METROPOLITAN
TOPEKA PLANNING
ORGANIZATION

TAC AGENDA

November 4, 2021, 2:00PM
Zoom Videoconference

TECHNICAL ADVISORY COMMITTEE

Call to Order/Opening Business

1. Roll Call
2. Approval of Minutes for October 14, 2021
3. Public Comment

Action Items

1. 2021 Unified Planning Work Program (UPWP) Amendment #2 (Attached) Carlton
    - Adjustment of staff hours by work task
2. 2022 Unified Planning Work Program (UPWP) DRAFT (Attached) Carlton

Request approval to release for public comment.

Discussion/Non-Action Items

None

Quick Updates

1. Futures 2045 status
2. BCBS Grant: Survey (Taylor)
3. 2021 Bike Counts (Taylor)

Adjourn

ADA Notice: For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.

CITY OF TOPEKA

METROPOLITAN TOPEKA PLANNING ORGANIZATION

TAC

Technical Advisory Committee

M I N U T E S

Thursday, October 15, 2021

Voting Members present:	Randy Anderson (SNCO Planning); Bill Fiander (COT Planning); James Jackson (COT Pwks); Carlton Scroggins (COT/MTPO); Kristi Wilson (KDOT) (5)
Voting Members Absent:	Steve Baalman (KDOT); Andy Fry (TMTA); Curt Niehaus (SNCO PWks) (3)
City of Topeka Staff Present:	Kris Wagers, Topeka Planning

Roll Call

The meeting was held via Zoom video conference and called to order by Chairperson Kristi Wilson with 5 members present for a quorum.

Approval of minutes for August 12, 2021 – Motion by Mr. Jackson, 2nd by Mr. Fiander; APPROVED

Public Comment – none

Futures 2045 Metropolitan Transportation Plan (MTP) Update by JEO Consultants

Mr. Peek gave a brief review of the October 4 & 7 public meetings held via Zoom. Some of the topics brought up by attendees had to do with emerging technologies such as electric vehicles and infrastructure needs, autonomous/driverless vehicles, the impact of drone deliveries on freight and congestion, and freight traffic from new distribution centers.

Information about the project is available at topekampo.org and a survey is available on the Futures 2045 Project Site. Mr. Tobaben encouraged all TAC members to take the survey and ask others to do the same.

Unified Planning Work Program (UPWP) 2022 DRAFT Review

Mr. Scroggins introduced the draft and spoke about some up the updates to this 2022 UPWP. He briefly reviewed changes to the budget and hours pages which now include the BCBS Planner activities. He noted an increase in the Title VI hour allotment as this will be reviewed in 2022.

Mr. Scroggins explained that he had reached out to TMTA and others and at this time they have not requested any projects be included. At this point Mr. Scroggins projects approximately $52,619 in un-encumbered funds for 2022.

Ms. Wilson asked everyone to review the draft document. At the November TAC meeting staff will be asking approval to put it out for public comment and then seek final approval of the document at the November Policy Board meeting.

TIP Amendment #5 – staff requesting authorization to put the amendment out for public comment.

Ms. Wilson introduced the amendment and Mr. Scroggins reviewed the individual items.

1. 2021-2024 TIP Amendment 5 (Attached) Carlton
    a. KA-3236-01: US-24: From Kansas Avenue, east to SN/JF County Line (Amended)
    Mr. Scroggins explained the amendment was triggered by a revised schedule and the inclusion of CE and construction phases.
    b. KA-6122-01: Repair 7 Bridges on I-70 in Shawnee County (Amended)
    The amendment was triggered by a change in scope.
    c. KA-5483-02: K-4 in Shawnee County 1R Project Guardrail Upgrades (New Project)
    Mr. Jackson complimented KDOT on the way they take care of the interstate in their capital city.

Motion by Mr. Fiander to approve the document to go out for public comment; **second** by Mr. Jackson. **APPROVED** (5-0-0)

BCBS Grant

Mr. Scroggins reported that Ms. Taylor is out this week so will provide an update at the November meeting.

2021 Bike Counts

Mr. Scroggins explained that bike counts went well and staff is compiling data. Since counts are no longer being reported on a national level, it was possible to customize things more this year. Ms. Wilson said she volunteered and really liked the format and the intersections that were chosen. Mr. Fiander agreed, adding that he likes the intersection approach. He believes the information will assist in planning for future projects. Compliments to CSAC for all their assistance and input.

KDOT RFI

Ms. Wilson provided some background information, explaining that KDOT is requesting information with the intent of strategically placing electric vehicle charging stations throughout the state to make it easier for people with electric cars to travel. She encouraged members to provide feedback to KDOT.

November TAC meeting

Mr. Scroggins reminded all that the regularly scheduled November TAC meeting falls on Veterans Day. It was agreed that Ms. Wagers would send out an email to see if November 4 at 2:00PM would be a good time to reschedule to.

MTPO TAC – Vice Chair

Mr. Scroggins explained that staff have reviewed the “rotation” schedule of TAC Chair/Vice Chair and next to serve would be the representative from TMTA. Mr. Fry will finish out Ms. Ericksen’s 2021 term as Vice-Chair and serve as 2022 Chair.

The meeting adjourned at 2:34PM

UPWP 2021 Amendment #2 Summary

1. Adjusted hour allocations for 2021 Activities amongst the work tasks to better reflect the distribution of hours estimated when the document was first adopted. This amendment is routinely carried out near the end of the calendar year to balance the percentage of the budget utilized in each work task. The actual budget does not change. Changes were made only to the allocations attributed to each related task. The updated Budget tables are attached.

2021 UPWP Itemized Budget	UPWP#	Total MPO (CPG Eligible) Activities	Other (CPG Competitive Funds)
Program Support & Administration	1		
1.1 General Admin.		$48,309	
1.2 Committee Support		$17,166	
1.3 UPWP & Budget		$10,266	
1.4 Training		$2,909	
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		$1,820	
Staff Conference Costs /Travel		$4,500	
MTP	2	$29,114	
TIP	3	$15,392	
Public Participation Plan	4	$6,331	
Corridor and Special Studies	5		
5.1 Bikeways Activities		$27,398	
5.2 Pedestrian Planning Activities		$21,410	
5.3 General Studies		$27,041	
5.4 Performance Measures		$10,603	
Regional ITS Architecture	6	$1,197	
Transit Planning Activities	7	$64,826	
Consultant Contracts			
MTP Update Consultant		$85,000	
BCBS Grant Coordinator		$10,000	
TMTA Bldg. Relocation Study		$30,000	
Total Costs of 2021 Program		$440,979	

CPG & Matching Share	
Federal Funds Being Used (80%)	$352,783
Topeka Cash (Local Match)	$69,402
TMTA Cash (Local Match)	$18,794
Total Expenditures	$440,979

Estimate of available CPG funds for 2021

2021 CPG Allocation	$302,000
2021 Supplement *	$175,000
2021 Total 2021 CPG:	$477,000
2021 CPG funds programmed	**$352,783**
2021 Unencumbered funds	**$124,217**

*Estimated 2020 Carryover

Tasks (Regular Hours)	UPWP #	Planning. Dir.	Office Specialist	Transportation Planning Manager	Transportation Planner	Topeka Metro. Transit planner	Total Labor Hours
MTPO Program Support & Administration	1						
1-1 General Admin.			250	520	415		**1,185**
1-2 Committee Support		20		120	280		420
1-3 UPWP & Budget				120	120		240
1-4 Training				30	40		70
Metropolitan Transportation Plan	2	150		260	150		560
Transportation Improvement Program	3			250	75		325
Public Involvement Plan	4			70	80		150
Corridor Studies & Special Studies	5						
5-1 Bikeways Activities		75		190	360		625
5-2 Pedestrian Planning Activities		40		135	340		515
5-3 General Studies/Plan Reviews		175		175	165		515
5-4 Target Setting form Performance Measures				180	40		220
Regional ITS Architecture	6			20	5		25
Transit Planning Activities	7			10	10	1,683	1,703
TOTAL REGULAR HOURS		460	250	2,080	2,080	1,683	6,553
% of Time Spent on MPO funded activities		22.12%	12.02%	100%	100%	81%	

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.

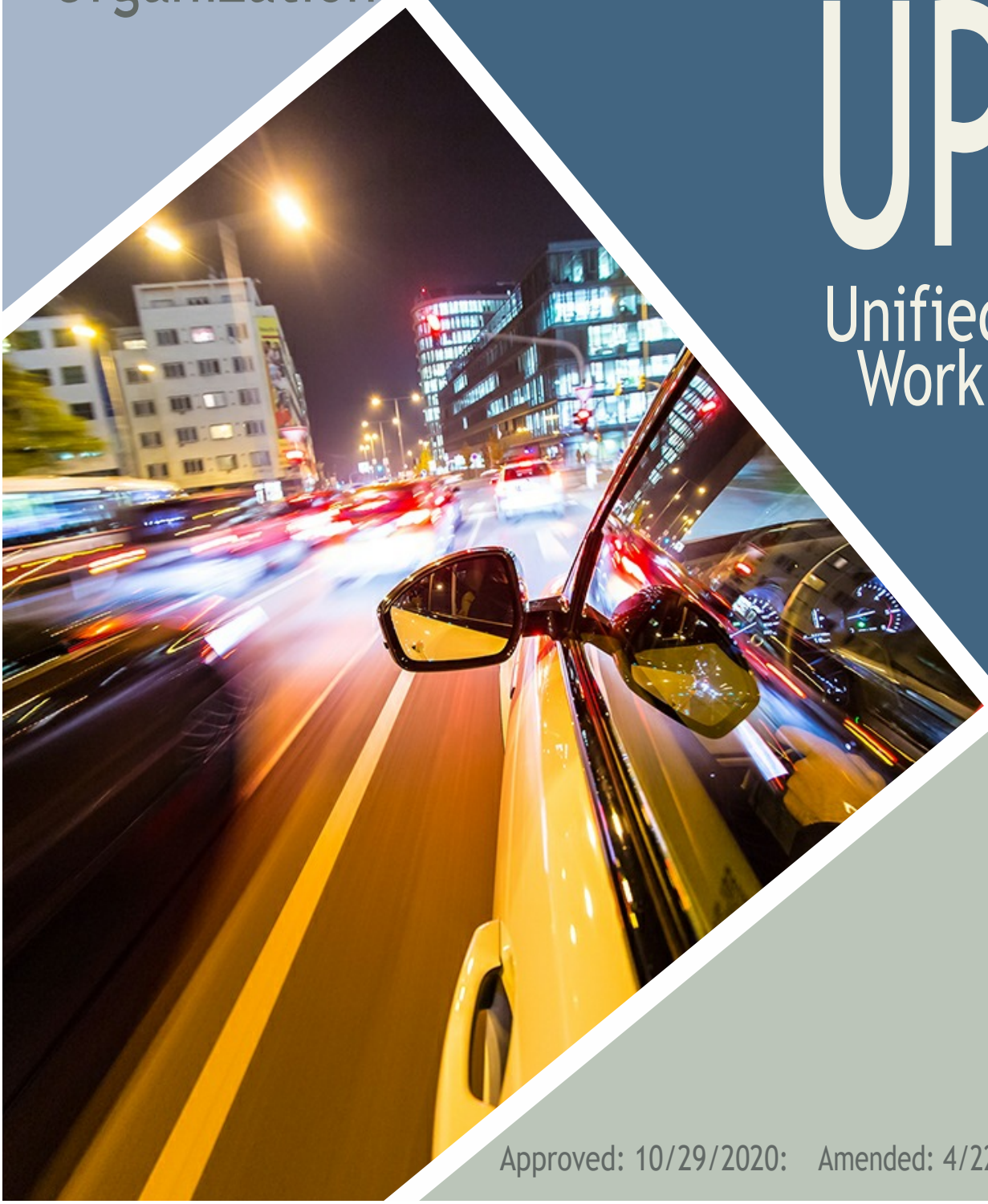
Tasks (fully Loaded Labor)	UPWP #	Consultant & Supply Costs	Planning Dir.	Office Specialist	Transportation Planning Manager	Transportation Planner	Topeka Metro. Transit planner	Total Fully Loaded Labor	% of Total
MTPO Program Support & Administration	1								
1.1 General Admin.			$0	$7,420	$26,671	$14,218	$0	$48,309	10.95%
1.2 Committee Support			$1,419	$0	$6,155	$9,593	$0	$17,167	3.89%
1.3 UPWP & Budget			$0	$0	$6,155	$4,111	$0	$10,266	2.33%
1.4 Training			$0	$0	$1,539	$1,370	$0	$2,909	0.66%
Metropolitan Transportation Plan	2		$10,640	$0	$13,335	$5,139	$0	$29,114	6.60%
Transportation Improvement Plan	3		$0	$0	$12,823	$2,570	$0	$15,393	3.49%
Public Participation Plan	4		$0	$0	$3,590	$2,741	$0	$6,331	1.44%
Corridor and Special Studies	5								
5.1 Bikeways Activities			$5,320	$0	$9,745	$12,334	$0	$27,399	6.21%
5.2 Pedestrian Planning Activities			$2,837	$0	$6,924	$11,648	$0	$21,409	4.85%
5.3 General Studies/Plan Reviews			$12,413	$0	$8,976	$5,653	$0	$27,042	6.13%
5.4 Target Setting for Performance Measures			$0	$0	$9,232	$1,370	$0	$10,602	2.40%
Regional ITS Architecture	6		$0	$0	$1,026	$171	$0	$1,197	0.27%
Transit Planning Activities	7		$0	$0	$513	$343	$63,971	$64,827	14.70%
MTPO Staff Non-Direct Charges		$10,000						$10,000	
MTP Update Consultants		$85,000						$85,000	
MTPO Staff Non-Direct Charges		$34,017						$34,017	
TMTA Bldg. Relocation Study (Carry-Over)		$30,000						$30,000	
Total:		$159,017	$32,629	$7,420	$106,683	$71,261	$63,971	$440,979	100%

mTPO

Metropolitan Topeka Planning Organization

2021 UPWP

Unified Planning Work Program



Approved: 10/29/2020: Amended: 4/22/2021; 11/18/2021

DISCLAIMER

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

METROPOLITAN TOPEKA PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
2021-JANUARY 1ST THROUGH DECEMBER 31ST

Table of Contents

SECTION I - INTRODUCTION 3
- What is the UPWP? 3
- FAST-Act Legislation 3
- Funding Breakdown 4
- Performance Based Planning 5
- MTPO Policy on UPWP Program Modifications 6
- 2021 Planning Priorities 7

SECTION 2-MTPO ACTIVITIES AND THE TRANSPORTATION PLANNING PROGRAM 8
- Work Task 1-MTPO Program Support and Administration 9
- Work Task 2-Metropolitan Transportation Plan (MTP) 12
- Work Task 3-Transportation Improvement program (TIP) 13
- Work Task 4-Public Participation & Title IV Compliance 14
- Work Task 5-Corridor and Special Studies 16
- Work Task 6-Regional ITS Architecture 20
- Work Task 7-Transit Planning Activities 21

SECTION 3-BUDGET 23
- 2021 Itemized Budget and Available CPG funding table 24
- 2021 MTPO Staff Hours table 25
- 2021 Labor and Non-Direct Charges table 26

SECTION 4-MAPS 27
- Functional Classification of Roads 28
- Metropolitan Topeka Planning Organization (MTPO) Area 29

SECTION 5-UPWP RELATIONSHIP TO MTP GOALS 30
- Public Comments 31

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 MPO for the region on March 3, 2004. The MTPO receives federal consolidated Grant (CPG) funds each year to carry out metropolitan transportation 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.

FUNDING BREAKDOWN BY CATEGORY AND CHANGES

Public Transit

- $72 Billion nationally over 5 years
- $55 million in Kansas over 5 years ($11m annually)
- Re-established a Bus Discretionary Program
- $55 million has been designated for Low- or No- Emission Bus Deployment projects.

MPO Planning

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

Transportation Alternatives

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

Surface Transportation

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

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).
- The KDOT Cost Share program (provides financial assistance to local entities for construction projects that improve safety, leverage state funds to increase total transportation investment and help both rural and urban areas of the state improve the transportation system.
  - Applications accepted twice annually. $5.5 million available during 2020 Fall application process

PERFORMANCE BASED PLANNING

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

Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.

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

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

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

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

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

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

MTPO'S POLICY ON UNIFIED PLANNING WORK PROGRAM MODIFICATIONS

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

Administrative Revisions: 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 Boards. Revisions include minor corrections or changes and routine data updates (e.g. spelling or grammar errors, updates of hourly rates for staff, or graphic improvements).

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

Formal Amendments: 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.

PLANNING PRIORITIES FOR 2021

The following is a list and brief descriptions of the 2021 UPWP priorities for the MTPO. The list includes projects carried over from 2020, as well as new projects proposed by MTPO partners. Other tasks associated with the seven program work tasks will also be performed as warranted.

1. Traffic Model Scenario runs model demographic update: The MTPO will work with the recently recalibrated model to run suggested traffic scenarios as needed to ensure traffic pattern efficiency. (MTPO Staff)
2. Hire, and work with Consultants on updating the Metropolitan Transportation Plan (MTP) Along with assisting with model calibration, staff will help with gathering data, as well as interpreting, arranging and setting up public participation surveys and websites.
3. Track Performance Measures: Staff will track progress towards attaining Performance Measures set in 2019 as part of the new PM tracking requirements set forth in FAST-ACT.
4. Work on Bikeways and Pedestrian Implementation: The MTPO staff will work on implementing both the Bikeways and Pedestrian Master Plans with the consult of the Complete Streets Advisory Committee and coordination with local City and County staffs. This will help ensure that the plans and implementations align with the MTPO goals. (MTPO staff, City Staff, and Complete Streets Advisory Committee)
5. Transit Planning Activities: Transit activities in 2021 will be focused on the bus stop enhancement program and assisting Topeka Metro with the designation of assigned bus stops. Topeka Metro has been awarded Transportation Alternatives (TA) grants in 2016-2019 to assist in continuing this process. (Multi-modal planner and Topeka Metro Planners)
6. Provide assistance on Transportation Planning related projects and studies: The MTPO staff will assist partners with planning related studies, as determined to be appropriate to the goals of furthering the viability of the regional transportation network. Includes staffing and assisting MTPO identified Transportation sub-committees. (MTPO Staff)
7. Explore possible other transportation projects that may be acceptable for 2021 budget consumption: The MTPO anticipates having funds available in 2021 for additional projects not yet identified, and will pursue any appropriate projects that may arise. This in an effort to utilize CPG funds that may otherwise be recouped by the state at year's end due the "Excess Funds Policy".

SECTION 2

MTPO ACTIVITIES & THE TRANSPORTATION PLANNING PROGRAM

For 2021 the MTPO proposes to conduct planning and programming activities categorized within the following seven work tasks. These work tasks include personnel costs and will be partially funded with federal assistance provided to the MTPO in the form of a Consolidated Planning Grant (CPG). The MTPO will work with its planning partners, KDOT, the City of Topeka, Shawnee County, Topeka Metro and paratransit providers in the MTPO in carrying out these planning activities.

Program Work Tasks:

1. MTPO Program Support & Administration
2. Metropolitan Transportation Plan Activities (MTP)
3. Transportation Improvement Program Development (TIP)
4. Public Participation & 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: $48,309

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 (in upcoming sections-throughout year)

1.2 Committee Support Activities: $17,166

1. Provide staff support to the MTPO Policy Board, the MTPO Technical Advisory Committee, The Complete Streets Advisory Committee (CSAC), and any other regional transportation related committees that may be formed by the MTPO or its partners. This support includes preparing any supporting meeting-related documents and maps.
2. Prepare agendas, minutes, announcements and meeting rooms to support the MTPO and TAC meetings, and to produce and post agendas and minutes on the website and in local news publications for public review.
3. 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: $10,266

1. Monitor progress toward completing the tasks included in the approved 2021 UPWP.
2. Prepare and approve the 2022 UPWP.
3. Prepare and approve amendments to the 2021 UPWP.
4. Prepare quarterly progress reports and invoices & submit requests for reimbursements to KDOT.

Products & Timeline

1. 2022 UPWP (December)
2. Amendments to the 2021 UPWP (As needed)
3. Quarterly billings and progress reports to KDOT for reimbursement. (Quarterly)

1.4 Training Activities: $2,909

Training opportunities that are proposed for 2021 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

2 – Metropolitan Transportation Plan (MTP): $29,114

Program objectives

The current Metropolitan Transportation Plan was updated in 2017 (Futures 2040 Regional Transportation Plan). The MTP is due to be updated in 2021 and will be completed with the hiring of consultants. Additional activities for 2021 will consist of MTPO staff refining the traffic model, demographic updates will be refined, as well as running traffic scenarios that may arise from MTPO partners.

Program Activities:

1. Work with consultants towards the completion of the MTP update (gathering and analyzing data.
2. Bi-weekly status phone call check-ins
3. Disseminating information amongst partners
4. Produce model runs for anticipated projects (On-going)
5. Produce model runs if needed for plan implementation projects (on-going)
6. Begin TDM model information gathering (On-going)

- Activities for 2021 are tasks that comprise a portion of the full task to complete the MTP Update. The fully completed document is schedule to be delivered by June 22nd 2022.

Consultant Cost Estimated budget: $85,000*

(Under consultant contracts)

*Budget constitutes approximately half of the full cost of the MTP update.

Products & Timeline

1. **None (producion of the Updated MTP projected to be completed in June of 2022)**

3 – Transportation Improvement Program (TIP): $15,392

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:

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 Baord and for posting on the MTPO website.

Products & Timeline

1. Annual listing of 2021 obligated projects (December)
2. TIP amendments (Quarterly)

4 – Public Participation & Title VI Compliance: $6,331

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 obligations by providing meaningful opportunities for all persons to participate in the metropolitan transportation planning process.
- Ensure continued compliance with EJ and Title VI.
- Incorporate the principles outlined in the Limited English Proficiency (LEP) Plan into the MTPO planning development process.
- Ensure that proper public participation, as outlined in the adopted PPP, is adhered to in carrying out all projects, plans, and documents.
- Make community groups aware of regional transportation planning decisions that are being made and to seek their input into these MTPO decisions.
- Set up and manage Zoom meetings for TAC and Policy board meetings*
- Create Online Story Maps, Surveys, and other inter-active resources for public involvement.*

*New measures required as a result of Covid-19 meeting restrictions.

Program Activities:

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

Products & Timeline

1. Updated MTPO website (ongoing)
2. 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 with 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 are not 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.

5.1 BIKEWAYS ACTIVITIES: $27,399

1. Work with city and county departments to determine the logistics of bicycle lane placement and signage for the implementation of phase IV of the Bikeways Study.
2. Study other city's bikeway initiatives and determine what methods will work best for the MTPO area
3. Update the Bikeways Master Plan recommendations for Phase IV of the Plan.
    - working with city staff
    - Evaluating the ultimate designs suggested in the original plan and making changes if necessary
    - Exploring other alternatives
4. Assist in gathering Bike and Pedestrian counts

PRODUCTS & TIMELINE

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

5.2 PEDESTRIAN PLANNING ACTIVITIES: $21,410

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.(on-going)
2. Updated Pedestrian Plan sidewalk priorities. list

5.3 General Studies & Plan Review Activities: $27,041

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 plan review team that meets in the preliminary stages of plan approvals. Though the Planning Director, who also serves as the MTPO Secretary, has always performed this role as part of the MTPO staff, we had not been recording his time in the UPWP budget. Due to City budget cuts caused by Covid-19 we are now including these charges. Thus, this category's budget has increased from past years.

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

2 The MTPO staff along with the Complete Streets Advisory Committee will review new projects to ensure compliance with Complete Streets standards. This includes accommodating all-modes of transportation.

3 Staff also provides guidance for transportation related issues on all Neighborhood Plans which are also produced in the Planning Department.

4 MTPO staff and partners will review current Functional Classification of Roads for possible re-classifications.

Products & Timeline

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

5.4 Target Setting for Performance Measures Activities: $10,603

Now a requirement of the Transportation Bill, the MTPO staff along with its partners will adopt the Performance Measures identified by KDOT, and support and advance activities and projects in an effort to fulfil those attain those measures.

While the MTPO adopted a Transportation Safety Plan in 2019, which suggest 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. While the intent is still to hire a consultant to help with the tracking of safety performance measures outline in the MTPO Traffic Safety Plan, the MTPO does not anticipate that happening in 2021, mostly due tho the fact that we will be updating our MTP.

In the absence of hiring a consultant to assist with the update of the PM 1 the MTPO will continue to support the PM1 Safety targets set by the State. To this end, staff and partners will participate in traffic safety teams made up of persons representing various entities in the community that are responsible for different aspects of mobility safety within the community. MTPO Staff will be working with KDOT in the development and organization of this new "team concept". This team will meet and share ideas on ways to improve transportation safety in the MTPO area.

The MTPO staff also participates in a sub-committee of the Complete Streets Advisory Committee (CSAC) on the development on 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 and set goals these roads accordingly. These conditions for local roadways are updated bi-annually.

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.

Activities

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

BCBS GRANT COORDINATOR POSITION:

The MTPO has teamed up with Heartland Healthy Neighborhood coalition and have 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 allocated $10,000 annually for 4 years.

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.

ACTIVITIES

1. Oversee the distribution of funds associated with a variety of community projects that promote a healthy community (4 year project)
2. Will contribute to eligible activities associated with the MTPO's key objectives. (This may include projects associated with Bike Share, Multi-Modal Transportation/ Complete Streets and ped projects and the Safe Routes to Food Initiative.)
3. Will work with MTPO staff who will have a direct stake and involvement in the "Neighborhood and Physical Environment Pathway".

6 – REGIONAL INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE $1,197

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

PRODUCTS & TIMELINE

1. There are no products for this activity in 2021.

7 – Public Transit Planning: $64,827

The UPWP document includes Topeka Metropolitan Transit Authority (TMTA) planning activities that will be conducted in 2021. 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. In 2021, a full time salary for one transit planner will be funded in part with CPG funds.

Program objectives

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

Program Activities:

1. Maintain ridership database to help plan service routes and schedules and analyze data on over 1,300,000 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.
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
    - Analyze and recommend stop locations to plan for best connectivity among accessible bus stops and pedestrian/bicycle networks

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
    - Participate in assessment of responses to technology RFPs
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 on project planning involving transit corridors
8. MTPO Staff Transit support
    - Special project data presentation maps and documents
    - Input on Transit planning documents and studies
9. Maintenance Facility Relocation Study*
    - Plan for future relocation in support of the City of Topeka's Riverfront Development plans:
    - Assess space needs based on projected service levels
    - Conduct site assessment study in coordination with planning consultants

Staff Cost Estimated budget: $64,826

(MTPO: $855 TMTA: $63,971)

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 2021 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2021 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.

2021 UPWP Itemized Budget	UPWP#	Total MPO (CPG Eligible) Activities	Other (CPG Competitive Funds)
Program Support & Administration	1		
1.1 General Admin.		$48,309	
1.2 Committee Support		$17,166	
1.3 UPWP & Budget		$10,266	
1.4 Training		$2,909	
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		$1,820	
Staff Conference Costs /Travel		$4,500	
MTP	2	$29,114	
TIP	3	$15,392	
Public Participation Plan	4	$6,331	
Corridor and Special Studies	5		
5.1 Bikeways Activities		$27,398	
5.2 Pedestrian Planning Activities		$21,410	
5.3 General Studies		$27,041	
5.4 Performance Measures		$10,603	
Regional ITS Architecture	6	$1,197	
Transit Planning Activities	7	$64,826	
Consultant Contracts			
MTP Update Consultant		$85,000	
BCBS Grant Coordinator		$10,000	
TMTA Bldg. Relocation Study		$30,000	
Total Costs of 2021 Program		$440,979	

CPG & Matching Share	
Federal Funds Being Used (80%)	$352,783
Topeka Cash (Local Match)	$69,402
TMTA Cash (Local Match)	$18,794
Total Expenditures	$440,979

Estimate of available CPG funds for 2021

2021 CPG Allocation	$302,000
2021 Supplement *	$175,000
2021 Total 2021 CPG:	$477,000
2021 CPG funds programmed	**$352,783**
2021 Unencumbered funds	**$124,217**

*Estimated 2020 Carryover

Tasks (Regular Hours)	UPWP #	Planning. Dir.	Office Specialist	Transportation Planning Manager	Transportation Planner	Topeka Metro. Transit planner	Total Labor Hours
MTPO Program Support & Administration	1						
1-1 General Admin.			250	520	415		**1,185**
1-2 Committee Support		20		120	280		420
1-3 UPWP & Budget				120	120		240
1-4 Training				30	40		70
Metropolitan Transportation Plan	2	150		260	150		560
Transportation Improvement Program	3			250	75		325
Public Involvement Plan	4			70	80		150
Corridor Studies & Special Studies	5						
5-1 Bikeways Activities		75		190	360		625
5-2 Pedestrian Planning Activities		40		135	340		515
5-3 General Studies/Plan Reviews		175		175	165		515
5-4 Target Setting form Performance Measures				180	40		220
Regional ITS Architecture	6			20	5		25
Transit Planning Activities	7			10	10	1,683	1,703
TOTAL REGULAR HOURS		460	250	2,080	2,080	1,683	6,553
% of Time Spent on MPO funded activities		22.12%	12.02%	100%	100%	81%	

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
MTPO Program Support & Administration	1								
1.1 General Admin.			$0	$7,420	$26,671	$14,218	$0	$48,309	10.95%
1.2 Committee Support			$1,419	$0	$6,155	$9,593	$0	$17,167	3.89%
1.3 UPWP & Budget			$0	$0	$6,155	$4,111	$0	$10,266	2.33%
1.4 Training			$0	$0	$1,539	$1,370	$0	$2,909	0.66%
Metropolitan Transportation Plan	2		$10,640	$0	$13,335	$5,139	$0	$29,114	6.60%
Transportation Improvement Plan	3		$0	$0	$12,823	$2,570	$0	$15,393	3.49%
Public Participation Plan	4		$0	$0	$3,590	$2,741	$0	$6,331	1.44%
Corridor and Special Studies	5								
5.1 Bikeways Activities			$5,320	$0	$9,745	$12,334	$0	$27,399	6.21%
5.2 Pedestrian Planning Activities			$2,837	$0	$6,924	$11,648	$0	$21,409	4.85%
5.3 General Studies/Plan Reviews			$12,413	$0	$8,976	$5,653	$0	$27,042	6.13%
5.4 Target Setting for Performance Measures			$0	$0	$9,232	$1,370	$0	$10,602	2.40%
Regional ITS Architecture	6		$0	$0	$1,026	$171	$0	$1,197	0.27%
Transit Planning Activities	7		$0	$0	$513	$343	$63,971	$64,827	14.70%
MTPO Staff Non-Direct Charges		$10,000						$10,000	
MTP Update Consultants		$85,000						$85,000	
MTPO Staff Non-Direct Charges		$34,017						$34,017	
TMTA Bldg. Relocation Study (Carry-Over)		$30,000						$30,000	
Total:		$159,017	$32,629	$7,420	$106,683	$71,261	$63,971	$440,979	100%

Section 4

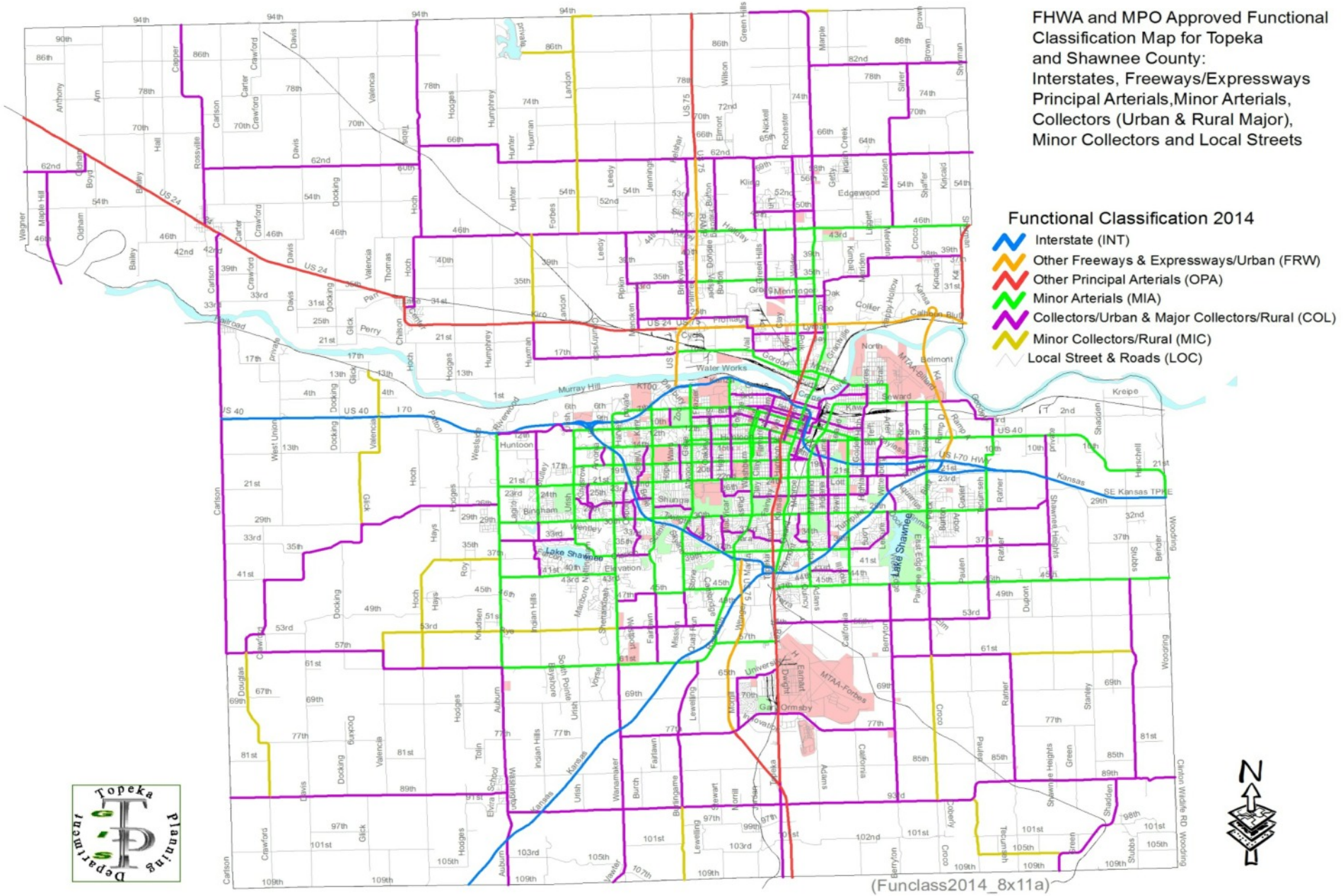
Maps

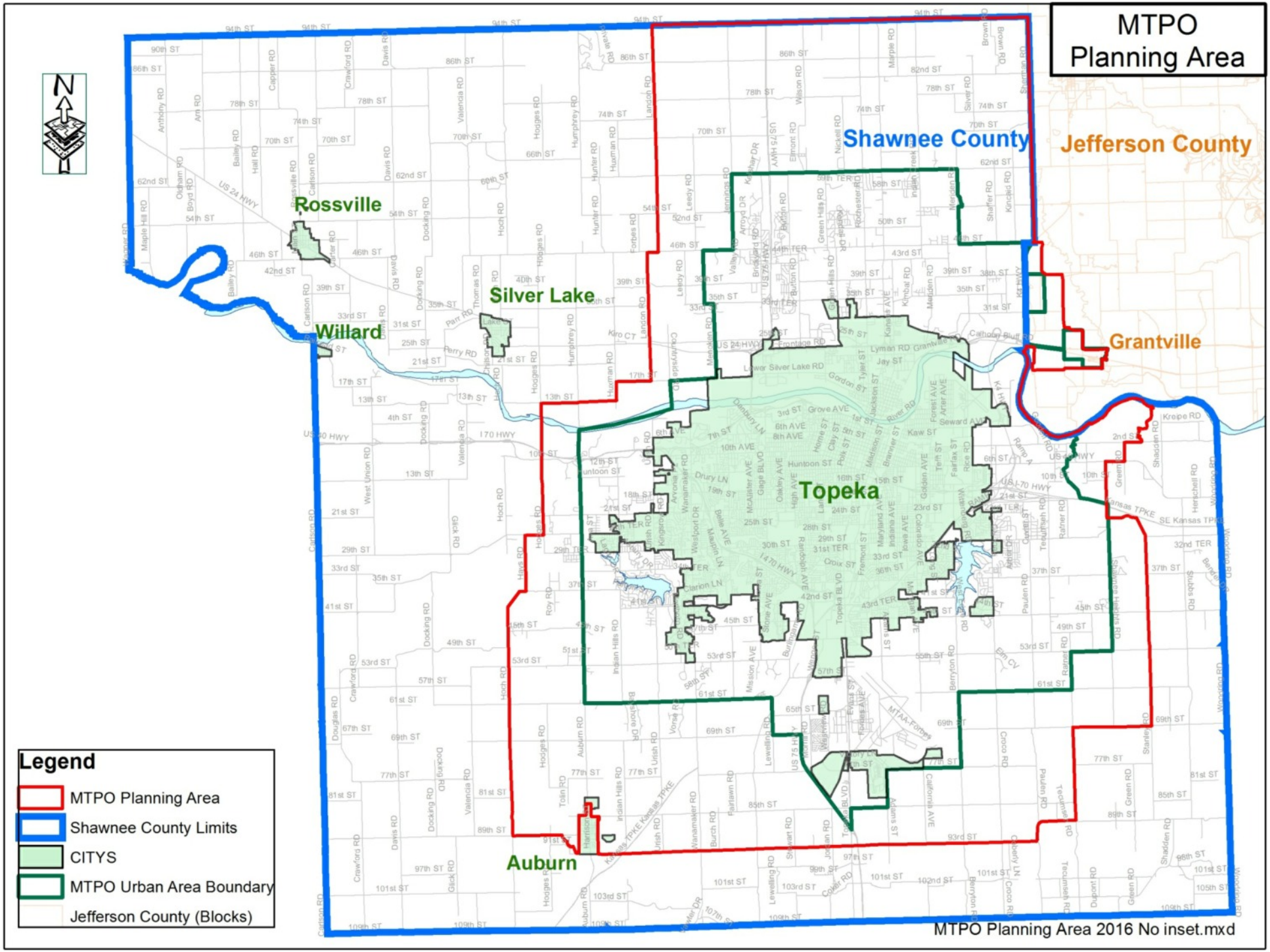
This section includes the latest Functional Classification Map for roadways in the region. At the time this map was originally produced the MPO planning area included all of Shawnee County so the entire county is shown on this map.

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

Figure 3

Funtional Classification of Roads 2014




MTPO Planning Area
N
Shawnee County
Jefferson County
Rossville
Silver Lake
Willard
Grantville
Topeka
Auburn
Legend
MTPO Planning Area
Shawnee County Limits
CITYS
MTPO Urban Area Boundary
Jefferson County (Blocks)
MTPO Planning Area 2016 No inset.mxd

SECTION 5 UPWP RELATIONASHIP 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 2021 UPWP Work Tasks and 2040 LRTP Seven Goals

	2021 UPWP Work Tasks	Cultivate, Maintain, and Enhance the Region's Economic Vitality	Increase the Safety and Security of the Region's Transportation System	Increase Accessibility and Mobility Choices in the Region	Protect, Preserve, and Enhance the Social, Historical, and Natural Environments of the Region	Promote Efficient System Management and Operation	Enhance Integration and Connectivity of the Transportation System Across and Between Modes	Emphasize Maintenance and Preservation of the Existing Transportation System
1	Bikeways Plan implementation	X	X	X		X	X	
2	Pedestrian Master Plan Implementation	X	X	X	X	X	X	X
3	Transportation Improvement Program	X	X	X		X	X	
4	Complete Streets Reviews/Plan	X	X	X	X	X	X	X
5	Public Participation Plan		X	X		X	X	
6	Regional ITS Architecture	X	X			X	X	X
7	Transit Planning Activities	X	X	X		X	X	X

Public Comments:

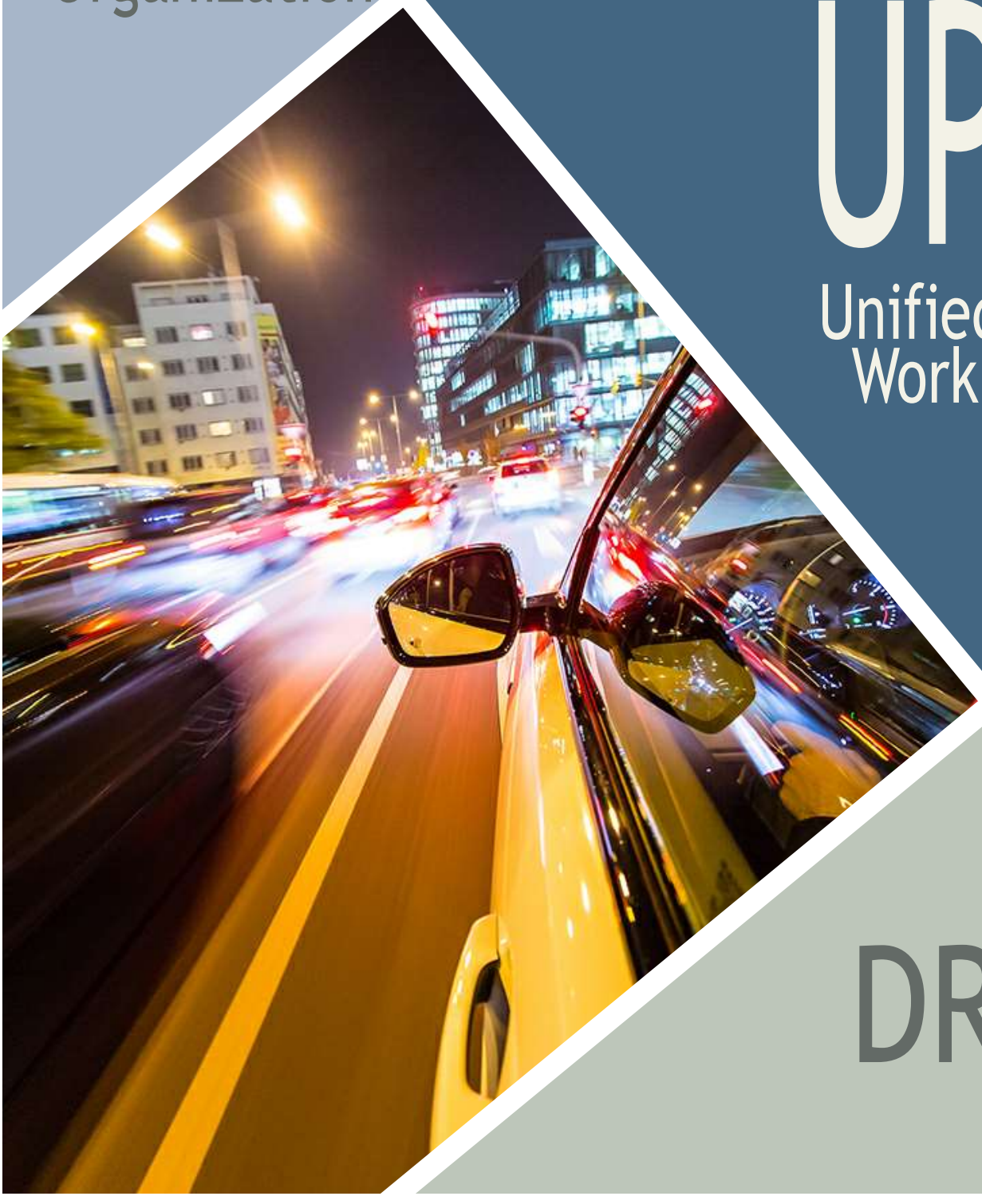
2021 UPWP Public Comment Hearing:

mTPO DRAFT

Metropolitan Topeka Planning Organization

2022 UPWP

Unified Planning Work Program



DRAFT

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)
2022-JANUARY 1ST THROUGH DECEMBER 31ST

Table of Contents

SECTION I - INTRODUCTION 3
- What is the UPWP? 3
- FAST-Act Legislation 3
- Funding Breakdown 4
- Performance Based Planning 5
- MTPO Policy on UPWP Program Modifications 6
- 2022 Planning Priorities 7

SECTION 2-MTPO ACTIVITIES AND THE TRANSPORTATION PLANNING PROGRAM 8
- Work Task 1-MTPO Program Support and Administration 9
- Work Task 2-Metropolitan Transportation Plan (MTP) 12
- Work Task 3-Transportation Improvement program (TIP) 13
- Work Task 4-Public Participation & Title IV Compliance 14
- Work Task 5-Corridor and Special Studies 16
- Work Task 6-Regional ITS Architecture 20
- Work Task 7-Transit Planning Activities 21

SECTION 3-BUDGET 23
- 2022 Itemized Budget and Available CPG funding table 24
- 2022 MTPO Staff Hours table 25
- 2022 Labor and Non-Direct Charges table 26

SECTION 4-MAPS 27
- Functional Classification of Roads 28
- Metropolitan Topeka Planning Organization (MTPO) Area 29

SECTION 5-UPWP RELATIONSHIP TO MTP GOALS 30
- Public Comments 31

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.

FUNDING BREAKDOWN BY CATEGORY AND CHANGES

Public Transit

- $72 Billion nationally over 5 years
- $55 million in Kansas over 5 years ($11m annually)
- Re-established a Bus Discretionary Program
- $55 million has been designated for Low- or No- Emission Bus Deployment projects.

MPO Planning

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

Transportation Alternatives

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

Surface Transportation

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

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.

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 federal transportation law, FAST-Act. Notably, the requirement setting performance measures and performance-based planning 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.

PLANNING PRIORITIES FOR 2022

The following is a list and brief descriptions of the 2022 UPWP priorities for the MTPO. The list includes projects carried over from 2021, as well as any new projects proposed by MTPO partners. Other tasks associated with the seven program work tasks will also be performed as warranted.

1. Traffic Model Scenario runs model demographic update: The MTPO will work with the recently recalibrated model to run suggested traffic scenarios as needed to ensure traffic pattern efficiency. **(MTPO Staff)**
2. Hire, and work with Consultants on updating the Metropolitan Transportation Plan: Along with assisting with model calibration, staff will help with gathering data, as well as interpreting, arranging and setting up public participation surveys and websites.
3. Review/Update Performance Measures: Staff will review and update (if needed) current Performance Measures set in 2019 as part of the new PM tracking requirements set forth in FAST-ACT.
4. Work on Bikeways and Pedestrian Implementation: The MTPO staff will work on implementing both the Bikeways and Pedestrian Master Plans with the consult of the Complete Streets Advisory Committee (CSAC) and coordination with local City and County staffs. This will help ensure that the plans and implementations align with the MTPO goals. **(MTPO staff, City Staff, and CSAC)**
5. Transit Planning Activities: Transit activities in 2022 will be focused on the bus stop enhancement program and assisting Topeka Metro with the designation of assigned bus stops. Topeka Metro was awarded Transportation Alternatives (TA) grants in 2016-2019 to assist in continuing this process. Some of these projects have been carried over into 2022. **(TMTA and MTPO Staff)**
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 acceptable for 2022 budget consumption: The MTPO anticipates having funds available in 2022 for additional projects not yet identified, and will pursue any appropriate projects that may arise. This in an effort to utilize CPG funds that may otherwise be recouped by the state at year's end due the "Excess Funds Policy".

SECTION 2

MTPO ACTIVITIES & THE TRANSPORTATION PLANNING PROGRAM

For 2022 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: $42,601

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 (in upcoming sections-throughout year)

1.2 Committee Support Activities: $17,983

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 the MTPO meetings, and to produce and post agendas and minutes on the website and in local news publications for public review.
3. 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: $15,195

1. Monitor progress toward completing the tasks included in the approved 2022 UPWP.
2. Prepare and approve the 2023 UPWP.
3. Prepare and approve amendments to the 2022 UPWP.
4. Prepare quarterly progress reports and invoices & submit requests for reimbursements to KDOT.

Products & Timeline

1. 2023 UPWP (December)
2. Amendments to the 2022 UPWP (As needed)
3. Quarterly billings and progress reports to KDOT for reimbursement. (Quarterly)

1.4 Training Activities: $5,986

Training opportunities that are proposed for 2022 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

2 – Metropolitan Transportation Plan (MTP): $32,999

Program objectives

The current Metropolitan Transportation Plan was updated in 2017 (Futures 2040 Regional Transportation Plan). The MTP is due to be updated in 2022 and is on schedule to be completed by the end of the second quarter of 2022. Related activities for 2022 include MTPO staff refining the traffic model, updating demographic data, as well as running traffic scenarios that may arise from MTPO partners and public input.

Program Activities:

1. Work with consultants towards the completion of the MTP update (gathering and analyzing data).
2. Bi-weekly status phone call check-ins
3. Disseminating information amongst partners
4. Produce model runs for anticipated projects (On-going)
5. Produce model runs if needed for plan implementation projects (on-going)
6. Public Meetings and Public Outreach (Website, storymaps, surveys, maps)

Products & Timeline

1. **Updated Futures2045 MTP (June 2022)**

3 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP): $21,353

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:

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)

4 – Public Participation & Title VI Compliance: $6,964

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

Program Activities:

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

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 with 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 no 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: $29,744

1. Work with city and county departments to determine the logistics of bicycle lane placement and signage for the implementation of phase IV of the Bikeways Study.
2. Study other city's bikeway initiatives and determine what methods will work best for the MTPO area
3. Update the Bikeways Master Plan recommendations for Phase V of the Plan.
    - working with city staff
    - Evaluating the ultimate designs suggested in the original plan and making changes if necessary
    - Exploring other alternatives
4. Assist in gathering 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: $20,851

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. (on-going)
2. Updated Pedestrian Plan sidewalk priorities list

5.3 General Studies & Plan Review Activities: $26,636

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.

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

2 The MTPO staff along with the Complete Streets Advisory Committee will review new projects to ensure compliance with Complete Streets standards. This includes accommodating all-modes of transportation.

3 Staff also provides guidance for transportation related issues on all Neighborhood Plans which are also produced in the Planning Department.

4 MTPO staff and partners will review current Functional Classification of Roads for possible re-classifications.

Products & Timeline

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

5.4 Target Setting for Performance Measures Activities: $4,652

The MTPO staff along with its partners will adopt the Performance Measures (PM) identified by KDOT, and support and advance activities and projects in an effort to track and attain those measures.

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 is now intending to track Safety Measures identified in the MTPO Transportation Safety Plan in-house, with the assistance of a Transportation Safety Team which 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 and have set goals for these roads accordingly. These conditions for local roadways are updated bi-annually.

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.
2. Work with the CSAC sub-committee/Safety Team on a Vision Zero Resolution.
3. Review and record local pavement conditions through the City/County Pavement Condition Index (PCI) assessment application.
4. Update PM3 targets and record progress/regress as may be the case, according to state PM tracking.

5.5 BCBS GRANT COORDINATOR POSITION: $18,750

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.

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.

ACTIVITIES

1. Oversee the distribution of funds associated with a variety of community projects that promote a healthy community (4 year project).
2. Contribute to eligible activities associated with the MTPO's key objectives. (This may include projects associated with Bike Share, Multi-Modal Transportation/ Complete Streets and ped projects and the Safe Routes to Food Initiative).
3. Work with MTPO staff involved in the "Neighborhood and Physical Environment Pathway".

6 – REGIONAL INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE $2,130

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

PRODUCTS & TIMELINE

1. There are no products for this activity in 2022.

7 – Public Transit Planning: $64,873

The UPWP document includes Topeka Metropolitan Transit Authority (TMTA) planning activities that will be conducted in 2022. 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. In 2022, a full time salary for one transit planner will be funded in part with CPG funds.

Program Objectives

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

Program Activities:

1. Maintain ridership database to help plan service routes and schedules and analyze data on over 1,300,000 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
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
    - Analyze and recommend stop locations to plan for best connectivity among accessible bus stops and pedestrian/bicycle networks

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
    - Participate in assessment of responses to technology RFPs
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 on project planning involving transit corridors
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
    - Collect, review, and assist in analysis of existing ridership after initial surges of Covid.
    - Provide and analyse new service options as alternative to existing services.
    - Provide context for public and board discussions and iterations of Metro services and ridership demand.

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 2022 budget. These items can be readily attributable to the MTPO operation and can be easily tracked as separate MTPO expenses.

This 2022 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.

2022 UPWP Itemized Budget	UPWP#	Total MPO (CPG Eligible) Activities	Other (CPG Competitive Funds)
Program Support & Administration	1		
1.1 General Admin.		$42,601	
1.2 Committee Support		$17,983	
1.3 UPWP & Budget		$15,195	
1.4 Training		$5,986	
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		$1,820	
Staff Conference Costs /Travel		$4,500	
MTP	2	$32,999	
TIP	3	$21,353	
Public Participation Plan	4	$6,964	
Corridor and Special Studies	5		
5.1 Bikeways Activities		$29,744	
5.2 Pedestrian Planning Activities		$20,851	
5.3 General Studies		$26,636	
5.4 Performance Measures		$4,652	
5-5 BCBS Grant Planner Activities		$18,750	
Regional ITS Architecture	6	$2,130	
Transit Planning Activities	7	$64,873	
Consultant Contracts			
MTP Update Consultant		$119,492	
Total Costs of 2022 Program		$464,226	

CPG & Matching Share	
Federal Funds Being Used (80%)	$371,381
Topeka Cash (Local Match)	$80,051
TMTA Cash (Local Match)	$12,794
Total Expenditures	$464,226

Estimate of available CPG funds for 2022

2022 CPG Allocation	$300,000
2021 Supplement	$124,000
Total 2022 CPG:	$424,000
2022 CPG funds programmed	**$371,381**
2022 Unencumbered CPG funds	**$52,619**

Tasks (Regular Hours)	UPWP #	Planning. Dir.	Office Specialist	Transportation Planning Manager	Transportation Planner	BCBS Grant Planner	Transit Planner	Total Hours
MTPO Program Support & Administration	1							
1-1 General Admin.			250	400	375			1,025
1-2 Committee Support		10		120	335			465
1-3 UPWP & Budget				160	180			340
1-4 Training				60	75			135
Metropolitan Transportation Plan	2	150		300	175			625
Transportation Improvement Program	3			400	30			430
Public Involvement Plan	4			60	40			100
Corridor Studies & Special Studies	5							
5-1 Bikeways Activities		85		190	360			635
5-2 Pedestrian Planning Activities		40		125	300			465
5-3 General Studies/Plan Reviews		175		150	165			490
5-4 Target Setting form Performance Measures				75	20			95
5-5 BCBS Grant Planner Activities						952		
Regional ITS Architecture	6			30	15			45
Transit Planning Activities	7			10	10		1,683	1,703
TOTAL REGULAR HOURS		460	250	2,080	2,080	952	1,683	6,553
% of Time Spent on MPO funded activities		22.12%	12.02%	100%	100%	46%	81%	

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	BCBS Grant Planner	Transportation Planner	Topeka Metro. Transit planner	Total Fully Loaded Labor	% of Total
MTPO Program Support & Administration	1									
1.1 General Admin.			$0	$7,493	$20,720	$0	$14,389	$0	$42,602	9.56%
1.2 Committee Support			$716	$0	$6,216	$0	$12,854	$0	$19,786	4.44%
1.3 UPWP & Budget			$0	$0	$8,288	$0	$6,907	$0	$15,195	3.41%
1.4 Training			$0	$0	$3,108	$0	$2,878	$0	$5,986	1.34%
Metropolitan Transportation Plan	2		$10,745	$0	$15,540	$0	$6,715	$0	$33,000	7.41%
Transportation Improvement Plan	3		$0	$0	$20,720	$0	$1,151	$0	$21,871	4.91%
Public Participation Plan	4		$0	$0	$3,108	$0	$1,535	$0	$4,643	1.04%
Corridor and Special Studies	5									
5.1 Bikeways Activities			$6,089	$0	$9,842	$0	$13,813	$0	$29,744	6.68%
5.2 Pedestrian Planning Activities			$2,865	$0	$6,475	$0	$11,511	$0	$20,851	4.68%
5.3 General Studies/Plan Reviews			$12,535	$0	$7,770	$0	$6,331	$0	$26,636	5.98%
5.4 Target Setting/Performance Measures			$0	$0	$3,885	$0	$767	$0	$4,652	1.04%
5.5 BCBS Grant Planner Activities			$0	$0	$0	$18,750	$0	$0	$18,750	4.21%
Regional ITS Architecture	6		$0	$0	$1,554	$0	$576	$0	$2,130	0.48%
Transit Planning Activities	7		$0	$0	$518		$384	$63,971	$64,873	14.56%
MTP Update Consultants		$119,492							$119,492	26.82%
MTPO Staff Non-Direct Charges		$34,017							$34,017	7.64%
Total:		$153,509	$32,950	$7,493	$107,744	$18,750	$79,810	$63,971	$445,476	100%

SECTION 4

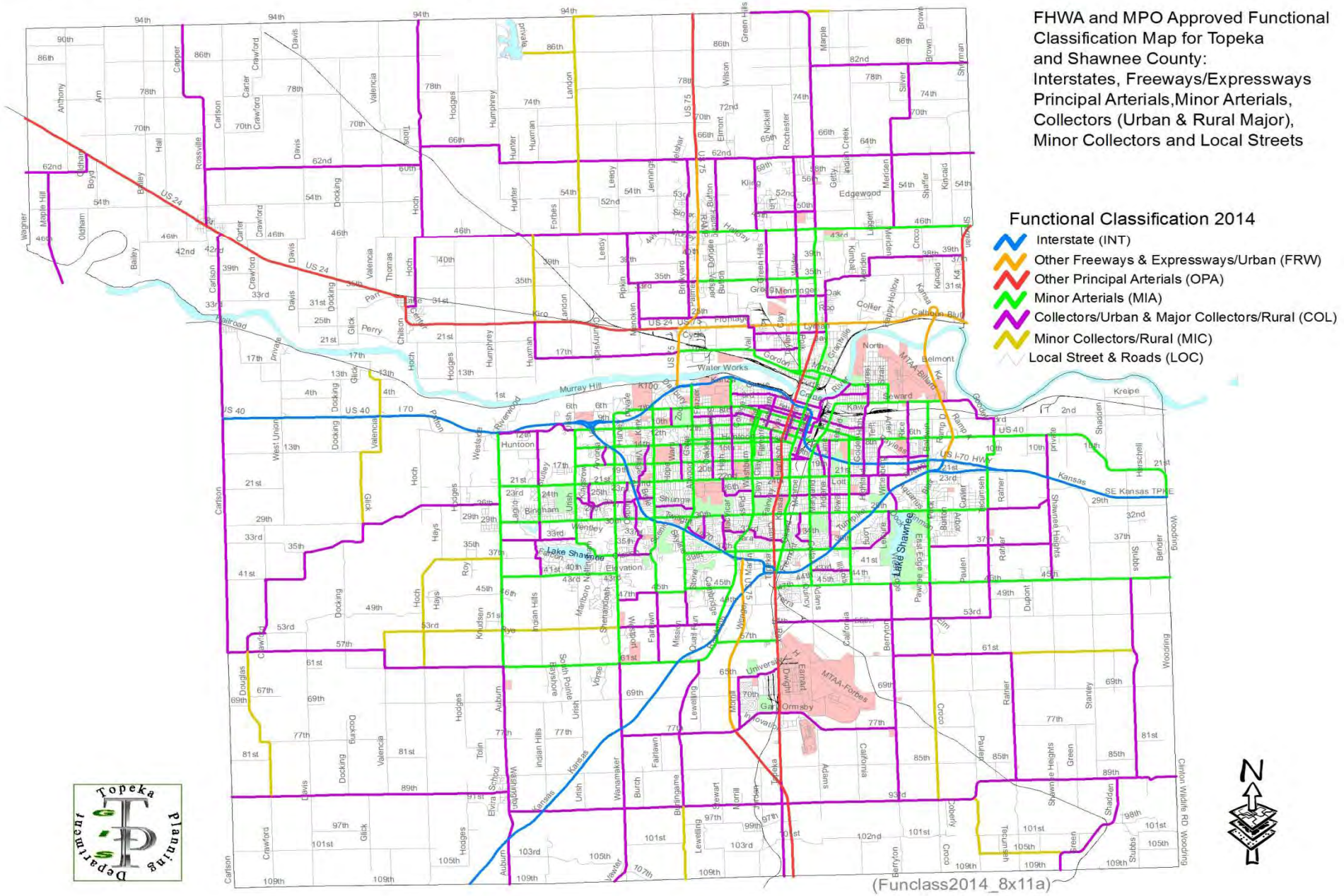
MAPS

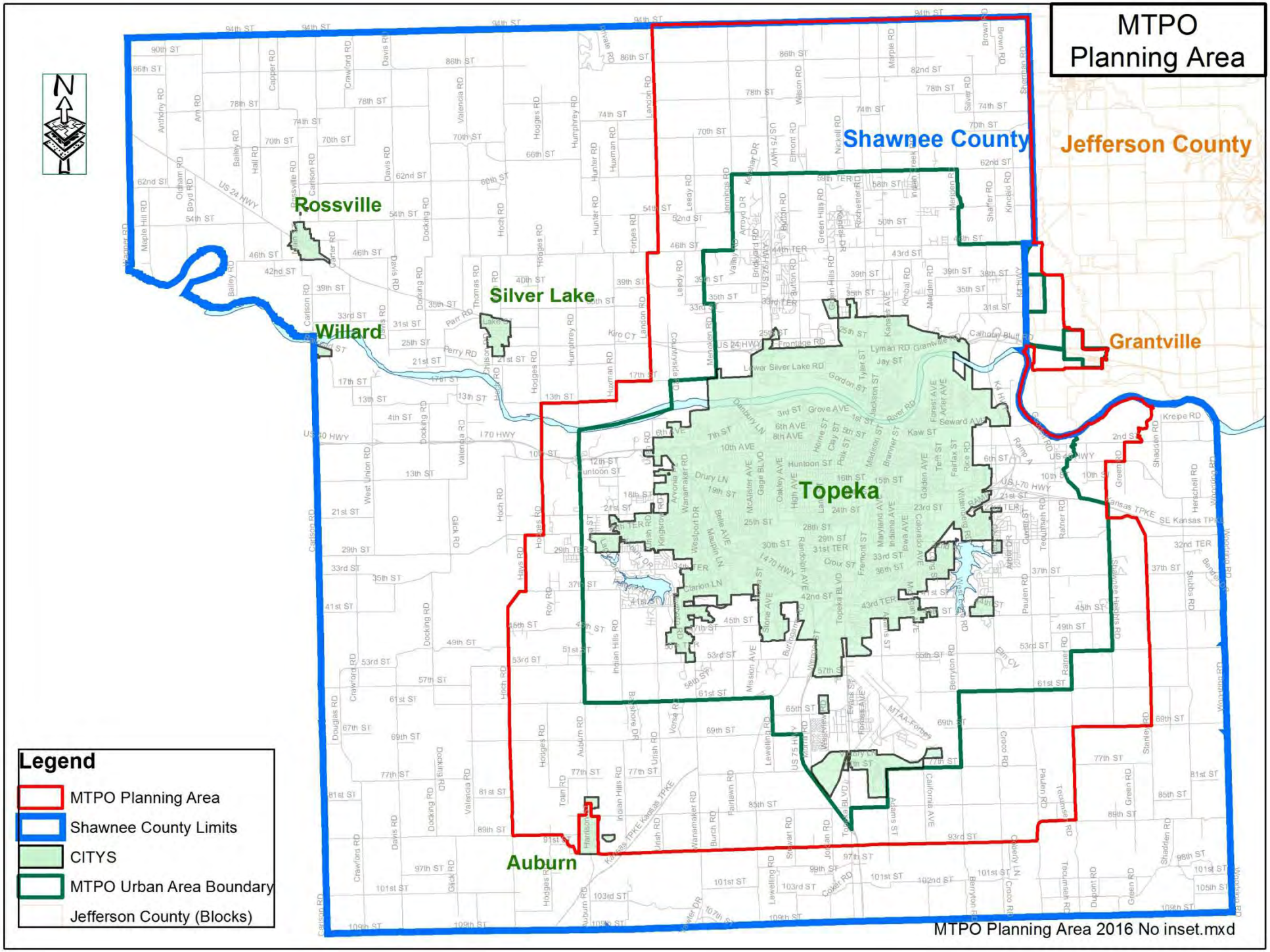
This section includes the latest Functional Classification Map for roadways in the region. At the time this map was originally produced the MPO planning area included all of Shawnee County so the entire county is shown on this map.

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

Figure 3

Funtional Classification of Roads 2014




MTPO
Planning Area
N
Shawnee County
Jefferson County
Rossville
Silver Lake
Willard
Grantville
Topeka
Auburn
Legend
MTPO Planning Area
Shawnee County Limits
CITYS
MTPO Urban Area Boundary
Jefferson County (Blocks)
MTPO Planning Area 2016 No inset.mxd

SECTION 5 UPWP RELATIONASHIP 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 2022 UPWP Work Tasks and 2040 MTP Seven Goals.

	2022 UPWP Work Tasks	Cultivate, Maintain, and Enhance the Region's Economic Vitality	Increase the Safety and Security of the Region's Transportation System	Increase Accessibility and Mobility Choices in the Region	Protect, Preserve, and Enhance the Social, Historical, and Natural Environments of the Region	Promote Efficient System Management and Operation	Enhance Integration and Connectivity of the Transportation System Across and Between Modes	Emphasize Maintenance and Preservation of the Existing Transportation System
1	Bikeways Plan implementation	X	X	X		X	X	
2	Pedestrian Master Plan Implementation	X	X	X	X	X	X	X
3	Transportation Improvement Program	X	X	X		X	X	
4	Complete Streets Reviews/Plan	X	X	X	X	X	X	X
5	Public Participation Plan		X	X		X	X	
6	Regional ITS Architecture	X	X			X	X	X
7	Transit Planning Activities	X	X	X		X	X	X

Public Comments:

2022 UPWP Public Comment Hearing: