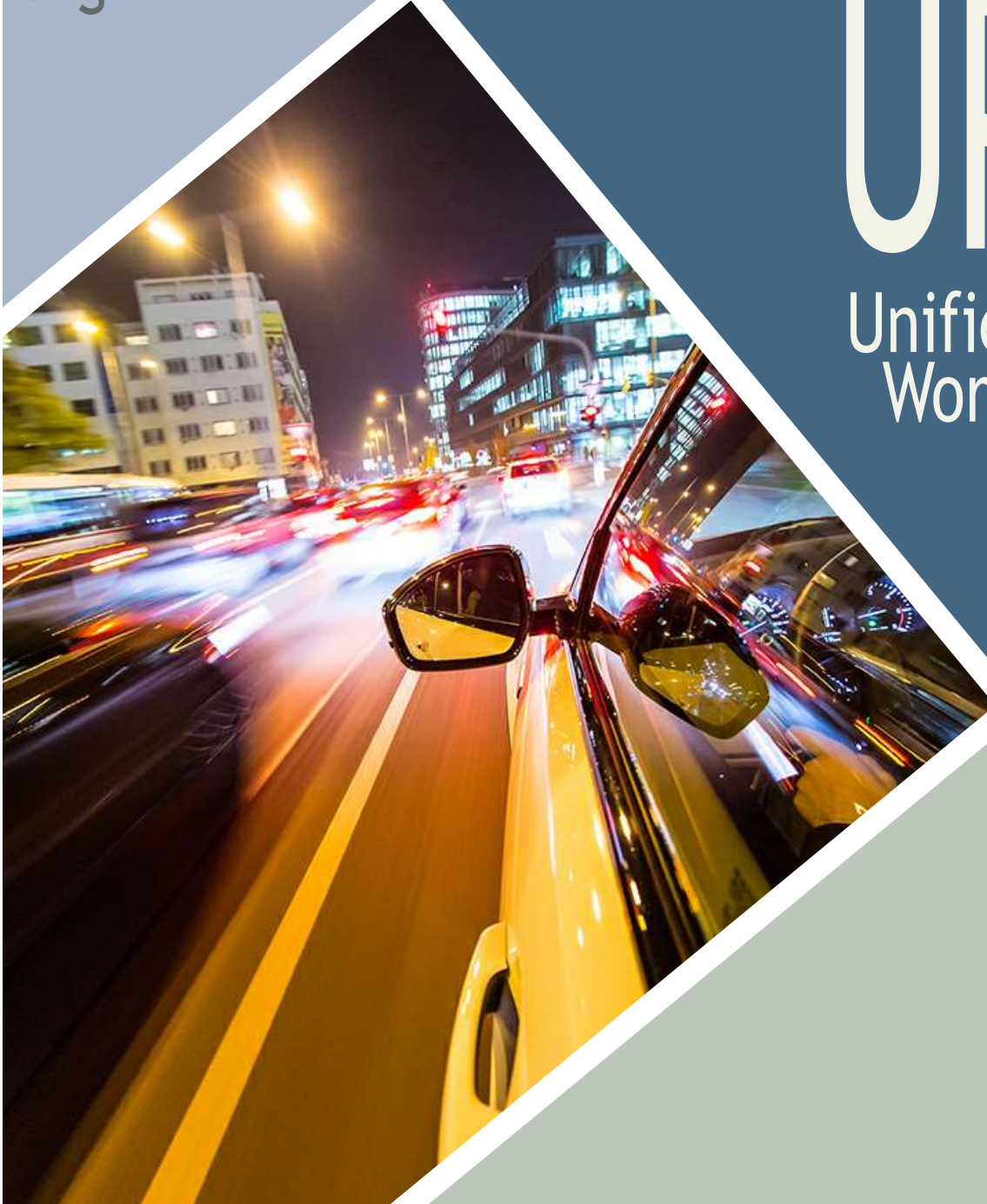


# mTPO

Metropolitan  
Topeka  
Planning  
Organization

# 2024 UPWP

Unified Planning  
Work Program



Approved 10/26/2023

# DISCLAIMER

The preparation of this report has been financed in part through funds from the Federal Highway Administration and Federal Transit Administration, U. S. Department of Transportation, under the State Planning and Research Program, Section 104(d) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

**METROPOLITAN TOPEKA PLANNING ORGANIZATION**  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**2024-JANUARY 1<sup>ST</sup> THROUGH DECEMBER 31<sup>ST</sup>**  
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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.



## 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.
- Requires that each MPO is granted/reimbursed 100% (instead of the 80/20) of 2.5% of its Complete Streets tasks and activities. States and MPOs must devote at least 2.5% of their planning funding to providing safe and accessible transportation options for Complete Streets activities including pedestrian, bicycle, in-vehicle or public transportation. "Complete Streets may include, but are not limited to, bike/ped elements, studies relating to the advancements of Complete Streets, etc.

### 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

## 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. 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 BREAKDOWN BY CATEGORY

## Funding Availability:

Funds are available for five years. Funding types include “Formula” and “Discretionary”

## 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.

## 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% Discretionary Grants)
  - \$3.8 Billion total for Kansas
  - \$725 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>
<b>TOTAL:</b>	<b>\$145.7M</b>	<b>\$725M</b>

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

[https://www.fhwa.dot.gov/bipartisan-infrastructure-law/fact\\_sheets.cfm](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 one percent of the current total approved CPG portion of the budget or \$5,000, whichever is greater. 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.

## 2023 UPWP ACCOMPLISHMENTS

Below is a list of 2023 larger accomplishments aside from the routine day-to-day requirements and expectations of MPO operations.

1. **Completed SRTS Multi-school Plan:** Worked with Consultants on the production of a SRTS Phase I Plan for 14 501 elementary schools.
- 2.. **Completed Downtown Circulation Study (Bikeway Plan Phase V):** Managed and worked with consultants and CSAC on the production of Bikeways Downtown Circulation Study, which serves as Phase V of the current Bikeways Master Plan.
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. **TIP Updates 2024-2027:** Worked with MTPO partners to Updated the current 2021-2024 TIP to 2024-2027. TIP was approved by MTPO Policy Board.
5. **Updated Public Participation Plan (PPP):** Reviewed and updated the MTPO's PPP.
6. **TMTA:**



## PLANNING PRIORITIES FOR 2024

The following is a list of brief descriptions of the 2024 UPWP priorities for the MTPO. The list includes projects carried over from 2023, 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. **Implementation of the Phase V of the Bikeways Master Plan (BWMP):** This study was completed by staff and consultants in 2023. Implementation efforts will include reviewing cost estimates and preparing grant applications.
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, and CSAC)
5. **Work with consultants on Pedestrian Master Plan Update:** The MTPO staff will work initiate a consultant led update to the current Pedestrian Master Plan which was created in 2017. (MTPO staff, and CSAC)
6. **Transit Planning Activities:** Transit activities in 2024 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 2023. (TMTA and MTPO Staff, Consultants and MTPO partners)
7. **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)
8. **Explore other possible transportation projects that may be eligible for 2024 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.
9. **Further development of SRTS initiatives:** Build upon SRTS initiatives recommended in the recently adopted SRTS Multi-School Phase I Plan.

# SECTION 2

## MTPO ACTIVITIES & THE TRANSPORTATION PLANNING PROGRAM

For 2024 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:

\$36,471

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:

\$30,946

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:

\$21,958

1. Monitor progress toward completing the tasks included in the approved 2024 UPWP.
2. Prepare and approve the 2025 UPWP.
3. Prepare and approve amendments to the 2024 UPWP.
4. Prepare quarterly progress reports and invoices & submit requests for reimbursements to KDOT.

### PRODUCTS & TIMELINE

1. 2025 UPWP (December)
2. Amendments to the 2024 UPWP (As needed)
3. Quarterly billings and progress reports to KDOT for reimbursement. (Quarterly)

## 1.4 TRAINING ACTIVITIES:

\$4,795

Training opportunities that are proposed for 2024 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: AMENDMENTS TO 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:

\$3,468

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:

\$19,518

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 2024 obligated projects (December)
2. TIP amendments (Quarterly)

## 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](http://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:

\$9,161

1. General website maintenance. Includes MPO and Topeka Speaks formats
2. Prepare public information ads for the Topeka Metro News.
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 Hybrid Zoom/In-person meetings.
6. Review MTPO Title VI Plan with KDOT and update as appropriate.
7. Produce annual Title VI Report.
8. Review LEPP and update if necessary.

## PRODUCTS & TIMELINE

1. Updated MTPO website (ongoing)
2. Review and update Title VI Plan (1<sup>st</sup>-2<sup>nd</sup> 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:

\$47,605

1. Continue working with city and county departments and consultants on implementation of recently completed phase V Study 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
3. Assist in gathering annual bike and pedestrian counts

## 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:

\$30,785

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. Work with Consultants on an update to the current Pedestrian Master Plan.
5. Recording (Mapping) 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 (throughout the year, possible rollover into 2025)

### PEDESTRIAN MASTER PLAN UPDATE CONSULTANTS: \$125,000

The current Pedestrian Master Plan was completed in 2017, as of 2023, MTPO staff and partners have nearly exhausted all Plan recommendations described therein. The MTPO will create an RFP and ultimately select a consultant to assist with a Ped. Plan Update. The MTPO staff will conduct supporting activities commensurate with this endeavor.



## 5.3 GENERAL STUDIES & PLAN REVIEW ACTIVITIES:

\$30,496

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:

\$5,417

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. Work with the CSAC sub-committee on identifying projects that improve Multi-modal Safety. (On-going)
2. Record Safety targets as updated by KDOT. (As updated)
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

\$9,488

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

\$2,253

1. Review transportation projects/plans for ITS compliance. (As warranted)
2. Review current ITS Architecture Plan in-house, with City/County/State stakeholders to determine what, if any changes need to be made. (On-going)

## PRODUCTS & TIMELINE

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

# 7 – PUBLIC TRANSIT PLANNING:

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:

\$64.974

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
  - Maintains transit necessary customer-facing GTFS-related files to maintain access for customer-related trip planning as well as FTA-related NTD reporting requirements
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 ACTIVITIES (CARRYOVER)

\$75,000

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 2024 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.

2024 Itemized UPWP Budget	UPWP#	*(MPO Total CPG Eligible) Activities- 2.5%	*Comp. Streets 2.5%	Total MPO CPG Costs-(2.5%)
<b>Program Support &amp; Administration</b>	1			
1.1 General Admin.		\$ 36,471		\$ 36,471
1.2 Committee Support		\$ 30,946		\$ 30,946
1.3 UPWP & Budget		\$ 21,958		\$ 21,958
1.4 Training		\$ 4,795		\$ 4,795
<b>MTP</b>	2	\$ 3,468		\$ 3,468
<b>TIP</b>	3	\$ 19,518		\$ 19,518
<b>Public Participation Plan</b>	4	\$ 9,161		\$ 9,161
<b>Corridor and Special Studies</b>	5			\$ -
5.1 Bikeways Activities		\$ 47,605	\$ 1,190	\$ 46,415
5.2 Pedestrian Planning Activities		\$ 30,785	\$ 770	\$ 30,015
5.3 General Studies		\$ 30,496		\$ 30,496
5.4 Performance Measures		\$ 5,417		\$ 5,417
5.5 BCBS MTPO Staff Activities		\$ 9,488	\$ 237	\$ 9,251
<b>Regional ITS Architecture</b>	6	\$ 2,253		\$ 2,253
<b>Transit Planning Activities (TMTA)</b>	7	\$ 63,936	\$ 1,598	\$ 62,338
<b>Transit Planning Activities (COT)</b>		\$ 1,038	\$ 26	\$ 1,012
<b>Consultant Contracts</b>				\$ -
Ped. Plan Consultants		\$ 125,000	\$ 3,125	\$ 121,875
BCBS Grant Planner		\$ 12,625	\$ 316	\$ 12,309
Transit Oriented Development Plan		\$ 190,000	\$ 4,750	\$ 185,250
<b>Direct Non-staff Charges</b>				\$ -
Software License		\$ 10,889		\$ 10,889
Office Supplies/Printing/Advertising		\$ 3,520		\$ 3,520
Staff Conference Costs /Travel		\$ 4,500		\$ 4,500
I.T. Fees		\$ 10,317		\$ 10,317
Tech.Support Group (TSG)		\$ 6,491		\$ 6,491
Topeka Speaks Software		\$ 19,218		\$ 19,218
<b>TOTAL:</b>		\$ <b>699,894</b>	\$ <b>12,012</b>	\$ <b>687,882</b>

\*2.5% of the Cost for Complete Streets related projects/activities are reimbursed at 100% as opposed to 80% (BIL change)

CPG & Matching Share	Source Total
Federal Funds (80%)	\$ 550,305
Federal Funds (C.S. 100%)	\$ 12,012
Topeka Cash (Local Match)	\$ 88,059
TMTA Cash (Local Match)	\$ 49,518
Total Expenditures	\$ 699,894

Estimate of 2024 available CPG funds	Source Total
2024 CPG Estimate	\$ 428,152
2023 Carryover Estimate	\$ 361,000
Total 2024 CPG Estimate	\$ 789,152
2024 CPG funds programmed	\$ 550,305
Unencumbered 2024 funds	\$ 238,847

<b>STAFF HOURS</b>									
TASKS (Regular Hours)	UPWP #	Planning Director	Office Specialist	Transportation Planner	Transportation Planner II	Transportation Manager	BCBS Grant	Transit Planner	Total Labor Hrs.
<b>MTPO Program Support &amp; Administration</b>	1								
1-1 General Admin.			250		250	300			800
1-2 Committee Support		80			325	185			590
1-3 UPWP & Budget					115	280			395
1-4 Training					55	40			95
<b>Metropolitan Transportation Plan</b>	2				10	50			60
<b>Transportation Improvement Program</b>	3				30	300			330
<b>Public Involvement Plan</b>	4				100	80			180
<b>Corridor Studies &amp; Special Studies</b>	5								
5-1 Bikeways Activities		170			400	300			870
5-2 Pedestrian Planning Activities		20			400	200			620
5-3 General Studies/Plan Reviews		150			205	180			535
5-4 Target Setting for Performance Measures					20	75			95
5-5 BCBS Planning Activities					150	50			200
<b>Regional ITS Architecture</b>	6				10	30			40
<b>Transit Planning Activities</b>	7				10	10		1,383	1,403
<b>TOTAL REGULAR HOURS</b>		420	250	0	2,080	2,080	0	1,383	6,213
% of Time Spent on MPO funded activities		20.19%	12.02%	0.00%	100.00%	100.00%	0.00%	66.49%	

TASKS (Fully Loaded Labor) & Non-Direct Charges	UPWP #	Consultant & Supply Costs	Planning Director	Office Specialist	Transportation Planner (Bike/Transit)	Transportation Manager	Topoka Metro	TOTAL Fully Loaded Labor	% of Total
<b>MTPO Support &amp; Administration</b>	1								
1-1 General Admin.			\$ -	\$ 7,493	\$ 10,750	\$ 18,228	\$ -	\$ 36,471	6.40%
1-2 Committee Support			\$ 5,730	\$ -	\$ 13,975	\$ 11,241	\$ -	\$ 30,946	5.50%
1-3 UPWP & Budget			\$ -	\$ -	\$ 4,945	\$ 17,013	\$ -	\$ 21,958	3.90%
1-4 Training			\$ -	\$ -	\$ 2,365	\$ 2,430	\$ -	\$ 4,795	0.80%
Metropolitan Transportation Plan	2		\$ -	\$ -	\$ 430	\$ 3,038	\$ -	\$ 3,468	0.60%
Trans. Improvement Program	3		\$ -	\$ -	\$ 1,290	\$ 18,228	\$ -	\$ 19,518	3.50%
Public Involvement Plan	4		\$ -	\$ -	\$ 4,300	\$ 4,861	\$ -	\$ 9,161	1.60%
Corridor Studies & Special Studies	5								
5-1 Bikeways Activities			\$ 12,177	\$ -	\$ 17,200	\$ 18,228	\$ -	\$ 47,605	8.40%
5-2 Pedestrian Planning Activities			\$ 1,433	\$ -	\$ 17,200	\$ 12,152	\$ -	\$ 30,785	5.40%
5-3 General Studies/Plan Reviews			\$ 10,745	\$ -	\$ 8,815	\$ 10,937	\$ -	\$ 30,496	5.40%
5-4 Performance Measures Tracking			\$ -	\$ -	\$ 860	\$ 4,557	\$ -	\$ 5,417	1.00%
5-5 BCBS Planning Activities			\$ -	\$ -	\$ 6,450	\$ 3,038	\$ -	\$ 9,488	1.70%
Regional ITS Architecture	6		\$ -	\$ -	\$ 430	\$ 1,823	\$ -	\$ 2,253	0.40%
Transit Planning Activities	7		\$ -	\$ -	\$ 430	\$ 608	\$ 663,936	\$ 64,974	11.50%
TMTA TOD Plan		\$ 190,000						\$ 190,000	13.30%
Ped.Plan Update Consultants		\$ 125,000						\$ 125,000	22.10%
SRTS Multi-Plan Phase II		\$ -						\$ -	0.00%
BCBS Grant Coordinator		\$ 12,625						\$ 12,625	2.20%
Direct Non-Staff Charges		\$ 54,935						\$ 54,935	6.30%
<b>TOTAL:</b>		<b>\$382,560</b>	<b>\$30,085</b>	<b>\$ 7,493</b>	<b>\$ 89,440</b>	<b>\$126,381</b>	<b>\$63,936</b>	<b>\$ 699,894</b>	<b>100.00%</b>

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 2024 UPWP has dedicated approximately 73% of its budget to safety and accessibility.

# SECTION 4

## MAPS

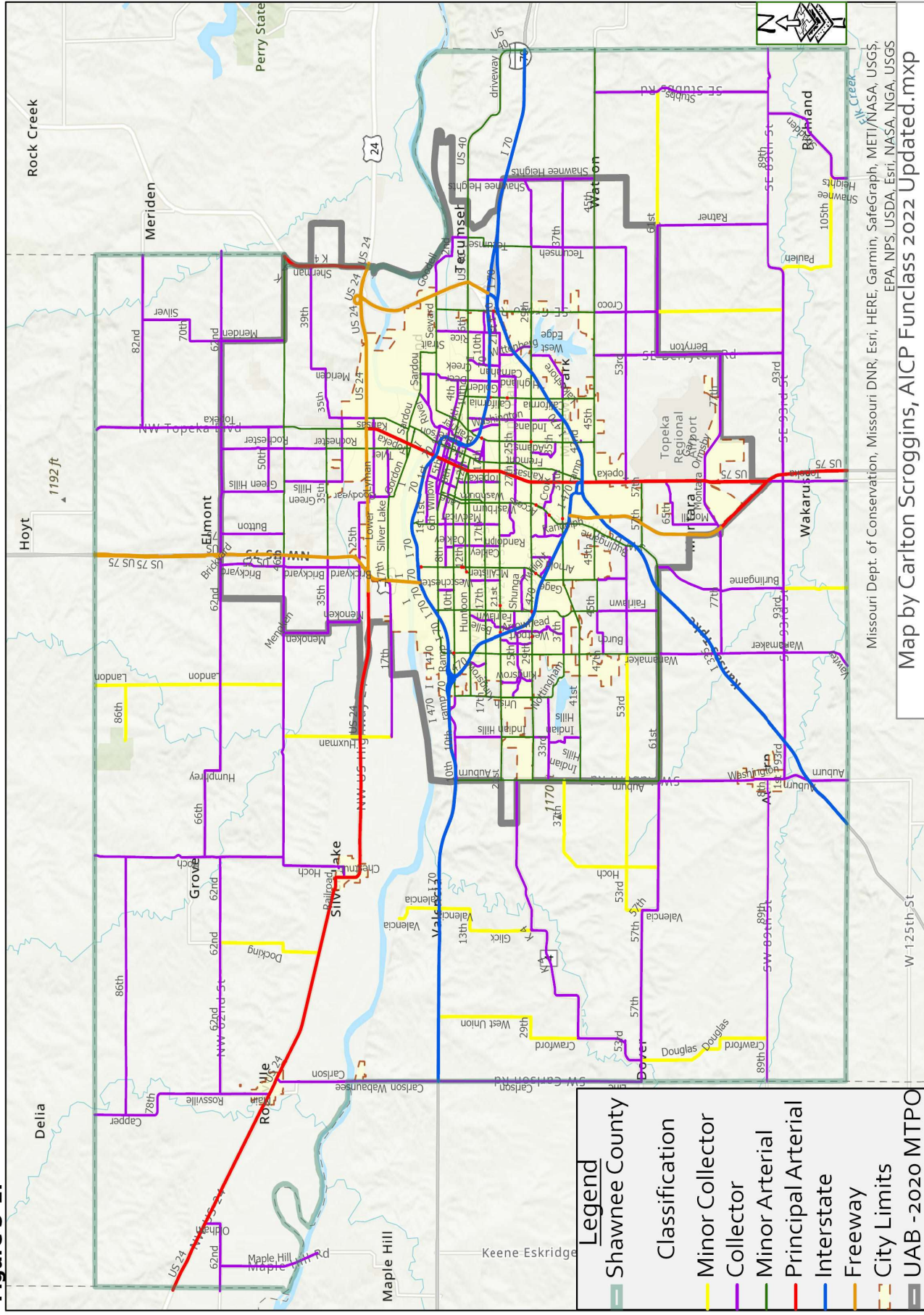
This section includes the latest Functional Classification Map for roadways in the region. At the time this map was originally produced the MPO planning area included all of Shawnee County so the entire county is shown on this map.

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.

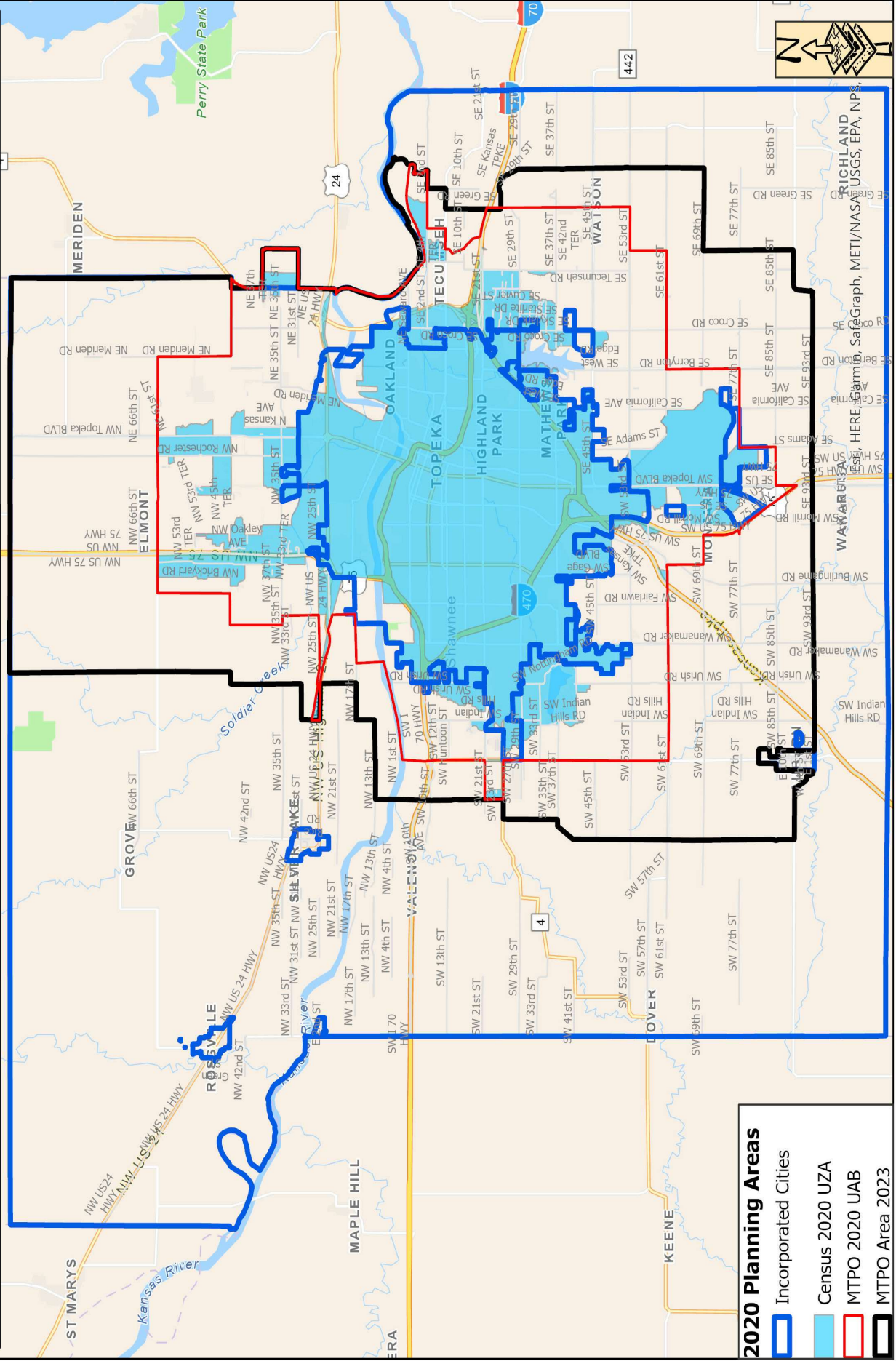


# Functional Classification 2022 (Topeka)

Figure 3-1:



# MTPO 2020 Planning Area/Census Urbanized Area/Urban Area Boundary





# 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 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 2024UPWP Work Tasks and 2045MTP Seven Goals.

	Cultivate, Maintain, and Enhance the Region's Economic Vitality	Increase Safety and Security of the Region's Transportation System	Increase Accessibility and Mobility Across 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, Maintain, and Preserve 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:

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## 2024UPWP PUBLIC COMMENT HEARING: