

UPWP 2021 - 2022

Effective

July 1, 2021 – June 30, 2022



SEMPPO

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

“Serving the Transportation Needs of the Southeast Missouri Region”

FY 2022 Unified Planning Work Program
Cape Girardeau – Jackson Urbanized Area

Adopted
May 19, 2021

Effective
July 1, 2021 – June 30, 2022

Southeast Metropolitan Planning Organization
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Jim Roach, City of Jackson
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Program Administration/Support Consultant

Marla Mills, KLG Engineering

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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 MPOs 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 (known as the "3C" approach). As part of this process, the MPO must adopt a Unified Planning Work Program (UPWP) that provides for consideration and implementation of projects, strategies and services that will address the following ten factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

In 2012, the Moving Ahead for Progress in the 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 which 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 (DOTs), MPOs, 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 metropolitan planning area (MPA) 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. An MPA boundary 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, 2021 to June 30, 2022. It serves as a management tool for identifying, scheduling, budgeting and monitoring SEMPO’s planning activities, and serves as the basis for funding agreements with the Missouri Department of Transportation (MoDOT) and Illinois Department of Transportation (IDOT). There are a number of activities that are considered eligible expenses for transportation planning funds, such as: data collection and maintenance, map preparation, land use studies, traffic volume studies, economic and fiscal studies, project evaluation studies, specialized plans, and other studies and plans relating to transportation.

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

Table 1: Available Federal Revenue (Missouri)

SEMPO FY 2021 MISSOURI FEDERAL (CPG) FUNDS	
FY 2020 Ending CPG Balance	\$ 685,777
FY 2021 CPG Allocation (Final)	\$ 151,190
Total FY 2021 CPG Funds Expected to be Expended by 6/30/2021	\$ (367,189)
Total SEMPO FY 2021 Missouri Federal CPG Funds	\$ 469,778
SEMPO FY 2022 MISSOURI FEDERAL (CPG) FUNDS	
FY 2022 CPG Allocation (Estimate)	\$ 151,190
Total Estimated CPG Funds Available for FY 2022 UPWP	\$ 620,968
Total Programmed CPG Funds for FY 2022 UPWP	\$ (196,356)
Remaining Unprogrammed Balance ¹	\$ 424,612

1 – SEMPO has elected not to program 100% of the anticipated available CPG funds. It is SEMPO's general policy to maintain a reserve of funds for potential large expense planning projects that may become necessary in the future. In addition, the SEMPO members who collectively provide the required local match have budgetary constraints, making it unlikely that they would be able to fully fund the local match if 100% of the CPG funds were programmed.

Table 2: Available Federal Revenue (Illinois)

SEMPO FY 2022 ILLINOIS FEDERAL FUNDS	
Federal Revenue Balance Prior to FY 2021	\$ -
Total Estimated Federal Revenue Available for FY 2021 UPWP	\$ 1,831
Total Programmed Federal Funds for FY 2021 UPWP	\$ (1,831)
Remaining Unprogrammed Balance ¹	\$ -

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

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

SEMPO FY 2022 SUMMARY OF ALLOCATIONS	
CPG (Missouri) ¹	\$ 151,190
Local Match (Missouri) ²	\$ 49,089
Illinois ³	\$ 2,289
Total	\$ 202,568

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

2 – Represents the amount to be collected in FY 2021. Invoices to MoDOT will be 80% reimbursable regardless the amount collected.

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

Table 4: CPG Local Match Funding Sources (Missouri)

SEMPO FY 2022 CPG LOCAL MATCH FUNDS		
City of Cape Girardeau	28.60%	\$ 13,382
City of Jackson	28.60%	\$ 13,382
Cape Girardeau County Transit Authority / Southeast Missouri State University ¹	14.30%	\$ 6,691
Cape Girardeau County / Cape Special Road District ²	14.30%	\$ 6,691
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 6,644
TOTAL	100.00%	\$ 46,790

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

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

Table 5: SEMPO FY 2022 Budget

	Missouri CPG (Federal)	Missouri Local Match	Illinois (Federal)	Illinois State Match	Total Cost
Staff Labor - City of Cape Girardeau					
Salaries	\$ 41,344	\$ 10,336	\$ 386	\$ 96	\$ 52,162
Benefits	\$ 14,475	\$ 3,619	\$ 135	\$ 34	\$ 18,262
Subtotal	\$ 55,818	\$ 13,955	\$ 521	\$ 130	\$ 70,424
Consultant Contract - KLG Engineering, LLC					
Program Support	\$ 13,871	\$ 3,468	\$ 129	\$ 32	\$ 17,500
Public Outreach	\$ 3,963	\$ 991	\$ 37	\$ 9	\$ 5,000
Education and Training	\$ 1,982	\$ 495	\$ 18	\$ 5	\$ 2,500
Subtotal	\$ 19,815	\$ 4,954	\$ 185	\$ 46	\$ 25,000
Consultant Contract - Southeast Missouri Regional Planning & Economic Development Commission					
Data Collection and Management	\$ 3,963	\$ 991	\$ 37	\$ 9	\$ 5,000
Metropolitan Transportation Plan Maintenance	\$ 3,963	\$ 991	\$ 37	\$ 9	\$ 5,000
Transportation Improvement Program Management	\$ 19,815	\$ 4,954	\$ 185	\$ 46	\$ 25,000
Public Transit - Human Services Transportation Coordination Plan	\$ 1,585	\$ 396	\$ 15	\$ 4	\$ 2,000
Subtotal	\$ 29,326	\$ 7,332	\$ 274	\$ 68	\$ 37,000
Consultant Contract - KLG					
Title VI Update	\$ 2,378	\$ 594	\$ 22	\$ 6	\$ 3,000
Subtotal	\$ 2,378	\$ 594	\$ 22	\$ 6	\$ 3,000
Consultant Contract - Data Transfer Solutions, LLC					
TIP Tool Maintenance and Support	\$ 7,926	\$ 1,982	\$ 74	\$ 18	\$ 10,000
Subtotal	\$ 7,926	\$ 1,982	\$ 74	\$ 18	\$ 10,000
Consultant Contract - KLG					
Metropolitan Transportation Plan - General Service Agreements for Professional Services	\$ 7,926	\$ 1,982	\$ 74	\$ 18	\$ 10,000
Subtotal	\$ 7,926	\$ 1,982	\$ 74	\$ 18	\$ 10,000
Consultant Contract - TBD					
Electric Vehicle Readiness Plan	\$ 63,409	\$ 15,852	\$ 591	\$ 148	\$ 80,000
Subtotal	\$ 63,409	\$ 15,852	\$ 591	\$ 148	\$ 80,000
Other Direct Costs					
Advertising	\$ 793	\$ 198	\$ 7	\$ 2	\$ 1,000
Books/Publications	\$ 198	\$ 50	\$ 2	\$ 0	\$ 250
Copies	\$ 793	\$ 198	\$ 7	\$ 2	\$ 1,000
Liability Insurance	\$ 793	\$ 198	\$ 7	\$ 2	\$ 1,000
Meetings/Conferences	\$ 2,378	\$ 594	\$ 22	\$ 6	\$ 3,000
Office Supplies	\$ 793	\$ 198	\$ 7	\$ 2	\$ 1,000
Postage	\$ 238	\$ 59	\$ 2	\$ 1	\$ 300
Printing	\$ 793	\$ 198	\$ 7	\$ 2	\$ 1,000
Training/Education	\$ 1,189	\$ 297	\$ 11	\$ 3	\$ 1,500
Dues and Memberships	\$ 523	\$ 131	\$ 5	\$ 1	\$ 660
Website & Development Wrap-Up	\$ 1,268	\$ 317	\$ 12	\$ 3	\$ 1,600
Subtotal	\$ 9,757	\$ 2,439	\$ 91	\$ 23	\$ 12,310
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 196,356	\$ 49,089	\$ 1,831	\$ 458	\$ 247,734

Elements of the FY 2022 Unified Planning Work Program

The UPWP is one of four key documents SEMPO is required to develop and maintain for the metropolitan planning area. The other key documents are the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Public Participation Plan (PPP).

The UPWP is the management plan for the MPO and is prepared with cooperation and guidance from federal, state, and local government agencies as well as public and private transportation providers. 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 allocation for each work element is included at the end of the element's description.

The SEMPO FY 2022 UPWP consists of the following work elements:

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

1.0 Program Administration and Support

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

Table 6: Program Administration and Support

1.1 Program Support	\$ 66,797
1.2 Public Outreach	\$ 19,085
1.3 Education and Training	\$ 9,542
Subtotal	\$95,424

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. In January 2020, the City of Cape Girardeau established a full time SEMPO Executive Director/City Grant Coordinator position. The position is structured to dedicate sixty percent of its time on SEMPO related tasks and forty percent on City grant coordination. Establishment of this position provides SEMPO with a dedicated staff member. In previous years, the City of Cape Girardeau's City Planner fulfilled these administrative duties with the assistance of KLG Engineering, LLC via a general services agreement established through a competitive request for qualifications process. Establishing a dedicated Executive Director position lessens the demand for outside consultant assistance for administrative services but does not completely eliminate the need. KLG Engineering retains a general services agreement through December 2021 and will be utilized as necessary to assist in the administrative service delivery to SEMPO.

1.1.3 Program Activities:

- a. Prepare agendas, minutes, presentations, information and materials for meetings of the SEMPO Board of Directors, Technical Planning Committee, and other committees/subcommittees as needed.
- b. Develop the FY 2023 UPWP; prepare and submit FY 2022 UPWP quarterly progress reports, billings and invoices; amend documents as needed.
- c. Contract with third party agencies and consultants on an as-needed basis, in accordance with the Consolidated Planning Grant Agreement with MoDOT and the Intergovernmental Agreement with IDOT; coordinate and review contracted work products.
- d. Participate in coordination and partnering programs with MoDOT and IDOT, and in intergovernmental organizations such as the Southeast Missouri Regional Planning and Economic Development Commission and the Bootheel Regional Planning and Economic Development Commission.
- e. Conduct a Request for Qualifications process for general services agreement with qualified consulting firms.
- f. Respond to requests for information from outside jurisdictions, agencies, and the public.
- g. Maintain compliance with Title VI requirements; address complaints and environmental justice issues as necessary.
- h. Maintain compliance with applicable federal, state, and local laws and regulations.

1.1.4 FY 2021 Accomplishments:

- a. Prepared and adopted FY 2022 UPWP (May 2021)
- b. Prepared and submitted all FY2021 UPWP quarterly progress reports, billings, and invoices.
- c. Updated SEMPO's website to enhance the accessibility of relative planning documentation, event information, and records retention (June 2021)
- d. Prepared Board and TPC 2021 Meeting Schedule (December 2020)

- e. Prepared and submitted prioritized needs list for MoDOT Funding Scenarios (February 2021)
- f. Prepared and approved amendments and administrative modifications to the FY 2020 – 2023 Transportation Improvement Program
- g. Prepared and adopted a resolution supporting MoDOT, IDOT, CGCTA, and SEMO Performance Measure Targets (December 2020)
- h. Prepared and submitted STIP Project Request List to MoDOT (November 2020)

1.1.5 FY 2022 Work Products (estimated completion dates):

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. Prepare and submit for approval FY 2022 UPWP (May 2021)
- c. FY 2022 UPWP progress reports (submitted quarterly)
- d. Amend FY 2022 UPWP as necessary
- e. Prepare and adopt FY 2022 – 2025 Title VI Program (May 2022)
- f. Prepare and adopt a Public Transit - Human Services Transportation Coordination Plan (May 2022)
- g. Solicit General Services Agreement for Contract Professional Services for 2022 – 2027 (December 2021)

1.1.6 Budget: \$66,797 (\$49,297 SEMPO Staff + \$17,500 KLG Engineering, LLC)

Total Cost	\$ 66,797
Missouri CPG (Federal)	\$ 52,943
Missouri Local Match	\$ 13,236
Illinois (Federal)	\$ 494
Illinois State Match	\$ 123

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 and amended in subsequent years, 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 2021 Accomplishments:

- a. Held Public Hearing on FY 2022 Unified Planning Work Program (UPWP) and released for public comment (April 2021)
- b. Solicited public input, fostered public engagement, and held public hearing on 2021 – 2045 Metropolitan Transportation Plan (MTP) and released for public comment (March 2021)
- c. Released FY 2020 – 2023 TIP Amendment No. 4 and Amendment No. 5 for public comment (April 2020 and September 2020)
- d. Posted draft planning documents for public comment in accordance with Public Participation Plan
- e. Reviewed Public Participation Plan for any necessary updates (June 2021)

1.2.5 FY 2022 Work Products (estimated completion dates):

- a. Release for public comment Title VI Program (March 2022)
- b. Release for public comment Public Transit - Human Services Transportation Coordination Plan (March 2022)
- c. Conduct public outreach activities via SEMPO website, postings in public buildings, legal advertisements, public input sessions, etc. (ongoing)
- d. Review Public Participation Plan to determine if an update is necessary (June 2022)

1.2.6 Budget: \$19,085 (\$14,085 SEMPO Staff + \$5,000 KLG Engineering, LLC)

Total Cost	\$ 19,085
Missouri CPG (Federal)	\$ 15,127
Missouri Local Match	\$ 3,782
Illinois (Federal)	\$ 141
Illinois State Match	\$ 35

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 and organizational membership needed for proper administration of SEMPO. Examples include:

- American Planning Association (APA) national and state chapter conferences
- Association of Metropolitan Planning Organizations (AMPO) Annual Membership
- Association of Metropolitan Planning Organizations (AMPO) 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 2021 Accomplishments:

- a. Attended Missouri Active Transportation Summit (August 2020)
- b. Attended MoDOT State Rail and Freight Committee Session (August 2020)
- c. Missouri's 2020 Highway Safety & Traffic Virtual Conference (September 2020)
- d. Attended FHWA ADA Transition Plan and STIP Incorporation Presentation (September 2020)
- e. Attended Association of Metropolitan Planning Organizations (AMPO) Conference (October 2020)
- f. Attended AASHTO Impacts of COVID Study Session (October 2020)
- g. Attended MoDOT Transportation Safety Planning Session (October 2020)
- h. Attended Automated Vehicle Impacts Study Session (October 2020)
- i. Attended Alternative Fuels Corridor Designations Presentation (December 2020)
- j. Attended MoDOT Sponsored - First Impact – Roadway Safety Session December 2020
- k. Attended MoDOT Statewide Planning Partner Meeting (February 2021)
- l. Participated in monthly MAP-21/FAST Act/Performance Management conference calls hosted by MoDOT

1.3.5 FY 2022 Work Products (estimated completion dates):

- a. Verbal and/or written summaries of education and training received (ongoing)
- b. Distribute materials received from meetings, seminars, workshops and conferences (ongoing)
- c. Participate in MoDOT's statewide planning partner activities

1.3.6	Budget: \$9,542 (\$7,042 SEMPO Staff + \$2,500 KLG Engineering, LLC)
	Total Cost \$ 9,542
	Missouri CPG (Federal) \$ 7,563
	Missouri Local Match \$ 1,891
	Illinois (Federal) \$ 71
	Illinois State Match \$ 18

2.0 Data Collection and Management

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

Table 7: Data Collection and Management

2.1 Data Collection and Management	\$ 5,000
Subtotal	\$5,000

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 MPA.
- Conduct studies to obtain needed information not currently available.
- Compile data and maintain databases for various data types such as demographics, socioeconomics, land uses, traffic counts, traffic accidents, and crashes for the SEMPO MPA.
- Maintain an inventory of multi-modal transportation facilities and services within the SEMPO MPA for transit, rail, river, aviation, freight, and other transportation modes.
- Prepare maps for analysis, presentations, and work products.
- Serve as a data and information resource for SEMPO members, outside jurisdictions and agencies, and the public.

2.1.4 FY 2021 Accomplishments:

- Maintained GIS interactive map for SEMPO MPA
- Compiled data for SEMPO MPA

2.1.5 FY 2022 Work Products (estimated completion dates):

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

2.1.6 Budget (for contracted work):

Total Cost	\$ 5,000
Missouri CPG (Federal)	\$ 3,963
Missouri Local Match	\$ 991
Illinois (Federal)	\$ 37
Illinois State Match	\$ 9

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.

Table 8: Transportation Planning

3.1 Electric Vehicle Readiness Plan	\$ 80,000
3.2 Performance Management	-
3.3 MTP Maintenance	\$ 5,000
3.4 Transportation Improvement Program (TIP) Management	\$ 25,000
3.5 Transportation Improvement Program (TIP) Tool Maintenance and Support	\$10,000
3.6 Public Transit – Human Services Transportation Coordination Plan (PT-HSTCP)	\$2,000
3.7 Title VI Program	\$3,000
3.8 Metropolitan Transportation Plan – General Services Agreement for Professional Services – MTP Update	\$10,000
3.9 Air Quality Planning	-
Subtotal	\$135,000

3.1 Electric Vehicle Readiness Plan

3.1.1 Lead Agency: SEMPO via consulting contract (TBD)

3.1.2 Objective:

This study will provide recommendations to local governments and transportation agencies in the SEMPO planning area to spur the adoption of electric vehicles through increased installations of charging stations as a means towards a more energy efficient transportation system.

3.1.3 Program Activities:

a. Draft RFQ to solicit professional consultant to assist in the development of the Electric Vehicle Readiness Plan

3.1.4 FY 2022 Work Products (estimated completion dates):

a. SEMPO will release a RFQ for the Electric Vehicle Readiness Plan and partner with a consultant in the development of the plan (adoption May 2022)

3.1.5 Budget (for contract work):

Total Cost	\$ 80,000
Missouri CPG (Federal)	\$ 63,381
Missouri Local Match	\$ 15,845

Illinois (Federal)	\$ 619
Illinois State Match	\$ 155

3.2 Performance Management

Lead Agency: SEMPO staff

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 are as follows:

TIP (from final rule):

(d) The TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets.

MTP (from final rule):

(f) The metropolitan transportation plan shall, at a minimum, include:

(3) A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with § 450.306(d).

(4) A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in § 450.306(d), including—

(i) Progress achieved by the metropolitan planning organization in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data;

On December 16, 2020, SEMPO passed a resolution supporting the safety, system condition, and system performance measure targets set by MoDOT, IDOT, and CGCTA. On January 20, 2021, SEMPO passed a resolution supporting the safety performance measure targets set by SEMO University. SEMPO staff ensures compliance with the Metropolitan Planning Organization requirements for performance-based planning and programming established by MAP-21 and FAST Act, the cost of which is reflected in work element 1.1 Program Support.

3.3 Metropolitan Transportation Plan (MTP) Maintenance

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

3.3.2 Objective:

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.

3.3.3 Program Activities:

- a. Amend 2021-2045 MTP as necessary.

3.3.4 FY 2021 Accomplishments:

- a. No MTP amendments were required in FY 2021
- b. The 2021 – 2045 MTP was approved by the SEMPO Board on April 21, 2021

3.3.5 FY 2022 Work Products (estimated completion dates):

- a. 2021-2045 MTP Amendments (TBD – as necessary)

3.3.6 Budget (for contracted work):

Total Cost	\$ 5,000
Missouri CPG (Federal)	\$ 3,961
Missouri Local Match	\$ 990
Illinois (Federal)	\$ 39
Illinois State Match	\$ 10

3.4 Transportation Improvement Program (TIP) Management

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

3.4.2 Objective:

The FY 2020-2023 Transportation Improvement Program (TIP) was adopted by the Board of Directors on June 19, 2019. The TIP is a prioritized, fiscally-constrained, multi-year list of federally funded transportation projects and improvements within the SEMPO MPA, which authorizes the obligation of federal funds for listed projects and operations. At least every four (4) years, the proposed improvement projects, plans, studies, and other activities expected to occur over the next four (4) years will be taken from the MTP and entered into the programming process, culminating in the development of a TIP, and then included by reference in the Statewide Transportation Improvement Program (STIP). In doing so, SEMPO will certify its compliance with federal, state, environmental, and civil rights regulations. In addition, SEMPO will make amendments and administrative modifications to the TIP as necessary to reflect project additions, deletions, and changes, and to include written provisions for performance management as described in 3.1.6.

3.4.3 Program Activities:

- a. Make amendments and administrative modifications to FY 2020-2023 TIP as necessary.
- b. Certify the transportation planning process for compliance with federal, state, and local laws.
- c. Incorporate annual transit Program of Projects public participation activities into the TIP public participation activities.

- d. Include public outreach in the TIP process in accordance with the Public Participation Plan (PPP).

3.4.4 FY 2021 Accomplishments:

- a. Prepared and approved FY 2020-2023 TIP Amendment No. 4 (April 2020) and Amendment No. 5 (September 2020)

3.5.5 FY 2022 Work Products (estimated completion dates):

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

3.6.6 Budget (for contracted work):

Total Cost	\$ 25,000
Missouri CPG (Federal)	\$ 19,807
Missouri Local Match	\$ 4,952
Illinois (Federal)	\$ 193
Illinois State Match	\$ 48

3.5 Transportation Improvement Program (TIP) Tool Maintenance and Support

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

3.5.2 Objective:

In FY 2019, SEMPO hired Data Transfer Solutions, LLC (DTS) to develop a web-based tool for viewing and managing the TIP. The tool, now live, is accessed from the SEMPO website and has reporting, search, and mapping functionality, with multiple permission levels. SEMPO and DTS executed a five-year Professional Services Agreement that includes annual maintenance and support services. The maintenance agreement was executed on September 18, 2018 and will expire in September 2023.

3.5.3 Program Activities:

- a. TIP tool maintenance and support

3.5.4 FY 2021 Accomplishments:

- a. Published TIP Amendments No. 4 and Amendment No. 5 on TIP reporting portal for public consumption.

3.5.5 Budget (for contracted work):

Total Cost	\$ 10,000
Missouri CPG (Federal)	\$ 7,923
Missouri Local Match	\$ 1,981
Illinois (Federal)	\$ 77
Illinois State Match	\$ 19

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

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

3.6.2 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 expired 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 developed its own draft PT-HSTCP, separate from SEMO RPC's regional plan. The draft PT-HSTCP included outreach to the public and transit stakeholders to assess their transit needs through the use of surveys, public meetings, and focus group meetings. The draft The PT-HSTCP however, was never finalized and adopted by the SEMPO Board due to competing projects and workload demands. The current draft PT-HSTCP will be reviewed, updated and presented to the SEMPO Board for recommended action. Once enacted, 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.

3.6.3 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.

3.6.4 FY 2022 Work Products (estimated completion dates)

- a. PT-HSTCP (June 2022)

3.6.5 Budget (for contracted work):

Total Cost	\$	2,000
Missouri CPG (Federal)	\$	1,585
Missouri Local Match	\$	396
Illinois (Federal)	\$	15
Illinois State Match	\$	4

3.7 Title VI Program

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

3.7.2 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 was adopted in September 2015 and would benefit from an update.

3.7.3 Program Activities:

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

3.7.4 FY 2022 Work Products (estimated completion dates):

- a. Title VI Program (June 2022)

3.7.5 Budget (for contracted work):

Total Cost	\$ 3,000
Missouri CPG (Federal)	\$ 2,377
Missouri Local Match	\$ 594
Illinois (Federal)	\$ 23
Illinois State Match	\$ 6

3.8 Metropolitan Transportation Plan – Contract for General Services Agreement – MTP Update

3.8.1 Lead Agency: SEMPO via consulting contract with KLG Engineering, LLC

3.8.2 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. In FY 2022, SEMPO partnered with KLG Engineering to conduct the update to the MTP. While the plan was conducted and adopted within the 2021 fiscal year, there is a potential some of the invoices resulting from this work product may carry over to the 2022 fiscal year.

3.8.3 Program Activities:

- g. Finalize invoicing and payments.

3.8.4 FY 2020 Work Products (estimated completion dates):

- b. 2021 – 2045 Metropolitan Transportation Plan Update (June 2022)

3.8.5 Budget (for contracted work):

Total Cost	\$ 10,000
Missouri CPG (Federal)	\$ 7,926
Missouri Local Match	\$ 1,982

Illinois (Federal)	\$	74
Illinois State Match	\$	18

3.9 Air Quality Planning

3.9.1 Lead Agency: SEMPO staff

3.9.2 Objective:

Air quality and transportation are intimately connected through United States Environmental Protection Agency (EPA) regulation. The Clean Air Act, which was last amended in 1990, requires EPA to set National Ambient Air Quality Standards for pollutants considered harmful to public health and the environment. The EPA Office of Air Quality Planning and Standards (OAQPS) has set National Ambient Air Quality Standards for six principal pollutants, which are called "criteria" pollutants. The current standards for these criteria pollutants are detailed in the 2021 – 2045 Metropolitan Transportation Plan.

Of the six pollutants, particulate matter and ozone are most affected by the transportation system. While particulate matter is well under the standard in the Cape Girardeau area, ozone remains a contaminant of concern.

As of the approval date for this document the Cape Girardeau/Jackson Urbanized Area is currently in attainment (within compliance of ambient air quality standards), and the SEMPO staff will proceed with its work this year under that attainment designation. A change in the air quality designation for the Cape Girardeau/Jackson Urbanized Area is not expected to occur in 2021; however, this situation could change in future years.

3.9.3 Program Activities:

- a. Monitor the ongoing discussions about possible non-attainment status for the Cape Girardeau/Jackson Urbanized Area and work with EPA, MoDOT, FHWA, FTA and other agencies to revise MPO plans, reports and processes so the Cape Girardeau/Jackson Urbanized Area is in compliance with air quality regulations (as needed).

3.9.4 Work Products:

- a. Continue to support efforts by local groups that are encouraging actions which lead to reductions in air pollutant emissions (ongoing)

Attachments

Metropolitan Planning Area Map
Position Listings and Full Time Equivalents
Resolution of Adoption

Position Listings and Full Time Equivalents

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

City of Cape Girardeau

SEMPO Executive Director (0.60 FTE)

Administrative Coordinator (0.02 FTE)

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

Executive Director (0.02 FTE)

Deputy Director (0.18 FTE)

GIS Specialist (0.02 FTE)

Fiscal Officer (0.02 FTE)

KLG Engineering, LLC

Principal (0.08 FTE)

Administrative Coordinator (0.02 FTE)

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2021-09

**A RESOLUTION ADOPTING THE
FY 2022 UNIFIED PLANNING WORK PROGRAM**

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

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

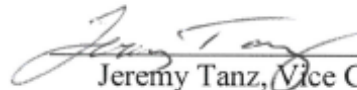
WHEREAS, the FY 2022 Unified Planning Work Program has been prepared in accordance with the federal regulations; and

WHEREAS, the FY 2022 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 2022 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 2022 Unified Planning Work Program as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 19th DAY OF MAY, 2021.


Jeremy Tanz, Vice Chairman

ATTEST:


Alex McElroy, Executive Director