

UPWP 2022 - 2023

Effective

July 1, 2022 – June 30, 2023

Draft



"Serving the Transportation Needs of the Southeast Missouri Region"

FY 2023 Unified Planning Work Program

Cape Girardeau – Jackson Urbanized Area

Adopted
May XX, 2022

Effective
July 1, 2022 – June 30, 2023

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Cathy Monroe, Federal Transit Administration - Region 7
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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. The 1962 Federal Aid Highway Act required states and local governments to conduct cooperative, comprehensive, and continuing (3-C) transportation planning to continue receiving Federal funds for highway and transit improvements. Subsequently in 1973, an amendment to this act further required the governor of each state, with local concurrence, to designate a Metropolitan Planning Organization (MPO) for every urbanized area to coordinate area-wide transportation planning. In 1972, new federal legislation provided for the disbursement of Federal planning funds through the states to MPOs.

In accordance with the 3-C 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 1991, the role of the MPO changed with the passage of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). ISTEA placed emphasis on the efficiency of the intermodal transportation system, and MPOs responded by focusing on these aspects.

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.

On November 15, 2021, the President signed into law the Bipartisan Infrastructure Legislation (BIL). The legislation is also referred to as the Infrastructure Investment and Jobs Act (IIJA) as it was termed during the formation of the legislation. Among other improvements, the BIL encourages transportation planning be done in concert with housing and economic development planning, rather than as a reaction to those things.

The FTA and FHWA jointly issued new Planning Emphasis Areas in December 2021. These Planning Emphasis Areas are:

1. Tackling the Climate Crisis – Transition to a Clean Energy Resilient Future – help to ensure the national greenhouse gas reduction goals of 50-52% below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from climate change.
2. Equity and Justice⁴⁰ in Transportation Planning – advance racial equity and support for underserved and disadvantaged communities to help ensure public involvement in the planning process and that plans reflect various perspectives, concerns and priorities from affected areas.
3. Complete Streets – review current policies, rules and procedures to determine their impact on safety for all road users, including providing provisions for safety in future transportation infrastructure, particularly those outside automobiles. To be considered complete, roads should include safe pedestrian facilities, safe transit stops, and safe crossing opportunities on an interval necessary for accessing destinations.
4. Public Involvement - conduct early, effective and continuous public involvement that brings diverse viewpoints into the decision making process, including by integrating virtual public involvement tools while also ensuring access to opportunities for individuals without access to computers and mobile devices.
5. Strategic Highway Network (STRAHNET) / US Department of Defense (DOD) Coordination – coordinate with US Department of Defense representatives in transportation planning and programming processes on infrastructure and connectivity needs for STRAHNET routes and other roads that connect to DOD facilities.
6. Federal Land Management Agency (FLMA) Coordination – coordinate with FLMAs in transportation planning and programming processes on infrastructure and connectivity needs related to access routes and other public roads that connect to Federal lands, including exploring opportunities to leverage transportation funding to support access and transportation needs of FLMAs before projects are programmed into the TIP.
7. Planning and Environment Linkages – implement Planning and Environment linkages as part of the overall transportation planning and environmental review process.

8. Data in Transportation Planning – incorporate data sharing and consideration into the transportation planning process through developing and advancing data sharing principles among the MPO, state, regional and local agencies.

The BIL also requires MPOs to use at least 2.5% of its planning funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The planning work of the Southeast Metropolitan Planning Organization (SEMPO) will remain in compliance with this set aside requirement and endeavor to consider each of these planning emphasis areas thoughtfully and thoroughly.

Metropolitan Planning Area

As the MPO for the Cape Girardeau – Jackson urbanized area, the Southeast Metropolitan Planning Organization (SEMPO) is responsible for meeting the federal metropolitan planning regulations for the 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, 2022 to June 30, 2023. 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 2022 MISSOURI FEDERAL (CPG) FUNDS	
FY 2021 Ending CPG Balance	\$ 532,094
FY 2022 CPG Allocation (Final)	\$ 170,737
Total FY 2022 CPG Funds Expected to be Expended by 6/30/2021	\$ (196,356)
Total SEMPO FY 2022 Missouri Federal CPG Funds	\$ 506,475
SEMPO FY 2022 MISSOURI FEDERAL (CPG) FUNDS	
FY 2023 CPG Allocation (Estimate)	\$ 170,737
Total Estimated CPG Funds Available for FY 2023 UPWP	\$ 677,313
Total Programmed CPG Funds for FY 2023 UPWP	\$ (177,627)
Remaining Unprogrammed Balance ¹	\$ 499,585

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 2023 ILLINOIS FEDERAL FUNDS	
Federal Revenue Balance Prior to FY 2022	\$ -
Total Estimated Federal Revenue Available for FY 2023 UPWP	\$ 1,831
Total Programmed Federal Funds for FY 2023 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 2023 SUMMARY OF ALLOCATIONS	
CPG (Missouri) ¹	\$ 170,737
Local Match (Missouri) ²	\$ 44,407
Illinois ³	\$ 2,289
Total	\$ 217,433

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 2023 CPG LOCAL MATCH FUNDS		
City of Cape Girardeau	28.60%	\$ 12,385
City of Jackson	28.60%	\$ 12,385
Cape Girardeau County Transit Authority / Southeast Missouri State University ¹	14.30%	\$ 6,193
Cape Girardeau County / Cape Special Road District ²	14.30%	\$ 6,193
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 6,149
TOTAL	100.00%	\$ 43,305

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 2023 Budget

	Missouri CPG (Federal)	Missouri Local Match	Illinois (Federal)	Illinois State Match	Total Cost
Staff Labor - City of Cape Girardeau					
Salaries	\$ 41,303	\$ 10,326	\$ 426	\$ 106	\$ 52,162
Benefits	\$ 14,927	\$ 3,732	\$ 154	\$ 38	\$ 18,852
Subtotal	\$ 56,231	\$ 14,058	\$ 580	\$ 145	\$ 71,013
Consultant Contract - KLG Engineering, LLC					
Program Support	\$ 13,857	\$ 3,464	\$ 143	\$ 36	\$ 17,500
Public Outreach	\$ 3,959	\$ 990	\$ 41	\$ 10	\$ 5,000
Education and Training	\$ 1,980	\$ 495	\$ 20	\$ 5	\$ 2,500
Subtotal	\$ 19,796	\$ 4,949	\$ 204	\$ 51	\$ 25,000
Consultant Contract - Southeast Missouri Regional Planning & Economic Development Commission					
Data Collection and Management	\$ 3,959	\$ 990	\$ 41	\$ 10	\$ 5,000
2024 - 2027 Transportation Improvement Plan (TIP) Update	\$ 31,673	\$ 7,918	\$ 327	\$ 82	\$ 40,000
Transportation Improvement Program Management	\$ 11,878	\$ 2,969	\$ 122	\$ 31	\$ 15,000
Subtotal	\$ 47,510	\$ 11,878	\$ 490	\$ 122	\$ 60,000
Consultant Contract - KLG					
*Public Transit - Human Services Transportation Coordination Plan	\$ 11,878	\$ 2,969	\$ 122	\$ 31	\$ 15,000
Subtotal	\$ 11,878	\$ 2,969	\$ 122	\$ 31	\$ 15,000
Consultant Contract - Data Transfer Solutions, LLC					
TIP Tool Maintenance and Support	\$ 7,918	\$ 1,980	\$ 82	\$ 20	\$ 10,000
Subtotal	\$ 7,918	\$ 1,980	\$ 82	\$ 20	\$ 10,000
Consultant Contract - Lochmueller					
Metropolitan Transportation Plan - Travel Demand Model Update	\$ 3,167	\$ 792	\$ 33	\$ 8	\$ 4,000
Subtotal	\$ 3,167	\$ 792	\$ 33	\$ 8	\$ 4,000
Consultant Contract - TBD					
Metropolitan Transportation Plan Maintenance	\$ 3,959	\$ 990	\$ 41	\$ 10	\$ 5,000
Subtotal	\$ 3,959	\$ 990	\$ 41	\$ 10	\$ 5,000
Consultant Contract -Olsson					
Electric Vehicle Readiness Plan	\$ 15,837	\$ 3,959	\$ 163	\$ 41	\$ 20,000
Subtotal	\$ 15,837	\$ 3,959	\$ 163	\$ 41	\$ 20,000
Other Direct Costs					
Advertising	\$ 792	\$ 198	\$ 8	\$ 2	\$ 1,000
Books/Publications	\$ 198	\$ 49	\$ 2	\$ 1	\$ 250
Copies	\$ 792	\$ 198	\$ 8	\$ 2	\$ 1,000
Liability Insurance	\$ 792	\$ 198	\$ 8	\$ 2	\$ 1,000
Meetings/Conferences	\$ 3,167	\$ 792	\$ 33	\$ 8	\$ 4,000
Office Supplies	\$ 1,980	\$ 495	\$ 20	\$ 5	\$ 2,500
Postage	\$ 238	\$ 59	\$ 2	\$ 1	\$ 300
Printing	\$ 792	\$ 198	\$ 8	\$ 2	\$ 1,000
Training/Education	\$ 1,584	\$ 396	\$ 16	\$ 4	\$ 2,000
Dues and Memberships	\$ 523	\$ 131	\$ 5	\$ 1	\$ 660
Website Hosting	\$ 475	\$ 119	\$ 5	\$ 1	\$ 600
Subtotal	\$ 11,331	\$ 2,833	\$ 117	\$ 29	\$ 14,310
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 177,627	\$ 44,407	\$ 1,831	\$ 458	\$ 224,323

* The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]. FY 2023 2.5% estimate is \$3,563 and is addressed under Work Element 3.8.

Elements of the FY 2023 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 2023 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	\$ 67,209
1.2 Public Outreach	\$ 19,203
1.3 Education and Training	\$ 9,601
Subtotal	\$96,013

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 2026 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 2024 UPWP; prepare and submit FY 2023 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. Administer general services agreements with selected 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 2022 Accomplishments:

- a. Prepared and adopted FY 2023 UPWP (May 2022)
- b. Prepared and submitted all FY2022 UPWP quarterly progress reports, billings, and invoices.
- c. Maintained SEMPO's website to enhance the accessibility of relative planning documentation, event information, and records retention (June 2022)

- d. Prepared Board and TPC 2022 Meeting Schedule (December 2021)
- e. Prepared and submitted prioritized needs list for MoDOT Funding Scenarios (September 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 (October 2021)
- h. Prepared and submitted STIP Project Request List to MoDOT (November 2021)

1.1.5 FY 2023 Work Products (estimated completion dates):

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. Prepare and submit for approval FY 2024 UPWP (May 2023)
- c. FY 2023 UPWP progress reports (submitted quarterly)
- d. Amend FY 2023 UPWP as necessary
- e. Prepare and adopt a Public Transit - Human Services Transportation Coordination Plan (May 2023)
- f. Administer General Services Agreement for Contract Professional Services for 2022 – 2027 (ongoing)

1.1.6 Budget: \$67,209 (\$52,162 SEMPO Staff + \$17,500 KLG Engineering, LLC)

Total Cost	\$ 67,209
Missouri CPG (Federal)	\$ 53,219
Missouri Local Match	\$ 13,305
Illinois (Federal)	\$ 549
Illinois State Match	\$ 137

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 2022 Accomplishments:

- a. Held Public Hearing on FY 2023 Unified Planning Work Program (UPWP) and released for public comment (April 2022)
- b. Held Public Hearing on 2021 – 2045 Metropolitan Transportation Plan (MTP) Amendment No. 1 and released for public comment (September 2021)
- c. Released FY 2020 – 2023 TIP Amendment No. 8, Amendment No. 9, Amendment No. 10, and Amendment No. 11 for public comment (July 2021, December 2021, January 2022, and February 2022)
- d. Posted draft planning documents for public comment in accordance with Public Participation Plan
- e. Released for public comment Title VI Program (April 2022)
- f. Reviewed Public Participation Plan for any necessary updates (June 2022)

1.2.5 FY 2023 Work Products (estimated completion dates):

- a. Release for public comment Public Transit - Human Services Transportation Coordination Plan (March 2023)
- b. Conduct public outreach activities via SEMPO website, postings in public buildings, legal advertisements, public input sessions, etc. (ongoing)
- c. Review Public Participation Plan to determine if an update is necessary (June 2023)

1.2.6 Budget: \$19,203 (\$14,203 SEMPO Staff + \$5,000 KLG Engineering, LLC)

Total Cost	\$ 19,203
Missouri CPG (Federal)	\$ 15,205
Missouri Local Match	\$ 3,801
Illinois (Federal)	\$ 157
Illinois State Match	\$ 39

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 2022 Accomplishments:

- a. Attended FHWA Virtual Public Input Conference (July 2021)
- b. Attended Missouri Active Transportation Summit (August 2021)
- c. Attended MoDOT State Rail and Freight Committee Session (August 2020)
- d. Missouri's 2020 Highway Safety & Traffic Virtual Conference (September 2021)
- e. Attended FHWA Performance Target Setting and Reporting Training (January 2022)
- f. Attended FHWA Evolution of Public Involvement MPO Perspective (February 2022)
- g. Attended USDOT How To Compete For RAISE Transportation Discretionary Grants (February 2022)
- h. Attended MoDOT Statewide Planning Partners Conference (February 2022)
- i. Attended Chamber Transportation Committee Summit (February 2022)
- j. Attended MoDOT Statewide Planning Partner Conference Calls (FY 2022)
- k. Participated in monthly MAP-21/FAST Act/Performance Management conference calls hosted by MoDOT (FY 2022)

1.3.5 FY 2023 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: \$9,601 (\$7,101 SEMPO Staff + \$2,500 KLG Engineering,

LLC)	
Total Cost	\$ 9,601
Missouri CPG (Federal)	\$ 7,603
Missouri Local Match	\$ 1,901
Illinois (Federal)	\$ 78
Illinois State Match	\$ 20

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:

- a. Coordinate with MoDOT, IDOT, Bootheel Regional Planning Commission, and other agencies in obtaining data for the SEMPO MPA.
- 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 MPA.
- d. Maintain an inventory of multi-modal transportation facilities and services within the SEMPO MPA 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 2022 Accomplishments:

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

2.1.5 FY 2023 Work Products (estimated completion dates):

- a. 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)	\$ 3,959
Missouri Local Match	\$ 990
Illinois (Federal)	\$ 41
Illinois State Match	\$ 10

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	\$ 20,000
3.2 Performance Management	-
3.3 MTP Maintenance	\$ 5,000
3.4 MTP Travel Demand Model Update	\$4,000
3.5 Transportation Improvement Program (TIP) 2024 – 2027 Update	\$40,000
3.6 Transportation Improvement Program (TIP) Management	\$15,000
3.7 Transportation Improvement Program (TIP) Tool Maintenance and Support	\$10,000
3.8 Public Transit – Human Services Transportation Coordination Plan (PT-HSTCP)	\$15,000
3.9 Air Quality Planning	-
3.10 Broadway Street Signal Operations Study – TEAP 060	-
Subtotal	\$109,000

3.1 Electric Vehicle Readiness Plan cont...

3.1.1 Lead Agency: SEMPO via consulting contract (Olsson)

3.1.2 Objective: In FY2022, SEMPO undertook the development of an Electric Vehicle Readiness Plan. The plan is on schedule to be adopted in early FY2023 with anticipated adoption in September 2022. 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
- b. Assist with partnering firm in the development of the plan and public engagement
- c. Adopt the final plan

3.1.4 FY 2022 Accomplishments:

- a. Conducted two Request For Proposal solicitations

- b. Entered into a Professional Services Agreement with Olsson Engineering
- c. Engaged in stakeholder outreach and conducted records and data collection
- d. Reviewed Draft Electric Vehicle Readiness Plan

3.1.5 FY 2023 Work Products (estimated completion dates):

- a. SEMPO will assist in finalizing the draft plan and approve the final plan (adoption September 2022)

3.1.6 Budget (for contract work):

Total Cost	\$ 20,000
Missouri CPG (Federal)	\$ 15,837
Missouri Local Match	\$ 3,959
Illinois (Federal)	\$ 163
Illinois State Match	\$ 41

3.2 Performance Management

3.2.1 Lead Agency: SEMPO staff

3.2.2 Objective: 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 staff with as needed assistance via general service agreements with transportation planning agencies

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 2022 Accomplishments:

a. Approved 2021 – 2045 MTP Amendment No. 1 on September 15, 2021

3.3.5 FY 2023 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)	\$ 3,959
Missouri Local Match	\$ 990
Illinois (Federal)	\$ 41
Illinois State Match	\$ 10

3.4 Metropolitan Transportation Plan – Travel Demand Modeling

3.4.1 Lead Agency: SEMPO via consulting contract with Lochmueller Group

3.4.2 Objective:

The 2021-2045 Metropolitan Transportation Plan (MTP) was adopted by the Board of Directors on April 21, 2021. 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.

Included in the MTP is a Travel Demand Model (TDM) and Scenario Analysis of the major transportation routes within the SEMPO MPA. The model provides an essential transportation planning tool for evaluating system performance through the detailed analysis of travel supply (e.g., roadways) and demand (trips). As growth occurs and travel patterns evolve within SEMPO's MPA, periodic updates to the TDM may be required. SEMPO has an agreement with Lochmueller Group to conduct an update to the TDM on an as needed basis. The budget number below reflects the cost to update the TDM if SEMPO determines it necessary.

3.4.3 Program Activities:

- a. Monitor Travel Demand Model to determine if update is required.

3.4.4 FY 2023 Work Products (estimated completion dates):

- a. Update Travel Demand Model as necessary (June 2023)

3.4.5 Budget (for contracted work):

Total Cost	\$ 4,000
Missouri CPG (Federal)	\$ 3,167
Missouri Local Match	\$ 792
Illinois (Federal)	\$ 33
Illinois State Match	\$ 8

3.5 Transportation Improvement Program (TIP) 2024 – 2027 Update

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 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. The next TIP update will be for fiscal years 2024 – 2027.

3.5.3 Program Activities:

- a. Develop and adopt FY 2024-2027 TIP
- b. Make amendments and administrative modifications to FY 2024-2027 TIP as necessary.
- c. SEMPO and MoDOT Self 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).

3.5.4 FY 2023 Work Products (estimated completion dates):

- a. Prepare and adopt the FY 2024-2027 Transportation Improvement Plan (TIP) Update
- b. SEMPO and MoDOT Self Certification of the transportation planning process for compliance with federal, state, and local laws.

3.5.5 Budget (for contracted work):

Total Cost	\$ 40,000
Missouri CPG (Federal)	\$ 31,673
Missouri Local Match	\$ 7,918
Illinois (Federal)	\$ 327
Illinois State Match	\$ 82

3.6 Transportation Improvement Program (TIP) Management

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

3.6.2 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 3.2.

3.6.3 Program Activities:

- a. Make amendments and administrative modifications to FY 2020-2023 TIP as necessary.
- b. Incorporate annual transit Program of Projects public participation activities into the TIP public participation activities.
- c. Include public outreach in the TIP process in accordance with the Public Participation Plan (PPP).

3.6.4 FY 2022 Accomplishments:

- a. Prepared and approved FY 2020-2023 TIP Amendment No. 8 (July 2021) Amendment No. 9 (November 2021) Amendment No. 10 (January 2022) and Amendment No. 11 (February 2022)
- b. Development of the FY 2021 Annual Listing of Projects (ALOP)

3.6.5 FY 2023 Work Products (estimated completion dates):

- a. FY 2020-2023 TIP Amendments and Administrative Modifications (as necessary)
- b. FY 2024-2027 TIP Amendments and Administrative Modifications (as necessary)
- c. Development of the FY 2022 Annual Listing of Projects (ALOP)

3.6.6 Budget (for contracted work):

Total Cost	\$ 15,000
Missouri CPG (Federal)	\$ 11,878
Missouri Local Match	\$ 2,969
Illinois (Federal)	\$ 122
Illinois State Match	\$ 31

3.7 Transportation Improvement Program (TIP) Tool Maintenance and Support

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

3.7.2 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.

3.7.3 Program Activities:

- a. TIP tool maintenance and support

3.7.4 FY 2022 Accomplishments:

- a. Published TIP Amendments No. 8, Amendment No. 9, Amendment No. 10, Amendment No. 11 on TIP reporting portal for public consumption.

3.7.5 Budget (for contracted work):

Total Cost	\$ 10,000
Missouri CPG (Federal)	\$ 7,918
Missouri Local Match	\$ 1,980
Illinois (Federal)	\$ 82
Illinois State Match	\$ 20

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

3.8.1 Lead Agency: SEMPO staff with support via consulting contract with KLG Engineering

3.8.2 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.

3.8.3 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.

3.8.4 FY 2023 Work Products (estimated completion dates)

- a. PT-HSTCP (May 2023)

3.8.5 Budget (for contracted work):

Total Cost	\$	15,000
Missouri CPG (Federal)	\$	8,315
*2.5% PL Set-aside	\$	3,563
Missouri Local Match	\$	2,969
Illinois (Federal)	\$	122
Illinois State Match	\$	31

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 2022; 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)

3.10 Broadway Street Signal Operations Study – TEAP060

3.10.1 Lead Agency: City of Cape Girardeau

3.10.2 Objective:

The Traffic Engineering Assistance Program (TEAP) is a federally funded program that allows local public agencies (LPAs) to receive engineering assistance for studies pertaining to traffic engineering problems on public roads that are not a part of the state system. In October 2021, the City of Cape Girardeau was awarded TEAP funds for a Broadway Street Signal Operations Study. The City will hire a consultant conduct the study and make recommendations for improving traffic flow and safety in this corridor. The study will serve as a resource for City officials in planning and programming transportation improvements along the corridor.

3.10.3 Program Activities:

- a. Collect data
- b. Corridor safety and operational analysis
- c. Intersection safety and operational analysis
- d. Pedestrian safety an operational analysis
- e. Prepare report with recommendations

3.10.4 Work Products:

- a. Broadway Street Signal Operations Study

3.10.5 Total Cost:	\$ 23,000
Missouri TEAP (Federal)	\$ 12,000
Missouri Local Match (City)	\$ 11,000

** - Not included in SEMPO financial tables. Funds were awarded directly to the City of Cape Girardeau.

Attachments

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



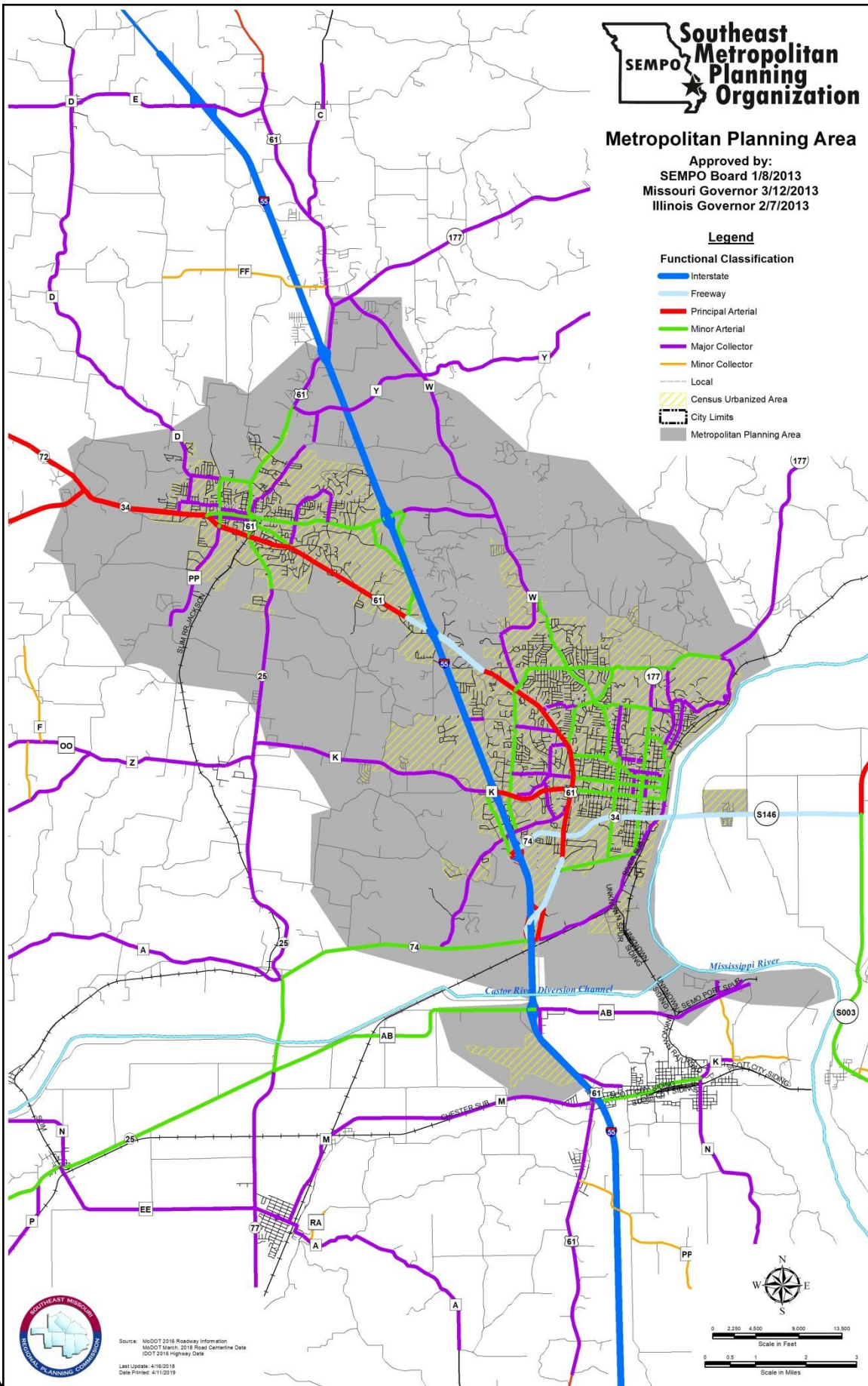
Metropolitan Planning Area

Approved by:
SEMPO Board 1/8/2013
Missouri Governor 3/12/2013
Illinois Governor 2/7/2013

Legend

Functional Classification

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



Source: MCDOT 2016 Roadway Information
MCDOT March 2016 Road Centerline Data
IDOT 2016 Highway Data
Last Update: 4/16/2016
Date Printed: 4/11/2016

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 (0.07 FTE)

Administrative Coordinator (0.02 FTE)

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2022-XX

**A RESOLUTION ADOPTING THE
FY 2023 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 2023 Unified Planning Work Program has been prepared in accordance with the federal regulations; and

WHEREAS, the FY 2023 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 2023 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 2023 Unified Planning Work Program as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 18th DAY OF MAY, 2022.

Jeremy Tanz, Vice Chairman

ATTEST:

Alex McElroy, Executive Director