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# Unified Planning Work Program

2016

Flint Hills



# MPO

Amended April 20, 2016

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## **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 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 Fort Riley Military Base.

## 2015 FHMPO Accomplishments

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

- Completed the first Travel Demand Model for the Flint Hills Region
- Developed the first Regional Intelligent Transportation Systems Architecture
- Continued development on the first Flint Hills Transportation Plan
- Adopted the 2016-2019 Transportation Improvement Program
- Conducted the second annual Bicycle and Pedestrian Counts in the region
- Applied for and received two Competitive CPG Grants from KDOT

## 2016 Planning Priorities

The main priorities for the FHMPO for 2016 will be:

- Initiate the Multimodal Integration Plan
- Coordinate with the City of Manhattan, Pottawatomie County and KDOT on the implementation of the Bluetooth project associated with the Marlatt/Junietta Extension Origin and Destination Study
- Adopt the ITS Architecture and Flint Hills Transportation Plan
- Develop Performance Measures for the Flint Hills Transportation Plan

## Overview of 2016 UPWP Tasks

The regional transportation planning activities and products contained in the UPWP are categorized by four major tasks:

- Task 1.0 –MPO Support and Administration
- Task 2.0 - Public Involvement & Outreach
- Task 3.0 – Long-Range Planning
- Task 4.0 – Short-Range Planning

# Summary of Changes

## Amendment #1

- Addition of staff support for the Coordinated Public Transit Plan
- Addition of staff time to support coordination between the City of Manhattan, Pottawatomie County, and the City of Ogden's Safe Routes to School Plans
- Addition of staff time to assist Ogden with planning activities related to the Riley Avenue corridor and the Build a Better Block activity
- Addition of activities and costs associated with a second full-time staff person.
- Revise estimated costs based on 2015 final expenditures

# 2016 UPWP Tasks

## Task 1.0—MPO Support and Administration

### 2016 Goals

- Develop and adopt the 2017 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. Staff will also continue conversations with local jurisdictions regarding the hiring of a regional bicycle and pedestrian position

#### Activity 1.1.1 – 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
- Provide quarterly updates on FHMPO activities to the FHRC Board
- Includes vacation, sick, and holiday leave

#### Activity 1.1.2 – 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
- 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.

### 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 2017 UPWP and budget
- Maintain the 2016 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

#### Products

2016 Reimbursement Requests—Monthly

2015 4th Quarter Activities Report

2015 Annual Report

2016 1st Quarter Activities Report– 2nd Quarter

2016 2nd Quarter Activities Report – 3rd Quarter

2016 3rd Quarter Activities Report – 4th Quarter

2016 UPWP Amendments – at least one mid-year

2017 UPWP–4th Quarter

## 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:

- Activities associated with organizing and hosting the Spring 2016 KAMPO.
- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include; but not limited to:
- 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 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
- Long-range transportation planning
- MPO managerial courses
- Intelligent Transportation Systems Architecture

## Task 2.0—Public Involvement & Outreach

### 2016 Goals

- Update the Title VI and LEP documents
- Continue to improve design and functionality of website

The Title VI Program Guidance and Limited English Proficiency Plan were originally developed and adopted in 2014. Both documents are scheduled to be updated during the second quarter of 2016. The Public Participation Plan is not scheduled to be updated until 2019, prior to the development of the next Flint Hills Transportation Plan. However, the PPP will be reviewed annually for any necessary changes and updated accordingly. The FHMPO will also participate in the Title VI Review by KDOT during the 1<sup>st</sup> Quarter.

The FHMPO will also 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
- Redesign existing FHMPO website
- Maintain website
- Make presentations to local organizations and clubs, as requested

### Products

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

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

2016 Title VI Annual Report—3<sup>rd</sup> Quarter

## Task 3.0—Long-Range Planning

### 2016 Goals

- Initiate the Multimodal Integration Study

### Sub-task 3.1 – General Long-Range Planning

This includes any items long-range in nature, such as:

- Maintaining the Flint Hills Regional ITS Architecture
- Participating in regional long-range planning activities including, but not limited to, the following:
  - US-24 Corridor Stakeholder Meetings (Quarterly)
  - K-113 Corridor Plan

#### Product

ITS Architecture Adoption—1<sup>st</sup> Quarter

#### **Activity 3.1.1—Flint Hills Transportation Plan**

The FHTP will be adopted in February of 2016. The Plan will be amended to update both the transit and bike/ped information to be consistent with the products from the Multimodal Integration Plan. MPO staff will also continue working on the performance monitoring and reporting required by the FAST Act.

#### Product

FHTP Adoption—1<sup>st</sup> Quarter

#### **Activity 3.1.2—Riley Avenue Corridor Project, Ogden, KS**

Continue to work with the City of Ogden and Kansas State University APDesign Students to develop a long-range vision for the Riley Avenue corridor, including providing assistance with organizing a Build a Better Block project for Fall 2016.

### Sub-task 3.2 – Multimodal Integration Plan

**Timeframe:** January 2016—October 2017

Hire a consultant to help prepare a regional Multimodal Integration Plan. This study would include three main elements: Manhattan fixed-route realignment study, regional bike/ped master plan, and an identification of multimodal opportunities (bike-share, mini multimodal hubs, park and ride opportunities, and the integration of ITS, etc). It is essential that all three elements are developed concurrently and have a lot of coordination, which is why it is preferable to have one firm do all components.

#### Products

Signed Contract with Consultant—2<sup>nd</sup> Quarter

Draft Documents—3<sup>rd</sup> Quarter 2017

## Task 4.0—Short-Range Planning

### 2016 Goals

- Third Annual Bike and Pedestrian Counts
- Implement the Bluetooth Project

### Sub-task 4.1—General Short-Range Planning Activities

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. Activities include:

- Prepare maps, data, or other materials
- Support regional bicycle and pedestrian activities including
- Coordination of regional Safe Routes to School plans
- Participate in the planning of Bike Month activities
- Coordinate with KDOT, FHATA, and FHRTA on the development of a Coordinated Public Transit Plan
- Participate in federal, state, and local committees and advisory groups on issues concerning the metropolitan transportation planning process, including:
  - Serve as a member of the Manhattan Chamber of Commerce Transportation Committee
  - Serve as a member on the Flint Hills Area Transportation Agency Board
  - Serve on the Flint Hills Regional Transit Administration Technical Committee
  - Attend quarterly Flint Hills Coordinated Transit Council meetings

#### Activity 4.1.1 – Bike/Ped Count Project

Organize and execute the third year of bicycle and pedestrian counts following the National Bicycle and Pedestrian Documentation Project. The counts are taken by using volunteers and FHMPO staff in September.

- Submit count information to the National Bicycle and Pedestrian Documentation Project

#### Activity 4.1.2—US-24 Bluetooth Project

Monitor the procurement of and implementation of the Bluetooth Project, which was awarded Competitive CPG funds. This will provide data need for an origin and destination study for the Marlatt/Junietta Extension.

#### Products

Procure Bluetooth Infrastructure—1<sup>st</sup> Quarter

Installation of Infrastructure—2<sup>nd</sup> Quarter (weather permitting)

Data to KDOT—4<sup>th</sup> Quarter

### Activity 4.1.3 – Regional Transit Activities

The Flint Hills Area Transportation Agency (FHATA) and Flint Hills Regional Transit Administration (FHRTA) have several transit activities planned for 2016:

- Coordinate with KDOT, FHATA, FHRTA and other regional partners on the development of a new Coordinated Public Transit-Human Services Transit Plan (CPT-HSTP) (FHMPO, FHATA, FHRTA)
- Planning for centralized dispatching service (FHRTA, FHATA)
- Prepare a Complimentary ADA Draft Plan (FHATA)
- Continue to work with Fort Riley to establish an internal circulator

<b>FHATA Led Planning Activity</b>	<b>FHATA Contribution</b>
Google Transit	\$5,000
Centralized Dispatching Service	\$15,000
Jardine Route/Park and Ride Service	\$1,500

### Sub-task 4.2 – 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.

#### Activity 4.2 – 2016-2019 TIP Maintenance

- 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 until the 2018-2021 TIP is approved (Oct. 2017)
- Process letters of support for project sponsors as needed

#### Products

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

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

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

2016-2019 TIP Amendment #4 – 3<sup>rd</sup> Quarter

2016-2019 TP Amendment #5 – 1<sup>st</sup> Quarter 2016

2016 Annual Listing of Federally Obligated Projects – 4th Quarter

# Appendix A:

## UPWP Budget Summary

UPWP Task	Description of 2016 Activities	FHMPO	FHRTA
<b>1.0</b>	<b>MPO Support and Administration</b>	<b>\$ 77,299.53</b>	
1.1	<b>General Program Administration</b>	<b>\$ 54,428.95</b>	
	Salaries and Benefits	\$ 35,978.95	
	<b>Total Operating Expenses</b>	<b>\$ 18,450</b>	
	Advertising	\$ 500	
	Audit Fees	\$ 2,000	
	Computer Hardware	\$ 2,500	
	Office Expenses	\$ 2,500	
	Office Supplies	\$ 750	
	Phone/Internet Service	\$ 1,300	
	Postage	\$ 200	
	Printing and Photocopying Services	\$ 1,000	
	Software	\$ 1,000	
	*Travel and Training	\$ 6,500	
	Independent Legal Services	\$ 200	
1.2	<b>UPWP and Budget</b>	<b>\$ 15,955.50</b>	
1.3	<b>Professional Development and Training</b>	<b>\$ 6,915.08</b>	
<b>2.0</b>	<b>Public Involvement</b>	<b>\$ 10,576.15</b>	
<b>3.0</b>	<b>Long-Range Planning</b>	<b>\$ 232,559.92</b>	
3.1	<b>General Long-Range Planning Activities</b>	<b>\$ 32,285.75</b>	
	Salaries and Benefits	\$ 11,308.33	
	Consultant Services: Flint Hills Transportation Plan	\$ 20,977.42	
3.2	<b>Multimodal Integration Study</b>	<b>\$ 200,274.18</b>	
	Salaries and Benefits	\$ 25,274.18	
	Consultant Services: Multimodal Integration Study	\$ 175,000.00	
<b>4.0</b>	<b>Short-Range Planning</b>	<b>\$ 84,803.96</b>	<b>\$ 180,766.17</b>
4.1	<b>General Short-Range Planning Activities</b>	<b>\$ 76,453.74</b>	<b>\$180,766.17</b>
	Salaries and Benefits	\$ 24,578.74	
	4.1.1–Marlatt Extension Bluetooth Project	\$ 51,875.00	
4.2	<b>Transportation Improvement Program</b>	<b>\$ 8,350.22</b>	
	<b>TOTAL</b>	<b>\$ 405,239.57</b>	<b>\$ 180,766.17</b>

\*Includes expenses related to hosting KAMPO

2016 FHMPO Funding Breakout	Federal			Local Funds	Total
	Consolidated Planning Grant (CPG)	Competitive CPG Funds	FTA 5307		
Budget Breakout	\$142,691.65	\$125,500.00	\$56,000.00	\$81,047.91	<b>\$405,239.57</b>

2016 FHRTA Funding Breakout	FTA 5307	State Funds	Local Funds	Total
Budget Breakout	\$71,644.24	\$78,994.24	\$30,127.69	<b>\$180,766.17</b>

# Appendix B:

## Certification of Restrictions on Lobbying

I, Robert Boyd, 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:

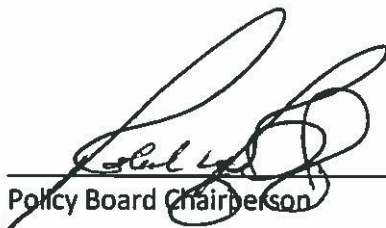
(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection 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 18<sup>th</sup> day of November 2015.

  
\_\_\_\_\_  
Policy Board Chairperson