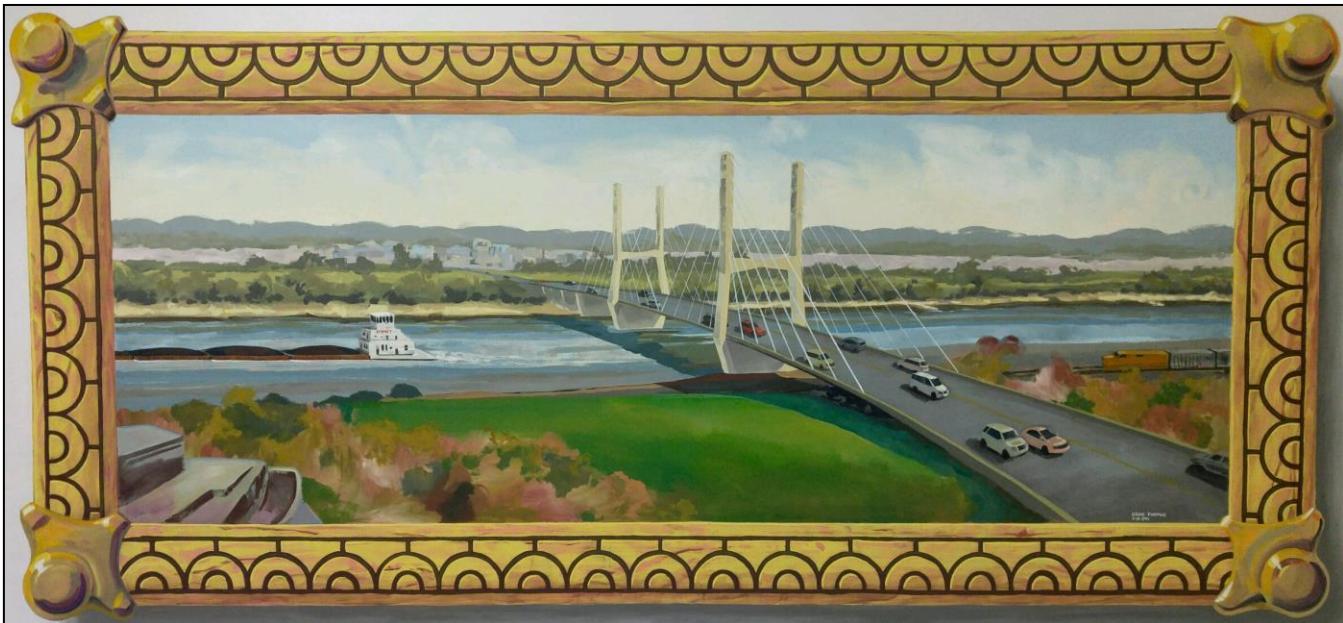


**DRAFT**

November 26, 2019



*“Serving the Transportation Needs of the Southeast Missouri Region”*



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## FY 2020 Unified Planning Work Program Cape Girardeau – Jackson Urbanized Area

Adopted  
May 15, 2019

Amended  
\_\_\_\_\_, 2020

Effective  
July 1, 2019 – June 30, 2020

Southeast Metropolitan Planning Organization  
C/O City of Cape Girardeau Development Services Department  
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### **Attachments**

- Metropolitan Planning Area Map
- Position Listings and Full Time Equivalents
- Transportation Performance Management Planning Agreements
- Resolutions of Adoption and Amendment

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## **SEMPO Board of Directors**

### **Voting Members**

Bob Fox, City of Cape Girardeau (**Chairperson**)  
Dwain Hahs, City of Jackson (**Chairperson**)  
Charlie Herbst, Cape Girardeau County  
~~Barry Horst, Southeast Missouri Regional Planning and Economic Development Commission~~  
Scott Meyer, City of Cape Girardeau (**Vice Chairperson**)  
Tom Mogelnicki, Cape Girardeau County Transit Authority  
Jim Roach, City of Jackson (**Vice Chairperson**)  
**Jeremy Tanz, Southeast Missouri Regional Planning and Economic Development Commission**

### **Non-Voting Members**

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Hannah Barnett, Bootheel Regional Planning and Economic Development Commission  
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Jim Glueck, Scott County  
Tony Greep, Federal Transit Administration - Region 5  
Joe E. Griggs, Alexander County  
Jeffrey Keirn, Illinois Department of Transportation  
Kathy Mangels, Southeast Missouri State University  
Brad McMahon, Federal Highway Administration - Missouri Division  
Cathy Monroe, Federal Transit Administration - Region 7  
Mark Phillips, Cape Special Road District  
Mark Shelton, Missouri Department of Transportation  
Betsy Tracy, Federal Highway Administration - Illinois Division

### **Staff**

~~Ryan Shrimplin, City of Cape Girardeau (SEMPO Executive Director)~~  
**Alex McElroy, City of Cape Girardeau (SEMPO Executive Director)**

### **Program Administration/Support Consultant**

Kelly Green, KLG Engineering  
**Marla Mills, KLG Engineering**

## **SEMPO Technical Planning Committee**

### **Voting Members**

Joe Aden, Village of East Cape Girardeau  
**Katrina Amos, Cape Girardeau Regional Airport**  
Hannah Barnett, Bootheel Regional Planning and Economic Development Commission  
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Girardeau County  
Mark Phillips, Cape Special Road District  
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Kirk Sandfort, Southeast Missouri State University  
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### **Non-Voting Members**

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Chris Crocker, Missouri Department of Transportation  
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**Marla Mills, KLG Engineering**

## **Introduction**

A metropolitan planning organization (MPO) is a federally mandated and funded policy-making organization that oversees transportation planning for an urbanized area. The requirements for MPO's are contained in 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR 450.308, and 23 CFR 450.314. One of the key requirements is that the MPO conduct a metropolitan transportation planning process that is continuous, cooperative, and comprehensive. As part of this process, the MPO must adopt a Unified Planning Work Program (UPWP) that provides for consideration and implementation of projects, strategies and services that will address the following ten factors:

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-motorized users;
4. Increase the accessibility and mobility of people and 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;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

In 2012, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) was signed into law. MAP-21 transformed federal transportation grant programs by establishing new requirements for performance management and performance-based planning and programming to ensure the most efficient investment of federal transportation funds. The Fixing America's Surface Transportation Act (FAST Act) was signed into law in 2015 and continued the performance management and performance-based planning and programming requirements of MAP-21 with minor changes. In implementing MAP-21 and FAST Act, state Departments of Transportation (DOT's), MPO's, and providers of public transportation must:

- establish performance targets that reflect the measures;
- report on progress towards achieving those targets;
- develop performance based plans for safety and asset management; and
- implement a performance based approach to planning and programming.

As the MPO for the Cape Girardeau – Jackson urbanized area, the Southeast Metropolitan Planning Organization (SEMPO) is responsible for meeting the federal metropolitan planning regulations for the specified geographic area that includes the City of Cape Girardeau, the City of Jackson, and portions of Cape Girardeau County and Scott County, Missouri, as well as portions of the Village of East Cape Girardeau and Alexander County, Illinois. A map showing the SEMPO metropolitan planning area is attached at the end of this document. This area is faced with the challenge of maintaining a number of transportation systems that meet the needs of a growing region, including highways, railways, ports, airports, transit, bicyclists, and pedestrians. Addressing this challenge is SEMPO's top priority, followed by planning for expansion of these systems to accommodate future growth.

SEMPO was designated by the Governor of Missouri as the metropolitan planning organization for the urbanized area on March 12, 2013, and by the Governor of Illinois on February 7, 2013. It is comprised of a Board of Directors and a Technical Planning Committee. The Board of Directors consists of elected and appointed officials from the above jurisdictions, as well as various federal, state, and regional transportation agencies and local transit providers. The Technical Planning Committee primarily consists of staff from these jurisdictions and agencies; it serves in an advisory capacity to the Board of Directors on technical matters. The City of Cape Girardeau provides administrative services and staff support for SEMPO, as authorized in the Memorandum of Understanding and the Bylaws.

This UPWP covers the period from July 1, 2019 to June 30, 2020. It serves as a management tool for identifying, scheduling, budgeting and monitoring SEMPO's planning activities, and serves as the basis for funding agreements with the Missouri Department of Transportation (MoDOT) and Illinois Department of Transportation (IDOT). There are a number of activities that are considered eligible expenses for transportation planning funds, such as: data collection and maintenance, map preparation, land use studies, traffic volume studies, economic and fiscal studies, project evaluation studies, specialized plans, and other studies and plans relating to transportation.

Tables 1 through 5 on the following pages contain SEMPO's funding and budget information.

**Note: Figures in the foregoing tables may not add up precisely due to rounding.**

**Table 1: Available Federal Revenue (Missouri)**

<b>SEMPO FY 2019 MISSOURI FEDERAL (CPG) FUNDS</b>		
CPG Balance Prior to FY 2019	\$	585,976.77
FY 2019 CPG Allocation (Estimate)	\$	139,915.00
Total FY 2019 CPG Funds Expended (as 04/15/2019)	\$	(51,470.79)
<b>SEMPO FY 2020 MISSOURI FEDERAL (CPG) FUNDS</b>		
FY 2020 CPG Allocation (Estimate)	\$	141,733.00
Total Estimated CPG Funds Available for FY 2020 UPWP	\$	674,420.98
Total Programmed CPG Funds for FY 2020 UPWP	\$	(235,656.90)
Remaining Unprogrammed Balance <sup>1</sup>	\$	438,764.08

1 – SEMPO has elected not to program 100% of the anticipated available CPG funds. It is SEMPO's general policy to maintain a reserve of funds for potential large expense planning projects that may become necessary in the future. In addition, there is a limited number of staff that does planning work, and given this, SEMPO is unable to program any greater amount of CPG funding for FY 2020. Furthermore, the SEMPO members who collectively provide the required local match have budgetary constraints, making it unlikely that they would be able to fully fund the local match if 100% of the CPG funds were programmed.

**Table 2: Available Federal Revenue (Illinois)**

<b>SEMPO FY 2020 ILLINOIS FEDERAL FUNDS</b>		
Federal Revenue Balance Prior to FY 2020 <sup>1</sup>	\$	0.00
Total Estimated Federal Revenue Available for FY 2020 UPWP	\$	1,827.42
Total Programmed Federal Funds for FY 2020 UPWP	\$	(1,827.42)
Remaining Unprogrammed Balance	\$	0.00

1 – Illinois is not a CPG state and does not have a carryover policy.

**Table 3: Summary of Total Available Federal, State, and Local Revenue**

<b>SEMPO FY 2020 ALLOCATIONS</b>		
CPG (Missouri) <sup>1</sup>	\$	674,420.98
Local Match (Missouri) <sup>2</sup>	\$	58,914.22
Illinois <sup>3</sup>	\$	2,284.28
<b>TOTAL</b>	<b>\$</b>	<b>735,619.48</b>

1 – Missouri CPG funds consist of FHWA Missouri PL and FTA Section 5303 planning funds.

2 – Represents the amount to be collected for FY 2020. Invoices to MoDOT will be 80% reimbursable regardless of the amount collected.

3 – Illinois funds consist of FHWA Illinois PL and FTA Section 5303 planning funds and state match funds. A local match is not required.

**Table 4: CPG Local Match Funding Sources (Missouri)**

<b>SEMPO FY 2020 CPG LOCAL MATCH FUNDS</b>		
City of Cape Girardeau	28.60%	\$ 16,849.47
City of Jackson	28.60%	\$ 16,849.47
Cape Girardeau County Transit Authority / Southeast Missouri State University <sup>1</sup>	14.30%	\$ 8,424.73
Cape Girardeau County / Cape Special Road District <sup>2</sup>	14.30%	\$ 8,424.73
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 8,365.82
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 58,914.22</b>

1 – Transit match will be provided annually by Cape Girardeau County Transit Authority and Southeast Missouri State University, with each paying 7.15%.

2 – Cape Girardeau County match will be provided annually by Cape Girardeau County and Cape Special Road District, with each paying 7.15%.

**Table 5: SEMPO Budget**

<b>SEMPO FY 2020 BUDGET</b>					
	<b>Missouri CPG (Federal)</b>	<b>Missouri Local Match</b>	<b>Illinois (Federal)</b>	<b>Illinois State Match</b>	<b>Total Cost</b>
<b>Staff Labor – City of Cape Girardeau</b>					
Salaries	\$ 10,559.93	\$ 2,639.98	\$ 82.47	\$ 19.95	\$ 13,302.34
Benefits	\$ 4,449.14	\$ 1,112.28	\$ 34.75	\$ 8.41	\$ 5,604.58
<b>Subtotal</b>	<b>\$ 15,009.07</b>	<b>\$ 3,752.27</b>	<b>\$ 117.22</b>	<b>\$ 28.36</b>	<b>\$ 18,906.92</b>
<b>Consultant Contract – KLG Engineering, LLC</b>					
Program Support	\$ 27,784.40	\$ 6,946.10	\$ 217.00	\$ 52.50	\$ 35,000.00
Public Outreach	\$ 7,938.40	\$ 1,984.60	\$ 62.00	\$ 15.00	\$ 10,000.00
Education and Training	\$ 3,969.20	\$ 992.30	\$ 31.00	\$ 7.50	\$ 5,000.00
<b>Subtotal</b>	<b>\$ 39,692.00</b>	<b>\$ 9,923.00</b>	<b>\$ 310.00</b>	<b>\$ 75.00</b>	<b>\$ 50,000.00</b>
<b>Consultant Contract – Southeast Missouri Regional Planning &amp; Economic Development Commission</b>					
Data Collection and Management	\$ 3,969.20	\$ 992.30	\$ 31.00	\$ 7.50	\$ 5,000.00
Metropolitan Transportation Plan Maintenance	\$ 3,969.20	\$ 992.30	\$ 31.00	\$ 7.50	\$ 5,000.00
Transportation Improvement Program Management	\$ 19,846.00	\$ 4,961.50	\$ 155.00	\$ 37.50	\$ 25,000.00
Public Transit – Human Services Transportation Coordination Plan	\$ 19,846.00	\$ 4,961.50	\$ 155.00	\$ 37.50	\$ 25,000.00
<b>Subtotal</b>	<b>\$ 47,630.40</b>	<b>\$ 11,907.60</b>	<b>\$ 372.00</b>	<b>\$ 90.00</b>	<b>\$ 60,000.00</b>
<b>Consultant Contract – Data Transfer Solutions, LLC</b>					
TIP Tool Maintenance and Support	\$ 7,938.40	\$ 1,984.60	\$ 62.00	\$ 15.00	\$ 10,000.00
<b>Subtotal</b>	<b>\$ 7,938.40</b>	<b>\$ 1,984.60</b>	<b>\$ 62.00</b>	<b>\$ 15.00</b>	<b>\$ 10,000.00</b>
<b>Consultant Contract – TBD</b>					
Pedestrian Transportation System ADA Assessment	\$ 119,076.00	\$ 29,769.00	\$ 930.00	\$ 225.00	\$ 150,000.00
<b>Subtotal</b>	<b>\$ 119,076.00</b>	<b>\$ 29,769.00</b>	<b>\$ 930.00</b>	<b>\$ 225.00</b>	<b>\$ 150,000.00</b>
<b>Other Direct Costs</b>					
Advertising	\$ 793.84	\$ 198.46	\$ 6.20	\$ 1.50	\$ 1,000.00
Books/Publications	\$ 198.46	\$ 49.62	\$ 1.55	\$ 0.38	\$ 250.00
Copies	\$ 793.84	\$ 198.46	\$ 6.20	\$ 1.50	\$ 1,000.00
Liability Insurance	\$ 793.84	\$ 198.46	\$ 6.20	\$ 1.50	\$ 1,000.00
Meetings/Conferences	\$ 1,587.68	\$ 396.92	\$ 12.40	\$ 3.00	\$ 2,000.00
Office Supplies	\$ 79.38	\$ 19.85	\$ 0.62	\$ 0.15	\$ 100.00
Postage	\$ 238.15	\$ 59.54	\$ 1.86	\$ 0.45	\$ 300.00
Printing	\$ 793.84	\$ 198.46	\$ 6.20	\$ 1.50	\$ 1,000.00
Training/Education	\$ 793.84	\$ 198.46	\$ 6.20	\$ 1.50	\$ 1,000.00
Website	\$ 238.15	\$ 59.54	\$ 1.86	\$ 0.45	\$ 300.00
<b>Subtotal</b>	<b>\$ 6,311.03</b>	<b>\$ 1,577.76</b>	<b>\$ 49.29</b>	<b>\$ 11.93</b>	<b>\$ 7,950.00</b>
Indirect Costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL</b>	<b>\$ 235,656.90</b>	<b>\$ 58,914.22</b>	<b>\$ 1,840.51</b>	<b>\$ 445.29</b>	<b>\$ 296,856.92</b>

## **Elements of the FY 2020 Unified Planning Work Program**

The UPWP is the management plan for the MPO. It identifies and schedules all of the planning activities that need to be accomplished on an annual basis. It integrates policy, planning, and programming activities. This is also where the allocation of staff and funding resources occurs.

There are three work elements in this UPWP. Each element consists of sections that identify the lead agency; objective; program activities; prior year accomplishments; work products (with estimated completion dates); and budget. The budget allocations for these elements are shown in Table 5.

The SEMPO FY 2020 UPWP consists of the following work elements:

- 1.0 Program Administration and Support
- 2.0 Data Collection and Management
- 3.0 Transportation Planning

### **1.0 PROGRAM ADMINISTRATION AND SUPPORT**

This work element addresses the administrative and support functions for SEMPO, such as the UPWP, coordination of third party services, public outreach, education and training.

#### **1.1 Program Support**

**1.1.1 Lead Agency:** SEMPO staff with support via consulting contract with KLG Engineering, LLC

**1.1.2 Objective:**

SEMPO will conduct its activities in accordance with applicable federal, state, and local laws as well as its own plans and programs. The UPWP will be prepared and adopted annually, and will serve as the basis for the transportation planning process, including technical and administrative support. SEMPO will participate in meetings with other agencies to ensure that its transportation planning process is properly coordinated with statewide and regional processes, and to provide input on matters affecting transportation in Southeast Missouri. SEMPO staff and KLG Engineering will coordinate all activities and provide the necessary resources. Recognizing that SEMPO staff members are full-time employees of the City of Cape Girardeau with duties separate from SEMPO, a need arose to provide additional support for SEMPO. After several unsuccessful attempts to hire an in-house transportation and land use planner, the City sought to procure a consultant to assist with the staff support function. Through a competitive process, the City selected KLG Engineering, LLC for this purpose. KLG handles general duties such as preparing and distributing meeting agendas, minutes, financial statements, project lists, schedules, etc. KLG also serves as the primary point of contact for MAP-21 and FAST Act implementation as well as consultants procured for transportation studies and plans.

- 1.1.3 Program Activities:**
- a. Prepare agendas, minutes, presentations, information and materials for meetings of the SEMPO Board of Directors, Technical Planning Committee, and other committees/subcommittees as needed.
  - b. Develop the FY 2021 UPWP; prepare and submit FY 2020 UPWP quarterly progress reports, billings and invoices; amend documents as needed.
  - c. Contract with third party agencies and consultants on an as-needed basis, in accordance with the Consolidated Planning Grant Agreement with MoDOT and the Intergovernmental Agreement with IDOT; coordinate and review contracted work products.
  - d. Participate in coordination and partnering programs with MoDOT and IDOT, and in intergovernmental organizations such as the Southeast Missouri Regional Planning and Economic Development Commission and the Bootheel Regional Planning and Economic Development Commission.
  - e. Respond to requests for information from outside jurisdictions, agencies, and the public.
  - f. Maintain compliance with Title VI requirements; address complaints and environmental justice issues as necessary.
  - g. Maintain compliance with applicable federal, state, and local laws and regulations.

**1.1.4 FY 2019 Accomplishments:**

- a. Prepared and adopted FY 2020 UPWP (May 2019)
- b. Prepared Board and TPC 2019 Meeting Schedule (December 2018)
- c. Prepared and submitted STIP Project Request List to MoDOT (September 2018)
- d. Approved Bylaws Amendment No. 1 (September 2018)

**1.1.5 FY 2020 Work Products (estimated completion dates):**

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. FY 2021 UPWP (May 2020)
- c. FY 2020 UPWP progress reports (submitted quarterly)

**1.1.6 Budget:** \$48,234.92 (\$13,234.92 SEMPO Staff + \$35,000.00 KLG Engineering, LLC)

<b>Total Cost</b>	<b>\$ 48,234.92</b>
Missouri CPG (Federal)	\$ 38,290.81
Missouri Local Match	\$ 9,572.70
Illinois (Federal)	\$ 299.06
Illinois State Match	\$ 72.35

**1.2 Public Outreach**

**1.2.1 Lead Agency:** SEMPO staff with support via consulting contract with KLG Engineering, LLC

**1.2.2 Objective:**

SEMPPO will conduct public outreach activities in accordance with the Public Participation Plan. This Plan, adopted on May 21, 2014, outlines a process for

obtaining public input on SEMPO's planning documents, including but not limited to: the Public Participation Plan, the Title VI Program, the Unified Planning Work Program, the Metropolitan Transportation Plan, and the Transportation Improvement Program.

**1.2.3 Program Activities:**

- a. Provide public access to SEMPO information, including meeting schedules, agendas, minutes, data, work products, and opportunities for public input.
- b. Provide the public with timely notice of SEMPO meetings and public input sessions.
- c. Conduct public input sessions in accordance with the Public Participation Plan.
- d. Promote communication with, and encourage participation from, persons in the communities served by SEMPO, including those traditionally underserved by transportation.

**1.2.4 FY 2019 Accomplishments:**

- a. Released FY 2016-2019 TIP Amendment No. 8 and Amendment No. 9 for public comment (September 2018 and November 2018, respectively)
- b. Held public hearing on FY 2020 UPWP and released for public comment (April 2019)
- c. Posted draft planning documents for public comment in accordance with Public Participation Plan

**1.2.5 FY 2020 Work Products (estimated completion dates):**

- a. Conduct public outreach activities via SEMPO website, postings in public buildings, legal advertisements, public input sessions, etc. (ongoing)
- b. Review Public Participation Plan to determine if an update is necessary (June 2020)

**1.2.6 Budget:** \$13,781.00 (\$3,781.00 SEMPO Staff + \$10,000.00 KLG Engineering, LLC)

<b>Total Cost</b>	<b>\$ 13,781.00</b>
Missouri CPG (Federal)	\$ 10,939.91
Missouri Local Match	\$ 2,734.98
Illinois (Federal)	\$ 85.44
Illinois State Match	\$ 20.67

**1.3 Education and Training**

**1.3.1 Lead Agency:** SEMPO staff with support via consulting contract with KLG Engineering, LLC

**1.3.2 Objective:**

The SEMPO Board of Directors, Technical Planning Committee, and staff will be knowledgeable in applicable federal, state, and local laws; SEMPO policies, procedures, and funding; and other matters affecting the purpose, function, and activities of SEMPO. Education and training are essential to maintaining knowledge that is up-to-date and relevant.

**1.3.3 Program Activities:**

- a. Attend meetings, seminars, workshops and conferences pertaining to transportation planning and related issues, as well as professional development needed for proper administration of SEMPO. Examples include:
  - American Planning Association (APA) national and state chapter conferences
  - Association of Metropolitan Planning Organizations Annual Conference
  - MoDOT Statewide Planning Partner Meeting
  - Missouri MPO Conference
  - Illinois MPO Conference
  - Transit Midwest Conference
  - Federal and state workshops and training on the topics of civil rights, grant administration, transportation planning legislation and Department of Transportation regulations
  - Emergency management and safety planning training
  - Geographic information systems training
  - Data collection and analysis training
  - Computer software training

**1.3.4 FY 2019 Accomplishments:**

- a. Attended MoDOT Statewide Planning Partner Meeting (February 2019)
- b. Attended American Planning Association Bi-State Planning Conference (October 2018)
- c. Participated in monthly MAP-21/FAST Act/Performance Management conference calls hosted by MoDOT

**1.3.5 FY 2020 Work Products (estimated completion dates):**

- a. Verbal and/or written summaries of education and training received (ongoing)
- b. Distributed materials received from meetings, seminars, workshops and conferences (ongoing)

**1.3.6 Budget:** \$6,891.00 (\$1,891.00 SEMPO Staff + \$5,000.00 KLG Engineering, LLC)

Total Cost	\$ 6,891.00
Missouri CPG (Federal)	\$ 5,470.35
Missouri Local Match	\$ 1,367.59
Illinois (Federal)	\$ 42.72
Illinois State Match	\$ 10.34

## **2.0 DATA COLLECTION AND MANAGEMENT**

This work element addresses the data collection and management function for SEMPO.

### **2.1 Data Collection and Management**

**2.1.1 Lead Agency:** SEMPO via consulting contract with the Southeast Missouri Regional Planning and Economic Development Commission (SEMO RPC)

**2.1.2 Objective:**

The Southeast Missouri Regional Planning and Economic Development Commission will collect data and maintain databases and maps as needed to assist the SEMPO Board of Directors, Technical Planning Committee, and staff in fulfilling their respective duties. This information will also be available to outside jurisdictions and agencies as well as the public.

**2.1.3 Program Activities:**

- a. Coordinate with MoDOT, IDOT, Bootheel Regional Planning Commission, and other agencies in obtaining data for the SEMPO MPA.
- b. Conduct studies to obtain needed information not currently available.
- c. Compile data and maintain databases for various data types such as demographics, socioeconomic, land uses, traffic counts, traffic accidents, and crashes for the SEMPO MPA.
- d. Maintain an inventory of multi-modal transportation facilities and services within the SEMPO MPA for transit, rail, river, aviation, freight, and other transportation modes.
- e. Prepare maps for analysis, presentations, and work products.
- f. Serve as a data and information resource for SEMPO members, outside jurisdictions and agencies, and the public.

**2.1.4 FY 2019 Accomplishments:**

- a. Maintained GIS interactive map for SEMPO MPA
- b. Compiled data for SEMPO MPA

**2.1.5 FY 2020 Work Products (estimated completion dates):**

- a. Databases and maps containing demographic, socioeconomic, land use, traffic, and other data for SEMPO MPA (ongoing)

**2.1.6 Budget (for contracted work):**

Total Cost	\$ 5,000.00
Missouri CPG (Federal)	\$ 3,969.20
Missouri Local Match	\$ 992.30
Illinois (Federal)	\$ 31.00
Illinois State Match	\$ 7.50

### **3.0 TRANSPORTATION PLANNING**

This work element addresses the transportation planning function for SEMPO, including the Metropolitan Transportation Plan, the Transportation Improvement Program, and other plans, programs, and studies.

#### **3.1 Metropolitan Transportation Plan (MTP) Maintenance**

**3.1.1 Lead Agency:** SEMPO via consulting contract with the Southeast Missouri Regional Planning and Economic Development Commission (SEMO RPC)

**3.1.2 Objective:**

The 2016-2040 Metropolitan Transportation Plan (MTP) was adopted by the Board of Directors on February 17, 2016. The MTP describes the existing transportation systems in the SEMPO planning area and identifies future

transportation improvements that may be necessary, based on multiple-scenario forecasts. It also contains goals and objectives, as well as possible actions that could be taken to achieve them. The financial plan of the MTP is divided into two categories: fiscally constrained and illustrative. This long-range, multi-modal, regional transportation plan will serve as the principal guide for developing an integrated, intermodal transportation system to facilitate the safe and efficient movement of people and goods. Federal regulations require the MTP to be updated every five (5) years, at a minimum. Because the MTP and the Transportation Improvement Program (TIP) must be closely aligned, it is anticipated the MTP may need to be amended prior to the five (5) year update.

**3.1.3 Program Activities:**

- a. Amend 2016-2040 MTP as necessary.

**3.1.4 FY 2019 Work Products (estimated completion dates):**

- a. 2016-2040 MTP Amendments (TBD – as necessary)

**3.1.5 Performance Management:**

On May 27, 2016, the Federal Register published the final rule on the metropolitan and statewide requirements for performance-based planning and programming established by MAP-21 and FAST Act. These requirements include setting targets for the federally-established performance measures and reporting on the progress of achieving the targets. For each performance measure, MPOs are required to either set their own performance targets or support the targets set by their state transportation agency. MPOs are also required to incorporate written provisions into their MTP and TIP which describe the progress of the MPO in achieving the performance targets. The schedule for the performance measures is summarized in the table below:

<b>Final Rule</b>	<b>Effective Date</b>	<b>Written Provisions Date</b>
FHWA Safety Performance Measures	April 14, 2016	May 27, 2018
Transit Asset Management/State of Good Repair (TAM/SGR)	October 1, 2018	October 1, 2018
FHWA Pavement and Bridge Performance Measures (PM-2 Rule)	May 20, 2017	May 20, 2019
FHWA System Performance Measures (PM-3 Rule)	May 20, 2017	May 20, 2019
FHWA Greenhouse Gas Performance Measures	September 28, 2017	September 28, 2019

Source: ONE DOT

To ensure compliance with the requirements, a Transportation Performance Management Planning Agreement was executed by MoDOT, SEMPO, Cape Girardeau County Transit Authority (CTA), and Southeast Missouri State University (attached at the end of this document). The agreement formalizes

each party's respective obligations with regard to developing and sharing transportation performance management data, selecting performance targets, reporting performance targets, reporting of progress towards achieving targets, and collecting data for the State Asset Management Plan. In addition, an Intergovernmental Agreement (for performance management) was executed by IDOT and SEMPO (also attached at the end of this document) but did not include the transit agencies because they do not provide service in Illinois. On September 19, 2018, SEMPO passed a resolution supporting the pavement and bridge condition and system performance measure targets set by MoDOT and IDOT. On December 19, 2018, SEMPO passed a resolution supporting the safety and transit asset management performance measure targets set by MoDOT and IDOT. At the time of this report, the targets for the remaining performance measures had not yet been finalized by MoDOT and IDOT. As these targets become available, SEMPO will decide to support them or set its own.

**3.1.6 Budget (for contracted work):**

<b>Total Cost</b>	<b>\$ 5,000.00</b>
Missouri CPG (Federal)	\$ 3,969.20
Missouri Local Match	\$ 992.30
Illinois (Federal)	\$ 31.00
Illinois State Match	\$ 7.50

## **3.2 Transportation Improvement Program (TIP) Management**

**3.2.1 Lead Agency:** SEMPO via consulting contract with the Southeast Missouri Regional Planning and Economic Development Commission (SEMO RPC)

**3.2.2 Objective:**

The FY 2020-2023 Transportation Improvement Program (TIP) will be adopted by the Board of Directors on June 19, 2019. The TIP is a prioritized, fiscally-constrained, multi-year list of federally funded transportation projects and improvements within the SEMPO MPA, which authorizes the obligation of federal funds for listed projects and operations. At least every four (4) years, the proposed improvement projects, plans, studies, and other activities expected to occur over the next four (4) years will be taken from the MTP and entered into the programming process, culminating in the development of a TIP, and then included by reference in the Statewide Transportation Improvement Program (STIP). In doing so, SEMPO will certify its compliance with federal, state, environmental, and civil rights regulations. In addition, SEMPO will make amendments and administrative modifications to the TIP as necessary to reflect project additions, deletions, and changes, and to include written provisions for performance management as described in 3.1.5.

**3.2.3 Program Activities:**

- a. Make amendments and administrative modifications to FY 2020-2023 TIP as necessary.
- b. Certify the transportation planning process for compliance with federal, state, and local laws.

- c. Incorporate annual transit Program of Projects public participation activities into the TIP public participation activities.
- d. Include public outreach in the TIP process in accordance with the Public Participation Plan (PPP).

**3.2.4 FY 2019 Accomplishments:**

- a. Prepared and approved FY 2016-2019 TIP Amendment No. 8 (October 2018) and No. 9 (December 2018)
- b. Prepared and adopted FY 2020-2023 TIP (June 2019)

**3.2.5 FY 2020 Work Products (estimated completion dates):**

- a. FY 2020-2023 TIP Amendments and Administrative Modifications (TBD as necessary)

**3.2.6 Budget (for contracted work):**

<b>Total Cost</b>	<b>\$ 25,000.00</b>
Missouri CPG (Federal)	\$ 19,846.00
Missouri Local Match	\$ 4,961.50
Illinois (Federal)	\$ 155.00
Illinois State Match	\$ 37.50

**3.3 Transportation Improvement Program (TIP) Tool Maintenance and Support**

**3.3.1 Lead Agency:** SEMPO via consulting contract with Data Transfer Solutions, LLC

**3.3.2 Objective:**

In FY 2019, SEMPO hired Data Transfer Solutions, LLC (DTS) to develop a web-based tool for viewing and managing the TIP. The tool, now live, is accessed from the SEMPO website and has reporting, search, and mapping functionality, with multiple permission levels. SEMPO and DTS executed a five-year Professional Services Agreement that includes annual maintenance and support services.

**3.3.3 Program Activities:**

- a. TIP tool maintenance and support

**3.3.4 Budget (for contracted work):**

<b>Total Cost</b>	<b>\$ 10,000.00</b>
Missouri CPG (Federal)	\$ 7,938.40
Missouri Local Match	\$ 1,984.60
Illinois (Federal)	\$ 62.00
Illinois State Match	\$ 15.00

**3.4 Pedestrian Transportation System ADA Assessment for the City of Cape Girardeau, the City of Jackson, and Cape Girardeau County, Missouri**

**3.4.1 Lead Agency:** SEMPO via consulting contract (TBD)

**3.4.2 Objective:**

The Americans with Disabilities Act (ADA) of 1990 established requirements for making public services and facilities accessible to those with disabilities. Under ADA, public entities are required to perform a self-evaluation of their current services and facilities and, for public entities with 50 or more employees, develop a transition plan for achieving compliance. The City of Cape

Girardeau, the City of Jackson, and Cape Girardeau County, Missouri are located within SEMPO's MPA, and each of them is required to perform an ADA self-evaluation and develop an ADA transition plan. Currently, none of these public entities have an ADA transition plan. SEMPO wishes to help these entities work toward developing their transition plans by hiring a consultant to conduct an ADA assessment of the pedestrian transportation system. The results of the completed assessment will be provided to the Cities and the County for their use in developing their respective ADA transition plans. The results will also be used by SEMPO to update its Regional Bicycle and Pedestrian Plan in the future. While it is anticipated that this activity will be completed in FY 2020, it may extend into FY 2021.

**3.4.3 Program Activities:**

- a. Execute Task Order under existing Contract for Professional Services.
- b. Conduct pedestrian transportation system ADA assessment.
- c. Prepare pedestrian transportation system ADA assessment report.

**3.4.4 FY 2020 Work Products (estimated completion dates):**

- a. Pedestrian transportation system ADA assessment report (June 2020)

**3.4.5 Budget (for contracted work):**

Total Cost	\$ 150,000.00
Missouri CPG (Federal)	\$ 119,076.00
Missouri Local Match	\$ 29,769.00
Illinois (Federal)	\$ 930.00
Illinois State Match	\$ 225.00

**3.5 Public Transit – Human Services Transportation Coordination Plan (PT-HSTCP)**

**3.5.1 Lead Agency:** SEMPO via consulting contract with the Southeast Missouri Regional Planning and Economic Development Commission (SEMO RPC)

**3.5.2 Objective**

The Public Transit-Human Services Transportation Coordination Plan (PT-HSTCP) is a multi-jurisdictional, short-term plan focused on assessing the public transit needs of providers and customers and developing actions to address identified needs in the Metropolitan Planning Area (MPA). The SEMPO MPA is currently included in the regional PT-HSTCP completed by SEMO RPC in February of 2012, which expires in February of 2018. To ensure compliance with federal regulations and assist public transit providers in the MPA with aligning their services to the public's needs, SEMPO will develop its own PT-HSTCP, separate from SEMO RPC's regional plan. The PT-HSTCP will include outreach to the public and transit stakeholders to assess their transit needs through the use of surveys, public meetings, and focus group meetings. Identified public needs will then be used in the development of short-term needs-assessments for each transit provider in the MPA. The PT-HSTCP will serve as a guide for transit providers in the area for developing transit services that meet the needs of the public while making efficient use of local, state, and federal resources.

**3.5.3 Program Activities**

- a. Develop survey to assess the public transit needs of the community.
- b. Hold public outreach meetings in the MPA.
- c. Conduct focus group meetings with identified stakeholders.
- d. Analyze and summarize public input.
- e. Develop survey to assess the needs of public transit providers in the MPA.
- f. Share public input results with the transit providers.
- g. Hold meetings with the transit providers to assess the public input results and develop needs assessments.
- h. Summarize the transit providers' needs on a case-by-case basis.
- i. Synthesize all information and results into the final plan.

**3.5.4 FY 2020 Work Products (estimated completion dates)**

- a. PT-HSTCP (June 2020)

**3.5.5 Budget (for contracted work):**

<b>Total Cost</b>	<b>\$ 25,000.00</b>
Missouri CPG (Federal)	\$ 19,846.00
Missouri Local Match	\$ 4,961.50
Illinois (Federal)	\$ 155.00
Illinois State Match	\$ 37.50

**3.6 Title VI Program**

**3.6.1 Lead Agency:** SEMPO staff with support via consulting contract with KLG Engineering, LLC

**3.6.2 Objective:**

Title VI, 42 U.S.C. § 2000d et seq., enacted as part of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. As a recipient of federal funds, SEMPO is required to document its compliance by developing and maintaining a Title VI Program. SEMPO's current Title VI Program is set to expire, and a new Title VI Program needs to be prepared and adopted.

**3.6.3 Program Activities:**

- a. Review and evaluate current Title VI Program.
- b. Obtain and analyze updated demographic data.
- c. Prepare new Title VI Program.
- d. Release for public comment.
- e. Hold public hearing.
- f. Finalize and adopt new Title VI Program.

**3.6.4 FY 2020 Work Products (estimated completion dates):**

- a. Title VI Program (June 2020)

**3.6.5 Budget:** \$3,000.00 (\$2,500.00 SEMPO Staff + \$500.00 KLG Engineering, LLC)

<b>Total Cost</b>	<b>\$ 3,000.00*</b>
Missouri CPG (Federal)	\$ 2,381.52
Missouri Local Match	\$ 595.38
Illinois (Federal)	\$ 18.60
Illinois State Match	\$ 4.50

\* - Funding for the Title VI Program is allocated out of the Program Support and Public Outreach amounts (work subelements 1.1 and 1.2, respectively).

### **3.7 Kiwanis Drive Corridor Study - TEAP032**

#### **3.7.1 Lead Agency: City of Cape Girardeau**

#### **3.7.2 Objective:**

The Traffic Engineering Assistance Program (TEAP) is a federally funded program that allows local public agencies (LPAs) to receive engineering assistance for studies pertaining to traffic engineering problems on public roads that are not a part of the state system. In November 2019, the City of Cape Girardeau was awarded TEAP funds to conduct a traffic study for Kiwanis Drive at Maria Louise Lane/North Broadview Street. The City will hire a consultant to collect traffic data, analyze possible solutions, and make recommendations for improving traffic flow and safety in this corridor. The study will serve as a resource for City officials in planning and programming transportation improvements in the area.

#### **3.7.3 Program Activities:**

- a. Collect data.
- b. Analyze possible solutions.
- c. Prepare report with recommendations.

#### **3.7.4 FY 2020 Work Products (estimated completion dates):**

- a. Kiwanis Drive Corridor Study Report (June 2020)

#### **3.7.5 Total Cost \$ 10,000.00\*\***

Missouri TEAP (Federal) \$ 8,000.00

Missouri Local Match (City) \$ 2,000.00

\*\* - Not included in SEMPO financial tables. Funds were awarded directly to the City of Cape Girardeau.

## **Attachments**

Metropolitan Planning Area Map

Position Listings and Full Time Equivalents

Transportation Performance Management Planning Agreements

Resolution of Adoption

Resolution of Amendment



## Metropolitan Planning Area

Approved by:  
SEMO Board 1/8/2013  
Missouri Governor 3/12/2013  
Illinois Governor 2/7/2013

### Legend

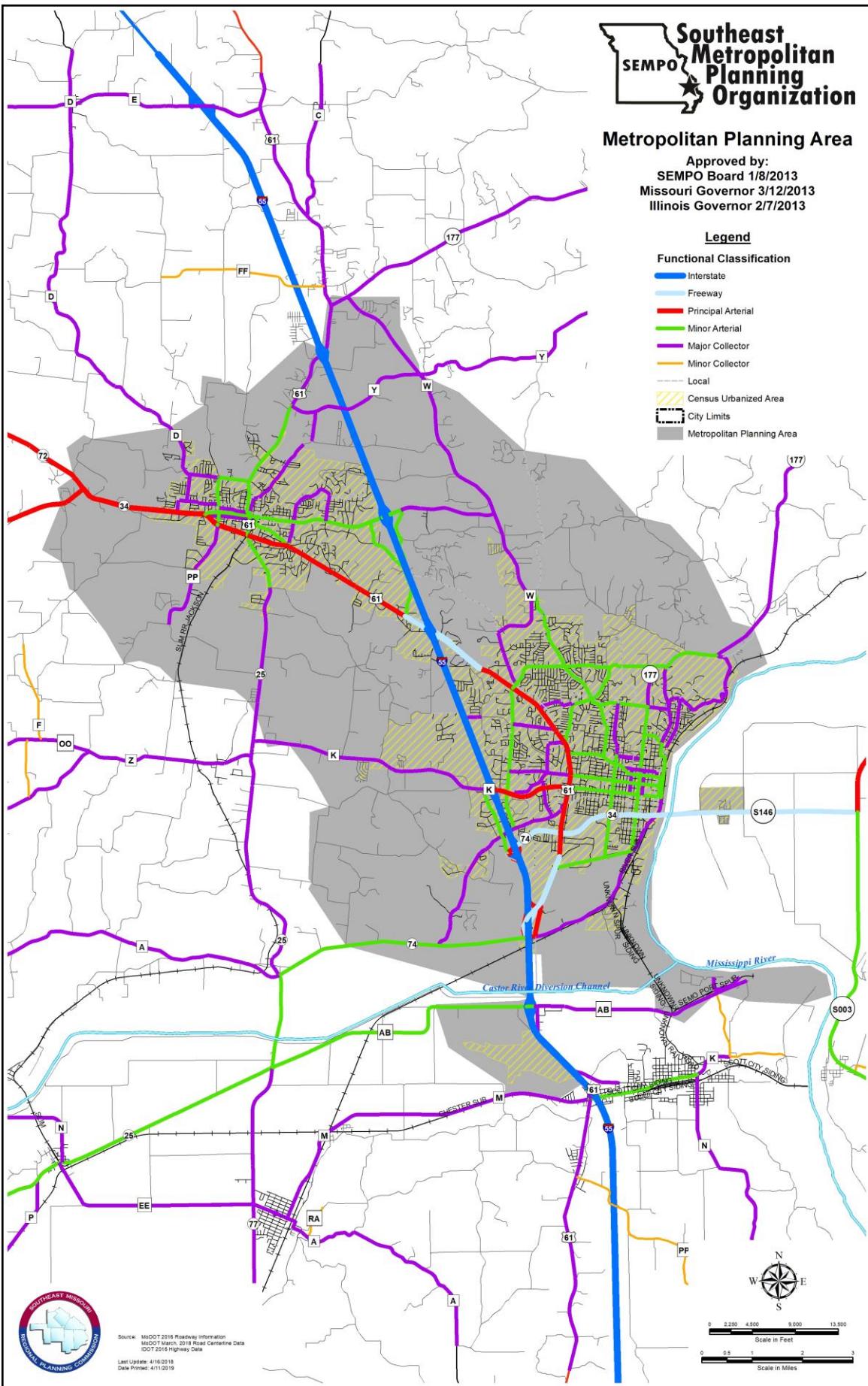
#### Functional Classification

- Interstate
- Freeway
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Census Urbanized Area

City Limits

Metropolitan Planning Area



## **Position Listings and Full Time Equivalents**

FTE = Full-Time Equivalent. Ratio represents the estimated proportion of the employee's full-time compensable hours (40 hours per week x 52 weeks per year) that is devoted to SEMPO.

### **City of Cape Girardeau**

SEMPO Executive Director (0.18 FTE)

Administrative Coordinator (0.02 FTE)

### **Southeast Missouri Regional Planning and Economic Development Commission (SEMO RPC)**

Executive Director (0.02 FTE)

Deputy Director (0.25 FTE)

GIS Specialist (0.04 FTE)

Fiscal Officer (0.02 FTE)

### **KLG Engineering, LLC**

Principal (0.11 FTE)

Administrative Coordinator (0.02 FTE)

# Missouri Department of Transportation (MoDOT)

## Transportation Performance Management Planning Agreement

### I. Introduction

The provisions contained in this document respond to requirements in 23 CFR 450.314 (h): *The Metropolitan Planning Organizations (MPOs), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see § 450.306(d)), and the collection of data for the State asset management plans for the National Highway System (NHS) for each of the following circumstances: When one MPO serves an urbanized area (UZA), when more than one MPO serves an UZA, and when a Metropolitan Planning Area (MPA) includes an UZA that has been designated as a Transportation Management Area (TMA) as well as a UZA that is not a TMA. These provisions shall be documented either as part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section, or documented it in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.*

This document is separate from the Metropolitan Planning Agreement. Adoption and amendments shall be approved by:

- a. Missouri Department of Transportation: Chief Engineer or designee (Machelle Watkins, Transportation Planning Director)
- b. Metropolitan Planning Organization: Southeast Metropolitan Planning Organization
- c. Public Transportation Agencies: Cape Girardeau County Transit Authority and Southeast Missouri State University

### II. Development and Sharing of Transportation Performance Management (TPM) Data

Data provided by MoDOT will meet the Fixing America's Surface Transportation (FAST) Act requirements.

- a. Safety Data - MoDOT will provide safety data for the FAST Act safety performance measures to MPOs through the safety data file posted to the MoDOT MPO Collaboration website. MoDOT will provide statewide and MPO data for the prior calendar year by December 31, which will be added to the existing safety data for prior years.
- b. Transit Data –
  - i. Public transportation agencies that are part of the MoDOT Transit Asset Management (TAM) Plan will provide transit data by asset class for the FAST Act transit performance measures annually to MoDOT for the prior state fiscal year (July 1 – June 30) by July 31.
  - ii. Public transportation agencies and MPOs creating their own TAM Plan will provide transit data by asset class for the FAST Act transit performance measures in the TAM Plan. The TAM Plan will be shared with MoDOT and MPOs in their transit regions within 4 months of the public transportation agency's fiscal year end.

- c. Pavement Data - MoDOT will provide pavement data for the FAST Act pavement performance measures to MPOs through the pavement data file posted to the MoDOT MPO Collaboration website. MoDOT will provide statewide and MPO data for the prior calendar year by July 1, which will be added to the existing pavement data for prior years.
- d. Bridge Data - MoDOT will provide bridge data for the FAST Act bridge performance measures to MPOs through the bridge data file posted to the MoDOT MPO Collaboration website. MoDOT will provide statewide and MPO data for the prior calendar year by July 1, which will be added to the existing bridge data for prior years.
- e. Reliability Data - MoDOT will provide reliability data for the FAST Act reliability performance measures to MPOs through the Federal Highway (FHWA) National Performance Management Research Data Set (NPMRDS) data, with the reliability data file posted to the MoDOT MPO Collaboration website. MoDOT will provide statewide and MPO data for the prior calendar year by May 1, which will be added to the existing reliability data for prior years.
- f. Greenhouse Gas (GHG) Data - MoDOT will provide GHG data for the FAST Act GHG performance measure to MPOs through the GHG data file posted to the MoDOT MPO Collaboration website. MoDOT will provide statewide and MPO data for the prior calendar year by December 31, which will be added to the existing GHG data for prior years.
- g. Congestion Data - MoDOT will provide congestion data for the FAST Act congestion performance measures to MPOs through the FHWA NPMRDS data, with the congestion data file posted to the MoDOT MPO Collaboration website. MoDOT will provide statewide and MPO data for the prior calendar year by May 1, which will be added to the existing congestion data for prior years.
- h. Emissions Data - EWG (East-West Gateway) will provide the emissions data for the FAST Act emissions performance measure to MoDOT through the emissions data file posted to the MoDOT MPO Collaboration website. EWG will provide data for their region for the prior state fiscal year by May 1, which will be added to the existing emissions data for prior years.
- i. Non-Single Occupancy Vehicle Travel Data - EWG will provide the American Community Survey (ACS) data for the FAST Act performance measure to MoDOT through the data file posted to the MoDOT MPO Collaboration website. EWG will provide data for their region for the prior state fiscal year by May 1, which will be added to the existing data for prior years.
- j. Freight Data - MoDOT will provide freight data for the FAST Act freight performance measure to MPOs through the FHWA NPMRDS data, with the freight data file posted to the MoDOT MPO Collaboration website. MoDOT will provide statewide and MPO data for the prior calendar year by May 1, which will be added to the existing freight data for prior years.

### **III. Selection of Performance Targets**

- a. MoDOT will draft statewide performance targets for each of the FAST Act performance measures and coordinate with MPOs and public transportation agencies, as required by

23 CFR Parts 450 and 771, as well as 49 CFR Part 613. Coordination may include in-person meetings, conference calls, web meetings, and/or email communication. MPOs and public transportation agencies participating in the MoDOT TAM Plan will be given an opportunity to comment on the MoDOT statewide targets before they are established.

- b. MPOs will coordinate with MoDOT and/or the public transportation agencies when establishing MPO targets or supporting state targets. Coordination may include in-person meetings, conference calls, web meetings, and/or email communication. MoDOT and public transportation agencies will be given an opportunity to comment on the MPO targets. MPOs will establish performance targets by board action, or as designated by the board.
- c. Public transportation agencies and MPOs creating their own TAM Plan will coordinate with their respective MPO and MoDOT when establishing transit targets. Coordination may include in-person meetings, conference calls, web meetings, and/or email communication. MoDOT and the respective MPO will be given an opportunity to comment on the transit targets before they are established. MPOs and public transportation agencies will establish transit performance targets by board action, or as designated by the board.

#### **IV. Reporting of Performance Targets**

- a. MoDOT will notify MPOs and public transportation agencies by email when final statewide targets are established with transit targets communicated through the MoDOT TAM Plan. Public transportation agencies and MPOs creating their own TAM Plan will notify MPOs and MoDOT through their TAM Plan when transit targets are established. Subsequent updates to transit targets will be communicated by email to MoDOT, MPOs and public transportation agencies.
- b. MPO targets will be reported to MoDOT and/or public transportation agencies by email no later than 180 days after the date MoDOT, MPO or public transportation agencies establishes performance targets.
- c. MPOs and public transportation agencies to include in the email the board or committee action date, applicable board or committee document and targets established or supported.

#### **V. Reporting of Progress towards Achieving Targets**

- a. MoDOT will document progress towards achieving statewide performance targets and report that information to MPOs and/or public transportation agencies in the Long Range Transportation Plan (LRTP), Statewide Improvement Program (STIP), MoDOT TAM Plan, and FTA Annual Report by email.
- b. MPOs will document progress towards achieving performance targets and report that information to MoDOT and/or public transportation agencies in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) by email.
- c. Public transportation agencies and MPOs creating their own TAM Plan will document progress towards achieving transit targets and report that information to MoDOT and/or MPOs in their TAM Plan and FTA Annual Report by email.

**VI. Collection of Data for State Asset Management Plan**

- a. MoDOT will collect FAST Act asset management data (pavement and bridge condition data) on all NHS routes, regardless of ownership. MoDOT will post the pavement data file and the bridge data file to the MoDOT MPO Collaboration website by July 1, which will be added to the existing data for prior years.

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Signature

Ryan Shrimplin  
Executive Director  
Southeast Metropolitan Planning  
Organization

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Signature

Tom Mogelnicki  
Executive Director  
Cape Girardeau County Transit  
Authority

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Date

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Date

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Signature

Machelle Watkins  
Transportation Planning Director  
Missouri Department of  
Transportation

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Signature

Kathy Mangels  
Vice President for Finance and  
Administration  
Southeast Missouri State University

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Date

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Date

**Intergovernmental Agreement Between**  
**Illinois Department of Transportation and**  
**Southeast Metropolitan Planning Organization**

This Intergovernmental Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date"), by and between Illinois Department of Transportation ("IDOT") and Southeast Metropolitan Planning Organization ("SEMPO"), collectively referred to as the "Parties" and individually referred to as a "Party".

**RECITALS**

**WHEREAS**, IDOT is the State transportation agency responsible for carrying out the Federal-aid transportation planning process pursuant to 23 CFR 450 Subpart B and is authorized to take such actions on behalf of the State of Illinois as necessary to comply with Federal law; and

**WHEREAS**, SEMPO is the policy organization responsible for carrying out the metropolitan transportation planning process pursuant to 23 CFR 450 Subpart C and is authorized to take such actions on behalf of the State as necessary to comply with Federal law for the transportation planning process; and

**WHEREAS**, there are no Transit Providers in the SEMPO Metropolitan Planning Area ("MPA") that provide, either by contract or agreement, public transportation services for Federal or State cooperating agencies in the State of Illinois; and

**WHEREAS**, Article VII, Section 10 of the 1970 Constitution of the State of Illinois authorizes units of government to contract among themselves to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance; and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, provides additional powers to units of government that work together; and

**WHEREAS**, on May 27, 2016, the Federal Transit Administration and the Federal Highway Administration published a final rule on Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning based on the Fixing America's Surface Transportation Act (the "FAST Act"); and

**WHEREAS**, the final rule of May 27, 2016 was codified in 23 CFR 450 and established new requirements for State Departments of Transportation ("DOTs"), Metropolitan Planning Organizations ("MPOs"), and Transit Providers to coordinate and develop a performance-based approach to planning; and

**WHEREAS**, 23 CFR 450.314(h) provides that MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the National Highway System ("NHS"); and

**WHEREAS**, in order to fulfill their respective responsibilities, the Parties wish to enter into this Agreement to document the responsibilities of each Party and agree to implement all applicable performance management rules, measures, targets, tracking and reporting requirements, and compliance deadlines; and

**WHEREAS**, the Parties recognize that additional procedures and processes may need to be developed to fulfill each Party's responsibilities. Therefore, the Parties agree to pledge their continued communication, cooperation, and support and agree to amend this Agreement, or enter into additional agreements, as necessary to address new issues as they arise.

**NOW, THEREFORE**, in consideration of the mutual covenants, terms and conditions contained herein, the Parties understand and agree to the following:

**ARTICLE I**  
**RIGHTS AND OBLIGATIONS OF THE PARTIES: COOPERATIVELY DEVELOPING AND  
SHARING INFORMATION RELATED TO TRANSPORTATION PERFORMANCE  
MANAGEMENT DATA – SAFETY DATA**

1.01 Pursuant to 23 CFR 490, subparts A and B, IDOT will track and collect data relating to (a) the number of fatalities, (b) the number of serious injuries, (c) the rate of fatalities per 100 million vehicle miles traveled, (d) the rate of serious injuries per 100 million vehicle miles traveled, and (f) number of non-motorized fatalities and non-motorized serious injuries.

1.02 Pursuant to 23 CRF 490, subparts A and B, IDOT will share the safety data as referenced in paragraph 1.01 with SEMPO on or before July 1 (18 months after the end of subject calendar year) by way of the IDOT safety data portal at <https://webapps.dot.illinois.gov/safetyportal/>. As a public resource, SEMPO will have ongoing access to the portal (instructions can be found at: [http://www.idot.illinois.gov/assets/uploads/files/transportation-system/manuals-guides-&-handbooks/safety/idot\\_safety\\_portal\\_getting\\_started\\_overview\\_guide.pdf](http://www.idot.illinois.gov/assets/uploads/files/transportation-system/manuals-guides-&-handbooks/safety/idot_safety_portal_getting_started_overview_guide.pdf)).

1.03 The relevant county engineers may sponsor MPO access to the data on IDOT's safety portal subsequent to approval of such access by IDOT's Office of Chief Counsel.

1.04 IDOT will also provide a statewide summary and a summary of the data set referenced in paragraph 1.01 to SEMPO as particularized for the subject MPA on or before July 1 (18 months after end of subject calendar year).

1.05 IDOT will also provide to SEMPO the tabular data that was used for calculations related to segments in the Cities and Counties that are included in the MPA boundary on or before July 1 (18 months after end of subject calendar year).

1.06 Pursuant to 23 CFR 490.209, performance targets must be established.

1.07 IDOT will provide its proposed targets to SEMPO two weeks prior to the State target setting deadline, identified in Paragraph 1.08, for initial input.

1.08 IDOT will set targets annually on August 31 in its Highway Safety Improvement Program Annual Report.

1.09 SEMPO will notify IDOT of its decision to support IDOT's targets, or set its own targets, no later than 180 days after IDOT sets its targets. Such decision will be made by official action of SEMPO's Board of Directors unless authority has been delegated to a lesser committee.

1.10 If SEMPO decides to set its own targets, then it will provide IDOT with any supplemental data to be used.

**ARTICLE II**  
**RIGHTS AND OBLIGATIONS OF THE PARTIES: COOPERATIVELY DEVELOPING AND  
SHARING INFORMATION RELATED TO TRANSPORTATION PERFORMANCE  
MANAGEMENT DATA – PAVEMENT AND BRIDGES**

2.01 Pursuant to 23 CFR Part 490, subparts A, C, and D, IDOT will track and collect data related to (a) the percentage of Interstate pavement in good condition, (b) the percentage of Interstate pavement in poor condition, (c) the percentage of non-Interstate National Highway System (NHS) pavement in good condition, (d) the percentage of non-interstate NHS pavement in poor condition, (e) the percentage of NHS bridge deck (sq. ft.) in good condition, and (f) the percentage of NHS bridge deck (sq. ft.) in poor condition. The pavement measures and the calculation of the performance management measures will be in accordance with 23 CFR Parts 490.307 and 490.313.

2.02 Pursuant to 23 CFR Part 490, subparts A, C, and D, IDOT will share the Interstate pavement and bridges data referenced in paragraph 2.01 with SEMPO on or before May 1 of each year through <http://www.idot.illinois.gov/transportation-system/Network-Overview/highway-system/index>, the GIS download site. The data will include a shapefile depicting the physical location and condition of Interstate, NHS roadways and NHS bridges.

2.03 Pursuant to 23 CFR 490.105, performance targets must be established.

2.04 IDOT will provide its proposed targets to SEMPO two weeks prior to the State target setting deadline, identified in Paragraph 2.05, for initial input.

2.05 IDOT will set targets for two years (initial year is 2019 and every two years after) and four years (initial year is 2021 and every two years after) by May 20, 2018.

2.06 SEMPO will notify IDOT of its decision to support IDOT's targets, or set its own targets, no later than 180 days after IDOT sets its targets. Such decision will be made by official action of SEMPO's Board of Directors unless authority has been delegated to a lesser committee.

2.07 If SEMPO decides to set its own targets, then it will provide IDOT with any supplemental data to be used.

**ARTICLE III**  
**RIGHTS AND OBLIGATIONS OF THE PARTIES: COOPERATIVELY DEVELOPING AND  
SHARING INFORMATION RELATED TO TRANSPORTATION PERFORMANCE  
MANAGEMENT DATA – SYSTEM PERFORMANCE**

3.01 Pursuant to 23 CFR Part 490, subparts A, E, F, G, and H, SEMPO will obtain data related to (a) the percentage of person-miles traveled on the Interstate that are reliable, (b) the percentage of person-miles traveled on the non-Interstate NHS that are reliable, (c) Truck Travel Time Reliability Index, (d) annual hours of peak hour excessive delay per capita, (e) the percentage of non-single occupancy vehicle travel, and (f) the total emission reductions. Data related to (d), (e) and (f) of this section applies only to non-attainment areas. As of the Effective Date, the entire SEMPO MPA is in an attainment area. Data is being used to allow the MPO to conduct analyses to support transportation investments.

3.02 Pursuant to 23 CFR 490.105, performance targets must be established.

3.03 IDOT will provide regular access to a technological tool that will provide SEMPO the ability to obtain and analyze data as set forth in Section 3.01(a) – (c) and the ability to confirm IDOT's targets or set its own targets.

3.04 IDOT will provide its proposed targets to SEMPO two weeks prior to the State target setting deadline, identified in Paragraph 3.05, for initial input.

3.05 IDOT will set targets for two years (initial year is 2019 and every two years after) and four years (initial year is 2021 and every two years after) by May 20, 2018.

3.06 SEMPO will notify IDOT of its decision to support IDOT's targets, or set its own targets, no later than 180 days after IDOT sets its targets. Such decision will be made by official action of SEMPO's Board of Directors unless authority has been delegated to a lesser committee.

3.07 If SEMPO decides to set its own targets, then it will provide IDOT with any supplemental data to be used.

## **ARTICLE IV PERFORMANCE TARGET SETTING**

4.01 Upon receipt of proposed performance targets from IDOT, SEMPO will have two weeks to review such targets and provide input.

4.02 SEMPO will collaborate with IDOT for purposes of agreeing upon the proposed statewide performance targets and will either support IDOT's targets or set its own targets no later than 180 days after IDOT sets its targets.

## **ARTICLE V REPORTING OF PERFORMANCE TARGETS**

5.01 IDOT will report final statewide targets for Transit Asset Management on October 1 of each year in the National Transit Database.

5.02 IDOT will report final statewide targets for transportation systems performance data related to safety by August 31 of each year in the Highway Safety Improvement Program ("HSIP") Annual Report.

5.03 IDOT will report final statewide targets for transportation performance management data related to pavement and bridges by October 1 every two years in the State Performance Report, 23 CFR 450.216(f).

5.04 IDOT will report final statewide targets for transportation performance management data related to system performance by October 1 every two years in the State Performance Report, 23 CFR 450.216(f).

5.05 SEMPO will notify IDOT of its decision to support IDOT's targets, or set its own targets, no later than 180 days after IDOT sets its targets. Such decision will be made by official action of SEMPO's Board of Directors unless authority has been delegated to a lesser committee.

5.06 If SEMPO decides to set its own targets, then it will provide IDOT with any supplemental data to be used.

5.07 IDOT will submit the statewide targets by way of the FHWA portal at: <https://www.fhwa.dot.gov/tpm/>.

**ARTICLE VI**  
**REPORTING PERFORMANCE TARGETS USED IN TRACKING PROGRESS TOWARD**  
**ATTAINMENT OF CRITICAL OUTCOMES FOR THE MPO REGION**

6.01 The Parties will work collaboratively to report on the efficacy of the performance targets within IDOT's Long-Range Transportation Plan (LRTP) and Statewide Transportation Improvement Program (STIP) and as well as SEMPO's Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).

6.02 IDOT will develop, with input from SEMPO, a system performance report (with subsequent updates) evaluating the condition and functioning of the transportation system, including the progress achieved by SEMPO in meeting the performance targets adopted after May 27, 2018, pursuant to 23 CFR 450.216(f).

6.03 SEMPO will provide, in its MTP, a system performance report (with subsequent updates) evaluating the condition and functioning of the transportation system, including the progress achieved by SEMPO in meeting the performance targets adopted after May 27, 2018, pursuant to 23 CFR 450.216(f).

6.04 SEMPO will provide, in its TIP, an analysis of the anticipated effect of the TIP toward achieving the performance targets identified in the MTP, linking investment priorities to those performance targets for any TIP amended or adopted after May 27, 2018, (23 CFR 450.326(d)).

6.05 IDOT and SEMPO will report on the targets and performance of those targets as consistent with the requirements established by the FHWA and FTA on National Performance Management Measures (23 CFR 490) and Transit Asset Management (49 CFR 625; 49 CFR 673).

**ARTICLE VII**  
**ENFORCEABILITY, ASSIGNMENT, AND THIRD-PARTY RIGHTS**

7.01 The covenants and agreements contained herein shall be binding upon and inure to the sole benefit of the Parties and their successors and assigns. No transfer or assignment of this Agreement, or any part thereof or interest therein, directly or indirectly, voluntarily or involuntarily, shall be made unless such transfer or assignment is approved in writing by the Parties. Nothing herein, express or implied, is intended to or shall confer upon any other person, entity, company, or organization, any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

**ARTICLE VIII**  
**ENTIRE AGREEMENT**

8.01 This Agreement represents the entire agreement and understandings of the Parties. No oral or other written provisions shall have any force or effect except those contained in a written amendment to this Agreement, executed by the Parties.

**ARTICLE IX**  
**NOTICES**

9.01 Any notice required by this Agreement shall be deemed properly given to the Party to be notified at the time it is personally delivered or mailed by certified mail, return receipt requested, to the Party's address. The address of each Party is below, and any Party may change its address for receiving notices pursuant to this Agreement by providing notice in accordance with this Article.

**ILLINOIS DEPARTMENT  
OF TRANSPORTATION**

Bureau Chief, Planning  
Office of Planning and Programming  
2300 S. Dirksen Parkway  
Springfield, Illinois 62764

**SOUTHEAST METROPOLITAN  
PLANNING ORGANIZATION**

C/O City of Cape Girardeau  
Development Services Department  
401 Independence Street  
Cape Girardeau, Missouri 63703

**ARTICLE X  
GOVERNING LAW**

10.01 This Agreement will be governed by State and Federal laws, regulations, and policies. Pursuant to the Anti-Deficiency Act, 31 U.S.C. Section 1341(a)(1) (1994), nothing in this Agreement shall be construed as binding on the United States to expend any sum in excess of appropriations made by Congress for the purposes of this Agreement, or as involving the United States in any contract or other obligation for the further expenditure of money in excess of such appropriations.

**ARTICLE XI  
WAIVER**

11.01 Neither the failure of any Party to exercise any power given to it hereunder or to insist upon strict compliance by the other Party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall constitute a waiver of any Party's right to demand exact compliance with the terms hereof.

**ARTICLE XII  
MODIFICATIONS**

12.01 No modification to this Agreement shall be effective until approved by the Parties in writing.

**ARTICLE XIII  
COUNTERPARTS**

13.01 This Agreement may be signed in multiple counterparts, each of which shall be treated as an original but which, when taken together, shall constitute one and the same instrument.

**ARTICLE XIV  
TERM**

14.01 This Agreement is effective on the Effective Date until as long as is necessary to comply with Federal Law.

**IN WITNESS THEREOF**, the Parties have passed and approved this Agreement on the dates appearing above their respective signatures.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**SOUTHEAST METROPOLITAN PLANNING  
ORGANIZATION**

By: \_\_\_\_\_  
Ryan Shrimplin, Executive Director

**ILLINOIS DEPARTMENT OF  
TRANSPORTATION**

By: \_\_\_\_\_  
Erin Aleman, Director  
Office of Planning and Programming

Attest: \_\_\_\_\_  
Name:  
Title:

Dated: \_\_\_\_\_

# **SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

## **RESOLUTION NO. 2019-02**

### **A RESOLUTION ADOPTING THE FY 2020 UNIFIED PLANNING WORK PROGRAM**

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**WHEREAS**, the Board of Directors of the Southeast Metropolitan Planning Organization is the Executive Body of the metropolitan planning organization designated by the Governor of the State of Missouri and the Governor of the State of Illinois for the Cape Girardeau - Jackson urbanized area, and responsible for carrying out the provisions of 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR 450.308, and 23 CFR 450.314; and

**WHEREAS**, the Southeast Metropolitan Planning Organization is charged with the preparation and adoption of an annual Unified Planning Work Program as specified in 23 CFR 450.308 as part of a continuous, cooperative, and comprehensive transportation planning process; and

**WHEREAS**, the FY 2020 Unified Planning Work Program has been prepared in accordance with the federal regulations; and

**WHEREAS**, the FY 2020 Unified Planning Work Program has been presented to the public for review and comment; and

**WHEREAS**, the Technical Planning Committee has recommended adoption of the FY 2020 Unified Planning Work Program to the Board of Directors.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Southeast Metropolitan Planning Organization hereby adopts the FY 2020 Unified Planning Work Program as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF MAY, 2019.

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Dwain Hahs, Chairman

ATTEST:

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Ryan Shrimplin, Executive Director

# **SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

## **RESOLUTION NO. 2020-02**

### **A RESOLUTION APPROVING AMENDMENT NO. 1 TO THE FY 2020 UNIFIED PLANNING WORK PROGRAM**

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**WHEREAS**, the Board of Directors of the Southeast Metropolitan Planning Organization adopted the FY 2020 Unified Planning Work Program on May 15, 2019 in accordance with federal law; and

**WHEREAS**, the FY 2020 Unified Planning Work Program identifies and schedules all federally funded transportation planning activities within the metropolitan planning area of the Southeast Metropolitan Planning Organization; and

**WHEREAS**, the City of Cape Girardeau has been awarded federal funds through the Traffic Engineering Assistance Program for the Kiwanis Drive Corridor Study; and

**WHEREAS**, it is necessary to amend the FY 2020 Unified Planning Work Program to include said Study; and

**WHEREAS**, Amendment No. 1 to the FY 2020 Unified Planning Work Program (“Amendment No. 1”) has been prepared accordingly and presented to the public for review and comment; and

**WHEREAS**, the Technical Planning Committee has recommended to the Board of Directors that Amendment No. 1 be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Southeast Metropolitan Planning Organization hereby approves Amendment No. 1 to the FY 2020 Unified Planning Work Program as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.

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\_\_\_\_\_  
Bob Fox, Chairman

ATTEST:

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Alex McElroy, Executive Director