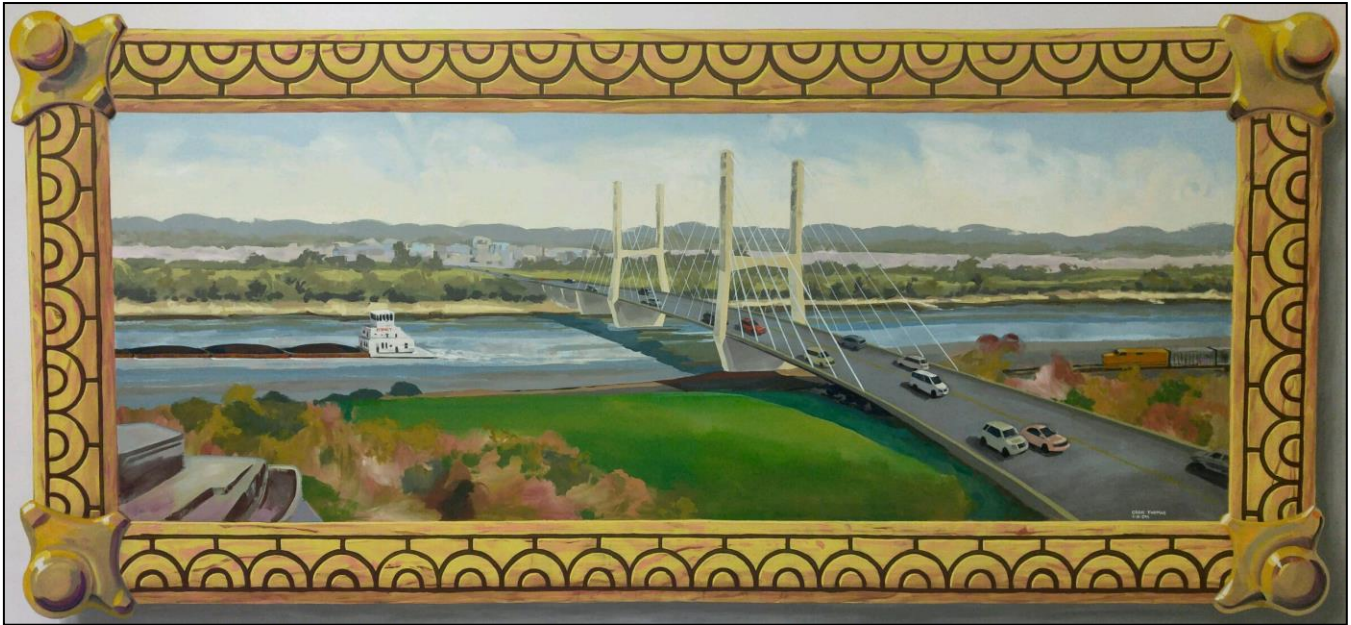




“Serving the Transportation Needs of the Southeast Missouri Region”



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FY 2019 Unified Planning Work Program Cape Girardeau – Jackson Urbanized Area

**Adopted
June 20, 2018**

**Effective
July 1, 2018 – June 30, 2019**

**Southeast Metropolitan Planning Organization
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The preparation of this document was financed in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration in cooperation with the Missouri Department of Transportation and the Illinois Department of Transportation. The opinions, findings, and conclusions expressed in this document are not necessarily those of the above agencies. SEMPO operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964. To request information on SEMPO's nondiscrimination obligations or if information is needed in another language, contact:

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Dwain Hahs, City of Jackson (Chairperson)

Barry Horst, Southeast Missouri Regional Planning and Economic Development Commission

Kathy Mangels, Southeast Missouri State University

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Hannah Barnett, Bootheel Regional Planning Commission

Mark Bechtel, Federal Transit Administration - Region 7

Mandi Brink, Southeast Missouri Regional Port Authority

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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, 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 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 21st 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, 2018 to June 30, 2019. 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 show SEMPO’s funding sources, budget, and allocations for Fiscal Year 2019.

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

Table 1: SEMPO Funding Sources

SEMPO FY 2019 FUNDING SOURCES	
Missouri	
FFY 2014 Consolidated Planning Grant (CPG)	\$ 136,727
FFY 2015 Consolidated Planning Grant (CPG)	\$ 135,534
FFY 2016 Consolidated Planning Grant (CPG)	\$ 140,465
FFY 2017 Consolidated Planning Grant (CPG)	\$ 140,350
FFY 2018 Consolidated Planning Grant (CPG) - Estimate	\$ 140,350
FFY 2019 Consolidated Planning Grant (CPG) - Estimate	\$ 140,350
FY 2019 Local Match – Consolidated Planning Grant (CPG) ¹	\$ 55,516
Subtotal	\$ 889,292
Illinois	
FFY 2019 PL & FTA Grants - Estimate	\$ 1,819
FFY 2019 State Match - Estimate	\$ 455
Subtotal	\$ 2,274
TOTAL	\$ 891,566

1 – Represents the amount to be collected for FY 2019. Invoices to MoDOT will be 80% reimbursable regardless of the amount collected.

Table 2: Local Match Funding Sources

SEMPO FY 2019 LOCAL MATCH - MISSOURI¹		
City of Cape Girardeau	28.60%	\$ 15,878
City of Jackson	28.60%	\$ 15,878
Cape Girardeau County Transit/SEMO ²	14.30%	\$ 7,939
Cape Girardeau County/Cape Special Road District ³	14.30%	\$ 7,939
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 7,883
TOTAL	100.00%	\$ 55,516

1 – Includes Missouri CPG local match. 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 2019 BUDGET				
	Missouri	Local Match (Missouri)	Illinois	Subtotal
Staff Labor – City of Cape Girardeau				
Salaries	\$ 45,780	\$ 11,445	\$ 469	\$ 57,694
Benefits	\$ 11,274	\$ 2,819	\$ 115	\$ 14,208
Subtotal	\$ 57,054	\$ 14,264	\$ 584	\$ 71,902
Consultant Contract – KLG Engineering, LLC				
Program Support	\$ 27,772	\$ 6,943	\$ 284	\$ 35,000
Public Outreach	\$ 7,935	\$ 1,984	\$ 81	\$ 10,000
Education and Training	\$ 3,967	\$ 992	\$ 41	\$ 5,000
Subtotal	\$ 39,675	\$ 9,919	\$ 406	\$ 50,000
Consultant Contract – Southeast Missouri Regional Planning & Economic Development Commission				
Data Collection and Management	\$ 3,967	\$ 992	\$ 41	\$ 5,000
Metropolitan Transportation Plan Maintenance	\$ 3,967	\$ 992	\$ 41	\$ 5,000
Transportation Improvement Program Management	\$ 19,837	\$ 4,959	\$ 203	\$ 25,000
Subtotal	\$ 27,772	\$ 6,943	\$ 284	\$ 35,000
Consultant Contract – TBD				
Online TIP Tool Software	\$ 23,805	\$ 5,951	\$ 244	\$ 30,000
Online TIP Tool Maintenance	\$ 7,935	\$ 1,984	\$ 81	\$ 10,000
Subtotal	\$ 31,740	\$ 7,935	\$ 325	\$ 40,000¹
Consultant Contract – TBD				
ADA Self-Evaluation and Transition Plan – Phase 1	\$ 59,512	\$ 14,878	\$ 609	\$ 75,000
Subtotal	\$ 59,512	\$ 14,878	\$ 609	\$ 75,000²
Other Direct Costs				
Advertising	\$ 793	\$ 198	\$ 8	\$ 1,000
Books/Publications	\$ 198	\$ 50	\$ 2	\$ 250
Copies	\$ 793	\$ 198	\$ 8	\$ 1,000
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
Subtotal	\$ 6,308	\$ 1,577	\$ 65	\$ 7,950
Indirect Costs	--	--	--	--
TOTAL EXPENSES	\$ 222,062	\$ 55,516	\$ 2,274	\$ 279,852
Unspent/Carryover to FY 2020	\$ 611,714	--	--	\$ 611,714
TOTAL FUNDS	\$ 833,776	\$ 55,516	\$ 2,274	\$ 891,566

1 – Carryover from FY 2018. Consultant selection process will take place in FY 2018 but no expenses will be incurred until FY 2019.

2 – Amount budgeted for FY 2019. Total budget is \$150,000 (\$75,000 in FY 2019 and \$75,000 in FY 2020).

Table 4: Staff Labor Data for Budget

SEMPO FY 2019 STAFF LABOR				
City of Cape Girardeau	Hours	Salaries	Benefits	Salaries + Benefits
Planning Staff	1,727	\$ 52,293	\$ 12,607	\$ 64,900
Administrative Staff	52	\$ 890	\$ 237	\$ 1,127
Public Information Staff	52	\$ 1,214	\$ 323	\$ 1,537
Finance Staff	125	\$ 3,297	\$ 1,041	\$ 4,338
TOTAL		\$ 57,694	\$ 14,208	\$ 71,902

Table 5: Budget Allocations by Work Element and Task

SEMPO FY 2019 ALLOCATIONS BY WORK ELEMENT AND TASK					
Work Element	Task	Missouri	Local Match (Missouri)	Illinois	Subtotal
1.0 - Program Administration and Support					
1.1	Program Support	\$ 65,172	\$ 16,293	\$ 667	\$ 82,132
1.2	Public Outreach	\$ 18,393	\$ 4,598	\$ 188	\$ 23,180
1.3	Education and Training	\$ 9,197	\$ 2,299	\$ 94	\$ 11,590
Subtotal		\$ 92,762	\$ 23,190	\$ 950	\$ 116,902
2.0 - Data Collection and Management					
2.1	Data Collection and Management	\$ 3,967	\$ 992	\$ 41	\$ 5,000
Subtotal		\$ 3,967	\$ 992	\$ 41	\$ 5,000
3.0 - Transportation Planning					
3.1	Metropolitan Transportation Plan (MTP) Maintenance	\$ 3,967	\$ 992	\$ 41	\$ 5,000
3.2	Transportation Improvement Program (TIP) Management	\$ 19,837	\$ 4,959	\$ 203	\$ 25,000
3.3	Transportation Improvement Program (TIP) Tool Software and Maintenance	\$ 31,740	\$ 7,935	\$ 325	\$ 40,000 ¹
3.4	ADA Self-Evaluation and Transition Plan	\$ 59,512	\$ 14,878	\$ 609	\$ 75,000 ²
3.5	Title VI Program	\$ 3,967	\$ 992	\$ 41	\$ 5,000
Subtotal		\$ 119,025	\$ 29,756	\$ 1,219	\$ 150,000
Other Direct Costs		\$ 6,308	\$ 1,577	\$ 65	\$ 7,950
Subtotal		\$ 6,308	\$ 1,577	\$ 65	\$ 7,950
TOTAL		\$ 222,062	\$ 55,516	\$ 2,274	\$ 279,852

1 – Carryover from FY 2018. Consultant selection process will take place in FY 2018 but no expenses will be incurred until FY 2019.

2 – Amount budgeted for FY 2019. Total budget is \$150,000 (\$75,000 in FY 2019 and \$75,000 in FY 2020).

Elements of the FY 2019 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 2019 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 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 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. 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 annual budget and Unified Planning Work Program for FY 2020; prepare and submit FY 2019 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 2018 Accomplishments:

- a. Prepared and adopted FY 2019 Unified Planning Work Program (June 2018)
- b. Prepared Board and TPC 2018 Meeting Schedule (December 2017)
- c. Prepared and submitted Maintenance and Safety Needs List to MoDOT for STIP consideration (September 2017)
- d. Prepared and submitted 10-Year Funding Scenario Lists to MoDOT and participated in prioritization meeting (December 2017)

1.1.5 FY 2019 Work Products (estimated completion dates):

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. FY 2020 UPWP (June 2019)
- c. FY 2019 UPWP progress reports (submitted quarterly)

1.1.6 Budget: \$82,132 (\$47,132 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 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 2018 Accomplishments:

- a. Released FY 2016-2019 TIP Amendment No. 4 and Amendment No. 5 for public comment (July 2017 and October 2017, respectively)
- b. Held public hearing on FY 2019 Unified Planning Work Program and released for public comment (May 2018)
- c. Posted draft planning documents for public comment in accordance with Public Participation Plan
- d. Met with Safe Communities to discuss partnership opportunities (February 2018)

1.2.5 FY 2019 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 2019)

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 2018 Accomplishments:

- Attended MoDOT Statewide Planning Partner Meeting (February 2018)
- Attended American Planning Association Missouri Chapter Statewide Planning Conference (October 2017)
- Attended Fall 2017 Bi-State MPO Meeting hosted by KAMPO (November 2017)
- Participated in FHWA Let's Talk Performance Webinar (March 2018)
- Participated in monthly MAP-21/FAST Act/Performance Management conference calls hosted by MoDOT

1.3.5 FY 2019 Work Products (estimated completion dates):

- Verbal and/or written summaries of education and training received (ongoing)
- 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 (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:

- 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 2018 Accomplishments:

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

2.1.5 FY 2019 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, 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, MPO's are required to either set their own performance targets or support the targets set by their state transportation agency. MPO's 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:

Final Rule	Effective Date	Written Provisions Date
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. On December 20, 2017, SEMPO passed a resolution supporting the Transit Asset Management Plan and Safety performance 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: \$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. The FY 2016-2019 TIP will expire at the end of FY 2019, so the FY 2020-2023 TIP will be prepared and adopted prior to the expiration. As part of this process, SEMPO will include written provisions for performance management as described in 3.1.5.

3.2.3 Program Activities:

- a. Prepare and adopt FY 2020-2023 TIP.
- b. Make amendments and administrative modifications to FY 2016-2019 TIP as necessary.
- c. Certify the transportation planning process for compliance with federal, state, and local laws.
- d. Incorporate annual transit Program of Projects public participation activities into the TIP public participation activities.
- e. Include public outreach in the TIP process in accordance with the Public Participation Plan (PPP).

3.2.4 FY 2018 Accomplishments:

- a. Prepared and approved FY 2016-2019 TIP Amendment No. 4 (August 2017), No. 5 (November 2017), and No. 6 (April 2018)

3.2.5 FY 2019 Work Products (estimated completion dates):

- a. FY 2020-2023 TIP (June 2019)
- b. 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:

In the FY 2018 UPWP, SEMPO proposed procuring a consultant to provide customized tool software and maintenance services to assist in managing the TIP. A Request for Proposals (RFP) was issued in March 2018. It is anticipated

that a consultant will be selected by the end of FY 2018 but work will not begin until FY 2019.

3.3.3 Program Activities:

- a. Execute contract.
- b. Work with consultant on creating customized TIP tool.
- c. Training.
- d. Live implementation.
- e. Ongoing maintenance.

3.3.4 FY 2019 Work Products (estimated completion dates):

- a. TIP Tool (June 2019)

3.3.5 Budget: \$40,000 (carryover from FY 2018)

3.4 ADA Self-Evaluation and Transition Plan

3.4.1 Lead Agency: SEMPO via consulting contract (TBD)

3.4.2 Objective:

The Code of Federal Regulations (CFR §35.150(d)) requires public agencies with more than 50 employees to create an Americans with Disabilities Act (ADA) transition plan. The transition plan must include a schedule for providing access features, including curb ramps for walkways. The schedule should first provide for pedestrian access upgrades to state and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas. The transition plan should accomplish the following four tasks:

1. Identify physical obstacles in the public agency's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
2. Describe in detail the methods that will be used to make the facilities accessible;
3. Specify the schedule for taking the steps necessary to upgrade pedestrian access to meet ADA and Section 504 requirements in each year following the transition plan; and
4. Indicate the official responsible for implementation of the plan.

The ADA transition plan is intended to identify system needs and integrate them with the State's planning process. The transition plan and its identified needs should be fully integrated into the public agency's Statewide Transportation Improvement Program (STIP) and metropolitan Transportation Improvement Program (TIP).

3.4.3 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 communities to obtain existing data.
- h. Work with consultant to complete self-evaluation and prepare transition plan.
- i. Hold public hearing/outreach meetings.
- j. Finalize and adopt transition plan.

3.4.4 FY 2019-2020 Work Products (estimated completion dates):

- a. Phase 1 – ADA Self-Evaluation (June 2019)
- b. Phase 2 – ADA Transition Plan (June 2020)

3.4.5 Budget: \$150,000 (estimated \$75,000 in FY 2019 and \$75,000 in FY 2020)

3.5 Title VI Program

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

3.5.2 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.

3.5.3 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.

3.5.4 FY 2019 Work Products (estimated completion dates):

- a. FY 2019-2022 Title VI Program (September 2018)

3.5.5 Budget: \$5,000



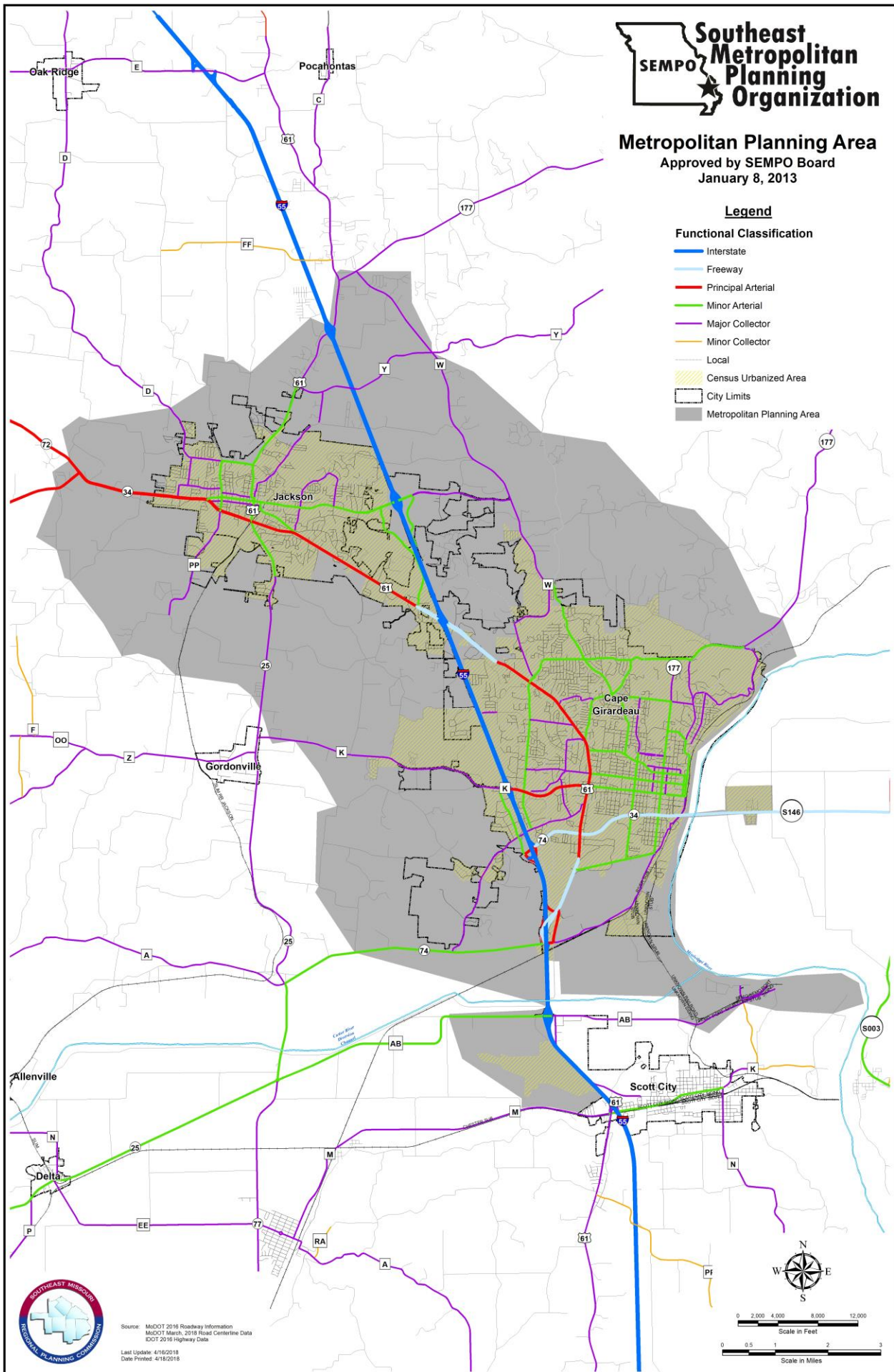
Metropolitan Planning Area

Approved by SEMPO Board
January 8, 2013

Legend

Functional Classification

- Interstate
- Freeway
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- Census Urbanized Area
- City Limits
- Metropolitan Planning Area



Source: MoDOT 2016 Roadway Information
MoDOT March 2016 Road Centerline Data
MoDOT 2016 Highway Data
Last Update: 4/16/2018
Date Printed: 4/16/2018

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.

Signature

Ryan Shrimplin
Executive Director
Southeast Metropolitan Planning
Organization

Date

Signature

Tom Mogelnicki
Executive Director
Cape Girardeau County Transit
Authority

Date

Signature

Machelle Watkins
Transportation Planning Director
Missouri Department of
Transportation

Date

Signature

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

Date