

UPWP 2023 - 2024

Effective

July 1, 2023 – June 30, 2024



SEMPPO

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

"Serving the Transportation Needs of the Southeast Missouri Region"

FY 2024 Unified Planning Work Program

Cape Girardeau – Jackson Urbanized Area

Adopted
April 19, 2023



Southeast Metropolitan Planning Organization
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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 ensure 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 FLMA's 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 FLMA's 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.

Required MPO Plans and Documents

Table 1: Timeline for updating required MPO plans and documents

Fiscal Year	Qtr	MTP	TIP	UPWP	PT-HSTCP	Title VI	LAP	PPP
2023	1 CY23							
	2 CY23							
	3 CY24							
	4 CY24							
2024	1							
	2							
	3							
	4							
2025	1							
	2							
	3							
	4							
2026	1							
	2							
	3							
	4							
2027	1							
	2							
	3							
	4							
2028	1							
	2							
	3							
	4							
2029	1							
	2							
	3							
	4							

Fiscal Year: Q1 July – September; **Q2** October – December; **Q3** January – March; **Q4** April – June

MTP – Metropolitan Transportation Plan
TIP – Transportation Improvement Plan
UPWP – Unified Planning Work Program
PT-HSTCP – Public Transit – Human Services
Transportation Coordination Plan
Title VI – Title VI of the Civil Rights Act of 1964
LAP – Language Assistance Plan
PPP – Public Participation Plan

Approved April 2021 (Expires April 2026)
Expires June 2023 (update every 2 years)
Approved April 2022 (Expires June 2023)
Anticipated approval June 2023 (Expires June 2028)
Approved June 2022 (Expires June 2025)
Approved June 2022 (Expires June 2025)
Expires June 2025

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, 2023 to June 30, 2024. 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. In accordance with the Bipartisan Infrastructure Law, MPOs are also required 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.

Tables 2 through 6 on the following pages contain SEMPO's funding and budget information.

Table 2: Available Federal Revenue (Missouri)

SEMPO FY 2023 MISSOURI FEDERAL Consolidated Planning Grant (CPG) FUNDS	
FY 2022 Ending CPG Balance	\$ 527,457
FY 2023 CPG Allocation (Final)	\$ 176,976
Total FY 2023 CPG Funds Expected to be Expended by 6/30/2023	\$ (151,623)
Total SEMPO FY 2023 Missouri Federal CPG Funds	\$ 552,810
SEMPO FY 2024 MISSOURI FEDERAL (CPG) FUNDS	
FY 2024 CPG Allocation (Estimate)	\$ 176,976
Total Estimated CPG Funds Available for FY 2024 UPWP	\$ 729,786
Total Programmed CPG Funds for FY 2024 UPWP	\$ (221,175)
Remaining Unprogrammed Balance ¹	\$ 508,611

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 3: Available Federal Revenue (Illinois)

SEMPO FY 2024 ILLINOIS FEDERAL FUNDS	
Federal Revenue Balance Prior to FY 2024	\$ -
Total Estimated Federal Revenue Available for FY 2024 UPWP	\$ 52,190
Total Programmed Federal Funds for FY 2024 UPWP	\$ (52,190)
Remaining Unprogrammed Balance ¹	\$ -

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

Table 4: Summary of Total Available Federal, State, and Local Revenue

SEMPO FY 2024 SUMMARY OF ALLOCATIONS	
CPG (Missouri) ¹	\$ 176,976
Local Match (Missouri) ²	\$ 55,294
Illinois ³	\$ 65,237
Total	\$ 297,507

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

2 – Represents the amount to be collected in FY 2024. 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. In FY2024, SEMPO will receive a higher than normal allotment of PL funds from Illinois due to an Illinois distribution policy of unspent PL funds for MPOs.

Table 5: CPG Local Match Funding Sources (Missouri)

SEMPO FY 2024 CPG LOCAL MATCH FUNDS		
City of Cape Girardeau	28.60%	\$ 15,814
City of Jackson	28.60%	\$ 15,814
Cape Girardeau County Transit Authority / Southeast Missouri State University ¹	14.30%	\$ 7,907
Cape Girardeau County / Cape Special Road District ²	14.30%	\$ 7,907
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 7,852
Total	100.00%	\$ 55,294

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 6: SEMPO FY 2024 Budget

SEMPO FY 2024 BUDGET					
	Missouri CPG (Federal)	Missouri Local Match	Illinois (Federal)	Illinois State Match	Total Cost
Staff Labor - City of Cape Girardeau					
Salaries	\$ 36,151	\$ 9,038	\$ 8,530	\$ 2,133	\$ 55,851
Benefits	\$ 13,913	\$ 3,478	\$ 3,283	\$ 821	\$ 21,495
Subtotal	\$ 50,064	\$ 12,516	\$ 11,813	\$ 2,953	\$ 77,346
Consultant Contract - KLG Engineering, LLC					
Program Support	\$ 11,327	\$ 2,832	\$ 2,673	\$ 668	\$ 17,500
Public Outreach	\$ 3,236	\$ 809	\$ 764	\$ 191	\$ 5,000
Education and Training	\$ 1,618	\$ 405	\$ 382	\$ 95	\$ 2,500
Subtotal	\$ 16,182	\$ 4,045	\$ 3,818	\$ 955	\$ 25,000
Consultant Contract - Southeast Missouri Regional Planning & Economic Development Commission					
Data Collection and Management	\$ 12,945	\$ 3,236	\$ 3,055	\$ 764	\$ 20,000
Transportation Improvement Program Management	\$ 9,709	\$ 2,427	\$ 2,291	\$ 573	\$ 15,000
Subtotal	\$ 22,654	\$ 5,664	\$ 5,346	\$ 1,336	\$ 35,000
Consultant Contract - (TBD)					
Origin and Destination Study Research & Analytics Tool Investment	\$ 9,709	\$ 2,427	\$ 2,291	\$ 573	\$ 15,000
Subtotal	\$ 9,709	\$ 2,427	\$ 2,291	\$ 573	\$ 15,000
Consultant Contract - (TBD)					
TIP Tool Deployment	\$ 12,945	\$ 3,236	\$ 3,055	\$ 764	\$ 20,000
Subtotal	\$ 12,945	\$ 3,236	\$ 3,055	\$ 764	\$ 20,000
Consultant Contract - Lochmueller					
Metropolitan Transportation Plan - Travel Demand Model Update	\$ 2,589	\$ 647	\$ 611	\$ 153	\$ 4,000
Subtotal	\$ 2,589	\$ 647	\$ 611	\$ 153	\$ 4,000
Consultant Contract - TBD					
*SEMPO Region Trail Connection Study	\$ 80,908	\$ 20,227	\$ 19,092	\$ 4,773	\$ 125,000
Subtotal	\$ 80,908	\$ 20,227	\$ 19,092	\$ 4,773	\$ 125,000
Consultant Contract - TBD					
Intersection Studies	\$ 16,829	\$ 4,207	\$ 3,971	\$ 993	\$ 26,000
Subtotal	\$ 16,829	\$ 4,207	\$ 3,971	\$ 993	\$ 26,000
Other Direct Costs					
Advertising	\$ 647	\$ 162	\$ 153	\$ 38	\$ 1,000
Books/Publications	\$ 194	\$ 49	\$ 46	\$ 11	\$ 300
Copies	\$ 647	\$ 162	\$ 153	\$ 38	\$ 1,000
Liability Insurance	\$ 647	\$ 162	\$ 153	\$ 38	\$ 1,000
Meetings/Conferences	\$ 2,589	\$ 647	\$ 611	\$ 153	\$ 4,000
Office Supplies	\$ 1,618	\$ 405	\$ 382	\$ 95	\$ 2,500
Postage	\$ 194	\$ 49	\$ 46	\$ 11	\$ 300
Printing	\$ 647	\$ 162	\$ 153	\$ 38	\$ 1,000
Training/Education	\$ 1,295	\$ 324	\$ 305	\$ 76	\$ 2,000
Dues and Memberships	\$ 427	\$ 107	\$ 101	\$ 25	\$ 660
Website Hosting	\$ 388	\$ 97	\$ 92	\$ 23	\$ 600
Subtotal	\$ 9,295	\$ 2,324	\$ 2,193	\$ 548	\$ 14,360
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 221,175	\$ 55,294	\$ 52,190	\$ 13,047	\$ 341,706

* 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 2024 2.5% estimate is \$4,424 and is addressed under **Work Element 3.5**.

Elements of the FY 2024 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 7: Program Administration and Support

1.1 Program Support	\$ 71,642
1.2 Public Outreach	\$ 20,469
1.3 Education and Training	\$ 10,235
Subtotal	\$102,346

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 2025 UPWP; prepare and submit FY 2024 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 2023 Accomplishments:

- a. Prepared and adopted FY 2024 UPWP (May 2023)
- b. Prepared and submitted all FY2023 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 2023).

- d. Prepared Board and TPC 2023 Meeting Schedule (December 2022)
- e. Prepared and submitted prioritized needs list for MoDOT Funding Scenarios (September 2022)
- 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 (November 2022)
- h. Prepared and submitted STIP Project Request List to MoDOT (November 2022)

1.1.5 FY 2024 Work Products (estimated completion dates):

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. Prepare and submit for approval FY 2025 UPWP (May 2024)
- c. FY 2024 UPWP progress reports (submitted quarterly)
- d. Amend FY 2024 UPWP as necessary
- e. Administer General Services Agreement for Contract Professional Services for 2022 – 2027 (ongoing)

1.1.6 Budget: \$71,642 (\$54,142 SEMPO Staff + \$17,500 KLG Engineering, LLC)

Total Cost	\$ 71,642
Missouri CPG (Federal)	\$ 46,372
Missouri Local Match	\$ 11,593
Illinois (Federal)	\$ 10,942
Illinois State Match	\$ 2,736

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 2023 Accomplishments:

- a. Held Public Hearing on FY 2024 Unified Planning Work Program (UPWP) and released for public comment (April 2023)
- b. Held Public Hearing on Title VI Plan Update (October 2022)
- c. Held Public Meeting on 2024 – 2027 Transportation Improvement Plan (November 2022)
- d. Released FY 2020 – 2023 TIP Amendment No. 12, Amendment No. 13, and Amendment No. 14 for public comment (August 2022, October 2022, and December 2022)
- e. Posted draft planning documents for public comment in accordance with Public Participation Plan
- f. Released Draft Electric Vehicle Readiness Plan for Public Comment (October 2022)
- g. Reviewed Public Participation Plan for any necessary updates (June 2023)
- h. Issued “SEMPO News and Information” monthly e-newsletter to 100+ subscribers and post on website for review (ongoing)

1.2.5 FY 2024 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)
- d. Issue “SEMPO News and Information” monthly e-newsletter to subscriber list and post on SEMPO website for review (ongoing)

1.2.6 Budget: \$20,469 (\$15,469 SEMPO Staff + \$5,000 KLG Engineering, LLC)

Total Cost	\$ 20,469
Missouri CPG (Federal)	\$ 13,249
Missouri Local Match	\$ 3,312
Illinois (Federal)	\$ 3,126
Illinois State Match	\$ 782

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 2023 Accomplishments:

- a. Attended Traffic Records Coordination Meeting (July 2022)
- b. Attended Active Transportation Summit (August 2022)
- c. Attended Carbon Reduction Program Meeting (September 2022)
- d. Attended Active Transportation & Visualization Meeting (September 2022)
- e. Attended Highway Safety Coalition Meeting (September 2022)
- f. Attended MDOT Equity and Walkability: Improving Pedestrian Infrastructure in Underserved Neighborhoods (October 2022)
- g. Attended Southeast Coalition for Roadway Safety Meeting (October 2022)
- h. Attended Joint DOT-HUD Thriving Communities Program Overview for Prospective Technical Assistance Providers (October 2022)
- i. Attended Illinois Traffic Records Coordination Meeting (October 2022)
- j. Attended a Creating Policy for Electric Vehicle Infrastructure Training (October 2022)
- k. Attended a District 9 Freight Forum (November 2022)
- l. Assisted in coordinating a Southeast Missouri Transportation & Economic Development Regional Meeting (November 2022)
- m. Presented at the Missouri Highway Commission Meeting (November 2022)
- n. Attended MoDOT Statewide Planning Partners Conference (February 2023)

- o. Attended MoDOT Statewide Planning Partner Conference Calls (FY 2023)
- p. Participated in monthly MAP-21/FAST Act/Performance Management conference calls hosted by MoDOT (FY 2023)

1.3.5 FY 2024 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. Attend State and Federal transportation training events and seminars
- d. Continue membership with the Association of Metropolitan Planning Organizations (AMPO)
- e. Participate in MoDOT's statewide planning partner activities

1.3.6 Budget: \$10,235 (\$7,735 SEMPO Staff + \$2,500 KLG Engineering, LLC)

Total Cost	\$ 10,235
Missouri CPG (Federal)	\$ 6,625
Missouri Local Match	\$ 1,656
Illinois (Federal)	\$ 1,563
Illinois State Match	\$ 391

2.0 Data Collection and Management

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

Table 8: Data Collection and Management

2.1 Data Collection and Management	\$ 20,000
Subtotal	\$ 20,000

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 2023 Accomplishments:

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

2.1.5 FY 2024 Work Products (estimated completion dates):

- a. Databases and maps containing demographic, socioeconomic, land use, traffic, and other data for SEMPO MPA (ongoing).
- b. Conduct a GIS Audit of current interactive maps, mapping data, and current uses of GIS information. Develop a plan to expand GIS information, analyze existing planning documents for potential GIS application, consider existing planning efforts and how work products may benefit from GIS based mapping, and enhance the amount of interactive maps available for public review and edification (June 2024).

2.1.6 Budget (for contracted work):

Total Cost	\$ 20,000
Missouri CPG (Federal)	\$ 12,945
Missouri Local Match	\$ 3,236
Illinois (Federal)	\$ 3,055
Illinois State Match	\$ 764

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 9: Transportation Planning

Transportation Planning Work Elements Completed in FY 2023	
Electric Vehicle Readiness Plan	
Public Transit – Human Services Transportation Coordination Plan	
2024 – 2027 Transportation Improvement Plan	
Broadway Street Signal Operations Study - TEAP 060	
East Main Street Corridor Pedestrian Safety Study - TEAP 073	
Transportation Planning Work Elements for FY 2024	
	UPWP Budget
3.1 Comprehensive Safety Action Plan	-
3.2 Performance Management	-
3.3 MTP Maintenance	-
3.4 MTP Travel Demand Model Update	\$4,000
3.5 SEMPO Region Trail Connection	\$125,000

3.6 Transportation Improvement Program (TIP) Management	\$15,000
3.7 Transportation Improvement Program (TIP) Tool Deployment	\$20,000
3.8 Origin and Destination Study	\$15,000
3.9 Intersection Studies	\$26,000
3.10 Air Quality Planning	-
Subtotal	\$205,000

3.1 Comprehensive Safety Action Plan

3.1.1 Lead Agency: SEMPO via consulting contract (TBD)

3.1.2 Objective: In July 2022, SEMPO submitted an application to the US DOT's Safe Streets and Roads for All (SS4A) competitive grant program seeking funds to assist in the development of a Comprehensive Safety Action Plan. In February 2023, SEMPO was notified by the US DOT of the SS4A grant award in the amount of \$160,000. SEMPO will utilize the grant award to develop a Comprehensive Safety Action Plan which satisfies Action Plan requirements under the Safe Streets and Roads for All (SS4A) grant program authorized by the Bipartisan Infrastructure Law. The purpose of SS4A grant is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators. Once completed, the Comprehensive Safety Action Plan will allow SEMPO member entities to apply for Implementation (capital construction) discretionary grant funds through the Safe Streets and Roads for All initiative.

3.1.3 Program Activities:

- a. Draft RFQ to solicit professional consultant to assist in the development of the Comprehensive Safety Action Plan
- b. Assist with partnering firm in the development of the plan and public engagement
- c. Ensure the Comprehensive safety Action Plan satisfies the federal requirements outlined within the Safe Streets and Roads for All grant program
- d. Adopt the final plan

3.1.4 FY 2023 Accomplishments:

- a. Composed grant application for the SS4A grant program
- b. Awarded SS4A grant funds through a competitive selection process

3.1.5 FY 2024 Work Products (estimated completion dates):

- a. SEMPO will assist in developing and finalizing the draft plan and approve the final plan (adoption June 2024)

3.1.6 Budget (for contract work):

Total Cost	\$ 200,000
USDOT SS4A Program (Federal)	\$ 160,000
Missouri Local Match (SEMPO)	\$ 40,000

** - Not included in SEMPO financial tables. Funds were awarded directly to the Southeast Metropolitan Planning Organization and are not included within the Consolidated Planning Agreement for Federal planning funds (PL).

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. On December 21, 2022 SEMPO passed a resolution supporting the performance targets set by MoDOT and IDOT for PM(1), PM(2), PM(3), and Transit. 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

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 2023 Accomplishments:

- a. Initiated practice of linking MTP Goals to SEMPO agenda items.
- b. Monitored and reviewed 2021 – 2045 MTP for necessary amendments.

3.3.5 FY 2024 Work Products (estimated completion dates):

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

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 Accomplishments:

- a. Monitored and reviewed Travel Demand Model for any necessary updates (June 2023)

3.4.5 FY 2024 Work Products (estimated completion dates):

- a. Update Travel Demand Model as necessary (June 2024)

3.4.6 Budget (for contracted work):

Total Cost	\$ 4,000
Missouri CPG (Federal)	\$ 2,598

Missouri Local Match	\$	647
Illinois (Federal)	\$	611
Illinois State Match	\$	153

3.5 SEMPO Region Trail Connection Study

3.5.1 Lead Agency: SEMPO via consulting contract (TBD)

3.5.2 Objective: Through public outreach and engagement activities, a desire for more pedestrian and bicycle infrastructure connecting the cities of Jackson and Cape Girardeau was identified as a priority amongst community members in the SEMPO planning area. In previous unfunded needs planning scenarios, SEMPO members have identified a trail connection between the two cities as a top tier multi-modal project for the region. A study is desired to analyze the connection and alignment options for pedestrian and bicycle infrastructure enhancing mobility between the two municipalities.

3.5.3 Program Activities:

- a. Define project scope, goals, and expected deliverables.
- b. Solicit consultants to partner in the development of the project.
- c. Establish a subcommittee for plan development oversight.
- d. Ensure public outreach and engagement efforts align with the Public Participation Plan (PPP).
- e. Review draft plan and release for public comment
- f. Adopt final Jackson-Cape Trail Connection Study

3.5.4 FY 2024 Work Products (estimated completion dates):

- a. Prepare and adopt the Jackson-Trail Connection Study
- b. Utilize study findings and options to seek potential funding opportunities

3.5.5 Budget (for contracted work):

Total Cost	\$ 125,000
Missouri CPG (Federal)	\$ 76,484
*2.5% PL Set-aside	\$ 4,424
Missouri Local Match	\$ 20,227
Illinois (Federal)	\$ 19,092
Illinois State Match	\$ 4,773

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 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 2024-2027 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 2023 Accomplishments:

- a. Prepared and approved FY 2020-2023 TIP Amendment No. 12 (August 2022), Amendment No. 13 (October 2022), and Amendment No. 14 (December 2022)
- b. Adopted FY 2024-2027 TIP (June 2023)
- c. Development of the FY 2022 Annual Listing of Projects (ALOP)

3.6.5 FY 2024 Work Products (estimated completion dates):

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

3.6.6 Budget (for contracted work):

Total Cost	\$ 15,000
Missouri CPG (Federal)	\$ 9,709
Missouri Local Match	\$ 2,427
Illinois (Federal)	\$ 2,291
Illinois State Match	\$ 573

3.7 Transportation Improvement Program (TIP) Tool Deployment

3.7.1 Lead Agency: SEMPO via consulting contract (TBD)

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 maintenance and service agreement will expire in 2023. TIP Tool software has advanced in mapping functionality, reporting capabilities, and permission level authorization technologies significantly over the past five years. SEMPO will explore alternative TIP Tool software options and seek to either renew the expiring service agreement or select a new TIP Tool vendor.

3.7.3 Program Activities:

- a. TIP tool maintenance and support

3.7.4 FY 2023 Accomplishments:

- a. Published TIP Amendments No. 12, Amendment No. 13, and Amendment No. 14 on TIP reporting portal for public review.

3.7.5 FY 2024 Work Products (estimated completion dates):

- a. Solicit TIP Tool vendors and evaluate desired platform with preferred functionality and user interface

3.7.6	Budget (for contracted work):	
	Total Cost	\$ 20,000
	Missouri CPG (Federal)	\$ 12,945
	Missouri Local Match	\$ 3,236
	Illinois (Federal)	\$ 3,055
	Illinois State Match	\$ 764

3.8 Origin and Destination Analytics Tool Research & Investment

3.8.1 Lead Agency: SEMPO staff with support via consulting contract (TBD)

3.8.2 Objective: An Origin and Destination Study is used to determine traffic travel patterns within a defined area of interest for a select time and purpose (e.g. work, entertainment, shopping, etc.). Origin and Destination studies look at where travelers are coming from, where they are going, why people are traveling, when the trips occur, and what modes of transportation they are traveling. SEMPO members have expressed an interest in learning more about the development of such a study and its potential benefits to the SEMPO planning area. Research into analytical tools to assist in the data collection necessary to perform an Origin and Destination study will be undertaken by SEMPO staff. The budget line item is for the potential investment into an analytical tool to learn more about the capabilities and cross-applications for future studies.

3.8.3 Program Activities

- a. Research Origin and Destination Studies performed by peer MPOs
- b. Research analytical tools with the capability of capturing and collecting desired data
- c. Identify cross-application capabilities for future studies
- d. Solicit vendors for desired analytical tool
- e. Establish a subcommittee for evaluating proposals and specifications of analytical tools identified in solicitation
- f. Consider investment into project specific or 12 month subscription of the desired analytical tool

3.8.4 FY 2024 Work Products (estimated completion dates)

- a. Research of Origin and Destination Studies
- b. Identify desired analytical tool capabilities and functionality
- c. Solicit vendors for proposals
- d. Consider investment in desired analytical tool

3.8.5 Budget (for contracted work):

Total Cost	\$ 15,000
Missouri CPG (Federal)	\$ 9,709
Missouri Local Match	\$ 2,427
Illinois (Federal)	\$ 2,291
Illinois State Match	\$ 573

3.9 Intersection Studies

3.9.1 Lead Agency: SEMPO staff with support via consulting contract (TBD)

3.9.2 Objective: More than 50 percent of the combined total of fatal and injury crashes occur at or near intersections. To enhance public safety and efficiency in SEMPO's roadway systems, Intersection Studies have been identified as a priority in advancing the goals outlined in the Metropolitan Transportation Plan and fiscal year priorities. Modern day intersection safety and design research has led to the development and successful deployment of innovative intersection and interchange designs, including the modern roundabout, mini-roundabout, continuous flow intersections, restricted crossing U-turn intersections, and diverging diamond interchanges. SEMPO seeks to analyze priority intersections and identify options for increasing the safety and efficiency of its roadway systems.

3.9.3 Program Activities:

- a. Identify priority intersections to be analyzed within the SEMPO Metropolitan Planning Area (MPA)
- b. Solicit consultants to partner in the development of the project.
- c. Review draft study and issue review comments
- d. Synthesize study findings and share information with member entities and the general public

3.9.4 FY 2024 Work Products (estimated completion dates)

- a. Prepare and approve Intersection Studies
- b. Utilize study findings to assist in future investments

3.9.5 Budget (for contracted work):

Total Cost	\$	26,000
Missouri CPG (Federal)	\$	16,829
Missouri Local Match	\$	4,207
Illinois (Federal)	\$	3,971
Illinois State Match	\$	993

3.10 Air Quality Planning

3.10.1 Lead Agency: SEMPO staff

3.10.2 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 FY2024 (June 30, 2023 – July 1, 2024); however, this situation could change in future years.

3.10.3 Program Activities:

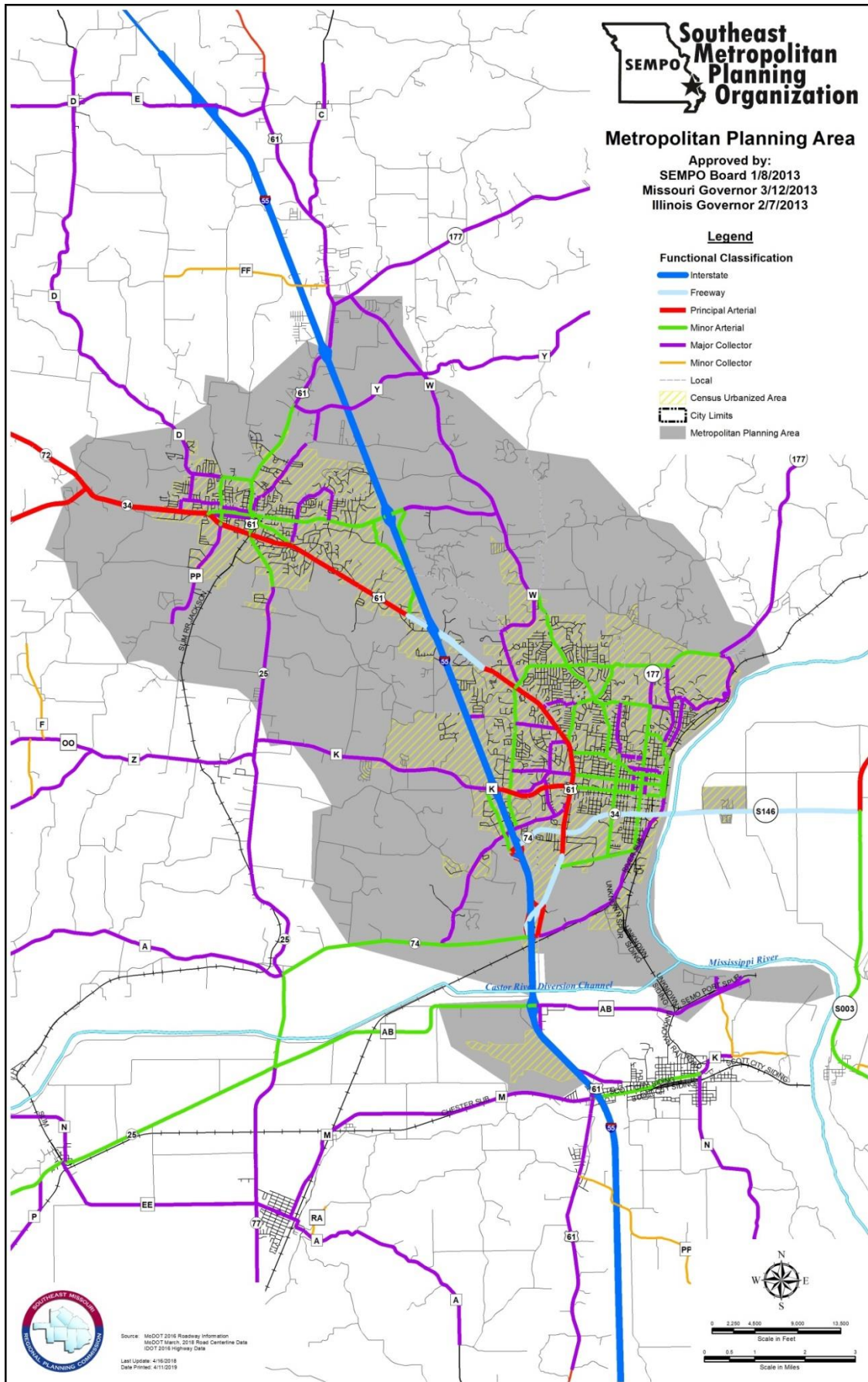
- a. Monitor the ongoing discussions about possible non-attainment status for the Cape Girardeau/Jackson Urbanized Area and work with EPA, MoDOT, FHWA, FTA and other agencies to revise MPO plans, reports and processes so the Cape Girardeau/Jackson Urbanized Area is in compliance with air quality regulations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

3.10.4 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 (0.07 FTE)

Administrative Coordinator (0.02 FTE)

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2023-01

**A RESOLUTION ADOPTING THE
FY 2024 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

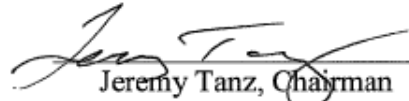
WHEREAS, the FY 2024 Unified Planning Work Program has been prepared in accordance with the federal regulations; and

WHEREAS, the FY 2024 Unified Planning Work Program has been presented to the public for review and comment; and

WHEREAS, the Technical Planning Committee has complied and reviewed the transportation projects identified within the FY 2024 Unified Planning Work Program to be presented to the Board of Directors for consideration of approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Southeast Metropolitan Planning Organization hereby adopts the FY 2024 Unified Planning Work Program as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 19th DAY OF APRIL, 2023.


Jeremy Tanz, Chairman

ATTEST:


Alex McElroy, Executive Director