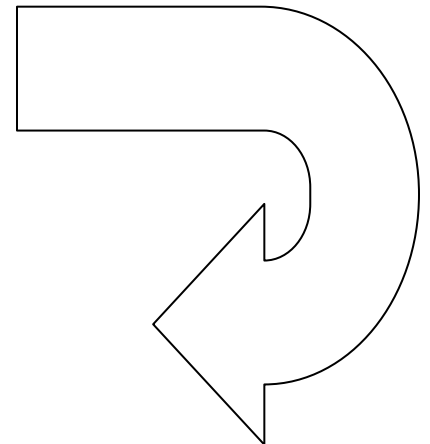
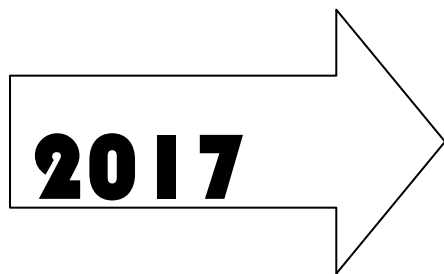


# Unified Planning Work Program

# UPWP



**Metropolitan Topeka Planning Organization  
UNIFIED PLANNING WORK PROGRAM (UPWP)  
2017—January 1<sup>st</sup> through December 31<sup>st</sup>**

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**Disclaimer Statement**

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**Metropolitan Topeka Planning Organization (MTPO)**  
**2017 Unified Planning Work Program**  
January 1 – December 31, 2017

**SECTION 1 - INTRODUCTION**

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

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

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

For the Topeka-Shawnee County MPO, the Topeka Planning Department staff serves as the Metropolitan Topeka Planning Organization (MTPO) staff, with the Planning Director serving as the MTPO Secretary.

**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 21<sup>st</sup> 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.

The programs covered under this bill include:

- Highway
- Motor vehicle safety
- Public transportation
- Motor carrier safety
- Hazardous materials safety
- Rail, and
- Research, technology, and statistics

## Funding breakdowns by category and changes:

### **Public Transit:**

- \$72 Billion nationally over 5 years
- \$35 million in Kansas over 5 years
- Re-established a Bus Discretionary Program  
Competitive process; Fund replacements for aging fleets or facilities; FY16 - \$268 million  
\$55 million has been designated for Low- or No- Emission Bus Deployment projects.

### **Surface Transportation:**

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

### **Transportation Alternatives:**

- Referred to as Surface Transportation Block Grant Set-Aside
- \$9.2 million in 2016 and 2017
- \$9.4 million in 2018, 2019, 2020
- Program Changes
  - MPO's with >200,000 population may flex 50%
  - MPO's must distribute funds "in consultation with state"
  - Non-Profit Organizations are eligible sponsors

### **MPO Planning:**

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

## **Planning Priorities for 2017**

The following is a list and brief descriptions of the 2017 UPWP priorities for the MTPO. The first priorities are to complete those projects that may have been carried over from the 2016 UPWP. Secondary are those tasks which are essential to the fulfillment of the requirements of the MTPO. The MTPO's priorities also include the undertaking of new projects that may be submitted by our cooperative planning partners. The order of the projects in this list does not suggest the timing in which these tasks will be handled. Many of these tasks inherently will be worked on concurrently. All of these priority projects are included within the seven work tasks and associated budgets described herein.

1. **Complete the Futures 2040 Transportation Plan Update:** Work with the consultants to complete the Long Range Transportation Plan Update which began with the hiring of consultants in 2016. **(City of Topeka and MTPO partners and Consultants)**
2. **Update MTPO Public Participation Plan (MTPO Staff)** The MTPO will review the current Public Participation Plan and update it with current public involvement techniques and to ensure compliance with FAST-ACT principles.
3. **Complete Bikeways Phase II:** Phase II of the Bikeways Plan was funded by a TA grant in 2015 and began implementation near the end of 2016. In 2017 we plan on completing

**Phase II.(MTPO staff, City Staff, and Bicycle Advisory Committee)**

4. **Transit Planning Activities:** Transit activities in 2017 will be focused on the continuation of the bus Shelter placement and upgrade program and assisting Topeka Metro with the designation of assigned bus stops. Topeka Metro was awarded a TA grant in 2016 to assist in continuing this process. It is also possible that work will be done on preparing for the I-70 commuter route.**(Multi-modal planner and Topeka Metro Planners)**
5. **Continue to work with Non-profit partners (Senior Transportation Group, & Paratransit):** The MTPO staff will supply technical support to the senior transportation groups in the form of map production and demographic data compilations to assist in procuring grants. Paratransit providers are exploring more efficient ways to provide this service, possibly with the assistance of Topeka Metro. **(MTPO staff and Topeka Metro)**

## **SECTION 2 – MTPO ACTIVITIES AND THE TRANSPORTATION PLANNING PROGRAM**

For 2017 the MTPO proposes to conduct planning and programming activities categorized within the following seven work tasks. These work tasks will be partially funded with federal assistance provided to the MTPO in the form of a Consolidated Planning Grant (CPG). This grant is made up of both Federal Transit Administration (FTA) and Federal Highway Administration (FHWA). The MTPO will work with its planning partners, KDOT, the City of Topeka, Shawnee County, Topeka Metro and paratransit providers in the MTPO in carrying out these planning activities.

### **Program Work Tasks:**

1. MTPO Program Support & Administration
2. Long Range Transportation Plan (LRTP)
3. Transportation Improvement Program (TIP)
4. Public Participation Plan
5. Corridor & Special Studies
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.

#### **Program Activities:**

##### **1.1 General Administration**

1. General day-to-day activities associated with program support, grant administration and interagency coordination in relation to the CPG (timesheets, payroll, staff supervision, etc.)
2. Maintain records and provide reports to funding agencies on the status of transportation planning activities and resources expended.

**Estimated Budget for General Administration:**

Total for MTPO Staff **\$36,974**

**1.2 Committee Support**

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

**Estimated Budget for Committee Support:**

Total for MTPO Staff **\$21,358**

**1.3 UPWP & Budget**

1. Monitor progress toward completing the tasks included in the approved 2016 UPWP.
2. Prepare and approve the 2017 UPWP.
3. Prepare and approve amendments to the 2016 UPWP
4. Prepare and receive quarterly billing information and submit requests for reimbursements to KDOT.

**Estimated Budget for UPWP & Budget:**

Total for MTPO Staff **\$14,292**

**1.4 Training**

Training opportunities that are proposed for 2015 include, but are not limited to, the following:

- Kansas APA Conference
- Kansas Association of Metropolitan Planning Organizations (KAMPO) meetings
- Transportation related webinars
- National Transit Institute and National Highway Institute workshops in Kansas City or other nearby cities 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
  
- **MTPO Training Priorities:** Environmental Justice/Title VI, Bike/Ped, Internet Mapping

**Estimated Budget for Training:**

Total for MTPO Staff **\$6,872**

**Products:**

1. Quarterly progress reports and billings (Quarterly)
2. 2018 Unified Planning Work Program (December 2017)
3. 2017 UPWP Amendments (as needed)
4. Committee Agendas & Minutes for TAC and Policy Board (monthly, or as needed)
5. Support to Committees and consultants as required

## 2 – Long Range Transportation Plan (LRTP)

### **Background & Update Activities:**

The current Long Range Transportation Plan is in the process of being updated. This process began in 2016 and will continue into 2017 with an estimated completion date being April of 2017. The MTPO staff, partners, and stakeholder committees will be working together to complete this update, which is being referred to as “Futures 2040”.

### **LRTP Program Activities and Products:**

1. Complete of the LRTP Update, “Futures 2040”(April)
2. Work with REMI model to begin demographic forecasting (on-going)
3. Produce model runs if needed for plan implementation projects (on-going)

### **Estimated 2017 Budget for MTPO Long Range Transportation Plan:**

Total MTPO Staff Costs	<b>\$14,981</b>
Consultant Carryover Costs	<b>\$107,995</b>
<b>Project Budget 10% Increase</b>	<b>\$22,241</b>

## 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 Long Range Transportation Plan and that are currently within the financial budgets of the project sponsoring agency.
- To ensure public participation procedures are carried out in the TIP development and amendment processes.

### **Program Activities:**

1. The MTPO staff will review new projects to ensure compliance with Complete Streets standards.
2. Conduct public participation activities related to the TIP development process as outlined in the PPP.
3. Process TIP amendments quarterly, as necessary.

### **Products:**

1. Annual listing of 2017 obligated projects (4<sup>th</sup> quarter)

### **TIP Amendment approval by the Policy Board in the following months:**

January 2017 (to KDOT by Jan.24)  
 April 2017 (to KDOT by April 25)  
 July 2017 (to KDOT by July 25)  
**August 2017\*\* (to KDOT by Sept. 7)**  
 Oct. 2017 (to KDOT by Oct 27)

\*\* Sept. 7<sup>th</sup> Amendment will be the last STIP Amendment for the 2017 STIP.

### **Estimated Budget for MTPO Transportation Improvement Program:**

Total MTPO Staff **\$3,574**

#### **4 - Public Participation Plan (PPP)**

In an effort to address Environmental Justice (EJ) and public participation concerns, and in an effort to better understand the transportation needs in the MTPO Area, the MTPO will collect information about, and assess the distribution of, transportation projects and their impacts across the region and among different population groups in the MTPO metropolitan planning area. These groups will include; Neighborhood Improvement Associations (NIAs) Americans with Disabilities Act (ADA) groups, senior transportation groups and other organizations representing low-income and/or minority populations in the MTPO Area. The current Title VI Plan was reviewed in 2013 and made compliant with the new Transportation Bill MAP 21.

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 solely attributed to any amending of any of the Public participation guidance document; (PPP, Citizens Guide to Transportation Decision Making, LEP, transportation informational brochures and the Title VI Plan and complaint procedure form distributed both in the Planning office and on the MTPO website. In 2017 the MTPO will reproduce an updated PPP, which incorporates all forms of public outreach techniques and ensure compliance with FAST-Act, EJ, ADA and Title VI standards.

#### **Program Objectives:**

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

#### **Program Activities:**

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

#### **Products and Timeline:**

1. Maintain the MTPO website (ongoing)
2. Updated Public Participation Plan (December)

#### **Estimated Budget for MTPO Public Participation Plan:**

Metropolitan Topeka Planning Organization (MTPO Staff)

**\$13,073**



## 5 – Corridor and Special Studies

### **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 are not specifically addressed in other MTPO planning documents.
- Complete tasks associated with the implementation of the Bikeways Plan.
- Complete tasks associated with the implementation of the Pedestrian Master Plan.
- Assist and educate the newly formed Complete Streets Advisory Committee on Complete Streets concepts and project plan review.

### **5.1 Bikeway Planning**

#### **Bikeways Activities:**

1. Work with city engineers to determine the logistics of bicycle lane placement and signage for the implementation of phase II of the Bikeways Study.
2. Study other city's bikeway initiatives and determine what methods will work best for the MTPO area.
3. Assessment of Phases I & II, and update future phases of bikeways Master Plan, including wayfinding component.

#### **Bikeways Products:**

1. Completion of phase II (4<sup>th</sup> quarter)

### **5.2 Complete Streets Engineering Standards (Consultant Study)**

The MTPO will seek to secure consultant services for the creation on a Complete Streets Design Guidelines reference manual. This manual will be specific to the MTPO Area, analyzing the unique land use and growth characteristics of different sections of the county and city, providing tailored recommendations for each area. Currently, the City and County both have Complete Streets Resolutions, however, this guide will serve as a unifying manual of complete streets engineering standards that will be incorporated in the design approval process of new and redeveloped street projects in both jurisdictions. This will ensure consistent implementation of complete street standards.

#### **Program Activities:**

1. Prepare RFP for Consultant hire
2. Work with consultant on development of the Complete Streets Design Guidelines

#### **Products and Timeline:**

1. Complete Streets Design Guidelines Manual (4th Qtr. 2017)

### **5.3 Traffic Safety Plan**

This plan would be consultant driven. The consultant would work with MTPO staff and partners in the preparation of a local traffic safety plan specifically for Topeka. Below is an FHWA overview of the purpose of a traffic safety plan:

1. Identify and prioritize projects/activities that will help reduce the number of fatal and serious injury crashes within the local transportation system.
2. Provide data driven analysis of crash locations, crash rates, crash frequency, contributing factors, and appropriate countermeasures.
3. Set performance measures for traffic safety to support Long Range Transportation Plan efforts.
4. Include stakeholder representation of engineering, enforcement, education, and emergency response to craft a plan appropriate for Topeka.

#### **Products & Estimated Timelines**

A Traffic safety plan (Began by December)

**Estimated Consultant Costs:**

**\$100,000**

### **5.4 General Studies and Plan Reviews**

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

#### **General Studies Activities:**

1. The MTPO staff will assist with special studies or surveys that are needed to address special concerns or issues raised by the MTPO Policy Board, the MTPO-Technical Advisory Committee or the MTPO partners and consultants.

#### **Estimated Budget for MTPO Corridor & Special Studies:**

**Total:** Metropolitan Topeka Planning Organization Staff Hours

**\$17,869**

#### **Products & Estimated Timelines**

1. Bikeways implementation phase II (4th Quarter)
2. Prepare maps, data and reports in support of special studies being conducted by the MTPO or other MTPO partner groups. (Throughout year as needed)

## 6 – Regional Intelligent Transportation Systems (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:

1. Review transportation projects/plans for ITS compliance. (on-going)

### Estimated Budget for ITS Architecture Development:

Total MTPO Staff Costs **\$1,099**

## 7 – Public Transit Planning

The UPWP document includes TMTA planning activities that will be conducted in 2017. An annual agreement between the MTPO and TMTA describes all of the stipulations and requirements that must be met in order for TMTA to receive these CPG funds. This allocation is dependent on the annual availability of federal funds. In 2017, the TMTA will hire a full time transit planner, a position that will be funded in part with CPG funds.

### Transit Planning Objectives

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

### Transit Planning Activities (MTPO Multi-Modal Planner)

1. **Bus Shelter Program:** Work to implement Topeka Metro's ongoing Bus Shelter Program, which includes evaluation of routes for best placement of a shelter, communication with local business to gain permission, coordination with the City on placement, and work with engineers and contractors to get the shelters on the ground. A TA grant was awarded to TMTA to continue this process into 2017.
2. **Designated Stops:** Work to transition from a flag-down system to a designated stop system. Will analyze routes and, work with bus stop design guidelines, determine where to place a bus stop signs. This will include coordinating work to install new signs, concrete pads and benches.
3. **Ridership reports for FR and shuttles/events:** Monthly ridership reports are maintained to present to staff, the Board, FTA, and the National Transit Database. This includes ridership for Metro's fixed-route as well as any shuttles, events or promotions that occur.
4. **Bus Stop inventory:** Create a list of all the shelters, benches and bus stop signs in the system. Include the status of the shelter/bench, a photo, when it was installed, and which routes it serves.
5. **Miscellaneous:** Assess the need for sidewalk connectivity on bus routes; create maps for various presentations.

**Short-Range Transit Planning Products**

1. New placements for Bus Shelters
2. Upgraded shelters
3. Monthly Ridership Reports
4. Production of Ridership Maps

**Estimated Budget for Transit Activities:**

Total MTPO Staff Costs **\$79,103**

**Non-Direct Staff Charges:**

- TransCad License \$1,200
  - REMI License \$8,000
  - ArcMap License \$1,200
  - Office Supplies/Printing \$1,500
  - Staff Conference Costs/Travel \$2,500
  - Staff Tech. Support (Computers) \$8,648
- Total: \$24,848**

### **SECTION 3 - BUDGET**

The budget for the MTPO's regional transportation planning 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 City of Topeka Planning Department is the primary agency that currently provides staff services to the MTPO.

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

In addition to the staff costs, the MTPO is also including some direct charges for items such as travel expenses, office supplies, conference and training fees, software and software license renewals in the 2016 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2017 UPWP includes funds from Topeka and the USDOT (through the Consolidated Planning Grant administered by KDOT) for most of the work tasks. For the work task involving transit planning most of the local share is provided by the Topeka Metro, while Topeka funds from the City's general operating budget make up a portion of the local match for MTPO Staff and City sponsored projects. KDOT also supplies cash funds for City or TMTA match funds which are an "incurred" cost from Corridor Management (CM) funds, when those funds are available. Eligibility for the use of these CM funds by the City of Topeka or TMTA is determined by FHWA and KDOT on a case by case basis.

## 2017 Itemized Budget and Available CPG Funding.

2017 UPWP Budget	UPWP #	Total MPO (CPG Eligible) Activities	Other (City Cash)
<b>Program Support &amp; Administration</b>			
1.1 General Admin.	1	\$ 41,668	
1.2 Committee Support		\$ 22,596	
1.3 UPWP & Budget		\$ 14,990	
1.4 Training		\$ 7,257	
<b>MTP</b>	2	\$ 15,836	
<b>TIP</b>	3	\$ 3,807	
<b>Public Participation Plan</b>	4	\$ 10,993	
<b>Corridor and Special Studies</b>	5	\$ 19,034	
<b>Regional ITS Architecture</b>	6	\$ 1,156	
<b>Transit Planning Activities</b>	7	\$ 72,533	
MTP Consultants (Carryover)		\$ 129,213	
Traffic Safety Plan Consultant		\$ 100,000	
<b>Direct Non-staff Charges</b>			
Software Licenses		\$ 12,200	
Office Supplies/Printing/Advertising		\$ 1,500	
Conferences/Travel		\$ 2,500	
Tech. Support Group (TSG)		\$ 8,648	
Pedestrian/Bicycle Counters			\$ 3,000
<b>Total Costs of 2016 Program</b>		<b>463,949</b>	<b>\$ 3,000</b>

<b>CPG &amp; Matching Share</b>	
Federal Funds Being Used (80%)	\$ 371,159
Topeka Cash (Local Match)	\$ 84,531
TMTA Cash (Local Match)	\$ 11,258
<b>Total Expenditures</b>	<b>\$ 466,949</b>

**Estimate of available CPG funds for 2016**

2017 CPG Allocation	353,234
*Estimated 2016 carryover CPG funds :	<u>\$68,200</u>
Total 2017 Estimated CPG funds:	\$421,434
2017 CPG funds programmed	<b>\$371,159</b>
2017 Estimated Unencumbered	<b>\$50,275</b>

\*2017 Actual amount will not be available until January 2017

<b>2017 STAFF HOURS</b>						
<b>TASKS (Regular Hours)</b>	<b>UPWP #</b>	<b>Office Specialist</b>	<b>Transportation Planning Manager</b>	<b>Transportation Planner</b>	<b>Topeka Metro. Transit Planner</b>	<b>TOTAL Labor Hrs</b>
<b>MTPO Program Support &amp; Administration</b>	1					0
<b>1-1 General Admin.</b>		110	675	350		1,035
<b>1-2 Committee Support</b>			318	300		618
<b>1-3 UPWP &amp; Budget</b>			280	100		380
<b>1-4 Training</b>			100	100		200
<b>Metropolitan Transportation Plan</b>	2		230	200		430
<b>Transportation Improvement Program</b>	3		40	70		110
<b>Public Involvement Plan</b>	4		117	200		417
<b>Corridor Studies &amp; Special Studies</b>	5		200	350		550
<b>Regional ITS Architecture</b>	6		20	10		30
<b>Transit Planning Activities</b>	7		100	400	1,830	2,060
<b>TOTAL REGULAR HOURS</b>		110	2,080	2,080	1,830	5,830
<b>% of Time Spent on MPO funded activities</b>		5.29%	100.00%	100.00%	100.00%	

**Notes:**

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.

## Budget Labor Costs (Fully Loaded Labor) & Non-Direct Charges

TASKS (Fully Loaded Labor)	UPWP #	Consultant & Supply Costs	Office Specialist	Transportation Manager	Transportation Planner (Bike/Transit)	Topeka Metro. Transit Planner	TOTAL Fully Loaded Labor	% of Total
<b>MTPO Program Support &amp; Administration</b>	1							
1-1 General Admin.			\$2,276	\$28,931	\$10,462	\$0	\$41,668	17.7%
1-2 Committee Support			\$0	\$13,629	\$8,967	\$0	\$22,596	10.2%
1-3 UPWP & Budget			\$0	\$12,001	\$2,989	\$0	\$14,990	6.8%
1-4 Training			\$0	\$4,286	\$2,989	\$0	\$7,275	3.3%
<b>Metropolitan Transportation Plan</b>	2		\$0	\$9,858	\$5,978	\$0	\$15,836	7.2%
<b>Transportation Improvement Program</b>	3		\$0	\$1,714	\$2,092	\$0	\$3,807	1.7%
<b>Public Involvement Plan</b>	4		\$0	\$5,015	\$5,978	\$0	\$10,993	6.2%
<b>Corridor Studies &amp; Special Studies</b>	5		\$0	\$8,572	\$10,462	\$0	\$19,034	8.5%
<b>Regional ITS Architecture</b>	6		\$0	\$857	\$299	\$0	\$1,156	0.5%
<b>Transit Planning Activities</b>	7		\$0	\$4,286	\$11,956	\$56,291	\$72,533	37.8%
<b>Wayfinding (Carryover)</b>		\$8,340	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Complete Streets Guide Consultant</b>		\$45,000	\$0	\$0	\$0	\$0	\$0	0.0%
<b>MTP Consultants</b>		\$61,524	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Traffic Safety Plan Consultants</b>		\$25,000	\$0	\$0	\$0	\$0	\$0	0.0%
<b>MTPO Staff Non-Direct Charges</b>		\$24,848	\$0	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL:</b>		<b>\$164,712</b>	<b>\$2,276</b>	<b>\$89,149</b>	<b>\$62,171</b>	<b>\$56,291</b>	<b>\$209,887</b>	<b>100.0%</b>

### Notes:

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.

The fringe multiplier that accounts for benefits, vacation time and other items not included in the direct labor rate is supplied to the MTPO by the Topeka Budget Director and the TMTA Finance Manager.



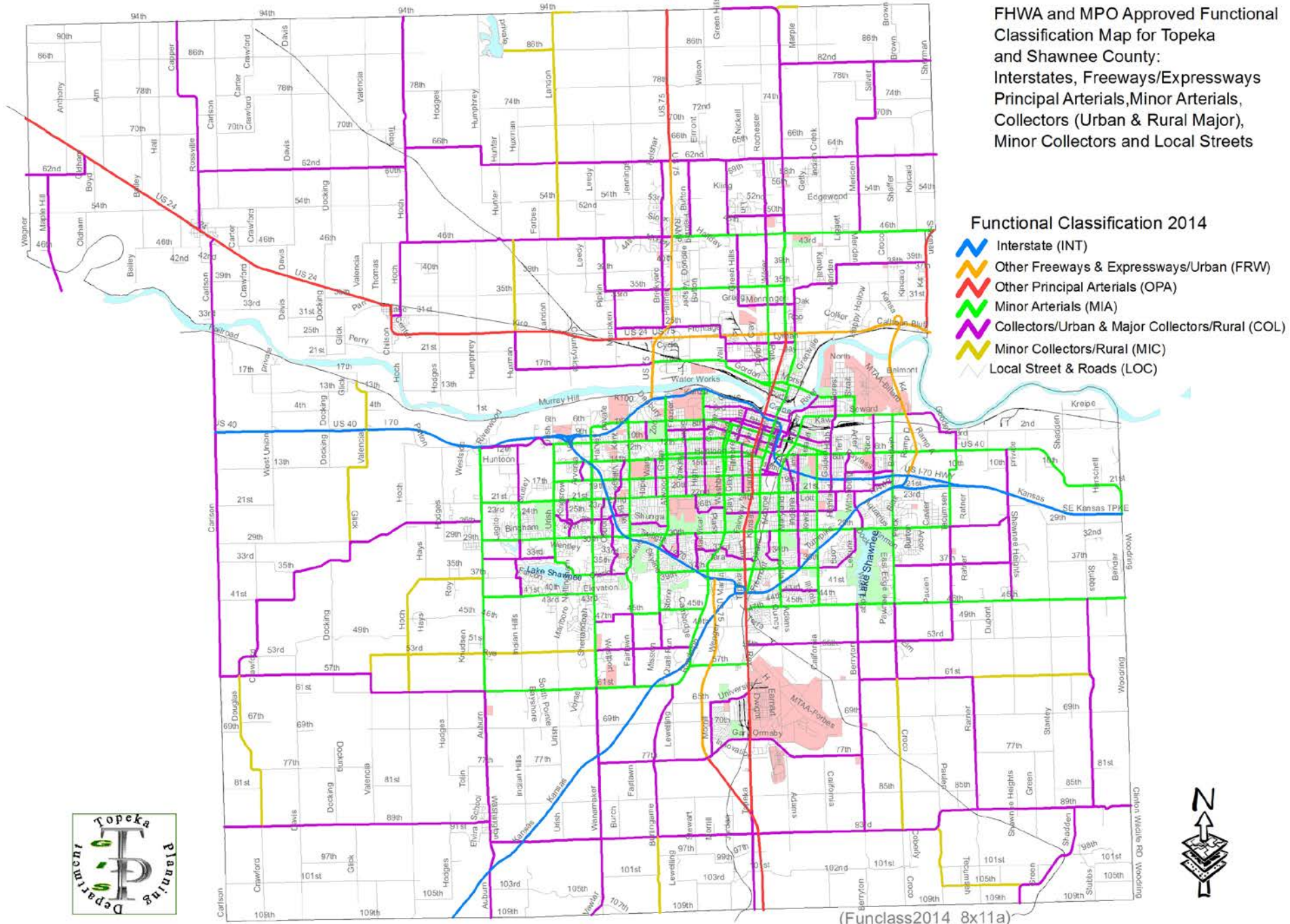
## **SECTION 4 – MAPS**

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

This section also includes a map of the MTPO metropolitan planning area. This map was an attachment to the agreement between the City of Topeka, KDOT and the TMTA that established the MTPO as the new MPO for the Topeka Area. This new MPO was established in 2004. The Topeka Urbanized Area and thus the MTPO Planning area has changed since 2004. The MTPO planning area includes all of the Topeka Urbanized Area defined by the Census Bureau in 2010 and all of the Urban Area for transportation planning purposes defined by the previous MPO and KDOT in 2003. This new MTPO planning area does not include all of Shawnee County. The MTPO has the ability to conduct continuing, comprehensive, and cooperative transportation planning activities for the territory inside their metropolitan planning area boundary. The MTPO is also charged with programming funding for all federally funded projects and regionally significant projects within that planning area boundary through the TIP process.

Figure 3

### Functional Classification of Roads 2014



FHWA and MPO Approved Functional Classification Map for Topeka and Shawnee County:  
 Interstates, Freeways/Expressways  
 Principal Arterials, Minor Arterials,  
 Collectors (Urban & Rural Major),  
 Minor Collectors and Local Streets





**MTPO  
Planning Area**

**Shawnee County**

**Jefferson County**

**Rossville**

**Silver Lake**






**Willard**

**Grantville**

**Topeka**

**Auburn**

**Legend**

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

**SECTION 5 – UPWP RELATIONSHIP TO LRTP GOALS**

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

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

Relationship between 2017 UPWP Work Tasks and 2040 LRTP Seven Goals

	<b>2017 Program Activities</b>	<b>Cultivate, Maintain, and Enhance the Region’s Economic Vitality</b>	<b>Increase the Safety and Security of the Region’s Transportation System</b>	<b>Increase Accessibility and Mobility Choices in the Region</b>	<b>Enhance the Social, Historical, and Natural Environments of the Region</b>	<b>Promote Efficient System Management and Operation</b>	<b>Connectivity of the Transportation System Across and Between Modes</b>	<b>Maintenance and Preservation of the Existing Transportation System</b>
1	Bikeways Plan Implementation	X	X	X		X	X	
2	Pedestrian Master Plan	X	X	X	X	X	X	X
3	Transit Planning Activities	X	X	X		X	X	
4	Complete Streets Reviews	X	X	X	X	X	X	X
5	Public Participation Activities		X	X		X	X	
6	LRTP Update			X		X	X	X

## **Public Comments**

As set forth in the current Public Participation Plan, any public comments received during the public comment period of any new MTPO document or amendments to any MTPO documents will be addressed and submitted for public hearing to the MTPO Technical Advisory Committee (TAC).

### **2017 UPWP Public Comment Hearing**