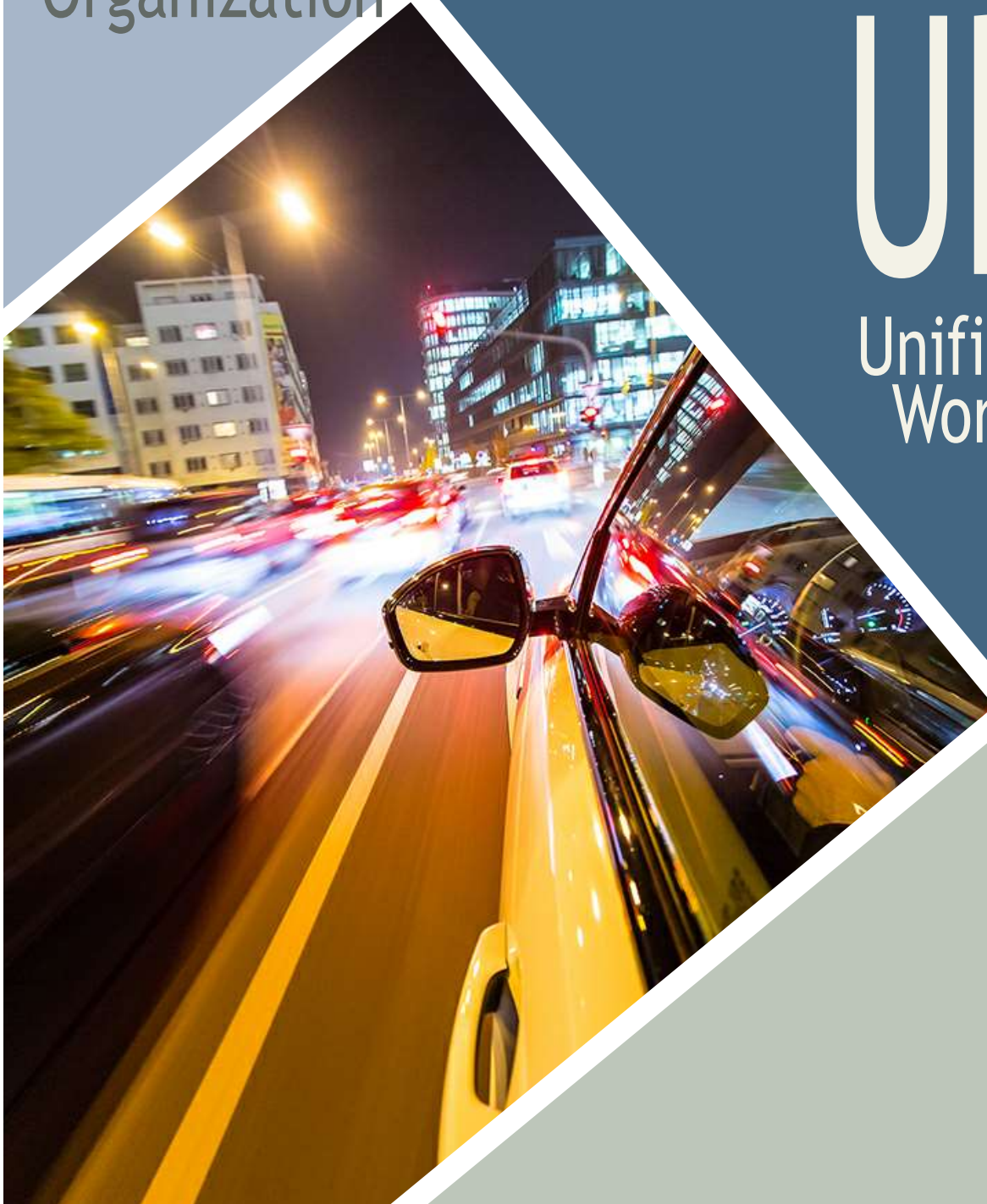


mTPO

Metropolitan
Topeka
Planning
Organization

2023 UPWP

Unified Planning
Work Program



DISCLAIMER

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**METROPOLITAN TOPEKA PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
2023-JANUARY 1ST THROUGH DECEMBER 31ST**

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SECTION 1

INTRODUCTIONS

WHAT IS THE UPWP?

The purpose of the UPWP is to identify the transportation planning activities proposed by the cooperative partners involved 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 (Metropolitan 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 Metropolitan Topeka Planning Organization (MTPO) was designated as the Metropolitan Planning Organizations (MPO) for the region on March 3, 2004. The MTPO receives federal Consolidated Planning Grant (CPG) funds each year to carry out metropolitan transportation activities for the region. The CPG is comprised of funds from both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), and is administered by Kansas Department of Transportation (KDOT). The UPWP is developed in cooperation with KDOT, FHWA, FTA, the Topeka Metropolitan Transit Authority (TMTA), the City of Topeka, and Shawnee County.

Our MPO planning area includes 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 MTPO staff, with the Planning Director serving as the MTPO Secretary.

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. FAST-Act has temporarily been extended through December 2021 pending passing of new legislation. The FAST-Act officially ended Sept. 30, 2021.

Current Transportation Bill: Bipartisan Infrastructure Law (BIL) - Changes to the MPO Planning Process

What is the federal transportation bill?

A portion of the The Bipartisan Infrastructure Law provides the basis for FHWA programs and activities through September 30, 2026. It makes a once-in-a-generation investment of \$350 billion in highway programs. This includes the largest dedicated bridge investment since the construction of the Interstate Highway System.

This legislation reauthorizes surface transportation programs for FY 2022-2026 and provides advance appropriations for certain programs. The Bipartisan Infrastructure Law authorizes up to \$108 billion to support federal public transportation programs - the largest federal investment in public transportation in the nation's history, including \$91 billion in guaranteed funding.

What's new

- Nearly \$1.5 Billion in Grants Funded by the BIL to Modernize Bus Fleets and Facilities
- More than \$20 Billion for Communities of All Sizes to Support Transit in 2022
- Bipartisan Infrastructure Law Hiring Preference. In 2021, FTA announced an initiative, implemented as a pilot program, to permit transit agencies to use hiring preferences on FTA-funded construction projects to promote equitable creation of employment opportunities and workforce development activities, particularly for economically or socially disadvantaged workers. The initiative has transitioned in response to the Bipartisan Infrastructure Law, which includes hiring preferences related to the use of labor for transportation construction projects. Section 25019 provides an express authorization for FTA grant recipients and subrecipients to use a geographical or economic hiring preference for the construction of federally supported transit projects.

Highlights of Transit funding for the five-year authorization period include:

- ❑ **Safety:** Enhancing state safety oversight programs by strengthening rail inspection practices to protect transit workers and riders from injuries and ensure safe access to transit.
- ❑ **Modernization:** Reducing the state of good repair investment backlog by repairing and upgrading aging transit infrastructure and modernizing bus and rail fleets.
- ❑ **Climate:** Replacing thousands of transit vehicles, including buses and ferries, with cleaner, greener vehicles.
- ❑ **Equity:** Improving transit service for communities that have historically had more limited access to transit and provide for substantial upgrades to station accessibility.

All of FTA's discretionary grant programs will focus on promoting equity throughout our transportation systems and supporting the transit industry's important role in combating climate change.

Other BIL Transportation Funding:

Flexible Funding Programs - Surface Transportation Block Grant Program - 23 USC 133 Provides funding that may be used by states and localities for a wide range of projects to preserve and improve the conditions and performance of surface transportation, including highway, transit, intercity bus, bicycle and pedestrian projects.

Other BIL Transportation Funding con't.:

Metropolitan & Statewide Planning and NonMetropolitan Transportation Planning - 5303, 5304, 5305

Provides funding and procedural requirements for multi-modal transportation planning in metropolitan areas and states. Planning needs to be cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs reflecting transportation investment priorities.

Eligible Recipients:

State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs). Federal planning funds are first apportioned to State DOTs. State DOTs then allocate planning funding to MPOs.

Eligible Activities:

Funds are available for planning activities that (A) support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; (B) increase the safety of the transportation system for motorized and non motorized users; (C) increase the security of the transportation system for motorized and non motorized users; (D) increase the accessibility and mobility of people and for freight; (E) protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; (F) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; (G) promote efficient system management and operation; and (H) emphasize the preservation of the existing transportation system.

Major new fixed guideway projects, or extension to existing systems financed with New Starts funds, typically receive these funds through a full funding grant agreement that defines the scope of the project and specifies the total multi-year federal commitment to the project.

Funding Availability:

Funds are available for five years.

Allocation of Funding:

Funds are apportioned to states by a formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors. States can receive no less than .5 percent of the amount apportioned. These funds, in turn, are sub-allocated by states to MPOs by a formula that considers each MPO's urbanized area population, their individual planning needs, and a minimum distribution.

Grant Type:

Grant Type: Formula

FUNDING BREAKDOWN BY CATEGORY

Other Currently Available Sources of Transportation Funding:

- **The Eisenhower Legacy Transportation Program (IKE)** approved in 2019 continued in 2020
 - In the first round, \$74 million in transportation projects (both preservation and expansion) was awarded. Thirty-nine (39) million dollars of this was state funding. Projects will be added to the pipeline annually.
 - Established the KDOT Innovative Technology Program (\$3 million annually, no project receives more than \$1 million per cycle).
 - Applications accepted twice annually. \$5.5 million available during 2020 Fall application process
 - For the 2021 Spring round of projects, KDOT announced an expanded list of recipients for the IKE Cost Share program. More than \$42 million will support 30 transportation construction projects across Kansas as funded through State and local partnerships.

- **Bipartisan Infrastructure Law (BIL) 2022 - 2026 Overview**
 - \$1.2 trillion nationwide over 5 years (60% Formula Funds, 40% Competitive Grants)
 - \$3.8 Billion total for Kansas
 - \$730 million for KS Transportation (Not use it or lose it funds):

	<u>Avg. Annual</u>	<u>5-Year Avg. Total</u>
<input type="checkbox"/> Highways:	\$89M	\$445M
<input type="checkbox"/> Bridges:	\$45M	\$225M
<input type="checkbox"/> Electric Vehicle Infrastructure:	\$8M	\$40M
<input type="checkbox"/> Rural Transit:	<u>\$3.7M</u>	<u>\$14.8M</u>
TOTAL:	\$145.7M	\$725M

For more information on the Bipartisan Infrastructure Law transportation funding see:

https://www.fhwa.dot.gov/bipartisan-infrastructure-law/fact_sheets.cfm

PERFORMANCE BASED PLANNING

The MTPO is committed to working with its state and federal partners to ensure that its plans, programs, and activities are compliant with the provisions of the federal transportation law, FAST-Act. Notably, the requirement setting performance measures and performance-based planning are being incorporated into the MPO process. Specifically, the Metropolitan Transportation Plan (MTP) must describe the performance measures and targets used in assessing system performance and progress in achieving the targets. These measurements are also referenced by project in the current Transportation Improvement Plan (TIP) where progress toward established performance targets are also recorded.

Performance Categories

1. **Safety:** To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition:** To maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion Reduction:** To achieve a significant reduction in congestion on the National Highway System (NHS).
4. **System Reliability:** To improve the efficiency of the surface transportation system.
5. **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.
6. **Environmental Sustainability:** To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **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.

MTPO'S POLICY ON UNIFIED PLANNING WORK PROGRAM MODIFICATIONS

Modifications to the 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 MTPO's Technical Advisory Committee (TAC) and Policy Board before being incorporated into the UPWP.

Administrative Revisions: This 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 Board. 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: Includes all major changes and 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.

2022 UPWP ACCOMPLISHMENTS

Below is a list of 2022 larger accomplishments aside from the routine day-to-day requirements and expectations of MPO operations.

1. **MTP Update:** Worked with Consultants on the completion of Futures 2045, the MTP 5-year update.
4. **Completed and processed annual bikecounts:** The MTPO staff will work with committees and volunteers on gathering bike/pedestrian counts utilized for estimating year long bikeways and pedestrian trail usage.
3. **Applied for a Cost Share Grant and a TA Grant:** MTPO staff assisted in the preparation of a Cost-Share grant for the construction of sidewalks along Topeka Ave., Staff also prepared a TA grant application for SRTS grant.
4. **Transit Planning Activities:** Topeka Metro completed its Strategic Service Plan with AECOM. TMTA continued working on the process of procuring electric and diesel buses. (TMTA and MTPO Staff)

PLANNING PRIORITIES FOR 2023

The following is a list of brief descriptions of the 2023 UPWP priorities for the MTPO. The list includes projects carried over from 2022, as well as any new projects proposed by MTPO partners. These activities also demonstrate compliance with FHWA and FTA Planning Emphasis Areas (PEAs). For more information on PEA's visit:

<https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-01/Planning-Emphasis-Areas-12-30-2021.pdf>

Other tasks associated with the seven program work tasks will also be performed as warranted, and are described in the ensuing sections.

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 and to support on-going MTPO projects. (MTPO Staff)
2. **Continue working with Consultants on Phase V of the Bikeways Master Plan (BWMP):** This project is carried over from 2021, and includes completing a study that will serve as a plan of implementation for Phase V of the BWMP.
3. **Review/Update Performance Measures:** Staff will make a bi-annual review and update (if needed) of the current Performance Measures set in 2019 and revisited in 2021. This includes continued work with the Safety Team on reviewing our local MTPO area safety goals.
4. **Work on Pedestrian/Multi-Modal Implementation:** The MTPO staff will work with the City and partners on implementing the pedestrian plan through meeting and coordinating with engineers and MTPO committees on the placement of new sidewalks, repair of existing sidewalks or the preparation of grants for the extension of trails. Staff will also review city/county subdivision and roadway plans to ensure that compliance with Complete Street Guidelines has been considered. This will help establish alignment between the plans and the MTPO goals. (MTPO staff, City Staff, and CSAC)
5. **Transit Planning Activities:** Transit activities in 2023 will be focused on continued bus stop enhancement programs. Aside from the day to day transit short range and long range activities listed herein, Topeka Metro staff with the assistance of consultants and MTPO partners will work on a Transit Oriented Development (TOD) Plan, a process which was initiated in 2022. (TMTA and MTPO Staff, Consultants and MTPO partners)
6. **Provide assistance on Transportation Planning related projects and studies:** The MTPO staff will assist partners with planning related studies, as determined to be contributing to the goals of furthering the viability of the regional transportation network. Includes staffing and assisting MTPO identified Transportation sub-committees. (MTPO Staff)
7. **Explore possible other transportation projects that may be eligible for 2023 budget consumption:** The MTPO anticipates having funds available in 2023 for additional projects not yet identified, and will pursue any appropriate projects that may arise.

SECTION 2

MTPO ACTIVITIES & THE TRANSPORTATION PLANNING PROGRAM

For 2023 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 CPG funds. The MTPO will work with its planning partners, KDOT, the City of Topeka, Shawnee County, TMTA, and paratransit providers in the MTPO Area 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 & Title VI Compliance 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 ACTIVITIES:

\$37,383

1. General day-to-day activities associated with program support, grant administration & 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. Process financial documents for purchasing and paying for materials, goods and services.
5. Monitoring and processing documentation for consultant reimbursements.
6. Paid vacation, sick, holiday, or other leave is billed to this task as well.

PRODUCTS & TIMELINE

1. Quarterly reimbursement packages for CPG related activities.
2. Required reporting for transportation planning activities (throughout year)

1.2 COMMITTEE SUPPORT ACTIVITIES:

\$25,878

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/online meeting setups to support MTPO meetings.
3. Post agendas and minutes on the website and in local news publications for public review.
4. Reviewing City and County projects for consistency with MTPO documents and presenting the recommendations to MTPO committees.

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)

1.3 UPWP & BUDGET ACTIVITIES:

\$21,900

1. Monitor progress toward completing the tasks included in the approved 2023 UPWP.
2. Prepare and approve the 2024 UPWP.
3. Prepare and approve amendments to the 2023 UPWP.
4. Prepare quarterly progress reports and invoices & submit requests for reimbursements to KDOT.

PRODUCTS & TIMELINE

1. 2024 UPWP (December)
2. Amendments to the 2023 UPWP (As needed)
3. Quarterly billings and progress reports to KDOT for reimbursement. (Quarterly)

1.4 TRAINING ACTIVITIES:

\$5,161

Training opportunities that are proposed for 2023 include, but are not limited to, the following:

- Kansas American Planning Association (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
- Regional Economic Models Inc. (REMI) quarterly meetings and webinars.

2 – METROPOLITAN TRANSPORTATION PLAN (MTP):

PROGRAM OBJECTIVES: UPDATE THE CURRENT MTP (FUTURES 2045)

The current Metropolitan Transportation Plan (Futures 2045 Regional Transportation Plan) was updated last in 2022. This Plan will not be due for another update until 2027. Therefore, MTP activities in 2023 will be restricted to preparing any amendments that may be necessary, or performing model runs to display possible impacts of proposed projects, in accordance with MTP recommendations.

PROGRAM ACTIVITIES:

\$1,554

1. MTP Amendments (If needed)
2. Model Runs and demographic updates (If warranted)

3 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP):

PROGRAM OBJECTIVES

- To program, schedule and prioritize all regionally significant and/or federally funded transportation improvement projects that are consistent with the Metropolitan 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.

PROGRAM ACTIVITIES:

\$25,161

1. Process TIP amendments quarterly, as necessary.
2. Prepare Annual listing of Obligated Projects.
3. Correspond with MTPO partners on updated or new project data for amendments or revisions.
4. Update budget and project tables.
5. Produce amendment packets for distribution to TAC/Policy Board and for posting on the MTPO website.

PRODUCTS & TIMELINE

1. Annual listing of 2022 obligated projects (December)
2. TIP amendments (Quarterly)
3. Complete 2021-2024 TIP Update to 2024-2027 (second Quarter)

4 – PUBLIC PARTICIPATION & TITLE VI COMPLIANCE:

Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including matters related to language access for limited English proficient (LEP) persons. Under DOT's Title VI regulations, as a recipient of DOT financial assistance, you are prohibited from, among other things, using "criteria or methods of administering your program which have the effect of subjecting individuals to discrimination based on their race, color, or national origin." For example, neutral policies or practices that result in discriminatory effects or disparate impacts violate DOT's Title VI regulations, unless you can show the policies or practices are justified and there is no less discriminatory alternative. In addition, Title VI and DOT regulations prohibit you from intentionally discriminating against people on the basis of race, color, and national origin.

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:

1. 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.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. 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 Work Task #4 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 which includes the PPP, Citizens Guide to Transportation Decision Making, Limited English Proficiency Plan (LEPP), and the Title VI Plan. All documents 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

- Provide meaningful opportunities for residents of the MTPO area to participate in the metropolitan transportation planning process.
- Encourage activities that allow the MTPO to meet its Title VI and Environmental Justice (EJ) obligations by providing meaningful opportunities for all persons to participate in the metropolitan transportation planning process.
- Ensure continued compliance with ADA, EJ, and Title VI.
- Ensure selected meeting locations by the MTPO will be ADA compliant and accessible to the public.
- 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:

\$6178

1. General website maintenance. Includes MPO and Topeka Speaks formats
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. Create Online Story Maps, Surveys, and other interactive resources for public involvement.
5. Set up and manage Zoom meetings.
6. Update PPP with necessary updates.
7. Review MTPO Title VI Plan with KDOT and update as appropriate.
8. Produce annual Title VI Report.
9. Review LEPP and update if necessary.

PRODUCTS & TIMELINE

1. Updated MTPO website (ongoing)
2. Review and update Title VI Plan (1st-2nd Qtrs.)
3. Annual Title VI Compliance Report (September)

5 – CORRIDOR & SPECIAL STUDIES:

This category includes all activities related to 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 by providing project materials and interpreting survey and mapping exercise analysis.

PROGRAM OBJECTIVES

- To analyze specific corridors located within the MTPO metropolitan planning area and address any transportation needs that may exist in those areas.
- 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.
- To provide the MTPO partners and special interests groups with specialized information designed to address particular transportation planning related issues that may or may not be specifically addressed in other MTPO planning documents.
- Complete tasks associated with the implementation of the Bikeways Master Plan and the Pedestrian Master Plan.
- Assist and educate the newly formed Complete Streets Advisory Committee on Complete Streets concepts and project plan review.
- Assist the BCBS Grant Coordinator with identifying multi-modal transportation projects eligible for Pathways to Healthy Kansas grants.

5.1 BIKEWAYS ACTIVITIES:

\$46,375

1. Continue working with city and county departments and consultants on completion of phase V of the Bikeways Master Plan.
2. Work with partners on implementation of bikeways projects as related to previous phases of the BWMP or in accordance with new or on-going street projects. Including:
 - Working with city staff and consultants
 - Evaluating and utilizing the ultimate designs suggested in the original plan and/or the Fast-Track update making changes if necessary
 - Developing supplemental information that will strengthen Phase V for grant submissions
 - Exploring other alternatives
3. Assist in gathering annual bike and pedestrian counts

BIKEWAY PHASE V CONSULTANTS: \$50,000

PRODUCTS & TIMELINE

1. Complete Bikeways Master Plan update-Phase V (December)
2. Complete Bike & Pedestrian count & survey data results. (September)

5.2 PEDESTRIAN PLANNING ACTIVITIES:

\$21.798

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)
3. Update Pedestrian Plan sidewalk priorities.
4. Participate in planning meetings with City/County regarding placement of sidewalks.
5. Recording and tracking of new and reconstructed sidewalks in the MTPO Area.

PRODUCTS & TIMELINE

1. Record of new and reconstructed sidewalks in MTPO Area. (ongoing)
2. Updated Pedestrian Plan sidewalk priorities list (ongoing)

SAFE-ROUTES-TO-SCHOOL MULTI-PLANS PHASE I CONSULTANTS: \$150,000

SRTS Phase I is the first of a 2 phase Study/Implementation Plan which provides reimbursements to cities, counties, and school districts to provide infrastructure and noninfrastructure improvements that encourage children to walk or bicycle to school more safely. This study will include producing phase I plans for all of the elementary schools in District 501 that do not already have a phase I plan. This will include 14 schools. This will be the first time that the City has embarked on a multi-school phase I study. Thus, the cost for this study may change depending on proposal submissions. SRTS Plan goals include:

- 1) To enable and encourage children, including those with disabilities, to walk and bicycle to school;
- 2) To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- 3) To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

PROGRAM ACTIVITIES: (2023)

- 1) Work with consultants on preparation of the Phase I Plans for 14 501 Elementary schools

2023 PRODUCTS & TIMELINES :

- 1) Fourteen Elementary school Phase I studies (July 2023)

5.3 GENERAL STUDIES & PLAN REVIEW ACTIVITIES:

\$28,219

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, supplies 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. This particular task is largely performed by the Planning Director, who participates in the oversight of all transportation aspects related to all new projects. This is done as part of the City's plan review team that meets in the preliminary stages of plan approvals.

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.

- 1 The MTPO staff along with the Complete Streets Advisory Committee will review new projects to ensure compliance with Complete Streets standards. This includes accommodating all-modes of transportation.
- 2 Staff also provides guidance for transportation related issues on all Neighborhood Plans which are also produced in the Planning Department.
- 3 MTPO staff and partners will review current Functional Classification of Roads for possible re-classifications.

5.4 TARGET SETTING FOR PERFORMANCE MEASURES ACTIVITIES:

\$2,321

The MTPO staff along with both regional and statewide partners will adopt the Performance Measures (PM) identified by KDOT, and support and advance activities and projects in an effort to track and attain the established performance targets.

While the MTPO adopted a Transportation Safety Plan in 2019, which identifies Safety PM's, provisions for tracking those measures had to be put on hold due to complications of COVID-19, which prevented the hiring of consultants to assist in this endeavour. Hiring a consultant to track our Safety Performance Measures was our initial intention.

The MTPO now intends to track Safety Measures identified in the MTPO Transportation Safety Plan in-house, with the assistance of a Transportation Safety Team that was organized in 2021 by the MTPO and its partners. This team is made up of persons representing various transportation and law enforcement entities within the MTPO Area. When fully functioning, this team will meet and share ideas on ways to improve transportation safety in the MTPO area. Until that time, the MTPO will continue to support the PM Safety targets set by the State.

The MTPO staff also participates in a sub-committee of the Complete Streets Advisory Committee (CSAC,) which is working on developing a Vision Zero Resolution to be presented to the City of Topeka for potential ratification.

For PM2 (Infrastructure-Pavement & Bridge Conditions,) the MTPO has opted to support the State goals for Interstates and bridges while utilizing local pavement condition applications to track non-interstate city and county roads as well as set goals for these roads accordingly. These conditions for local roadways are updated bi-annually.

5.4 TARGET SETTING FOR PERFORMANCE MEASURES ACTIVITIES CON'T.

For PM3 (Freight & Economic Vitality,) the MTPO will support the goals of the state. While there are not many miles of highway in the MTPO area, the MTPO will encourage projects that alleviate potential freight movement impediments on the highway system throughout the MTPO area.

PROGRAM ACTIVITIES

1. Participate in Safety Team meetings, reviewing available state safety data and coordinating with team members on possible accident mitigation endeavors. (On-going)
2. Work with the CSAC sub-committee/Safety Team on a Vision Zero Resolution. (On-going)
3. Review and record local pavement conditions through the City/County Pavement Condition Index (PCI) assessment application. (As updated by the City)
4. Update PM3 targets and record progress/regress as may be the case, according to state PM tracking. (As updated by KDOT)

OTHER PRODUCTS IN SUPPORT OF CORRIDOR AND SPECIAL STUDIES:

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

5.5 BCBS GRANT COORDINATOR STAFF SUPPORT

\$8,921

The MTPO has teamed up with Heartland Healthy Neighborhood coalition, which has received a Blue Cross and Blue Shield (BCBS) “Pathways to Healthy Kansas Grant”. This grant will go toward funding the position of the Pathways Grant Coordinator by allocating \$10,000 annually for 4 years.

Staff will work with the Project Coordinator providing support to the Heartland Healthy Neighborhoods (HHN) coalition, in coordination with the coalition’s leadership, workgroups, partner groups, and Community Health Planner.

By supporting work of the coalition in the Pathways to a Healthy Kansas grant, the MTPO will be fulfilling its responsibility of coordinating each mode of transportation into a single, functional and efficient system for all the area’s residents.

5.5 BCBS GRANT COORDINATOR/CONSULTANT

\$12,625

The Project coordinator is responsible for the coordination of the day-to-day activities of the Pathways to a Healthy Kansas grant in Shawnee County, Kansas. The Position will provide support to the Heartland Healthy Neighborhoods (HHN) coalition, in coordination with the coalition's leadership, workgroups, partner groups, and Community Health Planner. The position works to energize the community around health needs and acts as a key promoter and ambassador of the various initiatives undertaken to improve community health related to the Community Health Needs Assessment, Community Health Improvement Plan and community grants. This position is funded for a four-year term that began August 1, 2020. Grants to be available under this program will include Multi-modal and Transportation Alternative type grants.

6 – REGIONAL INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE

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.

PROGRAM ACTIVITIES/TIMELINES

\$902

1. Review transportation projects/plans for ITS compliance. (As warranted)
2. Staff will participate in quarterly meetings of the Traffic Incident Management System (TIMs) committee for Shawnee County.
3. Review current ITS Architecture Plan in-house, with City/County/State stakeholders to determine what, if any changes need to be made. (By 4th Qtr.)

PRODUCTS & TIMELINE

1. There are no products for this activity in 2023.

7 – PUBLIC TRANSIT PLANNING:

\$64,873

The UPWP document includes Topeka Metropolitan Transit Authority (TMTA) planning activities that will be conducted in 2023. 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 CPG funds. This allocation is dependent on the annual availability of federal funds.

PROGRAM OBJECTIVES

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

PROGRAM ACTIVITIES:

\$64,873

1. Maintain ridership database to help plan service routes and schedules and analyze data on over 715,000 rides annually
 - Provide reports and staff recommendation for service
 - Update National Transit Database as required by FTA
2. Develop service schedules for twelve fixed routes and complimentary paratransit service based on passenger demand and direction of the TMTA Board of Directors
 - Produce service runcuts three times annually
 - Plan for fleet replacement needs based on service needs
 - Plan for community development to enhance access to affordable and equitable transit services.
3. Plan for long-term agency needs to support projected ridership
 - Assess service trends to inform decisions about future fleet requirements
 - Provide planning support for grant applications
4. Public Outreach
 - 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
5. Planning for Bus Stop Enhancement Program
 - 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

7 – PUBLIC TRANSIT PLANNING CON'T.

PROGRAM ACTIVITIES:

6. 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)
 - Assess new technologies
 - Recommend adoption of transit technology
 - Write technical requirements for transit technology
 - Provide planning support and data analysis for technology grant applications
7. Interagency Coordination and Regional Planning support
 - 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, and their consultants, on project planning involving transit corridors and service areas or zones.
8. MTPO Staff Transit support
 - Special project data presentation maps and documents
 - Input on Transit planning documents and studies
9. Strategic Planning Process for Routes and Services
 - Provide and analyze new service options as alternatives to existing services.
 - Provide context for public and board discussions and iterations of Metro services and ridership demand.

TRANSIT ORIENTED DEVELOPMENT (TOD) PLAN: CONSULTANT/STAFF ACTIVITIES:

\$190,000

This study will be bridging the gap of transportation planning and local land-use adjacent to Topeka's arterials. This study will help develop model language for the City of Topeka governing body to consider adopting to allow TOD. Further this study will identify various corridors or segments ripe or well-suited for TOD and discuss the needs and existing supporting elements of those segments and what Topeka Metro and the City of Topeka Planning, Engineering and MPO can do to encourage development in these areas. This collaborative project will involve housing, development, transportation, public and private partners to produce a cohesive document for the community of Topeka.

1. Work with TMTA staff to gather data, conduct surveys and compile findings for the TOD Study.
 - Provide reports and recommendation for TOD service
 - Update Transit Database as needed.
2. Produce TOD Plan based on TOD study recommendations.
3. Plan for community development to enhance access to affordable and equitable transit services.

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 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 the City, as the MTPO's host, 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 also includes some direct non-salary charges for items such as travel expenses, office supplies, conference and training fees, software and software license renewals in the 2023 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2023 UPWP includes funds from the City of Topeka and the US Department of Transportation (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 TMTA, while funds from the City's general operating budget make up a portion of the local match for MTPO Staff and City sponsored projects.

2023 UPWP Itemized Budget		UPWP#	Total MPO (CPG Eligible)
<u>Program Support & Administration</u>		1	
I.1 General Admin.			\$37,383
I.2 Committee Support			\$25,878
I.3 UPWP & Budget			\$21,900
I.4 Training			\$5,161
Direct Non-staff Charges			
TransCad Software License			\$1,200
REMI Software License			\$8,000
ArcMap Software License			\$1,689
Tech. Support Group			\$6,491
I.T. Fees			\$10,317
Office Supplies/Printing/Advertising			\$3,520
Staff Conference Costs /Travel			\$4,500
Topeka Speaks PPP Software			\$19,200
MTP		2	\$1,554
TIP		3	\$25,161
Public Participation Plan/Title V		4	\$6,178
Corridor and Special Studies		5	
5.1 Bikeways Activities			\$46,375
5.2 Pedestrian Planning Activities			\$21,798
5.3 General Studies/SRTS Activities			\$28,219
5.4 Performance Measures			2321
5-5 BCBS Grant Planner Activities			\$8,921
Regional ITS Architecture		6	\$902
Transit Planning Activities		7	\$64,873
Consultant Contracts			
TMTA TOD Plan			\$190,000
SRTS Phase I Multi-plan			\$150,000
BCBS Grant Coordinator			\$12,625
Bikeways Master Plan Phase V Consultant			\$50,000
Total Costs of 2022 Program			\$754,166

CPG & Matching Share	Source Total
Federal Funds Being (80%)	\$603,332
Topeka Cash (Local Match)	\$100,039
TMTA Cash (Local Match)	\$50,794
Total Expenditures	\$754,165

Estimate of available CPG funds for 2023	Source Total
2023 CPG for MTPO	\$520,000
2022 Carryover Estimated	\$275,000
Total 2023 CPG Estimated	\$795,000
2023 CPG funds programmed	\$603,332
Unencumbered 2023 funds	\$191,668

Tasks (Regular Hours)	UPWP #	Planning Dir.	Office Specialist	Transportation Planning Manager	Transportation Planner	Transit Planner	Total Hours
<u>MTPO Program Support & Administration</u>	1						
1-1 General Admin.			250	320	340		1,025
1-2 Committee Support		40		350	185		575
1-3 UPWP & Budget				240	245		520
1-4 Training				40	70		80
<u>Metropolitan Transportation Plan</u>	2			0	30		75
<u>Transportation Improvement Program</u>	3			55	445		380
<u>Public Involvement Plan</u>	4			80	60		140
<u>Corridor Studies & Special Studies</u>	5						
5-1 Bikeways Activities/SRTS		170		385	375		820
5-2 Pedestrian Planning Activities		80		250	125		455
5-3 General Studies/Plan Reviews		235		155	105		495
5-4 Target Setting form Performance Measures				20	30		95
5-5 BCBS Grant Planner Activities				165	50		215
<u>Regional ITS Architecture</u>	6			10	10		40
<u>Transit Planning Activities</u>	7			10	10	1,683	1,703
TOTAL REGULAR HOURS		525	250	2,080	2,080	1,683	6,618
% of Time Spent on MPO funded activities		25.24%	12.02%	100%	100%		

Notes:

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	Planning Dir.	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.				\$0	\$7,493	\$17,612	\$12,278	\$0	\$37,383	4.96%
1.2 Committee Support				\$2,865	\$0	\$9,583	\$13,430	\$0	\$25,878	3.43%
1.3 UPWP & Budget				\$0	\$0	\$12,691	\$9,209	\$0	\$21,900	2.90%
1.4 Training				\$0	\$0	\$3,626	\$1,535	\$0	\$5,161	0.68%
Metropolitan Transportation Plan		2		\$0	\$0	\$1,554	\$0	\$0	\$1,554	0.21%
Transportation Improvement Plan		3		\$0	\$0	\$23,051	\$2,110	\$0	\$25,161	3.34%
Public Participation Plan		4		\$0	\$0	\$3,108	\$3,070	\$0	\$6,178	0.82%
<u>Corridor and Special Studies</u>		5								
5.1 Bikeways Activities/SRTS				\$12,177	\$0	\$19,425	\$14,772	\$0	\$46,374	6.15%
5.2 Pedestrian Planning Activities				\$5,730	\$0	\$6,475	\$9,593	\$0	\$21,798	2.89%
5.3 General Studies/Plan Reviews				\$16,833	\$0	\$5,439	\$5,947	\$0	\$28,219	3.74%
5.4 Target Setting/Performance Measures				\$0	\$0	\$1,554	\$767	\$0	\$2,321	0.31%
5.5 BCBS Grant Planner Activities				\$0	\$0	\$2,590	\$6,331	\$0	\$8,921	1.18%
Regional ITS Architecture		6		\$0	\$0	\$518	\$384	\$0	\$902	0.12%
Transit Planning Activities		7		\$0	\$0	\$518	\$384	\$63,971	\$64,873	8.60%
TMTA TOD Plan Consultants			\$190,000						\$190,000	25.19%
Bikeways Master Plan Phase V Consultants			\$50,000						\$50,000	6.63%
SRTS Phase I Multi-Plan			\$150,000						\$150,000	19.89%
BCBS Grant Coordinator			\$12,625						\$12,625	1.67%
Direct Non-Staff Charges			\$54,917						\$54,917	7.28%
Total:			\$457,542	\$37,605	\$7,493	\$107,744	\$79,810	\$63,971	\$754,165	100.00%

*In accordance with the BIL section 11206 requiring at least 2.5% of the MPO planning budget be dedicated to increasing safe and accessible transportation options, this 2023 UPWP has dedicated approximately 73% of its budget to safety and accessibility.

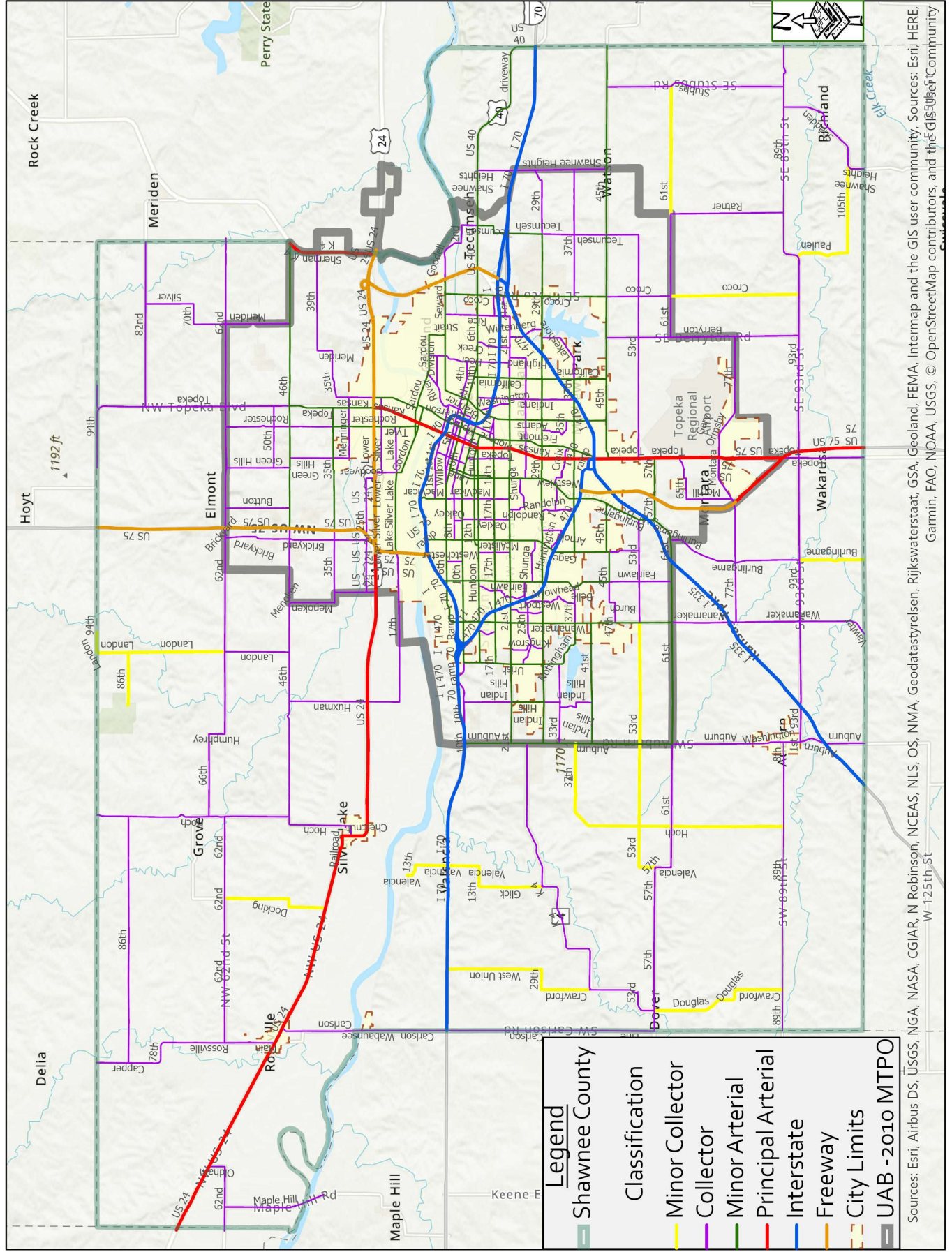
SECTION 4

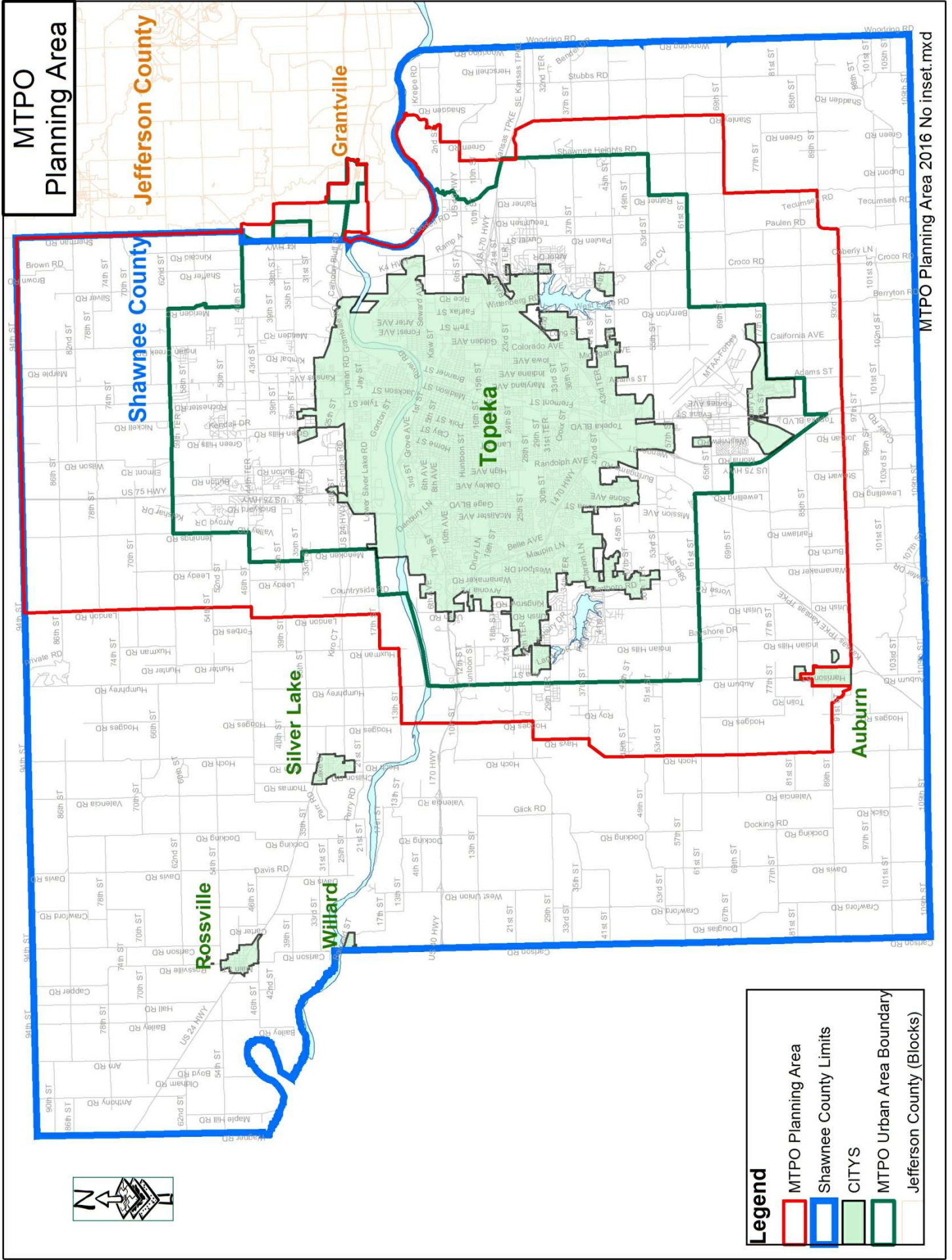
MAPS

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.

Functional Classification 2022 (KDOT)





**MTPO
Planning Area**

Jefferson County

Shawnee County

Grantville

Topeka

Silver Lake

Rossville

Willard

Auburn



Legend

- MTPO Planning Area
- Shawnee County Limits
- CITY
- MTPO Urban Area Boundary
- Jefferson County (Blocks)

SECTION 5 UPWP RELATIONSHIP TO MTP 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 Metropolitan Transportation Plan (MTP). The Transportation Improvement Program (TIP) is designed to list transportation improvement projects that address the MTP goals. The UPWP is designed to list the planning activities designed to address the MTP goals. Both of these documents, UPWP and TIP, are implementation tools for the MTP. The UPWP is concerned with the planning program implementation steps while the TIP is concerned with the facility and service improvement steps.

The current MTP 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 MTP, the following chart was created. It indicates what planning activities are related to which MTP goals. This helps the MTPO understand the relationship between the annual work program and the MTP for the region.

Relationship between 2023 UPWP Work Tasks and 2040 MTP 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	X	X	X		X	X	
2	X	X	X	X	X	X	X
3	X	X	X		X	X	
4	X	X	X	X	X	X	X
5		X	X		X	X	
6	X	X			X	X	X
7	X	X	X		X	X	X



PUBLIC COMMENTS:

2023 UPWP PUBLIC COMMENT HEARING: