



FY 2014 Unified Planning Work Program Cape Girardeau – Jackson Urbanized Area

**Adopted
August 21, 2013**

Southeast Metropolitan Planning Organization
C/O City of Cape Girardeau Development Services Department
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CERTIFICATION OF RESTRICTIONS ON LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

Ryan Shrimplin
Acting Executive Director

Date

SEMPO Board of Directors

Voting Members:

Chairperson – Chauncy Buchheit, Southeast Missouri Regional Planning and Economic Development Commission

Vice Chairperson – Barbara Lohr, City of Jackson

Charlie Herbst, Cape Girardeau County

Scott Meyer, City of Cape Girardeau

Tom Mogelnicki, Cape Girardeau County Transit Authority

Harry Rediger, City of Cape Girardeau

Jim Roach, City of Jackson

Ex-Officio Members:

Joe Aden, Village of East Cape Girardeau

Jamie Burger, Scott County

Sheila Clements, Federal Transit Administration - Region 5

Steve Duke, Bootheel Regional Planning Commission

Jeffrey Keirn, Illinois Department of Transportation

Michael Latuszek, Federal Highway Administration - Missouri Division

Harold McNelly, Alexander County

Dan Overbey, Southeast Missouri Regional Port Authority

Mark Phillips, Cape Special Road District

Doug Richards, Southeast Missouri State University Transit

Joni Roeseler, Federal Transit Administration - Region 7

Mark Shelton, Missouri Department of Transportation

Betsy Tracy, Federal Highway Administration - Illinois Division

Acting Executive Director – Ryan Shrimplin, City of Cape Girardeau

SEMPO Technical Planning Committee

Voting Members:

Chairperson – Larry Payne, Cape Girardeau Area Chamber of Commerce – Transportation Committee
Vice Chairperson – Rodney Bollinger, City of Jackson

Joe Aden, Village of East Cape Girardeau

Jamie Burger, Scott County

Drew Christian, Southeast Missouri Regional Planning and Economic Development Commission

Jeff Denny, Alexander County Highway Department

Steve Duke, Bootheel Regional Planning Commission

Ron Eskew, City of Scott City

Jay Lancaster, Missouri Department of Transportation

Bruce Loy, City of Cape Girardeau

John Mehner, Cape Girardeau Area MAGNET

Tom Mogelnicki, Cape Girardeau County Transit Authority

Carrie Nelson, Illinois Department of Transportation

Dan Overbey, Southeast Missouri Regional Port Authority

Mark Phillips, Cape Special Road District

Doug Richards, Southeast Missouri State University Transit

Ex-Officio Members:

Mark Bechtel, Federal Transit Administration

Steve Billings, Missouri Department of Transportation – Multi-Modal/Transit

Tom Caldwell, Illinois Department of Transportation

Joe Killian, Missouri Department of Transportation

Michael Latuszek, Federal Highway Administration - Missouri Division

Joni Roeseler, Federal Transit Administration - Region 7

Betsy Tracy, Federal Highway Administration - Illinois Division

Eva Voss, Missouri Department of Transportation

Acting Executive Director – Ryan Shrimplin, City of Cape Girardeau

Tasks Accomplished in FY 2013

- Identified MPO members
- Named MPO the Southeast Metropolitan Planning Organization (SEMPO)
- Prepared and executed Memorandum of Understanding (MOU)
- Prepared Bylaws
- Established Metropolitan Planning Area boundary and prepared map
- Submitted above items to Missouri and Illinois governors
- Obtained official MPO designation from both governors
- MOU, bylaws, and map adopted by SEMPO Board of Directors
- Held regular meetings of Board of Directors and Technical Planning Committee (TPC)
- Prepared and adopted FY 2014 UPWP
- Attended Association of Metropolitan Planning Organizations Annual Conference

Introduction

A metropolitan planning organization (MPO) is a federally mandated and funded policy-making organization that oversees transportation planning for an urbanized area. 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 boundary is in the Appendix. This area is faced with the challenge of expanding and maintaining a number of transportation systems to meet the needs of a growing region, including highways, railways, ports, airports, transit, bicyclists, and pedestrians. Addressing this challenge is SEMPO’s top priority.

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 authorities. 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 Unified Planning Work Program (UPWP) covers the period from April 1, 2013 to June 30, 2014. 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).

Tables 1 through 6 show the funding sources for SEMPO as well as the FY 2014 budget.

Table 1: SEMPO Funding Sources

SEMPO FUNDING	
	FY 2014
Missouri	
Consolidated Planning Grant - 80%	\$ 68,321
Local Match - 20%	\$ 17,080
Subtotal	\$ 85,401
Illinois	
FY 13 Federal State Planning & Research Funds - 80%	\$ 50,000
FY 13 State Metro Planning Funds - 20%	\$ 12,500
FY 14 PL, FTA Funds - 80%	\$ 1,626
FY 14 Local Match - 20%	\$ 406
FY 14 State Metro Planning Funds	\$ 196
Subtotal	\$ 64,728
TOTAL	\$ 150,129

Table 2: Local Match Funding Sources

SEMPO Local Match – Missouri and Illinois¹		
City of Cape Girardeau	28.60%	\$ 5,001
City of Jackson	28.60%	\$ 5,001
SEMO/Cape Girardeau County Transit ²	14.30%	\$ 2,500
Cape Girardeau County/Special Road Dist. ³	14.30%	\$ 2,500
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 2,484
TOTAL	100.00%	\$ 17,486

1 – Missouri local match \$17,080 + Illinois local match \$406 = \$17,486.

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

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

Table 3: SEMPO Budget

FY 2014 SEMPO Budget			
	Missouri + Illinois	Local Match	Subtotal
Staff Labor			
Salaries	\$ 41,666	\$ 4,211	\$ 45,877
Benefits	\$ 12,154	\$ 1,228	\$ 13,382
Subtotal	\$ 53,820	\$ 5,439	\$ 59,259
Intergovernmental Services			
Data Acquisition & Maintenance	\$ 9,720	\$ 982	\$ 10,702
Transportation Planning - Long Range Transportation Plan	\$ 28,518	\$ 2,882	\$ 31,400
Transportation Planning - Transportation Improvement Program	\$ 4,451	\$ 450	\$ 4,901
Subtotal	\$ 42,689	\$ 4,314	\$ 47,003
Other Direct Costs			
Advertising	\$ 727	\$ 73	\$ 800
Postage	\$ 454	\$ 46	\$ 500
Printing	\$ 908	\$ 92	\$ 1,000
Food	\$ 272	\$ 28	\$ 300
Office Supplies	\$ 136	\$ 14	\$ 150
Copies	\$ 272	\$ 28	\$ 300
Website	\$ 18	\$ 2	\$ 20
Books/Publications	\$ 227	\$ 23	\$ 250
Meetings/Conferences	\$ 2,725	\$ 275	\$ 3,000
Training/Education	\$ 2,725	\$ 275	\$ 3,000
Liability Insurance	\$ 665	\$ 67	\$ 732
Utilities/Telephone	\$ 272	\$ 28	\$ 300
Subtotal	\$ 9,401	\$ 951	\$ 10,352
Indirect Costs	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 105,910	\$ 10,704	\$ 116,614
Unspent/Carryover to FY 2015	\$ 26,733	\$ 6,782	\$ 33,515
TOTAL FUNDS	\$ 132,643	\$ 17,486	\$ 150,129

Table 4: Staff Labor Data for Budget

FY 2014 SEMPO Staff				
City of Cape Girardeau	# of Hours	% of Staff Time	Total Salaries	Total Benefits
Planning Staff (3)	1144	18%	\$ 35,507	\$ 9,853
Administrative Staff (2)	166.4	4%	\$ 2,369	\$ 935
Public Information Staff (2)	270.4	6.5%	\$ 4,769	\$ 1,573
Finance Staff (2)	124.8	3%	\$ 3,232	\$ 1,021
Subtotal	1705.6	9%	\$ 45,877	\$ 13,382
			TOTAL SALARIES + BENEFITS	\$ 59,259

Table 5: Intergovernmental Services Data for Budget

FY 2014 Southeast Missouri Regional Planning & Economic Development Commission				
Labor	# of Hours	% of Staff Time	Total Salaries + Benefits	Subtotal
Planning Staff (4)	687	4.4%	\$ 27,217	
Mapping Staff (2)	280	6.7%	\$ 12,398	
Finance Staff (1)	36	1.7%	\$ 1,338	
Subtotal	1003	4.3%	\$ 40,953	\$ 40,953
Other Direct Costs				\$ 6,050
			TOTAL SALARIES + BENEFITS + OTHER DIRECT COSTS	\$ 47,003

Table 6: Budget Allocations by Work Element and Task

FY 2014 SEMPO UPWP						
Work Element	Task	Missouri	Illinois	Missouri + Illinois	Local Match	Subtotal
Program Administration and Support - 60%		\$ 24,953	\$ 38,593	\$ 63,546	\$ 6,422	\$ 69,968
1.1	Program Support - 60%	\$ 14,971	\$ 23,155	\$ 38,126	\$ 3,854	\$ 41,980
1.2	Public Participation - 20%	\$ 4,991	\$ 7,719	\$ 12,710	\$ 1,284	\$ 13,994
1.3	Education and Training - 20%	\$ 4,991	\$ 7,719	\$ 12,710	\$ 1,284	\$ 13,994
Data Acquisition and Maintenance - 9%		\$ 3,744	\$ 5,789	\$ 9,533	\$ 963	\$ 10,496
2.1	Data Acquisition & Maintenance - 100%	\$ 3,744	\$ 5,789	\$ 9,533	\$ 963	\$ 10,496
Transportation Planning - 31%		\$ 12,891	\$ 19,940	\$ 32,831	\$ 3,319	\$ 36,150
3.1	Long Range Transportation Plan - 86%	\$ 11,087	\$ 17,148	\$ 28,235	\$ 2,854	\$ 31,089
3.2	Transportation Improvement Plan - 14%	\$ 1,804	\$ 2,792	\$ 4,596	\$ 465	\$ 5,061
TOTAL		\$ 41,588	\$ 64,322	\$ 105,910	\$ 10,704	\$ 116,614

Elements of the FY 2014 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 year's UPWP. Each element consists of sections that identify the responsible agency; background; program activities; products (with estimated completion dates); and budget. The budget allocations for these elements are shown in Table 6.

The SEMPO FY 2014 UPWP consists of the following work elements:

- 1.0 Program Administration and Support
- 2.0 Data Acquisition and Maintenance
- 3.0 Transportation Planning

1.0 Program Administration and Support

This work element addresses the administrative and support functions for SEMPO such as the Unified Planning Work Program, budget, contractual services, public participation, education and training.

1.1 Program Support

1.1.1 Responsible Agency: SEMPO

1.1.2 Background

The metropolitan transportation planning process will comply with applicable federal, state, and local laws and regulations. Programs in support of SEMPO include program administration, interagency coordination, contract management, citizen participation, public information, local assistance and UPWP development.

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 as needed.
- b. Develop the annual budget and Unified Planning Work Program for FY 2015; prepare and submit 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 Commission and the Bootheel Regional Planning 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 Products (estimated completion dates)

- a. FY 2014 UPWP (September 2013)
- b. FY 2014 UPWP Quarterly and Annual Progress Reports (July 2013, October 2013, January 2014, and April 2014)
- c. Title VI Plan (December 2013)
- d. FY 2015 UPWP (July 2014)

1.1.5 Budget: \$41,327

1.2 Public Participation

1.2.1 Responsible Agency: SEMPO

1.2.2 Background

SEMPO activities will be conducted in compliance with applicable federal, state, and local laws and regulations pertaining to public access and participation.

1.2.3 Program Activities

- a. Provide public access to SEMPO information including meeting schedules, agendas, minutes, data, work products, and opportunities for public participation.
- 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 Products (estimated completion dates)

- a. SEMPO website (July 2013)
- b. Public Participation Plan (July 2014)

1.2.5 Budget: \$13,776

1.3 Education and Training

1.3.1 Responsible Agency: SEMPO

1.3.2 Background

The SEMPO Board of Directors, Technical Planning Committee, and staff will be knowledgeable in applicable federal, state, and local laws and regulations; 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 focusing on 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 Partners' 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 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)

1.3.5 Budget: \$13,776

2.0 Data Acquisition and Maintenance

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

2.1 Data Acquisition and Maintenance

2.1.1 Responsible Agency: Southeast Missouri Regional Planning and Economic Development Commission, via intergovernmental agreement with the City of Cape Girardeau

2.1.2 Background

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, the Bootheel Regional Planning Commission, and other agencies in obtaining data for the SEMPO metropolitan planning area.
- b. Conduct studies to obtain needed information not currently available.
- c. Compile data and maintain databases for various data types such as demographics, socioeconomics, land uses, traffic counts, traffic accidents, and crashes for the SEMPO Metropolitan Planning Area.
- d. Maintain an inventory of multi-modal transportation facilities and services within the metropolitan planning area 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 Products (estimated completion dates)

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

2.1.5 Budget: \$10,702

3.0 Transportation Planning

This work element addresses the planning function for SEMPO, including the Long Range Transportation Plan and the Transportation Improvement Program.

3.1 Long Range Transportation Plan (LRTP) Preparation

3.1.1 Responsible Agency: Southeast Missouri Regional Planning and Economic Development Commission, via intergovernmental agreement with the City of Cape Girardeau

3.1.2 Background

The Long Range Transportation Plan (LRTP) will consider a wide range of factors, including highway, rail, water and air transportation systems; transit systems; bicycle and pedestrian systems; environmental systems; transportation security; and safety. The LRTP will address at least a 20-year planning horizon and include long-range and short-range strategies or actions that lead to developing an integrated, intermodal transportation system to facilitate the safe and efficient movement of people and goods.

3.1.3 Program Activities

- a. Obtain updated demographic, socioeconomic, land use, traffic, and other data for the SEMPO metropolitan planning area.
- b. Obtain comprehensive plans from SEMPO communities.
- c. Analyze data, evaluate comprehensive plans, and identify transportation needs and priorities within the SEMPO Metropolitan Planning Area.
- d. Include public participation in the LRTP process.

3.1.4 Products (estimated completion dates)

- a. LRTP (March 2016)

3.1.5 Budget: \$31,400

3.2 Transportation Improvement Program (TIP) Preparation

3.2.1 Responsible Agency: Southeast Missouri Regional Planning and Economic Development Commission, via intergovernmental agreement with the City of Cape Girardeau

3.2.2 Background

The Transportation Improvement Program (TIP) will be a prioritized, fiscally-constrained, multi-year list of federally funded transportation projects and improvements within SEMPO metropolitan planning area, which authorizes the obligation of federal funds for listed projects and operations. Every 2 years, the proposed improvement projects, plans, studies, and other activities expected to occur over the next 4 years will be taken from the LRTP and entered into the programming process, culminating in the development of a TIP, and then included by reference in the Statewide Transportation Improvement Program. Each year, SEMPO will certify its compliance with federal, state, environmental, and civil rights regulations.

3.2.3 Program Activities

- a. Certify the transportation planning process for compliance with federal, state, and local laws.

- b. Incorporate annual transit Program of Projects public participation activities into the TIP public participation activities.
- c. Include public participation in the TIP process.

3.2.4 Products (estimated completion dates)

- a. TIP (March 2016)

3.2.5 Budget: \$4,901

APPENDIX

SEMPO Metropolitan Planning Area Boundary Map