# FY 2011
# UNIFIED PLANNING WORK PROGRAM

**for the**

## ST. JOSEPH, MISSOURI – ELWOOD, KANSAS URBANIZED AREA

**Prepared by the**

Greater St. Joseph Area
MPO
Metropolitan Planning Organization
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**(July 1, 2010 - June 30, 2011)**

| | |
|---|---|
| **Missouri Consolidated Planning Grant Funds:** | **$ 198,272** |
| **Kansas Consolidated Planning Grant Funds:** | **$ 8,194** |
| **Total Consolidated Planning Grant Funds:** | **$ 206,466** |
| **Local Funds:** | **$ 50,592 ($1,024 in-kind)** |
| **Total UPWP Amount:** | **$ 257,058** |

***AMENDED***

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# FY 2011 UNIFIED PLANNING WORK PROGRAM

## BACKGROUND

*Summary*

The Unified Planning Work Program (UPWP) is the coordinated work program for the St. Joseph Area Transportation Study Organization (SJATSO), designated as the metropolitan planning organization (MPO) for the St. Joseph, Missouri – Elwood/Wathena, Kansas area. Developed in consultation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Missouri Department of Transportation (MoDOT), Kansas Department of Transportation (KDOT) and local transit providers, the intent of the work program is to define the major administrative, planning and technical work elements for the upcoming year and identify the funding sources for these elements. Under federal regulations, prospective work elements listed in the UPWP are required to address multi-modal transportation planning needs throughout the urbanized area.

The UPWP complies with the public involvement provisions of Title VI/ Nondiscrimination of the Civil Rights Acts of 1964, which states: no person or group of persons shall, on grounds of age, race, color, religion, disability, gender, low income, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Further information on the MPO's Title VI/Environmental Justice and Limited English Proficiency policy can be obtained from the MPO staff or at the following website: http://www.stjoemo.info/mpo/mpoprograms.cfm

*The MPO Planning Process*

The UPWP is a strategic management tool intended to guide the multi-year metropolitan transportation planning process. The two major products of this process are the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The UPWP is developed with input from member governments, under the general direction of the LRTP. According to the work elements laid out in the UPWP, the LRTP is monitored and revised in a five-year cycle to ensure that the transportation planning process is continuous, comprehensive, cooperative, and relevant. From the investment priorities outlined in the LRTP, a project-implementing document called the Transportation Improvement Program (TIP) is created. The TIP sets forth a four-year schedule of federally funded and regionally significant projects. The projects included in the TIP have been nominated by agencies within the MPO planning boundary and is approved by the MPO itself.

For projects within the state highway systems, under the authority of the respective departments of transportation (DOT) in Missouri and Kansas, project selection is completed by the DOT. However, projects nominated for inclusion in the TIP must be consistent with the direction of the LRTP, policies set by the MPO, and be a project listed within the LRTP. Exceptions to the requirement for specific project listings may include some small safety projects and/or minor transit capital procurements. St. Joseph Transit (the largest transit provider in the metropolitan area) coordinates with the MPO in a similar fashion.

*Governance*
The SJATSO is an organization comprised of two committees, Technical and Coordinating. The Technical Committee is principally comprised of staff members appointed by the SJATSO member governments to represent each on technical matters. The committee makes recommendations to the Coordinating Committee.

The Coordinating Committee is comprised of elected or appointed officials from each member government. This committee is the policy body of the SJATSO and makes final decisions regarding all aspects of the SJATSO's program of work, projects, and related matters.
**A list of voting members is below:**

**Coordinating Committee – Voting Members**

1. **One (1) Buchanan County Commissioner**
2. **One (1) Andrew County Commissioner**
3. **One (1) Doniphan County Commissioner**
4. **Three (3) St. Joseph City Council Member(s)**
5. **One (1) St. Joseph City Manager**
6. **One (1) Citizen At-Large (Representative appointed by Committee for a three (3) year term)**
7. **One (1) Elected official from another City in Andrew County or Doniphan County within the transportation planning area (City appointed by Committee for a three (3) year term)**

**Technical Committee – Voting Members**

1. **City of St. Joseph, Missouri -10 seats**
2. **Kansas Department of Transportation - 1 seat**
3. **Missouri Department of Transportation – 2 seats**
4. **Country Club Village -1 seat**
5. **City of Elwood -1 seat**
6. **City of Savannah – 1 seat**
7. **City of Wathena – 1 seat**
8. **Andrew County -1 seat**
9. **Doniphan County -1 seat**
10. **Buchanan County – 1 seat**

*Purpose and Content of the UPWP*
The UPWP defines the major administrative and technical work elements for a specific planning year and identifies the major sources of funding for these elements. The primary purpose of the UPWP is to guide the MPO in completing the work elements that lead to the development and implementation of the LRTP and TIP. Such elements **may** include: revising/updating the technical elements of the traffic model, performing demographic analysis, expanding the GIS program, developing new skills through training and workshops, and performing special transportation-related studies. The work elements defined in the UPWP are reviewed and approved by the St. Joseph MPO, who in turn has designated the City of St. Joseph as the contracting agent responsible 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 St. Joseph MPO.

Areas of focus for the 2010-2011 UPWP will be to continue the development of the Safe Routes to School Plan for each of the member governments within the MPO and the entire metro area. A Corridor study is also planned between Village of Country Club and Savannah for a possible Urban Trail Network Extension between the neighboring cities and for the overall connection to the Quad States Trails initiative.

*Products*

The major products of the transportation planning process, in addition to the Unified Planning Work Program, are the Transportation Improvement Program (TIP), Safe Routes to School drafts for St. Joseph, various walking and bicycling events, and Corridor Study between Village of Country Club and the City of Savannah, MO. The purpose of the study is to assess the area for a potential trail to link the two cities, provide a connection with the City of St. Joseph's established Urban Trail Network, and to provide an overall connection with the Quad States Trails; a series of trails connecting Iowa, Nebraska, Kansas, and Missouri. Various studies and projects will be undertaken on a regular basis, all of which will be identified in the document.

*How Related to Other Documents*

The basic organization of the planning process hierarchy begins with the long range transportation plan (LRTP). This is the document that provides an active, twenty-five year vision into the future of the metropolitan transportation system. The LRTP process typically involves a multi-year process of public involvement and technical review. The updated LRTP was finalized in February of 2010.

The Transportation Improvement Program (TIP) is the programming document that implements the goals and objectives of the LRTP. All nominated projects must comply with the LRTP, as well as policies of the MPO, to be included in the TIP.

The Unified Planning Work Program (UPWP) is a working document that is targeted at attempting to implement the LRTP goals and objectives. This document contains within it a matrix that demonstrates which goals and objectives of the LRTP that the UPWP is attempting to address**.**

*Long-Range Transportation Plan (LRTP)*

The LRTP is the foundation of the metropolitan transportation planning process. SJATSO's Long-Range Plan, *2035*, is the currently adopted plan for the greater St. Joseph area (adopted 2010). By federal requirements, the plan is to be updated every five years; and because this update process is time consuming and requires adequate attention to detail, SJATSO typically allocates three years to the update. The purpose of developing a Long-Range Plan is to identify regional issues and goals and implement policies and strategies to fit the needs of the community.

*Transportation Improvement Program (TIP)*

The TIP is a program of prioritized transportation projects proposed for implementation during the next four years. Projects included in the TIP must be consistent with the LRTP, and are submitted for consideration by local government agencies, state transportation agencies, or local transit operators. The TIP is financially constrained in each year of the program, meaning that the funding identified for transportation projects in a given year cannot exceed the amount reasonably expected to be available to the region under existing federal, state and local programs. It is also the responsibility of the project sponsor to assess environmental justice considerations before submitting projects to SJATSO for review. No regionally significant project, regardless of funding source, or any project utilizing federal transportation funds may proceed to implementation unless it is included in the TIP. The TIP must be completely updated every four years, based on the last date of approval by the Federal Highway Administration and the Federal Transit Administration. SJATSO currently updates the TIP on a yearly cycle. SJATSO's current *2010-2013 TIP* was adopted in June of 2009.

*Progress Reporting*

On a regular basis a progress report concerning the programmed work elements is produced by the MPO and provided to the DOT's. Changes to the level of effort or changes to the anticipated scope of work reflected in this document will be contained in the progress reports. Separate reporting is conducted for Title VI activities on an annual basis.

In addition, the MPO has completed the new programmatic requirements by the FTA relative to 5310, JARC and New Freedom funds. Listed below is a brief explanation of these three funds:

**Section 5310 Program provides**:

- Funding for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

**The JARC program** (Section 5316) provides:

- Transportation services to jobs and employment-related activities for welfare recipients and eligible low-income individuals, and
- Transportation options for reverse commuters (urban dweller to suburban workplace).

**The New Freedom program** (Section 5317) supports new public transportation services and alternatives beyond those currently required by the Americans with Disabilities Act (ADA) for:

- The elderly and
- Individuals with disabilities.

The Coordinated Public Transit- Human Services Transportation Plan will continue to evolve over time through the formation of a formal working group, as well as encouraging the continued communication among the various transit agencies. However, in Kansas and Missouri, a rule for guiding the coordination effort of these areas has not been established so the effective involvement and role of the MPO has not been determined by the state at this time. Given this situation, it does not appear beneficial to develop selection criteria if it will not be utilized or considered by the state(s) in the processes.

*Funding Sources*

In addition to local funds, the St. Joseph MPO receives funding for its activities through grants from FHWA and FTA. The fund sources are termed the Consolidated Planning Grants (CPG), which are the Metropolitan Planning funds (PL) from the Federal Highway Administration and the Section 5303 transportation planning grant from the Federal Transit Administration combined. The funds are restricted for use to examine transportation issues affecting or impacting all modes of transportation. SJATSO receives approximately $178.209.00 annually from Missouri and $1,898 from Kansas. The City of St. Joseph will provide a cash match for planning funds. While SJATSO is not responsible for the City budget and accuracy of local match information, it is anticipated that the cash match will come from City of St. Joseph general and/or other enterprise funds. SJATSO is spending down some of the accruing CPG funds by using it for the Long-Range Transportation Plan Update. From time to time other federal funds may be reflected in the UPWP, whose sources are not an office of administration within the U.S. Department of Transportation. These are too numerous to list and too various and irregular to anticipate. Recently, MPO's across the nation have been subjected to a rescission of planning funds as a result of the lapse of SAFETEA-LU and the lack of funding available in the Highway Trust Fund. With a 2 month extension in place, SJATSO projects an unknown horizon in funding availability. The estimated allocation included in this document are based off of past presumptions

*FY 2010 Accomplishments*

**Program Support & Administration**

- Continued participation in the Missouri Public Transit Association
- Participation with the National Association of Regional Councils (NARC) and with the Association of Metropolitan Planning Organizations (AMPO)
- Built Environment Workshop, Topeka, KS, October 1-2, 2009
- MO APA Conference, Springfield, MO, October 22-24, 2009
- KAMPO Meeting, Lawrence, KS, October 19, 2009

**Long-Range Transportation Plan Update**

- Public Open House
- Sector Workshops
- Steering Committee Meetings
- Employer Surveys
- Chapter updates and review of entire LRTP document
- Website updates
- Updated ITS element

- Environmental resources mapping
- Screening and prioritization criteria development
- Financial analysis of priorities
- Recommended transportation improvement priorities
- Preliminary financial analysis of projects/ alternatives
- Draft and final document of 2035 Long Range Transportation Plan

**Geographic Information Systems**

- Production of various maps used by the MPO including Safe Routes to School, Functional Classification.

**Transit Planning**

- Coordinated with FTA to undergo a safety & threat analysis audit
- Coordination with transit staff to put together a JARC funding application for night ride service that caters to the Title VI population.
- Assisted in various ARRA projects including project programming and implementation.

**Bicycle & Pedestrian Planning**

- Safe Routes to School Plan – Savannah, MO, Elwood & Wathena, KS
- Safe Routes to School Plan – Drafts for St. Joseph Schools
- Launched the St. Joseph RideShare Connection website in conjunction with Mid America Regional Council.
- Implemented the National Bicycle/Pedestrian Documentation Project for the first time in the St. Joseph area.
- Developed new bike/ped map for the Bicycle & Pedestrian Masterplan

**Transportation Improvement Program**

- Completed multiple transportation improvement program amendments during the period including ARRA projects.
- Completed annual listing of obligated projects

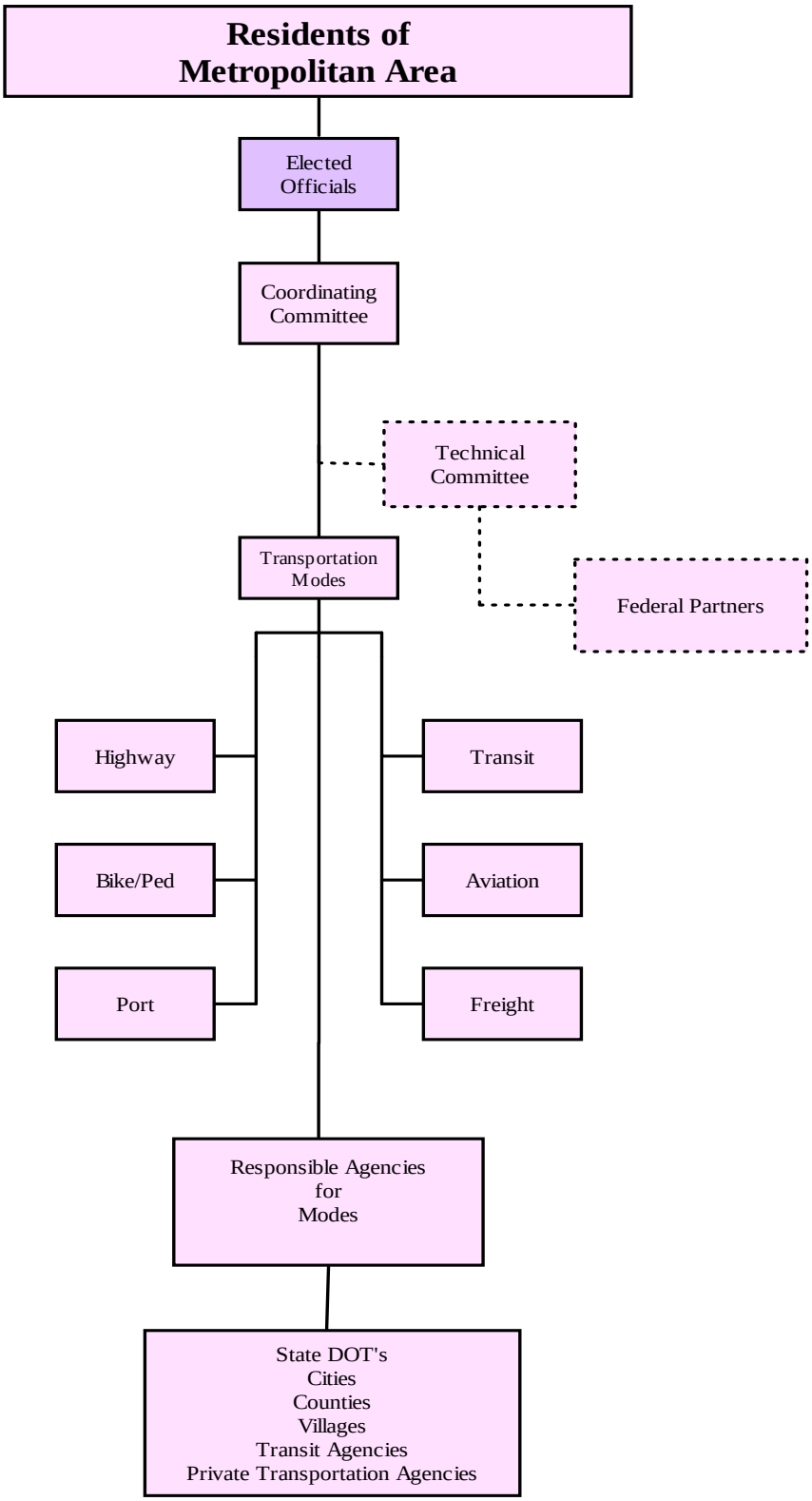
**Title VI/EJ/ADA/LEP Planning**

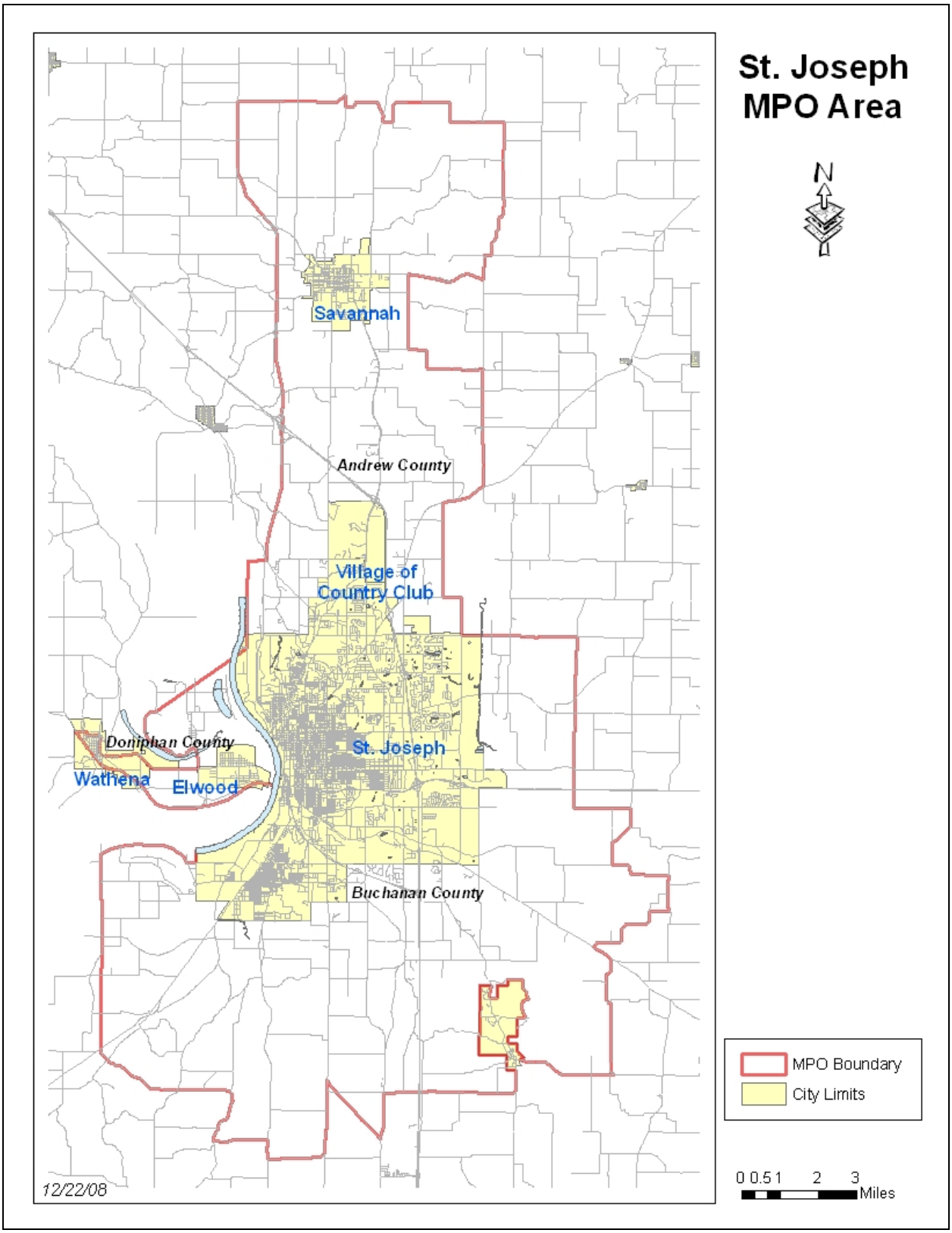
- Title VI/EJ/LEP Annual Report
- Title VI/EJ Certification for TIP

**Model Maintenance & Use**

- Updated and recalibrated during the LRTP update
- Model maintenance scenario for Alabama Bridge

**MPO Organization Chart**




St. Joseph
MPO Area
N
Savannah
Andrew County
Village of
Country Club
Doniphan County
St. Joseph
Wathena
Elwood
Buchanan County
MPO Boundary
City Limits
0 0.5 1 2 3
Miles
12/22/08

## 1 – PROGRAM SUPPORT AND ADMINISTRATION

Program Support and Administration include providing program support, grant administration, interagency coordination, citizen participation and public information in relation to the planning grants received by the Federal Transit Administration and the Federal Highway Administration, in cooperation with the Kansas Department of Transportation and the Missouri Department of Transportation. Also, federal and state requirements, in relation to the grants, 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 element progress. Memberships, training, conferences, office supplies, and minor equipment are also managed in this line item which includes $10,000 in procurements (see table).

As a result, it is possible that extensive effort to coordinate, negotiate, and implement new planning measures may be required during the period. Things often come out of left field and the MPO is required to deal with them. All elements listed under Program Support & Administration will be the responsibility of SJATSO staff and City of St. Joseph staff.

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| **MISSOURI CPG** | **$ 13,542** |
| **CITY OF ST. JOSEPH[1]** | **$ 3,885** |
| **TOTAL** | **$ 16,928** |

*Work Products*

- Training
  - Anticipated: FTA Conference, Academy for Sustainable Communities
  - Unknown training that might become available
- Membership Dues
  - NARC, APA
- Technical Committee Agendas & Minutes
  - 6* agendas & minutes
  - Approximate completion: on-going from July 2010 through June 2011
- Coordinating Committee Agendas & Minutes
  - 6* agendas & minutes
  - Approximate completion: on-going from July 2010 through June 2011
- Quarterly and Annually produced work program summary
  - 4 summaries produced
  - Approximate completion: on-going from July 2010 through June 2011

** Approximate*

## 2 – LONG RANGE TRANSPORTATION PLANNING

The Long-Range Transportation Plan, adopted in February, 2010, provides the system level framework for decisionmaking with an increasing multimodal emphasis. As related to transportation planning, Long Range Transportation Planning focuses on a program or system level approach. Long range planning activities may include performing land use planning, sketch planning, system planning and/or analyses regarding transportation facilities or modes of transportation.

**2A Long Range Transportation Plan**

The LRTP was adopted in February 2010. The next several years will focus upon education of the public and decision-makers regarding the plan and implementation of the plan itself. Action steps outlined in the LRTP document will be executed as necessary such as Project Selection and LRTP Conformity Analysis to goals & objectives for proposed project investments submitted.

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| **MISSOURI CPG** | **$ 2,011** |
| **CITY OF ST. JOSEPH[1]** | **$ 502** |
| **TOTAL** | **$ 2,513** |

*Work Products*

- Conformity Analysis for LRTP
  - Approximate Completion: August 2010, December 2010, April 2011 and as needed for TIP Amendments.
- TIP Project Selection
  - Approximate Completion: August 2010, December 2010, April 2011 and as needed for TIP Amendments.
- Implementation of LRTP Document
  - Approximate Completion: On-Going
- Talking to public/ decision makers and developing powerpoint presentations
  - Approximate Completion: On-Going

**2B Geographic Information System (GIS)**

The MPO will be spending a small amount of time maintaining the MPO Geodatabase and using it for presentations and projects. A minor amount of money will be budgeted every year in order to maintain updated aerial photography. When this new information becomes available to the consultant, the MPO will receive necessary updates**.** SJATSO staff City of St. Joseph staff will be responsible for this work program.

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| **MISSOURI CPG** | **$ 5,912** |
| **CITY OF ST. JOSEPH** | **$ 1,478** |
| **TOTAL** | **$ 7,390** |

*Work Products*

- Updated MPO geodatabase (City of St. Joseph staff, MPO staff)
  - One geodatabase for the MPO

        - Functional classification, land use, bike/ped
    - Approximate Completion: on-going and various as needed
- Updated aerial photography (City of St. Joseph staff)
    - Approximate Completion: on-going and various as needed

**2C Transit Planning**

Coordination will continue with MoDOT and the Federal Transit Administration regarding Section 5310, JARC, and New Freedom programs and the MPO's role and responsibilities in these areas. In addition, formalizing an education process for available grants and communicating among the transit providers to continue in the coordination process will better serve the community and to reduce overlap in between the transit systems. As previously mentioned, no rule has been established in the State of Missouri for guiding the coordination effort with the MPO. As of this time, the MPO has not been given a role by the State. Staff time will be used for some of the new projects that have recently been funded by the America Reinvestment and Recovery Act. These projects include dynamic message boards, GPS bus locators, voice enunciator systems and others.

An operational study will take place to analyze the current service. The fixed route and deviation service has not been studied for over ten years. The last update took place in 1998 when the service switched from a point deviation to the current fixed route and fixed deviation. A consultant will be hired to carry out the study and look at inconsistencies utilizing a transit software program. This will help St. Joseph Transit make necessary steps towards increasing efficiency, providing better customer service and cutting unnecessary costs.

**Review of the Section 5310 Process**

For organizations wishing to utilize 5310 funding, an application and supporting documents are required to be submitted to the MPO prior to MoDOT approval. If the MPO receives more than 1 applicant, a subcommittee is formed to review applications, establish eligibility, review, score and prioritize projects. SJATSO staff and the City of St. Joseph staff are responsible for this work program.

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| **MISSOURI CPG** | **$ 79,572** |
| **CITY OF ST. JOSEPH[1]** | **$ 19,893** |
| **TOTAL** | **$ 99,465** |

*Work Products*

- Working to establish a transit ridership advisory group
    - Approximate Completion: May 2011
- Semi-Annual Meetings with Coordinated Public Transit-Human Services Groups
    - Approximate Completion: Semi-Annually
- Continue to monitor the effectiveness of the JARC funded Night Service
    - Approximate Completion: On-Going
- Plan and implement safety & security projects outlines in FTA audit
    - Approximate Completion: On-Going
- Transit Operational Study
    - Approximate Completion: RFQ process complete in March 2011

**2D Non-Motorized Program Planning**

The principal effort of bicycle and pedestrian planning will continue to focus on the Safe Routes to Schools plan for St. Joseph and to conduct a Rail to Trail Inventory between the Village of Country Club and the City of Savannah, MO as well as the Union Pacific Line in Doniphan County. The Safe Routes to School Plan involves extensive research and analysis of each school within the St. Joseph School District as well as mapping and cost estimates to create a road map that can be used to identify bicycle and pedestrian infrastructure needs near the schools. Documents have been prepared for the Kansas schools and for the City of Savannah. Staff will use support from the City of St. Joseph's Engineering Department to complete the mapping for the schools within St. Joseph. Staff anticipates completing half of the City of St. Joseph's schools this Fiscal Year.

The Rail to Trail Inventory between Village of Country Club and Savannah and the Union Pacific line in Doniphan Co. Kansas will involve hiring a consultant to determine properties along the proposed trail route and to provide a planning level, order of magnitude estimates for trail development. The route will follow the Chicago Great Northern abandoned rail corridor. This inventory will help to continue encouragement for connections into the Quad States Trails masterplan. If additional funding should come available for additional KDOT CPG funds, the inventory on the Kansas side will incorporate a more in-depth and comprehensive assessment of a rail-trail.

There will also be continued support and coordination with the development of the Urban Trail and Quad States Trails group for bicycle and pedestrian oriented modes of transportation throughout the urban area, compatible with the direction set forth in the Bicycle and Pedestrian Master Plan. Continued support will be provided to encourage the inter-urban, intra-metro and inter-state connections between neighboring towns and cities. This year's focus will transition from Savannah, Wathena and Elwood to the Country Club Village and St. Joseph.

MPO staff will continue to work on the RideShare Connection program and website with the Mid America Regional Council and Lawrence MPO. Program elements include advertising, website updates, promotions and general planning activities. www.stjoerideshare.info

The National Bicycle and Pedestrian Documentation Program (NBPD) will continue in the Fall and possibly the Spring. Volunteers will assist MPO staff in providing documentation of walkers and bicyclists in the St. Joseph area. Data is used for staff purposes and reports as well as information for the general public. The data is submitted to the NBPD to be incorporated into the national database.

Staff will also continue with its 3rd annual Bike to Work Week event. Preparation for this event includes letters to potential sponsors, advertisement in the form of internet, television and paper. In addition, time will be spent launching a new initiative focused specifically on children walking to school.

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| **MISSOURI CPG** | **$ 62,259** |
| **KANSAS CPG** | **$ 8,194** |
| **CITY OF ST. JOSEPH[1]** | **$ 17,869** |
| **CITY OF ST. JOSEPH** | **$ 1,024 (IN-KIND)** |
| **DONIPHAN CO.** | **$ 1,024** |
| **TOTAL** | **$ 89,346** |

** In-kind match will consist of staff support of the overall project and consultant coordination*

*Work Products*

- Safe Routes to School Plan – Draft
  - One draft of SRTS plan for the City of St. Joseph
  - Approximate Completion: April 2011
  - Total: $ 8,330
    - Federal: $ 6,664
    - Local: $ 1,666
- Educational materials & brochures
  - Approximate Completion: August 2009 & On-Going
  - Total: $ 8,330
    - Federal: $ 6,664
    - Local: $ 1,666
- Feasibility Study for Trail Extension
  - Approximate Completion: April 2011
  - Total: $ 30,000
    - Federal: $ 32,194 ($24,000/MO, $8,194/KS)
    - Local: $ 8,048 ($1,024/Doniphan Co., $1,024/ in-kind)
- Rideshare Program with MARC
  - Approximate Completion: On-Going
  - Total: $ 8,330
    - Federal: $ 6,664
    - Local: $ 1,666
- National Bicycle and Pedestrian Counts
  - Approximate Completion: Fall 2010
  - Total: $ 8,330
    - Federal: $ 6,664
    - Local: $ 1,666
- Attendance of Bicycle Advocacy Groups
  - Approximate Completion: On-Going
  - Total: $ 8,330
    - Federal: $ 6,664
    - Local: $ 1,666

**2E Transportation Improvement Program (TIP)**

The TIP document will be updated every other year. Fiscal year 2011 will consist of amendments only. The amendment timeline will be in April, August and December, consistent with the Public Participation Plan. The program will include 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 program.

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| **MISSOURI CPG** | **$ 8,367** |
| **CITY OF ST. JOSEPH[1]** | **$ 2,092** |
| **TOTAL** | **$ 10,459** |

*Work Products*

- FY 2011-2014 TIP Amendments
  - Public Involvement Process for TIP
    - Call for Amendments letter to interested parties
    - Public Comment period
    - Milestone: August 2010, December 2010, April 2011 & On-Going
  - Call for Projects Letter
    - Milestone: August 2010, December 2010, April 2011
  - Technical & Coordinating Committee Review
    - Milestone: August 2010, December 2010, April 2011
  - One updated TIP document
    - Approximate Completion: on-going from July 2010 through June 2011
- Conformity Analysis of TIP Projects
  - A selection criteria drafted from the Goals & Objectives of the Long Range Transportation Plan
  - One analysis per project requested for TIP
    - Approximate Completion: on-going from July 2010 through June 2011
- LRTP Coordination Review
  - One review of TIP projects with a MPO staff
    - Approximate Completion: August 2010, December 2010, April 2011
- MPO & Title VI/EJ/LEP Compliance Review
  - One review per project requested for TIP
    - Approximate Completion: August 2010, December 2010, April 2011
- FY 2010 Annual Listing of Obligated Projects
  - One list included in adopted TIP; one report sent after the end of the FY
    - Approximate Completion: September 2010

**2F Americans with Disabilities Act – Title VI – Environmental Justice**

Coordinate with designated agencies to monitor project level compliance with the referenced acts. The MPO 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 FHWA- Missouri on additional requirements as well as elaborate on the existing Title VI/EJ. SJATSO staff is responsible for this work program.

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| **MISSOURI CPG** | **$ 1,600** |
| **CITY OF ST. JOSEPH[1]** | **$ 400** |
| **TOTAL** | **$ 2,000** |

*Work Products*

- Periodic questionnaires from DOT's
- Annual report including semi-annual DBE reporting
  - One annual report
  - August 2010
- Create a database for Title VI/EJ/LEP contacts for public participation distribution
  - One database
  - Approximate Completion: September 2010

**2G Model Maintenance & Scenario Development**

The TransCAD Travel Demand Model was recalibrated with a 2005 base year and currently includes a forecast horizon to 2035. A consultant will continue to be used to support the LRTP update effort as well as to adjust land use assumptions that are used in the modeling process. The forecast horizon will be adjusted to 2035 at the conclusion of the LRTP update as well. $10,000 has been reserved for this procurement.

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 provisions of scenarios reflecting the short and long term phasing anticipated by the government.

MPO staff 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 MPO model will be offered to support such an initiative.

| | |
|---|---|
| **MISSOURI CPG** | **$ 8,411** |
| **CITY OF ST. JOSEPH[1]** | **$ 2,103** |
| **TOTAL** | **$ 10,514** |

*Work Products*

- Output of scenario development
  - Approximate Completion: As needed or when larger developments occur

**2H Public Participation**

This work element is a new addition to the UPWP in order to keep consistency with the updated Public Participation Plan. The new version requires more staff time than ever to keep information current with the public. Mechanisms used will include website updates,

press releases, mailings, social network site updates, advertisement design for online advertising, and public access channel information. The new Public Participation Plan requires these mechanisms at the minimum of a tri-annual basis for TIP amendments. This will also include other documents and updates that require public involvement information. MPO staff and City of St. Joseph staff will be used for this work element.

| | |
|---|---|
| **MISSOURI CPG** | **$ 11,891** |
| **CITY OF ST. JOSEPH[1]** | **$ 2,973** |
| **TOTAL** | **$ 14,864** |

*Work Products*

- Press Releases
  - Approximate Completion: August 2010, December 2010, April 2011, and as needed.
- Website & Social Network Site Updates
  - Approximate Completion: August 2010, December 2010, April 2011, and as needed.
- Mailings
  - Approximate Completion: August 2010, December 2010, April 2011, and as needed.
- Public Access Channel Updates
  - Approximate Completion: August 2010, December 2010, April 2011, and as needed.
- Online Advertising
  - Approximate Completion: August 2010, December 2010, April 2011, and as needed.
- Newspaper Advertising
  - Approximate Completion: August 2010, December 2010, April 2011, and as needed.

Footnotes:

[1] *While SJATSO is not responsible for the City budget and accuracy of local match information, it is anticipated that the cash match will come from City of St. Joseph general and/or other enterprise funds*