

Greater St. Joseph Area  
**MPO**  
Metropolitan Planning Organization



## FY2017 UNIFIED PLANNING WORK PROGRAM (UPWP)

Missouri CPG Funds: \$178,170

Kansas CPG Funds: \$15,000

Local Funds: \$48,292

Total UPWP Amount: \$241,462

Approved by SJATSO Coordinating Committee:  
November 17<sup>th</sup>, 2016

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## CONTACT SJATSO

For questions regarding SJATSO's UPWP, programs, or publications please contact SJATSO Staff. To request additional copies of this document or to request it in an accessible format, please contact SJATSO staff using the methods described below. An electronic copy of this document can also be downloaded online from the website.

1100 Frederick Ave., Room 202  
St. Joseph, Missouri 64501

Phone: (816) 236-1471  
Fax: (816) 271-4740

Email: [Contact@stjoempo.org](mailto:Contact@stjoempo.org)  
Website: [www.StJoeMPO.org](http://www.StJoeMPO.org)

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The following table will be used throughout the timeframe that the FY2017 UPWP is in effect to record the adoption and any future amendments or modifications that are processed.

Type of Revision (adoption, review, amendment)	Date	Description
Public review on draft	10-3-2016 to 11-2-2016	Draft UPWP was published online and sent to libraries, newspapers and social media outlets for public review and comment
Approved by Coordinating Committee	11-17-2016	Draft was taken through Technical Committee and was given final approval at the November Coordinating Committee Meeting
Submitted to MoDOT and KDOT for transmittal to ONEDOT	11-22-2016	Final draft was submitted to State DOTs for final approval and transmittal to ONEDOT

# INTRODUCTION

## What is SJATSO?

The St. Joseph Area Transportation Study Organization (SJATSO) is the federally designated Metropolitan Planning Organization for the region. A Metropolitan Planning Organization (MPO) is a regional decision-making body composed of elected officials, state and federal partners, and city staff from the metropolitan area. The MPO is charged with producing federally required transportation policy and planning documents as well as ensuring an inclusive public participatory process is followed. A MPO is comprised of a Policy Board which is composed of mostly elected officials (referred to as a Coordinating Committee), a Technical Committee which is made up of transportation planning and engineering professionals, MPO Staff, and various other advisory committees that the MPO may form to advise on specific subjects or projects (see Figure 1).

SJATSO seeks to build a stronger regional community through cooperation, leadership and planning surrounding transportation. Through SJATSO's leadership, area jurisdictions and diverse community interests collaborate to address the regions problems and identify the opportunities for cooperative solutions. These efforts, in turn, enhance the effectiveness of local government. SJATSO plays an active leadership role in strengthening the metropolitan community by providing:

- A forum for addressing regional objectives and diverse community issues related to transportation
- Long-Range transportation planning and public policy coordination
- Technical assistance and services to enhance the effectiveness of local government in relation to transportation issues

## SJATSO Boards & Committees

SJATSO serves the tri-county St. Joseph metropolitan region, which includes five separate city governments. As a bi-state MPO, SJATSO's boundaries include portions of Buchanan County and Andrew County in Missouri and Doniphan County in Kansas (see Figure 2).

Transportation planning at SJATSO is overseen by the Technical Committee, which provides technical support and recommendations to the Coordinating Committee. SJATSO's Coordinating Committee (Policy Board) consists of locally elected and appointed leaders that represent their local government. SJATSO's bylaws determine the positions that should be represented on each committee. Advisory Committees are appointed by the individual boards based upon need.

FIGURE 1: SJATSO COMPOSITION

## SJATSO

A MPO is an organization of representatives from the surrounding local governments and agencies that collectively discuss transportation issues and opportunities for the entire metro area. MPOs are required by the Federal-Aid Highway Act of 1962 in all urbanized areas with a population greater than 50,000. The MPO acts as a steward of federal transportation funds while ensuring regional transportation planning is **continuing**, **cooperative** and **comprehensive**.

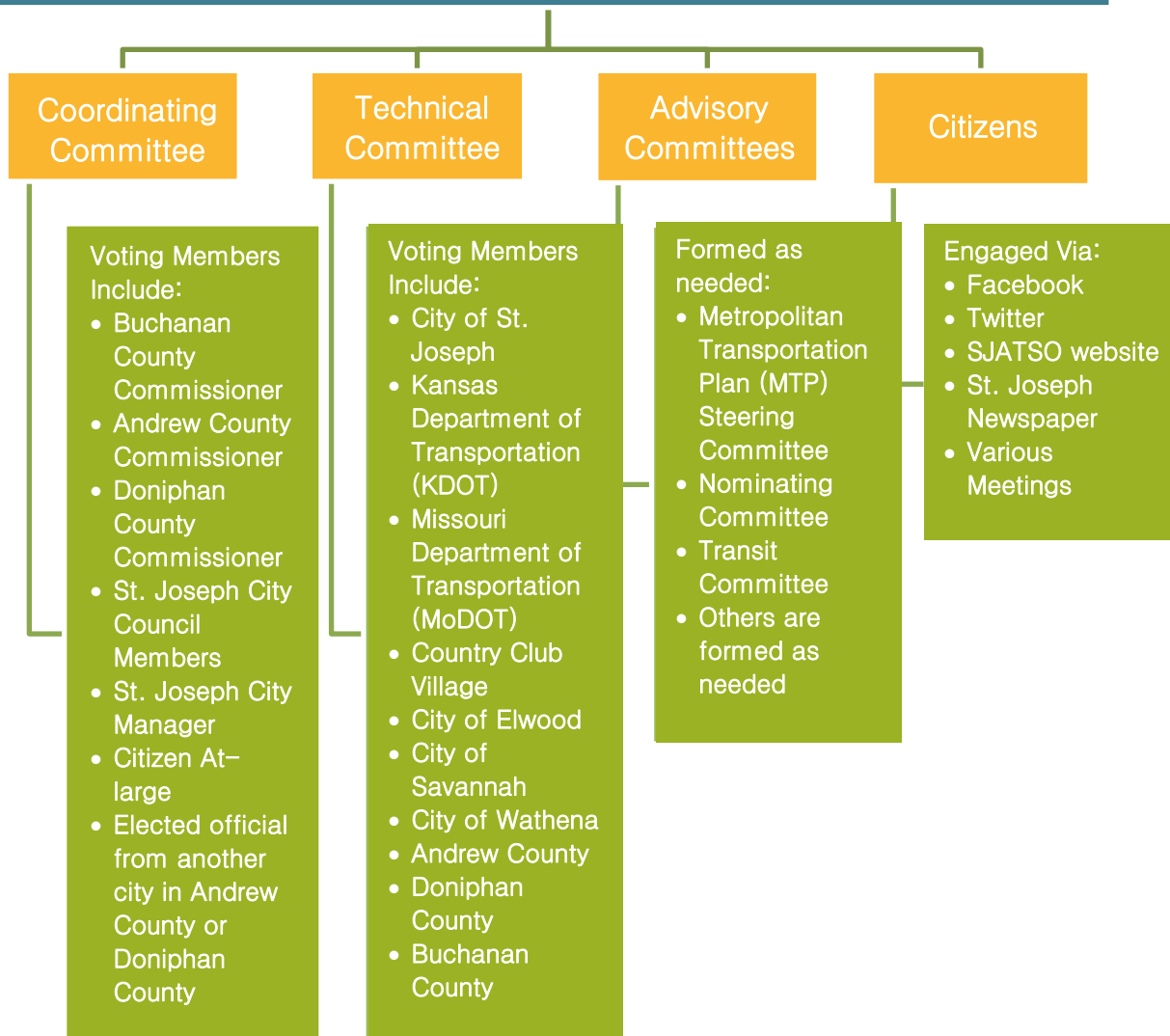
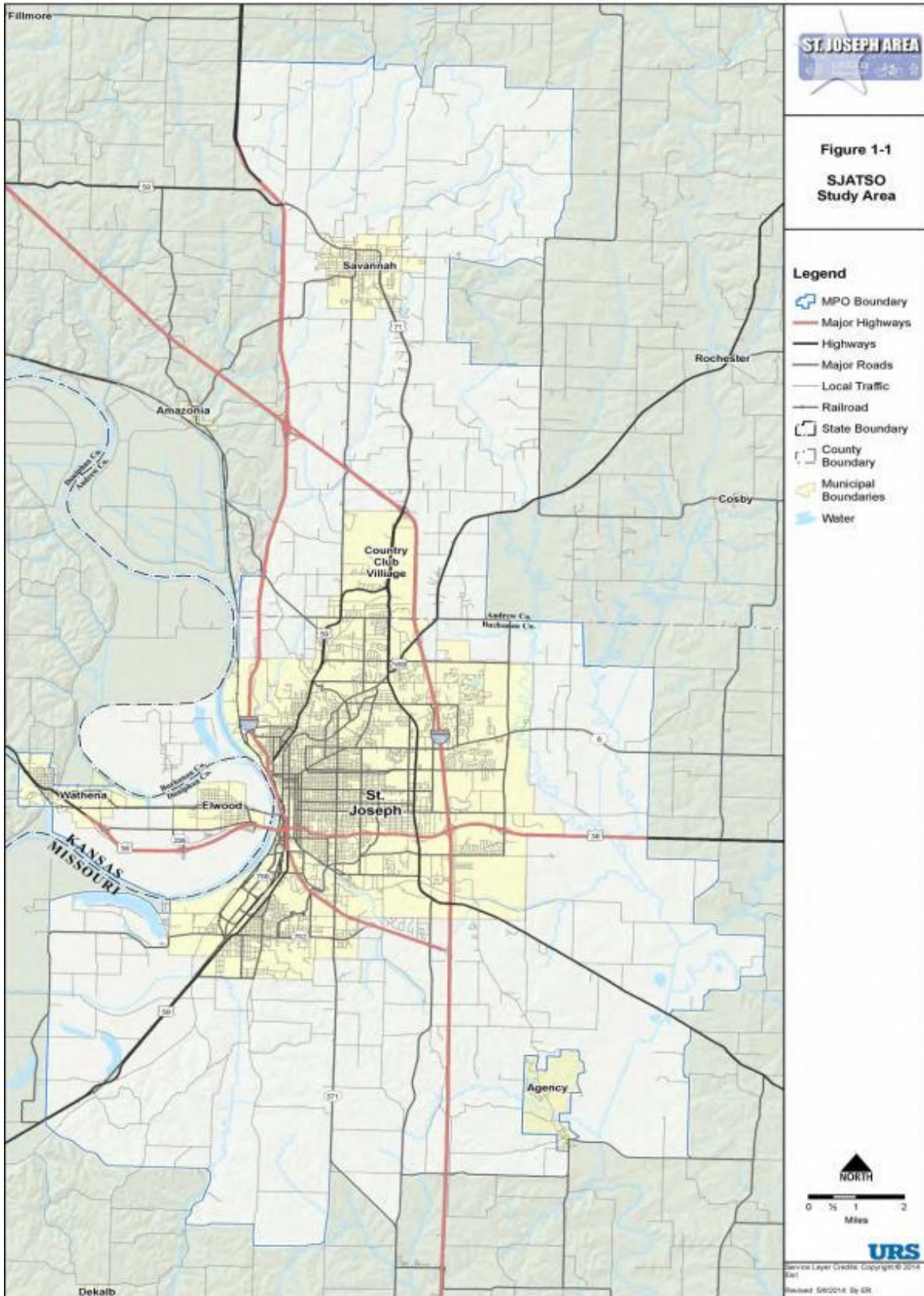


FIGURE 2: SJATSO AREA





# THE UNIFIED PLANNING WORK PROGRAM

## What is the UPWP?

The Unified Planning Work Program (UPWP) is a description of the proposed activities of SJATSO during the fiscal year 2017 (January 1, 2017 – December 31, 2017). This program is prepared annually and provides a foundation for the request of federal planning funds from the U.S. Department of Transportation (DOT) through the Missouri and Kansas DOT(s). All tasks are to be completed by SJATSO staff unless otherwise identified.

The UPWP is a one (1) year planning work program detailing transportation planning, programs, and activities to be performed in the metropolitan planning area for the period of January 1st – December 31st 2017.

The UPWP provides guidance and serves as a management mechanism for scheduling, budgeting, and evaluating the planning activities of the participating agencies in SJATSO. The UPWP defines the major administrative and technical work elements for a specific planning year and identifies the major sources of funding for these projects. The primary purpose of the UPWP is to ensure adherence to/compliance with provisions of 23 CFR 450<sup>1</sup>. The UPWP guides SJATSO in

completing the work elements that lead to the development and implementation of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). Such elements may include, but are not limited to:

- Revising/updating the technical elements of the traffic model
- Performing demographic analysis
- Expanding the GIS program
- Developing new skills through trainings
- Workshops and conferences
- Performing special transportation-related studies, plans and programs

### GIS

GIS stands for Geographical Information System and is a computer software program that allows staff to create graphical/thematic maps to illustrate data sets.

The work elements defined in the UPWP are reviewed by and approved by SJATSO, ONE DOT (Federal Highway Administration and Federal Transit Administration), and the Missouri and Kansas DOT(s) who in turn have designated the City of St. Joseph as the contracting agent responsible

<sup>1</sup> FHWA, 23 CFR Part 450

[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=7f5985b5d2fe301f3fd5a6f537e6bfb8&rgn=div5&view=text&node=23:1.0.1.5.11&idn\\_o=23](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=7f5985b5d2fe301f3fd5a6f537e6bfb8&rgn=div5&view=text&node=23:1.0.1.5.11&idn_o=23)

for administering and performing these elements approved within the program. The UPWP also defines work elements that may be performed by private transportation organizations in partnership with the SJATSO.

### Federal Regulations and Guidance

On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act<sup>2</sup> which provides long-term funding certainty for surface transportation infrastructure planning and investment. Additionally, the FAST Act builds on the previous rulemaking within MAP-21 which addresses Federal Highway Administration (FHWA) 23 CFR Parts 450 and 500<sup>3</sup>, and Federal Transit Administration (FTA) 49 CFR Part 613 subpart C<sup>4</sup> – Metropolitan Transportation Planning and Programming. It calls upon MPOs, in coordination with the state and operators of publicly owned transit, to develop Unified Planning Work Programs that meet the requirements of 23 CFR Part 450 subpart C, and:

(1) discuss the planning priorities facing the metropolitan area and describe the metropolitan transportation plan and transportation-related planning activities anticipated within the next year, regardless of funding sources or agencies conducting activities, in sufficient detail to indicate who will perform the work, the schedule for completing the work, the products that will be produced, the proposed funding by activity/task, and a summary of the total amounts and sources of federal and matching funds; and

(2) Document planning activities to be performed with funds provided under Title 23 and Chapter 53 of Title 49 U.S.C.

Additionally, FAST Act specifies eight planning factors that must be considered in developing transportation plans, including the consideration and implementation of projects, strategies, and services (per 23 CFR 450.306). They are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;

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<sup>2</sup> Fixing America's Surface Transportation (FAST) Act

<https://www.gpo.gov/fdsys/pkg/PLAW-114publ94/pdf/PLAW-114publ94.pdf>

<sup>3</sup> FHWA, 23 CFR Part 500

<http://www.ecfr.gov/cgi-bin/text->

[idx?SID=998fe49e69606363b53d587426e8e1db&mc=true&node=pt23.1.500&rgn=div5](http://www.ecfr.gov/cgi-bin/text-idx?SID=998fe49e69606363b53d587426e8e1db&mc=true&node=pt23.1.500&rgn=div5)

<sup>4</sup> FTA, 49 CFR Part 613, Subpart C

<https://www.gpo.gov/fdsys/pkg/FR-2014-06-02/pdf/2014-12163.pdf>

3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation, and;
8. Emphasize the preservation of the existing transportation system.

On April 23, 2014, FHWA and FTA's Office of Planning jointly issued Planning Emphasis Areas (PEAs)<sup>5</sup> to be incorporated into the planning work program. The PEAs are models of MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. The UPWP will contain subtasks to address these recent PEAs in 2017.

- **Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more than one MPO serves an urbanized area or adjacent to urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination includes the linkages between the transportation plans and programs, corridor studies, projects, data, and system performance measures and targets across MPO and State boundaries. It also includes collaboration between State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, target setting, and system performance reporting in support of performance based planning.
- **Ladders of Opportunity:** As part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include the

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<sup>5</sup> FHWA and FTA joint Planning Emphasis Areas

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FY2016\\_Planning\\_Emphasis\\_Areas.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FY2016_Planning_Emphasis_Areas.pdf)

identification of gaps in connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decision making process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

- **MAP-21/FAST Act Implementation:** Transition to Performance Based Planning and Programming to further develop a performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Work products in relation to MAP-21 Implementation include: Working with local planning partners to identify how to implement performance based planning provisions such as collecting performance data, selecting and reporting performance targets for the MPO, and reporting actual system performance related to those targets.
- **Project Selection Performance Measurements:** A key initiative in FY2017 will be focused on refining a tool to aid the selection of transportation projects. Efforts to identify a process to prioritize projects for traditional/nontraditional funding and public/private partnership opportunities that result in enhanced mobility in the region will be conducted. Advancement of this tool will enable transportation agencies and local governments to prioritize needs before a call for projects.

### Priorities and Challenges

The 2017 UPWP addresses a number of interrelated transportation issues regarding projects and programs to improve access, regionalism, performance measurement, and sustainability. SJATSO has continued the responsibility of preparing and maintaining various federal planning requirements including: the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). Each of these areas, together with travel forecasting, geographic information systems (GIS), and demographic analysis, represent core planning functions of SJATSO and will be

key areas of emphasis for 2017. Additionally, federal and regional priorities in recent years have placed more emphasis on non-motorized modes of transportation (bicycle/pedestrian); this emphasis will be continued into the FY 2017. Local priorities include emphasis on the development of enhanced public transit services, regionalism, performance measurement, and safety/accessibility.

## FY2016 Staff Accomplishments

### Program Support & Administration

#### 1A Administration

- Provided management and administrative work elements in connection with the Metropolitan Planning Organization (MPO).
- Planned and presented in regular Technical and Coordinating Committee meetings.
- SJATSO Staff hosted Bicycle and Pedestrian Working Group meetings.
- Informed members of SJATSO about the Missouri Moves Cost Share Program as well as information about the Small Urban Comment Period (STP).

#### 1C Public Participation Plan

- Staff utilized internet -based communications and social media.
- Transportation Improvement Program documentation went for review.

#### 1D Travel and Training and Outreach

- Participated in Performance Standards Web Conference.
- Attended the American Planning Association National Conference.
- Bike to work Day, Bicycle and Pedestrian Counts and promotional events were hosted by SJATSO.
- Attended Missouri Public Transit Association Board meeting.
- Attended Kansas Association of Metropolitan Planning Organizations meeting.
- Attended the Transportation Advisory Committee meeting.

### Short Range Transportation Planning

#### 2A Transportation Improvement Program

- TIP application processing, draft development, certifications, and final draft comments received from State/Federal review, finalized and submitted for signatures from various agencies.

#### 2B Current Planning

- TIP Draft developed and performance based measures were discussed.

#### 2C GIS Maps and plan analysis

- Maps for the 2017-2020 TIP.

#### 2D Title VI & LEP & EJ

- Update of Title VI program started for KDOT review. Internal comments were reviewed.
- 2E Model maintenance and Use
- Focused updates on the 2040 MTP.
  - Meeting with Doniphan County to examine transportation options to connect to the regional systems.

## Metropolitan Transportation Planning

### 3A Metropolitan Transportation Planning

- Land Use development committee was established.

### 3B Non-Motorized Program Planning

- Bike to work day preparation and completion.
- Assisted with the Kid's Bike Tour.
- Worked to establish a bike share program

## Transit Planning

### 4A Public Transit Planning

- SJATSO staff helped plan bike to work day.
- Helped to distribute information about St. Joseph Transit's Summer Youth Pass.
- Staff represented the SJATSO at the MPTA board meeting.

## Developing the UPWP

### Relationship with Existing Planning Documents

The UPWP is linked to several other planning documents including the Metropolitan Transportation Plan (MTP), Strategic Plan and Public Participation Plan (PPP). The MTP is a 20 year horizon plan which is focused into a five year Strategic Plan and ultimately into a 1 year UPWP.

**Metropolitan Transportation Plan (MTP):** The Metropolitan Transportation Plan (MTP) represents the community's vision for a healthy, safe and efficient multimodal transportation system for the next 20 years and beyond. This plan identifies future transportation needs, investments, and recommendations for all modes of transportation (automobile, truck, public transit, bicycle, freight and pedestrian). The MTP outlines goals that are used to create the Strategic Plan, and in turn the UPWP Work Tasks.

**Strategic Plan:** This Strategic Plan is an effort to lift SJATSO out of the day-to-day operations and focus on organizing the long-range policy development, routine planning work, reporting, and various programs into a cohesive whole. The intent of the Strategic Plan is to define projects for SJATSO that are proactive,

progressive and advance the goals stated within the MTP. The Strategic Plan outlines projects and priorities for the next five years and is used as an internal document only and is in no way federally required. The UPWP is based on these identified projects and timelines.

**Public Participation Plan (PPP):** The Public Participation Plan (PPP) has been prepared to ensure that the public has ample opportunity to participate in SJATSO activities and is also intended to provide direction for SJATSO staff to help engage public involvement. It is SJATSO's goal to provide the public with thorough information on transportation planning services and project development in a convenient and timely manner. The PPP contains goals, strategies and policies used by SJATSO staff for all public involvement.

### Partners in Developing the UPWP

A number of federal, state, regional, and local agencies and jurisdictions were involved in the development of the FY 2017 UPWP. They include:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Missouri Department of Transportation (MoDOT)
- Kansas Department of Transportation (KDOT)
- Buchanan County
- Andrew County
- Doniphan County
- Country Club Village
- City of Elwood
- City of Savannah
- City of Wathena
- City of St. Joseph

### Public Input

The public is invited and encouraged to participate in all phases of the SJATSO's planning process. Guidelines for public participation are listed in SJATSO's Public Participation Plan (PPP), which is available on the website at [www.StJoeMPO.org](http://www.StJoeMPO.org) or at SJATSO's office. Efforts to encourage public involvement include, but are not limited to:

The 2017 UPWP was open for public comment for 30 days beginning October 3<sup>rd</sup>, 2016.

- All meetings of the SJATSO Boards and its subcommittees are open to the public

- Agendas, with public comment opportunity as a standing item, are published 2 weeks (14 days) in advance in the St. Joseph Newspaper and on SJATSO's web site, as well they are sent to the three local libraries; public comments are encouraged and welcomed at these meetings
- Public meetings/hearings and document review sessions are generally held for major projects such as the Metropolitan Transportation Plan (MTP)
- All key documents are published and accessible for download online on SJATSO's website; translation is available upon request

### Committee Approval

Prior to its adoption, the FY17 UPWP will be presented to SJATSO's Coordinating and Technical Committees for consideration and approval. The UPWP will also be released for a public comment period of 30 days; all comments received will be presented to the Coordinating and Technical Committees and considered in the finalization of the UPWP.

### UPWP Amendment Process

If necessary, amendments and administrative modifications may be made to the UPWP throughout the year. SJATSO follows the procedures specified in the SJATSO's Public Participation Plan (PPP) as well as additional procedures outlined below.

- Amendments to the UPWP (those that involve adding or deleting funds more than 20%, change in the scope of the work tasks or to add or delete a work task) will follow the 30-day public review period
- Adjustments, changes that do not involve a change the scope of the funded work tasks and/or adjustment funding amounts by no more than 20% of funds allocated in a work task, or minor text adjustments (e.g. grammatical error or spelling mistakes), do not require a public input process
- The FY2017 UPWP and any subsequent amendments are subject to review and approval by SJATSO's state and federal partners: MoDOT, KDOT, FHWA and FTA. Adjustments are subject to review and approval by MDOT and KDOT



TABLE 1: UPWP AMENDMENT GUIDELINES

UPWP Administrative Adjustment	UPWP Amendment
Reallocation of budget funds	Addition or Removal of UPWP task(s)
Change in start/completion dates within the originally intended fiscal year	Change in start/completion dates outside of the originally intended fiscal year
Minor Adjustment to project scope (20% or less)	Significant change in project scope, cost, and/or time allocation*

\*A change to a project scope, budget, and/or project schedule is considered significant when it alters the original intent of the project or intended deliverables of the project.

Both adjustments and amendments must be voted on by SJATSO committees and amendments must be released for 30-day public comment period prior to endorsement. Members of the public may attend and present comments at SJATSO meetings, at which amendments and administrative modifications are discussed. Administrative modifications may be made by SJATSO staff without legal notice or a public review period, although these can be provided at SJATSO’s discretion.

### Funding Sources

Federal funding is received from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), known as a Consolidated Planning Grant (CPG). The City of St. Joseph, Missouri also provides a local match. See Table 2 for FY2017 funding.

TABLE 2: UPWP FUNDING SOURCES

Total UPWP Funding Sources	
Missouri CPG	\$178,170
Kansas CPG	\$15,000
Local	\$48,292
Total	\$241,462

# WORK PROGRAM TASKS

## Program Administration

Program Support and Administration includes providing program support, grant administration, interagency coordination, and public participation. It also includes coordinating public information regarding the planning grants received by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), in cooperation with the Missouri and Kansas DOT(s).

Additionally, federal and state requirements will be addressed and a new Unified Planning Work Program will be prepared. Quarterly reports are prepared and submitted to the referenced agencies to follow anticipated work outcome progress. Memberships, training, conferences, office supplies and minor equipment are also managed in this line item which includes procurements.

As a result, it is possible that extensive effort to coordinate, negotiate and implement new planning measures may be required during the period. All elements listed under Program Support & Administration will be the responsibility of SJATSO staff with support from the City of St. Joseph Staff.

TABLE 3: FUNDING TOTALS FOR PROGRAM ADMINISTRATION

Total for Program Administration	
Costs	
Consultant/Supply Costs	\$ 15,500
Labor Costs	\$ 40,208
Total	\$ 55,708
Funding Split	
Missouri CPG	\$44,567
Kansas CPG	\$0
Local	\$11,141

### Task 1A – SJATSO Administration & Staffing

This work task covers all the administrative duties needed to support SJATSO. Such activities include quarterly billings for reimbursement, progress reports, meeting minutes, preparing agendas and other tasks that do not fall under other work outcomes.

This task also covers the purchase of any needed supplies or equipment. A budget of \$2,500 has been set under this work program for such purchases and can also include individual and organizational membership fees with the Association of Metropolitan Planning Organizations (AMPO) and the American Planning

Association (APA) State and National Chapters. \$15,617 has been budgeted to this task to cover staff hours.

TABLE 4: 1A SJATSO ADMINISTRATION & STAFFING WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Technical Committee	6 Agendas & Minutes	Bi-Monthly
Coordinating Committee	6 Agendas & Minutes	Bi-Monthly
Bike and Pedestrian Working Group	24 Agendas & Minutes	On-going
UPWP Quarterly Reports	4 Quarterly Reports detailing hours spent	Quarterly

**Task 1B – Unified Planning Work Program (UPWP)**

Each year a new UPWP must be developed and approved by the Technical and Coordinating Committees. SJATSO staff will prepare any needed amendments to the budget under this work program. \$6,728 in staff hours has been budgeted for this work element.

TABLE 5: 1B UNIFIED PLANNING WORK PROGRAM (UPWP) WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
2018 UPWP Development	Development of new UPWP based on the Strategic Plan	Approved by Coordinating Committee by November 2017
UPWP Amendments	Amendments to the tasks or allocation of funds	As-needed
CPG Agreement for both MO and KS	Coordinate a CPG Agreement with both state DOTs for FY2018	December 2017

**Task 1C – Public Participation Planning (PPP)**

An update to the PPP is scheduled for FY 2017. This will also include other documents and updates that require public involvement information. SJATSO staff will be responsible for this work outcome. \$7,000 has been included for this task to

pay for legal notices in local newspapers and consulting costs. \$9,453 has been budgeted to this work task to cover staff hours. Work to establish successful measurements for reaching the public effectively are also included.

TABLE 6: 1C PUBLIC PARTICIPATION PLANNING (PPP) WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Public Participation Plan Update	Update the PPP to include new technology and best practices	September 2017
Public Involvement & Stakeholder Meetings	Facilitate meetings for major projects	On-going and as-needed
Public Notification of Agendas and Minutes	Make agendas and minutes available to the public for comment	2 weeks (14 days) prior to Coordinating and Technical Committee Meetings
Website & Social Media Updates	Keep website and social media up-to-date with current information	On-going and as-needed
Press Releases & Mailings	Distribute information regarding major events/projects as well as the SJATSO newsletter	On-going and as-needed
Public Access Channel Updates	Provide relevant educational information (i.e. trail etiquette)	On-going and as-needed
Online Advertising	Advertise special events/projects	On-going and as-needed
Newspaper Advertising	Advertise special events/projects	On-going and as-needed

### Task 1D – Travel & Training

Training events can include APA Conferences (local and national), Title VI training, GIS training and various seminars related to transportation. In addition, meetings that require travel are also included in this program such as the bi-annual KS Association of MPO’s (KAMPO) meeting and the MPO meetings for Missouri. As well, the budget allows for unplanned and unforeseen meetings on various subjects requested by both Missouri and Kansas DOT(s). Travel expenses such as hotel, travel, conference fees and other expenses as needed are included. This work task sets aside \$6,000 in funding for SJATSO travel and training. \$8,410 has been budgeted to cover staff hours.

TABLE 7: 1D TRAVEL AND TRAINING WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Kansas and Missouri MPO Meetings	Meeting of state MPOs for peer exchange and training	B-annual (TBD)
Title VI Training/Social Innovation for Missouri (SIM) Training	To stay up-to-date with current Title VI requirements and best practices	Annual (TBD)
APA Conference (Local and National)	Conference of planners statewide and nationally to learn best-practices and lessons learned from the planning community	Annual (TBD)
Americans with Disabilities Act (ADA)	Available trainings, webinars, workshops	Annual (TBD)
Title VI	Available trainings, webinars, workshops	Annual (TBD)
GIS	Participate in workshops and trainings	As-needed
Other conferences and workshops	For conferences and workshops that are not reoccurring	TBD

## Short-Range Planning

The 2040 Metropolitan Transportation Plan (MTP) was adopted in February 2015. The current planning will remain focused on educating, encouraging, and working with local governments to implement various elements of the MTP. Specifically, work will focus on transportation improvements, planning, modeling, project prioritization, financial analysis, and project development.

Working with local jurisdictions and agencies, SJATSO will work with member governments to encourage the implementation of the MTP at the local level, adopting the MTP as their municipal transportation plan; along with the corresponding representatives from member agencies.

TABLE 8: TOTAL FUNDING FOR SHORT-RANGE PLANNING

Total for Short-Range Planning	
Costs	
Consultant/Supply Costs	\$35,000
Labor Costs	\$52,479
Total	\$87,479
Funding Split	
Missouri CPG	\$54,984
Kansas CPG	\$15,000
Local	\$17,496

### Task 2A – Transportation Improvement Program (TIP)

The TIP sets forth a four year schedule of federally funded and regionally significant projects. The projects included in the TIP have been submitted by agencies within the metropolitan planning boundary and its contents are prioritized and approved by SJATSO. The new project selection and evaluation criteria tool and updated submittal forms and procedures are available [online](#). For projects within the state highway systems, under the authority of the Missouri and Kansas DOT(s), project selection is completed by the respective DOT. However, projects submitted for inclusion in the TIP must be consistent with the direction of the MTP, be a project listed within the MTP, and comply with policies set by SJATSO. Exceptions to the requirement for specific project listings may include some small safety projects and/or minor transit capital procurements. SJATSO also solicits amendments to the TIP three times a year. The program includes multi-modal projects and activities funded from non-federal sources, derived from local units of government’s capital improvement programs.

SJATSO staff will be responsible for this work task. \$21,900 in staff hours have been budgeted for this work element.

TABLE 9: 2A TRANSPORTATION IMPROVEMENT PROGRAM (TIP) WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Update 2018–2021 TIP	Score and process proposed projects for the new TIP cycle, coordinate with partner agencies for review, public comment and committee review	Final copy approved by Coordinating Committee by June 1st
TIP Amendments	Amendments include staff time to review and process projects, post a draft for public comment and finalize the updates	March, July and November or as-needed

### Task 2B – Current Planning

SJATSO has developed an on-going 5 year strategic planning document for internal use and guidance. This strategic plan is an effort to shift focus from a series of annual programs to a field of view that tracks with the first 5 years of the MTP. The annual UPWP finds its origin within this product. This strategic plan will be updated to allow for performance planning measures, and areas of emphasis outlined within the ladders of opportunity; which conversely emphasize interrelated plan development based on transportation system performance and programming.

With the implementation of MAP-21/FAST Act, a transition to Performance Based Planning and Programming has become a priority for states and MPOs. SJATSO will spend considerable time working to identify and implement these performance measures as the final rules become available. One part of this is an amendment to the Memorandum of Understanding (MOU), which FTA has identified as needing updates to include more detail surrounding Performance Measures. This will require considerable collaboration with area agencies and planning partners.

\$5,719 has been budgeted to this work element to cover staffing costs.

TABLE 10: 2B CURRENT PLANNING WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Website and Social Media Updates	Update the website and social media outlets to keep member organizations well-informed	On-going and as-needed
SJATSO Strategic Plan Update	Frame goals and objectives within the MTP in a 5-year format, used to create the UPWP, to ensure implementation of the MTP	August 1st
Performance Standards	Implementation of Performance Standards and data collection/monitoring	On-going and as-needed
Memorandum of Understanding (MOU)	The MOU serves as an agreement between the Kansas DOT, Missouri DOT, Local Transit and SJATSO	As-needed

**Task 2C – Title VI/EJ/ADA/LEP/PIP**

SJATSO anticipates principally relying upon reports from the State DOT’s regarding data received, or acting upon citizen complaints received regarding compliance. Staff will also continue to coordinate with the planning partners on any additional requirements as well as elaborate on the existing Title VI/EJ/ADA/LEP Policy program. A review of the current program was completed in 2016 and updates were begun. Work products include revision to current website and media outlets, enhancement of communication and notification processes, and annual reporting of Title VI compliance in accordance with SJATSO’s Title VI program. Additionally, updates the PIP are scheduled for FY2017, as the PIP is updated every five years with the MTP. \$5,000 has been budgeted to pay an on-call consultant, AECOM, for an update to the PIP. SJATSO staff is responsible for this work task. \$6,055 in staff hours has been budgeted for this task.

TABLE 11: 2C TITLE VI/EJ/ADA/LEP/PIP WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Title VI Plan Update	To comply with federal	March 2017



	regulations in addition to creating an open and accessible process that encourages participation from all citizens.	
Revision to website and materials	With update to Title VI, revise website and materials	June 2017
Revision of communication and notification processes	With update to Title VI, revise communication processes	June 2017
Annual Title VI Reporting	Provide update of Title VI activities	Annually
Periodic Questionnaires from DOTs	Provide updated data to DOT(s)	Ongoing
Annual report including semi-annual DBE reporting	Provide information and update locations of DBE within the region	September 2017
Public Involvement Plan (PIP) Update	To update the public involvement plan in anticipation of public involvement during the MTP process	November 2017

### Task 2D – Model Maintenance & Use

Support will also be provided for units of government that seek to analyze the impact of new development on roadway systems or that seek to determine future design volumes for new roadways. This will be accomplished via the provision of scenarios reflecting the short and long-term phasing anticipated by the member government.

SJATSO will continue to encourage local governments to act upon its recommendations to implement some type of development impact fee to support new roadway construction that is in turn supportive of new development. If a government acts upon this recommendation, the SJATSO model will be offered to support such an initiative. In addition to this staff time, \$30,000 has been budgeted to pay an on-call consultant, AECOM, for an update to the travel demand model network. \$1,447 in staff hours has been budgeted as well.

TABLE 12: 2D MODEL MAINTENANCE & USE WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Output of scenario development	Miscellaneous Travel Forecasting Requests	As-needed

**Task 2E – Safety**

As mentioned in the SJATSO Planning Process Review, SJATSO would like to encourage and promote the communication of safety issues within the metropolitan area. This work element will principally focus upon establishing relationships with the respective DOT(s) staff persons to share safety data and set measurable goals during the period. Additionally, efforts will be made within annual projects to increase awareness and safety surrounding cyclists and pedestrians, as well as distracted driving. Events include Walk to School Day and Bike to Work Day.

SJATSO currently participates in the Northwest Missouri Blueprint for Safety Coalition, which regularly reviews State and local safety data. \$13,423 has been budgeted to cover staffing costs.

TABLE 13: 2E SAFETY WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
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Work with the DOT(s) and respective agencies to include safety issues in future plans	Collaborate with DOT(s) to improve safety for regional projects	On-going and as-needed
Participation in the Northwest Missouri Blueprint for Safety Coalition	Provide information and technical assistance for annual transportation funding	Quarterly and on an as needed basis
Bike to Work Day	Encourage modal shift to bicycles through a day/week/month of programming	May 2017
Walk to School Day	Increase safety and provide a healthy and sustainable transportation alternative for children	October 2017

### Task 2F – Triennial Review

SJATSO will be participating in the next triennial review in FY2017 which will also include follow up discussions. \$3,936 has been budgeted to cover staffing costs.

TABLE 14: TRIENNIAL REVIEW WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Triennial Review	Complete responses to federal recommendations and make various improvements to SJATSO's systems	December 2017

## Long-Range Planning

The Metropolitan Transportation Plan (MTP) was adopted in FY2015. The MTP comes as the update to the Long-Range Transportation Plan (LRTP) that was adopted in FY 2010. The MTP provided the framework for decision making with an increased multimodal emphasis. As related to transportation planning, long range transportation planning focuses on a program or system level approach. A system level approach is an analysis of the regional transportation network, or system, as a whole. Long-range planning activities may include performing land use planning, system planning and/or analyses regarding transportation facilities or modes of transportation.

TABLE 15: TOTAL FUNDING FOR LONG-RANGE PLANNING

Total for Long-Range Planning	
Costs	
Consultant/Supply Costs	\$10,000
Labor Costs	\$26,374
Total	\$36,374
Funding Split	
Missouri CPG	\$29,099
Kansas CPG	\$0
Local	\$7,275

### Task 3A – Metropolitan Transportation Planning (MTP)

The current MTP focuses on public outreach, education, multimodal facilities, and transportation system development. Action steps outlined in the MTP document will be executed as necessary such as project selection and MTP Compliance Review to analyze goals & objectives for proposed projects submitted. The beginning of FY2017 SJATSO will continue the implementation process with area jurisdictions to support the long-term vision for the metropolitan planning area. Additionally SJATSO will coordinate with area jurisdictions on implementing tracking measures for performance standards, and enhancing the reporting process per FAST Act requirements. SJATSO staff is responsible for this work task. This work task sets aside \$10,000 for consulting costs to set safety performance targets and \$5,046 for staff time.

TABLE 16: 3A METROPOLITAN TRANSPORTATION PLANNING (MTP) WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Development and implementation of Performance Measures	Target setting and inclusion of performance measures in SJATSO functions and reporting	On-going
Compliance Review Process for TIP projects	Implementation of performance standards for future projects	As needed for TIP Amendments
Implementation of MTP by member agencies/municipalities	Create unified, regional vision for transportation and land use	On-going
Regional Future Development Plan	Strengthen transportation and land use connection throughout the region and with the current standing committee.	June 2017
Metropolitan Transportation Plan (MTP) Updates	Begin updating information for the MTP, scheduled for completion in 2020	As-needed

### Task 3B – Non-Motorized Program Planning

The Non-Motorized Plan was utilized to evaluate projects that were listed in the MTP in the spring of 2014 however it is due for an update. This plan expands the scope of multi-modal planning in the region to include all on-going efforts of the past few years. Additionally, it looks at the potential of improving streetscapes and encouraging the implementation of a complete streets and complete network policy so that all infrastructure in the future is designed and built to accommodate all users safely and conveniently.

SJATSO staff will continue to focus on the Safe Routes to Schools plan that was developed for each of the school districts in the metropolitan planning area. The plans were adopted by the City of Savannah, Savannah School District, City of Elwood, City of Wathena, and Riverside School District. SJATSO staff will assist the school district in refining the document or mapping for individual funding applications and analyses.

There is also ongoing support and coordination with the development of the Urban Trail and Quad State Trails groups for bicycle and pedestrian modes of transportation throughout the urban area, compatible with the direction set forth in

the Non-Motorized Plan. Continued support will be provided to encourage the inter-urban, intra-metro and inter-state connections between neighboring towns and cities. This task is on-going every year.

SJATSO also coordinates the efforts for Bike to Work Day/Week; FY2017 will be the ninth year that the SJATSO has completed this program. This coming year SJATSO will expand the project, with the goal being to increase capacity to eventually encompass the entire month of May (Bike to Work Month), scheduled to be completed by 2018.

SJATSO has had minimal success with Walk to School Day. Previously, the St. Joseph School District (SJSD) focused on involvement from the Parent Teacher Association (PTA) and other interested individuals to spearhead efforts; SJATSO looks to enhance the event in 2017 and expand it to schools outside of the City of St. Joseph. This project provides a unique opportunity to partner with other non-profit and government agencies that focus on public health, social innovation, and safety (SIM, Blueprint Coalition, etc.). SJATSO staff will continue to assist the school district in public outreach through: flyers, news coverage, website info, Facebook, and other social media outlets.

The National Bicycle and Pedestrian Documentation Project (NBPD) will continue in FY2017. The counts occur nationally twice a year, in spring and fall. This will be the eighth year SJATSO has collected data on cyclists and pedestrians. Volunteers will assist SJATSO staff in providing documentation of the pedestrians and cyclists in the St. Joseph area. Depending on volunteer capacity, count sites will be expanded to include smaller member communities such as Savannah and the Village of Country Club. The data is submitted to the NBPD to be incorporated into the national database. The data is also used by SJATSO staff to generate reports and trends to facilitate data-driven decisions concerning non-motorized planning and grant applications. This work task sets aside \$21,328 in funding and staff time.

TABLE 17: 3B NON-MOTORIZED PROGRAM PLANNING WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Implementation of Complete Streets Concepts	Support implementation within municipalities that have adopted complete streets ordinances	On-going coordination with local schools, counties and cities
Educational Materials & Brochures	Provide educational materials that emphasize the benefits and areas of opportunity for local bike/ped efforts	On-going and as-needed for specific events
National Bicycle and Pedestrian Counts	Participate in biannual national counts to collect data on bike/ped activities	Spring and Fall
Bike to Work Week	One week focused on supporting bicycling as an alternative option for commuters to raise awareness of bicycle efforts and safety in the community	May 2017
Walk to School Day	Coordinate with area schools to support the national walk to school day which emphasizes healthy and safe transportation alternative for children	October 2017
Update Non-motorized Plan	Update existing non-motorized plan in coordination with the SJATSO bike/ped standing committee	November 2017
Park(ing) Day	Raise awareness on the excessive provision of parking and dominance of the car in public right-of-ways	September 15th

## Regional Public Transit Planning

Public transit is essential for providing transportation services to people with disabilities, the elderly, people who earn less than the national poverty level and people without access to personal vehicles. Transit is one piece of the system within the metro area and has a mutually beneficial relationship with other modes of transportation such as bicycling and walking. As such, SJATSO is committed to ensuring that people have access to an affordable, efficient and safe transportation alternative.

TABLE 18: TOTAL FUNDING FOR REGIONAL PUBLIC TRANSIT PLANNING

Total for Regional Public Transit Planning	
Costs	
Consultant Supply Costs	\$40,000
Labor Costs	\$7,300
Total	\$47,300
Funding Split	
Missouri CPG	\$37,840
Kansas CPG	\$0
Local	\$9,460

### Task 4A – Public Transit Planning

SJATSO will continue facilitating the Transit Working Group to support improved communications among the many transit providers with a goal of better serving the region and reducing redundancy by improving coordination and collaboration.

For organizations wishing to utilize 5310 funding, an application and supporting documents are required to be submitted to SJATSO prior to MODOT approval. If SJATSO receives more than one (1) applicant, a subcommittee is formed to review applications, establish eligibility, review, score and prioritize projects. SJATSO staff is responsible for this work task. This work has set aside \$40,000 for consulting costs to provide a Transit Development Plan (TDP) update. SJATSO monitors transit ridership and has identified declining ridership trends on various routes; this TDP would provide an analysis of these trends and potentially include a revised schedule to address declining ridership. \$7,300 has been budgeted for staff time.



TABLE 19: 4A PUBLIC TRANSIT PLANNING WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Plan and implement safety and security projects outlined in the FTA audit	Abide by all regulations and recommendations made by FTA for transit	On-going
Facilitate the Transit Working Group	Coordinate and lead meetings including area transit officials to improve regional connectivity and efficiency	Biannual and as-needed
SJATSO Planning Process Review	5310 Project Selection	Ongoing
Transit Walkability Assessment	Build upon transit grant for updates to stops and begin scaffolding for sidewalk gap analysis in 2018	May 2017

## Data Collection, Maintenance, & Analysis

Data collection, data storage and analysis, analytical tools, and performance based planning are crucial to developing and maintaining a process of data-driven decisions. SJATSO is in a unique position and is able to provide regional data that examines the transportation system as a whole. This is important in understanding the effects of proposed projects on a system level. Data however, needs to be occasionally updated to provide the most accurate information possible; FY2017 will require a major update of SJATSO’s geodatabase to provide updated information to the member agencies and municipalities.

TABLE 20: TOTAL FUNDING FOR DATA COLLECTION, MAINTENANCE & ANALYSIS

Total for Data Collection, Maintenance, & Analysis	
Costs	
Consultant/Supply Costs	\$0
Labor Costs	\$14,600
Total	\$14,600
Funding Split	
Missouri CPG	\$11,680
Kansas CPG	\$0
Local	\$2,920

### Task 5A – Geodatabase

SJATSO’s geodatabase is a collection of GIS files that map important data such as bicycle and pedestrian counts, demographic data (ethnicity, poverty, people with disabilities, etc.) and infrastructure such as sidewalks and trails. This information is used when considering and scoring projects for the area. As well, this information helps to support SJATSO’s Title VI Plan and Public Participation Plan, both of which can be found online.

Safe Routes to School plans were developed in partnership with parents, schools, community leaders and local, state, and federal governments to improve the health and well-being of children by enabling and encouraging them to walk and bike to school.

Specific activities will include beginning a Sidewalk Gap Analysis. The first phase will consist of mapping the sidewalks that exist as of FY2017 in GIS. The second phase will focus on building upon the **Safe Routes to School (SRTS)** plans that were adopted. SJATSO staff will conduct a more thorough examination of sidewalks within a ¼ mile of all schools with adopted SRTS plans to assess where there are gaps and safety concerns for children walking or biking to school. This analysis will be expanded upon in

future years until SJATSO has a complete database of sidewalks and conditions.

Furthermore, this data lends itself to analysis of how the transportation system is providing mobility for all people within the region. Using this data, SJATSO can better identify areas of need and gaps within the system, helping to prioritize future improvements.

On-going work will include organization of the geodatabase system, as well as providing additional information as it is made available. SJATSO staff will be responsible for this work program. \$14,600 in staff hours has been budgeted for this task.

TABLE 21: 5A GEODATABASE WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Update demographic maps	Using the ACS through the U.S. Census, update demographic maps	February 2017
Identify existing sidewalks	Create a GIS inventory of existing sidewalks	December 2017
Assess sidewalks within ¼ mile of all schools	Build on SRTS to provide a more detailed analysis of sidewalks as they relate to ADA and EJ	May 2017
Performance Measures Data Collection and Analysis Action Plan	Create Action Plan for data collection, analysis and dissemination per Performance Measures requirements	Ongoing

## APPENDIX A: ALL FY2017 WORK OUTCOMES

TABLE 22: ALL WORK OUTCOMES FOR FY2017

	Work Outcome	Description	Approximate Date of Completion
Task 1A SJATSO Administration & Staffing	Technical Committee	6 Agendas & Minutes	Bi-Monthly
	Coordinating Committee	6 Agendas & Minutes	Bi-Monthly
	Bike and Pedestrian Working Group	24 Agendas & Minutes	On-going
	UPWP Quarterly Reports	4 Quarterly Reports detailing hours spent	Quarterly
Task 1B Unified Planning Work Program (UPWP)	2018 UPWP Development	Development of new UPWP based on the Strategic Plan	Approved by Coordinating Committee by November 2017
	UPWP Amendments	Amendments to the tasks or allocation of funds	As-needed
	CPG Agreement for both MO and KS	Coordinate a CPG Agreement with both state DOTs for FY2018	December 2017
Task 1C Public Participation Plan (PPP)	Public Participation Plan Update	Update the PPP to include new technology and best practices	September 2017
	Public Involvement & Stakeholder Meetings	Facilitate meetings for major projects	On-going and as-needed
	Public Notification of Agendas and Minutes	Make agendas and minutes available to the public for comment	2 weeks (14 days) prior to Coordinating and Technical Committee Meetings
	Website & Social Media Updates	Keep website and social media up-to-date with current information	On-going and as-needed

	Press Releases & Mailings	Distribute information regarding major events/projects as well as the SJATSO newsletter	On-going and as-needed
	Public Access Channel Updates	Provide relevant educational information (i.e. trail etiquette)	On-going and as-needed
	Online Advertising	Advertise special events/projects	On-going and as-needed
	Newspaper Advertising	Advertise special events/projects	On-going and as-needed
Task 1D Travel & Training	Kansas and Missouri MPO Meetings	Meeting of state MPOs for peer exchange and training	B-annual (TBD)
	Title VI Training/Social Innovation for Missouri (SIM) Training	To stay up-to-date with current Title VI requirements and best practices	Annual (TBD)
	APA Conference (Local and National)	Conference of planners statewide and nationally to learn best-practices and lessons learned from the planning community	Annual (TBD)
	Americans with Disabilities Act (ADA)	Available trainings, webinars, workshops	Annual (TBD)
	Title VI	Available trainings, webinars, workshops	Annual (TBD)
	GIS	Participate in workshops and trainings	As-needed
	Other conferences and workshops	For conferences and workshops that are not reoccurring	TBD
Task 2A Transportation Improvement Program (TIP)	Update 2018-2021 TIP	Score and process proposed projects for the new TIP cycle, coordinate with partner	Final copy approved by Coordinating Committee by

		agencies for review, public comment and committee review	June 1st
	TIP Amendments	Amendments include staff time to review and process projects, post a draft for public comment and finalize the updates	March, July and November or as-needed
Task 2B Current Planning	Website and Social Media Updates	Update the website and social media outlets to keep member organizations well-informed	On-going and as-needed
	SJATSO Strategic Plan Update	Frame goals and objectives within the MTP in a 5-year format, used to create the UPWP, to ensure implementation of the MTP	August 1st
	Performance Standards	Implementation of Performance Standards and data collection/monitoring	On-going and as-needed
	Memorandum of Understanding (MOU)	The MOU serves as an agreement between the Kansas DOT, Missouri DOT, Local Transit and SJATSO	As-needed
Task 2C Title VI/EJ/ADA/ LEP/PIP	Title VI Plan Update	To comply with federal regulations in addition to creating an open and accessible process that encourages participation from all citizens.	March 2017
	Revision to website and materials	With update to Title VI, revise website and materials	June 2017

	Revision of communication and notification processes	With update to Title VI, revise communication processes	June 2017
	Annual Title VI Reporting	Provide update of Title VI activities	Annually
	Periodic Questionnaires from DOTs	Provide updated data to DOT(s)	Ongoing
	Annual report including semi-annual DBE reporting	Provide information and update locations of DBE within the region	September 2017
	Public Involvement Plan (PIP) Update	To update the public involvement plan in anticipation of public involvement during the MTP process	January 2017
Task 2D Model Maintenance & Use	Output of scenario development	Miscellaneous Travel Forecasting Requests	As-needed
Task 2E Safety	Work with the DOT(s) and respective agencies to include safety issues in future plans	Collaborate with DOT(s) to improve safety for regional projects	On-going and as-needed
	Participation in the Northwest Missouri Blueprint for Safety Coalition	Provide information and technical assistance for annual transportation funding	Quarterly and on an as needed basis
	Bike to Work Day	Encourage modal shift to bicycles through a day/week/month of programming	May 2017
	Walk to School Day	Increase safety and provide a healthy and sustainable transportation alternative for children	October 2017
Task 2F Triennial	Triennial Review	Complete responses to federal	December 2017

Review		recommendations and make various improvements to SJATSO systems	
Task 3A Metropolitan Transportation Planning (MTP)	Development and implementation of Performance Measures	Target setting and inclusion of performance measures in SJATSO functions and reporting	On-going
	Compliance Review Process for TIP projects	Implementation of performance standards for future projects	As needed for TIP Amendments
	Implementation of MTP by member agencies/municipalities	Create unified, regional vision for transportation and land use	On-going
	Regional Future Development Plan	Strengthen transportation and land use connection throughout the region and with the current standing committee.	June 2017
	Metropolitan Transportation Plan (MTP) Updates	Begin updating information for the MTP, scheduled for completion in 2020	As-needed
Task 3B Non-Motorized Program Planning	Implementation of Complete Streets Concepts	Support implementation within municipalities that have adopted complete streets ordinances	On-going coordination with local schools, counties and cities
	Educational Materials & Brochures	Provide educational materials that emphasize the benefits and areas of opportunity for local bike/ped efforts	On-going and as-needed for specific events
	National Bicycle and Pedestrian Counts	Participate in biannual national counts to collect data on bike/ped activities	Spring and Fall



	Bike to Work Week	One week focused on supporting bicycling as an alternative option for commuters to raise awareness of bicycle efforts and safety in the community	May 2017
	Walk to School Day	Coordinate with area schools to support the national walk to school day which emphasizes healthy and safe transportation alternative for children	October 2017
	Update Non-motorized Plan	Update existing non-motorized plan in coordination with the SJATSO bike/ped standing committee	November 2017
	Park(ing) Day	Raise awareness on the excessive provision of parking and dominance of the car in public right-of-ways	September 15th
Task 4A Public Transit Planning	Plan and implement safety and security projects outlined in the FTA audit	Abide by all regulations and recommendations made by FTA for transit	On-going
	Administering the Transit Working Group	Coordinate and lead meetings including area transit officials to improve regional connectivity and efficiency	Biannual and as-needed
	SJATSO Planning Process Review	5310 Project Selection	Ongoing
	Transit Walkability Assessment	Build upon transit grant for updates to stops and begin scaffolding for sidewalk gap analysis in 2018	May 2017

Task 5A Geodatabase	Update demographic maps	Using the ACS through the U.S. Census, update demographic maps	February 2017
	Identify existing sidewalks	Create a GIS inventory of existing sidewalks	December 2017
	Assess sidewalks within ¼ mile of all schools	Build on SRTS to provide a more detailed analysis of sidewalks as they relate to ADA/EJ	May 2017
	Performance Measures Data Collection and Analysis Action Plan	Create Action Plan for data collection, analysis and dissemination per Performance Measures requirements	Ongoing

# APPENDIX B: ALL FY2017 WORK OUTCOME FUNDING

TABLE 23: TOTAL FUNDING FOR FY2017 WORK OUTCOMES

Total UPWP Funding Sources	
Missouri CPG	\$178,170
Kansas CPG	\$15,000
Local	\$48,292
Total	\$241,462
Total for Program Administration	
Costs	
Consultant/Supply Costs	\$ 15,500
Labor Costs	\$ 40,208
Total	\$ 55,708
Funding Split	
Missouri CPG	\$44,567
Kansas CPG	\$0
Local	\$11,141
Total for Short-Range Planning	
Costs	
Consultant/Supply Costs	\$35,000
Labor Costs	\$52,479
Total	\$87,479
Funding Split	
Missouri CPG	\$54,984
Kansas CPG	\$15,000
Local	\$17,496
Total for Long-Range Planning	
Costs	
Consultant/Supply Costs	\$10,000
Labor Costs	\$26,374
Total	\$36,374
Funding Split	
Missouri CPG	\$29,099
Kansas CPG	\$0
Local	\$7,275
Total for Regional Public Transit Planning	
Costs	

Consultant Supply Costs	\$40,000
Labor Costs	\$7,300
Total	\$47,300
Funding Split	
Missouri CPG	\$37,840
Kansas CPG	\$0
Local	\$9,460
Total for Data Collection, Maintenance, & Analysis	
Costs	
Consultant/Supply Costs	\$0
Labor Costs	\$14,600
Total	\$14,600
Funding Split	
Missouri CPG	\$11,680
Kansas CPG	\$0
Local	\$2,920

# APPENDIX C: LEVEL OF EFFORT

TABLE 24: LEVEL OF EFFORT

TASKS (Regular Hours)	UPWP #	Transportation Planning Manager	Executive Secretary	Transportation Planner (2)	City Planner	Total Labor Hours
Program Support & Administration	1					
MPO Administration & Staffing	1A	0	40	434	0	474
Unified Planning Work Program	1B	0	0	200	0	200
Public Participation Plan	1C	0	0	281	0	281
Travel and Training	1D	0	0	250	0	250
Short Range Transportation Planning	2					
Transportation Improvement Program	2A	0	0	651	0	651
Current Planning	2B	0	0	170	0	170
Title VI/EJ/ADA/LEP	2D	0	0	180	0	180
Model Maintenance & Use	2E	0	0	43	0	43
Safety	2F	0	0	399	0	399
Triennial Review	2G	0	0	117	0	117
Long Range Transportation Planning	3					
Metropolitan Transportation Planning	3A	0	0	150	0	150
Non-Motorized Program Planning	3B	0	0	634	0	634
Transit Planning	4					
Public Transit Planning	4A	0	0	217	0	217
Data Collection, Maintenance & Analysis	5					
Geodatabase	5A	0	0	434	0	434
Totals						
Total Regular Hours		0	40	4160	0	4200
Rate		\$40.99	\$17.41	\$23.04	\$28.27	
% of Time Spent on MPO funded activities		0.00%	1.92%	100.00%	0.00%	
Notes:						

## APPENDIX D: STAFF COST

TABLE 25: DIRECT STAFF COSTS

TASKS (Direct Labor)	UPWP Task #	Transportation Planning Manager	Executive Secretary	Transportation Planner (2)	City Planner	Labor Hour Totals	Total Direct Labor Costs
Program Support & Administration	1						
MPO Administration & Staffing	1A	0	40	434	0	474	\$10,696
Unified Planning Work Program	1B	0	0	200	0	200	\$4,608
Public Participation Plan	1C	0	0	281	0	281	\$6,474
Travel and Training	1D	0	0	250	0	250	\$5,760
Short Range Transportation Planning	2						
Transportation Improvement Program	2A	0	0	651	0	651	\$14,999
Current Planning	2B	0	0	170	0	170	\$3,917
Title VI/EJ/ADA/LEP	2D	0	0	180	0	180	\$4,147
Model Maintenance & Use	2E	0	0	43	0	43	\$991
Safety	2F	0	0	399	0	399	\$9,193
Triennial Review	2G	0	0	117	0	117	\$2,696
Long Range Transportation Planning	3						
Long Range Transportation Planning	3A	0	0	150	0	150	\$3,456
Non-Motorized Program Planning	3B	0	0	634	0	634	\$14,607
Transit Planning	4						
Public Transit Planning	4A	0	0	217	0	217	\$5,000
Data Collection, Maintenance & Analysis	5						
Geodatabase	5A	0	0	434	0	434	\$9,999
Totals							
Total Labor Hours		0	40	4,160	0	4,200	
Total Direct Labor Costs (Not Loaded)		\$0	\$696	\$95,846	\$0		\$96,543

Table 26: Loaded Staff Costs

TASKS (Fully Loaded Labor)	UPWP Task #	Transportation Planning Manager	Executive Secretary	Transportation Planner (2)	City Planner	Labor Hour Totals	Total Loaded Labor Costs
Program Support & Administration	1						
MPO Administration & Staffing	1A	0	40	434	0	474	\$15,617
Unified Planning Work Program	1B	0	0	200	0	200	\$6,728
Public Participation Plan	1C	0	0	281	0	281	\$9,453
Travel and Training	1D	0	0	250	0	250	\$8,410
Short Range Transportation Planning	2						
Transportation Improvement Program	2A	0	0	651	0	651	\$21,900
Current Planning	2B	0	0	170	0	170	\$5,719
Title VI/EJ/ADA/LEP/PIP	2D	0	0	180	0	180	\$6,055
Model Maintenance & Use	2E	0	0	43	0	43	\$1,447
Safety	2F	0	0	399	0	399	\$13,423
Triennial Review	2G	0	0	117	0	117	\$3,936
Long Range Transportation Planning	3						
Metropolitan Transportation Planning	3A	0	0	150	0	150	\$5,046
Non-Motorized Program Planning	3B	0	0	634	0	634	\$21,328
Transit Planning	4						
Public Transit Planning	4A	0	0	217	0	217	\$7,300
Data Collection, Maintenance & Analysis	5						
Geodatabase	5A	0	0	434	0	434	\$14,600
Hourly Rates							
Hourly Rates (Not Loaded)		\$40.99	\$17.41	\$23.04	\$28.27		
Fringe Multiplier	0.2901	\$11.89	\$5.05	\$6.68	\$8.20		
Indirect Multiplier	0.17	\$6.97	\$2.96	\$3.92	\$4.81		
Hourly Rates (Fully Loaded)		\$59.85	\$25.42	\$33.64	\$41.28		
Totals							
Total Labor Hours		0	40	4,160	0	4,200	
Total Loaded Labor Costs		\$0	\$1,017	\$139,945	\$0		\$140,962
Funding Split							
Federal		\$0	\$813	\$111,956	\$0		\$112,770
Local		\$0	\$203	\$27,989	\$0		\$28,192

# APPENDIX E: CPG DETAILS

TABLE 27: CPG DETAILS

TASKS (Budget \$)	UPWP #	Consultant and Supply Costs	Direct Labor Costs	Fully Loaded Labor Costs	Total Costs	Consolidated Planning Grant FHWA & FTA (Missouri)	Consolidated Planning Grant FHWA & FTA (Kansas)	Local Match	Other Funding Sources
Program Support & Administration	1								
MPO Administration & Staffing	1A	\$2,500	\$10,696	\$15,617	\$18,117	\$14,494	\$0	\$3,623	\$0
Unified Planning Work Program*	1B	\$0	\$4,608	\$6,728	\$6,728	\$5,383	\$0	\$1,346	\$0
Public Participation Plan	1C	\$7,000	\$6,474	\$9,453	\$16,453	\$13,162	\$0	\$3,291	\$0
Travel and Training	1D	\$6,000	\$5,760	\$8,410	\$14,410	\$11,528	\$0	\$2,882	\$0
Total PSA		\$15,500	\$27,538	\$40,208	\$55,708	\$44,567	\$0	\$11,142	\$0
Short-range Transportation Planning	2								
Transportation Improvement Program	2A	\$0	\$14,999	\$21,900	\$21,900	\$2,520.08	\$15,000	\$19,380	\$0
Current Planning	2B	\$0	\$3,917	\$5,719	\$5,719	\$4,575	\$0	\$1,144	\$0
Title VI/EJ/ADA/LEP	2C	\$5,000	\$4,147	\$6,055	\$11,055	\$8,844	\$0	\$2,211	\$0
Model Maintenance & Use	2D	\$30,000	\$991	\$1,447	\$31,447	\$25,157	\$0	\$6,289	\$0
Safety	2E	\$0	\$9,193	\$13,423	\$13,423	\$10,738	\$0	\$2,685	\$0
Triennial Review	2F	\$0	\$2,696	\$3,936	\$3,936	\$3,149	\$0	\$787	\$0
Total Short Range		\$35,000	\$35,942	\$52,479	\$87,479	\$54,984	\$15,000	\$17,496	\$0
Long Range Transportation Planning	3								
Metropolitan Transportation Planning	3A	\$10,000	\$3,456	\$5,046	\$15,046	\$12,037	\$0	\$3,009	\$0
Non-Motorized Program Planning	3B	\$0	\$14,607	\$21,328	\$21,328	\$17,063	\$0	\$4,266	\$0
Total Long Range		\$10,000	\$18,063	\$26,374	\$36,374	\$29,099	\$0	\$7,275	\$0
Transit Planning	4								
Public Transit Planning	4A	\$40,000	\$5,000	\$7,300	\$47,300	\$37,840	\$0	\$9,460	\$0
Total Transit		\$40,000	\$5,000	\$7,300	\$47,300	\$37,840	\$0	\$9,460	\$0
Data Collection, Maintenance & Analysis	5								
Geodatabase	5A	\$0	\$9,999	\$14,600	\$14,600	\$11,680	\$0	\$2,920	\$0
Total Data		\$0	\$9,999	\$14,600	\$14,600	\$11,680	\$0	\$2,920	\$0
Totals									
Total		\$100,500	\$96,543	\$140,962	\$241,462				
Consolidated Planning Grant FHWA & FTA (Missouri)						\$178,170			
Consolidated Planning Grant FHWA & FTA (Kansas)							\$15,000		
Local Match								\$48,292	
Other Funding Sources									\$0



# APPENDIX F: MTP MATRIX

TABLE 28: MTP MATRIX

Task		Supports Economic Vitality	Regionalism	Accessibility	Funding	Transportation/Land Use	Environmental Protection	System Management	Public Involvement
<b>1</b>	<b>Program Support &amp; Administration</b>								
1A	MPO Administration & Staffing	-	-	-	X	-	-	-	X
1B	Unified Planning Work Program	X	X	X	X	X	X	X	X
1C	Public Participation Plan	X	X	-	-	-	-	X	X
1D	Travel and Training	X	X	X	X	X	X	X	X
<b>2</b>	<b>Short Range Transportation Planning</b>								
2A	Transportation Improvement Program	X	X		X	X	-	X	X
2B	Current Planning	X	X	X	X	X	X	X	X
2C	Geographic Information Systems	X	X	X	-	X	X	X	-
2D	ADA/Title VI/EJ	-	-	X	-	-	-	X	X
2E	Model Maintenance & Use	X	-	X	X	X	-	X	-
2F	Safety	-	X	X	-	-	-		X
2G	Triennial Review	-	-	-	X	X	-	X	X
<b>3</b>	<b>Long Range Transportation Planning</b>								
3A	Long Range Transportation Planning	X	X	X	X	X	X	X	X
3B	Non-Motorized Program Planning	X	X	X	X	-	X	X	X
<b>4</b>	<b>Transit Planning</b>								
4A	Public Transit Planning	X	X	X	X	X	-	X	X
<b>5</b>	<b>Data Collection, Maintenance &amp; Analysis</b>								
5A	Geodatabase	-	-	-	-	X	-	X	X