

UPWP 2024 - 2025

Effective

July 1, 2024 – June 30, 2025



SEMPO

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

"Serving the Transportation Needs of the Southeast Missouri Region"

FY 2025 Unified Planning Work Program

Cape Girardeau – Jackson Urbanized Area

Adopted
April 17, 2024



Southeast Metropolitan Planning Organization
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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 Justice 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 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.

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
2025	1 CY23							
	2 CY23							
	3 CY24							
	4 CY24							
2026	1							
	2							
	3							
	4							
2027	1							
	2							
	3							
	4							
2028	1							
	2							
	3							
	4							
2029	1							
	2							
	3							
	4							
2030	1							
	2							
	3							
	4							
2031	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 2023 (Expires June 2024)

Approved June 2023 (Expires June 2028)

Approved June 2022 (Expires June 2025)

Approved June 2022 (Expires June 2025)

As needed

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, 2024 to June 30, 2025. 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 2024 MISSOURI FEDERAL Consolidated Planning Grant (CPG) FUNDS	
FY 2023 Ending CPG Balance	\$ 582,987
FY 2024 CPG Allocation (Final)	\$ 176,976
Total FY 2024 CPG Funds Expected to be Expended by 6/30/2024	\$ (138,055)
Total SEMPO FY 2024 Missouri Federal CPG Funds	\$ 621,818
SEMPO FY 2025 MISSOURI FEDERAL (CPG) FUNDS	
FY 2025 CPG Allocation (Estimate)	\$ 189,877
Total Estimated CPG Funds Available for FY 2025 UPWP	\$ 811,695
Total Programmed CPG Funds for FY 2025 UPWP	\$ (296,998)
Remaining Unprogrammed Balance ¹	\$ 514,698

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 2025 ILLINOIS FEDERAL FUNDS	
Federal Revenue Balance Prior to FY 2025	\$ -
Total Estimated Federal Revenue Available for FY 2025 UPWP	\$ 51,598
Total Programmed Federal Funds for FY 2025 UPWP	\$ (51,598)
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 2025 SUMMARY OF ALLOCATIONS	
CPG (Missouri) ¹	\$ 189,877
Local Match (Missouri) ²	\$ 74,249
Illinois ³	\$ 64,498
Total	\$ 328,624

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

2 – Represents the amount to be collected in FY 2025. 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 FY2025, 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 2025 CPG LOCAL MATCH FUNDS		
City of Cape Girardeau	28.60%	\$ 21,235
City of Jackson	28.60%	\$ 21,235
Cape Girardeau County Transit Authority / Southeast Missouri State University ¹	14.30%	\$ 10,618
Cape Girardeau County / Cape Special Road District ²	14.30%	\$ 10,618
Southeast Missouri Regional Planning & Economic Development Commission	14.20%	\$ 10,543
Total	100.00%	\$ 74,249

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 2025 Budget

SEMPO FY 2025 BUDGET					
	Missouri CPG (Federal)	Missouri Local Match	Illinois (Federal)	Illinois State Match	Total Cost
Staff Labor - City of Cape Girardeau					
Salaries	\$ 39,240	\$ 9,810	\$ 6,817	\$ 1,704	\$ 57,572
Benefits	\$ 9,486	\$ 2,372	\$ 1,648	\$ 412	\$ 13,918
Subtotal	\$ 48,727	\$ 12,182	\$ 8,465	\$ 2,116	\$ 71,490
Consultant Contract - KLG Engineering, LLC					
Program Support	\$ 11,928	\$ 2,982	\$ 2,072	\$ 518	\$ 17,500
Public Outreach	\$ 3,408	\$ 852	\$ 592	\$ 148	\$ 5,000
Education and Training	\$ 1,704	\$ 426	\$ 296	\$ 74	\$ 2,500
Subtotal	\$ 17,040	\$ 4,260	\$ 2,960	\$ 740	\$ 25,000
Consultant Contract - Southeast Missouri Regional Planning & Economic Development Commission					
Data Collection and Management	\$ 3,408	\$ 852	\$ 592	\$ 148	\$ 5,000
Transportation Improvement Program Management	\$ 10,224	\$ 2,556	\$ 1,776	\$ 444	\$ 15,000
Subtotal	\$ 13,632	\$ 3,408	\$ 2,368	\$ 592	\$ 20,000
Consultant Contract - (TBD)					
Origin and Destination Study Research & Analytics Tool Investment	\$ 6,816	\$ 1,704	\$ 1,184	\$ 296	\$ 10,000
Subtotal	\$ 6,816	\$ 1,704	\$ 1,184	\$ 296	\$ 10,000
Consultant Contract - EcolInteractive					
TIP Tool Online Management & Support	\$ 14,242	\$ 3,560	\$ 2,474	\$ 619	\$ 20,895
Subtotal	\$ 14,242	\$ 3,560	\$ 2,474	\$ 619	\$ 20,895
Consultant Contract - TBD					
Metropolitan Transportation Plan Update	\$ 102,238	\$ 25,559	\$ 17,762	\$ 4,441	\$ 150,000
Subtotal	\$ 102,238	\$ 25,559	\$ 17,762	\$ 4,441	\$ 150,000
Consultant Contract - TBD					
*SEMPO Region Trail Connection Study	\$ 81,790	\$ 20,448	\$ 14,210	\$ 3,552	\$ 120,000
Subtotal	\$ 81,790	\$ 20,448	\$ 14,210	\$ 3,552	\$ 120,000
Consultant Contract -TBD					
Title VI & Language Assistance Plan	\$ 2,726	\$ 682	\$ 474	\$ 118	\$ 4,000
Subtotal	\$ 2,726	\$ 682	\$ 474	\$ 118	\$ 4,000
Other Direct Costs					
Advertising	\$ 682	\$ 170	\$ 118	\$ 30	\$ 1,000
Books/Publications	\$ 204	\$ 51	\$ 36	\$ 9	\$ 300
Copies	\$ 682	\$ 170	\$ 118	\$ 30	\$ 1,000
Liability Insurance	\$ 682	\$ 170	\$ 118	\$ 30	\$ 1,000
Meetings/Conferences	\$ 2,726	\$ 682	\$ 474	\$ 118	\$ 4,000
Office Supplies	\$ 1,704	\$ 426	\$ 296	\$ 74	\$ 2,500
Postage	\$ 204	\$ 51	\$ 36	\$ 9	\$ 300
Printing	\$ 682	\$ 170	\$ 118	\$ 30	\$ 1,000
Training/Education	\$ 1,363	\$ 341	\$ 237	\$ 59	\$ 2,000
Dues and Memberships	\$ 450	\$ 112	\$ 78	\$ 20	\$ 660
Website Hosting	\$ 409	\$ 102	\$ 71	\$ 18	\$ 600
Subtotal	\$ 9,788	\$ 2,447	\$ 1,700	\$ 425	\$ 14,360
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 296,998	\$ 74,249	\$ 51,598	\$ 12,900	\$ 435,745

* 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 2025 2.5% estimate is \$4,746 and is addressed under **Work Element 3.4**.

Elements of the FY 2025 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 2025 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	\$ 67,542
1.2 Public Outreach	\$ 19,298
1.3 Education and Training	\$ 9,649
Subtotal	\$96,489

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 2026 UPWP; prepare and submit FY 2025 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 2024 Accomplishments:

- a. Prepared and adopted FY 2025 UPWP (May 2024)
- b. Prepared and submitted all FY2024 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 2024).
- d. Prepared Board and TPC 2024 Meeting Schedule (December 2023)

- e. Prepared and submitted prioritized needs list for MoDOT Funding Scenarios (October 2023)
- f. Prepared and approved amendments and administrative modifications to the FY 2024 – 2027 Transportation Improvement Program
- g. Prepared and adopted a resolution supporting MoDOT, IDOT, CGCTA, and SEMO Performance Measure Targets (November 2023)
- h. Prepared and submitted STIP Project Request List to MoDOT (November 2023)

1.1.5 FY 2025 Work Products (estimated completion dates):

- a. Meeting agendas, minutes, presentations, information and materials (ongoing)
- b. Prepare and submit for approval FY 2026 UPWP (April 2025)
- c. FY 2025 UPWP progress reports (submitted quarterly)
- d. Amend FY 2025 UPWP as necessary
- e. Administer General Services Agreement for Contract Professional Services for 2022 – 2027 (ongoing)

1.1.6 Budget: \$67,542 (\$50,042 SEMPO Staff + \$17,500 KLG Engineering, LLC)

Total Cost	\$ 67,542
Missouri CPG (Federal)	\$ 46,127
Missouri Local Match	\$ 11,532
Illinois (Federal)	\$ 7,907
Illinois State Match	\$ 1,977

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 2024 Accomplishments:

- a. Held Public Hearing on FY 2025 Unified Planning Work Program (UPWP) and released for public comment (April 2024)
- b. Held two Public Open Houses on the Comprehensive Safety Action Plan as part of the Safe Streets and Roads for All Program (January 2024)
- c. Held an Open House at the Jackson Middle School to solicit feedback on a corridor study
- d. Released FY 2027 – 2027 TIP Amendment No. 1, Amendment No. 2, and Amendment No. 3 for public comment (September 2023, October 2023, and November 2023)
- e. Posted draft planning documents for public comment in accordance with Public Participation Plan
- f. Reviewed Public Participation Plan for any necessary updates (June 2024)
- g. Issued “SEMPO News and Information” monthly e-newsletter to 100+ subscribers and post on website for review (ongoing)

1.2.5 FY 2025 Work Products (estimated completion dates):

- a. Host Open House forum for Regional Trail Connection Study
- b. Release for public comment draft Regional Trail Connection Study (March 2025)
- c. Host 3rd Open House to solicit feedback on the Draft Comprehensive Safety Action Plan (October 2024)
- d. Host Open Houses and Stakeholder interviews for the development of the Metropolitan Transportation Plan Update (January 2025)
- e. Conduct public outreach activities via SEMPO website, postings in public buildings, legal advertisements, public input sessions, etc. (ongoing)
- f. Review Public Participation Plan to determine if an update is necessary (June 2025)
- g. Issue “SEMPO News and Information” monthly e-newsletter to subscriber list and post on SEMPO website for review (ongoing)

1.2.6 Budget: \$19,298 (\$14,298 SEMPO Staff + \$5,000 KLG Engineering, LLC)

Total Cost	\$ 19,298
Missouri CPG (Federal)	\$ 13,179
Missouri Local Match	\$ 3,295
Illinois (Federal)	\$ 2,259
Illinois State Match	\$ 565

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 2024 Accomplishments:

- a. Attended SE District Regional Bridge Committee Meeting (July 2023)
- b. Attended the IDOT Carbon Reduction Strategy Meeting (July 2023)
- c. Attended Active Transportation Summit (August 2023)
- d. Attended Carbon Reduction Program Meeting (September 2023)
- e. Attended Southeast Coalition for Roadway Safety Meetings (Quarterly)
- f. Attended the Association of Metropolitan Planning Organization's (AMPO) national conference (September 2023)
- g. Attended Illinois Traffic Records Coordination Meeting (October 2023)
- h. Attended Equity in Roadway Safety Training (November 2023)
- i. Attended Traffic and Data Analytics Seminar (November 2023)
- j. Attended SS4A Community of Practice (November 2023)
- k. SS4A Office Hours Meeting with FHWA (ongoing)
- l. Attended Safe System Approach for Urban Core Seminar (December 2023)
- m. Attended MoDOT Statewide Planning Partners Conference (February 2024)

1.3.5 FY 2025 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:** \$9,649 (\$7,149 SEMPO Staff + \$2,500 KLG Engineering, LLC)
- | | |
|------------------------|-----------------|
| Total Cost | \$ 9,649 |
| Missouri CPG (Federal) | \$ 6,590 |
| Missouri Local Match | \$ 1,647 |
| Illinois (Federal) | \$ 1,130 |
| Illinois State Match | \$ 282 |

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	\$ 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 2024 Accomplishments:**
- a. Conducted a GIS Audit of current interactive maps, mapping data, and current uses of GIS information. Developed 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 enhanced the amount of interactive maps available for public review and edification (June 2024).

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

2.1.5 FY 2025 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)	\$ 3,415
Missouri Local Match	\$ 854
Illinois (Federal)	\$ 585
Illinois State Match	\$ 146

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 2024	
Intersection Studies for Route D and 621 & Perryville Road	
TIP Tool Online Management Services	
Solicited via RFP and negotiated contract for professional services for the Development of a SEMPO Region Trail Connection Study	
Solicited via RFP and negotiated contract for professional services for the Development of a Comprehensive Safety Action Plan	
Executed a Uniform Grant Budget Agreement with the State of Illinois for the use of unspent PL funds	
Transportation Planning Work Elements for FY 2025	UPWP Budget
3.1 Comprehensive Safety Action Plan	-
3.2 Performance Management	-
3.3 Metropolitan Transportation Plan Update	\$150,000
3.4 SEMPO Region Trail Connection	\$120,000
3.5 Transportation Improvement Program (TIP) Management	\$15,000
3.6 TIP Tool Online Management & Support	\$20,895
3.7 Origin and Destination Analytical Tool	\$10,000
3.8 Air Quality Planning	-
Subtotal	\$315,895

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. Development of the plan started in FY 2024 through the assistance of consultant services. The SS4A grant agreement with the FHWA requires the plan to be completed by December 31, 2024, with the plan adoption taking place on or before January 31, 2025.

3.1.3 Program Activities:

- a. Analyze survey and public input map results
- b. Develop programs and policy recommendations
- c. Develop safety toolkits
- d. Analyze VMT reduction strategies
- e. Complete an administrative draft
- f. Host 3rd Public Open House on administrative draft
- g. Ensure the Comprehensive safety Action Plan satisfies the federal requirements outlined within the Safe Streets and Roads for All grant program
- h. Adopt the finalized plan on or before January 31, 2025

3.1.4 FY 2024 Accomplishments:

- a. Solicited and procured professional service to assist in the development of the Comprehensive Safety Action Plan
- b. Developed High Injury Network
- c. Developed dashboard toolkits to display crash data history
- d. Hosted two public open houses displaying crash data history and public input maps

3.1.5 FY 2025 Work Products (estimated completion dates):

- a. SEMPO will assist in developing and finalizing the draft plan and approve the final plan (adoption January 2025)

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:

<u>TIP (from final rule):</u>
(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.
<u>MTP (from final rule):</u>
(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. On October 18, 2023, SEMPO passed a resolution supporting performance measure targets set by MoDOT and IDOT for PM(1) Safety. 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) Update

3.3.1 Lead Agency: SEMPO via consulting contract (TBD)

3.3.2 Objective: The 2021-2044 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.

3.3.3 Program Activities:

- a. Draft RFQ to solicit professional consultant to assist in the development of the 2026-2051 MTP

3.3.4 FY 2024 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 2025 Work Products (estimated completion dates):

- a. Develop and adopt a 2026-2051 MTP (March 2026)

3.3.6 Budget (for contract work)

Total Cost	\$ 150,000
Missouri CPG (Federal)	\$ 102,439
Missouri Local Match	\$ 25,610
Illinois (Federal)	\$ 17,561
Illinois State Match	\$ 4,390

3.4 SEMPO Region Trail Connection Study

3.4.1 Lead Agency: SEMPO via consulting contract with Planning Design Studios (PDS)

3.4.2 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.

3.4.3 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

3.4.4 FY 2024 Accomplishments:

- a. Solicited via RFP and negotiated contract for professional services for the Development of a SEMPO Region Trail Connection Study

3.4.5 FY 2025 Work Products (estimated completion dates)

- a. Prepare and adopt the Jackson-Trail Connection Study (June 2025)

b. Utilize study findings and options to seek potential funding opportunities

3.4.6 Budget (for contracted work):

Total Cost	\$ 120,000
Missouri CPG (Federal)	\$ 77,044
*2.5% PL Set-aside	\$ 4,746
Missouri Local Match	\$ 20,448
Illinois (Federal)	\$ 14,210
Illinois State Match	\$ 3,552

3.5 Transportation Improvement Program (TIP) Management

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 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.

3.5.3 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).

3.5.4 FY 2024 Accomplishments:

- a. Prepared and approved FY 2024-2027 TIP Amendment No. 1 (September 2023), Amendment No. 2 (October 2023), and Amendment No. 3 (November 2023)

3.5.5 FY 2025 Work Products (estimated completion dates):

- a. 2024-2027 TIP Amendments and Administrative Modifications (as necessary)

3.5.6 Budget (for contracted work):

Total Cost	\$ 15,000
Missouri CPG (Federal)	\$ 10,244
Missouri Local Match	\$ 2,561
Illinois (Federal)	\$ 1,756
Illinois State Match	\$ 439

3.6 Transportation Improvement Program (TIP) Tool Online Management & Support

3.6.1 Lead Agency: SEMPO via consulting contract with EcoInteractive

3.6.2 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 expired in 2023. TIP Tool software has advanced in mapping functionality, reporting capabilities, and permission level authorization technologies significantly over the past five years. SEMPO conducted a competitive RFP process to solicit a new online management and service agreement for TIP Tool services. Through this competitive selection process, EcoInteractive was chosen as the preferred vendor. SEMPO has entered into a 3-year (2024 – 2027) user agreement with EcoInteractive for TIP Tool online software management and maintenance services.

3.6.3 Program Activities:

a. TIP tool maintenance and support

3.6.4 FY 2024 Accomplishments:

a. Issued a Request for Proposals and selected a new vendor for TIP Tool online management and maintenance services

3.6.5 FY 2025 Work Products (estimated completion dates):

a. Work with the new vendor to transfer SEMPO data to the new TIP Tool platform (March 2024 – May 2024)

b. Go live with new software platform (June 2024)

3.6.6 Budget (for contracted work):

Total Cost	\$ 20,895
Missouri CPG (Federal)	\$ 14,270
Missouri Local Match	\$ 3,567
Illinois (Federal)	\$ 2,446
Illinois State Match	\$ 612

3.7 Origin and Destination Analytics Tool

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

3.7.2 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.

3.7.3 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

3.7.4 FY 2024 Accomplishments:

- a. Evaluated Origin and Destination analytical tools from various vendors
- b. Partnered with the Southeast Missouri Regional Planning Commission, Cape Girardeau Area Chamber of Commerce, and SEMO Redi on 1-year investment into a Placer.ai subscription.

3.7.5 FY 2025 Work Products (estimated completion dates)

- a. Continue research of Origin and Destination Studies
- b. Evaluate benefit received from Placer.ai subscription and partnership with regional entities
- c. Identify desired analytical tool capabilities and functionality
- d. If necessary, solicit vendors for proposals

3.7.6 Budget (for contracted work):

Total Cost	\$ 10,000
Missouri CPG (Federal)	\$ 6,816
Missouri Local Match	\$ 1,704
Illinois (Federal)	\$ 1,184
Illinois State Match	\$ 296

3.8 Air Quality Planning

3.8.1 Lead Agency: SEMPO staff

3.8.2 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 FY2025

(June 30, 2024 – July 1, 2025); however, this situation could change in future years.

3.8.3 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).

3.8.4 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



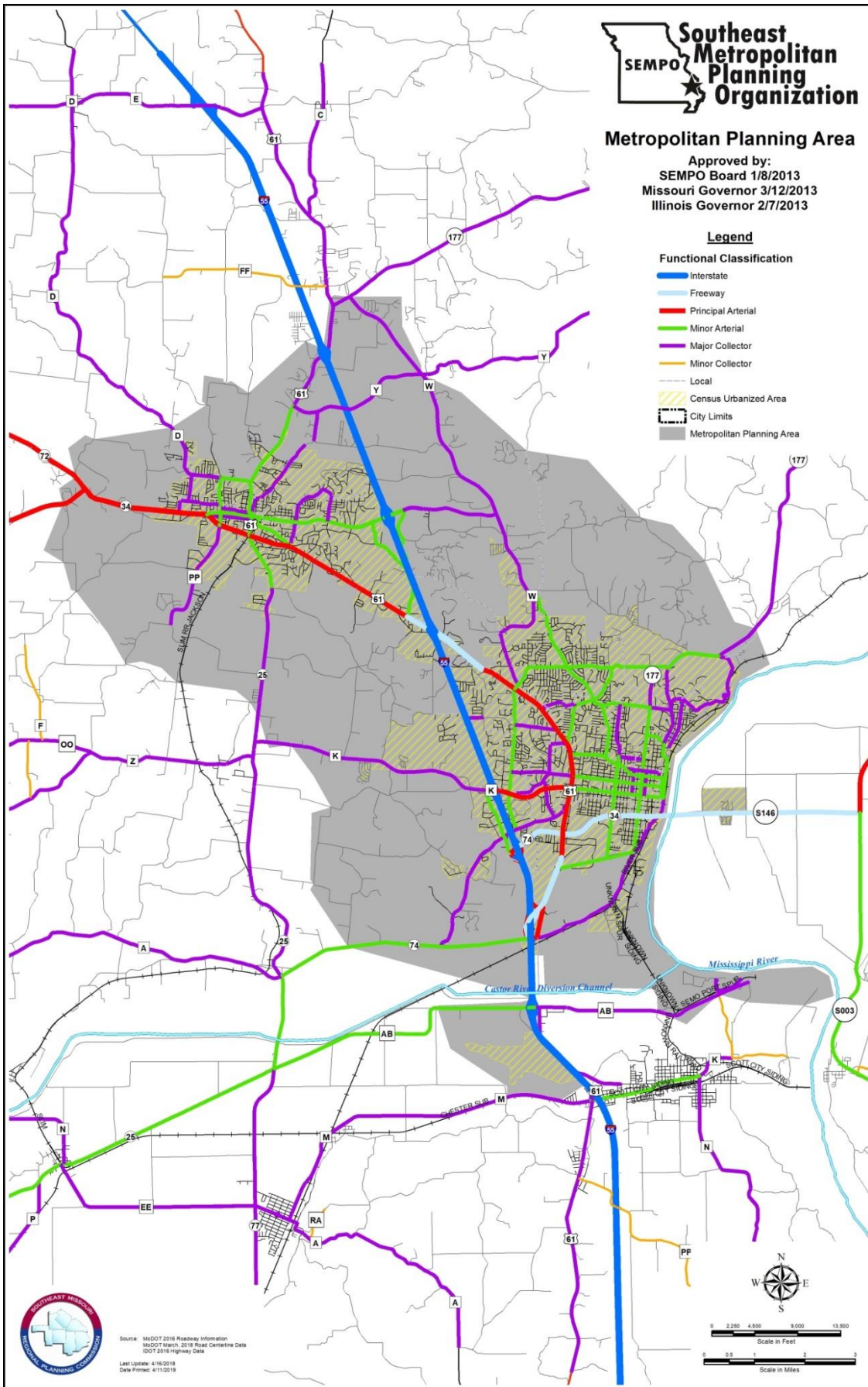
Metropolitan Planning Area

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

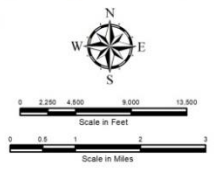
Legend

Functional Classification

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



Source: MoDOT 2016 Roadway Information
 MoDOT March 2016 Road Centerline Data
 IDOT 2016 Highway Data
 Last Update: 4/16/2018
 Date Printed: 4/11/2018



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)

RESOLUTION NO. 24-02

SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2024-02

**A RESOLUTION ADOPTING THE
FY 2025 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 2025 Unified Planning Work Program has been prepared in accordance with the federal regulations; and

WHEREAS, the FY 2025 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 2025 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 2025 Unified Planning Work Program as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 17th DAY OF APRIL, 2024.


Jeremy Tanz, Chairman

ATTEST:


Alex McElroy, Executive Director