

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



## FY2018 UNIFIED PLANNING WORK PROGRAM (UPWP)

Missouri CPG Funds: \$237,666  
INVEST Funds: \$14,998  
Local Funds: \$59,416  
**Total UPWP Amount: \$312,080**

Approved by SJATSO Coordinating Committee:  
November 20<sup>th</sup>, 2017

ONEDOT Approval:  
November 27, 2017

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### Title VI Note:

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The following table will be used throughout the timeframe that the FY2018 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	October 24 <sup>th</sup> – November 7 <sup>th</sup> 2017	Draft UPWP was published online and sent to libraries, newspapers and social media outlets for public review and comment
Approved by Coordinating Committee	November 20 <sup>th</sup> , 2017	Draft was taken through Technical Committee and was given final approval at the November Coordinating Committee Meeting
Submitted to MoDOT for transmittal to ONEDOT	November 21 <sup>st</sup> , 2017	Final draft was submitted to State DOTs for final approval and transmittal to ONEDOT
ONEDOT Approval	November 27 <sup>th</sup> , 2017	Received final approval

# 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**.

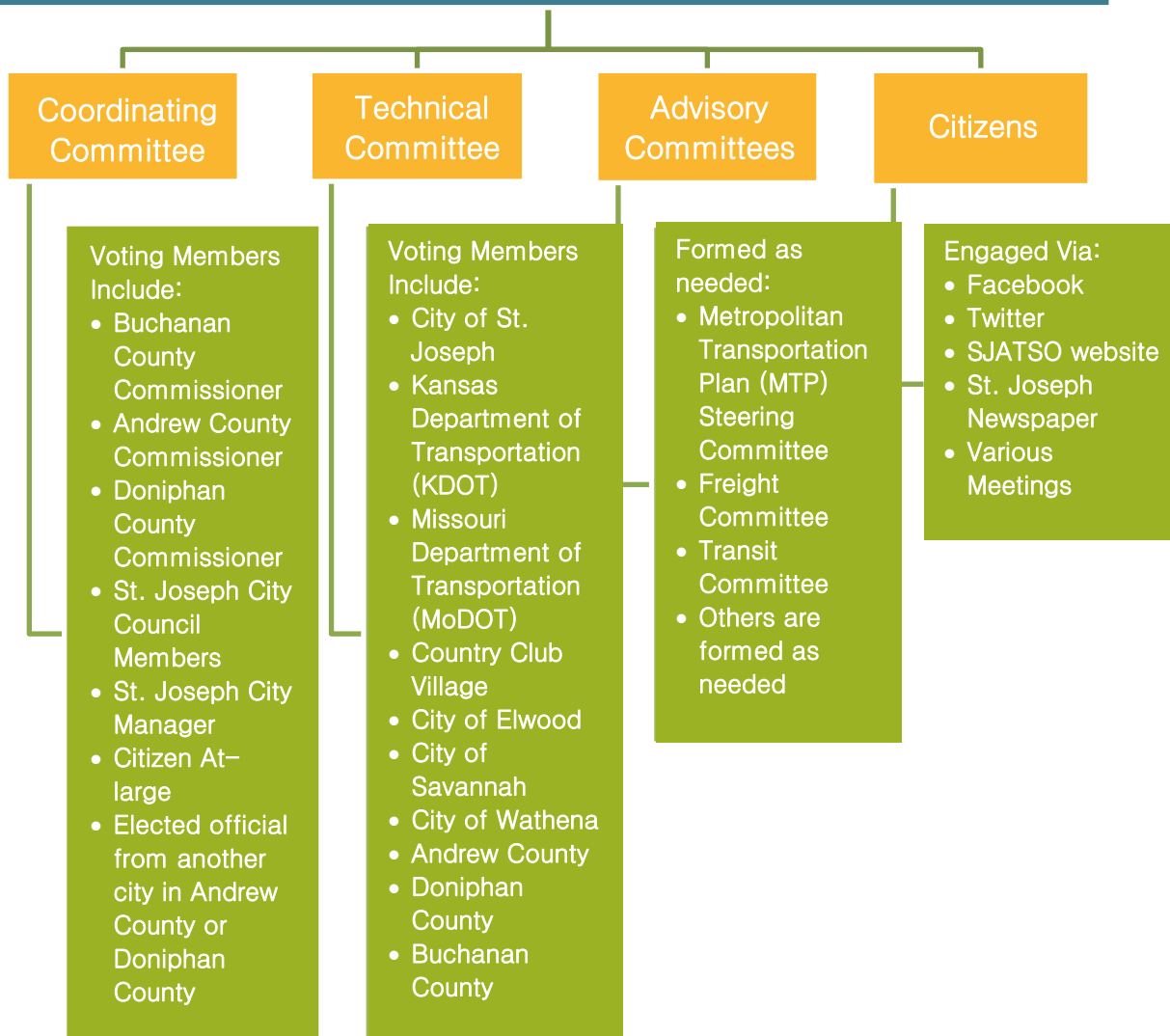
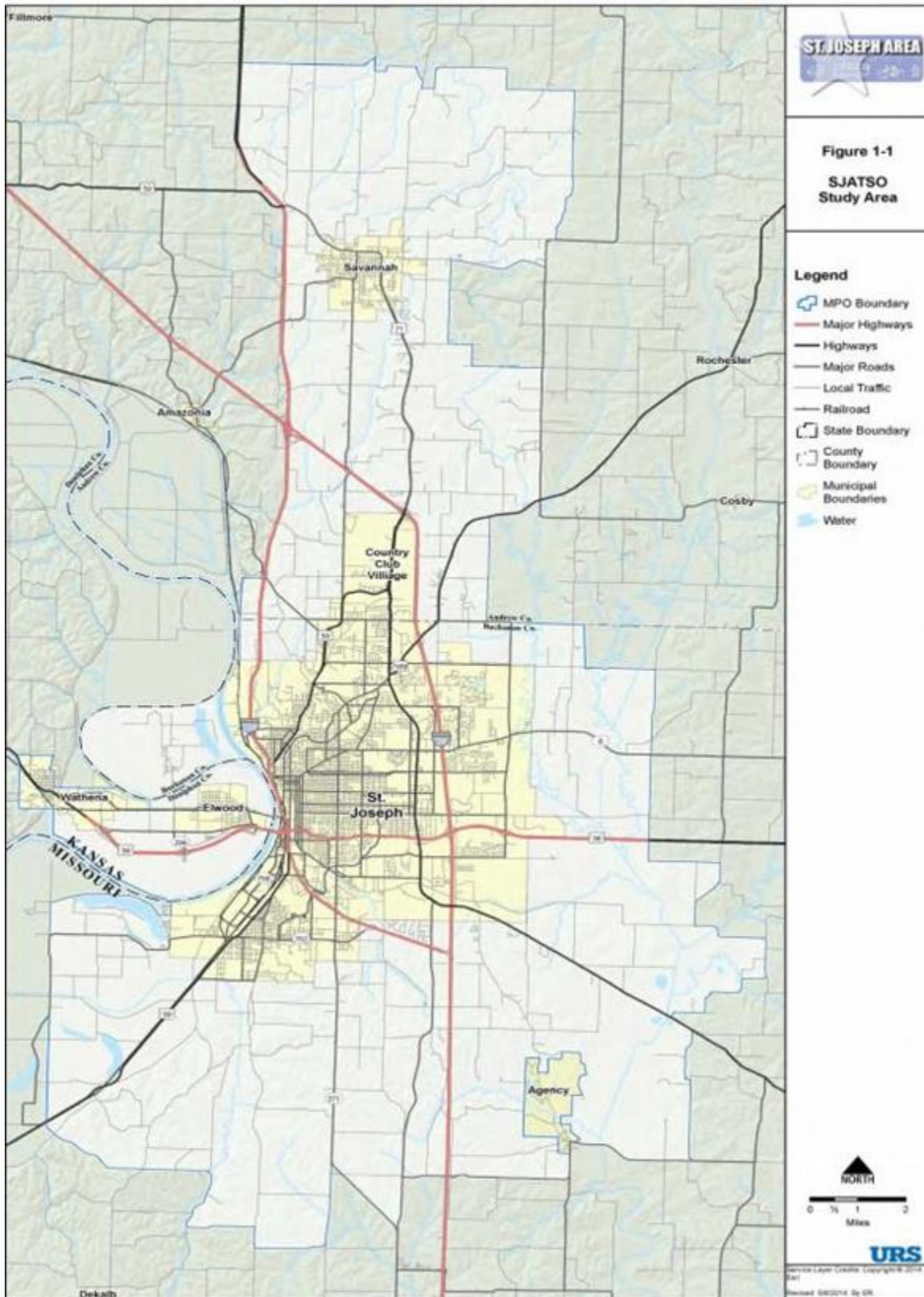




FIGURE 2: SJATSO AREA





# 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 2018 (January 1, 2018 – December 31, 2018). 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 2018.

The UPWP provides guidance and serves as a management mechanism for scheduling, budgeting. 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 for administering and performing these elements

<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)

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;
3. Increase the security of the transportation system for motorized and non-

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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>

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 March 18, 2015 FHWA and FTA's Office of Planning jointly issued Planning Emphasis Areas (PEAs)<sup>5</sup> for FY2016 to be incorporated into the unified planning work program; PEAs for FY2017 have not yet been released. The PEAs include MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. The UPWP will contain subtasks to address these recent PEAs in 2018.

- **Regional Models of 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.
- **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

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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)

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.

### Priorities and Challenges

The 2018 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 2018. 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 2018. Local priorities include emphasis on the development of enhanced public transit services, regionalism, performance measurement, and safety/accessibility.

### FY2017 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 as well as hosted Bicycle and Pedestrian Working Group and Transit Working Group meetings.
- Hosted the Bi-state MPO meeting
- Staff began distributing a quarterly newsletter

##### 1B Unified Planning Work Program

- UPWP was updated for FY2018
- Staff met with member communities prior to outlining tasks to better assess local needs

##### 1C Public Participation Plan

- Staff utilized internet -based communications, social media and newspapers to continuously update the community on projects and opportunities for comments.

- Staff completed a comprehensive update to the PPP.
- Staff updated the website to make it more interactive and user friendly

#### 1D Travel and Training and Outreach

- Bike to work Day, Bicycle and Pedestrian Counts and promotional events were hosted by SJATSO.
- Attended Missouri Public Transit Association Board meetings and annual conference
- Attended Kansas Association of Metropolitan Planning Organizations meeting.
- Attended the regional Transportation Advisory Committee meeting.
- Missouri State GIS Conference
- By-Monthly Northwest Coalition for Roadway Safety Meetings
- Statewide Planning Partner Meeting
- NTI: TOD Workshop – hosted by MARC

### 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 adopted
- Conducted a TIP workshop for project sponsors and continued to fine tune the TIP update and amendment process.

#### 2B Current Planning

- Transit performance based measures were adopted.
- Meetings with local planning partners occurred to better encourage the implementation of the MTP at the local level as well as open dialogue between the MPO and local members for discussion surrounding opportunities and barriers.

#### 2C Title VI & LEP & EJ

- Staff began update and distributed the document for review – to be approved at the beginning of 2018
- A new EJ chapter and analysis was included in the TIP update

#### 2D Model Maintenance and Use

- Staff held meetings with AECOM to begin modeling updates for the 20145 MTP update

#### 2E Safety

- Staff was involved with the writing the grant application and reviewing the grant applications with the Northwest Coalition for Roadway Safety.
- Staff attended regular Northwest Coalition for Roadway Safety committee meetings

#### 2F Planning Review

- Staff collected and organized documents in anticipation of the upcoming review.

#### 2G INVEST

- Staff coordinated with FHWA members from the MO and DC Divisions to approve the work plan for INVEST.
- Staff met with members from the Northwest District MoDOT office to begin planning the INVEST project timeline and create a scope of work for AECOM to perform modeling for the I-229 alternatives.
- Staff hosted the first workshop to apply the INVEST tool to the MTP

### Metropolitan Transportation Planning

#### 3A Metropolitan Transportation Planning

- Staff held conference calls and meetings with AECOM to outline the next few years of work towards the 2045 MTP update
- Staff hosted a combined meeting of all active committees to focus on the MTP timeline and upcoming work
- The Public Involvement Plan (PIP) was updated

#### 3B Non-Motorized Program Planning

- Bike to work day preparation and completion.
- Helped coordinated stakeholders for the launch of a bike share program in downtown St. Joseph
- Updated the regional Active Transportation Plan
- Updated and created new bicycle and pedestrian maps

### Transit Planning

#### 4A Public Transit Planning

- Staff represented SJATSO at the MPTA board meeting.
- Staff helped distribute on-board surveys
- Staff assisted with transit grants for St. Joseph Transit

### Transit Planning

#### 5A Geodatabase

- SJATSO had a summer intern who updated all bicycle and pedestrian maps, building on the safe routes to school plans

## 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. This plan was last updated in September 2017.

### Partners in Developing the UPWP

A number of federal, state, regional, and local agencies and jurisdictions were involved in the development of the FY 2018 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

The 2018 UPWP was open for public comment for 14 days beginning October 23<sup>rd</sup>, 2017.



- City of St. Joseph

SJATSO invited each municipality to meet with staff during the early stages of the UPWP development. Staff asked the municipalities what they considered to be the most critical needs in their communities for the next two years, and with that brainstormed with the cities to identify specific work tasks that could be included in the UPWP to address these needs. Most notably a common theme of needing additional planning documents for non-motorized transportation emerged from these conversations. The Cities of Savannah and Wathena both expressed interest in further analysis of sidewalk gaps and potential plans for filling in these gaps. These planning documents would help to prioritize local funds as well as support local efforts in applying for grants such as the Transportation Alternatives Program.

### 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:

- 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 on SJATSO's web site, and available at the SJATSO office; 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 FY18 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 14 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 7–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 FY2018 UPWP and any subsequent amendments are subject to review and approval by SJATSO’ 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.

Only amendments must be voted on by SJATSO committees and are required to be published for public comment prior to adoption. Members of the public may attend and present comments at SJATSO meetings, at which amendments and 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 FY2018 funding.

TABLE 2: UPWP FUNDING SOURCES

Total UPWP Funding Sources	
Missouri CPG	\$238,786
INVEST	\$14,998
Kansas CPG	\$0
Local	\$59,696
Total	\$313,480

Each year MoDOT allocated CPG funds to SJATSO, however it is rare that every year the MPO uses the entire allocated amount. Years with a lot of consulting work generally account for more CPG funds used than other years. For that reason, SJATSO keeps a running CPG balance to demonstrate available revenue, shown in table 3. After FY2018 expenses, SJATSO will have \$478,653 remaining; however over the next three years, SJATSO will continue to use more than allocated due to consulting costs, therefore drawing down on this remaining balance.

Table 3: CPG Balance

Year Allocated	MoDOT		KDOT		Combined DOTs		
	PL Funds	5303 Funds	PL Funds	5303 Funds	Total	Used	Available Revenue Remaining
Prior to 2017							\$525,872
2017	\$145,719	\$39,701	\$2,911	\$1,035	\$189,366	\$191,170	\$524,068
2018	\$148,850	\$40,535	\$3,003	\$983	\$193,371	\$238,786	\$478,653

# 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 4: FUNDING TOTALS FOR PROGRAM ADMINISTRATION

Total for Program Administration	
Costs	
Consultant/Supply Costs	\$55,500
Labor Costs	\$ 41,257
Total	\$96,757
Funding Split	
Missouri CPG	\$77,405
Kansas CPG	\$0
Local	\$19,351

### 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, general communications 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 organizational membership fees with the Association of Metropolitan Planning Organizations (AMPO). \$22,012 has been budgeted to cover staff hours;

\$5,000 for the costs associated with meetings for the official Kick-Off of the 2045 MTP update which will be organized by AECOM.

TABLE 5: 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
Transit Working Group	2 Agendas & Minutes	Bi-Annual
Freight and Economic Development Working Group	2 Agendas & Minutes	Bi-Annual
Transportation Oriented Land Use Working Group	2 Agendas & Minutes	Bi-Annual
UPWP Quarterly Reports	4 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. \$5,249 in staff hours has been budgeted for this work element.

TABLE 6: 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	Coordinate a CPG Agreement	December 2017

both MO and KS	with both state DOTs for FY2018	
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### Task 1C – Public Participation Planning (PPP)

An update to the PPP was completed in September of FY2017. SJATSO staff will be responsible for ensuring all other plans are in compliance with the newly adopted PPP and that all processes follow the outlined requirements therein. \$7,000 has been included for this task to pay for legal notices in local newspapers. \$35,000 has been set aside for consulting costs, including the public survey conducted by ETC. \$5,249 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 7: 1C PUBLIC PARTICIPATION PLANNING (PPP) WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
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
Website and Social Media Updates	Update the website and social media outlets to keep member organizations well-informed	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. \$8,748 has been budgeted to cover staff hours.

TABLE 8: 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	Bi-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 9: TOTAL FUNDING FOR SHORT-RANGE PLANNING

Total for Short-Range Planning	
Costs	
Consultant/Supply Costs	\$25,000
Labor Costs	\$59,380
Total	\$84,380
Funding Split	
Missouri CPG	\$55,505.58
INVEST	\$14,998
Kansas CPG	\$0
Local	\$13,876

### 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 two 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. \$12,247 in staff hours have been budgeted for this work element.

TABLE 10: 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 and September 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; 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.

\$22,744 has been budgeted to this work element to cover staffing costs.

TABLE 11: 2B CURRENT PLANNING WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
MTP Implementation	Work with local municipalities for the implementation of the goals and priorities outlined in the 2040 MTP	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
St. Joseph Comprehensive Plan – Transportation Component	Act as a sounding board and resource for the transportation elements in the Comprehensive Plan Update to ensure they support the outlined goals and objectives in the MTP	May

**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 began in 2017 and updates will be completed in 2018. 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 were completed in FY2017, in anticipation of the upcoming MTP update. The PIP should not be confused with the PPP, in that while the PPP acts as the general guiding document for all public involvement throughout the year, the PIP is a separate document used specifically for public engagement

during the MTP update, allowing a much more detailed public engagement process to be outlined. SJATSO staff is responsible for this work task. \$3,499 in staff hours has been budgeted for this task.

TABLE 12: 2C TITLE VI/EJ/ADA/LEP/PIP WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Title VI Program Update	To comply with federal regulations in addition to creating an open and accessible process that encourages participation from all citizens.	March
Revision to website and materials	With update to Title VI, revise website and materials	On-going and as-needed
Revision of communication and notification processes	With update to Title VI, revise communication processes	On-going and as-needed
Annual Title VI Reporting	Provide update of Title VI activities	Annually
Periodic Questionnaires from DOTs	Provide updated data to DOT(s)	On-going and as-needed
Annual report including semi-annual DBE reporting	Provide information and update locations of DBE within the region	September

### 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, \$25,000 has been budgeted to pay an on-call consultant, AECOM, for an update to the travel demand model

network. \$1,050 in staff hours has been budgeted as well.

TABLE 13: 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 and has been awarded a joint Blueprint grant with the Regional Planning Council, Mo-KAN, for the creation of a Safety and Innovation Mobile Lab. This will consist of a trailer filled with temporary roadway materials that can be used in implementing pop-up traffic calming measures such as bulb-outs, bike lanes, road diets etc. The MPO will not own the trailer or materials; the Lab will be owned and stored at Mo-KAN. Together staff will create a planning document outlining how to use the materials, local planning processes and best practices for collecting data during installations. The trailer will be available for rent from Mo-KAN by municipalities and agencies who will be responsible for the actual construction of any projects. As well, a traffic counter and speed trailer are available for rent from Mo-KAN which can be used in conjunction with the Safety and Innovation Lab to gather data. Staff will aid in data analysis and project summary.

Staff will also form a Crash Analysis Team, a new committee comprised of police officers and engineers from the MPA to analyze areas around the metro that are experiencing high incidents of vehicular and bike/ped crashes resulting in serious injury or death. From this committee, the MPO will begin identifying design issues so that the committee can take measures towards increasing safety outcomes in the MPA.

\$6,998 has been budgeted to cover staffing costs.

TABLE 14: 2E SAFETY WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
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
Safety and Innovation Mobile Lab	Provide a manual for Lab use and assist in data analysis	May and as-needed
Crash Analysis Team	Form a committee to examine areas in the MPA experiencing high incidents of crashes	Bi-annual and as-needed
Bike to Work Day	Encourage modal shift to bicycles through a day/week/month of programming	May
Walk to School Day	Increase safety and provide a healthy and sustainable transportation alternative for children	October

**Task 2F – Planning Review**

SJATSO will be participating in the next planning review in FY2018 which will also include follow up discussions. \$4,094 has been budgeted to cover staffing costs.

TABLE 15: PLANNING REVIEW WORK OUTCOMES

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

**Task 2G – INVEST**

INVEST is an online tool provided by the Federal Highway Administration (FHWA) that analyzes a project or plan to determine its strength in 3 areas: economics, social outcome and the natural environment. SJATSO staff will be using the tool to examine the most recently adopted Metropolitan Transportation Plan (MTP). This analysis will provide measurable feedback for where the MTP is weak and provide staff with recommendations of where to strengthen the plan in the next update. Additionally, staff will use INVEST to examine three alternatives for the maintenance or reconstruction of the I-229 bridge which is in the last half of its life cycle. Results from the INVEST tool will be compiled in a case study that will be submitted to MPO boards as well as FHWA. SJATSO staff is responsible for this work task. \$8,748 has been budgeted for staff hours.

TABLE 16: INVEST WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
Case Study	Use FHWA's INVEST tool to analyze the 2040 MTP and I-229 Bridge alternatives	September



## 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 17: TOTAL FUNDING FOR LONG-RANGE PLANNING

Total for Long-Range Planning	
Costs	
Consultant/Supply Costs	\$85,000
Labor Costs	\$23,199
Total	\$108,199
Funding Split	
Missouri CPG	\$86,559
Kansas CPG	\$0
Local	\$21,640

### 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 FY2018 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 \$85,000 for consulting costs to set goals, objectives and performance measures for the MTP update. As well, consulting costs will cover an existing condition and needs analysis. \$10,602 has been budgeted for staff time.

TABLE 18: 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.	December
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 enhancing 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; FY2018 will be the tenth 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 2018 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 FY2018. 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 \$12,597 in funding and staff time.

TABLE 19: 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
Pony Express Bikeshare	Coordination of the multiple departments and stakeholders	On-going and as-needed
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	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
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
Update Non-motorized Plan	Update existing non-motorized plan in coordination with the SJATSO bike/ped standing committee	November
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 20: TOTAL FUNDING FOR REGIONAL PUBLIC TRANSIT PLANNING

Total for Regional Public Transit Planning	
Costs	
Consultant Supply Costs	\$0
Labor Costs	\$13,647
Total	\$13,647
Funding Split	
Missouri CPG	\$10,917
Kansas CPG	\$0
Local	\$2,729

### 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.

SJATSO staff is responsible for this work task. 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. \$13,647 has been budgeted for staff time.

TABLE 21: 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

## 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 began a major update, and FY2018 will see the continuation of that update of SJATSO’s geodatabase.

TABLE 22: TOTAL FUNDING FOR DATA COLLECTION, MAINTENANCE & ANALYSIS

Total for Data Collection, Maintenance, & Analysis	
Costs	
Consultant/Supply Costs	\$0
Labor Costs	\$10,497
Total	\$10,497
Funding Split	
Missouri CPG	\$8,398
Kansas CPG	\$0
Local	\$2,099

### 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 was completed in FY2017 and included mapping the sidewalks that currently exist 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. \$10,497 in staff hours has been budgeted for this task.

TABLE 23: 5A GEODATABASE WORK OUTCOMES

Work Outcome	Description	Approximate Date of Completion
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
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 FY2018 WORK OUTCOMES

TABLE 24: ALL WORK OUTCOMES FOR FY2018

	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
	Transit Working Group	2 Agendas & Minutes	Bi-Annual
	Freight and Economic Development Working Group	2 Agendas & Minutes	Bi-Annual
	Transportation Oriented Land Use Working Group	2 Agendas & Minutes	Bi-Annual
	UPWP Quarterly Reports	4 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 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
	Website and Social Media Updates	Update the website and social media outlets to keep member organizations well-informed	On-going and as-needed
Task 1D Travel & Training	Kansas and Missouri MPO Meetings	Meeting of state MPOs for peer exchange and training	Bi-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	As-needed

		workshops and trainings	
	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 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 and September or as-needed
Task 2B Current Planning	MTP Implementation	Work with local municipalities for the implementation of the goals and priorities outlined in the 2040 MTP	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
	St. Joseph	Act as a sounding	May

	Comprehensive Plan – Transportation Component	board and resource for the transportation elements in the Comprehensive Plan Update to ensure they support the outlined goals and objectives in the MTP	
Task 2C Title VI/EJ/ADA/LEP/PIP	Title VI Program Update	To comply with federal regulations in addition to creating an open and accessible process that encourages participation from all citizens.	March
	Revision to website and materials	With update to Title VI, revise website and materials	On-going and as-needed
	Revision of communication and notification processes	With update to Title VI, revise communication processes	On-going and as-needed
	Annual Title VI Reporting	Provide update of Title VI activities	Annually
	Periodic Questionnaires from DOTs	Provide updated data to DOT(s)	On-going and as-needed
	Annual report including semi-annual DBE reporting	Provide information and update locations of DBE within the region	September
	Title VI Program Update	To comply with federal regulations in addition to creating an open and accessible process that encourages participation from all citizens.	March
	Task 2D Model	Output of scenario development	Miscellaneous Travel Forecasting Requests

Maintenance & Use			
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
	Safety and Innovation Mobile Lab	Provide a manual for Lab use and assist in data analysis	May and as-needed
	Crash Analysis Team	Form a committee to examine areas in the MPA experiencing high incidents of crashes	Bi-annual and as-needed
	Bike to Work Day	Encourage modal shift to bicycles through a day/week/month of programming	May
	Walk to School Day	Increase safety and provide a healthy and sustainable transportation alternative for children	October
Task 2F Planning Review	Planning Review	Complete responses to federal recommendations and make various improvements to SJATSO's systems	December
Task 2G INVEST	Case Study	Use FHWA's INVEST tool to analyze the 2040 MTP and I-229 Bridge alternatives	September
Task 3A Metropolitan Transportation Planning (MTP)	Development and implementation of Performance Measures	Target setting and inclusion of performance measures in SJATSO functions	On-going

		and reporting	
	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.	December
	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
	Pony Express Bikeshare	Coordination of the multiple departments and stakeholders	On-going and as-needed
	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	Fall
	Bike to Work Week	One week focused on supporting bicycling as an alternative option for commuters to raise awareness of bicycle	May

		efforts and safety in the community	
	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
	Update Non-motorized Plan	Update existing non-motorized plan in coordination with the SJATSO bike/ped standing committee	November
	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
	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
Task 5A Geodatabase	Assess sidewalks within $\frac{1}{4}$ mile of all schools	Build on SRTS to provide a more detailed analysis of sidewalks as they relate to ADA and EJ	May



	Performance Measures Data Collection and Analysis Action Plan	Create Action Plan for data collection, analysis and dissemination per Performance Measures requirements	Ongoing
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# APPENDIX B: ALL FY2018 WORK OUTCOME FUNDING

TABLE 25: TOTAL FUNDING FOR FY2018 WORK OUTCOMES

Total UPWP Funding Sources	
Missouri CPG	\$237,666
INVEST	\$14,998
Kansas CPG	\$0
Local	\$59,416
Total	\$312,080
Total for Program Administration	
Costs	
Consultant/Supply Costs	\$55,500
Labor Costs	\$ 41,257
Total	\$96,757
Funding Split	
Missouri CPG	\$77,405
Kansas CPG	\$0
Local	\$19,351
Total for Short-Range Planning	
Costs	
Consultant/Supply Costs	\$25,000
Labor Costs	\$59,380
Total	\$84,380
Funding Split	
Missouri CPG	\$55,505.58
INVEST	\$14,998
Kansas CPG	\$0
Local	\$13,876
Total for Long-Range Planning	
Costs	
Consultant/Supply Costs	\$85,000
Labor Costs	\$23,199
Total	\$108,199
Funding Split	
Missouri CPG	\$86,559
Kansas CPG	\$0
Local	\$21,640

Total for Regional Public Transit Planning	
Costs	
Consultant Supply Costs	\$0
Labor Costs	\$13,647
Total	\$13,647
Funding Split	
Missouri CPG	\$10,917
Kansas CPG	\$0
Local	\$2,729
Total for Data Collection, Maintenance, & Analysis	
Costs	
Consultant/Supply Costs	\$0
Labor Costs	\$10,497
Total	\$10,497
Funding Split	
Missouri CPG	\$8,398
Kansas CPG	\$0
Local	\$2,099

# APPENDIX C: LEVEL OF EFFORT

TABLE 26: LEVEL OF EFFORT

TASKS (Regular Hours)	UPWP #	Executive Secretary	Transportation Planner (1)	Transportation Planner (2)	Total Labor Hours
Program Support & Administration	1				
MPO Administration & Staffing	1A	40	300	300	640
Unified Planning Work Program	1B	0	55	55	110
Public Participation Plan	1C	0	75	75	150
Travel and Training	1D	0	125	125	250
Short Range Transportation Planning	2				
Transportation Improvement Program	2A	0	175	175	350
Current Planning	2B	0	325	325	650
Title VI/EJ/ADA/LEP	2C	0	50	50	100
Model Maintenance & Use	2D	0	15	15	30
Safety	2E	0	100	100	200
Planning Review	2F	0	58.5	58.5	117
INVEST	2G	0	125	125	250
Long Range Transportation Planning	3				
Metropolitan Transportation Planning	3A	0	151.5	151.5	303
Non-Motorized Program Planning	3B	0	180	180	360
Transit Planning	4				
Public Transit Planning	4A	0	195	195	390
Data Collection, Maintenance & Analysis	5				
Geodatabase	5A	0	150	150	225
Totals					
Total Regular Hours		40	2080	2080	4200
Rate		\$17.41	\$23.73	\$24.20	
% of Time Spent on MPO funded activities		1.92%	100.00%	100.00%	
Notes:					

## APPENDIX D: STAFF COST

TABLE 27: DIRECT STAFF COSTS

TASKS (Direct Labor)	UPWP Task #	Executive Secretary	Transportation Planner (1)	Transportation Planner (2)	Labor Hour Totals	Total Direct Labor Costs
Program Support & Administration	1					
MPO Administration & Staffing	1A	40	300	300	640	\$15,075
Unified Planning Work Program	1B	0	55	55	110	\$2,636
Public Participation Plan	1C	0	75	75	150	\$3,595
Travel and Training	1D	0	125	125	250	\$5,991
Short Range Transportation Planning	2					
Transportation Improvement Program	2A	0	175	175	350	\$8,388
Current Planning	2B	0	325	325	650	\$15,577
Title VI/EJ/ADA/LEP	2C	0	50	50	100	\$2,397
Model Maintenance & Use	2D	0	15	15	30	\$719
Safety	2E	0	100	100	200	\$4,793
Triennial Review	2F	0	59	59	117	\$2,804
INVEST	2G	0	125	125	250	\$5,991
Long Range Transportation Planning	3					
Long Range Transportation Planning	3A	0	152	152	303	\$7,261
Non-Motorized Program Planning	3B	0	180	180	360	\$8,627
Transit Planning	4					
Public Transit Planning	4A	0	195	195	390	\$9,346
Data Collection, Maintenance & Analysis	5					
Geodatabase	5A	0	150	150	300	\$7,190
Totals						
Total Labor Hours		40	2,080	2,080	4,200	
Total Direct Labor Costs (Not Loaded)		\$696	\$49,358	\$50,336		\$100,391

TABLE 27: LOADED STAFF COSTS

TASKS (Fully Loaded Labor)	UPWP Task #	Executive Secretary	Transportation Planner (1)	Transportation Planner (2)	Labor Hour Totals	Total Loaded Labor Costs
Program Support & Administration	1					
MPO Administration & Staffing	1A	40	300	300	640	\$22,012
Unified Planning Work Program	1B	0	55	55	110	\$3,849
Public Participation Plan	1C	0	75	75	150	\$5,249
Travel and Training	1D	0	125	125	250	\$8,748
Short Range Transportation Planning	2					
Transportation Improvement Program	2A	0	175	175	350	\$12,247
Current Planning	2B	0	325	325	650	\$22,744
Title VI/EJ/ADA/LEP/PIP	2C	0	50	50	100	\$3,499
Model Maintenance & Use	2D	0	15	15	30	\$1,050
Safety	2E	0	100	100	200	\$6,998
Planning Review	2F	0	59	59	117	\$4,094
INVEST	2G	0	125	125	250	\$8,748
Long Range Transportation Planning	3					
Metropolitan Transportation Planning	3A	0	152	152	303	\$10,602
Non-Motorized Program Planning	3B	0	180	180	360	\$12,597
Transit Planning	4					
Public Transit Planning	4A	0	195	195	390	\$13,647
Data Collection, Maintenance & Analysis	5					
Geodatabase	5A	0	150	150	300	\$10,497
Hourly Rates						
Hourly Rates (Not Loaded)		\$17.41	\$23.73	\$24.20		
Fringe Multiplier	0.2901	\$5.05	\$6.88	\$7.02		
Indirect Multiplier	0.17	\$2.96	\$4.03	\$4.11		
Hourly Rates (Fully Loaded)		\$25.42	\$34.65	\$35.33		
Totals						
Total Labor Hours		40	2,080	2,080	4,200	
Total Loaded Labor Costs		\$1,017	\$72,068	\$73,496		\$146,581
Funding Split						
Federal		\$813	\$57,655	\$58,796		\$117,264
Local		\$203	\$14,414	\$14,699		\$29,316

# APPENDIX E: CPG DETAILS

TABLE 28: CPG DETAILS

TASKS (Budget \$)	UPWP #	Consultant and Supply Costs	Direct Labor Costs	Fully Loaded Labor Costs	Total Costs	Consolidated Planning Grant FHWA & FTA (Missouri)	FHWA INVEST	Consolidated Planning Grant FHWA & FTA (Kansas)	Local Match	Other Funding Sources
Program Support & Administration	1									
MPO Administration & Staffing	1A	\$7,500	\$15,075	\$22,012	\$29,512	\$23,609	\$0	\$0	\$5,902	\$0
Unified Planning Work Program	1B	\$0	\$2,636	\$3,849	\$3,849	\$3,079	\$0	\$0	\$770	\$0
Public Participation Plan	1C	\$42,000	\$3,595	\$5,249	\$47,249	\$37,799	\$0	\$0	\$9,450	\$0
Travel and Training	1D	\$6,000	\$5,991	\$8,748	\$14,748	\$11,798	\$0	\$0	\$2,950	\$0
Total PSA		\$55,500	\$27,298	\$39,857	\$95,357	\$76,286	\$0	\$0	\$19,071	\$0
Short-range Transportation Planning	2									
Transportation Improvement Program	2A	\$0	\$8,388	\$12,247	\$12,247	\$9,797.56	\$0	\$0	\$2,449	\$0
Current Planning	2B	\$0	\$15,577	\$22,744	\$22,744	\$18,195	\$0	\$0	\$4,549	\$0
Title VI/EJ/ADA/LEP	2C	\$0	\$2,397	\$3,499	\$3,499	\$2,799	\$0	\$0	\$700	\$0
Model Maintenance & Use	2D	\$15,000	\$719	\$1,050	\$16,050	\$12,840	\$0	\$0	\$3,210	\$0
Safety	2E	\$0	\$4,793	\$6,998	\$6,998	\$5,599	\$0	\$0	\$1,400	\$0
Planning Review	2F	\$0	\$2,804	\$4,094	\$4,094	\$3,275	\$0	\$0	\$819	\$0
INVEST	2G	\$10,000	\$5,991	\$8,748	\$18,748	\$0	\$14,998	\$0	\$3,750	\$0
Total Short Range		\$25,000	\$40,669	\$59,380	\$84,380	\$55,505.58	\$14,998	\$0	\$13,876	\$0
Long Range Transportation Planning	3									
Metropolitan Transportation Planning	3A	\$85,000	\$7,261	\$10,602	\$95,602	\$76,482	\$0	\$0	\$19,120	\$0
Non-Motorized Program Planning	3B	\$0	\$8,627	\$12,597	\$12,597	\$10,077	\$0	\$0	\$2,519	\$0
Total Long Range		\$85,000	\$15,889	\$23,199	\$108,199	\$86,559	\$0	\$0	\$21,640	\$0
Transit Planning	4									
Public Transit Planning	4A	\$0	\$9,346	\$13,647	\$13,647	\$10,917	\$0	\$0	\$2,729	\$0
Total Transit		\$0	\$9,346	\$13,647	\$13,647	\$10,917	\$0	\$0	\$2,729	\$0
Data Collection, Maintenance & Analysis	5									
Geodatabase	5A	\$0	\$7,190	\$10,497	\$10,497	\$8,398	\$0	\$0	\$2,099	\$0
Total Data		\$0	\$7,190	\$10,497	\$10,497	\$8,398	\$0	\$0	\$2,099	\$0
Totals										
Total		\$165,500	\$100,391	\$146,581	\$312,081	\$237,666	\$14,998	\$0	\$59,416	\$0
Consolidated Planning Grant FHWA & FTA (Missouri)						\$237,666				
FHWA INVEST							\$14,998			
Consolidated Planning Grant FHWA & FTA (Kansas)								\$0		
Local Match									\$59,416	
Other Funding Sources										\$0

# APPENDIX F: MTP MATRIX

TABLE 29: MTP MATRIX

Task		Supports Economic Vitality	Regionalism	Accessibility	Funding	Transportation/ Land Use	Environmental Protection	System Management	Public Involvement
1	<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
2	<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
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
2G	INVEST	X	X	-	-	X	X	X	-
3	<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
4	<b>Transit Planning</b>								
4A	Public Transit Planning	X	X	X	X	X	-	X	X
5	<b>Data Collection, Maintenance &amp; Analysis</b>								
5A	Geodatabase	-	-	-	-	X	-	X	X