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## **FY 2018 Unified Planning Work Program Cape Girardeau – Jackson Urbanized Area**

**Adopted  
June 21, 2017**

**Effective  
July 1, 2017 – June 30, 2018**

**Southeast Metropolitan Planning Organization  
C/O City of Cape Girardeau Development Services Department  
401 Independence Street, Cape Girardeau, Missouri 63703  
Phone: (573) 339-6327 Fax: (573) 339-6303  
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**SEMPO Board of Directors**  
**(July 1, 2016 – June 30, 2017)**

**Voting Members**

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

Vice Chairperson: Harry Rediger, City of Cape Girardeau

Dwain Hahs, City of Jackson

Kathy Mangels, Southeast Missouri State University

Scott Meyer, City of Cape Girardeau

Mark Phillips, Cape Special Road District

Jim Roach, City of Jackson

**Non-Voting Members**

Joe Aden, Village of East Cape Girardeau

Mark Bechtel, Federal Transit Administration – Region 7

David Blalock, Bootheel Regional Planning and Economic Development Commission

Mandi Brink, Southeast Missouri Regional Port Authority

Jamie Burger, Scott County

Jay Ciavarella, Federal Transit Administration - Region 5

Enos Han, Federal Highway Administration - Missouri Division

Charlie Herbst, Cape Girardeau County

Jeffrey Keirn, Illinois Department of Transportation

Harold McNelly, Alexander County

Tom Mogelnicki, Cape Girardeau County Transit Authority

Mark Shelton, Missouri Department of Transportation

Betsy Tracy, Federal Highway Administration - Illinois Division

**Staff**

Molly Hood, City of Cape Girardeau (SEMPO Outgoing Executive Director)

Ryan Shrimplin, City of Cape Girardeau (SEMPO Incoming Executive Director)

Alex McElroy, City of Cape Girardeau

**Program Administration/Support Consultant**

Kelly Green, KLG Engineering

**SEMPO Technical Planning Committee**  
**(July 1, 2016 – June 30, 2017)**

**Voting Members**

Chairperson: Larry Payne, Cape Girardeau Area Chamber of Commerce Transportation Committee/rep. for Cape Girardeau County  
Vice Chairperson: Rodney Bollinger, City of Jackson

Joe Aden, Village of East Cape Girardeau  
David Blalock, Bootheel Regional Planning and Economic Development Commission  
Mandi Brink, Southeast Missouri Regional Port Authority  
Jamie Burger, Scott County  
Drew Christian, Southeast Missouri Regional Planning and Economic Development Commission  
Jeff Denny, Alexander County Highway Department  
Ron Eskew, City of Scott City  
Beth Glaus, Southeast Missouri State University  
Joe Killian, Missouri Department of Transportation  
Bruce Loy, Cape Girardeau Regional Airport  
Alex McElroy, City of Cape Girardeau  
John Mehner, Cape Girardeau Area MAGNET  
Carrie Nelson, Illinois Department of Transportation  
Mark Phillips, Cape Special Road District  
Kelley Watson, Cape Girardeau County Transit Authority

**Non-Voting Members**

Elquin Auala, Missouri Department of Transportation  
Mark Bechtel, Federal Transit Administration - Region 7  
Mike Brandon, Missouri Department of Transportation  
Jay Ciavarella, Federal Transit Administration - Region 5  
Enos Han, Federal Highway Administration - Missouri Division  
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Ryan Shrimplin, City of Cape Girardeau (SEMPO Incoming Executive Director)

**Program Administration/Support Consultant**

Kelly Green, 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 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.

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 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, 2017 to June 30, 2018. 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 5 show SEMPO’s funding sources, budget, and allocations for Fiscal Year 2018.

**Table 1: SEMPO Funding Sources**

<b>SEMPO FY 2018 FUNDING SOURCES</b>	
<b>Missouri</b>	
FFY 2013 Consolidated Planning Grant (CPG) - Carryover Balance	\$ 32,448
FFY 2014 Consolidated Planning Grant (CPG) - Carryover Balance	\$ 136,727
FFY 2015 Consolidated Planning Grant (CPG) - Carryover Balance	\$ 135,534
FFY 2016 Consolidated Planning Grant (CPG) - Carryover Balance	\$ 140,465
FFY 2017 Consolidated Planning Grant (CPG) - Carryover Balance Estimate	\$ 140,465
FFY 2018 Consolidated Planning Grant (CPG) - Estimate	\$ 140,465
FFY 2018 Public Transit – Human Services Transportation Coordination Plan (PT-HSTCP) Grant	\$ 20,000
FY 2018 Local Match – Consolidated Planning Grant (CPG) <sup>1</sup>	\$ 181,526
FY 2018 Local Match – Public Transit – Human Services Transportation Coordination Plan (PT-HSTCP) <sup>1</sup>	\$ 5,000
<b>Subtotal</b>	<b>\$ 932,630</b>
<b>Illinois</b>	
FFY 2018 PL & FTA Grants (Estimate)	\$ 1,786
FFY 2018 State Match (Estimate)	\$ 446
<b>Subtotal</b>	<b>\$ 2,232</b>
<b>TOTAL</b>	<b>\$ 934,862</b>

1 – Represents the amount to be collected for FY 2018. Invoices to MoDOT will be 80% reimbursable regardless of the amount collected.

**Table 2: Local Match Funding Sources**

<b>SEMPO FY 2018 LOCAL MATCH - MISSOURI<sup>1</sup></b>		
City of Cape Girardeau	28.60%	\$ 15,422
City of Jackson	28.60%	\$ 15,422
Cape Girardeau County Transit/SEMO <sup>2</sup>	14.30%	\$ 7,711
Cape Girardeau County/Cape Special Road District <sup>3</sup>	14.30%	\$ 7,711
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 7,658
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 53,924</b>

1 – Includes Missouri CPG and PT-HSTCP local matches. 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**

<b>SEMPO FY 2018 BUDGET</b>				
	<b>Missouri</b>	<b>Local Match (Missouri)</b>	<b>Illinois</b>	<b>Subtotal</b>
<b>Staff Labor – City of Cape Girardeau</b>				
Salaries	\$ 44,992	\$ 11,248	\$ 466	\$ 56,706
Benefits	\$ 12,057	\$ 3,014	\$ 125	\$ 15,196
<b>Subtotal</b>	<b>\$ 57,049</b>	<b>\$ 14,262</b>	<b>\$ 590</b>	<b>\$ 71,902</b>
<b>Consultant Contract – KLG Engineering, LLC</b>				
Program Support	\$ 27,770	\$ 6,943	\$ 287	\$ 35,000
Public Outreach	\$ 7,934	\$ 1,984	\$ 82	\$ 10,000
Education and Training	\$ 3,967	\$ 992	\$ 41	\$ 5,000
<b>Subtotal</b>	<b>\$ 39,672</b>	<b>\$ 9,918</b>	<b>\$ 411</b>	<b>\$ 50,000</b>
<b>Consultant Contract – Southeast Missouri Regional Planning &amp; Economic Development Commission</b>				
Data Collection and Management	\$ 3,967	\$ 992	\$ 41	\$ 5,000
Metropolitan Transportation Plan Maintenance	\$ 3,967	\$ 992	\$ 41	\$ 5,000
Transportation Improvement Program Management	\$ 19,836	\$ 4,959	\$ 205	\$ 25,000
Public Transit – Human Services Transportation Coordination Plan	\$ 19,836	\$ 4,959	\$ 205	\$ 25,000
<b>Subtotal</b>	<b>\$ 47,606</b>	<b>\$ 11,901</b>	<b>\$ 493</b>	<b>\$ 60,000</b>
<b>Consultant Contract – Lochmueller Group, Inc.</b>				
Regional Bicycle and Pedestrian Plan	\$ 31,737	\$ 7,934	\$ 328	\$ 40,000
<b>Subtotal</b>	<b>\$ 31,737</b>	<b>\$ 7,934</b>	<b>\$ 328</b>	<b>\$ 40,000<sup>1</sup></b>
<b>Consultant Contract – TBD</b>				
Online TIP Tool Software	\$ 23,803	\$ 5,951	\$ 246	\$ 30,000
Online TIP Tool Maintenance	\$ 7,934	\$ 1,984	\$ 82	\$ 10,000
<b>Subtotal</b>	<b>\$ 31,737</b>	<b>\$ 7,934</b>	<b>\$ 328</b>	<b>\$ 40,000</b>
<b>Other Direct Costs</b>				
Advertising	\$ 793	\$ 198	\$ 8	\$ 1,000
Books/Publications	\$ 198	\$ 50	\$ 2	\$ 250
Copies	\$ 793	\$ 198	\$ 8	\$ 1,000
Digital Projector	\$ 1,587	\$ 397	\$ 16	\$ 2,000
Liability Insurance	\$ 793	\$ 198	\$ 8	\$ 1,000
Meetings/Conferences	\$ 1,587	\$ 397	\$ 16	\$ 2,000
Office Supplies	\$ 79	\$ 20	\$ 1	\$ 100
Postage	\$ 238	\$ 60	\$ 2	\$ 300
Printing	\$ 793	\$ 198	\$ 8	\$ 1,000
Training/Education	\$ 793	\$ 198	\$ 8	\$ 1,000
Website	\$ 238	\$ 60	\$ 2	\$ 300
<b>Subtotal</b>	<b>\$ 7,895</b>	<b>\$ 1,974</b>	<b>\$ 82</b>	<b>\$ 9,950</b>
Indirect Costs	--	--	--	--
<b>TOTAL EXPENSES</b>	<b>\$ 215,696</b>	<b>\$ 53,924</b>	<b>\$ 2,232</b>	<b>\$ 271,852</b>
Unspent/Carryover to FY 2019	\$ 663,010	--	--	\$ 663,010
<b>TOTAL FUNDS</b>	<b>\$ 878,706</b>	<b>\$ 53,924</b>	<b>\$ 2,232</b>	<b>\$ 934,862</b>

1 – Estimated carryover from FY 2017. Total budget is \$50,000.



**Table 4: Staff Labor Data for Budget**

<b>SEMPO FY 2018 STAFF LABOR</b>				
<b>City of Cape Girardeau</b>	<b># of Hours</b>	<b>Salaries</b>	<b>Benefits</b>	<b>Salaries + Benefits</b>
Planning Staff (3)	1,727	\$ 52,293	\$ 12,607	\$ 64,900
Administrative Staff (1)	52	\$ 890	\$ 237	\$ 1,127
Public Information Staff (1)	52	\$ 1,214	\$ 323	\$ 1,537
Finance Staff (2)	125	\$ 3,297	\$ 1,041	\$ 4,338
<b>TOTAL</b>		<b>\$ 57,694</b>	<b>\$ 14,208</b>	<b>\$ 71,902</b>

**Table 5: Budget Allocations by Work Element and Task**

<b>SEMPO FY 2018 ALLOCATIONS BY WORK ELEMENT AND TASK</b>					
<b>Work Element</b>	<b>Task</b>	<b>Missouri</b>	<b>Local Match (Missouri)</b>	<b>Illinois</b>	<b>Subtotal</b>
1.0 - Program Administration and Support					
1.1	Program Support	\$ 64,372	\$ 16,093	\$ 667	\$ 81,132
1.2	Public Outreach	\$ 18,392	\$ 4,598	\$ 190	\$ 23,180
1.3	Education and Training	\$ 9,196	\$ 2,299	\$ 95	\$ 11,590
<b>Subtotal</b>		<b>\$ 91,960</b>	<b>\$ 22,990</b>	<b>\$ 952</b>	<b>\$ 115,902</b>
2.0 - Data Collection and Management					
2.1	Data Collection and Management	\$ 3,967	\$ 992	\$ 41	\$ 5,000
<b>Subtotal</b>		<b>\$ 3,967</b>	<b>\$ 992</b>	<b>\$ 41</b>	<b>\$ 5,000</b>
3.0 - Transportation Planning					
3.1	Metropolitan Transportation Plan (MTP) Maintenance	\$ 3,968	\$ 992	\$ 40	\$ 5,000
3.2	Transportation Improvement Program (TIP) Management	\$ 19,836	\$ 4,959	\$ 205	\$ 25,000
3.3	Transportation Improvement Program (TIP) Tool Software and Maintenance	\$ 31,736	\$ 7,934	\$ 330	\$ 40,000
3.4	Regional Bicycle and Pedestrian Plan	\$ 31,736	\$ 7,934	\$ 330	\$ 40,000
3.5	Public Transit – Human Services Transportation Coordination Plan (PT-HSTCP)	\$ 19,836	\$ 4,959	\$ 205	\$ 25,000
3.6	Title VI Program	\$ 3,968	\$ 992	\$ 40	\$ 5,000
3.7	Critical Rural and Urban Freight Corridors	\$ 794	\$ 199	\$ 7	\$ 1,000
<b>Subtotal</b>		<b>\$ 111,874</b>	<b>\$ 27,969</b>	<b>\$ 1,157</b>	<b>\$ 141,000</b>
Other Direct Costs		\$ 7,895	\$ 1,974	\$ 82	\$ 9,950
<b>Subtotal</b>		<b>\$ 7,895</b>	<b>\$ 1,974</b>	<b>\$ 82</b>	<b>\$ 9,950</b>
<b>TOTAL</b>		<b>\$ 215,696</b>	<b>\$ 53,924</b>	<b>\$ 2,232</b>	<b>\$ 271,852</b>

## Elements of the FY 2018 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 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 2018 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 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 has arisen 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. The division of responsibilities between staff and KLG has yet to be finalized, but it is proposed that KLG will handle general duties such as preparing and distributing meeting agendas, minutes, financial statements, project lists, schedules, etc. It is also proposed

that KLG will serve as the primary point of contact for MAP-21 and FAST Act implementation as well as consultants procured for transportation studies such as the Regional Bicycle and Pedestrian Plan.

#### **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 2019; prepare and submit FY 2018 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 2017 Accomplishments**

- a. Prepared and approved FY 2017 Unified Planning Work Program Amendment No. 1 and Amendment No. 2 (December 2016 and May 2017, respectively)
- b. Prepared and adopted FY 2018 Unified Planning Work Program (June 2017)
- c. Prepared Board and TPC 2017 Meeting Schedules (December 2016)
- d. Prepared and submitted Maintenance and Safety Needs List to MoDOT for STIP consideration (November 2016)

#### **1.1.5 FY 2018 Work Products (estimated completion dates)**

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. FY 2019 UPWP (June 2018)
- c. FY 2018 UPWP progress reports (submitted quarterly)

#### **1.1.6 Budget: \$81,132 (\$46,132 SEMPO Staff + \$35,000 KLG Engineering, LLC)**

### **1.2 Public Outreach**

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

**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 2017 Accomplishments**

- a. Released FY 2017 Unified Planning Work Program Amendment No. 1 and Amendment No. 2 for public comment (November 2016 and April 2017, respectively)
- b. Released FY 2016-2019 TIP Amendment No. 2 and Amendment No. 3 for public comment (July 2016 and February 2017, respectively)
- c. Held public hearing on FY 2018 Unified Planning Work Program and released for public comment (May 2017)
- d. Posted draft planning documents for public comment in accordance with Public Participation Plan

**1.2.5 FY 2018 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 2018)

**1.2.6 Budget:** \$23,180 (\$13,180 SEMPO Staff + \$10,000 KLG Engineering, LLC)

**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 2017 Accomplishments**

- a. Attended MoDOT Statewide Planning Partner Meeting (March 2017)
- b. Attended American Planning Association Missouri Chapter Statewide Planning Conference (October 2016)

**1.3.5 FY 2018 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: \$11,590 (\$6,590 SEMPO Staff + \$5,000 KLG Engineering, LLC)**

## **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 (SEMPO 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 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 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 2017 Accomplishments**

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

**2.1.5 FY 2018 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: \$5,000**

### **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 and programs.

#### **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 2018 Work Products (estimated completion dates)**

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

### **3.1.5 Performance Measures**

Performance measurement is becoming more integrated into SEMPO's planning process, although guidance pertaining to the National Performance Goals and the manner in which they are to be implemented is still forthcoming. Guidance is expected later in the year; as soon as it becomes available, SEMPO will coordinate with MoDOT on setting measures for the region.

Performance Measures Tasks and Deadlines:

1. Set SEMPO transit targets or support MoDOT transit targets (June 30, 2017)
2. Set SEMPO safety targets or support MoDOT safety targets (February 27, 2018)
3. Update MTP to include safety performance measures and targets, including system performance report (May 27, 2018)
4. Update TIP to include a description of how the TIP contributes to achieving the performance targets in the MTP (May 27, 2018)

SEMPO will integrate the Transit Asset Management (TAM) plan into its planning process and coordinate with the transit providers to implement a performance-based planning process that prioritizes investments that meet regional performance targets for state of good repair.

### **3.1.6 Budget: \$5,000**

## **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 2016-2019 Transportation Improvement Program (TIP) was adopted by the Board of Directors on February 17, 2016. The TIP is a prioritized, fiscally-constrained, multi-year list of federally funded transportation projects and improvements within the SEMPO 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 addition, SEMPO will make amendments and administrative modifications to the TIP as necessary to reflect project additions, deletions, and changes.

### **3.2.3 Program Activities**

- a. Make amendments and administrative modifications to FY 2016-2019 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.

**3.2.4 FY 2017 Accomplishments**

- a. Prepared and approved FY 2016-2019 TIP Amendment No. 2 (August 2016) and Amendment No. 3 (March 2017)

**3.2.5 FY 2018 Work Products (estimated completion dates)**

- a. FY 2016-2019 TIP Amendments and Administrative Modifications (TBD as necessary)

**3.2.6 Budget: \$25,000**

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

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

**3.3.2 Objective**

Due to the increasing complexity of its Transportation Improvement Program (TIP), SEMPO will procure a consultant to provide customized tool software and maintenance services to assist in managing the TIP.

**3.3.3 Program Activities**

- a. Issue Request for Proposals.
- b. Review proposals.
- c. Select consultant candidates for presentations/interviews.
- d. Host presentations/interviews.
- e. Select consultant.
- f. Execute contract.
- g. Work with consultant on creating customized TIP tool.
- h. Training.
- i. Live implementation.
- j. Ongoing maintenance.

**3.3.4 FY 2018 Work Products (estimated completion dates)**

- a. TIP Tool (December 2017)

**3.3.5 Budget: \$40,000**

**3.4 Regional Bicycle and Pedestrian Plan**

**3.4.1 Lead Agency:** SEMPO via consulting contract with Lochmueller Group, Inc.

**3.4.2 Objective**

As part of the 3-C (continuous, cooperative, and comprehensive) planning process, SEMPO is authorized to conduct studies and prepare plans pertaining to transportation in the SEMPO planning area. In FY 2017, SEMPO hired Lochmueller Group, Inc. to develop a regional bicycle and pedestrian plan, which will serve as both a reference and a guide for integrated planning and



implementation of bicycle and pedestrian facilities into the existing multi-modal system, and into future projects, thereby expanding opportunities for non-motorized forms of transportation and recreation. A portion of the work was completed in FY 2017, with the remainder to be completed in FY 2018.

**3.4.3 Program Activities**

- a. Continue planning-level traffic analysis and preliminary bicycle and pedestrian routes.
- b. Planning-level cost estimates of identified routes.
- c. Draft written report.
- d. Public & agency review and comment period.
- e. Final written report.
- f. Presentation of final report.
- g. Facilitate and lead up to two public workshops.

**3.4.4 FY 2017 Accomplishments**

- a. Initial consultant meeting (April 2017)
- b. Information gathering (April-May 2017)
- c. Develop area profile (April-May 2017)
- d. Field visit (April-May 2017)
- e. Existing conditions base maps (April-May 2017)
- f. Public outreach – stakeholder engagement (May-June 2017)
- g. Public outreach – online engagement (June 2017)
- h. Started planning-level traffic analysis (June 2017)

**3.4.5 FY 2018 Work Products (estimated completion dates)**

- a. Regional Bicycle and Pedestrian Plan (January 2018)

**3.4.6 Budget:** \$50,000 (estimated \$10,000 in FY 2017 and \$40,000 in FY 2018)

**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 2018 Work Products (estimated completion dates)**

- a. PT-HSTCP (January 2018)

**3.5.5 Budget: \$25,000**

**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 FY 2014-2017 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/outreach meetings.
- f. Finalize and adopt new Title VI Program.

**3.6.4 FY 2018 Work Products (estimated completion dates)**

- a. FY 2018-2021 Title VI Program (December 2017)

**3.6.5 Budget: \$5,000**

**3.7 Critical Rural and Urban Freight Corridors**

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

**3.7.2 Objective**

The FAST Act requires the Federal Highway Administration (FHWA) to establish a National Highway Freight Network (NHFN) to strategically direct federal funding and policies toward improving the performance of the NHFN. The NHFN consists of four subsystems: (1) the Primary Highway Freight System (PHFS); (2) those portions of the Interstate System not part of the PHFS; (3) Critical Rural Freight Corridors (CRFC's); and (4) Critical Urban Freight Corridors (CUFC's). (23 U.S.C. 167(c)). CRFC's and CUFC's are important freight corridors because they provide critical connectivity to the NHFN. By designating these important corridors, each state can strategically direct resources toward improved system performance and efficient movement of freight on the NHFN. The designation of CRFC's and CUFC's will increase a state's NHFN, allowing expanded use of NHFP formula funds and FASTLANE Grant Program funds for eligible projects that support national goals identified in 23 U.S.C. 167(b) and 23 U.S.C. 117(a)(2). In Missouri, CRFC's are rolling designations tied to grant applications. The designation of CUFC's is decided by MoDOT in consultation with the MPO's. Missouri has 102 eligible miles on the NHFN for CUFC's.

**3.7.3 Program Activities**

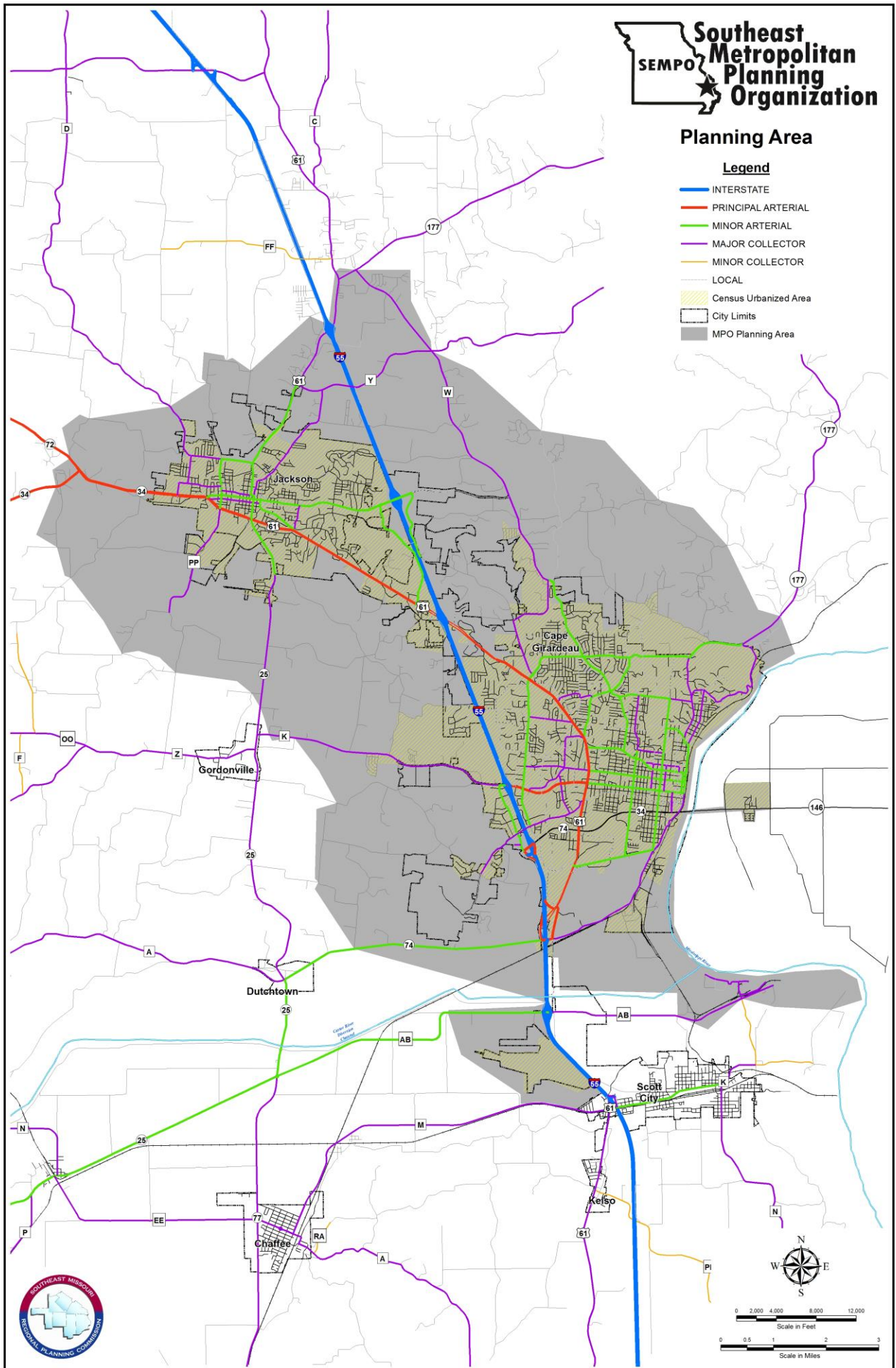
- a. Coordinate with MoDOT and other Missouri MPO's on the designation of CUFC's.

**3.7.4 Budget: \$1,000**

**Planning Area**

**Legend**

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



**SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION NO. 2017-04**

**A RESOLUTION ADOPTING THE  
FY 2018 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 and 49 U.S.C. 5303; 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 450.314 as part of a continuous, cooperative, and comprehensive transportation planning process; and

**WHEREAS**, the FY 2018 Unified Planning Work Program has been prepared in accordance with the federal regulations; and

**WHEREAS**, the FY 2018 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 2018 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 2018 Unified Planning Work Program as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF JUNE, 2017.

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Chauncy Buchheit, Chairman

ATTEST:

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Ryan Shrimplin, Executive Director