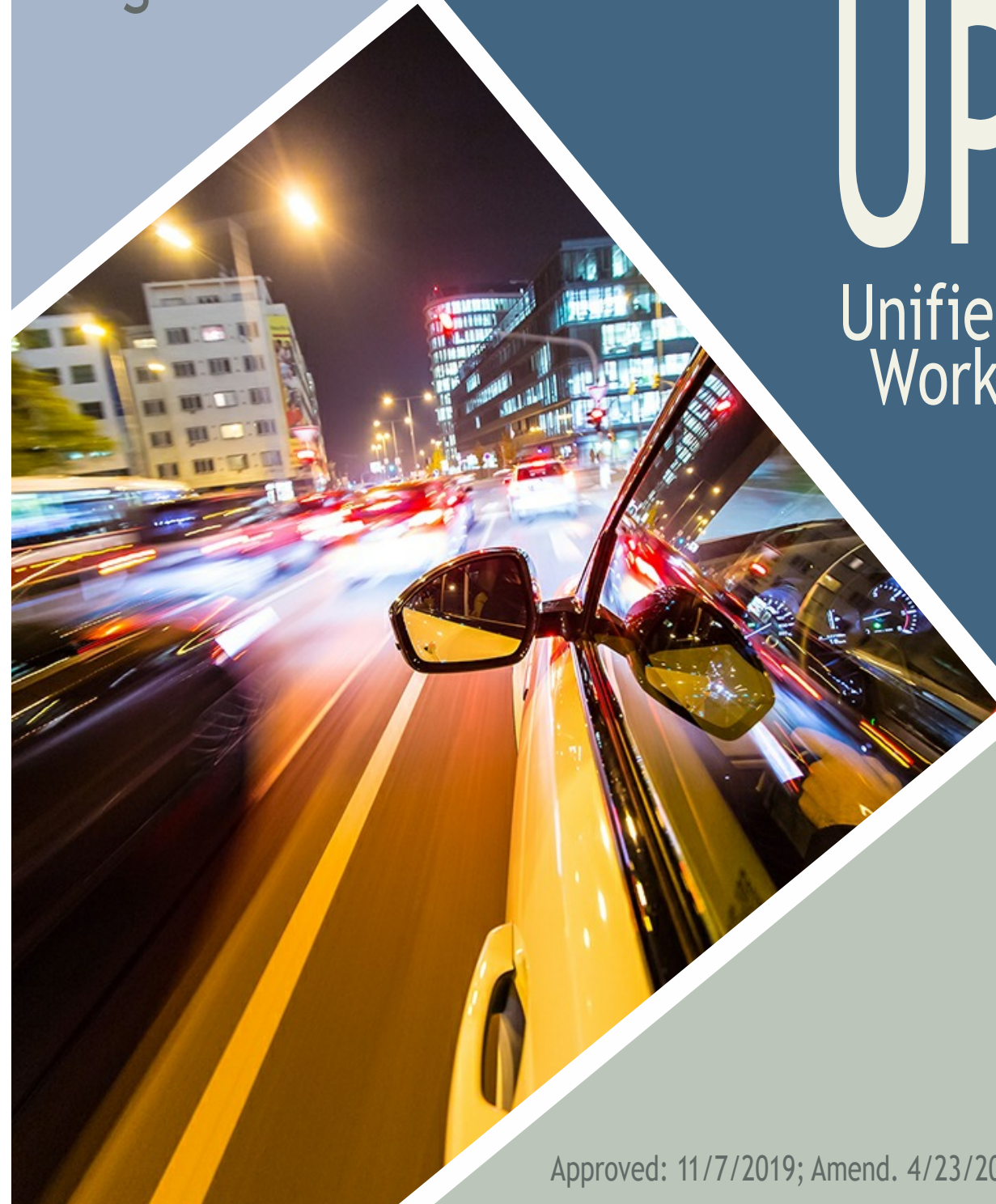


mTPO

Metropolitan
Topeka
Planning
Organization

2020 UPWP

Unified Planning
Work Program



Approved: 11/7/2019; Amend. 4/23/20

DISCLAIMER

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METROPOLITAN TOPEKA PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
2020-JANUARY 1ST THROUGH DECEMBER 31ST

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INTRODUCTION

Fixing America's Surface Transportation Act (FAST-ACT)- Changes to the MPO Planning Process

In December of 2015 the President signed the current federal surface transportation bill into law. This act called Fixing America's Surface Transportation Act (FAST-Act) keeps intact many of the planning provisions of the previous transportation bill, Moving Ahead for Progress in the 21st Century (MAP-21) with emphasis placed on performance management in both statewide planning and metropolitan planning. This bill represents the first with long-term funding in a decade, including 5 years of funding from 2016 through 2020, totaling over \$305 billion dollars.

WHAT IS THE UPWP?

The purpose of the UPWP is to identify the transportation planning activities proposed by each of four cooperative partners in the metropolitan transportation planning process and the source of funds proposed to pay for these activities. The transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for those improvements. Certain transportation planning products (Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and the Public Participation Plan) need to be reviewed and adopted on a periodic basis. The UPWP provides the framework for ensuring that these required documents are produced in a timely fashion.

The UPWP was developed in cooperation with the Kansas Department of Transportation (KDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Topeka Metropolitan Transit Authority (TMTA), The City of Topeka, and Shawnee County.

The MTPO receives Consolidated Planning Grant (CPG) funds, administered by KDOT, each year to carry out metropolitan transportation planning for the region. The CPG is comprised of funds from both FHWA and FTA. The MTPO was re-designated as the new MPO for the region on March 3, 2004. Our planning area is the City of Topeka and approximately two thirds of unincorporated Shawnee County. A small portion of Jefferson County was included as part of the Topeka Urbanized Area in 2012 per the 2010 Census. For the Topeka-Shawnee County MPO, the Topeka Planning Department staff serves as the Metropolitan Topeka Planning Organization (MTPO) staff, with the Planning Director serving as the MTPO Secretary

MTPO'S POLICY ON UNIFIED PLANNING WORK PROGRAM MODIFICATIONS

Modifications to the Unified Planning Work Program (UPWP) can be made through two methods – formal Amendment and Administrative Revision. Both formal Amendments and Administrative Revisions are processed as needed throughout the year. Formal Amendments will be released for public review and acted upon by the Metropolitan Topeka Planning Organization's (MTPO) Technical Advisory Committee (TAC) and Policy Board before being incorporated into the UPWP.

Administrative Revisions: process consists of notification from the MTPO to all other involved parties, KDOT, FTA and FHWA, as well as to the MTPO advisory bodies. Changes made through Administrative Revision will be noted when the next formal UPWP amendment is brought before the TAC and Policy Boards. Revisions include minor corrections or changes and routine data updates (e.g. spelling or grammar errors, updates of hourly rates for staff, or graphic improvements).

Revisions will also be used for routine technical changes and updates to the UPWP text, graphics, and minor budget changes not to exceed \$5,000 (for the UPWP budget total, or the total for any one funding source). Changes to the non-staff budget items (e.g., equipment and supplies budget) or for the cost of any staff work tasks also shall not exceed \$5,000 to be eligible for administrative revision. Administrative Revisions do not have to be released for public review.

Formal Amendments: Major changes, all instances that do not qualify as Administrative Revisions. The following are also instances in which a formal Amendment is required:

- Including additional funding other than CPG or CPG supplement funds.
- Addition or deletion of a project/activity
- Changes in the amount of matching CPG funds in excess of a revision.

FUNDING BREAKDOWN BY CATEGORY AND CHANGES

Public Transit

- \$72 Billion nationally over 5 years
- \$55 million in Kansas over 5 years (\$11m annually)
- Re-established a Bus Discretionary Program
- Competitive process; Fund replacements for aging fleets or facilities; FY16 - \$268 million
- \$55 million has been designated for Low- or No-Emission Bus Deployment projects.

MPO Planning

- PL funding will increase 2% annually
- \$1.9 million in 2016
- Program Changes
 - TIPs should consider intercity bus operations
- MPO's are encouraged to include or consult on the following issues:
 - Natural disaster risk reduction
 - Reduction or mitigation of storm water impacts
 - Enhance travel and tourism

Transportation Alternatives

- Referred to as Surface Transportation Block Grant Set-Aside
- \$9.2 million in 2016 and 2017
- \$18 million in 2018 and 2019
- \$7 million in 2020
- Program Changes
 - MPO's with >200,000 population may flex 50%
 - MPO's must distribute funds "in consultation with state"
 - Non-Profit Organizations are not eligible sponsors (cannot apply themselves but can be a partner)

Surface Transportation

- Surface Transportation Block Grant Program
- Continual increase in funds over the course of the FAST Act (2.3% Annually)
- Kansas - \$101 million in 2016
- New eligible costs include SRTS, Workforce Development, and Intermodal

PERFORMANCE BASED PLANNING

The MTPO is committed towards working with its state and federal partners to ensure that its plans, programs and activities are compliant with the provisions of federal transportation law, Moving Ahead for Progress in the 21st Century (MAP- 21) and its successor; the Fixing Americas Surface Transportation Act (FAST).

performance measurements and performance-based planning be incorporated into the MPO process. Specifically, the Metropolitan Transportation Plan must describe the performance measures and targets used in assessing system performance and progress in achieving the targets. A short-term Transportation Improvement Plan

demonstrate progress toward established performance targets and must also include a description of the anticipated achievements. Specific performance measures will be developed to advance attainment of the following national goals listed in MAP-21:

Safety: MAP-21 requires significant reduction (TIP) must also be developed to

Infrastructure Condition: To maintain the highway infrastructure asset system in a state of good repair.

Congestion Reduction: To achieve a significant reduction in congestion on the National Highway System (NHS).


System Reliability: To improve the efficiency of the surface transportation system.

Freight Movement and Economic Vitality: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.


Environmental Sustainability: To enhance the performance of the transportation system while protecting and enhancing the natural environment.

Reduced Project Delivery Delays: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

PLANNING PRIORITIES FOR 2020



The following is a list and brief descriptions of the 2020 UPWP priorities for the MTPO. The list includes projects carried over from 2019, as well as new projects proposed by MTPO partners. Other tasks associated with the seven program work tasks will also be performed as warranted.



1. **Traffic Model Scenario runs model demographic update:** The MTPO will work with the recently recalibrated model to run suggested traffic scenarios as needed to ensure traffic pattern efficiency. **(MTPO Staff)**
2. **Track Performance Measures:** Staff will track progress towards attaining Performance Measures set in 2019 as part of the new PM tracking requirements set forth in MAP21.
3. **Work on Bikeways and Pedestrian Implementation:** The MTPO staff will work on implementing both the Bikeways and Pedestrian Master Plans with the consult of the Complete Streets Advisory Committee and coordination with local City and County staffs. This will help ensure that the plans and implementations align with the MTPO goals. **(MTPO staff, City Staff, and Complete Streets Advisory Committee)**
4. **Transit Planning Activities:** Transit activities in 2020 will be focused on the bus stop enhancement program and assisting Topeka Metro with the designation of assigned bus stops. Topeka Metro has been awarded TA grants in 2016-2019 to assist in continuing this process. **(Multi-modal planner and Topeka Metro Planners)**
5. **Provide assistance on Transportation Planning related projects and studies:** The MTPO staff will assist partners with planning related studies, as determined to be appropriate to the goals of furthering the viability of the regional transportation network. Including staffing and assisting MTPO identified Transportation sub-committees. **(MTPO Staff)**
6. **Explore possible other transportation projects that may be acceptable for 2020 budget consumption:** The MTPO anticipates having funds available in 2020 for additional projects not yet identified, and will pursue any appropriate projects that may arise. This in an effort to utilize CPG funds that may otherwise be recouped by the state at year's end due the "Excess Funds Policy".
7. **Conduct Transit Administration and Maintenance Facilities Relocation Study:** Topeka Metro Staff along with consultants will conduct a study to identify potential future site locations to facilitate operational efficiencies thereby facilitating the potential of riverfront redevelopment efforts at the current site.

SECTION 2

MTPO ACTIVITIES & THE TRANSPORTATION PLANNING PROGRAM

For 2020 the MTPO proposes to conduct planning and programming activities categorized within the following seven work tasks. These work tasks include personnel costs and will be partially funded with federal assistance provided to the MTPO in the form of a Consolidated Planning Grant (CPG). The MTPO will work with its planning partners, KDOT, the City of Topeka, Shawnee County, Topeka Metro and paratransit providers in the MTPO in carrying out these planning activities.

Program Work Tasks:

1. MTPO Program Support & Administration
2. Metropolitan Transportation Plan Activities (MTP)
3. Transportation Improvement Program Development (TIP)
4. Public Participation Activities
5. Corridor & Special Studies (Long Range/Short Range)
6. Regional Intelligent Transportation Systems (ITS) Architecture
7. Transit Planning Activities

1 – MTPO PROGRAM SUPPORT & ADMINISTRATION

PROGRAM OBJECTIVES

- To provide overall management of the continuing, comprehensive and cooperative (3C) transportation planning process.
- To provide staff support services to the MTPO Policy Board and Technical Advisory Committee and encourage communication within and between these groups.
- To provide for the administration of grants and contracts.

1.1

Program Support and Administration

1. General day-to-day activities associated with program support, grant administration and interagency coordination in relation to the CPG (timesheets, payroll processing, staff supervision, etc.)
2. Maintain records and provide reports to funding agencies on the status of transportation planning activities and resources expended.
3. Coordinate with MTPO partners and City of Topeka projects and plans pertaining to regional transportation issues
4. Paid vacation, sick, holiday, or other

PRODUCTS & TIMELINE

1. Overall agency leadership and management (on-going)
2. Policy Board and TAC packet mailings (On-going)
3. Process financial documents for purchasing and paying for materials, goods, and services and compile staff payroll information for reimbursement (On-going)

**MTPO STAFF COST ESTIMATED
BUDGET: \$44,916**

1.2

Committee Support

**MTPO STAFF COST ESTIMATED
BUDGET: \$20,938**

1. Provide staff support to the MTPO Policy Board, the MTPO Technical Advisory Committee, The Complete Streets Advisory Committee (CSAC), and any other regional transportation related committees that may be formed by the MTPO or its partners. This support includes preparing any supporting meeting-related documents and maps.
2. Prepare agendas, minutes, announcements and meeting rooms to support the MTPO and TAC meetings, and to produce and post agendas and minutes on the website and in local news publications for public review.

PRODUCTS & TIMELINE

1. Preparation of Maps and surveys (as needed)
2. Meeting minutes (all meetings)
3. providing all meeting materials for each committee (as needed)
4. Reviewing City and County projects for consistency with MTPO documents and presenting the recommendations to MTPO committees.(On-going)

1.3

UPWP & Budget

1. Monitor progress toward completing the tasks included in the approved 2020 UPWP.
2. Prepare and approve the 2021 UPWP.
3. Prepare and approve amendments to the 2020 UPWP.
4. Prepare quarterly progress reports and invoices and submit requests for reimbursements to KDOT.

MTPO STAFF COST ESTIMATED

BUDGET: \$14,865

PRODUCTS & TIMELINE

1. 2021 UPWP (December)
2. Prepare amendments to the 2021 UPWP (As needed)
3. Prepare and submit quarterly billings and progress reports to KDOT for reimbursement. (Quarterly)

1.4

Training

MTPO STAFF COST ESTIMATED BUDGET: \$4,530

Training opportunities that are proposed for 2020 include, but are not limited to, the following:

- Kansas APA Conference
- Kansas Association of Metropolitan Planning Organizations (KAMPO) meetings
- Transportation related webinars
- National Transit Institute and National Highway Institute workshops and online webinars in the region that provide training for MPO related topics
- Applicable GIS or other software training which supports MTPO activities
- Other relevant training that the MTPO Secretary directs the MTPO Staff to attend that is approved by KDOT

2 – METROPOLITAN TRANSPORTATION PLAN (MTP)

BACKGROUND & UPDATE ACTIVITIES

The current Metropolitan Transportation Plan was updated in 2017 (Futures 2040 Regional Transportation Plan). MTP activities for 2020 will consist of MTPO staff refining the traffic model, as well as running traffic scenarios that may arise from MTPO partners. Demographic updates will also be refined in the intervening years until the next update is due in 2022.

MTPO STAFF COST ESTIMATED BUDGET: \$8,940

MTP PRODUCTS & TIMELINES

1. Produce model runs for anticipated projects (On-going)
2. Produce model runs if needed for plan implementation projects (on-going)
3. Provide any amendments to the MTP. (As needed)
4. Begin TDM model information gathering (On-going)

3 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

PROGRAM ACTIVITIES:

1. Process TIP amendments quarterly, as necessary.
2. Prepare Annual listing of Obligated Projects.
3. Prepare Title VI Report.

PROGRAM OBJECTIVES

- To program, schedule and prioritize all regionally significant and/or federally funded transportation improvement projects that are consistent with the Long Range Transportation Plan and that are currently within the financial budgets of the project sponsoring agency.
- To ensure public participation procedures are carried out in the TIP development and amendment processes.

PRODUCTS & TIMELINES

1. Annual listing of 2020 obligated projects (December)
2. TIP amendments (Quarterly)
3. Title VI Report (September)


MTPO STAFF COST ESTIMATED BUDGET: \$6,129

4 – PUBLIC PARTICIPATION & TITLE VI COMPLIANCE ACTIVITIES

Civil Rights Compliance Activities: In 1994 Presidential Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations) was issued. It stated“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations”...



THERE ARE THREE FUNDAMENTAL ENVIRONMENTAL JUSTICE PRINCIPLES:

- A. TO AVOID, MINIMIZE, OR MITIGATE DISPROPORTIONATELY HIGH AND ADVERSE HUMAN HEALTH OR ENVIRONMENTAL EFFECTS, INCLUDING SOCIAL AND ECONOMIC EFFECTS, ON MINORITY AND LOW-INCOME POPULATIONS.
 - B. TO ENSURE THE FULL AND FAIR PARTICIPATION BY ALL POTENTIALLY AFFECTED COMMUNITIES IN THE TRANSPORTATION DECISION-MAKING PROCESS.
 - C. TO PREVENT THE DENIAL OF, REDUCTION IN, OR SIGNIFICANT DELAY IN THE RECEIPT OF BENEFITS BY MINORITY AND LOW-INCOME POPULATIONS.
- 

In keeping in compliance with the Civil Rights Act of 1964, the MTPO maintains and follows the recommendations outlined in the MTPO’s Title VI Plan and its Public Participation Plan (PPP). Both of these Plans can be found on the MTPO website at Topekampo.org . All activities and products related to this “Public Participation & Title VI Compliance Activities” category are those which align with the principles and recommendations set therein.

All of the Public participation objectives outlined below are performed in accordance with all MTPO projects, Plans and Amendments. Staff time associated with the PPP element is attributed to the amending of any of the public participation guidance documents; PPP, Citizens Guide to Transportation Decision Making, Limited English Proficiency Plan (LEPP), and the Title VI Plan , all of which can be found on the MTPO website. Staff participation with public involvement activities associated with current Plans or Plan Updates are also accounted for within this activity.

PROGRAM OBJECTIVES:

- To provide meaningful opportunities for residents of the MTPO area to participate in the Metropolitan Transportation Planning process
- To encourage activities that allow the MTPO to meet its Title VI and Environmental Justice obligations by providing meaningful opportunities for all persons to participate in the metropolitan transportation planning process.
- Ensure continued EJ compliance and Title VI.
- Incorporate the principles outlined in the Limited English Proficiency (LEP) Plan into the MTPO planning development process.
- Ensure that proper public participation, as outlined in the adopted PPP, is adhered to in carrying out all projects, plans, and documents.
- Make community groups aware of regional transportation planning decisions that are being made and to seek their input into these MTPO decisions.

PROGRAM ACTIVITIES

1. General website maintenance,
2. Prepare public information ads for the Topeka Metro News and the official city information channel (Channel 4)
3. Hold public participation meetings in association with all MTPO sponsored activities documents and project updates requiring public input.
4. Update PPP with necessary updates.

PRODUCTS & TIMELINE

1. Maintain the MTPO website (ongoing)
2. Annual Title VI Compliance Report (September)
3. Updated PPP (December)

MTPO STAFF COST ESTIMATED BUDGET: \$2,346

5 – CORRIDOR & SPECIAL STUDIES

All activities related to any Transportation projects within the MTPO Areas sponsored by the MTPO partners. This includes but is not limited to the development and maintenance of related data collection and analysis systems used for model forecasting (e.g., demographic, housing, human services, environmental/natural resources, recreation/open space, and public facilities).

In some instances where consultants are hired, the MTPO staff will work with consultants with providing project materials and interpreting survey and mapping exercise analysis.

PROGRAM OBJECTIVES

1. To analyze specific corridors located within the MTPO metropolitan planning area and address any transportation needs that may exist in those areas.
2. To conduct and/or manage special studies, plans and/or surveys that are needed to produce quality planning documents that will enhance transportation needs within the MTPO area.
3. To provide the MTPO partners and special interests groups with specialized information designed to address particular transportation planning related issues that are not specifically addressed in other MTPO planning documents.
4. Complete tasks associated with the implementation of the Bikeways Master Plan and the Pedestrian Master Plan.
5. Assist and educate the newly formed Complete Streets Advisory Committee on Complete Streets concepts and project plan review.

5.1 Bikeways Activities

1. Oversee and assist with the Bikeways Master Plan recommendations for Phase IV of the Plan.
 - Staff will be working with consultants to conduct public outreach on the updated plan
 - Evaluating the ultimate designs suggested in the original plan and making changes if necessary
 - Exploring other alternatives
2. Conduct and coordinate annual Bike and Pedestrian counts.

MTPO STAFF COST ESTIMATED BUDGET: \$20,628

5.2 Pedestrian Planning Activities

1. Work with city and county departments to determine a priority order for sidewalk placement for sidewalks purchased through different funding sources (as warranted on a project by project basis)
2. Assist with survey of sidewalks. (as warranted on a project by project basis)

**MTPO STAFF COST ESTIMATED
BUDGET: \$13,037**

PRODUCTS & TIMELINES

1. Complete Phase III of Bikeways Master Plan Implementation. (4th quarter)
2. Complete Bikeways Master Plan Update-Phase IV (2nd quarter)
3. Complete Bike & Pedestrian count & survey data results. (September)

**CONSULTANT COST CARRYOVER ESTIMATED
BUDGET: \$4,500**

PRODUCTS & TIMELINES

1. Recording and tracking of new and reconstructed sidewalks in MTPO Area.(on-going)
2. Update Pedestrian Plan sidewalk priorities. (As needed)
3. Participate in planning meetings with City/County regarding placement of sidewalks. (On-going)

5.3

General Studies & Plan Reviews

Sub-regional plans for neighborhoods and corridor plans in the Topeka Urbanized Area are ongoing. The MTPO staff supplies reviews, comments and in some instances data for these cases. The MTPO staff will continue this process of providing transportation related comments to transportation planning partners as these studies arise whether they are MTPO led or managed by other entities.

PRODUCTS & ESTIMATED TIMELINES:

1. Prepare maps, data and reports in support of special studies being conducted by the MTPO or other MTPO partner groups. (Throughout year as needed)

GENERAL STUDIES ACTIVITIES:

1. The MTPO staff will assist with special studies or surveys that are needed to address special concerns or issues raised by the MTPO Policy Board, the MTPO-Technical Advisory Committee or the MTPO partners and consultants.
2. The MTPO staff along with the Complete Streets Advisory Committee will review new projects to ensure compliance with Complete Streets standards.

MTPO STAFF COST ESTIMATED BUDGET: \$11,392

5.4

Target Setting for Performance Measures

The MTPO staff along with its partners will research base line numbers for Performance Measures identified by KDOT which are now requirement of the current transportation bill. This Bill states:

- per 23 CFR 40.324(f), metropolitan transportation plans will document performance measures and targets, evaluate past condition and performance, and report progress achieved in meeting performance targets
- If an MPO agrees to adopt/support a State performance target, the MPO will document the State's target in their metropolitan transportation plan and describe whether the State was able to achieve that target based on data for past condition and performance.
- If an MPO establishes a performance target for their metropolitan planning area, the MPO will document the target in their metropolitan transportation plan and describe whether the MPO was able to achieve that target based on data for past condition and performance.
- The MTPO staff and hired consultants will analyze, update and track the crash data from the Transportation Safety plan as well as analyze, update and track the performance measures.

PROGRAM ACTIVITIES & PRODUCTS

1. Review and update Safety Performance Measures (1st Quarter)
2. Track Performance Measure Targets (1st Quarter)
3. Hire consultant (3rd Quarter)

MTPO STAFF COST ESTIMATED BUDGET: \$5,724

CONSULTANT COST ESTIMATED BUDGET: \$35,000

6 – REGIONAL INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE

PROGRAM ACTIVITIES

1. Review transportation projects/plans for ITS compliance. (on-going)
2. Staff will participate in quarterly meetings of the Traffic Incident Management System (TIMs) committee for Shawnee County.
3. Update current ITS Architecture Plan in-house, with City/County/State stakeholders.

PROGRAM OBJECTIVES

- Maintain an ITS architecture that all public works departments, law enforcement agencies, emergency response agencies, public transit providers, and government transportation agencies can use to design and implement a seamless ITS that operates throughout the region and is compatible with the National ITS Architecture.
- Educate public officials and interested parties in the region about Intelligent Transportation System (ITS) and how it impacts the operation of the region's transportation facilities and services.

PRODUCTS & TIMELINES

1. Updated ITS Plan (4th Qtr.)

MTPO STAFF COST ESTIMATED BUDGET: \$10,705

7 – PUBLIC TRANSIT PLANNING

The UPWP document includes TMTA planning activities that will be conducted in 2020. An annual agreement between the MTPO and TMTA describes all of the stipulations and requirements that must be met in order for TMTA to receive these CPG funds. This allocation is dependent on the annual availability of federal funds. In 2020, a full time salary for transit planner will be funded in part with CPG funds.

PROGRAM OBJECTIVES

1. Provide strategic planning for efficient and effective transit services within the MTPO area services.

PROGRAM ACTIVITIES & PRODUCTS

Activities - Maintain ridership database to help plan service routes and schedules and analyze data on over 1,300,000 rides annually

Products:

- Provide reports and staff recommendation for service
- Update National Transit Database as required by FTA

Activities - Develop service schedules for twelve fixed routes and complimentary paratransit service based on passenger demand and direction of the TMTA Board of Directors

Products:

- Produce service runcuts three times annually,
- Plan for fleet replacement needs based on service needs.

Activities – Plan for long-term agency needs to support projected ridership

Products:

- Assess service trends to inform decisions about future fleet requirements
- Provide planning support for grant applications

Activities – Public Outreach

Products:

- Conducts public meetings during service planning and regarding service changes
- Conducts Rider Surveys to help inform decisions about service changes
- Responds to public inquiries regarding reasons behind current and planned bus service
- Attend neighborhood and organization meeting to explain service decisions

Activities - Planning for Bus Stop Enhancement Program

Products:

- Analyze boardings and exits at stops to assess need for stop amenities as specified in Topeka Metro's [Bus Stop Guidelines](#) and as requested during public outreach during Topeka Metro's [Long Range Transit Plan](#) development
- Analyze and recommend stop locations to plan for best connectivity among accessible bus stops and pedestrian/bicycle networks

7 – PUBLIC TRANSIT PLANNING CON'T.

Activities – Plans and assesses transit technology upgrades (e.g. fleet electrification, digital fare sales, automatic vehicle location with real-time customer facing apps, autonomous vehicles, on-demand microtransit, wi-fi on buses, and others as appropriate)

Products:

- Assess new technologies
- Recommend adoption of transit technology
- Write technical requirements for transit technology
- Provide planning support and data analysis for technology grant applications
- Participate in assessment of responses to technology RFPs

Activities – Interagency Coordination and Regional Planning support

Products:

- Represents Topeka Metro with various MTPO meetings and activities, Complete Streets Advisory Committee, and as a stakeholder in construction planning within Topeka
- Coordinates with Topeka Engineering, Stormwater and Planning departments on project planning involving transit corridors

Activities – MTPO Staff Transit support

Products:

- Special project data presentation maps and documents
- Input on Transit planning documents and studies

Activities – Maintenance Facility Relocation Study

Products:

- Plan for future relocation in support of the City of Topeka's Riverfront Development plans:
- Assess space needs based on projected service levels
- Conduct site assessment study in coordination with planning consultants

STAFF COST ESTIMATED BUDGET: \$69,644

(MTPO: \$782 TMTA: \$68,862)

RELOCATION STUDY CONSULTANT COST ESTIMATED BUDGET: \$30,000

SECTION 3

BUDGET

The budget for the MTPO's MTP operations is included in this UPWP document in order to indicate how the Consolidated Planning Grant (CPG) funds are being used to further the 3-C (continuing, comprehensive, cooperative) planning process in our metropolitan planning area.

The UPWP Budget does not include overhead expenses (office rent, utilities, insurance, etc.) since all of those indirect expenses are covered by the host agency (i.e., City of Topeka). Most of the expenses included in the UPWP Budget are for actual time worked by MTPO designated staff including selected TMTA staff and any MTPO approved consultant contracts. This budgeting process is used because, as the MTPO's host, the City handles certain accounting, purchasing and personnel functions for the MTPO. This also avoids the time and expense for our small MPO to obtain office space, utilities, and pay other indirect costs using Federal rules.

In addition to the staff costs, the MTPO is also including some direct charges for items such as travel expenses, office supplies, conference and training fees, software and software license renewals in the 2020 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2020 UPWP includes funds from Topeka and the USDOT (through the Consolidated Planning Grant administered by KDOT) for most of the work tasks. For the work task involving transit planning most of the local share is provided by the Topeka Metro, while Topeka funds from the City's general operating budget make up a portion of the local match for MTPO Staff and City sponsored projects. KDOT also supplies cash funds for City or TMTA match funds which are an "incurred" cost from Corridor Management (CM) funds, when those funds are available. Eligibility for the use of these CM funds by the City of Topeka or TMTA is determined by FHWA and KDOT on a case by case basis.

2020 UPWP Itemized Budget	UPWP#	Total MPO (CPG Eligible) Activities	Other (CPG Competitive Funds)
<u>Program Support & Administration</u>	1		
1.1 General Admin.		\$44,916	
1.2 Committee Support		\$20,938	
1.3 UPWP & Budget		\$14,865	
1.4 Training		\$4,530	
Direct Non-staff Charges			
TransCad Software License		\$1,200	
REMI Software License		\$8,000	
ArcMap Software License		\$1,689	
Tech. Support Group		\$6,062	
I.T. Fees		\$7,835	
Office Supplies/Printing/Advertising		\$1,820	
Staff Conference Costs /Travel		\$4,500	
MTP	2	\$8,940	
TIP	3	\$6,129	
Public Participation Plan	4	\$2,346	
Corridor and Special Studies	5		
5.1 Bikeways Activities		\$20,628	
5.2 Pedestrian Planning Activities		\$13,037	
5.3 General Studies		\$11,392	
5.4 Performance Measures		\$5,724	
Regional ITS Architecture	6	\$10,705	
Transit Planning Activities	7	\$64,753	
Consultant Contracts			
Transit Planning: Relocation of Maint. Bldg.		\$30,000	
Safety Performance Measure Tracking (Consult)		\$35,000	
Bikeways Master Plan Update (Carryover)		\$12,270	
Total Costs of 2020 Program		\$337,279	

CPG & Matching Share	CPG & Matching Share
Federal Funds Being Used (80%)	\$269,823
Topeka Cash (Local Match)	\$48,662
TMTA Cash (Local Match)	\$18,794
Total Expenditures	\$337,279

Estimate of available CPG funds for 2020

2020 CPG Allocation	\$230,877
2019 CPG Carryover*	\$83,800
Total Available 2020 CPG funds:	\$314,690
2020 CPG funds programmed	\$269,823
2020 Unencumbered funds	\$44,867
*Estimated	

Tasks (Regular Hours)	UPWP #	Office Specialist	Transportation Planning Manager	Transportation Planner	Topeka Metro. Transit Planner	Total Labor Hours
<u>MTPO Program Support & Administration</u>	1					
1-1 General Admin.		110	575	500		1,185
1-2 Committee Support			240	310		550
1-3 UPWP & Budget			200	175		375
1-4 Training			50	70		120
Metropolitan Transportation Plan	2		150	60		210
Transportation Improvement Program	3		120	15		135
Public Involvement Plan	4		30	30		60
<u>Corridor Studies & Special Studies</u>	5					
5-1 Bikeways Activities			240	300		540
5-2 Pedestrian Planning Activities			135	215		350
5-3 General Studies/Plan Reviews			110	200		310
5-4 Target Setting form Performance Measures			95	40		135
Regional ITS Architecture	6		125	155		280
Transit Planning Activities	7		10	10	1,683	1,703
TOTAL REGULAR HOURS		110	2,080	2,080	1,683	5,953
% of Time Spent on MPO funded activities		5.29%	100%	100%	81%	

Notes:

This budget includes a planning/marketing coordinator and finance manager position for the TMTA that are partially funded with USDOT funds.

Other in-kind assistance is provided by many people in KDOT, Topeka, and Shawnee County. This assistance to the MTPO is not included in this budget. This UPWP Budget is designed to account for USDOT funds spent on the regional 3C planning program.

This budget is based on regular hours for one calendar year (2,080 hours) for each full-time employee and does not include overtime pay.

This budget includes funding for FHWA and FTA allocations to KDOT and KDOT sub-allocations of CPG funds to the MTPO.

The federal funds from FHWA and FTA are combined into one Consolidated Planning Grant (CPG) administered by KDOT and the MTPO.

Tasks (fully Loaded Labor)		UPWP #	Consultant & Supply Costs	Office Specialist	Transportation Planning Manager	Transportation Planner	Topeka Metro. Transit Planner	Total Fully Loaded Labor	% of Total
<u>MTPO Program Support & Administration</u>		1							
1.1	General Admin.			\$2,276	\$27,140	\$15,500	\$0	\$44,916	13.40%
1.2	Committee Support			\$0	\$11,328	\$9,610	\$0	\$20,938	6.30%
1.3	UPWP & Budget			\$0	\$9,440	\$5,425	\$0	\$14,865	4.40%
1.4	Training			\$0	\$2,360	\$2,170	\$0	\$4,530	1.40%
Metropolitan Transportation Plan		2		\$0	\$7,080	\$1,860	\$0	\$8,940	2.70%
Transportation Improvement Plan		3		\$0	\$5,664	\$465	\$0	\$6,129	1.80%
Public Participation Plan		4		\$0	\$1,416	\$930	\$0	\$2,346	0.70%
<u>Corridor and Special Studies</u>		5							
5.1	Bikeways Activities			\$0	\$11,328	\$9,300	\$0	\$20,628	6.20%
5.2	Pedestrian Planning Activities			\$0	\$6,372	\$6,665	\$0	\$13,037	3.90%
5.3	General Studies/Plan Reviews			\$0	\$5,192	\$6,200	\$0	\$11,392	3.40%
5.4	Target Setting for Performance Measures			\$0	\$4,484	\$1,240	\$0	\$5,724	1.70%
Regional ITS Architecture		6		\$0	\$5,900	\$4,805	\$0	\$10,705	3.20%
Transit Planning Activities		7		\$0	\$472	\$310	\$63,971	\$64,753	20.80%
MTPO Staff Non-Direct Charges			\$31,106						
Transit Planning Relocation Maint. Bldg.			\$30,000						
Safety Performance Measure Tracking			\$35,000						
Bikeways Update Carryover			\$12,270						
Total:			\$108,376	\$2,276	\$98,176	\$64,480	\$63,971	\$228,903	100%

SECTION 4

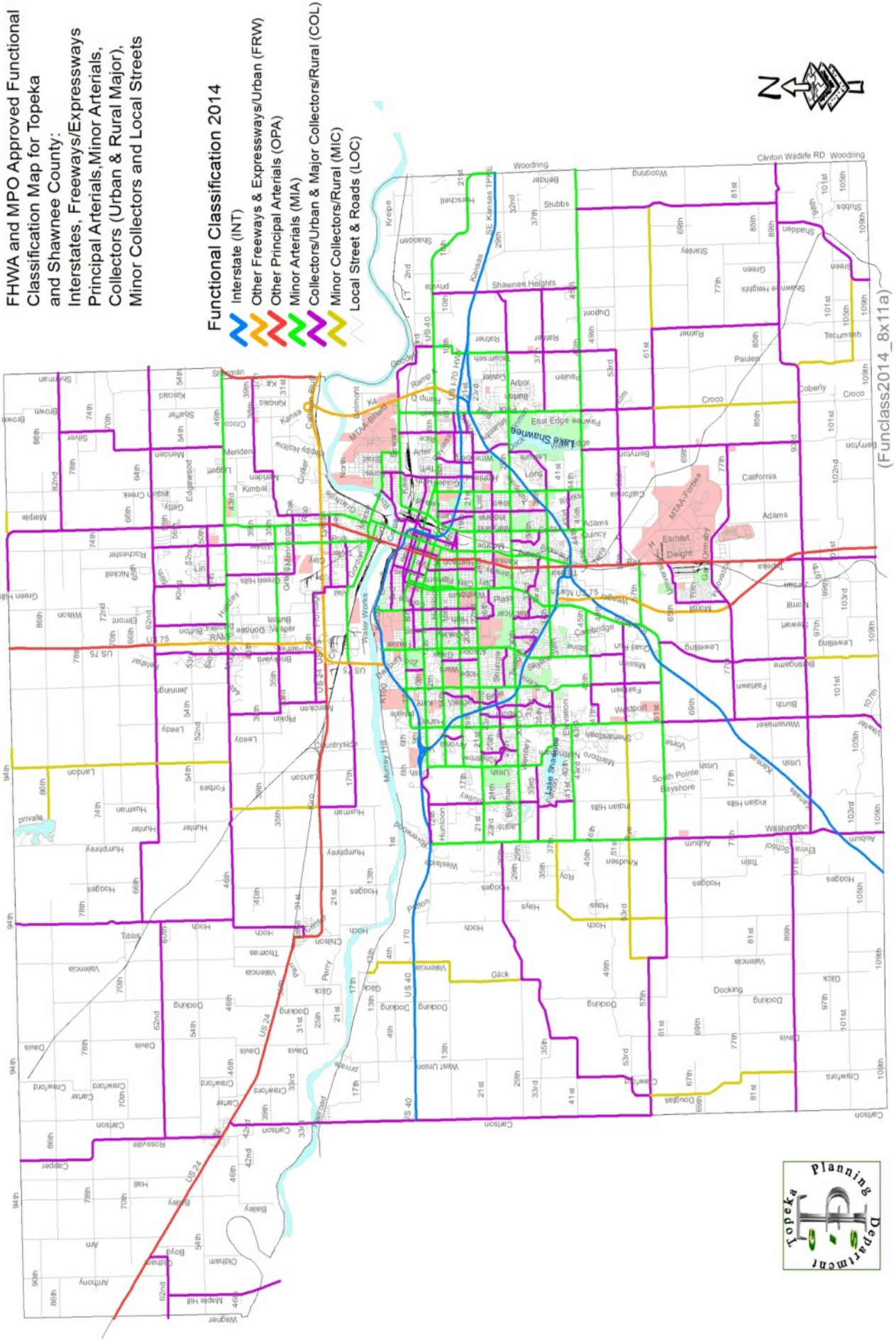
MAPS

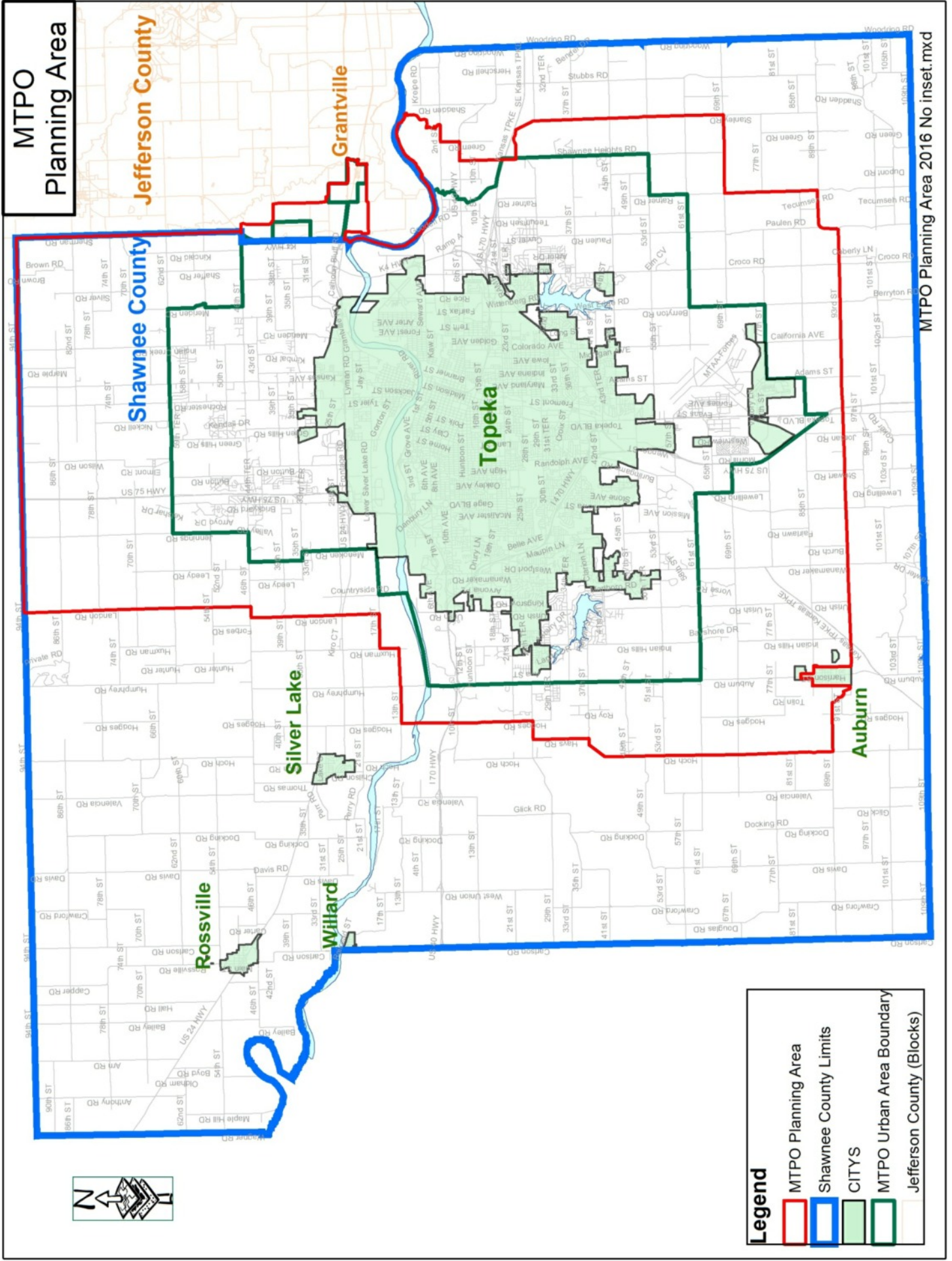
THIS SECTION INCLUDES THE LATEST FUNCTIONAL CLASSIFICATION MAP FOR ROADWAYS IN THE REGION. AT THE TIME THIS MAP WAS ORIGINALLY PRODUCED THE MPO PLANNING AREA INCLUDED ALL OF SHAWNEE COUNTY SO THE ENTIRE COUNTY IS SHOWN ON THIS MAP.

THIS SECTION ALSO INCLUDES A MAP OF THE MTPO METROPOLITAN PLANNING AREA. THIS MAP WAS AN ATTACHMENT TO THE AGREEMENT BETWEEN THE CITY OF TOPEKA, KDOT AND THE TMTA THAT ESTABLISHED THE MTPO AS THE NEW MPO FOR THE TOPEKA AREA. THIS NEW MPO WAS ESTABLISHED IN 2004. THE TOPEKA URBANIZED AREA AND THUS THE MTPO PLANNING AREA HAS CHANGED SINCE 2004. THE MTPO PLANNING AREA INCLUDES ALL OF THE TOPEKA URBANIZED AREA DEFINED BY THE CENSUS BUREAU IN 2010 AND ALL OF THE URBAN AREA FOR TRANSPORTATION PLANNING PURPOSES DEFINED BY THE PREVIOUS MPO AND KDOT IN 2003. THIS NEW MTPO PLANNING AREA DOES NOT INCLUDE ALL OF SHAWNEE COUNTY. THE MTPO HAS THE ABILITY TO CONDUCT CONTINUING, COMPREHENSIVE, AND COOPERATIVE TRANSPORTATION PLANNING ACTIVITIES FOR THE TERRITORY INSIDE THEIR METROPOLITAN PLANNING AREA BOUNDARY. THE MTPO IS ALSO CHARGED WITH PROGRAMMING FUNDING FOR ALL FEDERALLY FUNDED PROJECTS AND REGIONALLY SIGNIFICANT PROJECTS WITHIN THAT PLANNING AREA BOUNDARY THROUGH THE TIP PROCESS.

Figure 3

Functional Classification of Roads 2014





MTPO
Planning Area

Shawnee County

Grantville

Topeka

Silver Lake

Willard

Rossville

Auburn

MTPO Planning Area 2016 No inset.mxd

SECTION 5 UPWP RELATIONSHIP TO LRTP GOALS

The Unified Planning Work Program (UPWP) is the annual list of activities that the MTPO and its staff and sub-committees intend to do in order to address the mobility issues and concerns raised in the Long Range Transportation Plan (LRTP). The Transportation Improvement Program (TIP) is designed to list transportation improvement projects that address the LRTP goals. The UPWP is designed to list the planning activities designed to address the LRTP goals. Both of these documents, UPWP and TIP, are implementation tools for the LRTP. The UPWP is concerned with the planning program implementation steps while the TIP is concerned with the facility and service improvement steps.

The current LRTP adopted by the MTPO contains seven goals for the region's transportation system and regional transportation planning program. In order to better understand how the annual activities listed in the UPWP help to implement the goals in the region's LRTP, the following chart was created. It indicates what planning activities are related to which LRTP goals. This helps the MTPO understand the relationship between the annual work program and the LRTP for the region.

Relationship between 2020 UPWP Work Tasks and 2040 LRTP Seven Goals

		Cultivate, Maintain, and Enhance the Region's Economic Vitality	Increase the Safety and Security of the Region's Transportation System	Increase Accessibility and Mobility Choices in the Region	Protect, Preserve, and Enhance the Social, Historical, and Natural Environments of the Region	Promote Efficient System Management and Operation	Enhance Integration and Connectivity of the Transportation System Across and Between Modes	Emphasize Maintenance and Preservation of the Existing Transportation System
1	Bikeways Plan implementation	X	X	X		X	X	
2	Pedestrian Master Plan Implementation	X	X	X	X	X	X	X
3	Transportation Improvement Program	X	X	X		X	X	
4	Complete Streets Reviews/Plan	X	X	X	X	X	X	X
5	Public Participation Plan		X	X		X	X	
6	Regional ITS Architecture	X	X			X	X	X
7	Transit Planning Activities	X	X	X		X	X	X



PUBLIC COMMENTS:

2020 UPWP PUBLIC COMMENT HEARING: