
Unified Planning Work Program

2015



Approved November 19, 2014

Title VI Note

The Flint Hills Metropolitan Planning Organization (FHMPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the FHMPO receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the FHMPO. Any such complaint must be in writing and filed with the FHMPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at www.FlintHillsRegion.org/FHMPO.

Disclaimer

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Introduction

What is the UPWP?

The Flint Hills Metropolitan Planning Organization (FHMPO) Unified Planning Work Program (UPWP) identifies and budgets for the regional transportation planning projects that the FHMPO and its planning partners will undertake during 2015. The two sources of funding for carrying out the planning activities come from the Consolidated Planning Grant (CPG), which is comprised of Planning (PL) funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Section 5303 funds and local contributions. The CPG funds are administered by the Kansas Department of Transportation (KDOT) and allocated to the FHMPO each year based on a formula. The CPG funds require a non-federal match.

This UPWP was developed in cooperation with the Kansas Department of Transportation (KDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

What is the FHMPO transportation planning process?

The metropolitan transportation planning process provides a forum for informed decision making to improve and enhance a safe, efficient and dependable regional transportation system. This decision-making process is cooperative, comprehensive, and continuous. It requires extensive coordination and cooperation with jurisdictional partners, local, state, and federal agencies, other stakeholders, and the public to identify common issues, concerns, and priorities for the regional transportation system.

What is the FHMPO's role in the transportation planning process?

The FHMPO is the designated Metropolitan Planning Organization (MPO) for the Manhattan Urbanized Area. The FHMPO region includes four cities (Manhattan, Junction City, Ogden, and Grandview Plaza), portions of three counties (Riley, Pottawatomie and Geary Counties) as well as the southern portion of the Fort Riley Military Base.

What is MAP-21?

The Moving Ahead for Progress in the 21st Century (MAP-21) is the federal legislation that currently regulates and funds the Flint Hills MPO transportation planning process. MAP-21 calls for MPOs to use a performance based planning approach and to use federal funding programs to achieve the following goals:

- **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.

2014 FHMPO Accomplishments

The activities listed below are the major activities the FHMPO completed during 2014:

- Adopted the Public Participation Plan
- Initiated the Flint Hills Transportation Plan and regional Intelligent Transportation Systems Architecture
- Adopted the Title VI Program Guidance
- Adopted the Limited English Proficiency Plan
- Initiated the first bicycle and pedestrian count program in the region

2015 Planning Priorities

The main priorities for the FHMPO for 2015 will be:

- Completion of the Travel Demand Model
- Adoption of the Flint Hills Transportation Plan
- Adoption of the Regional Intelligent Transportation Systems Architecture

Overview of 2015 UPWP Tasks

Task Overview

The regional transportation planning activities and products contained in this UPWP are categorized by four major tasks:

- Task 1.0 –MPO Support and Administration
- Task 2.0 - Public Involvement
- Task 3.0 – Long-Range Planning
- Task 4.0 – Short-Range Planning

2015 UPWP Tasks and Sub-Tasks

Task 1.0 – MPO Support and Administration

Sub-tasks

- 1.1 – General Program Administration
- 1.2 – UPWP and Budget
- 1.3 – Policy Board and TAC Meeting Support
- 1.4 – Professional Development and Training
- 1.5 – Vacation, Sick Leave, and Holiday Pay

2015 Goals

- Develop and adopt the 2016 UPWP and annual budget.

Sub-task 1.1 – General Program Administration

Manage and administer the FHMPO agency and metropolitan transportation planning process in compliance with federal and state rules and regulations.

Activity 1.1 – General MPO Management and Administration

Lead Agencies: FHMPO and FHRC

General management and administration of the MPO, which includes the following activities and all other related activities:

- Overall agency leadership and management
- Perform staff performance evaluations
- Process travel vouchers, maintain records, and process payments
- Process payroll and mail
- Process financial documents to purchase and pay for goods, services and materials
- Complete timesheets and monthly activity reports
- Attend weekly staff meetings
- Provide quarterly updates on FHMPO activities to the FHRC Board

Sub-task 1.2—Unified Planning Work Program (UPWP)

Develop and maintain the annual UPWP and budget, process monthly billings, and quarterly progress reports.

Activity 1.2 – UPWP and Budget

Lead Agencies: FHMPO and FHRC

Develop and maintain the UPWP and budget including the following detailed activities and all other related activities:

- Draft, finalize, and adopt the 2016 UPWP and budget
- Maintain the 2015 UPWP and budget through UPWP amendments, as necessary
- Compile and submit monthly reimbursement requests to KDOT
- Compile and submit quarterly progress reports to KDOT.
- Manage the FHMPO funding streams
- Track the status of the UPWP budget and activities
- Maintain the annual Consolidated Planning Grant contract and any subsequent amendments
- Carry out UPWP-related public involvement activities
- Maintain the FHMPO's 5-year budget

Products

2015 Reimbursement Requests—Monthly

2014 4th Quarter Activities Report

2014 Annual Report

2015 1st Quarter Activities Report– 2nd Quarter

2015 2nd Quarter Activities Report – 3rd Quarter

2015 3rd Quarter Activities Report – 4th Quarter

2015 UPWP Amendments – As Needed

2016 UPWP–4th Quarter

Sub-task 1.3—Policy Board and TAC Meeting Support

Support the Policy Board and TAC committees with meeting packet development, distribution and other meeting support and administrative duties.

Activity 1.3 – Policy Board and TAC Meeting Support

Lead Agencies: FHMPO and FHRC

Meeting support includes the following detailed activities and all other related activities.

- Develop, compile, and distribute meeting packets, including agendas, staff reports, and any additional information
- Record and transcribe meeting minutes
- Send out meeting agendas
- Maintain Policy Board and TAC committee bylaws
- Maintain committee membership and mailing lists

Sub-task 1.4—Professional Development and Training

Increase knowledge of metropolitan transportation planning process, regulations, planning techniques, and other relevant topics through professional development, education, and training opportunities.

Activity 1.4 – Professional Development

Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities:

- National Highway Institute (NHI)
- National Transit Institute (NTI)
- Federal Highway Administration (FHWA) or Federal Transit Administration (FTA)
- American Planning Association (APA)
- Kansas Chapter of the American Planning Association (KS APA) conference
- Kansas Association of Metropolitan Planning Organizations (KAMPO) – bi-yearly

Priority areas for FHMPO staff training in 2015 include:

- MAP-21
- Performance Measures
- Long-range transportation planning

Task 2.0—Public Involvement

Sub-tasks

2.1 – Public Involvement Documents

2.2 – General Outreach

Sub-task 2.1 – Public Involvement Documents

The Public Participation Plan, Title VI Program Guidance, and Limited English Proficiency Plan were all developed and adopted in 2014. Each of these documents will be reviewed for any necessary changes and updated accordingly.

Products

2015 Title VI Annual Report—3rd Quarter

Sub-task 2.2 – General Outreach

Developing, updating, and distributing general information about the Flint Hills MPO planning process and products includes the following detailed activities and all other related activities.

- Develop pamphlets, handouts, brochures, and other publications.
- Update social media sites
- Develop and maintain Public Involvement Contact Database

- Maintain FHMPO website
- Make presentations to local organizations and clubs, as requested

Task 3.0 – Long-Range Planning

Sub-tasks

3.1 – General Long-Range Planning

3.2 -- Travel Demand Model

3.3 – Flint Hills Transportation Plan

2015 Goals

- Adoption of the region’s first long-range transportation plan, called the Flint Hills Transportation Plan
- Completion of the Travel Demand Model

Sub-task 3.1 – General Long-Range Planning

Participate in regional long-range planning activities including the following:

- US-24 Corridor Stakeholder Meetings (Quarterly)
- Activities related to the Manhattan Area or Junction City Comprehensive Plans

Sub-task 3.2 – Travel Demand Model

Activity 3.2 – Travel Demand Model Development

Timeframe: December 2013 – Spring 2015

Work with Olsson Associates to finalize the development of the region’s TDM, including final scenario runs and documentation of the process.

Sub-task 3.3 – Flint Hills Transportation Plan

Activity 3.3 – Flint Hills Transportation Plan Development

Timeframe: December 2013 – December 2015

The FHMPO will continue to work with URS Corporation on the development and adoption of the region’s first long-range transportation plan. Activities include:

- Monitoring the agreement and invoices
- Bi-weekly conference calls with the consultant team
- Bi-monthly meetings with the FHTP Project Advisory Committee
- Participation in the FHTP process
- Development of ITS Architecture

FHTP Non-Salary Expenses: There is a line item in the budget that includes expenses related to the FHTP that are neither FHMPO salaries nor consultant expenses. These items are directly

related to the FHTTP and will be tracked separately in order to maintain historical data for FHTTP expenses. This line item will include the following:

- Advertising (newspapers, radio, etc)
- Printing costs (maps, FHTTP business cards, meeting materials, etc)
- Mileage to attend public meetings and presentations related to FHTTP
- Supplies for public meetings and outreach activities

Products

FHTTP Draft Document – October 2015

FHTTP Final Document – December 2015

ITS Architecture – December 2015

Task 4.0 – Short-Range Planning

Sub-tasks

4.1 – General Short-Range Planning Activities

4.2 – Transportation Improvement Program (TIP)

2015 Goals

- Development and approval of 2016-2019 TIP

Sub-task 4.1 – General Short-Range Planning Activities

Develop and maintain FHMPO maps and data to support the planning process. Participate in local and regional planning activities and initiatives that support the FHMPO's multimodal planning process. Activities include:

- Participate in the Flint Hills Frontiers project
- Prepare maps, data, or other materials.
- Participate in federal, state, and local committees and advisory groups on issues concerning the metropolitan transportation planning process, including:
 - Serving as a member of the Manhattan Chamber of Commerce Transportation Committee
 - Serving as a member on the Flint Hills Area Transportation Agency Board
 - The Chambers' Regional Transportation Target Advisory Group

Activity 4.1.1 – Bike/Ped Count Project

Organize and execute the second year of bicycle and pedestrian counts following the National Bicycle and Pedestrian Documentation Project. The counts will be taken by using volunteers and FHMPO staff in September.

Activity 4.1.2 – Regional Transit Activities

The Flint Hills Area Transportation Agency, or aTa Bus, has several transit activities that will continue into 2015.

- Continue to work with KDOT on transit regionalization efforts for the Flint Hills Region (FHMPO & aTa)
- Planning activities regarding the inter-city shuttle between Manhattan, Fort Riley and Junction City
- Planning related to Junction City fixed-route service
- Planning for centralized dispatching service
- Provide technical support and participate in the Flint Hills Regional Transit Administration (FHMPO & aTa)

ATA Led Planning Activity	ATA Contribution
Junction City Fixed-Route Service	\$20,000
Manhattan-Wamego Transit Route	\$3,000
Centralized Dispatching Service	\$15,000
Jardine Route/Park and Ride Service	\$1,500

Sub-task 4.2 – Transportation Improvement Program (TIP)

Develop and maintain a fiscally constrained Transportation Improvement Program (TIP) that programs regional transportation system improvement projects to be implemented over the next four years.

Activity 4.2 – 2014-2017 TIP Maintenance

A new is developed every two years, meaning the 2014-2017 TIP will require a complete update.

- Develop the 2016-2019 TIP
- Prepare reporting documents, including the Annual Listing of Obligated Projects
- Coordinate with planning partners regarding TIP activities
- Carry out TIP-related public involvement activities
- Process Quarterly Amendments for the 2014-2017 TIP until the 2016-2019 TIP is approved
- Provide letters of support to project sponsors as needed

Products

2014-2017 TIP Amendment #5—1st Quarter

2014-2017 TIP Amendment #6—2nd Quarter

2014-2017 TIP Amendment #7—3rd Quarter

2016-2019-TIP—3rd Quarter

2015 Annual Listing of Federally Obligated Projects – 4th Quarter

Appendix A: UPWP Budget Summary

UPWP Task	Description	Total 2015 Budget
1.0	<i>MPO Support and Administration</i>	\$ 74,592.86
1.1	General Program Administration	\$ 35,929.04
	Salaries and Benefits	\$ 23,929.04
	Total Operating Expenses	\$ 12,000
	Advertising	\$ 500
	Audit Fees	\$ 2,000
	Computer Hardware	\$ 500
	Mileage Reimbursement	\$ 2,500
	Office Furniture	\$ 750
	Office Supplies	\$ 750
	Phone/Internet Service	\$ 1,000
	Postage	\$ 250
	Printing and Photocopying Services	\$ 2,000
	Software	\$ 1,500
	Independent Legal Services	\$ 250
1.2	UPWP and Budget	\$ 14,094.70
1.3	TPB and TAC Meeting Support	\$ 11,334.07
1.4	Professional Development and Training	\$ 6,301.63
	Salaries and Benefits	\$ 3,301.63
	Travel and Training Expenses	\$ 3,000.00
1.5	Vacation/Sick Leave/Holiday Pay	\$ 6,933.42
2.0	<i>Public Involvement</i>	\$ 6,327.85
2.1	Public Participation	\$ 825.41
2.2	General Outreach	\$ 5,502.44
3.0	<i>Long-Range Planning</i>	\$ 241,025.99
3.1	General Long-Range Planning Activities	\$ 1,650.81
3.2	Travel Demand Model	\$ 16,127.03
	Salaries and Benefits	\$ 4,127.03
	Consultant Services: Travel Demand Model	\$ 12,000.00
3.3	Flint Hills Transportation Plan	\$ 223,248.14
	Salaries and Benefits	\$ 20,248.14
	FHTP Non-Salary Expenses	\$ 3,000.00
	Consultant Services: FHTP	\$ 200,000.00
4.0	<i>Short-Range Planning</i>	\$ 16,590.03
4.1	General Short-Range Planning Activities	\$ 9,354.07
4.2	TIP	\$ 7,235.96
	TOTAL	\$ 338,536.73

Total 2015 UPWP Funding Breakout	Federal Funds	Local Funds	Total
Budget Breakout	\$165,000.00	\$173,536.73	\$338,536.73

Appendix B: Certification of Restrictions on Lobbying

I, Dave Lewis, the Flint Hills Metropolitan Planning Organization (MPO) Policy Board Chairperson, hereby certify on behalf of Flint Hills MPO that to the best of my knowledge:

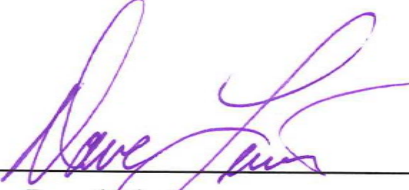
(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this 19th day of November 2014.

By  _____
Policy Board Chairperson
Flint Hills Metropolitan Planning Organization