement & Outreach: \$18,534.64

Sub-task 2.1 – Outside Agency Committees & Presentations: \$15,007.01

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 Wellness Coalition
- Manhattan Bicycle and Pedestrian Advisory Committee
- Live Well Geary County
- City-County-County Meetings
- Presentations to the Cities and Counties, as requested
- Region Reimagined—Implementation Committee, Steering Committee, and Built Environment Work Group
- Transit Day at the Capitol

- Trail Day at the Capitol
- Kansas BikeWalk Coalition – planning, communication, and outreach
- BikeWalkMHK – planning, communication, and outreach
- Kansas Strategic Highway Safety Plan (SHSP)
- Member of the State Transportation Innovation Council (STIC)

Sub-task 2.2 – Internal Documents & Outreach Efforts: \$3,527.62

The MPO 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 newsletters highlighting MPO work and projects

Products

2020 Title VI Annual Report—3rd Quarter

Task 3.0 – Regional Planning Initiatives: \$162,905.24

2020 Goals

- Seventh Annual Bike and Pedestrian Counts
- Adopt *Connect 2040*
- Develop new fixed-routes for Junction City

Sub-task 3.1 – Long-Range Transportation Plan: \$69,390.63

This includes any items related to the development of Connect 2040, including:

- Initiate update to the Flint Hills Regional ITS Architecture
- Outreach, drafting, and adoption of Connect 2040
- Travel demand model scenario development and future project modeling
- Continue working on the performance monitoring and reporting required by the FAST Act for inclusion with Connect 2040:
 - Work with KDOT to establish performance thresholds
 - Performance tracking

Products

Connect 2040 Plan—4th Quarter

Travel Demand Model Methodology Report—4th Quarter

ITS Document and website—1st Quarter

Sub-task 3.2 – Transportation Improvement Program (TIP): \$8,633.46

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 2020-2023 TIP
- Process letters of support for project sponsors as needed

Products

2020-2023 TIP Amendment #2—1st Quarter

2020-2023 TIP Amendment #3—3rd Quarter

2020-2023 TIP Amendment #4—4th Quarter

2020 Annual Listing of Federally Obligated Projects – 4th Quarter

Sub-task 3.3—Community Initiatives & Projects: \$58,435.54

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.

- Coordination of regional Safe Routes to School plans already adopted
- Finalize the Wamego Safe Routes to School Phase I Plan
- Draft Junction City Active Transportation Plan
- Draft STIC Project Proposal for STEP Countermeasures
- Begin preparing SRTS for USD 475 Schools
- Finalize the Regional Connections Plan

Products

Wamego Safe Routes to School Phase I Plans—2nd Quarter

Junction City Active Transportation Plan—4th Quarter

Regional Connections 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. The MPO and FHATA share a full-time staff member who bills time between the two agencies. Additionally, other MPO staff on occasion bill hours to ATA for specific activities.

- Planning for centralized dispatching service (FHATA)
- 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
- Assist FHATA with the evaluation, outreach, and planning of revised transit routes in Junction City
- Report on monthly ridership to TAC and Policy Board

- Evaluate ridership on fixed-routes to determine any changes to stops or routes
- Continue to evaluate feasibility of fixed, regional routes
- Continue planning efforts to expand K-18 Connector to Junction City
- Participate and provide data for ongoing conversations regarding transit service on Fort Riley
- Work with FHATA to improve bus stop amenities in Manhattan and Junction City

Sub-task 3.4—Regional Datasets & Analytics: \$26,445.60

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

- Conduct 7th Annual Bicycle and Pedestrian Count Project
- Coordinate regional bicycle and pedestrian manual counts
- Coordinate and collect automated bicycle and pedestrian counts
- Identify data sources and create a regional data repository for performance data
- 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

Other Expenses

There are other expenses listed in the budget that are not reflected in the tasks above, outlined below:

Non-CPG Eligible Expenses: \$800

Includes professional memberships and other items that are not eligible for federal reimbursements.

Vacation Leave Payout Contingency: \$5,000

A placeholder used for budgeting purposes in the event the MPO has to pay an employee for vacation leave upon leaving the organization.

Appendix A: Budget Summary

| UPWP Task | Activities | CPG |
|------------|--|----------------------|
| 1.0 | MPO Support and Administration | \$ 103,676.66 |
| 1.1 | General Program Administration | \$ 70,760.27 |
| | Salaries and Benefits | \$ 44,990.27 |
| | Total Operating Expenses | \$ 25,770.00 |
| | Administration | \$ 10,220.00 |
| | Advertising | \$ 600.00 |
| | Office Expenses/Supplies | \$ 3,000.00 |
| | Office Rent | \$ 4,240.00 |
| | Phone/Internet Service | \$ 2,010.00 |
| | Printing and Copying Services | \$ 1,200.00 |
| | Mileage Reimbursement | \$ 2,000.00 |
| | Travel & Training (Hosting KAMPO 2020) | \$ 2,500.00 |
| 1.2 | UPWP and Budget | \$ 13,805.67 |
| 1.3 | MPO Committee Support | \$ 7,309.78 |
| 1.4 | Professional Development and Training | \$ 11,800.94 |
| 2.0 | Involvement & Outreach | \$ 18,534.64 |
| 2.1 | Outside Agency Committees/Presentations | \$ 15,007.01 |
| 2.2 | Internal Documents & Outreach Efforts | \$ 3,527.62 |
| 3.0 | Regional Planning Initiatives | \$ 162,905.24 |
| 3.1 | Long-Range Transportation Plan | \$ 69,390.63 |
| | Salary and Benefits | \$ 65,244.88 |
| | Consultant Services: Travel Demand Model and Data Sets | \$ 4,145.75 |
| 3.2 | Transportation Improvement Program | \$ 8,633.46 |
| 3.3 | Community Initiatives & Projects | \$ 58,435.54 |
| 3.4 | Regional Datasets & Analytics | \$ 26,445.60 |
| -- | Non-CPG Eligible Expenses* | \$ 800.00 |
| | Vacation Leave Payout Contingency | \$ 5,000.00 |
| | TOTAL | \$ 290,916.54 |

*Include professional memberships and non-CPG eligible expenditures

| 2020 MPO Funding Breakout | Consolidated Planning Grant (CPG) | Local Funds | Total |
|---------------------------|-----------------------------------|-------------|---------------------|
| Budget Breakout | \$207,127.81 | \$83,788.73 | \$290,916.54 |
| Percentage of Budget | 71% | 29% | 100% |

| 2020 Local Match Breakout | | |
|---------------------------|-----------------|--------------------|
| Jurisdiction | % of population | Match Amount |
| Manhattan | 54.4% | \$45,570.06 |
| Junction City | 24.3% | \$20,355.34 |
| Pottawatomie County | 7.6% | \$6,362.95 |
| Riley County | 5.9% | \$4,948.28 |
| Wamego | 4.5% | \$3,810.80 |
| Geary County | 3.3% | \$2,741.30 |
| Total | 100.0% | \$83,788.73 |

Appendix B:

Certification of Restrictions on Lobbying

I, Jeff Underhill, 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:

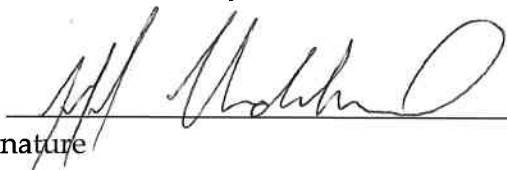
(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection 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 20th day of November 2019.

X 
Signature

Jeff Underhill
Printed Name