



FY 2016 Unified Planning Work Program Cape Girardeau – Jackson Urbanized Area

**Adopted
June 17, 2015**

**Effective
July 1, 2015 – June 30, 2016**

**Southeast Metropolitan Planning Organization
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Attachments

SEMPO Planning Area Map

This document was prepared in cooperation with the U.S. Department of Transportation, including the Federal Highway Administration and the Federal Transit Administration, as well as the Missouri Department of Transportation and the Illinois Department of Transportation.

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Ryan Shrimplin, City of Cape Girardeau – Transportation Planner

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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 and 23 CFR 450.308. 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 eight 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; and
8. Emphasize the preservation of the existing transportation system.

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 planning area is included as an attachment. 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 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 UPWP covers the period from July 1, 2015 to June 30, 2016. 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, and similar studies relating to transportation.

Tables 1 through 6 show SEMPO's funding sources, budget, and allocations for Fiscal Year 2016.

Table 1: SEMPO Funding Sources

SEMPO FY 2016 FUNDING SOURCES	Amount
Missouri	
FFY 2013 Consolidated Planning Grant (Carryover Balance)	\$ 68,342
FFY 2014 Consolidated Planning Grant (Carryover Balance)	\$ 136,727
FFY 2015 Consolidated Planning Grant (Carryover Balance)	\$ 136,526
FFY 2016 Consolidated Planning Grant (Estimate)	\$ 136,526
FY 2016 Local Match ¹	\$ 17,486
Subtotal	\$ 495,607
Illinois	
FFY 2016 PL, FTA Grants (Estimate)	\$ 1,764
FFY 2016 State Match (Estimate)	\$ 441
Subtotal	\$ 2,205
TOTAL	\$ 497,812

1 – Represents the amount to be collected for FY 2016. Invoices to MoDOT will be 80% reimbursable regardless of the amount collected.

Table 2: Local Match Funding Sources

SEMPO FY 2016 LOCAL MATCH - MISSOURI¹	Percentage	Amount
City of Cape Girardeau	28.60%	\$ 5,001
City of Jackson	28.60%	\$ 5,001
Cape Girardeau County Transit/SEMO ²	14.30%	\$ 2,500
Cape Girardeau County/Cape Special Road District 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 is \$17,486 to be paid by the SEMPO membership. No local match is required for Illinois.

2 – Transit match will be provided annually by Cape Girardeau County Transit Authority and Southeast Missouri State University, 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

SEMPO FY 2016 BUDGET			
	Missouri + Illinois	Local Match	Subtotal
Staff Labor			
Salaries	\$ 43,111	\$ 6,977	\$ 50,088
Benefits	\$ 11,600	\$ 1,877	\$ 13,477
Subtotal	\$ 54,711	\$ 8,854	\$ 63,565
Intergovernmental Services			
Data Acquisition & Maintenance	\$ 8,809	\$ 1,547	\$ 10,356
Transportation Planning – Metropolitan Transportation Plan	\$ 25,979	\$ 4,563	\$ 30,542
Transportation Planning - Transportation Improvement Program	\$ 4,169	\$ 732	\$ 4,901
Subtotal	\$ 38,956	\$ 6,843	\$ 45,799
Other Direct Costs			
Advertising	\$ 680	\$ 120	\$ 800
Postage	\$ 425	\$ 75	\$ 500
Printing	\$ 851	\$ 149	\$ 1,000
Food	\$ 255	\$ 45	\$ 300
Office Supplies	\$ 128	\$ 22	\$ 150
Copies	\$ 851	\$ 149	\$ 1,000
Website	\$ 64	\$ 11	\$ 75
Books/Publications	\$ 213	\$ 37	\$ 250
Meetings/Conferences	\$ 2,552	\$ 448	\$ 3,000
Training/Education	\$ 2,552	\$ 448	\$ 3,000
Liability Insurance	\$ 766	\$ 134	\$ 900
Utilities/Telephone	\$ 851	\$ 149	\$ 1,000
Subtotal	\$ 10,186	\$ 1,789	\$ 11,975
Indirect Costs	--	--	--
TOTAL EXPENSES	\$ 103,853	\$ 17,486	\$ 121,339
Unspent/Carryover to FY 2017	\$ 376,473	--	\$ 376,473
TOTAL FUNDS	\$ 480,326	\$ 17,486	\$ 497,812

Table 4: Staff Labor Data for Budget

SEMPO FY 2016 STAFF LABOR				
City of Cape Girardeau	# of Hours	Salaries	Benefits	Salaries + Benefits
Planning Staff (3)	1,556	\$ 44,792	\$ 11,907	\$ 56,699
Administrative Staff (1)	52	\$ 873	\$ 232	\$ 1,105
Public Information Staff (1)	52	\$ 1,191	\$ 317	\$ 1,508
Finance Staff (2)	125	\$ 3,232	\$ 1,021	\$ 4,253
TOTAL	1,785	\$ 50,088	\$ 13,477	\$ 63,565

Table 5: Intergovernmental Services Data for Budget

SEMPO FY 2016 SOUTHEAST MISSOURI REGIONAL PLANNING & ECONOMIC DEVELOPMENT COMMISSION			
Labor	# of Hours	Salaries + Benefits	Subtotal
Planning Staff (4)	687	\$ 27,217	
Mapping Staff (2)	280	\$ 12,398	
Finance Staff (1)	36	\$ 1,338	
Subtotal	1,003	\$ 40,953	\$ 40,953
Other Direct Costs			\$ 4,846
		TOTAL	\$ 45,799

Table 6: Budget Allocations by Work Element and Task

SEMPO FY 2016 ALLOCATIONS BY WORK ELEMENT AND TASK						
Work Element	Task	Missouri	Illinois	Missouri + Illinois	Local Match	Subtotal
Program Administration and Support - 60%		\$ 62,026	\$ 286	\$ 62,312	\$ 10,492	\$ 72,803
1.1	Program Support - 60%	\$ 37,215	\$ 172	\$ 37,387	\$ 6,295	\$ 43,682
1.2	Public Outreach - 20%	\$ 12,405	\$ 57	\$ 12,462	\$ 2,098	\$ 14,561
1.3	Education and Training - 20%	\$ 12,405	\$ 57	\$ 12,462	\$ 2,098	\$ 14,561
Data Acquisition and Maintenance - 9%		\$ 9,304	\$ 43	\$ 9,347	\$ 1,574	\$ 10,921
2.1	Data Acquisition & Maintenance - 100%	\$ 9,304	\$ 43	\$ 9,347	\$ 1,574	\$ 10,921
Transportation Planning - 31%		\$ 32,047	\$ 148	\$ 32,194	\$ 5,421	\$ 37,615
3.1	Metropolitan Transportation Plan - 86%	\$ 27,560	\$ 127	\$ 27,687	\$ 4,662	\$ 32,349
3.2	Transportation Improvement Program - 14%	\$ 4,487	\$ 21	\$ 4,507	\$ 759	\$ 5,266
TOTAL		\$ 103,376	\$ 477	\$ 103,853	\$ 17,486	\$ 121,339

Elements of the FY 2016 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 2016 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, coordination of third party services, public outreach, education and training.

1.1 Program Support

1.1.1 Lead Agency: SEMPO

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. Staff will coordinate all activities and provide the necessary resources. 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.

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 2017; prepare and submit FY 2016 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 FY 2015 Accomplishments

- a. Prepared and adopted FY 2016 Unified Planning Work Program (June 2015)
- b. Prepared Board and TPC 2015 Meeting Schedules (January 2015)

- c. Prepared Project Needs and Maintenance Needs Lists for MoDOT STIP consideration (January 2015)

1.1.5 FY 2016 Work Products (estimated completion dates)

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. FY 2017 UPWP (June 2016)
- c. FY 2016 UPWP progress reports (submitted with invoices to MoDOT and IDOT)

1.1.6 Budget: \$43,682

1.2 Public Outreach

1.2.1 Lead Agency: SEMPO

1.2.2 Objective

SEMPO 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 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 2015 Accomplishments

- a. Conducted MTP Information Sessions (November 2014)
- b. Posted draft planning documents for public comment in accordance with the Public Participation Plan
- c. Held public hearing on the FY 2016 Unified Planning Work Program (May 2015)
- d. Expanded content on SEMPO website, including Board and TPC meeting schedules and bylaws

1.2.5 FY 2016 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 2016)

1.2.6 Budget: \$14,561

1.3 Education and Training

1.3.1 Lead Agency: SEMPO

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 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 FY 2015 Accomplishments

- a. Attended MoDOT Statewide Planning Partners Meeting (February 2015)
- b. Attended MO American Planning Association Chapter Conference (October 2014)

1.3.5 FY 2016 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: \$14,561

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 Lead Agency: SEMPO, with support from the Southeast Missouri Regional Planning and Economic Development Commission (via intergovernmental agreement with the City of Cape Girardeau)

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 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 FY 2015 Accomplishments

- a. Prepared maps for MTP Information Sessions (November 2014)
- b. Maintained GIS interactive map for SEMPO planning area
- c. Compiled data for SEMPO planning area

2.1.5 FY 2016 Work Products (estimated completion dates)

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

2.1.6 Budget: \$10,921

3.0 Transportation Planning

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

3.1 Metropolitan Transportation Plan (MTP)

3.1.1 Lead Agency: SEMPO, with support from the Southeast Missouri Regional Planning and Economic Development Commission (via intergovernmental agreement with the City of Cape Girardeau)

3.1.2 Objective

The Metropolitan Transportation Plan (MTP) 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 MTP 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 outreach in the MTP process.

3.1.4 FY 2015 Accomplishments

- a. Gathered existing land use plans and other background information
- b. Completed first three sections of MTP
- c. Obtained and analyzed data for travel demand forecasting

3.1.5 FY 2016 Work Products (estimated completion dates)

- a. MTP
 - Travel demand forecasting (by July 2015)
 - Public input sessions (August 2015)
 - MTP submitted to TPC, MoDOT, FHWA & FTA for review (October 2015)
 - TPC releases MTP for public comment (December 2015)
 - Public comment period (December 2015 - January 2016)
 - TPC recommends adoption of MTP (January or February 2016)
 - Board adopts MTP (January or February 2016)
 - MTP submitted to MoDOT & IDOT (February or March 2016)

3.1.6 Budget: \$32,349

3.2 Transportation Improvement Program (TIP)

3.2.1 Lead Agency: SEMPO, with support from the Southeast Missouri Regional Planning and Economic Development Commission (via intergovernmental agreement with the City of Cape Girardeau)

3.2.2 Objective

The Transportation Improvement Program (TIP) will be a prioritized, fiscally-constrained, multi-year list of federally funded transportation projects and improvements within the SEMPO metropolitan planning area, which authorizes the obligation of federal funds for listed projects and operations. At least 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 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. Each year, SEMPO will certify its compliance with federal, state, environmental, and civil rights regulations. In order to provide a comprehensive

view of transportation projects in region, SEMPO will strive to include all projects, regardless of funding source, in the TIP. This includes projects that are completely funded by a city, county, or other local agency.

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 outreach in the TIP process.

3.2.4 FY 2015 Accomplishments

- a. Expanded and reformatted FY 2014-2017 Interim TIP to include additional relevant information and evolve toward an official TIP

3.2.5 FY 2016 Work Products (estimated completion dates)

- a. FY 2014-2017 TIP
 - Call for Projects (May 2015)
 - TPC reviews requests; TIP is prepared (June – August 2015)
 - TIP submitted to TPC, MoDOT, FHWA & FTA for review (September 2015)
 - TPC releases TIP for public comment (October 2015)
 - Public comment period (October - November 2015)
 - TPC recommends adoption of TIP (December 2015)
 - Board adopts TIP (December 2015)
 - TIP submitted to MoDOT & IDOT (December 2015)
 - MoDOT & IDOT request TIP approval from their respective Governors (December 2015)
 - Governors approve TIP (February 2016)
 - ONEDOT approves TIP (March 2016)

3.2.6 Budget: \$5,266

Planning Area

Legend

- INTERSTATE
- PRINCIPAL ARTERIAL
- MINOR ARTERIAL
- MAJOR COLLECTOR
- MINOR COLLECTOR
- LOCAL
- Census Urbanized Area
- City Limits
- MPO Planning Area

